

West of Berkshire Safeguarding Adults Board Meeting

1 December 2015

MINUTES

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| Attendees: | Brian Walsh – BW (Chair) | Natalie Madden – NM (Business Manager) | Rachel Eden – RE (Elected Member, Reading BC) |
| | Wendy Fabbro – WF (Reading BC) | Nancy Barber – NB (Berkshire Healthcare Foundation Trust) | Simon McGurk - SMcG (Reading BC) |
| | Sarah O'Connor – SO'C (Wokingham BC) | Jenny Selim – JS (CCG) | Sue Brain – SB (West Berkshire Council) |
| | June Graves – JG (West Berkshire Council) | Linda York – LY (Thames Valley Police) | Rachael Wardell – RW (West Berkshire Council) |
| | Lynn McFetridge – LM (Wokingham BC) | Robert France – RF (Thames Valley Police) | Ian Taylor – (Berkshire Fire and Rescue Service) |
| | Shona Morrison – SM (Police and Crime Commissioner's Office) | Mandeep Kaur Singh – MS (Healthwatch Reading) | Patricia Pease - PP (Royal Berkshire Hospital NHS Foundation Trust) |
| | Hilary Cole – HC (Elected Member, West Berkshire Council) | Simon Leslie – SL (Joint Legal Team) | Nicola Webb – NW (Probation) |
| | Kat Jenkin - KJ (South Central Ambulance Service) | Tony Hesleton – TH (South Central Ambulance Service) | Johan Baker – JB (Wokingham Safeguarding Forum) |
| | Gabriel Amahwe - GA (Thames Valley Community Rehabilitation Company) | Kam Dhariwal – KD (Emergency Duty Service) | |
| Apologies / did not attend: | Dave Phillips – DP (Royal Berkshire Fire and Rescue Service) | Melanie O'Rourke – MO'R (Reading BC) | Debbie Daly – DD (CCG) |
| | Stuart Rowbotham – SR (Wokingham BC) | | |
| Dates of future meetings: | Annual Business Planning Day: Thursday 18th February, 1230-1530, Council Chamber, Civic Office, Bridge Street, Reading. | | |

Board Meetings:
Monday 21st March, 1300-1500, Monday 21st March, 1300-1500, Shaw House, Church Road, Shaw, Newbury, West Berkshire, RG14 2DR
Monday 20th June, 1300-1500, Council Chamber, Civic Office, Bridge Street, Reading.

| Item | Discussion | Action |
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| 1. Welcome and Apologies | As above. | |
| 2. Minutes of last meeting and matters arising | <p>BW thanked WF for standing in to Chair the last Board meeting.</p> <p>Minutes of the Board meeting held on the 1 September 2015 were approved as an accurate record of the meeting.</p> <p>Progress on actions were reviewed, with further discussion about the following points:</p> <p>Female Genital Mutilation: confirmed that Reading's Health and Wellbeing Board will take the lead on behalf of the three areas.</p> <p>Deprivation of Liberty Safeguards: discussion by Directors about potential shared service scheduled for 18 December.</p> <p>Processes for ensuring DAAT providers fulfil their safeguarding requirements: RW provided assurance that the DAAT provider in West Berkshire has a clear safeguarding policy and procedure and there is an established dual diagnosis pathway. The policy and procedures could be strengthened by the addition of explicit reference to mental health, and the Dual Diagnosis pathway by explicit reference to safeguarding. Board agreed action can be taken to progress these issues.</p> <p>WF reported on pan-Berkshire work around DAAT provision; awaiting findings.</p> <p>Regulation 28: SO'C confirmed that SR has received it and will forward to Wokingham's CEO.</p> <p>Safeguarding Adults Review monitoring tool: no comments received from Board members; NM and BW take forward.</p> | <p>Potential shared DoLS service to be discussed at next Board meeting.</p> <p>RW take forward for development within West Berkshire Council.</p> <p>Pan-Berkshire work around DAAT provision to be discussed at next meeting.</p> <p>NM and BW discuss Safeguarding Adults Review monitoring tool and</p> |

