



MINUTES				
Meeting Title	West of Berkshire Safeguarding Adults Partnership Board			
Date	Weds 29-09-22			
Time	10:00-13:00			
Location	Council Chamber, Ground Floor, Civic Offices, Reading Borough Council			
Chaired By	Professor Keith Brown			
Confirmed Attendees:				
Professor Keith Brown, Independent Chair, SAB	Alison Drew, Interim Head of Safeguarding, Royal Berkshire NHS Foundation Trust	Jane Barnett, Business Support Officer, SAB (minutes)	Chief Supt Sarah Grahame, Chief Supt TVP Berkshire, Thames Valley Police	Lynne Mason, Business Manager, SAB
Garry Poulson, Director, Volunteer Centre West Berkshire	Jane Hitching, Principal Social Worker, Reading Borough Council, JHi	Lucy Jefcoate, Head of Clinical Services, Ramsey Healthcare – representative for independent health sector	Cllr John Ennis, Lead Cllr, Adult Social Care, Reading Borough Council	Jennie Henstridge, Senior Probation Officer, National Probation Service, JH
Sarah Deason, Acting Chief Officer, Healthwatch Reading & Healthwatch Wokingham Borough – representing Healthwatch Reading, West Berkshire and Wokingham, SDe <i>attended virtually</i>	Seona Douglas, Director of Adult Care and Health Services, Reading Borough Council, SD	Gemma Nunn, Assistant Head of Safeguarding, Berkshire Healthcare Foundation Trust <i>attended on behalf of Heidi Ilsley</i>	Lorna Pearce, Head of Adult Safeguarding, Care, Governance and ASC Covid-19 Taskforce, Wokingham Borough Council <i>attended virtually</i>	Hannah Cole, Principal Social Worker, West Berkshire District Council <i>attended virtually on behalf of Sue Brain</i>
Kelechi Ukandu, SCAS Safeguarding Link for SAB Interim Safeguarding Professional, SCAS <i>attended virtually</i>	Richard Johnson, Thames Valley Police – for agenda item 3 only	Dorcas Nyabunze, Head of Service, Emergency Duty Service	Philip Bell, Involve – <i>attended virtually</i> (joined at 11am)	
Apologies/ did not attend				
Simon Price, Head of Housing, Wokingham Borough Council	Heidi Ilsley, Deputy Director of Nursing, Berkshire Healthcare Foundation Trust	Sue Brain, Service Manager – Safeguarding Adults, West Berkshire District Council, SBr	Abigail Mangarayi, Designated Safeguarding Lead (Adults) in Berkshire West, Buckinghamshire, Oxfordshire and	Rachael Corser Chief Nursing Officer Buckinghamshire, Oxfordshire and Berkshire West Integrated Care Board

			Berkshire West Integrated Care Board	
Rachel Spencer, CEO, Reading Voluntary Action	Melanie Rogers, Head of Safeguarding, South Central Ambulance Service	Simon Broad, Assistant Director - Adult Social Care, Wokingham Borough Council, SB	Paul Coe, Service Director, Adult Social Care, West Berkshire District Council	Cath Marriott, Partnerships and Performance, Office of the PCC - <i>Virtual member</i>
Cllr Joanne Stewart, Executive Member for Adult Social Care, West Berkshire District Council	Cllr Charles Margetts, Executive Member for Adult Social Care, Wokingham Borough Council	Jo Lappin, Assistant Director for Safeguarding, Reading Borough Council	Ann Standen, The Advocacy People	Linda Andrew, Team Manager, Emergency Duty Service
Matt Pope, Director of Adult Service, Wokingham Borough Council	Simon Leslie, Solicitor, Joint Legal Service virtual member	Zelda Wolfle, Acting Head of Housing and Neighbourhood Services, Reading Borough Council	Andy Sharp, Executive Director - People, West Berkshire District Council	Susan Powell, Building Communities Together Team Manager, West Berkshire District Council
Liz Warren, Risk Reduction Manager, Royal Berkshire Fire and Rescue Service	Deborah Fulton, Director of Nursing & Governance, Berkshire Healthcare Foundation Trust			

