



Minutes of the Nottinghamshire Safeguarding Adults Board Meeting

Held on 13th October 2016

*Nottinghamshire Safeguarding Adults Board
C/o Safeguarding Adults Strategic Team
County Hall
West Bridgford
Nottingham
NG2 7QP
Tel No: 0115 977 3911*

**Attendance List for the NSAB Meeting
13th October 2016**

NAME	ORGANISATION	PRESENT	APOLOGIES	ABSENT
Allan Breeton Chair	Independent Chair, Nottinghamshire Safeguarding Adults Board	√		
Amanda Sullivan Vice Chair	Chief Operating Officer, Newark and Sherwood Clinical Commissioning Group	√		
Bernadette Carter Associate Board Member	Senior Solicitor (Litigation), Safeguarding and Social Care, Legal Services, Nottinghamshire County Council		√	
Caroline Baria Board Member	Service Director for Strategic Commissioning, Access and Safeguarding, Nottinghamshire County Council	√		
Caroline Jones Board Member	Interim Head of Safeguarding, Sherwood Forest Hospitals NHS Foundation Trust	√		
Claire Bearder Board Member	Group Manager, Access and Safeguarding, Nottinghamshire County Council	√		
David Pearson Board Member	Corporate Director, Adult Social Care, Health and Public Protection, Nottinghamshire County Council	√		
Deborah Kitson Associate Member	Chief Executive Officer, Ann Craft Trust	√		
Denise Nightingale Board Member	Chief Nurse and Executive Lead for Quality and Safety, NHS Bassetlaw Clinical Commissioning Group		√	
Elaine Moss Board Member	Director of Quality and Governance, Newark and Sherwood Clinical Commissioning Group		√	
Emma Darby Deputy for Richard Cropley	Engagement and Partnerships Officer, Nottinghamshire Fire and Rescue Service	√		
Esther Gaskill Deputy for Nichola Bramhall	Head of Quality, Patient Safety and Experience, Nottingham North and East Clinical Commissioning Group	√		
James Shutt Associate Board Member	POhWER		√	
Julie Cuthbert Associate Board Member	Senior Communications Business Partner, Nottinghamshire County Council		√	

Julie Gardner Board Member	Associate Director, Safeguarding and Social Care, Nottinghamshire Healthcare NHS Trust		√	
Karmon Hawley Board Member	Inspection Manager, Adult Social Care Inspection Directorate, Care Quality Commission		√	
Moira Hardy Board Member	Deputy Director of Nursing, Midwifery and Quality, Doncaster & Bassetlaw Hospitals NHS Foundation Trust	√		
Nichola Bramhall Deputy Board Member	Director of Nursing and Quality, Nottingham North and East, Nottingham West and Rushcliffe Clinical Commissioning Groups		√	
Nicola Ryan Board Member	Deputy Chief Nurse, NHS Bassetlaw Clinical Commissioning Group	√		
Nigel Hill Board Member	Head of Nottinghamshire National Probation Service	√		
Richard Cropley Board Member	Persons at Risk Team Manager, Nottinghamshire Fire and Rescue Service		√	
Robert Griffin Board Member	Detective Superintendent, Nottinghamshire Police	√		
Rob Morris (Dr) Board Member	Consultant Physician, Nottingham University Hospitals NHS Trust	√		
Ruth Hyde Board Member	Chief Executive Officer, Broxtowe Borough Council		√	
Sarah Banks Associate Member	Advanced Legal Practitioner, Legal Services, Nottinghamshire County Council		√	
Steve Edwards Board Member	Service Director, Children's Social Care, Nottinghamshire County Council	√		
Stuart Sale Board Member	Nottinghamshire Safeguarding Adults Board Manager, Safeguarding Adults Strategic Team, Nottinghamshire County Council	√		
Sue Matthews Associate Member	Crown Advocate, Crown Prosecution Service		√	
Tina Hymas-Taylor Deputy for Julie Gardner	Safeguarding Lead, Nottinghamshire Healthcare NHS Trust	√		

