



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

**Held on 14<sup>th</sup> April 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  
14<sup>th</sup> April 2016**

<b>NAME</b>	<b>ORGANISATION</b>	<b>PRESENT</b>	<b>APOLOGIES</b>	<b>ABSENT</b>
Allan Breeton Chair	Independent Chair, Nottinghamshire Safeguarding Adults Board	√		
Amanda Sullivan Vice Chair	Chief Operating Officer, Newark and Sherwood Clinical Commissioning Group		√	
Amanda Marsden Deputy for Richard Cropley	Adult Safeguarding Lead, Persons at Risk Team, Nottinghamshire Fire and Rescue Service	√		
Bella Dorman Deputy for Rob Morris	Designated Nurse Safeguarding Adults and Consent, Nottingham University Hospitals NHS Trust	√		
Bernadette Carter Associate Board Member	Senior Solicitor (Litigation), Safeguarding and Social Care, Legal Services, Nottinghamshire County Council		√	
Caroline Baria Board Member	Service Director, 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	√		
Helen Chamberlain Board Member	Superintendent, Nottinghamshire Police		√	
James Povey Guest	Nottingham University Hospitals NHS Trust	√		

Julie Cuthbert 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	√		
Leigh Sanders Deputy for Helen Chamberlain	Detective Chief Inspector, Nottinghamshire Police	√		
Matthew Tedstone Guest	Inspection Manager, 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	√		
Paul McKay Deputy for David Pearson	Service Director, South Nottinghamshire and Public Protection, Nottinghamshire County Council	√		
Richard Cropley Board Member	Persons at Risk Team Manager, Nottinghamshire Fire and Rescue Service		√	
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		√	
Suzanne Banks Board Member	Interim Chief Nurse, Sherwood Forest Hospitals NHS Foundation 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	√		

**Minutes of the NSAB Meeting  
14<sup>th</sup> April 2016**

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 14<sup>th</sup> January 2016</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 January are detailed on the attached Action Log.</p>		
3.	<b>Sub-Group Updates</b>		
3.1	<b>Communications Sub-Group Update</b>		
3.1.1	<p>Julie Cuthbert confirmed that the latest safeguarding awareness survey is now live, and asked that all Board Members establish if the survey is available on their individual agency's website and raise awareness of it among colleagues and customers. The closing date for the survey is 11<sup>th</sup> May 2016.</p> <p><b>Action: All Board members are to establish if the new Safeguarding Awareness Survey is available on their agency's website, and raise awareness of it among colleagues and customers.</b></p> <p>Julie also stated that an audit and update of publicity materials is due to commence, and she is working with Stuart Sale in this regard. Possible options for publicity material include a leaflet for the public, a fact sheet, and an info graphic poster.</p>	All	11.05.16
3.1.2	<p>The Elder Abuse Awareness Day will take place on 15<sup>th</sup> June 2016. Julie is due to meet with Jane Locke, a Senior Practitioner in the Older Adults Team at the County Council, to review case studies, and she requested that Board Members also forward to her, via the Safeguarding Team's email address (<a href="mailto:safeguarding1.adults@nottsc.gov.uk">safeguarding1.adults@nottsc.gov.uk</a>) any case studies which could be utilised, adding that ideally they should be cases which have not yet been covered in the press.</p> <p><b>Action: All Board members are to advise Julie Cuthbert via the Safeguarding Adults Team email address of any case studies which could be utilised for Elder Abuse Awareness Day.</b></p>	All	31.05.16

