



# **Minutes of the Nottinghamshire Safeguarding Adults Board Meeting**

**Held on 20<sup>th</sup> April 2017**

*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**

20<sup>th</sup> April 2017

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		√	
Bob Bearne Board Member	Regional Manager, The Derbyshire, Leicestershire, Nottinghamshire and Rutland Community Rehabilitation Company Limited	√		
Caroline Baria Board Member	Service Director for Strategic Commissioning, Access and Safeguarding, Nottinghamshire County Council	√		
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		√	
Hazel Roberts Board Member	Inspection Manager, Care Quality Commission		√	
James Shutt Associate Board Member	POhWER		√	
Jean Gregory	Head of Quality and Adult Safeguarding, Nottingham North and East, Nottingham West and Rushcliffe Clinical Commissioning Groups	√		
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			
Tina Hymas-Taylor Deputy for Julie Gardner	Safeguarding Lead, Nottinghamshire Healthcare NHS Trust	√		
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		√	
Emma Darby Deputy for Richard Cropley	Engagement and Partnerships Officer, Nottinghamshire Fire and Rescue Service	√		
Richard Dickenson	Doncaster and Bassetlaw Hospitals NHS Foundation Trust		√	
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 Manager	Nottinghamshire Safeguarding Adults Board Manager, Safeguarding Adults Strategic Team, Nottinghamshire County Council	√		
Sue Matthews Associate Member	Crown Advocate, Crown Prosecution Service		√	

Wendy Hazard Board Member	Locality Quality Manager – Nottinghamshire, North Division East Midlands Ambulance Service		√	
Claire Henley Deputy for Wendy Hazard	Lead for Adult Safeguarding, East Midlands Ambulance Service	√		
Anna Jakeman Minute Taker	Nottinghamshire Safeguarding Adults Board Officer, Safeguarding Adults Strategic Team, Nottinghamshire County Council	√		
Rebecca Hajdu Guest Presenter	Commissioning Officer, Adult Social Care and Health Transformation Team, Nottinghamshire County Council	√		
Tina Ramage Observer	Principal Social Worker, Nottinghamshire County Council	√		

**Minutes of the NSAB Meeting  
20<sup>th</sup> April 2017**

Agenda Item	Discussion	Action by	By date
1.	<b>Welcome, Introductions and Apologies</b>		
	Allan Breeton welcomed all to the meeting, apologies were given as detailed above, and introductions were made.		
2.	<b>Minutes of the Board Meeting held on 12<sup>th</sup> January 2017</b>		
	<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 April are detailed on the attached Action Log.</p>		
3.	<b>Sub-Group Updates</b>		
3.1	<b>Learning and Development Sub-Group Update</b>		
	<p>In Ruth Hyde's absence, Stuart Sale presented a report to the Board which had been distributed prior to the meeting, and is not therefore detailed in these minutes.</p> <p>The report provided information in relation to the Trainers' Forum, the new Referrer's Prompt Sheet, Referrer Training, and the priorities for the Learning and Development Sub-Group in 2017-18, namely Referrer Training, awareness of causing others to make enquiries, awareness of coercive and controlling behaviour, awareness of self-neglect, and Safeguarding Adults Level 3 Training.</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> <p>The report also recommended that the Board endorses the priorities for the Sub-Group, and this was also agreed.</p> <p>Allan queried how the Sub-Group was running with Ruth now in the position of Chair. Stuart confirmed that there was good representation. In the last year there had been no standing chair and there had been staffing issues in the Safeguarding Adults Strategic Team, but both of these issues have been resolved and a plan is in place to take the work of the Sub-Group forwards.</p>		
3.2	<b>Safeguarding Adults Reviews Sub-Group Update</b>		
	<p>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.</p> <p>The report provided information on the delay to publication of the Executive Summary for the City SAR being due to the creation of an accessible version of the overview reports prior to publication, a case considered by the SAR Sub-Group which had not led to a full review, but had led to internal reviews</p>		

