



West of Berkshire Safeguarding Adults Board Meeting

20th September 2018

MINUTES

Attendees:	Teresa Bell – TB, Independent Chair	Lynne Mason – LM, SAB Business Manager	Sara Ross – SR, Service Manager Prevention and Safeguarding Adults, West Berkshire District Council
	Chelsea Bridges - CB, Safeguarding Co-ordinator, Royal Berkshire Fire and Rescue Service	Tandra Forster –TF, Acting Corporate Director (Adult Social Care), West Berks	Heidi Ilsley – HI, Deputy Director of Nursing, BHFT
	Martin Sloan – MS, Deputy DASS, Wokingham Borough Council	Simon Price -SP, Assistant Director Housing, Income and Assessments, Wokingham Borough Council	Kathy Kelly – KK, Head of Safeguarding Adults, CCG Berkshire West
	Debbie Simmons - DS, Nurse Director, NHS Berkshire West Clinical Commissioning Group (CCG)	Carl Borges – CB , Advocacy Services Manager, Healthwatch Reading	Jo Purser - JP, Acting Head of Service, Reading Borough Council
	Patricia Pease, PP, Director of Nursing for Urgent Care and Corporate Trust Lead for Safeguarding, RBFT		
Apologies / Did not	Abbie Murr – AM, Head of Service,	Nicola Strudley – NS, Consumer Champion &	George Fanning- GF, Interim Service Manager

attend:	Emergency Duty Service	Healthwatcher (Locality Manager), HealthWatch Wokingham	Prevention and Safeguarding Adults, West Berkshire District Council
	Simon Leslie - SL, Joint Legal Service	Sarah Gee – SG, Head Of Housing and Neighbourhood Services	Sarah Morland - SM, Reading Voluntary Action
	Anthony Hesleton – AH, Head of Safeguarding & Prevent Lead, SCAS	Mike Harling – MH, Principle Social Worker, West Berks	Sally Kelsall – SK, Service Manager Housing, West Berkshire
	Angela Morris, Director, Wokingham Borough Council	Cllr Tony Jones- TJ, Elected Member, RBC	Seona Douglas – SD, Director of Adult Care and Health Services, RBC
	Garry Poulson – GP, Volunteer Centre West Berkshire	Stan Gilmour – SG Superintendent, Reading LPA Commander, TVP	Cllr Marigold Jaques – MJ, Cllr, West Berkshire District Council
	Liz Warren, Risk Reduction Manager, Royal Berkshire Fire and Rescue Service	Norma Kueberuwa – NK, Senior Probation Officer, National Probation Service	Cath Marriott - CM, Policy Development – Partnerships and Performance, Office of the Police and Crime Commissioner – Thames Valley
	Sarah Hanson – SH, Voluntary Sector Support Officer, Volunteer Centre West Berkshire, Volunteer Centre West Berkshire	Mandeep Kaur Sira - MKS, Healthwatch Reading	Tania Atcheson – TA, Head of Quality and Safeguarding, NHS England South (South Central)
	Helen Mackenzie – HM, Director of Nursing & Governance, BHFT	Carol Cammiss – CC, Assistant Director Quality Assurance Safeguarding Standards, Wokingham Borough Council	Emma Congetton,- EC, West Berkshire District Council
	Clare Rebbeck- VS Development Broker, Involve – Wokingham		

