



MINUTES				
Meeting Title	West of Berkshire Safeguarding Adults Partnership Board			
Date	Wednesday 6 th December 2023			
Time	10:00-13:00			
Location	Microsoft Teams			
Chaired By	Professor Keith Brown			
Attendees:				
Professor Keith Brown Independent Chair, SAB	Lorna Pearce Interim Assistant Director - Adult Social Care, Wokingham Borough Council	Sue Brain, Service Manager – Safeguarding Adults, West Berkshire District Council	Karen Glaister, Interim Head of Adult Safeguarding, Care & Governance, Wokingham Borough Council	Lynne Mason, Business Manager, SAB
Kathy Kelly, Designated Safeguarding Lead (Adults) in Berkshire West Buckinghamshire, Oxfordshire and Berkshire West Integrated Care Board	Darci Hellend, Safeguarding Manager, Royal Berkshire Fire and Rescue Service – left at 12 noon	Lauren Halliwell, Safeguarding Support Officer, Royal Berkshire Fire and Rescue Service - left at 12 noon	Jane Barnett, Business Support Officer, SAB	Gemma Nunn, Head of Safeguarding, Berkshire Healthcare Foundation Trust
Katherine Elsmore, Director of Safeguarding, Berkshire West, Buckinghamshire, Oxfordshire and Berkshire West Integrated Care Board	Paul Coe, Executive Director – People, Adult Social Care, West Berkshire District Council	Dorcas Nyabunze, Head of Service, Emergency Duty Service	Richard Jarvis, DCI, Domestic Abuse South and Stalking, Berkshire PVP, Thames Valley Police	Allan Macro, Executive Member for Adult Social Care and Health Integration, West Berkshire District Council
Lindsey Marks, Team Leader for Adult Social Care and Education, Legal Operations Team, LMa	Karen Webster, Advanced Customer Support Senior Leader, DWP	Lucy Jefcoate, Head of Clinical Services, Ramsay Health Care UK – Berkshire Independent Hospital	Alison Drew, Head of Safeguarding, Royal Berkshire NHS Foundation Trust	Sue Ross, Interim Assistant Director for Safeguarding, Quality, Performance & Practice, Reading Borough Council
Philip Bell, Chief Executive Officer, Involve – left at 11.25am	Rachel Spencer, CEO, Reading Voluntary Action – joined at 10.35am	Fiona Bateman, SAR Author for item 2 only – left at 10.30am	Superintendent Helen Kenny, LPA Commander, West Berkshire – left at 12.30pm	Chief Superintendent Emma Garside, Local Policing Commander Oxfordshire for item 12 only – joined at 12pm and left at 12.30pm
Jane Thomson-Smith, Assistant Director of Quality & Nursing, Berkshire West, BOB ICB for item 10 only - joined 11.50am and left at 12.10pm				

Apologies/did not attend				
Chief Supt Sarah Grahame, Chief Supt TVP Berkshire, Thames Valley Police	Hannah Cole, PSW, West Berkshire Council	Cath Marriott, Partnerships and Performance, Office of the PCC - Virtual member	Deborah Fulton, Director of Nursing & Governance, Berkshire Healthcare Foundation Trust	Rachael Corser Chief Nursing Officer Buckinghamshire, Oxfordshire, and Berkshire West Integrated Care Board
Melissa Wise, Executive Director, Community & Adult Social Care Services, Reading Borough Council	Alice Jones, Ramsey Healthcare – representative for independent health sector	Garry Poulson, Director, Volunteer Centre, West Berkshire	Gail Muirhead, Royal Berkshire Fire and Rescue Service	Jennie Henstridge, Senior Probation Officer, National Probation Service
Karen Miller, Designated Safeguarding Lead (Adults) in Berkshire West Buckinghamshire, Oxfordshire and Berkshire West Integrated Care Board	Mary Hampel, Solicitor, Joint Legal Service (Virtual member)	Ann Standen, The Advocacy People	Linda Andrew, Acting Head of Service, Emergency Duty Service	Zelda Woffle, Acting Head of Housing and Neighbourhood Services, Reading Borough Council – optional attendee
Heidi Ilsley, Deputy Director of Nursing, Berkshire Healthcare Foundation Trust	Matt Pope, Director of Adult Services, Wokingham Borough Council	Sarah Deason, Acting Chief Officer Healthwatch Reading & Healthwatch Wokingham Borough – representing Healthwatch Reading, West Berkshire and Wokingham	Daniel Dray, Named Professional for Safeguarding Adults, SCAS	CLlr Vicky Poole, West Berkshire Council
Anita Balmer, Wokingham Borough Council for item 6 only	CLlr David Hare, Executive Member for Adult Social Care, Wokingham Borough Council	tbc, Lead CLlr for Adult Social Care, Reading Borough Council	Safeguarding link person, NHS England South (South-east) - Virtual member	

