



Safeguarding Adults Board
Minutes of Meeting held on Tuesday 10 May 2016
Wroxham Room, Police Headquarters, Jubilee House, Falconers Chase
Wymondham, Norwich NR18 0WW

PRESENT:

- Joan Maughan**, Independent Chair
Walter Lloyd-Smith, Safeguarding Adults Board Manager
Jackie Schneider, (on behalf of Mark Talbot), Norfolk CCGs
Judith Blackman, Probation Trust Director, Norfolk & Suffolk Probation Trust
Adele McNamara (on behalf Julia Sharp), Norfolk & Suffolk Community Rehabilitation
Helen Thacker, (on behalf of Harold Bodmer & Lorna Bright) Head of Service, Safeguarding, Norfolk County Council
Christine MacDonald, Operations Manager, Healthwatch Norfolk
Kate Rudkin, Head of Development & Operations, Age UK, Norfolk
Elizabeth Morgan, County Councillor, Norfolk County Council
Saranna Burgess, Assistant Director of Nursing, NSFT
Ian Sturgess, PCC Coordinator
Julie Wwendth, Chair of Norfolk Safeguarding Business Group
Wendy Hicks, South Norfolk CCG (part)
Andrea Smith, Business Support Coordinator, Adult Social Services (Minutes)

Item	Minute	Action
1	Welcome and Apologies for Absence	
1.1	William Styles, Govenor, HMP Norwich Catherine Morgan, Director of Nursing, QEH Charlotte Belham, Norfolk Probation Service Stuart Horth, Norfolk Fire & Rescue Nigel Andrews, Tenancy Support Manager, Norwich City Council	
1.2	The chair welcomed everyone to the meeting and gave thanks to William Styles for chairing the last meeting. Introductions were made.	
2	Declarations of Interest	
2.1	None	
3	Minutes of Last Meeting (Tuesday 15 March 2016)	

Item	Minute	Action
3.1	The minutes were signed off as an accurate record of the last meeting.	
4	Matters Arising from the Previous Meeting	
4.1	(Item 4.8) Sarah agreed to forward an electronic copy of the presentation, with her contact details, to Walter Lloyd-Smith so that a copy may be circulated with the minutes. The board will then provide feedback. Action: closed.	
4.2	(Item 5.2) Stuart Horth asked if future minutes could contain less acronyms as this causes confusion. Julie Shorten will ensure this is actioned. Action: closed.	
4.3	(Item 6.1) Dementia/Alzheimer's in Care Homes - Resource to carry out a data gathering exercise from CQC reports and health reports. Action: Harold AGREED to take this forward with the Norfolk & Suffolk Dementia Alliance. Update: Walter advised that a meeting had taken place early March to pick up the issue of potential capacity. Walter will chase feedback. Christine MacDonald advised that Healthwatch had carried out some visits and had posted information on their website. Christine will forward the link to Julie for circulation with the minutes. Action: complete.	
4.4	<p>(Item 6.2) At the last NSAB meeting, it was acknowledged that it was impossible to predict how many Safeguarding Adults Reviews (SARs) would be required, however, it was important to make an allowance in the budget for these costs.</p> <p>The current funding arrangement for Adults SARs is a 3-way split between the statutory partners (Health, the Police and the Local Authority). NSAB has kept this group of funding partners aware of costs of the SARs currently open at the moment. The question was raised as to how the Local Authority will find the required budget in the current financial climate.</p> <p>The board AGREED that SARs are a statutory requirement and funding should be split equally between key strategic partners. Julie Wvendth advised that wider discussion was required regarding SAR funding. Update: Joan will be having a meeting shortly with the governance group to discuss budgetary matters and SARs. Details will be sent out in due course. Action: carry forward.</p>	JM
4.5	(Item 6.4) - Safeguarding Adults Thresholds - NA advised that the housing sector are seeing an increase in referrals around vulnerability rather than Safeguarding e.g. tenants that are vulnerable but do not reach eligibility for safeguarding. It was questioned whether it was an issue for Norfolk County Council and MASH to be receiving these referrals. NA stated that Housing Officers expressed concern that they are advised that these types of referrals are not directed through the lead agency for adult safeguarding, NCC. Update: Nigel has picked this up with Helen Thacker. It is about eligibility criteria rather than thresholds. Nigel will pick this up at the next housing sub group and report back to the board. Action: closed.	