Wendy Hazard Board Member	Locality Quality Manager – Nottinghamshire, North Division East Midlands Ambulance Service	√		
Anna Jakeman Minute Taker	Nottinghamshire Safeguarding Adults Board Officer, Safeguarding Adults Strategic Team, Nottinghamshire County Council	√		
John Dowson Observer	Safeguarding Adults Development Officer, Nottinghamshire County Council	√		
Paul Hughes Observer	Safeguarding Adults Development Officer, Nottinghamshire County Council	√		

**Minutes of the NSAB Meeting
13th October 2016**

Agenda Item	Discussion	Action by	By date
1.	Welcome, Introductions and Apologies		
	Allan Breeton welcomed all to the meeting, apologies were given as detailed above, and introductions were made.		
2.	Minutes of the Board Meeting held on 14th July 2016		
	<p><u>Points of Accuracy</u></p> <p>There were no points of accuracy raised, and the minutes were agreed to be a true and accurate record of the meeting.</p> <p><u>Matters Arising</u></p> <p>The actions from the meeting held in July are detailed on the attached Action Log.</p>		
3.	Sub-Group Updates		
3.1	Learning and Development Sub-Group Update		
	<p>Stuart Sale presented a report to the Board which had been distributed prior to the meeting, and is not therefore detailed in these minutes. It provided information on the first Trainers' Forum which had taken place on the morning of 14th September, the launch event for the Competency Framework and Learning Pathway and the revised Referral Pathway which had taken place on the afternoon of the 14th September, and confirmed that Ruth Hyde has been appointed as the new Chair of the Sub-Group, a role which she will take up from the next meeting in November.</p> <p>Caroline Baria queried how often the Trainers' Forum will meet. Stuart confirmed that this is being considered. Attendees were asked for their opinions, and it is likely to be three times per year. Terms of Reference are currently being drafted.</p> <p>Allan thanked the Board members who had attended the Pathways Launch Event.</p> <p>The report recommended that the Board noted the content of the report and the work of the Sub-Group, and this was agreed.</p>		
3.2	Safeguarding Adults Reviews Sub-Group Update		
	Amanda Sullivan presented a report to the Board on the work of the Safeguarding Adults Review (SAR) Sub-Group which had been distributed prior to the meeting, and is not therefore detailed in these minutes. It provided an update on the current SARs, information regarding an investigation by the Local Government Ombudsman relating to a serious		

	<p>case review completed a couple of years ago, and details of ongoing work by the Sub-Group. Amanda added that there is very good engagement by the members of the Sub-Group.</p> <p>There was a discussion as to whether or not code names for the subjects of SARs should be used in closed meetings, or whether their actual names should be used, which was initiated through a question raised by Robert Griffin. Allan stated that this had also been raised at a regional SAR workshop. It was agreed that, due to issues around confidentiality, and the fact that some subjects may still be alive, codes would continue to be used, although it was also noted that during specific panel meetings or practitioner events relating to individual subjects, their names would be used.</p> <p>The update report recommended that the Board noted the contents of the report and the work of the SAR Sub-Group, and this was agreed.</p>		
3.3	Quality Assurance Sub-Group Update		
3.3.1	<p>Claire Bearder presented a report to the Board on the work of the Quality Assurance (QA) Sub-Group which had been distributed prior to the meeting, and is not therefore detailed in these minutes. It provided an update on the work of the Sub-Group and the recent data.</p> <p>Rob Morris queried if the reasons behind repeat referrals were known, and Claire responded that the majority relate to the same individuals in the same independent hospitals.</p> <p>Deborah Kitson queried whether service users are asked directly whether they were satisfied with outcomes, and Claire confirmed that it was the social worker's view which would be recorded, adding that if an individual was able to answer they would be asked about their desired outcome, but in other instances it may be a family member or advocate who is asked.</p> <p>Caroline Baria stated that the issue around independent hospitals is significant. A situation with one individual hospital had led to targeted work being undertaken, which included meetings involving the hospital, health, social care, the police, the CQC and NHS England to discuss and identify the problems. It proved to be a very successful approach. She noted that one of the recommendations in the QA Sub-Group Update report was for a letter to be sent to another identified independent hospital with regard to the number of safeguarding referrals being made which are not leading to a Section 42 Enquiry and queried whether this was the correct approach or whether a more "personal" approach should be attempted in the first instance to establish what response the hospital might give. Caroline also suggested that a similar group of agencies meet with the hospital. Rob Griffin confirmed that he felt the police should be involved, and Caroline Jones also volunteered to input from Sherwood Forest Hospitals Trust. It was agreed that Caroline Baria and Claire would co-ordinate a meeting.</p> <p>Action: Caroline Baria and Claire Bearder are to co-ordinate a meeting regarding the targeted work to be undertaken with the identified independent hospital, involving those organisations deemed necessary, and provide an update to the Board at the January meeting.</p> <p>The report also recommended that the Board approved the new data format, which is quarterly actual data rather than 12 month rolling data, and this was agreed.</p>	Caroline Baria / Claire Bearder	12.01.17

