



MINUTES				
Meeting Title	West of Berkshire Safeguarding Adults Partnership Board			
Date	Wednesday 8 th March 2023			
Time	10:00-13:00			
Location	Microsoft Teams			
Chaired By	Professor Keith Brown			
Confirmed Attendees:				
Professor Keith Brown, Independent Chair, SAB	Alice Jones, Ramsey Healthcare – representative for independent health sector – joined at 10:20am	Jane Barnett, Business Support Officer, SAB	Melissa Wise, Acting Executive Director – Adult Social Care & Health, Reading Borough Council – joined at 10:05am	Lynne Mason, Business Manager, SAB
Patricia Pease, Interim Deputy Director of Safeguarding, Berkshire West Buckinghamshire, Oxfordshire and Berkshire West Integrated Care Board – joined at 10:35am approx	Gemma Nunn, Head of Safeguarding, Berkshire Healthcare Foundation Trust	Sue Brain, Service Manager – Safeguarding Adults, West Berkshire District Council, SBr	Cllr John Ennis, Cllr, Reading Borough Council	Philip Bell, Involve – joined at 10:55am
Supt Steve Raffield, LPA Commander Reading, Thames Valley Police	Lorna Pearce, Head of Adult Safeguarding, Care & Governance, Wokingham Borough Council	Linda Andrew, Acting Head of Service, Emergency Duty Service	Sue Ross, Interim Assistant Director for Safeguarding, Quality, Performance & Practice, Reading Borough Council, SR	Cllr David Hare, Executive Member for Adult Social Care, Wokingham Borough Council
Sarah Deason, Acting Chief Officer Healthwatch Reading & Healthwatch Wokingham Borough – representing Healthwatch Reading, West Berkshire and Wokingham	Jennie Henstridge, Senior Probation Officer, National Probation Service	Liz Warren, Safeguarding Manager, Royal Berkshire Fire and Rescue Service – left after agenda item 3	Darci Hellend, Safeguarding Support Officer, Royal Berkshire Fire and Rescue Service - left after agenda item 3	Abigail Mangarayi, Designated Safeguarding Lead (Adults) in Berkshire West Buckinghamshire, Oxfordshire and Berkshire West Integrated Care Board

Richard Jarvis, DCI, Berkshire PVP, Thames Valley Police – left 12.30pm	Alison Drew, Interim Head of Safeguarding, Royal Berkshire NHS Foundation Trust	Gail Muirhead, Risk Reduction Manager, Royal Berkshire Fire and Rescue Service		
Apologies/did not attend				
Heidi Ilsley, Deputy Director of Nursing, Berkshire Healthcare Foundation Trust	Rachael Corser Chief Nursing Officer Buckinghamshire, Oxfordshire and Berkshire West Integrated Care Board	Cath Marriott, Partnerships and Performance, Office of the PCC - Virtual member	Deborah Fulton, Director of Nursing & Governance, Berkshire Healthcare Foundation Trust	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	Hannah Cole, PSW, West Berkshire Council	Matt Pope, Director Of Adult Service, Wokingham Borough Council	Garry Poulson, Director, Volunteer Centre West Berkshire
Rachel Spencer, CEO, Reading Voluntary Action	Dorcas Nyabunze, Head of Service, Emergency Duty Service	Simon Leslie, Solicitor, Joint Legal Service (virtual member)	Jane Hitching, PSW, Reading Borough Council	Susan Powell, Building Communities Together Team Manager, West Berkshire District Council
Chief Supt Sarah Grahame, Chief Supt TVP Berkshire, Thames Valley Police	Zelda Wolfle, Acting Head of Housing and Neighbourhood Services, Reading Borough Council – optional attendee	Clr Joanne Stewart, Executive Member for Adult Social Care, West Berkshire District Council	Safeguarding link person, NHS England South (South-east) - Virtual member	Ann Standen, The Advocacy People

