



West of Berkshire Safeguarding Adults Board Meeting

20th June 2019

MINUTES

Attendees:	Deborah Maynard, Business Manager , Windsor & Maidenhead LSCB & SAB - Observer	Anthony Heselton , Head of Safeguarding & Prevent Lead, South Central Ambulance Service	Susan Powell Building Communities Together Team Manager, West Berkshire District Council
	Julie Willis Strategic Adult Safeguarding Coordinator, Optalis	Sara Ross, Service Manager Prevention and Safeguarding Adults, West Berkshire District Council	Sarah Hanson, Voluntary Sector Support Officer, Volunteer Centre West Berkshire, Volunteer Centre West Berkshire
	Van Gaffney Safeguarding Coordinator, Royal Berkshire Fire and Rescue Service	Lorna Pearce, Safeguarding Strategic Services Manager, Wokingham Borough Council	Jo Purser, Locality manager- Adult social care
	Liz Warren Risk Reduction Manager, Royal Berkshire Fire and Rescue Service	John Ennis, Senior Probation Officer, National Probation Service	Matt Pope, Director of Adult social services, Wokingham borough council
	Mandeep Kaur Healthwatch Reading	Cllr Graham Bridgman, Cllr, West Berkshire District Council	Elizabeth Porter , Lead Nurse for Safeguarding Adults , Royal Berkshire NHS Foundation Trust

	Heidi Ilsley Deputy Director of Nursing, Berkshire Healthcare Foundation Trust	Darran Hill, Deputy LPA Commander, Thames Valley Police	Jon Dickinson, Deputy Director of Adult Social Care, RBC
	Kathy Kelly, Head of Safeguarding Adults , NHS Berkshire West Clinical Commissioning Group (CCG)	Andy Sharp, Executive Director - People , West Berkshire District Council	Sherrie Newell, Berkshire West Safeguarding Children Partnership Operational Manager & Community Safety Partnership Manager. Presented to the Board the changes in the Berkshire West Safeguarding Children Partnership.
Apologies / Did not attend:	Stan Gilmour , Superintendent, Reading LPA Commander, Thames Valley Police	Tandra Forster , Acting Corporate Director (Adult Social Care), West Berkshire District Council	Cath Marriott, Policy Development – Partnerships and Performance, Office of the Police and Crime Commissioner – Thames Valley,
	Julia Powers , Senior Probation Officer – East Berks PPU, National Probation Service	Seona Douglas, Director of Adult Care and Health Services , Reading Borough Council	Emma Congetton, TBC, West Berkshire District Council
	Garry Poulson, TBC, Volunteer Centre West Berkshire	Cllr Tony Jones, Cllr, Reading Borough Council	
	Patricia Pease, Associate Director Safeguarding Mental Health NHS	Sarah Morland, TBC, Reading Voluntary Action	Tania Atcheson, Head of Quality and Safeguarding, NHS England South (South Central)

	Foundation Trust Esther Blake, LSCB, West of Berkshire LSCB		
Dates of future meetings:	<ul style="list-style-type: none"> • 26th September 2019, 10-1pm, David Hicks Room, Shute End, Wokingham • 12th December 2019, 10-1pm, Reading Civic Office, Committee Room 4 		

Item	Discussion	Action
1.	<p>Welcome and Introductions</p> <p>TB opened the meeting and there was a round of introductions.</p>	
2.	<p>RBFRS Adult at Risk Programme</p> <p>Liz Warren, RBFRS, presented the Adult at Risk Programme to the Board.</p> <p>Copy of the presentation can be provided by LM on request.</p> <p>Since the introduction of a specific safeguarding team in RBFRS the number of safeguarding concerns raised by the RBFRS has increased by over 500%.</p> <p>RBFRS offer a 90 minute training session to the sector to support professionals in identifying fire risk, this includes external care providers.</p> <p>The training can be supplied at none RBFRS locations if there are more than 8 applicants and the training can be adapted to suit the needs of the audience. The ARP has the functionality to monitor the number of fire safety check referrals received after training has been delivered.</p> <p>KK asked for clarification regarding what fire safety equipment was free of charge, LW confirmed that Safe and Well Checks are free and smaller items such as smoke alarms, fire resistant throws etc. do not have a charge, but there is a cost for items such as sprinkler systems etc. LW will confirm what the equipment charges are and share with LM for distribution to the Board.</p>	