4.	NSAB Risk Register		
4.1	<p>Claire Bearder reminded the Board that the Risk Register is now a Board document, but it is monitored by the QA Sub-Group. She stated that Allan has suggested the Board considers it in detail at the January Development Day, and Allan added that he felt it would be useful when the Board looks at the Strategic Plan for the coming financial year.</p> <p>There was a discussion around risk 1, which relates to the use of advocates in safeguarding training, with Deborah Kitson noting that the use is now a statutory requirement. Caroline Baria confirmed that Nottinghamshire County Council has ensured that there is now training relating to the use of advocates, as well as there being measures in place to increase the resources and capacity when it comes to the provision of advocates.</p> <p>In relation to the risk regarding Deprivation of Liberty Safeguards (DoLS), risk 3, Caroline Jones stated that there is an increasing issue at Sherwood Forest Hospitals regarding assessments. Caroline Baria queried if the situation was getting worse, adding that there has been significant additional funding and staff resources, and Caroline Jones stated that it is starting to become worse and that she wanted to raise it. Caroline Baria confirmed that she would take the issue back to the DoLS Team Manager.</p> <p>Action: Caroline Baria is to feed back to the DoLS Team Manager at the County Council that there is an issue regarding increasing waiting times for DoLS assessments at Sherwood Forest Hospitals Trust and provide any information to Caroline Jones. In addition, the Board is to be updated at the January meeting.</p>	Caroline Baria	12.01.17
5.	Sustainability and Transformation Plan		
	<p>David Pearson gave a presentation to the Board on the Sustainability and Transformation Plan (STP), which is a very broad strategic plan for health and social care and which includes all of Nottinghamshire with the exception of Bassetlaw, as this area falls under South Yorkshire for this purpose. As the slides have been distributed to Board members with these minutes, the presentation is not detailed in these minutes.</p> <p>Following the presentation, Allan confirmed that he had asked David to provide it to give information to Board members on the plan. Amanda Sullivan stated that, with regard to safeguarding, she felt that the plan will be useful – a number of safeguarding reviews have resulted because information was not sufficiently shared, but the STP should hopefully lead to, amongst other things, joined up systems.</p>		
6.	MSP Temperature Check		
	<p>The Making Safeguarding Personal Temperature Check 2016, which had been commissioned by the Association of Directors of Adult Social Services, had been distributed prior to the meeting. Allan stated that it provided an idea of where Making Safeguarding Personal (MSP) should be at, and he believed Nottinghamshire to be in a good position.</p> <p>A number of recommendations at local level have been made in the document, and Allan wanted to consider those against the Board's Strategic Plan and identify any gaps. He asked for volunteers for a small task and</p>		