	Item
1	<p>Welcome and Introductions</p> <p>KB: opened the meeting and the meeting was deemed to be quorate. He welcomed two new members to the Board: Cllr David Hare and Sue Ross. Two other new members joined slightly late: Melissa Wise and Alice Jones.</p> <p>LP provided a brief update on SB, who had been back in hospital but was now home and in good spirits; his recovery had been delayed so in the interim LP was going to be Interim Assistant Director - Adult Social Care and an Interim Head of Safeguarding & Care Governance was starting on 20th March.</p>
2	<p>Joan's Legacy - learning-brie.fing-joans-legacy.pdf (saeb.org.uk)</p> <p>A 9 minute video (produced by the Royal Borough Of Kensington and Chelsea Safeguarding Adults Executive Board) Joan's Legacy Video, was shown, in which Joan's Granddaughter, Lesley offered powerful insights regarding Joan's and her family's experiences, making a valuable contribution that supports the legacy of learning from Joan's story. Joan passed away at the age of 88 after experiencing a significant and rapid decline in her health over the last year of her life. Joan was admitted to hospital five times, in the last 10 months of her life, and there were concerns about discharge arrangements and the care and support services set up to meet her needs, as well as frequent re-admissions to hospital. Joan lived with dementia and became very physically frail in the last year of life, leading to her no longer being able to mobilise independently and developing</p>

	<p>pressure ulcers. As part of the review, Joan's family were able to offer powerful insights regarding their experiences. They want Joan's legacy to be that the learning from this case, means that other adults in similar circumstances should not face the same shortfalls in care and support.</p> <p>LM explained that the video had been shown to give the family perspective as there had been no Safeguarding Adult Reviews on the agenda that day.</p> <p>KB echoed the thoughts of the Board members, that it was a powerful video and a useful reminder to all in the West of Berkshire Board that they are always dealing with real people, something that all could relate to.</p>
3	<p>Presentation from Royal Berkshire Fire and Rescue Service</p> <p>The Royal Berkshire Fire and Rescue Service had requested to present their safeguarding work to the Board; the presentation was given by LW and DH – they apologised to anyone who had already seen the presentation in other areas. They outlined their four main areas of service provision:</p> <ul style="list-style-type: none"> • Safe and Well visits • ARP (Adults at Risk Programme) - the Coroners and Justice Act 2009 allows a coroner to issue a Regulation 28 Report to an individual, organisations, local authorities or government departments and their agencies where the coroner believes that action should be taken to prevent further deaths – they now have a training programme relating to the use of air mattresses along with emollient use. • Threat/Risk of Arson Safe and Well Visits – these included fitting an Arson Proof Letterbox where it was deemed necessary; the number of cases of the threat/risk of arson have increased since Covid, along with domestic abuse cases, which this is deemed to be. • Protection (Fire Safety Inspections). <p>One of their largest learning topics in the last year (from Safeguarding Adult Reviews) related to the number of fire fatalities and serious incidences across the county which had involved the use of emollient products. Due to this, they had worked with partners to develop an Emollient Leaflet to aid increased and speedy awareness regarding the fire risks of emollient products and how these risks can be reduced: this was now on the website and would be widely shared. LP and GN had worked on this and the information needed to be shared across Boards and Health and Wellbeing Boards – it included gels and sprays as well as creams, which could all cause significant burns when combustion happened.</p> <p>Discussion on the Emollient Leaflet focused on:</p> <ul style="list-style-type: none"> • distribution to all pharmacies via the Health and Wellbeing Boards and the ICB to pharmacy teams. • LW noted that this could apply to all domiciliary teams. • It was queried whether the definition of an emollient should be included on the front of the leaflet and whether the leaflet could also be made available in other accessible formats. • They were hoping to use BBC Radio Berkshire to promote the leaflet, who they had worked with previously. • LP commented that this had been discussed at the last SAR Panel meeting, where a new SAR had been agreed relating to a fire related death in Reading, which would be used as a learning piece. <p>It was noted that they provide a 24-hour service, with out of hours contacts being available; LA from the Emergency Duty Service said that they provided an excellent out of hours welfare check.</p> <p>GM, who runs their Preventative service, explained that she would be taking over as the Board rep. and was working closely with NRS Healthcare.</p>