- Daniels Advocate was instrumental in ensuring the risks were addressed.
- JD, Issues with hand over, the case was dealt with, by over 7 social workers, where was the management oversight? More emphasis needs to be added to the learning.
- The report evidences that the partnership are open to sharing where things did not go right in order to learn.
- KK, workforce Issues were discussed at the SAR Panel; however it was felt that the main issue in this case was around social work practise and this is upfront in the learning. And it was identified through the SAR process that this is not an issue unique to the local authority.
- LP has noted through her work over the years that there are issues across organisations in identifying and responding to financial abuse. The workforce need support in dealing with financial abuse, Wokingham Borough Council are looking at commissioning training.
- SR, it can be difficult speaking with people regarding their finances, West Berkshire are working with Trading Standards regarding financial abuse.
- DH, financial abuse in regards to older people has come under TVP radar and there is work being undertaken to address this. DH will arrange for a presentation at the next Board.
- AH, SCAS has seen an increase in the concerns they are raising regarding financial abuse and are struggling to get an appropriate response from some agencies.
- AH, can the banks be engaged to support? SR confirmed that they often get calls from banks and the Trading Standards have been working with banks in West Berkshire.
- AS, management oversight is not reflected in this report, KK confirmed that a previous SAR (yet to published) focused on management oversight.
- SH, thanked the Board for highlighting the impact the Advocate had in this case. Experience from VCS Forums shows that people are struggling to get to the correct pathway when raising safeguarding concerns. It is felt by the VCS that there is sometime a misunderstanding from other agencies about the experience and training the VCS workforce has. TB confirmed that this is not the first time this has been raised with the Board.
- MKB, confirmed that there is an issue in getting into the Safeguarding 'front door' and asked what would support building better relationships between the agencies?
- GB and AS confirmed that a lack of management insight impacted on this case.

Publication

The publication of this SAR was discussed, it was agreed that a practise note will be published; however a recommendation regarding the publication of the SAR is to be made by KK, JD and Daniels Advocate. It was

Presentation for SAB regarding TVP response to Financial Abuse - DH

	<p>agreed if a recommendation is made not to publish the full report, the reasons for this decision need to be made clear. Duty of Candour along with a response the local authority on the report should be considered during these discussions.</p> <p>Learning will be added to the Learning from SAR/Audit Action Plan so specific actions can be monitored.</p>	<p>KK&JD – to work with Daniels Advocate regarding publication and Duty of Candour to create a publication plan.</p>
<p>4.</p>	<p>SAB Revised Strategy and Business Plan</p> <p>TB revisited why the Strategy and Business Plan was being revised for members who were not present at the last meeting, where the Board agreed that the Business Plan was too large and a more targeted approach was required.</p> <p>An away day was held with key representatives of the partnership. 4 priorities were agreed these were:</p> <ul style="list-style-type: none"> • We will provide the partnership with the tools and framework to work effectively with people who Self-Neglect • The SAB will work collaboratively with local Safeguarding Children’s Partnership, Community Safety Partnerships and Health and Wellbeing Boards to provide the Workforce with the framework s and tools to work with Vulnerable Adults who are at risk of Domestic Abuse. • We will understand the main risks to our population in regards to Targeted Exploitation and agree how best to equip the partnership to safeguard vulnerable people against these risks. • The SAB will understand from key stakeholders why there has been an increase in organisational safeguarding and seek assurance from commissioners that there are adequate preventative measures in place that are consistent across the partnership where practical. 	