	Item
1	<p>Welcome and Introductions</p> <p>KB: opened the meeting, introductions were made, and the meeting was deemed quorate. No declarations or conflicts of interests were voiced. The following new members were welcomed to the Board:</p> <ul style="list-style-type: none"> • Sarah Deason, Acting Chief Officer, Healthwatch Reading & Healthwatch Wokingham Borough – representing Healthwatch Reading, West Berkshire and Wokingham • Chief Supt Sarah Grahame, Chief Supt TVP Berkshire, Thames Valley Police • Lucy Jefcoate, Head of Clinical Services, Ramsey Healthcare – representative for independent health sector. <p>Late apologies had been received from JL and AS: LP was able to provide an update on SB, who had had a stroke in July but was recovering well, in good spirits and hoped to be back at work in two months.</p> <p>AM had sent her apologies but had provided some updates ahead of the meeting.</p>
2	<p>Minutes of Last Meeting and Action Log – Paper 1 and Paper 2</p> <p>Minutes of Last Meeting (Paper 1) were endorsed subject to the point of correction below: Item 11: Abigail Mangarayi (Adults) and Jane Bell (Children) are the Safeguarding Designates for Berkshire West (Reading, Wokingham and West Berkshire). Oxfordshire and Buckinghamshire have their own safeguarding designates. There had been discussions around having a Head of Safeguarding who will be above all six BOB safeguarding designates. The minutes will, as usual, be published on the website.</p>

	<p>Action Log (Paper 2) was noted. The following updates were provided by LM:</p> <ul style="list-style-type: none"> • The current website supplier had served notice on the contract; a new supplier is required from April 2023. This would also impact on the Pan Berkshire Multi-Agency Safeguarding Adults Policy and Procedures dedicated website; there may well be budget implications. • Jennifer Hawkswood (JH) had been appointed to the temporary SAR Rapid Review post in early September and a draft report would be going to the SAR Panel in October, with a recommendations report due to come to the Board in December 2022.; KB had previously worked with JH and felt that the families involved appreciated the faster turnaround. • Further to discussions at the June Board an Independent Hospital Representative had been allocated and was present at the meeting (LJ).
<p>3</p>	<p>Supporting Agencies in the Management of Complex Multi-Agency Enquiries: Joint Safeguarding and Criminal Investigations Protocol – Paper 3</p> <p><i>Had been developed in response to the Adam SAR Learning</i></p> <p>Richard Johnson (RJ), Thames Valley Police attended to present this item; following the Adam SAR RJ, JL and LP had met to discuss developing the Joint Safeguarding and Criminal Investigations Protocol; this had also been reviewed by the SAR Panel. He explained that the protocol had been developed so that once a complex joint investigation has been instigated, there was clear, identified, senior oversight, from staff within the respective organisations not directly involved with the investigations, who will be able to objectively support the operational teams regarding resourcing, information sharing protocols, and the management of the investigations.</p> <p>LP: explained that the Adam SAR had been an exceptionally complex case, due to the nature of the allegations, the types of abuse involved and TVP having to trawl through 1000 hours of covert recording, and a court case; the two legal team involved had contradicted each other; generally in 80-90% of cases information sharing worked well so hopefully the new protocol would rarely be needed but if needed new escalation processes had been developed (all of which had been ratified by Thames Valley Police).</p> <p>JE: confirmed from his perspective that information sharing can be a problem, as it is more than just a protocol or procedure and recently there has been a large change in the understanding of Adult safeguarding (LP confirmed that this would form part of the remit of the reformed Communications and Policy sub-group, that she would be chairing [see item 6e]).</p> <p>LM: explained that after every SAR, a bite sized learning event was held and this had been deferred for this SAR so that the new protocol could be launched at the event.</p> <p>KB: summarised that the protocol would be very helpful to have in place and thanked RJ for his work in developing it.</p>
<p>4</p>	<p>Out of Scope Safeguarding Concerns</p> <p><i>Verbal update on task and finish group, with LA's, SCAS and TVP that is being led by Jo Lappin</i></p> <p>SD: explained that she was covering this item as JL had had to send her late apologies; good progress was being made with Thames Valley Police and they were offering great co-operation. Charlotte Donohoe (CD), TVP, was looking at how to sustain the progress through training and better quality feedback. SD felt it was also something that had to be covered better in new social worker training.</p>