Dates of future meetings:	<ul style="list-style-type: none"> • 3 December, 1300-1600, David Hicks Room, Shute End, Wokingham • 20th March 2019, 10-1pm, Room J, South Reading Community Hub, 252 Northumberland Avenue, RG2 7QA • 20th June 2019, 10-1pm, Council Chamber, Market Street, Newbury
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Item	Discussion	Action
1. Welcome, introductions and apologies	<p>TB opened the meeting and thanked everyone for attending.</p> <p>Each attendee introduced themselves and LM read out the apologies received. TB pointed out that whilst there was a number of apologies given all but Thames Valley Police (TVP) were represented from the statutory partners. This will be addressed with TVP.</p> <p>The first agenda item will be a group discussion regarding Missing People; it works well to have a case study to open the meeting to focus on people, before discussing processes. The Board will be asked to provide feedback on the format of Board meetings to ensure that the meetings are effective as possible, this will be scheduled for six months' time.</p>	<p>Address TVP Board attendance – TB</p> <p>SAB Review of meeting format- LM</p>
2. Missing People – Who's Responsibility? - Paper 1 and Paper 2	<p>Letter received from Thames Valley Police, regarding Missing People which included a case study, this was sent to Local Safeguarding Adults Boards, Health and Wellbeing Boards and chief executives of Local Authorities and Mental Health Trust across the Thames Valley.</p> <p>The Board split into groups of 2/3 and were asked to consider:</p> <p><i>Do we have the partnership / relationships in place locally that would avoid such things happening in West Berks?</i></p> <p>Key findings from these discussions were:</p> <ul style="list-style-type: none"> • There is a process in Swindon, were a form for frequent absconders sits with local police stations to be used as an aid if the person absconds – further information to be sought. • Confidence is needed in the Emergency Duty Service to deal with missing people concerns out of hours • There is 'Herbert's Protocol' that has been introduced in Slough recently – further information to be sought. • Taking photos of individuals is standard within care homes but could be expanded across the partnership, there is a possibility that the red bag scheme currently in place in older people care 	<p>Inform TVP that the case study has been discussed and the board will feedback in December 2018 – LM</p> <p>Further information to be sought on Swindon's procedures and Herbert's Protocol for discussion at next Board - LM</p> <p>Draft a response letter to TVP on behalf of the Board for agreement at Decembers Board - LM</p>

	<p>homes will be expanded, talks are currently underway (PP).</p> <ul style="list-style-type: none"> • Clarity from the police is required regarding categorisation and response times for missing people alerts. • It is the expectation of the board that there are suitable risk assessment and support plans, in place, for those people deemed to be at risk of absconding, and that this information will be accessible to the police to support with any missing people searches. • Risk thresholds will be different across agencies, and may cause some tension across agencies; however agencies must ensure compliance with the Care Act and Mental Capacity Act. • The Board requires data from the police to understand if this issue is systemic in the West of Berkshire. • It is more difficult to risk assess people in an acute setting. • Agencies will take reasonable steps to look for missing people prior to calling the police but do not have the resources to carry out searches outside a close proximity of their location due to staffing levels. • There is a lot of work going on in RBFT to implement the principles of the Mental Health Crisis Care Concordat. • There are people with chaotic lives and this will need to be managed through risk assessment. • This is the review of TVP only and assumptions have been made and it is felt that the language is very emotive and is not reflective of the positive experience agencies have had when working with TVP on missing persons cases. <p>Letter to be drafted summarising the above for endorsement at next board.</p>	
<p>3. Minutes of last meeting and matters arising – Paper 3, Paper 4</p>	<p>Minutes approved.</p> <p>Actions Log</p> <ul style="list-style-type: none"> • Admin Support was discussed, the Board agree that admin support is required and will need to know what additional contribution is required for 19/20 by November 2018 for budget setting. LM to consider options in sharing admin support with the LCSB, which has recently merged. 	<p>Minutes finalised and published on SAB website – LM</p> <p>TB to confirm with LSCB chair the hosting arrangements for the Board and update LM – LM/TB</p> <p>LM to draft budget for 19/20, by November 2018 - LM</p>
<p>4. Abuse in Peoples Own Homes –</p>	<p>Audits commissioned as the Board noted the numbers were high, the audit was commissioned due to Business Manager vacancy, such work should be picked up by LM in the future.</p>	