3.2	<b>Learning and Development Sub-Group Update</b>		
	<p>Stuart Sale presented an update report to the Board, a copy of which had been distributed prior to the meeting and is therefore not detailed within these minutes.</p> <p>There were two recommendations contained within the report:</p> <p><u>Recommendation 1:</u> that the NSAB agrees to add to the scope of the safeguarding competency framework and pathway framework to include competencies relating to the mental capacity act.</p> <p>Stuart stated that the framework has been developed and updated based on the Bournemouth National Capability Framework. The Sub-Group has formed a small group which is looking at updating the document further to include mental capacity act competencies. He acknowledged that there has also been a further document, "Safeguarding Adults: Roles and competences for health care staff – Intercollegiate Document", which has been produced by NHS England. Further information is being sought by the Sub-Group in relation to this document and once clarification on various points has been received the document and its impact will be considered by the Sub-Group.</p> <p>The Board agreed Recommendation 1.</p> <p><u>Recommendation 2:</u> that the NSAB notes the content of this report and the work of the Learning and Development Sub-Group.</p> <p>The Board agreed Recommendation 2.</p>		
3.3	<b>Quality Assurance Sub-Group Update</b>		
3.3.1	<p>Claire Bearder presented a report to the Board with the latest data, a copy of which had been distributed prior to the meeting and is therefore not detailed within these minutes.</p> <p><u>Board Data</u></p> <p>Claire detailed the figures shown in the report and attached Board Data Analysis, after which the Board was invited to make any comments.</p> <p>Julie Gardner queried whether, in relation to the figures around individuals who are not being asked of desired outcomes, there is confidence that the referrers are asking those individuals prior to making a safeguarding referral. Claire responded that the Local Authority has oversight and is able to look into this further.</p> <p><b>Action: Claire Bearder and the QA Sub-Group are to look into whether those making a safeguarding referral have made enquiries as to what outcome the individual concerned requires.</b></p> <p>Deborah Kitson queried whether any details are available with regard to what question is asked about desired outcomes, and also how the question is asked. Claire responded that the question will be asked in a multitude of ways, although the data is collected through a tick-box system.</p> <p>Allan noted the decrease in the percentage of individuals being asked desired outcomes. There was a discussion around improvements within the Local Authority in this regard.</p>	Claire Bearder / QA Sub-Group	07.07.16

	<p><u>Risk Register</u></p> <p>Claire detailed the updated position as set out in the report in relation to the Risk Register. Further to discussion, the Board agreed with the recommendation that it would assume ownership of the Register, whilst the risk owner would retain responsibility for taking any mitigating actions and the QA Sub-Group would continue to monitor progress.</p> <p>In relation to Risk 2, Elaine Moss confirmed that she is due to meet with the Deputy Nurse for Nottinghamshire, and would raise the risk around communication with NHS England. Elaine added that she meets with the Deputy Nurse regularly, and would therefore be in a position to raise any other issues which may arise involving NHS England.</p>		
3.3.2	<p><b>Action: Elaine Moss is to liaise with the Deputy Nurse for Nottinghamshire in relation to the engagement of NHS England (Risk 2 on the Risk Register) and provide an update to the QA Sub-Group via Claire Bearder.</b></p> <p>Nicola Ryan stated that the Bassetlaw area has connections with a different sector of NHS England, and confirmed that she would raise the risk with Denise Nightingale and request that she liaises with Margaret Kitchen at NHS England.</p>	Elaine Moss	31.05.16
3.3.3	<p><b>Action: Nicola Ryan is to liaise with Denise Nightingale in relation to the engagement of NHS England in order that Denise can feedback/liaise with Margaret Kitchen of NHS England in the Bassetlaw area.</b></p> <p>Claire commented that Karon Glynn had been undertaking work in relation to Risk 2, and Elaine responded that Karon's post is now being recruited to and will be filled by an individual who has the responsibility of working across various areas and forming links.</p> <p>In respect of the second recommendation that the Board reviews the risk levels for risks 3, 4 and 5 this was done and the levels for risks 3 and 4 remained as they are.</p> <p>Julie Gardner then informed the Board that Risk 5 is also on the City's Safeguarding Adults Board Risk Register and Malcolm Dillon, the Chair, has asked for a meeting to consider the risk rating and any mitigating actions. It was agreed that a partnership approach across both the City and County was required in order to look at how to progress the issues around mental health beds.</p> <p>Elaine suggested a meeting of Health colleagues was required, as the risk is very broad with a number of issues, in order to breakdown who / which agency owns different parts of the risk. It was agreed that Elaine would organise a meeting and provide an update and revised wording for the Risk Register to the QA Sub-Group via Claire Bearder.</p>	Nicola Ryan	31.5.16
3.3.4	<p><b>Action: In relation to the restructure of mental health beds (Risk 5 on the Risk Register), Elaine Moss is to arrange the organisation of a meeting of Health colleagues, and provide an update and revised wording to the QA Sub-Group via Claire Bearder.</b></p>	Elaine Moss / Health Colleagues	31.05.16
3.3.5	<p><b>Action: Julie Gardner is to liaise with Malcolm Dillon, the Independent Chair of the Nottingham City Safeguarding Adults Board, regarding the joint approach across the City and County to the restructure of mental health beds.</b></p>	Julie Gardner	31.05.16