	<p>within individual agencies, the SAR Policy Update, and an Impact Assessment carried out in relation to previous reviews and learning events which will be commissioned as a result.</p> <p>The report recommended that the Board noted the contents of the report and the work of the SAR Sub-Group, and this was agreed.</p>		
<b>3.3</b>	<b>Quality Assurance Sub-Group Update</b>		
	<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.</p> <p>The report provided an update on the data for Quarter 3 of the year 2016-17, Organisational Assurance, Policies, Procedures and Practice, and the Risk Register.</p> <p>Allan queried if Board members had any comments or questions in relation to the report.</p> <p>David Pearson commented that, in relation to a new performance target of 80% being set over a two-year period for the proportion of adults at risk lacking mental capacity who are supported to give their view by an Independent Mental Capacity Act Advocate (IMCA), family member or friend, the Senior Leadership Team at the County Council has considered this, and the decision was taken that two years was needed for this target to be attained. Nottinghamshire already has a higher percentage than many areas in terms of use of IMCAs – the average for similar council areas is currently 66%.</p> <p>Allan stated that he was disappointed in the data relating to the number of safeguarding referrals leading to Section 42 Enquiries and the target not being reached. However, he recognised that work is being done to establish the reasons for the target not being reached and in terms of providing training and support to agencies.</p> <p>Claire noted that at the last Sub-Group there was a high proportion of deputies in attendance, and Allan asked that it is ensured that the “right” people are attending the Sub-Group. He added, however, that the data shows that work is going in “the right direction”.</p> <p>Deborah Kitson queried whether the data in relation to the percentage of those adults at risk who are asked what their desired outcomes are and the data in relation to the level of satisfaction with the outcomes are linked and, if so, whether that means some adults are not being asked either question. Claire confirmed that was the case.</p> <p>David commented that under the principle of “making safeguarding personal” individuals have the right to choose the outcome they want, but it may not actually reduce their risk. It is necessary to remember this and to understand the context of the data being presented.</p> <p>Rob Morris queried the data in relation to secondary health referrals, and noted that it was the first time that secondary health had appeared in the top five agencies whose referrals did not lead to Section 42 Enquiries. He asked if the data could be separated out further and Claire confirmed that the QA Sub-Group is to look at whether this would be possible.</p> <p>The report recommended that the Board noted the contents of the report and the work of the QA Sub-Group, and this was agreed.</p>		

	The report also recommended that the Board should task partner organisations to consider what information they hold which would help the Board to achieve its strategic objectives. Claire added that the QA Sub-Group members have been tasked with liaising with their Board members to establish what data may be available to enhance the information available for the Board and to ensure that data is not solely from the local authority as it currently is. This recommendation was agreed.		
<b>4.</b>	<b>NSAB Risk Register</b>		
	Allan confirmed that the Risk Register had been updated by the Safeguarding Adults Strategic Team further to discussions at the Board's Development Day which took place in January 2017.		
	<u>Risk 1</u>		
	Claire Bearder stated that, given the significant increase in the use of independent advocates and the discussions during the update on the work of the QA Sub-Group regarding a new target, it was proposed that the risk around the use of advocates should be removed from the Risk Register.		
	Caroline Baria added that, while there is a need for a process to be in place to ensure representation for those individuals that require it, the representation does not need to be from a paid advocate.		
	The Board agreed that Risk 1 should be removed from the Risk Register.		
<b>4.1</b>	<b>Action: The Safeguarding Adults Strategic Team is to remove Risk 1 from the Risk Register.</b>	<b>Safeguarding Team</b>	<b>06.07.17</b>
	<u>Risk 2</u>		
	Claire confirmed that work has been undertaken with NHS England and the CCGs, and the risk has reduced significantly. It was therefore proposed that the risk should be removed.		
	The Board agreed that Risk 2 should be removed from the Risk Register.		
<b>4.2</b>	<b>Action: The Safeguarding Adults Strategic Team is to remove Risk 2 from the Risk Register.</b>	<b>Safeguarding Team</b>	<b>06.07.17</b>
	<u>Risk 3</u>		
	Allan stated that the risk to the operation of services and the functionality of the Board was discussed at the January meeting, and he believed it should remain.		
	<u>Next Steps</u>		
	Allan stated that he was unsure about whether the Risk Register was "right" for the Board in its current format, and that its purpose needed to be reviewed. He proposed a one-off meeting with the statutory partners to consider what the Board requires from a risk register and to clarify what constitutes a risk to the Board as opposed to a risk for individual organisations.		
	It was agreed that a meeting would be organised for Allan and the representatives of the statutory partners by the Safeguarding Adults Strategic Team once availability had been provided.		
<b>4.3</b>	<b>Action: Representatives of the statutory partners are to provide</b>	<b>Statutory</b>	<b>12.05.17</b>