	<p>SG: explained that she had long been involved in safeguarding and recognised the frustration of inappropriate referrals but explained that TVP did relate to 11 different local authorities; she explained that they had had 900 new officers join in the last 3 years.</p> <p>JHi: feedback that they had had a positive meeting with TVP at the beginning of September; it was interesting to note the different processes in place in different areas as she had recently joined from Slough.</p> <p>LP: also felt that the meeting with TVP had been very helpful, that CD was very cooperative but that it has to be recognised that they can only have one process in place; the staff turnover and working from home during the pandemic had all contributed to the issue.</p> <p>Following discussion it was agreed that a learning event could be helpful on appropriate safeguarding referrals, recognising that the 3 local authorities in West of Berkshire each have different processes for how enquiries can be made about potential referrals.</p> <p>LM: explained that there was already a document available on the website (West of Berkshire Adult Safeguarding Threshold Guidance), which identifies three levels of response: agency response; requires consultation; always reportable – SD requested that this should be changed to guidance and thresholds to not be referred to.</p> <p>LM: to also look at the self-neglect guidance and make more explicit the three different local authority helplines available for supporting possible safeguarding referrals.</p> <p>KU: explained that there would be a new Assistant Director of Safeguarding starting at SCAS in October, who would be involved in the work around safeguarding referrals and membership of the subgroups (see item 12); KU requested support from the safeguarding leads, who she would like to meet, on the CQC work, as she had only recently joined as in interim safeguarding lead.</p>
<p>5</p>	<p>Learning from John SAR – Paper 4 <i>SAB requested an update on how the learning from the John SAR had been implemented across the partnership.</i></p> <p>LM: explained that the SAB had endorsed the John SAR in October 2021 and had asked for an update on how learning from this SAR had been addressed by the partnership; it had mainly been concerned with when a Lasting Power of Attorney (LPA) was in place. The quality check from SAR learning had been completed and there was now more information going out to the workforce regarding LPAs, a full review of Direct Payments had been commissioned by Wokingham Borough Council and a learning event had been held that over 200 people had attended; it was felt that there was general assurance on the learning from this SAR.</p> <p>KB: reflected that the role of an Attorney regarding Health and Welfare, in particular, was not always well understood.</p>
<p>6</p>	<p>Subgroup Updates – Paper 5 <i>Each subgroup chair to provide an update on the subgroups achievements and plans to meet the requirements set out in the ToR and the SAB Business Plan.</i></p> <ul style="list-style-type: none"> a. SAR Panel - JL/LM b. Learning and Development – SBr/LM c. Performance and Quality – GN/AM d. VCS and Healthwatch – LM e. Communication and Publicity - LP f. Pan Berkshire Policies and Procedures - LM <p>KB: explained that this item was something he was keen to have at each Board meeting, as the main work of the SAB is done by the sub-groups.</p>

- a. **SAR Panel** - in JL's absence, LM covered this item – KB asked that JL was thanked for her report; it was noted that at the last meeting three notifications had been reviewed but none had met the SAR criteria; work was progressing on the Pauline SAR, with a report due to SAB in December and also one on the SAR Rapid Review Process.

The capacity issues of some partners agencies (namely SCAS and GP surgeries) to contribute to the SAR learning process was highlighted; discussion was held on the best way to tackle this issue as it is a statutory function with the options discussed of naming and shaming, contacting the Health and Wellbeing Boards and writing to the Chief Executives. It was **agreed** that the SAR Panel would inform KB of further instances and he would if necessary sign a letter referring to requirements of the 2014 Care Act, if a gentle nudge did not resolve the matter satisfactorily; it was felt that Adult Safeguarding is not always seen as such high profile as Children's Safeguarding but that this is a key part of learning when things go wrong (SD agreed to feed this back to JL).

- b. **Learning and Development** – in SBr's absence, LM also covered this item; she had chaired her first meeting in August, where a plan for the next 12 months had been developed; the sub-group would be involved in promoting the Adult Safeguarding week in November (based on the themes of the Ann Craft Trust), which LP was also involved in; they had hoped to run a self-neglect week in October but had realised that this would have over-stretched resources (although KB was still running an MCA and self-neglect webinar in October); if the MARM Review and Relaunch was endorsed later in the agenda this would be promoted through learning events.