	Item
1	<p>Welcome and Introductions</p> <p>KB opened the meeting and introductions were made; there were two new members in attendance (Katherine Elsmore, Director of Safeguarding, Berkshire West, Buckinghamshire, Oxfordshire and Berkshire West Integrated Care Board and CLlr Allan Macro, Executive Member for Adult Social Care and Health Integration, West Berkshire District Council).</p> <p>He wished to remember Simon Broad, who had sadly passed away a few weeks ago; he had been a staunch member, with a great sense of humour, who would be greatly missed by Wokingham Borough Council. His funeral was the next day and LP shared details relating to this, with donations being made to Cancer Research UK.</p>
2	<p>Fire Safety SAR – Paper 1</p> <p>Fiona Bateman, SAR Author, attended to present the key findings and recommendations for this SAR for consideration by the SAB; her presentation was circulated following the meeting.</p> <p>She gave an outline of the terms of reference for this SAR and noted that daily risk assessments within partner agencies or provider services were not embedded. She ran through the seven recommendations that she had provided. Discussion was had around recommendation 5, that related to partners exploring a practical, lawful</p>

	<p>way to share information with Royal Berkshire Fire and Rescue Service on those at highest risk who are known to adult social care so that safe and well visits (and equipment) can be targeted to those most at risk. She recommended that the Board should explore if regional or national SAR recommendations to improve outcomes would be more achievable if Fire Services were given legal powers to apply for Fire Safety Prevention Orders, similar to legal powers environmental health officers have to prevent harm or public nuisance. It was agreed that the best way to proceed with this recommendation would be for KB, as Chair, to take this to his Regional Independent Chair Group, to gather evidence and escalate this to central government and the Fire Chiefs Council.</p> <p>There was reflection on the decision by the family in 2021 to advise Maisie’s carers to place her pendant out of her reach overnight; they had not thought through the implications of their decision, and they were devastated by the outcome of this. LJ reflected that there was work to do from the Independent providers perspective with regard post operative patients and the discharge policy and she agreed to raise this in her sector.</p> <p>KB thanked FB for her work on this SAR and the clear recommendations that she had provided. The inquest for Maisie had not happened yet as the Coroner had wanted to see this report first; the report was endorsed by the Board.</p>
<p>3</p>	<p>Minutes of Last Meeting and Action Log – Paper 2 and Paper 3</p> <p>The minutes of the last meeting (September 2023) were endorsed, and the Action Log noted. The minutes will be published on the website.</p> <p>Action Log update was provided on:</p> <p>Tina SAR - KB had not yet had a chance to speak to the Thames Valley University to request that they make sure that students have a clear understanding of MCA.</p>
<p>4</p>	<p>Subgroup Updates</p> <p>KB thanked the chairs for all their hard work, including providing a written report for the meeting. It was agreed that in future more time would be allowed for their updates.</p> <p>Each subgroup chair provided an update on the subgroups achievements and plans to meet the requirements as set out in their Terms of Reference and the Safeguarding Adults Board Business Plan.</p> <p>Core Subgroups</p> <p>Learning and Development – Paper 4a – SB</p> <ul style="list-style-type: none"> • the group supported the sharing of MCA training across partners, where possible and a joint training calendar was going to be produced and managed by the SAB. It was noted from the MCA survey that training tended to focus on the legal framework rather than on how to complete a mental capacity assessment. • Wokingham had produced an MCA workbook and it was going to be established if that could be shared across the partnership. • the group now have a member directly linked with Winchester University who is best placed to liaise on any pilots this SAB can participate in, specifically related to MCA and actions connected with Winchester University. • the BOB now have in situ a new MCA steering group and have offered places on the group to nominated representatives from the LA’s with a view to enhancing joint working and promoting opportunities for joint support and/or training initiatives. This group requested that the SAB endorse this joint approach and encourage attendance to be prioritised by each LA. • it was requested that the SAR panel consider the proposal to include a requirement from SAR authors, as part of the commissioned piece, to produce a short webinar or podcast or some other short event to highlight the learning identified. This was agreed by the SAR panel and the group are now seeking

endorsement from the Board that this is a reasonable way forward given the constraints across the partnership.

