



West of Berkshire Safeguarding Adults Board Meeting

25 June 2018

MINUTES

Attendees:	Teresa Bell – TB, Independent Chair	Lynne Mason – LM, SAB Business Manager	Mike Harling – MH, Principle Social Worker, West Berks
	Anthony Hesleton – AH, Head of Safeguarding & Prevent Lead, SCAS – left 12:00	Martin Sloan – MS, Head of Wokingham Integrated Social Care and Health – left 12:45	Kathy Kelly – KK, Head of Safeguarding Adults, CCG Berkshire West
	George Fanning – GF, Interim Service Manager Prevention and Safeguarding Adults, West Berks	Heidi Ilsley – HI, Deputy Director of Nursing, BHFT – left 11:30	Sarah Morland - SM, Reading Voluntary Action
	Tandra Forster –TF, Acting Corporate Director (Adult Social Care), West Berks	Seona Douglas – SD, Director of Adult Care and Health Services, RBC	Maura Noone – MN, Interim Head of Adult Social Care, RBC
	Sally Kelsall – SK, Service Manager Housing, West Berkshire	Sarah Hanson - SH, Volunteer Centre West Berkshire	Cllr Graham Bridgman – GB, Elected Member, West Berkshire
	Patricia Pease - PP, Director of Nursing for Urgent Care and Corporate Trust Lead for Safeguarding, RBFT	Julie Pett – JP, Item 7, only	

Apologies / Did not attend:	Abbie Murr – AM, Head of Service, Emergency Duty Service	Sarah Gee – SG, Head Of Housing and Neighbourhood Services	Mandeep Kaur Sira - MKS, Healthwatch Reading
	Dave Myers - DM, Area Manager East/Response, RBFPS	Emma Congetton - EC, TBC, West Berks	Helen Mackenzie – HM, Director of Nursing & Governance, BHFT
	Stan Gilmour – SG Superintendent, Reading LPA Commander, TVP	Clare Rebbeck- VS Development Broker, Involve – Wokingham	Norma Kueberuwa – NK, Senior Probation Officer, National Probation Service
	Simon Leslie - SL, Joint Legal Service	Simon Price – SP, Assistant Director Housing, Income and Assessments, Wokingham Borough Council	Tania Atcheson – TA, Head of Quality and Safeguarding, NHS England South (South Central)
	Cllr Tony Jones- TJ, Elected Member, RBC		
Dates of future meetings:	Thursday 20 th September 10am-1pm – venue to be confirmed Monday 3 rd December 1pm- 4pm – David Hicks Room, Shute End, Wokingham		

Item	Discussion	Action
1. Welcome, introductions and apologies	<p>TB opened the meeting and thanked everyone for their attendance. LM was welcomed to the Board as the new Business Manager.</p> <p>SD confirmed that TJ will be attending future Board meetings.</p> <p>TB explained that the main objective of this meeting was to agree the 2018/19 Business Plan, the first half of the meeting will be to discuss the content of the business plan and implementation. The Business Plan is more ambitious and will focus on ensuring that outcomes are tested and maintained.</p>	
2. Business Plan 2018/19 – discuss and	<p>The Board split into small groups and were given a set of questions regarding the content of the business plan:</p> <ul style="list-style-type: none"> • Is there anything on the Business Plan which you would like clarified? • Is there anything on the Business Plan which you would like to challenge? (e.g. actions? timescales?) 	TB and LM to update Business Plan based on feedback and finalise

<p>finalise</p>	<ul style="list-style-type: none"> • Is there anything that needs to be added? <p>The groups considered the questions and feedback to the board key findings were:</p> <ul style="list-style-type: none"> • The plan is ambitious and it is unlikely that the objectives will be met in their entirety and sit better in a 3 year plan, the 18/19 business plan should set out what will be achieved in that year. • Priorities within the plan should be set • Engagement with service users, the Board need to ensure that there is appropriate representation • Community Events, the Business Plan needs to detail what the success criteria is, is that there is a community event? Or the outcomes of that event? and how is that measured • Is repetitive in some areas and clear objectives need to be set to measure success • RAG criteria to be reviewed to ensure that it encompasses all scenarios • The Business Plan must evidence that the Board is working towards achieving recommendations set out in SARs • Quality of supervisions • Stronger emphasis on prevention required 	
<p>3. Budget plan for 2018-19 – Verbal update</p>	<p>There was is underspend for 17/18. The West Berks SAB is the only Board that TB is aware of that does not have admin support, and that the Business Managers time is taken up on administrative tasks rather than focusing on the implementation of the Business Plan.</p> <p>The Board agreed that admin support should be considered and a business case will be considered as an out of meeting decision.</p>	<p>LM Business Case for admin support to be completed and shared with the Board</p>
<p>4. Business Plan 2018/19 – discuss implementation</p>	<p>The Board split into small groups and where given a set of questions regarding the implementation of the business plan:</p> <ul style="list-style-type: none"> • What will be the main risk and challenges for implementation? • How might risks and challenges be addressed and mitigated? <p>The groups considered the questions and feedback to the board key findings were:</p> <ul style="list-style-type: none"> • Subgroups membership needs reviewing and there must be a commitment from the Board to ensure appropriate representation • Partners need to give sub group members time within their workload to meet the subgroup requirements • Capacity is an issue for all partners, priorities to be set within the business plan. • Audits are key to ensuring objectives are being met. • Consider merging the Performance & Quality Group with the Practice, Effectiveness & Assurance Group • Quality of supervision 	<p>TB and LM to update Business Plan based on feedback and finalise</p>