	There then followed a discussion as to whether or not an additional risk regarding the number of referrals received not leading to a Section 42 Enquiry should be added to the Risk Register. As detailed in the report provided to the Board, targeted work is being undertaken in order to address the issues, and it was agreed that an additional risk was not currently required, but that the QA Sub-Group should continue to monitor and if the risk is increasing the situation can be re-assessed.		
<b>3.4</b>	<b>Safeguarding Adults Review Sub-Group</b>		
	Stuart Sale presented an update report to the Board, a copy of which had been distributed prior to the meeting and is therefore not detailed within these minutes. However, additional information was provided to the Board, including confirmation that the author of SAR G15 has agreed to facilitate to learning events which will take place in June 2016, and work is now underway to analyse the impact of previous serious case reviews and will focus on the themes which have arisen. Allan also added that the East Midlands Regional Safeguarding Board had requested information in relation to recent serious case reviews / safeguarding adults reviews. Claire commented that the rationale behind the work is that if the themes which consistently arise can be addressed it may help to prevent similar cases in the future.		
<b>4.</b>	<b>Care Quality Commission Statement on Safeguarding</b>		
<b>4.1</b>	<p>Karmon Hawley presented on behalf of the CQC, providing information to the Board regarding the role and approach of the CQC in relation to safeguarding. A copy of the presentation is to be circulated, and is not therefore detailed within these minutes.</p> <p><b>Action: Anna Jakeman is to arrange for the CQC Presentation to be distributed to Board members with the minutes of the meeting.</b></p> <p>Following Karmon's presentation, Allan thanked her for the information and invited the Board to make any comments or ask any questions.</p> <p>Further to a question from Julie Gardner regarding what "good" looks like in terms of a provider, Karmon confirmed that a provider handbook is available on the CQC's website which details exactly what the CQC requires.</p> <p>Claire Bearder asked Karmon to clarify the CQC's role in terms of safeguarding adults reviews, and Karmon confirmed that the CQC will produce reports and attend panel meetings where possible when required. She added that there may be occasions when it is not possible to provide information. Requests will be distributed to team members to review and write a report.</p> <p>There was a discussion regarding the links formed by the CQC, and Karmon stated that it does not consistently link in but if, for example, there is a death in a care or residential home the CQC will liaise with the Coroner who in turn links to other organisations.</p> <p>Deborah Kitson queried Karmon's thoughts on the thresholds for safeguarding, and Karmon confirmed that she did not think individuals were always aware of them. However, people do tend to err on the side of caution and refer "too much" rather than not enough. Nicola Ryan commented that places which do not refer any cases are more concerning than those who</p>	<b>Anna Jakeman</b>	<b>31.05.16</b>