The biggest concern was around the demise of the Train the Trainer programme, which had already been escalated to the Board in June; the three local authorities do not currently have the capacity to deliver this – indeed some of the previous roles no longer exist. It was **agreed** that costings to get a consultant to deliver this would need to be sought.

- c. **Performance and Quality** – GN explained that herself and AM now jointly chair this sub-group (AM requested that deputies be sent if other member cannot attend); the focus of the meeting was on quality checks on SAR action plans, business as usual (the November meeting will look at a revised Quality Assurance Framework (QAF) to be brought to the December Board meeting) and in February 2023 Commissioners in LA's and BOB, will be asked to attend the meeting to demonstrate how they quality monitor commissioned services, by answering 3three questions determined by the subgroup, with a report back to the Board in March.

KB: requested that the sub-group consider a new topic of if the ICB have appropriate measures in place to deal with emergency situations, for example, if a home care agency goes bust what are their contingency plans as they are the biggest risk (Care Homes issues are generally easier to deal with as the clients are all in one place).

- d. **VCS and Healthwatch** – LM covered this item and explained that the sub-group were now rotating the chair, with RS chairing the most recent meeting; SDe was now attending the sub-group, representing all three Healthwatch areas; they were planning to run a webinar on self-neglect in December 22, which will cover, what is self-neglect, referral pathways and a Question-and-Answer session for volunteers/members of the public. It had been agreed that the subgroups' role in supporting voluntary organisations and the public in reporting quality concerns sits with Healthwatch; they have confirmed that Healthwatch's current priority is to raise awareness on Healthwatch's functions across the West of Berkshire.

- e. **Communication and Publicity** – LP explained that she had been asked to chair this reformed sub-group and the first meeting had taken place on 3rd October; the first part of the meeting had been to agree new Terms of Reference and to discuss the Business Plan objectives and agree a plan as to how the subgroup will deliver on these; whilst the second part had focused on creating a communication plan for the National Adult Safeguarding week (w/b 21st November) for which representatives from the Learning and

	<p>Development sub-group had also been invited. A series of virtual training had been developed for the week, based on the excellent work that Sara Ross at WoBC had devised ,but expanded to include training resources from other partner agencies; it was hoped that all the sessions could be recorded.</p> <p>f. Pan Berkshire Policies and Procedures – LM explained that this was a challenging sub-group to get attendance and to get actions completed; meetings were held every 6 months involving all the SABs in Berkshire. SD suggested a contact for LM to look at the model used in London, now that the BOB covers Berkshire West but there are also overlaps with Oxford/Bucks as well as Surrey.</p> <p>KB: noted and thanked all the sub-groups for the good work that they were all involved in.</p> <p>A short 15-minute break was then held.</p>
<p>7</p>	<p>SAB Priorities Paper 6 – SAB business plan update Paper 7 – Risk and mitigation log Paper 8 – Learning from SARs/audit tracker</p> <p><i>To consider progress and to consider if any changes/escalation is required.</i></p> <p>LM: explained that the reports showed that the Board were largely on track, although there may be some slippage when the focus goes on to Priority 2 (<i>To seek assurance that quality of health and social care services delivered in the West of Berkshire or those commissioned out of area for West of Berkshire residents is monitored effectively and there is a proportionate response to concerns</i>).</p> <p>KB: noted that good progress was being made and he explained that he always had a pre-meeting LM and commended the good recording of progress that was done by LM and JB.</p>
<p>8</p>	<p>Annual Report – Paper 9 <i>First draft of annual report to be discussed, final version to be endorsed by SAB in December</i></p> <p>LM: explained that she needed any comments back on the first draft in the next 2-3 weeks and the plan was to publish on 16th December 2022; after it had come back to Board on 14th December for final sign off; she was still awaiting some information from various partner agencies for the Appendices. In January 2023 it would be taken to the Wellbeing Boards.</p> <p>SD: explained that as the three Local Authorities have different reporting mechanisms (RBC still operates the Committee model, whereas the other two have Cabinets), the RBC report will be going to scrutiny in the middle of October, which is a public forum; she would be happy to arrange for someone to attend the three Council meetings to take questions and talk to Members.</p> <p>KB: noted that the Annual Report was on track for the published timetable and thanked LM for the full draft prepared.</p>
<p>9</p>	<p>MARM Review and Relaunch– Papers 10 and 11 <i>To consider the proposed amendments to the MARM and the Task & Finish Groups plans to relaunch and monitor the effectiveness of the MARM.</i> <i>Appendices are the supporting documents referred to in the MARM framework.</i></p> <p>SD: explained that whilst she was the lead for this piece of work, JL had actually produced the new MARM; it now needed all partner agencies to sign up to it and decide how it should be launched; no further comments were received and therefore the Board endorsed it.</p>