<p>Paper 5</p>	<p>Whilst there are recommendations with the audit the Board noted the positives in the report.</p> <p>It was agreed that the recommendations were not explicit enough and require reworking, once this is done the Board will endorse the report.</p>	<p>Redraft the recommendations and share with Board - LM</p>
<p>5. Case of AB – Paper 6</p>	<p>KK presented the report, which had been written by Anita Rush, Clinical Lead Nurse Specialist Equipment.</p> <p>The learning was that there is not a clear process for prescribers of pressure relieving equipment and what information is available for carers/family members on how to respond if a piece of equipment has a fault. Anita Rush has agreed to lead on a task and finish group to pull the required information together. The Board supports this approach and requested that Anita looks at the NRS Group to set up the Task and Finish Group.</p> <p>There was learning identified for BHFT and RBC, the key learning was:</p> <ul style="list-style-type: none"> • BHFT need to ensure that when there has been a lapse in care a safeguarding referral is made • RBC section 42 enquiry did not answer all questions the safeguarding referral raised <p>The Board agreed that the following question had not been answered: <i>What is the role of NRS and in relation to this case, do their records evidence that they followed the process and responded appropriately to the concerns.</i></p> <p>KK will go back to Anita to rework this answer, once completed the report is endorsed by the Board.</p> <p>The Board thanked all those who contributed to the report.</p>	<p>Task and Finish Group to be set up to create flow chart and information for carers/family – KK/AR</p> <p>LA's and BHFT – to share report in their organisations to ensure learning is not lost – LA's and BHFT</p> <p>Redraft answer page 3 – KK/AR</p>
<p>6. Quarterly report from subgroups and revised ToR – Papers 7a,7b, 7c, 7D ,8,9</p>	<p>The new strategy and Business Plan has resulted in a refresh of the Subgroups. There are update report for each of the Subgroups, which were discussed.</p> <ul style="list-style-type: none"> • Safeguarding Adults Review Panel Nothing specific to highlight to the Board, there are a number of SARS in progress. • Practice, Effectiveness, Assurance, Quality and Performance Group Change name to Quality and Performance Group. <p>For 17/18, there has been a 25% reduction in the number of safeguarding concerns compared with 16/17, the group discussed this and understand that the reduction is due to the change in recording practises</p>	<p>Change name from PEAQ&P to Quality and Performance Group – LM</p> <p>Arrange meeting with safeguarding LA</p>

across the 3 LA's, as all concerns are now screened before being logged as a concern. The Board agreed that this requires further exploration. The group have agreed that the LA safeguarding leads will meet to ensure consistency in screening practises. The Board stated that the group need to ensure that this is in line with other LA's as we need to be able to benchmark ourselves against comparator boroughs.

Request that the performance leads compare referrer information to see if there is any significant drops in particular referrer.

The PEAQ&P understood that the drop in concerns will increase the conversion rate to enquiry performance however this has seen just a 4% increase, so the theory is not supported.

Meeting with Safeguarding leads will be set up to discuss along with other actions on the business plan. It will be considered at the meeting whether or not it would be beneficial to return to monthly catch up meetings.

Drop in concerns will be logged on the risk mitigation log until there is a better understanding of the reasons for the drop.

- **Learning Development and Dissemination Group**

A meeting has not been held since creation of the group. There has been a change in personal at Wokingham Borough Council which means a new chair needs to be allocated.

- **Sub group chairs**

First meeting held next meeting arranged for November, meeting is between Chair and Sub Group Chairs to discuss progress made and to ensure that groups are working effectively together.

SAR Panel Terms of Reference – Paper 8

TB asked the following questions to the Board in regards to individuals sending in notifications to the SAR Panel:

- Are we assured as a board that all organisations are operating to a similar standard to submit notifications to the SAR Panel?
- How assured are we as a board that staff are aware of the process to submit a notification to the SAR panel?