	<p>There was also discussion about emerging new fire risks, in particular lithium batteries used in hoists and other home equipment etc and other risky habits that have developed over the winter due to the winter crisis, such as cooking over open fires or in dustbin lids.</p> <p>KB reflected on how much the service had expanded and on what a great service they provided and thanked them for the presentation.</p>
4	<p>Minutes of Last Meeting and Action Log – Paper 1 and Paper 2</p> <p>The minutes were endorsed and the Action Log noted; it was noted that the Minutes are published on the website; KB thanked LM and JB for providing a good summary of the on-going work of the Board.</p> <p>The following updates on the Action Log were provided:</p> <p>Pressure Care – Good Practice Case Study</p> <p>A webinar had been delivered to the Board the previous March; it was agreed that LM and SBr would meet to review whether a 7-minute learning brief was still required and either update or complete the outstanding actions.</p> <p>MARM</p> <p>The updated MARM had been published; some short case studies would be identified once the MARM had been used; each LA were to produce their own video to support the launch in their area – 1 had already been produced, and the other 2 were being worked on (with 1 planned for launch in March).</p> <p>Self-Neglect and Hoarding Safeguarding Pathway Toolkit</p> <p>The toolkit had been launched and a bitesize learning session to launch it had been completed; S Braye had delivered a webinar on Identifying and Responding to Self-Neglect aimed at the Voluntary Care Sector, which had been well received and the presentation was now on the website.</p> <p>SAR Rapid Review Process – SAB Priority 3 for 2022/23</p> <p>Further work on this had now been deferred until June 2023, when SR had been able to look at the SCIE guidance; she explained that she was the Chair of a SAB in the West Midlands and had attended the relevant SCIE presentations, and was having a watching brief on this and was waiting for the evaluations of the pilot site to be made available. PP felt that the Rapid Review Process was working well in Bucks, where a standardised approach was being used but SR felt it important to await further information from SCIE before undertaking further work.</p> <p>Recommissioning of SAB Website</p> <p>LM explained that it was still hoped to have a new website up and running from the beginning of May; RBC procurement department had been offering advice and a new supplier selected (PHEW, who are an established Board website host), which looked very hopeful but there had been some delays regarding the contract (Terms and Conditions), which is why she was now considering contingency arrangements in case a functioning website was not available from 1st May, as PHEW can not start formal work on developing the new website until the contracts have been signed. Concerns were raised about the possibility of being temporarily without a website: this would not be well reflected by the CQC and the Pan Berkshire Policies and Procedures were currently linked to the current website. MW offered to help expedite the Contracts delay, which was welcomed by KB.</p> <p>SAB Representation at other partnership meetings</p> <p>It had been agreed that SAB Representation at other partnership meetings, CSP's, DA Boards, CSP's, would be considered by the SAB Executive; KB explained that this would be addressed in the updated Business Plan for 2023/24.</p>