	<p>Following discussion it was agreed that it should be published on the website and that there would be a launch webinar, including case studies (also to later be added to the website) in January 2023; it had been hoped to do this in October but capacity issues had meant this was not possible; an indicator will be added to the dashboard to monitor how and when it is used.</p>
<p>10</p>	<p>Self-Neglect and Hoarding Safeguarding Pathway Toolkit– Paper 12, Appendix 12a, Appendix 12b <i>Had been devised in response to the SAB’s Self-Neglect Priority, request that this is endorsed and then launched as a SAB document.</i></p> <p>LP: explained that she was looking for this toolkit to be endorsed by the Board; it had been launched in WoBC several years ago prior to the Care Act of 2014, when self-neglect had often fallen through the gaps and had now been adapted for the Board; she explained that at WoBC it is used to structure their triage process.</p> <p>It was felt that it would be very useful, with JH and PB in particular keen to use it; it appeared that the papers included with the agenda pack had inadvertently not included the scorecard at the end of the toolkit; this would be remedied before it was published on the website along with a couple of case studies; they felt that it could be used as a self-help tool for referrers and would aid structured thinking where there were multi-agencies working with an individual.</p> <p>KB: the Board were happy to endorse the toolkit, subject to the addition of the scorecard and it was felt that a launch of this should also be timed for January 2023.</p>
<p>11</p>	<p>ICS Update</p> <p>The new Chief Nurse, Rachael Corser, was now in post (started on 12th September) but was unable to attend this meeting and AM was on leave. She had however, requested to meet with KB, which had been arranged for mid-October. AM had provided an update for the meeting:</p> <p>BOB ICB (Berkshire West) Staffing Updates Update to the SAB on the local development for the Integrated Care System.</p> <p>In line with the Health and Care Act 2022, CCGs are no longer in existence and dates will be confirmed about the partnership planning and working. Jane Bell who was the Interim Designate Nurse for Safeguarding Children and Looked after Children, has returned to her post in Oxfordshire. Recruitment for a permanent Designate Nurse for Safeguarding Children and Looked after Children was successful and a start date will be shared once known.; in the meantime, AM was covering some of the work with support from the other BOB children designates.</p> <p>Discussion was held on what the Board wanted to get from the BOB, now it was no longer a CCG; it was generally felt that currently there was little change, although there was some sympathy to the fact that they were probably working through the changes and currently had an interim Chief Executive in post. The questions members posed were:</p> <ul style="list-style-type: none"> • where will safeguarding sit in the new structure? • what is different about their policy decisions? • what are the implications for Section 11 of the Care Act? • is the aim that health and social care are considered together more? <p>Currently Royal Berkshire Hospital NHS Foundation Trust was carrying on as normal but hopefully expected some changes once everything was in place.</p> <p>SD: shared that there would be a new Place Manager starting in October and that they might be a useful link for the Board. It was suggested that Sarah Webster, who had started in September as an Executive Director for</p>