leads to discuss drop in referrals and other business plan priorities - LM

Request analysis from LA performance leads –LM

Chair for L,D&D Group to be allocated – MS

TOR for L,D &D Group to be presented at next board - LM

ToR for Subgroup Chair to be presented at next board - LM


Organisations to share SAR notification processes with LM – All

Review submissions and report back to board - LM

	<p>It was agreed that each organisation will provide a summary of their processes to LM who will review all to check for consistency.</p> <p>The following changes are required in the TOR then it is endorsed by the Board:</p> <ul style="list-style-type: none"> • Change RBHFT to RBFT • Revise membership section for RBFT and BHFT naming them as members but are not required in terms of quoracy, add RBFRS to group. <p>PEAQ&P Terms of Reference – Paper 9</p> <p>The following changes are required in the TOR then it is endorsed by the Board:</p> <ul style="list-style-type: none"> • Change RBHFT to RBFT • Ensure that the CCG is referred to as the Clinical Commissioning Group • BHFT – change person to agency. 	<p>Update ToR and endorse – LM</p> <p>Update ToR and endorse - LM</p>
<p>7. SAB Dashboard and Key Performance Indicators – Q4 and Q1 data – Paper 10 and Paper 11</p>	<p>KPI data and Dashboard presented and discussed, Q4 17/18 and Q1 18/19 presented.</p> <p>LM to present Dashboard before KPI data for future meetings.</p> <p>The comments on the Dashboard are not reflective of the current data and require updating.</p> <p>Of those people that lacked capacity, percentage that are referred to an advocate – 2017/18 performance</p> <p>It was noted that Reading’s performance had increased to 74.8% however it was not a big increase (2%). West Berkshire are reporting performance of 100%, TF will check that this is correct. Wokingham’s performance has gone down by 1.4%.</p> <p>CB stated this he has noted a decrease in the number of referrals and as the data only captures those people who lacked capacity the data is not reflective as everyone regardless of their capacity is entitled to advocacy support. The Board agreed that the dashboard should also capture information on advocacy referrals for people who have capacity.</p> <p>The Board agreed that the Dashboard captured data relevant to the Board’s priorities.</p>	<p>Dashboard before KPI data – LM</p> <p>Update Dashboard comments - LM</p> <p>Validate West Berkshire advocacy data – TF</p> <p>Collect advocacy data for people who have capacity – Quality and Performance Subgroup.</p>
<p>8. Annual Report – Paper 12</p>	<p>First draft of the Board’s 2017/18 Annual Report provided to the Board. The format will remain the same as previous years due to the changes in Board personnel over the year.</p>	

	<p>LM has sent information requests to all partners to contribute to the report for those that have been unable to supply the information due to internal governance processes, please can this be supplied no later than the 31/10/18, as the Board must sign off a final report in December 2018, ready for presentation at the LA's Health and Wellbeing Boards in early 2019.</p> <p>Partners to review the draft and provide feedback to LM, by 31/10/2018 at the latest.</p>	<p>All Annual Report information to be supplied to LM by 31/10/2018 – All</p> <p>Feedback to be supplied to LM by 31/10/2018- All</p>
<p>9. Business plan update – Paper 13</p>	<p>CB left the meeting</p> <p>Based on workshop at the last Board LM and TB finalised the Business Plan, which is now a 3 year business plan. Due to the revamp of subgroups there has been little progress on the action within the business plan, and TB and LM have spent time amending the deadline dates to ensure there is a fair balance between ambition and realism.</p> <p>The Board agreed with the changes and it was agreed in order for the Business Plan to be relevant it must stay a living document.</p>	<p>Add to the business plan that it is a living document and will be updated to reflect Board's priorities – LM</p>
<p>10. Risk and Mitigation Log – Paper 14</p>	<p>A revised template was presented to the Board it is based on Reading Borough Council's template, it was agreed that the Board need to set time to go through the log and agree risk scores before and after mitigation, this will be added to the next Board agenda. LM to review the template used by comparing to other Board's templates and create a new version and send to Board members for comment.</p> <p>Add Quality Assurance as a risk due to the overdue Section 42 Audits.</p>	<p>Update template and add new risks – LM</p> <p>Review and comment on revised template – All</p> <p>Add additional time agenda for next SAB in order to agree risk scores – LM</p>
<p>11. Budget</p>	<p>LM could not present the budget as requires training on the budget management system used by Reading Borough Council; this will be prioritised as LM is required to provide a proposed contribution for November 2018.</p> <p>LM is waiting for confirmation from Wokingham and TVP on the contribution amount for 18/19, MS confirmed that Wokingham Borough Council approve the contribution.</p>	<p>Budget to be up to date by November 2018 – LM</p> <p>Confirm contribution for 18/19 - SG</p>
<p>12. Section 42 Sign Off Processes across the</p>	<p>LA's were asked to clarify their section 42 sign off process as it had come to the attention of the SAR Panel that there are different processes in each LA.</p> <p>Wokingham and West Berkshire Safeguarding Team Manager signs off all section 42 enquiries, however in</p>	

