



**Norfolk Safeguarding Adults Board**  
**Minutes of meeting held on Thursday 27 April 2023**  
**Virtual Meeting**

**PRESENT:**

**Heather Roach**, Independent Chair, Norfolk Safeguarding Adults Board (chair) (HR)  
**Lisa Barraclough**, North & East Midlands Group Senior Safeguarding Leader, DWP (LBa)  
**Paul Benton**, Director for Quality in Care, N&W ICB (PB)  
**Rob Black**, Named Nurse, Safeguarding Adults & Children, ECCH (RB)  
**Laura Bloomfield**, Director of Operations, Voluntary Norfolk (LB)  
**Becky Booth**, Deputy Board Manager, NSAB (BB)  
**Kelly Boyce**, Head of Safeguarding, James Paget University Hospital (KBo)  
**Cllr Penny Carpenter**, County Councillor, NCC (PC)  
**Craig Chalmers**, Director of Community Social Work, NCC (CC)  
**Andy Coller**, Detective Superintendent, Norfolk Constabulary (AJC)  
**Carolyn Fowler**, Director of Nursing and Quality, NCH&C (CF)  
**Andy Hudson**, Associate Director for Quality in Care, N&W ICB (AH)  
**Sally Hughes**, Public Health Commissioning Manager, NCC (SH)  
**James Kearns**, Chief Executive, Build Charity (JK)  
**Trevor Key**, Co-chair, Norfolk Autism Partnership Board (TK)  
**Walter Lloyd-Smith**, Board Manager, NSAB (WLS)  
**Paul Morris**, Director of Nursing, James Paget University Hospital (PM)  
**Mike Pursehouse**, District Council Representative (MP)  
**Jon Sharpe**, Director of Student Services, UEA (JoS)  
**Andrea Smith**, Board Coordinator, NSAB (AS)  
**Helen Thacker**, Head of Service – Safeguarding, NCC (HT)  
**Anthony White**, Safeguarding Lead, NFRS (AW)  
**Gary Woodward**, Safeguarding Adults Lead Nurse, N&W ICB (GW)  
**Petra Alford**, Executive Support Assistant, NSAB (minutes) (PA)

**GUESTS:**

Claire Charlwood

Item	Minute	Action
<b>1</b>	<b>Welcome and apologies for absence</b>	
1.1	HR welcomed everyone to the meeting and introductions were made.  There were no declarations of interest given. CC shared that he is now a board member for Independence Matters.	
1.2	Apologies were received from Chris Balmer, James Bullion, Saranna Burgess, Tracey Denny, Tricia D'Orsi, Nancy Fontaine, Kim Goodby, Diane Hull, Ben Reed, Judith Sharpe, Mark Stokes, Gavin Thompson and Alice Webster.  Sally Hughes will be joining the meeting late due to a prior commitment. Carolyn Fowler and Lisa Barraclough will leave early due to other commitments.	
<b>2</b>	<b>Strategic Plan 2023 – 2026</b>	
2.1	HR gave thanks to the task and finish group for their assistance with this piece of work.	
2.2	HR presented an overview of the changes to the group, the presentation slides will be circulated with the meeting minutes for information.	
2.3	CF was particularly keen to see that the development time the board had was reflected in the plan, particularly around partnership working.	
2.4	KB raised that the considerable challenges post covid were explicit however this was not just about the volume of cases but also the trauma experienced by all of the boards workforces and the challenges on practice which was important to acknowledge.	
2.5	AC shared that he had looked at the plan from a business group perspective in regard to how this can be turned into practice. He considered that this was a plan which could be delivered	
2.6	MP agreed that the plan was well set out and provided the basis where the board needed to get to.	
2.7	TK queried, with regard to the real issue of shortfalls in the workforce, being mindful that a lot of services rely on agency workers, how does the board work with agencies and had they been considered.  HR agreed that the care sector in particular was very reliant on agency staff but providers employing agency staff should be ensuring that the correct training and procedures were followed. HR queried whether this could be covered in the delivery plan.  AC noted that often the only interaction with agency providers is when things were not going well. He queried whether agency providers were linked into the LSAP's and shared that under DASVG there is a providers forum for third sector organisations to feed any issues into the board.	

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	<p>He suggested that our own provider forum could be created. BB confirmed that there had been sporadic attendance over the years at LSAP's and the NSAB do work very closely with Norfolk and Suffolk Care Services.</p> <p>WLS noted this valuable point and will discuss this with other SAB's around the country to see how NSAB can strengthen these links.</p> <p>JK raised that it was the responsibility of the organisation commissioning the agency staff to ensure that they were sufficiently aware of the safeguarding policy and procedures in the same way that they do for core staff.</p> <p>HT noted that Tim Weller would be a helpful person to consult with regard to how to better engage with providers.</p>	<p><b>WLS</b></p>
2.8	<p>CC raised the links between safeguarding, CQC, system quality monitoring and organisations such as NORCA. He noted that in the early 2000's there were regular meetings of these groups to gather better information on safeguarding linking to quality. He took the view that this was imperative, for example with Cawston CQC hadn't linked with safeguarding as they don't look at how many safeguarding concerns are received from a provider. He highlighted the need to look at soft data more, as this can show trends, and the interconnection in this area.</p>	
2.9	<p>CF highlighted that she found the session around wound care was a really good example of where there was a quality issue within the trust which was starting to come through safeguarding. CF shared that they had started a round table where they are triangulating safeguarding and quality data. She noted that they have a voice through the board to bring issues such as these to people's awareness.</p> <p>HR agreed that it was important to get the issues the board members organisations were seeing on the NSAB agenda and / or risk register.</p>	
2.10	<p>PB noted that from an operational delivery point of view there was still a lack of place delivery. They are trying to improve this link at present by starting share point meetings again. He noted that at the end of May this would enable them to have the local intelligence to bring to board.</p> <p>HR queried whether it would be useful to have a discussion on the NSAB agenda on the overall health structure on quality covering how they monitor and what they are seeing.</p>	
2.11	<p>WLS and AC will now look at the strategic plan with the business delivery group to decide how this will be delivered.</p>	<p><b>AC/WLS</b></p>