	<p>Berkshire West - NHS BOB ICB might be a useful person to invite to the December Board – KB and LM to explore this option.</p>
<p>12</p>	<p>SCAS – CQC Report <i>How will the SAB seek assurance on safeguarding practice?</i></p> <p>As no-one had been scheduled to attend from SCAS, AM had provided the following update:</p> <ul style="list-style-type: none"> • Melanie Ingham gave a presentation at the last SAB meeting (8th June 2022). • SCAS continue to work to improve their services and systems following the CQC Inspection. As a way of updating colleagues, SCAS had said that week that they would be writing to all the Safeguarding Children and Adults Boards in their patch. • A SCAS meeting had been scheduled for 29th September where the frequency and terms of reference would be discussed and agreed amongst SCAS, the ICB and Local Authorities (Wokingham, West Berkshire and Reading had all been invited) but this meeting was subsequently cancelled. • AM had raised the issue of Out-of-Scope referrals at a meeting in September and it had been hoped that this could have been discussed in the meeting on 29th September. • The ICB designates would continue to meet with SCAS fortnightly to offer support and governance. <p>KU: had just started in post as an Interim Safeguarding Professional and explained that there were now four new interims and shortly an Assistant Director of Safeguarding in Post to work with all the safeguarding Boards; sub-groups were being developed including quality, dashboard, training and policy (including improvement plans) and there were currently seven new policies awaiting ratification at the beginning of October. It was suggested that KU should meet with the Performance and Quality sub-group so that confidence in the policies in place at SCAS were working and this could be fed back at the next Board meeting.</p> <p>Further to discussion at this meeting a letter was received the next day outlining that the Integrated Care Boards: Hampshire and the Isle of Wight (HIOW) ICB, Berkshire, Oxfordshire and Buckinghamshire (BOB) ICB and Frimley ICB, will form a single Executive oversight team with NHS England to provide oversight on the of the Safeguarding elements of the SCAS improvement plan. The letter asked for Boards to be proportionate in their assurance requests to SCAS and for the next year have offered to provide a quarterly update report: KB and LM had subsequently agreed that adequate assurance could be obtained from these quarterly assurance reports being sent to the Board rather than seeking specific presentations from SCAS.</p>
<p>13</p>	<p>Information Items</p> <ul style="list-style-type: none"> • Budget Monitoring Paper 13 • Self-Neglect SAB Page: Self-Neglect - NEW ADDED AUGUST 2022 Safeguarding Adults Board (sabberkshirewest.co.uk) • MCA Toolkit - Mental Capacity Toolkit • PiPOT - Reading Procedures and Appendixes (berkshiresafeguardingadults.co.uk) • SAB Website – notice has been served, need a new supplier by April 23. <p>Budget Monitoring Paper 13</p> <p>LM: in September 2022, LM was alerted by the Financial Services Team that there was a credit note applied for 21/22 to the value of £11,375.00, bring the accumulated underspend down to £34,399.10; she is not aware of this credit note or what it is for - at the time of writing the report the financial services team were investigating what this credit note is for and why there was a delay in issuing it. A consultant had been commissioned to complete work on a SAR Rapid Review Process at a cost of £2,730 .</p> <p>Self-Neglect SAB Page: Self-Neglect - NEW ADDED AUGUST 2022 Safeguarding Adults Board (sabberkshirewest.co.uk)</p>

	<p>LM: explained that a new page had been added to the website; any extra information to be sent to LM for inclusion.</p> <p>MCA Toolkit - Mental Capacity Toolkit LM: this had been developed by Bournemouth University and KB had worked on its development; feedback would be welcomed on Advance Care issues.</p> <p>PIPOT - Reading Procedures and Appendixes (berkshiresafeguardingadults.co.uk) LM: explained that the main change was that core partners of the Board can manage their own processes; the Performance and Quality sub-group will be seeking assurance that it is being used appropriately.</p> <p>SAB Website LM: explained that notice had been served by the current supplier and a new supplier would be needed by April 2023.</p> <p>KB: noted the Information Items presented.</p>
<p>14</p>	<p>AoB</p> <ul style="list-style-type: none"> • KB raised his concern about the lack of parity between children and adults. In his role as Chair of the NHS Safeguarding Adults National Network, a letter had been submitted in response to <i>the Changes to the MCA Code of Practice and implementation of the LPS: consultation document</i>. A reply had been received from the Permanent Secretary indicating that the response had been well received but there was now a new team in place and a response was expected in the next few weeks. • KB explained that the Worcestershire SAB had looked at the issue of provider failure; he had already touched upon this at item 5c – he was keen to seek assurance on how the staffing crisis was being handled. SD explained that she had already raised this at a national level and it was referred to in the NHS Winter Plan. • It was noted that SD was retiring at the end of December and therefore December’s Board meeting would be her last. <p>It was agreed that the September 2023 meeting will be held in person.</p> <p>The meeting finished at 12:37pm</p>
<p>Date of next meeting: Wednesday 14th December 10-1pm</p>	