4.2	<p>“over-refer”, and Karmon stated that work is underway with those organisations which do not refer anything.</p> <p>Deborah also queried what, when taking “Making Safeguarding Personal” into account, the CQC will do if asked not to do anything by an individual. Karmon responded that wishes have to be respected, and there will be discussions on a case-by-case basis.</p> <p>Ruth Hyde raised the question over coordination for safeguarding generally within certain institutions, such as prisons, what role if any there is in terms of picking up learning and improvement requirements, and how the information is coordinated and fed back to the Board. Karmon stated that the CQC wants to improve information-sharing, and added that there may be a need to identify someone within localities. It was confirmed that health teams and departments within such institutions as prisons are inspected four to five times per year.</p> <p>Paul McKay informed the Board that until recently a member of the CQC had been on secondment at Nottinghamshire County Council, which enabled very good links between the two.</p> <p>Allan Breeton informed Karmon that, under the Care Act, the Board has a responsibility to hold agencies to account, and stated that Board Members need to have a named person at the CQC that they can contact. Karmon confirmed that she would be able to provide a list of locations, managers and a named person.</p> <p><b>Action: Karmon Hawley is to arrange for information regarding location managers and a named contact for the Board at the CQC to be distributed to Board members via Anna Jakeman.</b></p> <p>Allan thanked Karmon for attending the meeting and presenting.</p>	Karmon Hawley	31.05.16
5.	<b>Southern Health NHS Foundation Trust Report – Nottinghamshire’s Position</b>		
5.1	<p>Elaine Moss stated that a report had been published in December 2015 regarding mental health and learning disability deaths in the Southern Health area, with significant issues being highlighted. Elaine had been tasked with carrying out a review of the position in Nottinghamshire in relation to those issues, and she confirmed that a request has been sent out for assurance and evidence that work is being done. Once responses are received, she will complete a report for the Board.</p> <p>Some of the main issues which have been highlighted include the involvement of families, reporting, and communication, all of which have arisen before now. Elaine confirmed that the review which is now underway will not just relate to patients with mental health or learning disabilities, but all people who pass through the health system. Most health service commissioner run quality monitoring and visits at least monthly. In Nottinghamshire, some organisations are in special measures and the CQC is already providing reports on those.</p> <p>Elaine confirmed that the assurance so far is that although not everything is perfect in provider agencies, work is being undertaken. She added that her report will be circulated as soon as it is complete.</p> <p><b>Action: Elaine Moss is to arrange for the circulation of the report into Nottinghamshire’s position in relation to the Southern Health NHS Foundation Trust report as soon as it is complete.</b></p>	Elaine Moss	14.07.16

	Nicola Ryan agreed with Elaine that evidence of work should be requested, not just assurance. She added that processes have been in place for some time, and are not new as a result of the Southern Health situation.		
<b>6.</b>	<b>Goddard and Local Inquiries</b>		
	<p>Julie Gardner informed the Board that she sits on the Strategic Management Group. The Group has not met since the Board's last meeting in January 2016. However, it is due to meet during the week commencing 18<sup>th</sup> April, at which time it will be considering topics including the Goddard Inquiry, a risk register, and victim support.</p> <p>Julie also stated that there is now a survivors meeting, and she outlined the priorities and confirmed that Colin Pettigrew, Corporate Director for Children's Services at Nottinghamshire County Council, is drafting terms of reference. The survivors group will meet approximately every two months.</p> <p>Claire informed the Board that a good practice guide for responding to historic abuse allegations may be incorporated into the Policies and Procedures which are already in place.</p> <p>Leigh Sanders confirmed that the first perpetrator from the Beechdale Children's Home has now been convicted.</p>		
<b>7.</b>	<b>Review of Board and Sub-Group Structures</b>		
<b>7.1</b>	<p>Stuart Sale confirmed that, following a review of the Board and its sub-groups' structures further to discussions held at the Board's Development Day in January, there would be no combined sub-groups going forward, but that further work is undertaken to review where cross-authority working in Adult Safeguarding can be continued and developed. Details of the review were presented an update report to the Board, a copy of which had been distributed prior to the meeting and is therefore not detailed within these minutes.</p> <p>Paul McKay noted that the Board does link into Community Safety and Safer Nottinghamshire work, but added that there is a considerable amount of work which the Board is not privy to and he felt that a review in this regard would also be of benefit.</p> <p>Allan suggested that a meeting between himself and the leads of the statutory agencies, together with Ruth Hyde as the representative for the districts would be of benefit in order to discuss how cross-authority multi-agency working can be taken forward further to the review of the Board and its sub-groups' structures.</p> <p><b>Action: Anna Jakeman is to arrange a meeting between Allan Breeton, the Police, Health and Local Authority leads, and Ruth Hyde to discuss the work which has taken place to review sub-group structures and how this can now be taken forward.</b></p>	<b>Anna Jakeman</b>	<b>31.05.16</b>