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2.12	<p>HR will make the final amendments, as suggested by KB, and with board's agreement will then send this formally to Healthwatch for comment before creating the final version. Board will hold regular reviews and updates on the delivery plan.</p> <p>Board <u>AGREED</u> to sign this document off.</p>	<p><b>HR</b></p>
<b>3</b>	<b>NSAB multi-agency policy and procedures</b>	
3.1	<p>BB presented an overview of the changes to the group, the presentation slides will be circulated with the meeting minutes for information.</p>	
3.2	<p>Thanks were given to all of those involved in the development of the policy and procedures and to those who had sent comments which had been incorporated.</p>	
3.3	<p>Claire Charlwood, senior equality and diversity officer, has been supporting NSAB to undertake a high level screening of the policy. The public sector equality duty applies to NSAB functions as given in the statement therefore it was proposed that the board undertake a further piece of work to look at this in more detail.</p> <p>This will require a task and finish group, with statutory partners, to undertake this task and report back to board on whether there are any further mitigating actions required.</p> <p>Board <u>AGREED</u> to undertake this additional piece of work. Volunteers were requested for the task and finish group.</p> <p>GW agreed to put forward a member of his team to assist and noted that having a gold standard for board member organisations to follow would be helpful.</p> <p>KB queried whether the task and finish group would be led by EDI leads from agencies rather than safeguarding leads.</p> <p>MP shared that he has involvement in his organisations equality report every year. He would be supportive of this work as long as board were prepared to really challenge themselves to create genuine actions that can be implemented across Norfolk.</p> <p>Claire noted that there would be some difficult issues that come through the assessment so it would be important to look at what will be the priorities in the long, medium and short term and where board will have the most impact collectively.</p> <p>MP confirmed he would be happy to be included as part of the task and finish group. He has a policy officer who works on disparity who can also be included if useful.</p> <p>LB would be happy to be involved in the task and finish group as this was something they were looking at a lot within Voluntary Norfolk.</p>	

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	JS and AW also volunteered.	
3.4	A final version of the policy and procedures and EDI statement will be circulated following the meeting. Any comments to be sent within a week so the documents can then be uploaded to the website with the work being undertaken by the task and finish group being added as and when it is completed.	<b>ALL</b>
<b>4</b>	<b>Information sharing protocol</b>	
4.1	WLS presented an overview of the document to the group, the presentation slides will be circulated with the meeting minutes for information.	
4.2	Thanks were given to business group colleagues and NP Law for their assistance with this document and also for the comments that had been received.	
4.3	It was agreed that WLS and David Northrup would make additional changes to section 6 and then circulate the document to board to share with their IG leads to enable sign off.	
4.4	AC requested a copy of the QAF document which is referred to. BB confirmed that this document needs to be reviewed before it can be shared. A meeting has been set to update this.  HR noted that the QAF document will not require many changes but will need an update on what will be covered this year.	
4.5	AC queried how often the ISA was reviewed and suggested a 3 year review to align with the strategic plan. WLS agreed this was a sensible suggestion.	
<b>5</b>	<b>Any other business including safeguarding impact on any organisational change or reduction of services (SAR Mr AA/rec 13.5)</b>	
5.1	The group were asked to promote these documents to staff once they have been signed off and on the website.	
5.2	AC shared that he had received an email internally to request a representative from the community safety team for the Norfolk Older People's Strategic Partnership. He queried whether NSAB were linked into this partnership.  MP highlighted that there had also been district versions of this partnership some time ago which had since dispersed. He raised that he would be interested in what this group does, what work they were involved in and how NSAB should / could be involved from safeguarding perspective.  AC and HR to meet outside of this meeting to discuss further.	<b>AC</b>

<b>Item</b>	<b>Minute</b>	<b>Action</b>
5.3	CF queried whether the issue of where our responsibility is regarding increased safeguarding concerns and strike action was something that board need to think about and look back on. HR agreed it was and will ensure this is covered on the risk register.	<b>HR</b>
5.4	PC raised an email she had sent to HR concerning the language used in the Nicola Bulley case. HR confirmed she would be meeting with Nick Davison shortly where she will raise this.	<b>HR</b>
<b>6</b>	<b>Date of next meeting:</b> Tuesday 16 May 2023, 10am at: Simon Bailey Room, Norfolk Constabulary PDC, Hethersett Old Hall, Hethersett, Norwich NR9 3DW	

FINAL DRAFT