KB thanked the work of both this group and the Communication and Publicity Subgroup to run Adults Safeguarding week 2023 successfully.

Performance and Quality - Paper 4b – GN

- Reading had reported that a specification had been produced for the changes required on the Mosaic system and this had been agreed by the new Safeguarding Adults Manager – the plan was for this to be implemented on Mosaic fairly soon.
- work on the 23/24 dashboard was still in progress and the plan was to hold an extra 1.5-hour meeting to review this when ready, including an in-depth review of MCA data.
- it was noted that the Care Homes Strategic Performance Group, were presenting to the Board later in the meeting on their work with regard to quality monitoring of service provision.
- a new data template had been finalised and had been recently circulated to the LAs for completion and the results would be brought to their next meeting re assurance around out of area placements.
- the Tina SAR action plan was now being produced by the SAR Panel.
- LA presentations on service user feedback after a safeguarding intervention would be revisited at the beginning of Quarter 2 24/25 to seek assurance that at all stages of the enquiry service user feedback was being collected. It was recognised that the LA's used slightly different methods of obtaining feedback and were all in different stages of maturity.
- community DoLS Assurance - a report had been produced based on the answers received in August which showed each LA did have a waiting list and a plan in place to improve this. It had been agreed that each LA would be asked for an updated summary report to ensure the most recent information was provided to the Board. KK highlighted that it would be important to have an oversight of community DOLS in the next year.
- safeguarding of Vulnerable Asylum Seekers - this was considered to only be an adult safeguarding issue if there was neglect or abuse. The question had been asked by West Berkshire Action for Refugees on how the SAB had assured itself that the processes in place to safeguard vulnerable asylum seekers based in hotels in the area was effective, person centred and prevent neglect and abuse. It was felt that preventative measures would come under the remit of community safety and housing – KB and LM **agreed** to check if this was happening, and KB **agreed** to seek assurance from the Community Safety Partnerships' on what action was being taken to address the risks for Asylum Seekers once they had been given Indefinite Leave to Remain. DN explained that this was an issue that the out of hours service were often faced with.
- Case File Audits – the meeting scheduled for December was to be rearranged and an update would be brought to the February meeting.
- S11 Process - there was a task and finish group in place across Berkshire to consider implementation of an all-age approach to the S11 process. The Performance & Quality subgroup have representation at this meeting. Discussion on this was deferred until the next meeting once Berkshire Healthcare Foundation Trust had submitted their all age s11.
- Pauline SAR – Reading had provided additional qualitative assurance, which has been virtually approved.
- it had been agreed that two additional 90-minute meetings were to be held each a year to go over the dashboard due to the current Performance & Quality sub-group capacity.

KB explained that the report highlighted the amount of work that was being done by this sub-group. They were looking for a co-chair to support GN. Reading had been asked but SR had explained that she was already supporting the Board on recruitment and the budget. She was in an interim role, which was currently out for appointment, and it was **agreed** that once a permanent Assistant Director was in post this could be revisited. KB sought a volunteer to help co-chair the additional meetings and LP **agreed** to do this until the end of the financial year, when this issue would be reviewed.