	<p>Initial comments were:</p> <ul style="list-style-type: none"> • The Board liked the inclusion of the Making Safeguarding Personal Principles in the Business Plan. • That middle management oversight, needs to be more explicit, confirmed that this is referred to in action 1.4. • It looks more achievable and will provide a better focus for the subgroups. <p>The Board were asked to review the plan and come back with comments by close of play Friday 28th June.</p> <p>TB thanked the Board, as a lot of work has been achieved over the past 12 months.</p>	<p>Provide feedback to LM on the Strategy and Business Plan by close of play 28th June 2019 – All</p> <p>Finalise Strategy and Business Plan - LM</p>
<p>5.</p>	<p>Minutes of Last Meeting and Action Log</p> <p>Section 9 to be removed, before minutes are published as it is in relation to care providers.</p> <p>Minutes endorsed</p> <p>SP noted that the minutes referred to street homeless and asked if an update would be required at Board regarding Making Every Adult Matter, this was welcomed by the Board.</p> <p>An updated was provided on item 13 on the action log:</p> <ul style="list-style-type: none"> • Reading Borough Council to change process so that all section 42's are signed off by the Safeguarding Team, LM confirmed that written confirmation has been received from Reading Borough Council that this was implemented on the 10th June 2019. 	<p>Remove section 9 from published minutes – LM</p> <p>Finalise and publish minutes – LM</p> <p>Update on Making Every Adult Matter to be scheduled at Board – LM/SP</p>
<p>6.</p>	<p>East of Berkshire Multi Agency Risk Framework</p> <p>JW presented the Risk Framework which has been adopted by Royal Borough of Windsor and Maidenhead, Bracknell Forest I and Slough, Safeguarding Adult Boards.</p> <p>JW summarised what the framework is and provided an example of how the framework enable multiple agencies to achieve positive outcome for a person who was unwilling to engage with services.</p> <p>If the West of Berkshire SAB adopts this Framework then it can be incorporated onto Policies and Procedures Website.</p> <p>Link for the Framework can be found here:</p>	

	<p>https://bfrbwm.safeguardingadultsboard.org.uk/sab/information-for-professionals/multi-agency-risk-framework</p> <p>TB, the proposal of adopting the framework was discussed at Board in December 2018, where it was highlighted that LA's have separate procedures.</p> <p>Since this Board meeting the LA Safeguarding Leads and LM have attended a Risk Framework training event and it is felt that with some minor amendments this framework can be adopted. However, further discussion is required with the LA Principal Social Workers.</p> <p>It was noted by the Board that this Framework would enable the VCS to initiate a meeting under the Framework.</p> <p>It was agreed that a Task and Finish Group will be set up, to agree if and how the framework will be implemented.</p>	<p>Task and Finish Group to be set up for implementation of Multi Agency Risk Framework - LM</p>
<p>7.</p>	<p>User Involvement at the Board</p> <p>LM presented a recommendations paper to the Board regarding from a Task and finish group regarding Service User involvement at the Board.</p> <p>It was agreed that Section 3, would be expanded to include more community groups to answer the questionnaire (Parish's etc.) the SAB will be reliant on partner's communication teams to identify such groups.</p> <p>MKB, agreed with the principle of providing people have been subject to safeguarding intervention the opportunity to provide feedback to Healthwatch, however capacity may become an issue if the take up from people is high.</p> <p>The recommendations were agreed by the Board and will be implemented by the Communication Subgroup which is to be re-established.</p>	<p>Recommendations to be implemented – Communications Subgroup</p>

<p>8.</p>	<p>New Children’s Safeguarding Adults Arrangements</p> <p>Sherrie Newell, Berkshire West Safeguarding Children Partnership Operational Manager & Community Safety Partnership Manager. Presented to the Board the changes in the Berkshire West Safeguarding Children Partnership.</p> <p>Key points for the Board to note were:</p> <ul style="list-style-type: none"> • The Reading, Wokingham and West Berks LSCB’s merged in June 2019. • Working Together 2018 disestablished LSCB’s due to the recommendations by Alan Wood (DfE). The 3 merged LSCB’s have published their new safeguarding arrangement and are now the Berkshire West Safeguarding Children Partnership (BWSCP). The DCS’ for Children’s Services, Police and CCG having equitable responsibility for safeguarding children. In the new arrangements there has been a move away from 1 large Board to a Strategic Board that will meet at least 3 times a year. The wider agency partnership will meet 3 times a year as a Safeguarding Leaders Forum. • There is no longer an independent chair; the strategic group will Chair the meeting on a rotating basis. • The underpinning LSCB subgroup structure is unchanged and consists of local, Berkshire Wide and Pan Berkshire Subgroups. <p>TB, there are a number of strands in our Business Plan which link with the LSCB. Who does the SAB engage with? It was agreed that a separate discussion is required to work out what the joint priorities and what work the Boards can do together, including Community Safety Partnerships.</p> <p>HI, is part of the scrutiny group and the CCG will be feeding into this group also, so this will provide a link with the SAB.</p> <p>It was noted that it will take some time for the new arrangements to embed and that a Business Manager from the BWSCP and CSP will be invited to the SAB’s Subgroup Chairs Meeting to discuss in detail how we can work together.</p>	<p>Invite Childrens Reps and CSP Reps to Subgroup Chairs Meeting – LM</p>
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	 BWSCP Multi-Agency Safeguarding Arrangements  masa_cyp-version-fe b2019.pdf  Safeguarding - Who What Why.pdf	
9.	<p>Quarterly report from subgroups and revised ToR</p> <p>LM presented the Subgroup update report.</p> <p>SAR Panel Attendance at Panel has improved and the monthly meetings are working well. It was noted that the Paul SAR has been completed but it is awaiting publication and the delay is to ensure that Paul’s family are satisfied with the published document.</p> <p>Performance and Quality Subgroup The meeting was not held due to the proposed changes in the Business Plan, the Dashboard has not been completed due to Business Analysts needing to complete end of year returns. This data will be presented at the next Board.</p> <p>Learning Development and Dissemination Subgroup The meeting was not held due to the proposed changes in the Business Plan, an event is being arranged to review the safeguarding training across the partnership.</p> <p>Pan Berkshire Policies and Procedures Subgroup Meeting held in May 2019, Pan London amendments were not available for the meeting these have since been released and another meeting is being arranged. The group are looking at website hits to make sure that the procedures are being accessed and there is to be an away day to look at the Self-Neglect Policy and Procedure.</p> <p>Voluntary Care Sector and Healthwatch Subgroup Second meeting scheduled for September 2019.</p> <p>Subgroup Chairs Meeting Meeting not held due to proposed changes in the business plan.</p>	
10.	Information Spot Check Audit	Recommendations from papers to go to