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4.6	(Item 6.5) – Development day - Walter confirmed that the development day has been scheduled for 13 September. Walter would welcome comments from the board with regard to the potential focus. Action: Carry forward to the next meeting. Michelle Allot will pick up the suicide prevention group with Jackie Schneider and Jenny McKibben. They were not aware of any work going on within public health. Update: SAR methodology and suicide responding are subjects offered for the day. JW suggested use of case study material to explore the topic of safeguarding and mental health for individuals not admitted to inpatient services. Action: carry forward	WLS
4.7	(Item 6.6) – MCA training. Ongoing programme around Mental Capacity Act training. Action: closed.	
4.8	(Item 6.8) CQC Report – Jackie Schneider noted and discussed the report from the Care Quality Commission (CQC) published this morning (15-10-2015) detailing the annual analysis of the quality of health and adult social care in England that had made news headlines where hospital staff levels were at risk. JSch noted that Norfolk in particular is finding it difficult to recruit medical staff. There was general discussion of how to understand this national report in relation to Norfolk and NSAB requested JSch to provide a summary analysis of the CQC report in relation to Norfolk for the next meeting. Jackie to draft a document that will explain all actions across acute and providers. This will go to the board via the business group. Update: ongoing. Carry forward	JSch
4.9	(Item 6.13) - HT questioned whether there was a plan to deal with the 2000 backlog. Alison Simpkin advised that she hoped the DoH grant money would cover this. We will need £1M to fund Best Interest Assessors (BIAs) to deal with the backlog plus the 100 referrals that are received every week. Alison advised they will not be able to deal with the backlog which is likely to grow and she will keep NSAB informed. SMT approved for an advertisement for BIA's to be recruited to deal with the backlog. It was noted that we are not keeping up and the numbers continue to grow. Work has started on the backlog, however, this issue must remain on the Risk Register. Helen advised that two BIA's had been recruited and they were keeping up with the cases that posed the most risk. There remains a large backlog, however, there is confidence that we are keeping up. Update: ongoing. Action: closed.	
4.10	(Item 6.14) – Howard Stanley advised that the chief coroner had issued guidance on what cases should go to the coroner, however, there hadn't been an update from the Norfolk coroner. A number of providers would like to issue guidance to their staff. AS to draft some wording for Joan Maughan to issue to the coroner on behalf of the board. Update: JM advised that no response had been received as yet. Once she has received a response, JM will circulate to all board. Action: closed.	

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4.11	(Item 6.15) – Market Development & Quality - JM requested that NSAB are kept informed once sign-off has been agreed, as the peer review cannot be closed until this action has been completed. Helen will continue to follow this up with Steve Holland until this is completed. Update: peer action plan has been completed. Will advise Harold of one outstanding action. Action: closed.	
4.12	(Item 6.16) – Self Neglect - Nigel will send a copy of Suffolk’s document to Julie for circulation with the minutes. Update: Walter said: it is hoped to get this out for circulation soon. Will be signed off by NSAB in July and launched in September. There will be a six month pilot to trial in two localities (west and central), making changes along the way. Action: closed.	
4.13	(Item 6.18) - There is concern that there are insufficient beds available within NSFT for people being sectioned. Howard Stanley advised there had been an error with the report and these figures were incorrect. He advised that there is uncertainty around the mechanism around people in acute crisis and whether MH needs are being met. A meeting is planned w/c 11 January to assess what needs to be done. It was noted the issue was due to process rather than the lack of beds. Getting patients back into residential care homes is difficult and the discharge process should be logged as a risk. Walter to include this on the next board agenda. Update: item 11 on agenda. Action: closed.	
4.14	(Item 8.8) Cllr Morgan will forward Nigel contact details for Learning Disability Services to enable them to be represented. Update: Walter to pick up with Nigel. Action: closed.	
4.15	(Item 9.6) The latest draft self-neglect and hoarding strategy will be circulated with the minutes. Nigel asked for members to disseminate the strategy amongst their colleagues. Nigel would appreciate feedback as soon as possible. Update: carry forward to next meeting. Action: closed.	
4.16	(10.3) A conversation has taken place with Alison Simpkin with regard to risk six, the Mental Capacity Act and ongoing training. Alison to report back on how effective the training has been. Action: carry forward.	ASi
4.17	(10.5) The board discussed the how to make the best use of the risk register. The board needs to understand what the main concerns are and be able to demonstrate that these risks are being managed appropriately. It was AGREED that the register should be circulated in advance of the meeting to allow members sufficient time to review. Kate will work with Walter to address what risks should be highlighted and when. Risks should identify a clear owner and a mechanism should be in place that holds the risk holder to account. The board AGREED that sub groups should have sight of the risk register. Update: Kate advised that a meeting had been set up to progress and she will provide a report. Action: carry forward to July meeting.	KR/WLS
4.18	(10.8) Kate will review the attendees for the risk and performance sub group. Update: Kate advised that there was a reasonable spread of people but more are welcome. Action: closed.	