4.4	<p>availability to the Safeguarding Adults Strategic Team for a meeting to discuss the requirements of a risk register.</p> <p><b>Action: The Safeguarding Adults Strategic Team is to organise a meeting for Allan Breeton and the representatives of the Statutory Partners to discuss the requirements of a risk register.</b></p>	Partners  Safeguarding Team	31.05.17
5.	<b>Independent Inquiry Into Child Sexual Abuse (IICSA)</b>		
	<p>Caroline Baria informed the Board that confirmation has now been received that the Inquiry is due to arrive in Nottinghamshire. Rob Griffin added that hearings may not commence until 2018.</p> <p>Caroline confirmed that work is being undertaken with the City, the Police and Crime Commissioner's Office and the CCGs to ensure that adequate support is in place for individuals. The Victims' Support Group meets approximately once every six weeks. Rob added that there were originally two survivor groups, but these have recently joined together and following the first meeting there was good feedback. The next is due to be held in approximately two weeks.</p> <p>Caroline informed the Board that support leaflets are now ready to be published, and permission is being sought to add the logos of all four Boards (the County Children and Adults Safeguarding Boards and the City Children and Adults Safeguarding Boards) to the leaflet. The Board agreed to the NSAB logo being added.</p>		
6.	<b>Local Authority QA Project Update</b>		
6.1	<p>Caroline Baria stated that work had been commissioned in relation to the quality assurance process for safeguarding in Nottinghamshire County Council.</p> <p>The work was two-fold: an independent consultancy firm undertook focused group work with staff in the Adult Social Care department; and a team manager was seconded to undertake an audit of safeguarding practice, including decisions, recording and robustness, and to what extent "making safeguarding personal" is embedded in the process.</p> <p>As a result of the audit carried out by the team manager, the old QA Process has been revised and amended in line with the Care Act, and then road-tested. The consultants have also looked at this new tool as part of their role, and the next stage is to take forward the roll-out of the new framework, and Caroline stated that this would take place across the department, not just at team manager level.</p> <p>Caroline confirmed that the bulk of the consultants' work consisted of reviewing processes, but they will return in approximately six months in order to check on how well the new framework has been embedded.</p> <p>Caroline informed the Board that at the outset of the process the decision was taken to undertake the project only within the County Council, rather than across partnership organisations. However, Caroline added that there is a significant opportunity to share findings and the new framework tool with other organisations, and her intention is to bring back the findings, recommendations and opportunities to the Board in due course. It was agreed that Caroline would liaise with Allan in terms of a timetable for presenting to the Board.</p>	Caroline	06.07.17



	<b>presenting the findings, recommendations and outcomes from the Nottinghamshire County Council Quality Assurance Project.</b>	<b>Baria / Allan Breeton</b>	
<b>7.</b>	<b>Organisational Updates</b>		
	<p><u>Nottinghamshire Police</u></p> <p>Rob Griffin stated that the new Chief Constable commenced in February 2017, and the new Deputy Chief Constable commenced the week beginning 17<sup>th</sup> April 2017. In addition, the existing Assistant Chief Constable's contract has been extended and a second Assistance Chief Constable has been appointed.</p> <p><u>Nottinghamshire National Probation Service</u></p> <p>Nigel Hill confirmed that Julie Burton, a Senior Operational Support Officer, is likely to attend the Board's meetings going forward.</p> <p><u>Adult Social Care and Health, Nottinghamshire County Council</u></p> <p>David Pearson confirmed the local elections are taking place on 4<sup>th</sup> May 2017, and he added that there is likely to be considerable political interest over the next couple of months as there is currently only a very marginal majority.</p> <p><u>Sustainability and Transformation Plan (STP)</u></p> <p>David confirmed that the NHS had published a document at the end of March 2017 which highlighted nine areas of the forty-four STPs which will be receiving additional support in certain fields. Nottingham/Nottinghamshire is one of the nine areas, and South Yorkshire/Bassetlaw is another of the nine.</p>		
<b>8.</b>	<b>Safeguarding MASH Project</b>		
<b>8.1</b>	<p>Claire Bearder informed the Board that, as part of one of the Strategic Priorities, work has been underway to reduce the number of referrals into the Multi-Agency Safeguarding Hub (MASH) which do not meet the criteria for safeguarding.</p> <p>Claire introduced Rebecca Hajdu, a manager for the project, who then gave a presentation to the Board on the work which had been done.</p> <p>A copy of the presentation was provided to the Board members following the meeting and is not therefore detailed in these minutes. However, part of the presentation provided a link to new online forms for making referrals, and Board members were asked to provide any feedback on the system to the Safeguarding Adults Team who will pass it to Rebecca.</p> <p><b>Action: Board members are to provide any feedback on the new online referral forms to the Safeguarding Adults Strategic Team.</b></p> <p>Following Rebecca's presentation, Allan invited any questions or comments from Board members.</p> <p>Deborah Kitson queried whether there were "accessible" versions of the online form for individuals to self-refer. Rebecca responded that there are different forms for professionals and members of the public, and dependent on whether the referral was in relation to safeguarding or social care.</p> <p>Emma Darby stated that an officer in the MASH from the Nottinghamshire</p>	<b>All</b>	<b>13.07.17</b>