5	<h3>Subgroup Updates</h3> <p><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) Learning and Development – Paper to be tabled b) Performance and Quality – Paper to be tabled c) SAR Subgroup - Paper 3 <p>The last Communication and Publicity Subgroup had not been quorate, so had been postponed so no update was provided by this sub-group; the meeting had been rearranged to 16th March.</p> <p>Learning and Development</p> <p>SBr explained that the meeting had had to be rescheduled to 28th February, so although quorate had had a smaller attendance than usual:</p> <ul style="list-style-type: none"> • MARM - at a planning meeting on 13th January it had been agreed that each LA would deliver their own video presentation on the MARM and these would be uploaded onto the SAB website – the plan was to have these all completed by the end of March 2023. • Self-Neglect – there had been discussion about the best way to get feedback on webinars delivered; it was felt that to do in a different way to using the current feedback form would give greater and more meaningful feedback, in particular about equality and diversity, where we tended to score poorly; it was suggested that Mentimeter could be explored. • Adam SAR – LM was reworking the Best Practice Guide : Out of area reviews to incorporate consideration of in-area placements and reference to when care is cancelled. • Train the Trainer – there had been a detailed discussion on this and an options paper was being developed to bring to the June Board meeting. <p>Performance and Quality</p> <p>GN explained that her and AM co-chair this group, which had last met on 2nd March as the last meeting had had to be re-arranged:</p> <ul style="list-style-type: none"> • Quality Assurance Framework (QAF) – the new process had been agreed but would need smarter working to ensure that this could be achieved within the limited capacity of the Business Manager and the sub-group, who only meet for 8 hours each year; how to undertake self-assessments utilising the data already collected, where possible, would be explored in more detail at the August meeting. This priority would be carried over to 2023/24. LM explained that this would be a separate priority and the main focus of the sub-group in 2023/24, which should provide, in the main, assurance to the Board that it was being well run. • provider failure assurance had been obtained by the sub-group; the paper was available for sharing and this work had been signed off. • the quality of health and social care services delivered in the West of Berkshire or those commissioned out of area for West Berkshire residents is monitored effectively – agreed to ask the Chair of the Care Homes Strategic Performance Group, managed by BOB, for assurance, which would cover the commissioned services of social care, including domiciliary care and supported living providers • AM explained that the remit of this sub-group was large and that the work on learning from SARs could maybe be smarter, with more flexibility of how SAR's learning is monitored. <p>SAR Subgroup – Paper 3</p> <p>SR explained that this had been her first meeting as the Chair of the sub-group:</p> <ul style="list-style-type: none"> • ER SAR had been agreed as a statutory SAR; the case related to a fire that started in the hallway of a property after a plastic commode ignited having been placed next to a heater – there would be learning to be gained from this SAR, potentially for all partners. • the terms of reference for the JB SAR had been agreed.
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	<p>KB: asked that JB check with the Chairs of the sub-groups before the minutes were published, as they had not all been available due to delays with the meetings, this quarter.</p>
6	<p>SAB Priorities</p> <p>Paper 4 – SAB business plan update - 22/23</p> <p>KB suggested the current plan was reviewed before looking at the proposed Business Plan for 2023/24 (item 7).</p> <ul style="list-style-type: none"> • Priority 1 – self-neglect was largely complete; the outstanding work on the MARM was in hand, as reflected in the Action log, so there was no need to carry this over to 23/24. • Priority 2 – assurance regarding quality of health and social care services; capacity issues had hindered work on this priority; CQC ratings for regulated services would be added into the dashboard – the recommendation was that the outstanding elements of this work would be carried over to 2023/24 and become Priority 1. MW had already offered to be the Executive Lead on this and her and LM had already met. • Priority 3 - Safeguarding Adult Review (SAR) process – work on the rapid review process was completed (stage 1) and stage 2 would happen later in the year once SCIE had published their findings. Completing SARs as per statutory requirements (six-month deadlines are determined in the Pan Berkshire Policies and Procedures) including publication of SAR Practice Note are regularly not achieved – KB/SR felt that 6 months was often not achievable in complex cases (the Pan Berkshire Policies and Procedures had been adapted from the London Policies and Procedures). It was agreed that it would be more appropriate to change the Action to “completed in a timely manner as dictated by complexity, as agreed in the scoping document” – families often need time to contribute to SARs and this often, rightly slows down the author. • Priority 4 – business as usual tasks – the majority of the actions were complete, apart from work on the website, which it was agreed should be changed to orange/green. The review and relaunch of the SAB Quality Assurance Framework would become a standalone Priority for 2023/24. <p>Paper 5 – Risk and mitigation log</p> <p>LM explained that comments had been added and stands as a mitigation log; the proposed business plan for 2023/24 would address these issues. It was agreed to add the new Website possible delays as Risk 14.</p> <p>Paper 6 – Learning from SARs/audit tracker</p> <p>LM explained that this was provided for information only.</p>
7	<p>SAB Priorities 23/24</p> <p>Paper 7 – proposed SAB Business Plan 2023/24</p> <p>KB explained that the proposed SAB Business Plan for 2023/24 had been agreed by the Executive Group in January.</p> <p>Priority 1 <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 Berkshire residents is monitored effectively and there is a proportionate response to concerns</i></p> <p><i>Executive Lead: Melissa Wise, Interim Director of Adult Care and Health Services, Reading Borough Council</i></p> <ul style="list-style-type: none"> • Some outstanding items would be carried over from 2022/23. • The first draft of the practice learning note had gone to the Learning and Development sub-group in February but as LM had been away this had not been further worked on (re action: learning session to promote best practice when reviewing quality of care).