8.	<b>Chair's Report</b>		
	<p><u>Action Log</u></p> <p>Allan proposed that an action log, a version of which had been distributed to the Board prior to the meeting was utilised going forward and which would be attached as an annex to the minutes. This was agreed by the Board.</p> <p><u>Board Report Template</u></p> <p>Allan proposed using the draft Board Report template, a copy of which had been distributed prior to the meeting, for any reports to be presented at the Board meetings in order to ensure some consistency. He added that the Children's Safeguarding Board already uses a template. This was agreed by the Board.</p> <p><u>Annual Report</u></p> <p>Allan informed the Board that the Care Act specifies that members need to provide information as to how their organisations contribute. A template has been developed by Stuart, question 1 of which is mandatory.</p> <p><b>8.1 Action: Stuart Sale and Anna Jakeman are to arrange for the letter and template requesting information from Board Members regarding agency contributions for the NSAB Annual Report to be circulated.</b></p> <p><b>8.2 Action: All Board Members are to ensure that they return the information regarding agency contributions for the Annual Report by 20th May 2016.</b></p> <p><u>New Care Act Guidance</u></p> <p>Allan informed the Board that the updated Care Act Guidance has been issued, and there are a number of changes relating to Safeguarding. A list of the main changes had been provided prior to the meeting.</p> <p><u>Process for Initial Information Requests Relating to Possible Safeguarding Adults Reviews</u></p> <p>Allan stated that Board Members need to take ownership of information being returned to the Safeguarding Adults Team. Anna Jakeman confirmed that the information request template has been updated to include Board Member information, and this will be utilised going forward.</p>	<p>Stuart Sale / Anna Jakeman</p> <p>All</p>	<p>22.04.16</p> <p>20.05.16</p>
9.	<b>Organisational Update</b>		
	<p>Leigh Sanders confirmed that the position of Assistant Chief Constable is due to become vacant. Helen Chamberlain is also moving away from Public Protection, and the new Board Member will be Detective Superintendent Robert Griffin. Leigh will remain as the Board Member's Deputy for now. The changes are due to be in place from 3<sup>rd</sup> May 2016. Allan confirmed that he is due to meet with Chief Constable Chris Eyre, so will discuss the changes with him. Allan asked that his thanks to Helen Chamberlain for her work and contribution to the Board be noted.</p> <p>Allan asked if there were any other changes taking place, and Caroline Jones confirmed that for Sherwood Forest Hospitals she would be the Board Member going forward, and Suzanne Banks will be her deputy.</p>		

<b>10.</b>	<b>Any Other Business</b>		
	No further business was raised at the meeting.		
<b>11.</b>	<b>Close</b>		
	There being no further business, Allan thanked the Board members for their attendance and input and closed the meeting.		
<b>12.</b>	<b>Future Meeting Dates</b>		
	<p><u>NSAB Meetings:</u></p> <ul style="list-style-type: none"> <li>• 14<sup>th</sup> July 2016 2:00pm to 5:00pm Nottingham Fire &amp; Rescue Service, Bestwood Lodge, Arnold, Nottingham, NG5 8PD</li> <li>• 13<sup>th</sup> October 2016 2:00pm to 5:00pm Nottingham Fire &amp; Rescue Service, Bestwood Lodge, Arnold, Nottingham, NG5 8PD</li> </ul> <p><u>NSAB Partnership Events:</u></p> <ul style="list-style-type: none"> <li>• 17<sup>th</sup> May 2016 9:00am (for a 9:30am start) to 12:30pm The Towers, Botany Avenue, Mansfield, NG18 5NG</li> <li>• 22<sup>nd</sup> November 2016 9:00am (for a 9:30am start) to 12:30pm The Talbot Suite, Rufford Mill, NG22 9DG</li> </ul>		