8.2	<p>Fire and Rescue Service (NFRS) had provided a briefing to other staff within the NFRS, and the feedback received had been very positive.</p> <p>Rob Morris noted Rebecca’s reference to online tutorials, and queried when they would be available and who they would be aimed at. Rebecca confirmed that there is no specific date although the aim is for availability within six to eight weeks. She added that they will primarily be aimed at professionals.</p> <p>Rebecca stated that her team is currently liaising with the Safeguarding Team and the Communications Team at the County Council with regard to releasing communications regarding the new system. Stuart Sale confirmed that the recent e-bulletin had contained a link, and this will also be included in the next e-bulletin when it is published in due course. Specific safeguarding leads will also be contacted in order to disseminate the message as widely as possible. Claire Bearder asked that Board members assist in raising awareness of the new system and suggested that standard messages on emails, particularly on safeguarding leads’ emails, could contain a link that would also assist in getting the message out.</p> <p><b>Action: Board members are to raise awareness within their own organisations of the new online referral system.</b></p> <p>Allan stated that he had visited the MASH a couple of weeks prior to the Board meeting and found it very useful. He asked that his thanks to Merlin Tinker and his colleagues in the MASH be noted, and also his thanks to Rebecca for her attendance and presentation.</p>	All	13.07.17
9.	<b>NSAB Strategic Plan and Action Plan 2015-2018 – Year 3</b>		
	<p>Allan stated that the Year 3 Strategic Plan 2015-2018 has been drafted further to discussions at the Development Day which took place in January 2017, with the changes to the Year 2 Strategic Plan appearing from page 3 onwards. An action plan will sit below the Strategic Plan, and will be considered at Board meetings going forward. Stuart added that a meeting was held separately with Healthwatch prior to the draft being completed.</p> <p>Rob Morris felt that “what is being measured” needs to be set out very clearly, and it was clarified that detail would be contained within the action plan. Rob added that he believed the principles contained in the Strategic Plan were right.</p> <p>There were some discussions regarding the terminology in the document, and Allan confirmed that any comments would be considered before the Strategic Plan is published. He added that specific sections of the action plan are to be allocated to relevant sub-groups and / or individuals and the Board will receive updates.</p> <p>Subject to the points made, the Year 3 Strategic Plan was endorsed by the Board.</p>		
10.	<b>Chair’s Report</b>		
	<p><u>The Regional Safeguarding Network Update</u></p> <p>Allan stated that the East Midlands Safeguarding Adults Network (EMSAN) is designed to share information and develop good practice. A database is being set up to collate the themes and trends which are arising through safeguarding adults reviews (SAR) and domestic homicide reviews (DHR). In</p>		