Safeguarding Adult Reviews Panel – Paper 4c – KK

- Chair Kathy Kelly, Head of Safeguarding Adults, Berkshire West, Buckinghamshire, Oxfordshire and Berkshire West Integrated Care Board had been in place from September 2023 and found the members of this sub-group to be proactive and engaging.
- a summary of the workplan of the sub-group had been provided and they currently had oversight of the actions plans for three Safeguarding Adult Reviews.
- learning from SARs Webinars – the SAR Panel had agreed with the Learning and Development sub-group’s recommendation to look to commission a learning resource from SAR authors, due to the limited capacity of the partnership to deliver webinars on SAR learning.
- the Panel had agreed to re-consider how action plans were devised after SARS were endorsed, as it was felt that several recommendations duplicated across SARs and that if the SAB had one combined SAR action plan this would support more effective implementation of SAR recommendations. KK and LM had **agreed** to look at this and present an option to the SAR Panel.
- Rapid Review Process – KK and LM had attended SCIE training, and the process was not dissimilar to the SAB’s current practice; KK felt that the current process already covered everything, but she was happy to deliver a short presentation to the SAB on the current SAR process, if that was required.
- coroner request – the coroner had deferred an inquest to review the SAR report for KK; SB felt that this was impacting on the discretionary SAR that she was writing. A repeated request for a meeting to discuss the SAR process between the SAB Chair, KK and LM was being considered by the coroner. KB reflected that the response they had had was slightly more positive than last time and he would follow up on this again in two months’ time.

Communication and Publicity – Paper 4d – KG

- With regard to raising 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 Whistle blowing, Care Governance and Modern Slavery web pages had been created. The work on creating posters and social media posts had not been done as the sub-group did not have the necessary expertise to do so.
- The Safeguarding Adults Board do not have a communications budget where experts could be commissioned to support with acceptable formatting etc. This was for the SAB to consider and determine if a resource could be allocated for communication purposes - KB indicated that he wanted to allocate a budget for this next year, so that the necessary IT skills could be accessed.
- A recommended option for the board’s consideration going forward for the next financial year is: three priorities approved by the SAB will be assigned to each LA who will lead on one of the three priorities. The Communications and Publicity subgroup meeting will focus on all three priorities and a task and finish group will be set up by each LA to deliver on the agreed priority. This will then be shared with all partner agencies who will be able to promote the topic using the agreed social media.

Pan Berkshire Policies and Procedures – 4e – LM

- LM explained that this sub-group was currently being hosted by Slough; as it only meets every six months, the work is slow moving, to get everything agreed in all six areas.
- PREVENT work – to include reference to PREVENT once updated information had been provided to the West Berkshire SAB.
- Gap Analysis: it had been agreed that the subgroup would complete a gap analysis to identify gaps in their Policies and Procedures.
- allegations management and PiPOT arrangements: there was a discussion on how each SAB was seeking assurance on local arrangement - this had been escalated to our Performance and Quality Subgroup and an action plan to address the lack of assurance around the application of PiPOT had been agreed.
- the potential impact of different Integrated Care Boards on policy and procedures had been considered – KB had **agreed** to write to the ICB’s to highlight the existence of the Pan Berkshire Policies and Procedures which covers two ICB’s. It was wondered whether the Board should be looking to standardise with Bucks/Oxford rather than Bracknell and East of Berkshire. KE felt that work had already started on this in the health sector.

	<p>Voluntary Care Sector and Healthwatch – 4f – KB</p> <ul style="list-style-type: none"> • KB chaired this sub-group that met six monthly; he found it a good meeting with useful conversations. • the group agreed to work on an “emerging themes in safeguarding” document, which will be revisited at each meeting and used to provide evidence for the SAB’s Quality Assurance Framework – there was an emerging risk around homelessness and standards of living accommodation. • the group agreed to provide information on areas of celebration and areas of emerging risk that would be included in the SAB’s annual report.
<p>5</p>	<p>Priority 3, Missing People – Explore options for applying the national framework for England – Task and Finish Group</p> <p>LP gave a short update on the Task and Finish Group’s work. In September an action plan had been created by LM and the actions were being dealt with in chronological order. The first four of ten actions were currently being progressed. The Steering Group had met for the first time but with attendance from only one Community Safety Partnership, which seemed to indicate that the prevention of missing people was not seen as a priority. The Steering Group would be meeting again, in the second half of January. The second action on a local protocol was progressing well, based on the right care, right person model (was covered later in the meeting under item 12) and this would be implemented in agencies before Christmas. Three agencies were going to implement in their area and then take to the Pan Berkshire Policies and Procedures sub-group. Thames Valley Police were leading on work on the Herbert Policy and other associated policies and a Task and Finish Group would be meeting in the first half of January.</p> <p>KB commented that this was a good piece of work but noted that Community Safety and Housing were again being flagged up. KB agreed to meet again with the Chairs of Community Safety Partnerships, Childrens Safeguarding Board and Health and Wellbeing Boards to discuss effective working arrangements.</p>
<p>6</p>	<p>Revised Pathways - Wokingham Borough Council</p> <p>In response to the Sandra SAR recommendation, Wokingham Adult Social Care agreed to present to the adults safeguarding board its new strategy for prevention pathways, outlining how complex cases will be initially assessed and allocated to appropriate social work teams. Following this presentation, the safeguarding board should consider the development of a partnership data dashboard in relation to the consistent use and quality of multi-agency strategy discussions.</p> <p>This item had to be deferred to the next meeting as the presenter could not attend due to personal issues.</p>
<p>7</p>	<p>SAB Priorities 23/24</p> <p>The following papers had been prepared for this item:</p> <p>Paper 5 – SAB business plan update</p> <p>KB noted that Priority 1 of the Business Plan had one Amber action (the implementation plan was in place but there was a risk that the deadline would not be met) and work on three of the Business-As-Usual actions was still progressing but he felt that there was nothing of concern to be noted.</p> <p>Paper 6 - Risk and mitigation log</p> <p>This paper was provided for information and to note.</p> <p>Paper 7 - Learning from SARs/audit tracker</p> <p>As mentioned earlier the SAR Panel were now looking to reset to one overall log, grouping similar actions together, which would enable the sub-group to work smarter.</p> <p>LM reflected that work needed to start on consideration of the priorities for 2024/2025 and LM and KB agreed to meet in January to start this piece of work, in order that the draft priorities could be presented to the SAB in March 2024.</p>