	finish group, to include himself, Claire Bearder and Stuart Sale. Allan confirmed he was happy to lead. Any proposals could then be considered at the Development Day in January. He asked that, as well as possible volunteers from the Board, members also approach their colleagues. Any volunteers are to email the Safeguarding Team. Caroline Jones confirmed that she would be happy to input.		
6.1	Action: Board members are to approach colleagues within their organisations to establish if there are any volunteers to join a task and finish group to consider the local level recommendations within the Making Safeguarding Personal Temperature Check 2016.	All Board Members	31.10.16
6.2	Action: Board members are to email the Safeguarding Adults Team to confirm if they or their colleagues are willing to join the task and finish group.	All Board Members	31.10.16
6.3	Action: The Safeguarding Adults Team is to arrange an initial meeting of the task and finish group, and Allan is to provide an update at the Board meeting in January.	Safeguarding Team / Allan Breeton	30.11.16
7.	Local Authority QA Project Update		
	<p>Caroline Baria reminded the Board that at the last meeting in July she had presented a report on the internal audit taking place within Nottinghamshire County Council's Adult Social Care. Michelle Colbourne has been appointed to complete dip-testing audits on recent safeguarding referrals and enquiries to ensure that they are compliant with MSP, the Care Act, etc.</p> <p>The appointment of external consultants to help with the revision of the Adult Social Care tool and to ensure that the process put in place is sustainable is currently on hold as it is going through the procurement process.</p> <p>Allan commented that although this is a local authority project it would be helpful if any relevant learning could be shared.</p> <p>Caroline confirmed that she would update the Board further at the next meeting in January.</p>		
8.	Pathways Launch Event Feedback		
	<p>Stuart Sale confirmed that the Launch Event which took place on 14th September had been successful, with several members of the Board present. Good feedback has been received, particularly in relation to the inclusion of two service users who had been through the safeguarding process. Each of their stories will be included in the next NSAB Annual Report.</p> <p>Stuart confirmed that links to the pathways, together with any necessary instructions, will be sent out within the next few days.</p>		
9.	Independent Inquiry into Child Sexual Abuse (IICSA)		
	<p>From a Police point of view, Rob Griffin stated that Nottinghamshire was to be featured in the inquiry in the Spring of 2017, but this has been delayed. As such, Nottinghamshire Police Force is not receiving many information requests at the moment.</p>		

	<p>Caroline Baria confirmed that currently the majority of the work is focussing on support services and pulling together funding to set up a temporary small team to map the services available. The number of individuals coming forward in Nottinghamshire is quite high, and it is anticipated that this will continue to rise.</p> <p>In Nottinghamshire County Council, Steve Edwards confirmed that he has a team which is currently ensuring that files are secured. Information has been requested regarding individuals who were children in secure homes.</p> <p>Updates will continue to be provided, and this will be a standing agenda item for Board meetings.</p>		
10.	Chair's Report		
	<p>Allan confirmed that the NSAB Annual Report will be launched at the Partnership in November. It will be the first in the new format required by the Care Act.</p> <p>The Regional Safeguarding Network's last meeting was a SAR workshop. Allan believed that, in Nottinghamshire, there is a good process in place to consider cases and commission reviews. He also informed the Board that a SAR in Northamptonshire had a specific individual for family liaison, which was reported to have worked very well.</p> <p>The Regional Chairs Network is currently undertaking a national audit on the impact of the Care Act on Safeguarding Adults Boards. Allan confirmed that he is joining up with the Chair of the Lincolnshire Safeguarding Adults Board, and he added that he would share the outcome of the audit with the Board once complete.</p> <p>The next Partnership Event is scheduled to take place on the morning of 22nd November 2016 at Rufford Mill, and Allan requested that any topics for consideration should be provided by email to the Safeguarding Team. Allan added that good feedback is always received, but this is in part because partners both participate and provide topics.</p>		
11.	Organisational Update		
	<p>Moira Hardy confirmed that there were no updates for Doncaster and Bassetlaw Hospitals specifically related to safeguarding, but confirmed that they are applying for teaching hospital status.</p> <p>Deborah Kitson stated that there were no specific updates from the Ann Craft Trust. However, she informed the Board that the NSPCC has been leading on safeguarding children in sport. Sport England is now providing funding for adults at risk, and she was aware that there is no-one from that sector who is a member of the Board. She suggested that the sector could be invited to sit on the Partnership perhaps. Allan confirmed that membership would be reviewed at the Development Day in January.</p> <p>Rob Griffin confirmed that changes are taking place within the Police. Internal structures for the public protection department are being considered, although there will be no immediate changes. A draft Business Case has been shared with some partners, and Rob is currently awaiting feedback. He will share more widely when it is possible to do so. In addition, interviews for</p>		