<p>partnership</p>	<p>Reading it is the relevant Assistant Team or Team Manager. The Safeguarding Adults team will audit 10% of the enquiries not signed off by them. RBC will consider changing practise to be in line with the partnership.</p> <p>It was agreed that a pragmatic approach was required and it needs more detailed discussion between the LA safeguarding leads and this can be discussed at meeting that is due to be arranged and then a recommendation will be presented to the next board.</p>	<p>Add to the agenda of LA Safeguarding Lead meetings – LM</p> <p>Present recommendations to next Board – LA Safeguarding Leads</p>
<p>13. OT support in Care Homes</p>	<p>LA's were asked to clarify the OT support provided to care homes as it had come to the attention that LA's had reduced the level of support on offer. The board needs to be satisfied with the responses that they ensure appropriate support is in place to support the possible change in arrangements.</p> <p>Each LA's stated that OT support in care homes has not changed, MS stated that Wokingham processes have not changed within the last 2 years however clarification on the process was sent out recently which did raise some questions.</p> <p>It was agreed that there is mixed messages across the partnership regarding OT support provide to Care Homes and this needs to be resolved. Each LA is to send LM a summary of the support they provide care homes and equipment they require care homes to obtain themselves. With the aim to present a joint statement to ensure that the message received from agencies is correct.</p>	<p>OT Support in Care Homes Summary to be provided to LM – TF, MS, JP</p> <p>Summary to be presented to board - LM</p>
<p>14. Communication/ information items</p>	<ul style="list-style-type: none"> • DOLs information leaflet – Paper 15 <p>Presented as an example of the work the communication group completed. The partnership are able to share this across the partnership and add their logo if they wish.</p> <ul style="list-style-type: none"> • Joint Conference <p>Was postponed due to issues with obtaining key speakers new date has been arranged for the 30/01/2019 the topic is prevention and early intervention. The Board will request more input into the planning of future conferences as members have a large network of professionals to recommend as key speakers. The Board thought the following could be workshop options for the January conference:</p> <ul style="list-style-type: none"> • Missing People • Learning from SARS • Neglect and legal responsibilities 	<p>Feedback to conference planning group - LM</p>
<p>15. Any other urgent</p>	<p>PP – Safeguarding and Mental Health conference coming up, RBFT are looking for a network of around 80 safeguarding champions.</p>	

<p>business</p>	<p>PP – currently completing a gap analysis on the Adult Safeguarding: Roles and Competencies for Health Care Staff that was published in August 2018, this will need to be discussed in the L,D&D Subgroup.</p> <p style="text-align: center;">  Safeguarding adults Response form follow </p> <p>KK – there is a revised safeguarding response form– , a good news story for the newsletter</p> <p>JP – CQC will be conducting a review in Reading focused on hospital discharges as Reading have seen a significant improve in DTOC figures. Learning from this review will be shared with the Board.</p> <p>MS – ADASS, 3 day, peer review across Adult Social Care will be taking place in Wokingham. It will focus on general pathways in Adult Social Care.</p> <p>CB – Whilst RBFRS do not have a statutory duty for safeguarding, an inspection is taking place which will look at how safeguarding is working, CB will share findings with the Board.</p>	<p>Add to newsletter - LM</p>
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