<p>8</p>	<p>New SAB Role KB explained the reason for the two papers provided for this item:</p> <p>Paper 8 – Budget monitoring report In November 2023 the Safeguarding Adults Board’s statutory partners had agreed their contributions for the SAB Budget in 2024/25; an increase of nearly £40k had been agreed and this additional funding will be used to increase the capacity of the SAB to deliver on its priorities.</p> <p>Paper 9 – Draft job description A new post was to be created (using the additional funding) and a draft Job Description had been produced for a Project and Communications Officer. LM and SR had done a lot of work to produce this draft, which had already been shared with the sub-group chairs. The recruitment process would continue to get this assessed for grade and the number of hours that could be offered for the role.</p>
<p>9</p>	<p>Annual Report 22/23 – Paper 12 LM explained that she had presented a first draft of the Annual Report for 22/23 to the Board in September. To this she had added a Reflection page, using data from the SAB Effectiveness Survey. This information along with that now included on the Voluntary Sector and Healthwatch Subgroup page would be considered when setting the priorities for the next year.</p> <p>Queries had been raised about the format of the annual report:</p> <ul style="list-style-type: none"> • Were the appendices that detail individual partners achievements and data needed? • Did the format of the report need changing for next year? <p>It had also been suggested that an easy read format of the report should be considered. Discussion was held on this option but as not all the Local Authorities agreed to this, it was decided not to progress this option for this year but reconsider it next year, earlier in the process, along with the other questions above. It was agreed that the complexities of having three separate local authorities reports made it confusing to read. KB agreed to raise this when he attended the Health and Wellbeing Boards of each authority.</p> <p>LM was still awaiting the Annual Report from Reading Borough Council, which SR explained had been drafted but would still need internal sign off including by the Scrutiny Committee before it could be published. It was agreed that, as had been done last year, this would be appended to the Annual Report at a later date but would not delay the publication of the report; a target date of 15th of December 2023 had been set for publication online.</p> <p>KB would be attending the three Health and Wellbeing Boards in January and February to present the Annual Report and take questions, and as before, would go to Reading’s ahead of their Annual Report being published.</p>
<p>10</p>	<p>Safeguarding Adults Week 2023</p> <p>LM gave a short verbal update on the Safeguarding Adults Week 2023, which had been held w/b 20th November. Over the five days, eight sessions had been delivered (unfortunately the session on SCAMs did not go ahead as the presenter was not available); 358 attendees had joined the sessions across the week. The feedback received so far had been good, but the feedback survey was not closing until the end of the week and LM had not yet had a chance to analyse the results from the interactive Polls that were used during this year’s sessions. The budget had only worked out at £1,500, in terms of guest speakers from outside the partnership.</p> <p>There was also a session being run by Thames Valley Police on “Understanding intelligence and how you can play your part” in December, which was already heavily booked.</p>