<p>5. Minutes of last meeting and matters arising</p>	<p>JP joined the meeting. Minutes of last meeting agreed. Progress update actions agreed on 26/03/18 – discussed and updated.</p>	<p>LM to publish March 2018 minutes on website. LM to update with June actions.</p>
<p>6. Quarterly report from subgroups</p>	<p>Business plan discussions concluded that the subgroups are to be reviewed to fit with the Business Plan. SAR panel omitted from the report, to be included next time. TB thanked KK for supporting with the running of the subgroups in the absence of a business manager.</p>	<p>Subgroups Review</p>
<p>7. Safeguarding Adults Review - Presentation on XX</p>	<p>JP presented the findings from the SAR on XX</p> <p>The Board thanked JP for the report and agreed to share the boards draft Business Plan with JP to evidence how learning from this report has been used to set the objectives in the Business Plan.</p> <p>TB stated that this SAR evidences that lessons haven't been learnt from previous SARS and the Board needs to ensure that recommendations are followed through and sustained.</p> <p>KK commented on the positive partnership working on this SAR and the refreshing approach in looking at what has been learnt from previous SARS to ensure that the right outcomes are being achieved.</p> <p>KK will work with Wokingham Borough Council on the publicity of the SAR. SD asked if the family are aware of the possible implications of publicity, JP confirmed that this conversation has taken place with the family.</p> <p>The Board agreed that the family should receive an apology, Wokingham Borough Council to issue.</p> <p>The staff questionnaire completed by Local Authority Staff as part of this SAR was very informative, and SD stated that we need to consider how feedback from the questionnaire and SAR is communicated to operational staff. The board agreed that if the family were to talk about their experiences this would be very powerful way to deliver the message and that if possible it could be filmed so it could be shared as widely as possible.</p> <p>PP requested a summary for managers in addition to operational staff as the lessons learnt are slightly different.</p> <p>The Board will provide feedback and thanks to XX's family.</p>	<p>LM to share Business Plan with JP</p> <p>KK lead on publicity of SAR</p> <p>MS to issue an apology to XX's family in light of the SAR findings</p> <p>½ day session with SAR Panel, to look at recommendations of SARs and produce Action Plan to the Board.</p>

	Endorse SAR	<p>TB to provide feedback to JP</p> <p>SAR Endorsed</p>
<p>8. Safeguarding Adults Review – Sign off A</p>	<p>Changes have been made to SAR as per discussions between PP and KK.</p> <p>PP, this SAR highlighted the importance of appropriate health professionals being involved throughout the whole SAR process when complex health needs are involved. There are 3 consultants that now have dedicated time for Adult Safeguarding, PP to ensure that this time is used for input into SARS when required.</p> <p>KK will work with West Berkshire Council on the publicity of the SAR.</p> <p>Links in with pressure care audit, item 9.</p> <p>SARS to be shared with Research in Practise for Adults (RIPFA) to promote learning from SARS.</p> <p>Endorse SAR</p>	<p>KK lead on publicity of SAR</p> <p>½ day session with SAR Panel, to look at recommendations of SARs and produce Action Plan to the Board.</p> <p>SAR Endorsed</p>
<p>9. Tissue Viability Audit</p>	<p>As part of the audit, every care home in the area was contacted and only 2 responded.</p> <p>BHFT and RBH spent a lot of time setting the standards of the audit, and the Board were impressed with the multiagency partnership working that took place in this audit to set the standards of Tissue Viability.</p> <p>Action plan has been set as part of the audit.</p> <p>Good practise examples should be shared, health has a lot of good tools around Tissue Viability that care homes and community care providers may find helpful.</p> <p>The Board questioned how Tissue Viability is promoted in the area and highlighted that some material available may be over complicated for non-health professionals and this should be considered in any future promotion work.</p> <p>TB will spend some time with KK to gain a more comprehensive understanding of the issues with Tissue Viability</p>	<p>Action plan to be delivered</p> <p>TB to meet with KK</p>

	The Board asked could the SAB Website be used to promote Tissue Viability? Endorsed	Audit Endorsed
10. Mental Health Governance Update	The Board thanked Rabia Alexander, Sarah Garner and Andy Fitton from the CCG for pulling together this comprehensive report. Activity report to be presented to the Board in six months, in order for the board to keep sight of the ongoing work.	LM to add to December 2018 agenda
11. SAB Information Sharing Protocol	Has been produced by the Pan Berkshire Policies and Procedures group, and gone through Bracknell Forest Councils legal team. In order to endorse the document Board Members are to go back to their organisations to endorse and feedback to LM.	All to confirm endorsement to LM.
12. Key Performance Indicators	It is a busy time of year for business analysts due to year end returns, information shared with board when collated. TB does not expect there to be issues with the data as it is the last quarter of 2017/18 being reported on.	LM to share with board
13. Dashboard	As above	LM to share with board
14. Risk and Mitigation Log	Will be revised once 2018/19 business plan is complete.	LM to update
15. Communication items	None	
16. Any other urgent business	HI provided LM with an AOB item to present as HI had to leave the meeting early. <i>BHFT colleagues have raised concerns about the restructure of the CMHT between RBC and BHFT CMHT and the impact on patients.</i> SD confirmed that there are discussions in place to separate social care from health and offered reassurances to the board regarding safeguarding. TB requested a copy of the plan in place from RBC to ensure that any risks regarding Safeguarding has been addressed.	SD to provide plan to board

17. Information items	None	
18. Dates of next meetings	20/9/18 – 10am-1pm, venue to be confirmed.	LM – to confirm venue with Board Members.