	<p>the role of Chief Constable are imminent – the selection process has started and there are six possible candidates. It is anticipated that the individual appointed will be in post by April 2017.</p> <p>Esther Gaskill confirmed that Gail Colley-Bontoft has now left her post in the Clinical Commissioning Group, and Jean Griffin has been appointed.</p> <p>Caroline Jones confirmed that Suzanne Banks has now left Sherwood Forest Hospitals Trust, and Caroline will also be leaving her interim post in December. A new head of safeguarding will be appointed. She added that she had been impressed with the work of the Board during her time in post, and Allan thanked her for all of her contributions.</p> <p>Emma Darby confirmed that Nottinghamshire Fire and Rescue Service is working on a new “Safe and Well” project, with the aim of moving towards holistic checks on individuals, including safeguarding. There will be a consultation event in November, and an invite will be sent out in due course.</p> <p>Tina Hymas-Taylor stated that, within Nottinghamshire Healthcare Trust, there were three divisions – physical health, mental health and forensics. This has now changed to a local health partnership and forensics, as of 1st October 2016. She also informed the Board that IMR Author Training is due to take place on 17th October, which will be multi-agency led by herself, Claire Bearder, and Val Simnett who is also from the Trust, with a number of agencies sending delegates.</p> <p>Nigel Hill confirmed that there is a project underway within the National Probation Service to bring all areas working with high risk individuals under one line, rather than having differences within different localities, and it is anticipated that this will bring about some big changes. In the Midlands, Nottinghamshire has the highest number of offenders. There is also a review of offender management within prisons, and this will be published in due course.</p> <p>Wendy Hazard confirmed that Richard Henderson is still the Interim Chief for the East Midlands Ambulance Service. National performance targets and finances are still leading to challenges for the service.</p> <p>Steve Edwards confirmed that Children’s Social Care within Nottinghamshire County Council has recruited a number of social workers to child protection teams.</p>		
12.	Any Other Business		
	<p>Allan reminded Board members that there is an Extraordinary Board Meeting scheduled to take place at the Nottinghamshire Fire and Rescue Service Headquarters on the morning of 17th November 2016 to consider two Safeguarding Adults Reviews, the NSAB Partnership Event is scheduled to take place on the morning of 22nd November 2016 at Rufford Mill, and the Development Day will be taking place on 12th January 2017, also at Rufford Mill.</p>		
13.	Close		
	<p>There being no further business, Allan thanked the Board members for their attendance and input and closed the meeting.</p>		

14.	Future Meeting Dates
	<p><u>NSAB Meetings:</u></p> <ul style="list-style-type: none"> • 17th November 2016 – Extraordinary Meeting 9:30am to 12:30pm Nottinghamshire Fire and Rescue Service HQ, Bestwood Lodge, Arnold, Nottingham, NG5 8PD • 12th January 2017 – Development Day 9:00am to 4:00pm (to be finalised) The Talbot Suite, Rufford Mill, Ollerton, NG22 9DG • 20th April 2017 2:00pm to 5:00pm Nottinghamshire Fire and Rescue Service HQ, Bestwood Lodge, Arnold, Nottingham, NG5 8PD • 13th July 2017 2:00pm to 5:00pm Nottinghamshire Fire and Rescue Service HQ, Bestwood Lodge, Arnold, Nottingham, NG5 8PD • 12th October 2017 2:00pm to 5:00pm Nottinghamshire Fire and Rescue Service HQ, Bestwood Lodge, Arnold, Nottingham, NG5 8PD <p><u>NSAB Partnership Events:</u></p> <ul style="list-style-type: none"> • 22nd November 2016 9:00am (for a 9:30am start) to 12:30pm The Talbot Suite, Rufford Mill, NG22 9DG • 23rd May 2017 9:00am (for a 9:30am start) to 12:30pm The Talbot Suite, Rufford Mill, Ollerton, NG22 9DG • 21st November 2017 9:00am (for a 9:30am start) to 12:30pm The Talbot Suite, Rufford Mill, Ollerton, NG22 9DG