11	<p>Care Homes Strategic Performance Forum</p> <p>Jane Thomson-Smith attended for this item to give a short presentation on the Care Homes Strategic Performance Forum in relation to providing assurance to SAB Priority 1. The presentation, which was circulated after the meeting, showed the new draft governance structure in place since April 2023 within the Buckinghamshire, Oxfordshire and Berkshire West ICS and outlined its key achievements since the Care Home Performance Group’s conception in 2017. She confirmed that domiciliary care providers who operate and deliver services were considered within this group. GN stressed the importance of service user input and KK stressed that the three Local Authorities have always had a place on the Care Performance Group and the group is chaired in such a way that health brought all the three areas together to support the health interface across what was the Clinical Commissioning Group and is now the Integrated Care Board.</p> <p>KB raised concerns with regard to the transient nature of the workforce and immigration implications, citing that it was important that training was standardised as much as possible. LM asked where concerns could be raised, and KW stressed that she welcomed attendance at the meetings to ensure that any concerns could be addressed. JT-S explained that the local authority sometimes acts as corporate appointees to social services through the DWP. LMa clarified the difference between an appointeeship and an attorney (with an appointeeship the appointee can only manage benefits and not any other form of income or savings the person may have). Appointees manage benefit claims and payments on behalf of the person who is mentally unable to do so. The appointee is also responsible for reporting any changes in that person’s circumstances. If the person has the mental capacity to manage their own benefits but would like some support from a trusted individual, they would need to grant power of attorney instead.</p>
12	<p>Right Care Right Person</p> <p>Chief Superintendent Emma Garside attended to present this item on Right Care Right Person (RCRP). The presentation and a briefing note were circulated after the meeting. A National Partnership Agreement (NPA) was published in July 2023 and was now being rolled out across all police forces. Three areas of the RCRP have been adopted in Thames Valley: Concern for safety (welfare checks), AWOL from psychiatric hospitals and Walk outs from healthcare settings. The other three areas (Section 136, Voluntary mental health patients and Transportation / conveyance) have not yet been adopted and no start date had yet been agreed. A call handler toolkit has been developed to support this work. Contact details were also provided, with Penny Jones being the TVP Mental Health lead. The voluntary sector had not so far been included in the strategic engagement process but communication with the public was due to be looked at soon.</p> <p>LP explained that the guidance that had come out from TVP on scenarios had been very helpful. KE was reassured that this was being coordinated in partnership with key agencies and hoped that would ensure that any anticipated gaps could be managed/addressed.</p> <p>KB thanked EG for a very helpful presentation with good contact details.</p>
13	<p>SAR Action Plans</p> <p>LM explained that this item was to consider progress on the SAR Action Plans:</p> <ul style="list-style-type: none"> • Pauline – Paper 10 – this action plan had been completed. Engagement with the Berkshire West Dementia Stakeholders group had now happened. • Sandra - Paper 11 – the SAR author had been requested in November to deliver a pre-recorded webinar and a response was currently awaited. • Tina – an action plan was currently in development. • Fire Safety – the recommendations would now be looked at to develop an action plan.

	LM explained that in future action plans would be brought to the SAB at the same time as the SAR's.
14	<p>Information Items</p> <p>KB explained that these items were included for information:</p> <ul style="list-style-type: none"> • SAB Effectiveness Survey – Paper 13 – KB thanked the Board members for completing the survey, which had provided some interesting information. • Alana House – Alison Drew mentioned their work to raise to awareness of the project. The Royal Berkshire Hospital had been able to provide support to domestic abuse victims since April 2023, through funding provided by Wokingham Borough Council and matched by Reading Borough Council. The funding had only been for 1 year, but they had applied for further funding (https://www.pactcharity.org/alana-house/). • Reading CSP, Safe Accommodation Panel TORs – Paper 14 to note • Reading CSP, Complex Adults and Risk Group TORs – Paper 15 to note.
15	<p>AoB</p> <p>None</p> <p>KB thanked everyone for their continued support of the Safeguarding Adults Partnership Board and wished everyone a good Christmas.</p>
Meeting ended: 12:40pm	
Date of next meeting: 6th March 2024 10-1pm Virtual	