- Organisational review – it was proposed to hold a reflective learning session on the outcome of a West Berkshire Wide, large scale organisational safeguarding investigation, to consider areas of improvements in process: this related to Modern Day Slavery (Operation Rivermead). KB commented on his work in Worcestershire, where the Gangmasters Licensing Authority's remit had been expanded to cover Health and Social Care.
- Audit of out of area reviews to be conducted with LA's and BOB – it was proposed that this would follow on from the learning from the Atlas SAR. MW explained that she wanted to think slightly differently - the SAB needed to seek assurance from each agency about the strengths and gaps in assurance around out of area placements, and gain sight of action plans as to how to seek improvements in relation to this (more transformational). Even though SARs are conducted this would be more of a Peer Review Audit
- Raise awareness with the general public and those that work in adult social care of the responsibilities of LA's and BOB in regard to commissioned services – this would support quality issues not just when they become safeguarding.

Priority 2 *Embedding a good understanding of Mental Capacity Act within the practice of our statutory partners (Paul Coe, Executive Director - People, West Berkshire District Council).*

SAB Executive Lead: *Paul Coe, Executive Director - People, West Berkshire District Council*

LM and PC had met and were proposing: to conduct a survey for employees of SAB statutory partners in the West of Berkshire to understand what the barriers are in applying the Mental Capacity Act in practice in order to set the SAB Actions for this priority. It was felt important to embed a good understanding of the Mental Capacity Act within the practice of the statutory partners by an on-line survey, which other Boards had already done.

Priority 3 *Serious Violence and Exploitation, understanding the gaps from an adult safeguarding perspective*

SAB Executive Lead: *TBC – Wokingham Borough Council*

LM and LP had met to discuss this work and were recommending it to be a 2-year priority, with a focus on one action at a time. The proposal was to have a Task and Finish Group for each area of work:

- Missing People – LP was already exploring “The multi-agency response for adults missing from health and care settings: A national framework for England” published by the College of Policing - this would also fit with work on Transitions (CSP's and Children's Boards) at both a strategic and operational level.
- Sexual and Criminal Exploitation - defining the problem and identifying the solutions.
- Domestic Abuse and Stalking – defining the problem and identifying solutions.
- Cuckooing – defining the problem and identifying solutions.
- Mate Crime – defining the problem and identifying solutions.

KB felt that this was a good priority and offered any support he could give.

Priority 4 *Review and relaunch of the SAB Quality Assurance Framework*

SAB Executive Lead: *TBC*

An Executive Lead for this Priority was still required and ideally the Board were looking for someone from Health. PP explained that the BOB ICB were still going through a re-organisation. It was hoped that someone from Health (maybe BHFT or RBH) would offer before the next Board meeting in June.