	<p>LM presented a paper on information spot check that was carried out between October to December 2018. The Board agreed that the audit did not satisfy that: The Board is assured that accessible safeguarding information is available for all.</p> <p>However it was agreed that the recommendations from this paper sit alongside the recommendation from the user involvement at the Board, which will identify what safeguarding information is required for the residents of the West of Berkshire.</p> <p>TB, it was agreed at the Business Plan away day that if there is enough soft evidence to suggest there are issues in the partnership then audits will not be used to confirm this allowing the partnership more capacity to address the issues that have been identified. Audits will be used to test that the actions taken have resolved the issues.</p>	Communications Subgroup - LM
11.	<p>Risk and Mitigation Log</p> <p>TB and LM will revise the Risk and Mitigation Log after the proposed Business Plan has been finalised. Workforce capacity will be added to the Log.</p> <p>The revised log will be brought to the next board.</p>	Update R&M Log in light of Business Plan changes - LM
12.	<p>Out of Area Placements</p> <p>LM presented a paper on Out of Area Placements, which was in response to a letter the SAB had received from the Somerset SAB.</p> <p>The response to Somerset SAB was agreed.</p> <p>It was agreed that there is an issue with the number of reviews being completed in the LA's. TB will discuss this further with LA's outside of the Board.</p>	<p>Response to Somerset SAB to be finalised and sent – LM</p> <p>Further clarification regarding review figures from LA's to be sought - TB</p>
13.	<p>SAB Budget</p> <p>Paper for information only, as budget meeting being held immediately after this meeting. No issues were raised.</p>	
14.	<p>Information Sharing Protocol</p> <p>Procedure from the Pan Berkshire Policies and Procedure Group, the SAB endorsed the document.</p>	Inform Pan Berkshire Policies and Procedures that the SAB have endorsed the document - LM

<p>15.</p>	<p>Communication items for the Board</p> <p>This item for the SAB to agree what needs to be promoted in their organisations from this meeting.</p> <p>Raise awareness of the RBFRS, Adult at Risk Programme, particularly the training on offer. Commissioners to consider how ARP training can be made into a formal requirement for providers.</p> <p>Targeted Exploitation, in response to Daniel, each LA to present on how they work with suspected Financial Abuse Cases.</p> <p>Hidden Carers Campaign, please promote across the partnership. A report detailing the success of the campaign, including how and where it was promoted will be brought to the SAB.</p>	<p>Commissioners to provide feedback to LM – All Commissioners</p> <p>Prepare an update on Financial Abuse for next SAB – LA Reps</p> <p>Add LA Presentations on financial Abuse to next SAB – LM</p> <p>Hidden Carers Campaign report to be presented to the SAB - KK</p>
<p>16.</p>	<p>AOB</p> <p>There are some multiagency learning events being held in the next few weeks in regards to a SAR, please encourage attendance in your organisations.</p> <p>There is a new Business Support Officer in post supporting the SAB Ansa Mahmood.</p>	