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4.19	(11.8) The board AGREED that Kate Brown should lead on the development of a safeguarding adults basic awareness training package. In Joan Maughan's absence, Kate will come back to NSAB by the end of April with a proposed roll out plan, detailing costs, along with some thought around income generation. Update: Walter confirmed that work was continuing. Action: carry forward.	KB
5	News Desk	
5.1	<p>Vulnerable communities: JM spoke of concerns over a Portuguese migrant's death in the Great Yarmouth area and three similar incidents since. Although this isn't necessarily a safeguarding issue, Jenny McKibben, deputy police and crime commissioner, is understandably concerned. Although there are a number of agencies who are available to help vulnerable communities such as these, the victims are mostly male with no access to public funds. A meeting was held in Thetford on 12 April, which Joan and Walter attended, and representatives from different agencies set up a task and finish group to look at pathways for people who find themselves in a difficult situation, and the gaps which they might fall through. There are some ten agencies working together. Simon Shreeve, from NCC, was at the meeting and provided helpful information.</p> <p>The members of the group are not fixed and interest from others is welcome. Judith Blackman from Norfolk Probation Service expressed interest and Walter will send on contact details to her. Christine MacDonald advised that Healthwatch is hosting a follow-up meeting on this topic in June, and believes that some useful information may come from that which she can pass to the group.</p>	JB & CM
5.2	Licenses: A query was raised by North Norfolk DC regarding applications for licences which currently have to be run past the children's board. Shouldn't these have to be agreed by the adult's board as well? The group AGREED that we need to know the types of licences that are being considered first before we can decide. Walter will speak with Abigail McGarry from the children's board to find out more.	WLS
5.3	Training survey: Some responses have been received but not enough. Joan prompted group to remind their organisations to complete these. The link is: http://www.smartsurvey.co.uk/s/GE46E/	
5.4	Election of new PCC: Lorne Green, the Conservative candidate, has been elected Police and Crime Commissioner for Norfolk.	
5.5	Board changes: Joan wanted to express her grateful thanks to Nick Davison for representing the police on the board. Nick's contributions at meetings were always very useful and welcome. The board awaits his replacement.	

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6	Risk and Performance Report	
6.1	<p>Kate Rudkin presented her paper to the group. There will be a meeting later this month to select the preferred option for the risk register. This will be piloted in a small area in the autumn before being brought to the board for consideration in January 2017.</p> <p>Kate will provide Walter with a short piece to go towards the annual report.</p>	KR
7	NSAB Business Group Report	
7.1	<p>Julie said that there was good engagement and a room full of people. Walter and Howard Stanley will put together a work plan for the group and will share with the board. There is still much work to do on self-neglect. Legal highs, or new psychoactive substances, remain the biggest issue; shops are being closed down but users are still able to obtain from suppliers online. Next: progressing work plan and getting sign off from board as well as prioritising.</p>	
7.2	<p>LSAP events 2016: 16 September at the Mercure, Norwich and a similar event to be held on 2 November at the Green Britain Centre, Swaffham. The online booking form will be available from early June. Attendance is free.</p>	
7.3	<p>The risk register and safeguarding adults review group (SARG) action plan complement and supplement one another and the risks identified through the work of SARG feed into the risk register.</p> <p>Further to the meeting – a meeting to discuss this has been arranged for 6 June.</p>	
8	Safeguarding Adults Review	
8.1	JW provided a brief overview of the SARs currently open to the board, these being:	
8.2	Mr AA	
8.2.1	JW advised that a report has been published. The action plan will be reviewed on 16 May in order to update the owners of the recommendations taken from it.	
8.2.2	SARG will look to streamline action plan and responses.	
8.3	Mrs BB	
8.3.1	JW explained that a different methodology was used for Mrs BB's case; the "systems" approach rather than traditional methodology. In the new method, professionals were drawn together in discussion groups. There were pros and cons with this approach; the main drawback here being the interruption on people's time.	
8.4	Miss CC	