	<p>Business As Usual <i>The Board will continue to carry out the following business as usual tasks in order to comply with its statutory obligations</i></p> <p>LM explained that one of these tasks would be to hold another Safeguarding Adults Week, following the success of last year's.</p> <p>The Board agreed the SAB Business Plan for 2023/24.</p>
8	<p>Pauline SAR Action Plan – Paper 8</p> <p>LM explained that as these were mainly strategic actions, this work was being led by the Board; whilst she had made contact with Lajla Johansson (LJ) with regards the West Berkshire Dementia Action Alliance no response had been received as yet (AM offered to contact LJ). She had also been in touch with the Connected Care Governance Steering Group via the BOB but again no response had been received (AD suggested a contact name). The other actions were all in hand.</p>
9	<p>Recommissioning of SAB Website</p> <p>Verbal update on the process made with the new website: the item had already been covered under Item 4.</p>
10	<p>SAB Budget – Paper 9</p> <p>The Board were asked to agree the SAB contributions for 2023/24; if the planned expenditure presented in section 5 of the paper was achieved then the SAB would have a £15,349 underspend, which it was proposed would be carried over to 2023/24. The proposal to the Board was for a 5% increase, which would take the total budget to £94,837.15 and would leave the SAB with £12,887.15 in the budget to use for projects etc. The proposed budget did not consider any increase to staff costs or an increase in the website hosting fees that may occur because of having to commission a new website host (LM explained that so far the new website was coming in at circa £10k plus on-line costs, which was less than originally expected).</p> <p>KB explained that he thought it was better to ask for a 5% increase at this stage, rather than having a smaller pot of money and possibly ask for a larger increase at a later time. The proposal was approved by the Board, with the proviso that in future the budget would be set in September, as some of the partners agreed their budgets at this time. KB thanked everyone for their support with this matter.</p>
11	<p>Annual Report 2022/23 – Paper 10</p> <p>LM explained that the paper outlined the timetable for the SAB Annual Report 22/23; it was based on the previous year, which had worked well. There was some flex over the summer, which meant the draft report could be presented to Board in September, with the aim of publishing on the SAB website on 15th December 2023. KB explained that ideally he would like to present the Report to all the Health and Wellbeing Boards – this year, he had only been given the opportunity to present to Reading's and Wokingham's in person. The proposed timetable was agreed by the Board.</p>
12	<p>SCAS Update</p> <ul style="list-style-type: none"> • Summary of quarterly update meeting on the 7/3/23. <p>LM explained that she had attended the SCAS quarterly meeting the previous day and KB had joined for the beginning of the meeting; Sarah Thompson had explained that Level 1 and 2 Safeguarding training had never been a problem and that they now had a large, good team, with a plan for the delivery of Stage 3 training. SCAS would be sending out a paper and e leaflet and were working on a new referral form (previously they had used Datex) – this was stage 1 and training would be introduced to support this.</p> <p>The update was noted by the Board.</p>

13	Information Items None
14	AoB <ul style="list-style-type: none"> Factual corrections for minutes: PP gave an update on the work of BOB and its re-structure progress; in the first quarter they would be advertising for the substantive post of Director of Safeguarding, BOB ICB following the publication of the Chief Nursing Officer Directorate structure had been published, which would increase capacity for Children and Adult Safeguarding. All SAB and Children's Safeguarding Partnership chairs, including KB, were invited to the BOB ICS Safeguarding Committee on 4th April. One element of BOB ICBs 5-year Joint Forward Plan is to work with partners across the ICS to consider the introduction of adult MASH's into the BOB. The Healthwatch report on Asylum seekers hotels in Berkshire West was now published and BOB ICB are planning prioritised QA visits. She thanked AM, who was leaving on 31st March, for her input whilst in post, which included picking up work on Children's safeguarding as and when necessary. Kathy Kelly's secondment to NHS England had been extended to 31st September 2023, however, BOB ICB has managed to secure her for 3 days a month to do some work on the Quality Assurance framework. NHSE SE would be issuing some guidance on 27th March regarding Coercive Control, and PP agreed to send to LM to go on the website. AM thanked GN and LM/JB for their support, whilst she had been in post. <p>Meeting ended: 12:35pm</p>
Date of next meeting: Wednesday 7th June 10-1pm	

Endorsed by SAB 7/6/23