<p>10.1</p>	<p>addition there is the intention to create a database of independent authors for SARs and DHRs, in part due to the difficulty Boards are facing in recruiting independent authors.</p> <p>The EMSAN hosted a free “coercive and controlling behaviour” train the trainer workshop in the Autumn of 2016, with adult safeguarding professionals from across the region invited to attend.</p> <p>Claire Bearder has shared the Nottinghamshire guidance in relation to managing allegations involving “persons in positions of trust”.</p> <p><u>The Regional Chairs’ Network Update</u></p> <p>The Regional Chairs’ Network has been considering consistency across the Boards in the region, and to that end an audit was carried out which looked at a number of areas, including membership, governance, inter-agency relationships and practice. According to the results of the audit, Nottinghamshire is in a good position.</p> <p><u>SafeLives Letter</u></p> <p>Allan drew the Board’s attention to a letter which he had received from SafeLives regarding the involvement of Adult Social Care (ASC) in Multi-Agency Risk Assessment Conferences (MARAC), and he queried ASC’s position in response to it as he needs to respond.</p> <p>Caroline Baria stated that there is agreement in principle that ASC should be attending MARACs where there has been involvement from ASC during a case. In addition, ASC in Nottinghamshire has agreed to take on a chairing role for MARACs. However, the letter requires ASC to attend all MARAC meetings, and for there to be a sole representative from ASC. For a local authority the size of Nottinghamshire, it is not feasible for this to happen, particularly given the fact that the majority of cases have not involved ASC. Caroline added that the belief is that ASC is as proactive as it needs to be, and the proposal is to respond in that manner.</p> <p>David Pearson added that the principle of the letter is correct, but he believes it reasonable to provide a proportionate response by attending when there has been involvement from ASC and by taking on a chairing role.</p> <p>Nigel Hill confirmed that the position of the National Probation Service is very similar.</p> <p>Rob Griffin stated that SafeLives have sent out similar letters previously, and they are not always easy to deliver on.</p> <p>Bob Bearne queried the position of ASC departments in other local authorities, and David confirmed that Caroline is to contact other local authorities in this regard. Caroline added that there is a regional meeting for ASC directors scheduled to take place on 24<sup>th</sup> April and she would raise the issue there.</p> <p>It was agreed that Caroline would draft a response letter to SafeLives on behalf of Allan setting out the position in Nottinghamshire.</p> <p><b>Action: Caroline Baria is to draft a response letter to SafeLives on behalf of Allan Breeton setting out the position in Nottinghamshire in relation to the involvement of Adult Social Care in Multi-Agency Risk Assessment Conferences.</b></p> <p><u>Partnership Event</u></p>	<p>Caroline Baria</p>	<p>13.07.17</p>
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10.2	<p>Allan reminded the Board that the next Partnership Event is scheduled to take place on the morning of 23<sup>rd</sup> May 2017 at Rufford Mill, and it will be focusing on “the MASH four years on”. Representation is required from across organisations, particularly at “middle-manager” level.</p> <p><u>Meeting with the Coroner</u></p> <p>Allan confirmed that the Chairs of all four Boards (City and County Children and Adults Safeguarding Boards) had met with the Coroner. She had specifically requested that staff are provided with sufficient support if they are to attend the Coroner’s Court. Claire Bearder informed the Board that the County Council has in place Coroner’s Court Training, and it will also support any individual who is called to attend. In addition, Claire stated that she encourages her staff to attend in order to observe inquests taking place.</p> <p>Allan asked that all Board members ensure that support is in place within their organisations.</p> <p><b>Action: Board members are to ensure that sufficient support is in place for any individual within their organisation who is required to attend an inquest at the Coroner’s Court.</b></p> <p>David Pearson informed the Board that there is new national guidance which came into place at the beginning of April in relation to which Deprivation of Liberty cases should be referred to the Coroner.</p>	All	13.07.17
11.	<b>Any Other Business</b>		
	Deborah Kitson informed the Board that the new draft Bill in relation to Mental Capacity and Deprivation of Liberty has been published.		
12.	<b>Close</b>		
	There being no further business, Allan thanked the Board members for their attendance and input and closed the meeting.		
13.	<b>Future Meeting Dates</b>		
	<p><u>NSAB Meetings:</u></p> <ul style="list-style-type: none"> <li>• 13<sup>th</sup> July 2017 2:00pm to 5:00pm Nottinghamshire Fire and Rescue Service HQ, Bestwood Lodge, Arnold, Nottingham, NG5 8PD</li> <li>• 12<sup>th</sup> October 2017 2:00pm to 5:00pm Nottinghamshire Fire and Rescue Service HQ, Bestwood Lodge, Arnold, Nottingham, NG5 8PD</li> <li>• 11<sup>th</sup> January 2018 – NSAB Development Day 9:00am to 4:00pm (tbc) The Talbot Suite, Rufford Mill, Ollerton, NG22 9DG</li> <li>• 12<sup>th</sup> April 2018 2:00pm to 5:00pm Nottinghamshire Fire and Rescue Service HQ, Bestwood Lodge, Arnold, Nottingham, NG5 8PD</li> <li>• 12<sup>th</sup> July 2018 2:00pm to 5:00pm Nottinghamshire Fire and Rescue Service HQ, Bestwood Lodge, Arnold, Nottingham, NG5 8PD</li> </ul>		

- 11<sup>th</sup> October 2018  
2:00pm to 5:00pm  
Nottinghamshire Fire and Rescue Service HQ, Bestwood Lodge, Arnold, Nottingham, NG5 8PD

NSAB Partnership Events:

- 23<sup>rd</sup> May 2017  
9:00am (for a 9:30am start) to 12:30pm  
The Talbot Suite, Rufford Mill, Ollerton, NG22 9DG
- 21<sup>st</sup> November 2017  
9:00am (for a 9:30am start) to 12:30pm  
The Talbot Suite, Rufford Mill, Ollerton, NG22 9DG
- 22<sup>nd</sup> May 2018  
9:00am (for a 9:30am start) to 12:30pm  
The Talbot Suite, Rufford Mill, Ollerton, NG22 9DG
- 20<sup>th</sup> November 2018  
9:00am (for a 9:30am start) to 12:30pm  
The Talbot Suite, Rufford Mill, Ollerton, NG22 9DG