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8.4.1	A different methodology will be used again for this case as the commissioned independent overview report writer (IORW) already has reports provided from the agencies concerned. The IORW will instead provide one over-arching review, governed by the reports produced.	
8.4.2	The independent reviewer (Gill Poole) will meet with the SARG.	
8.4.3	The ombudsman's report has been delayed.	
8.4.4	JW stressed that we are not covering Addenbrookes within the SAR. Cambridgeshire have declined to assist so it will be a 'Norfolk only' review.	
8.4.5	JM will write to Cambs to let them know what's happening.	JM
8.5	Ms DD	
8.5.1	Currently recruiting for an independent report writer. Reports have already been produced for this SAR so a similar methodology is being considered as used for Miss CC's SAR.	
8.6	Multi/Single Agency Reviews	
8.6.1	The case of ML was briefly spoken about. WLS explained the complex background and home life of ML.	
8.6.2	The case of BH was being dealt with under a single agency review, purely to consider her placement in a particular care home.	
8.6.3	JW noted on the log that the case of CM was listed under single agency review but should be multi agency. AS to amend.	AS
8.7	SAR Other	
8.7.1	WLS recorded his thanks to JW for her assistance with the current review of the safeguarding adults review policy and referral form. Once completed, both items will be shared with the board.	WLS
8.7.2	EM asked how the decision about the choice of methodology to use was made. JW explained that it was case dependent. The Mr AA case had been investigated using traditional methodology and Mrs BB using system methodology, so we would soon be able to compare the two.	
8.7.3	JM explained briefly that there is a technological way of working through the SAR, which adds a different element. Chris Miller will be invited to the SARG in June to explain in more detail about how this might work.	
9	Budget/Resource Update	
9.1	JM emphasised that due to the statutory nature of SARs and the board's responsibility for their commissioning and publication, the level of resource available for this function needs to be strengthened. At present, the board has three people delivering this work: Joan Maughan (chairperson, part-time), Walter Lloyd-Smith (business lead) and Andrea Smith (support), in addition to the SARG. JM commented that, compared to the children's safeguarding board, adults is under resourced. Much of the work has come about following the introduction of the Care Act.	
9.2	JM will be chairing a governance group meeting where the following will be addressed: - Future funding of SARs	

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	<p>- Whether any surplus from the board budget could be drawn back to cover the cost of SARs.</p> <p>Further, does the board need to build a pot of funds to cover the cost of SARs, or should there be a three-way split between statutory partners: local authority, health commissioning and police?</p>	
9.3	<p>JM asked the meeting to consider the following option for SAR funding: should there be a pot of funds or a three-way split? A discussion around this put further questions forward, such as: is there a way for the board to become more resilient to be able to fund the SARs when they come up. JS asked if we could approach other health providers. Action: JM will write to District Councils requesting a contribution of funding towards the work of NSAB.</p>	JM
9.4	<p>JW suggested that the board find out the budget/resource that other counties have and do a comparison. Also, consider how much resource the Norfolk children's board have. Use findings to put together a business case for additional resource.</p>	
9.5	<p>JS asked if it was possible to do some cross working with other agencies. JM explained that the board don't have the capacity at present to stand back and look at what is happening, but it is something that can be considered in future.</p>	
9.6	<p>The board had a clear consensus that there should be an equal financial split between the adult and children's safeguarding board. They acknowledged the differing levels of resource available to each and there was considerable discussion of the reasons for this and it will remain an on-going issue. Action: to inform future discussions, JM will send out figures once known.</p>	JM
10	Presentation – Wendy Hicks	
10.1	<p>Wendy gave a presentation of her report titled <i>Inter-Agency Working and Adult Safeguarding: Barriers and enablers for successful inter-agency collaboration</i> and provided a handout to members.</p>	
10.2	<p>Wendy's report provoked lots of discussion including whether the board should link more closely with the development of early help hubs. Should local safeguarding adult partnerships (LSAPs) look at where the gaps in their membership may be (a key request of inter-agency collaboration), using a mapping exercise. This will be picked up by the business group.</p>	WLS
10.3	<p>To assist in strengthening the LSAP membership, it was suggested that the board seeks support from Jo Richardson, corporate planning and partnerships manager at Norfolk County Council. Action: WLS to invite Jo to the next business group meeting.</p>	WLS
10.4	<p>JS suggested that it might be helpful to invite somebody from Icen HealthCare to the board meeting. They are made up of GPs and practice managers and could be advantageous as a way-in to speak with busy GPs about working together. Action: WLS to explore inviting Icen.</p>	WLS

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10.5	The board thanked Wendy for her presentation. Wendy's contact details are: whicks@nhs.net or, telephone 01603 257010	
11	Assurance Paper from NSFT – on mental health beds for older people	
11.1	Deferred until next meeting.	
12	Any Other Business	
12.1	Following the Justice Goddard enquiry, CMac asked about whether documentation should be destroyed after a certain period of time. The group discussed this and found that opinion differed, depending on organisation. The group AGREED that it should be kept for a minimum of 75 years.	
12.2	A document titled 'Safeguarding Adults: <i>Roles and competencies for health care staff – Intercollegiate Document</i> ' (published 5 February 2016) is being circulated around the health sector and it may be of interest or help to other sectors. If anybody is interested then please contact Jackie Schneider or Howard Stanley.	
	Date of next meeting: Tuesday 12 July 2016, 13.30-16.30, Filby Room, Police Headquarters, Jubilee House, Falconers Chase, Wymondham	