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| | <p>The Coroners' Annual Report recently highlighted the issue of delays to the release of bodies caused by the DoLS process. Last year it was the subject of a FOI request in Royal Berkshire Hospital. PP confirmed the Hospital will work with LA colleagues to support families if the person died in hospital under DoLS. RE confirmed it is an identified issue in Reading and elected members have sought to understand the impact on local residents.</p> | <p>liaise with Chair of Partnership and Best Practice Subgroup.</p> <p>Board to keep a watching brief on the delayed release of bodies caused by the DoLS process.</p> |
| <p>3. Chair's feedback from meetings with stakeholders and vision for the Board</p> | <p>BW has had the opportunity to meet or speak with 12 Board members and has been able to explore how the Board is managed. He outlined his observations:</p> <ul style="list-style-type: none"> • The Board is subsumed in detail and has therefore become very process dependent. • The Board is too reliant on the role of the Business Manager to sustain its longevity. • Agendas need to be more streamlined and provide added value for members: quality not quantity. • The Board is occupied with numerous priorities which will need to be reconsidered at the Business Planning Day on 18 February. • Non-Local Authority partners strongly suggest the three councils continue to work together under the semblance of the West of Berkshire Board; it is logistically complicated at times but is seen as more beneficial than separate Boards. • Alternating venues appears to play into the parochialism of the councils; identity and location are important. BW proposes to have Board meetings in one place. • BW has not met with the lead member in Wokingham. • SR assured BW of his re-commitment to the Board. • Individual commitment is notable; it is very clear members want to make a difference. • BW will bring learning and good practice from other areas and Boards. <p>JB asked whether the current invitation to partners of the Safeguarding Forums to attend Board meetings will be maintained. BW will test why they are invited and what contribution they will make. Active participation is key.</p> <p>RE noted the importance of political input and attendance by responsible Executive Members, who will feedback to colleagues and help to maintain the profile of safeguarding adults.</p> <p>BW recognises that structures in some organisations are multi-faceted; personnel may change but there needs to be support within the structure of the organisation in order to maintain commitment.</p> | |

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| <p>4. Maintaining Care Act compliance and responding to changes in policy and practice guidance</p> | <p>BW introduced the item for discussion: Board to consider how it will maintain Care Act compliance in light of any judicial review findings and how will it maintain intelligence, without which an organisation and the Board could be wrong footed.</p> <p>LM reported on work within Wokingham to review supervision paperwork to ensure there is feedback loop re. DoLS and MCA and to ensure staff are reading relevant information and receiving appropriate training. Secondment role in MCA will be piloted over the next few months to get baseline on Care Act compliance.</p> <p>Work is underway in the Partnership and Best Practice subgroup to monitor quality of case files with a bi-annual peer audit.</p> <p>Berkshire Policy and Procedures are currently under development based on pan-London's procedures which are Care Act compliant, comprehensive and have been widely consulted on. This is an opportunity to review whether the procedures are fully reflective of case law.</p> <p>Summary of issues:</p> <ul style="list-style-type: none"> • Board and organisations are vulnerable as the landscape is changing so quickly. • The legal teams have an important role in capturing the latest information and updating staff. • Board members have a role in reviewing and disseminating information and ensuring it is used in supervision and reflective practice. • Board's Business Plan to reflect relevant information. • Board's Website to be utilised for the sharing of information. • Single point of contact for Board members to get an update on emerging issues. • Trix. (host of the online Policy and Procedures) have a function to keep up to date with new changes. Contract to be renegotiated. <p>BW concluded that the Board constantly needs to review its core functions to maintain Care Act compliance.</p> | <p>SMG and BW discuss how the Board can link with pan-London to learn how they are looking at Care Act compliance.</p> <p>BW and NM discuss outside of the Board processes to maintain Care Act compliance.</p> |
| <p>5. Safeguarding Adults Reviews</p> | <p>To fulfil the Board's statutory role, Safeguarding Adults Reviews will be a standing item and members will be updated on any pertinent issues.</p> <p>SMcG outlined the four ongoing cases:</p> | |

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| | <p>Mrs H – bar the delays caused by the ongoing police investigation, this review is progressing.</p> <p>CW - independent reviewers have been appointed; review due to start January.</p> <p>MK - IMR meeting with health and social care staff; RBFRS will meet with SMG separately.</p> <p>AC - recent case that meets criteria of a SAR.</p> <p>In terms of governance there are no systemic delays that the Board can help unblock.</p> <p>Funding the SARs is an ongoing challenge; the cost of a SAR (approximately £10k) falls to the local authority in which the individual resides. Board to explore how the expense can be shared more fairly across partners. RE highlighted that an allowance for one review (up to £10k) is made within the LSCB’s budget made up of contributions from all partners. If there is more than one review in a year, the LSCB goes back to partners. Agreed that the SAB will work to this principle.</p> <p>BW raised the question of the Board’s role in quality assuring the SAR reports. Board’s chosen model is the SCIE learning together model; SCIE provide rigorous supervision and quality assurance e.g. through the findings clinics. The standard that can be maintained if the Board keeps to this model, but the test will be whether it is sustainable.</p> <p>A volume of cases is building up; the Panel needs to be very clear about the potential learning from a case, the rationale behind reviewing each case and what model would offer the best learning. The Board has a guidance document outlining various models which can be circulated with minutes.</p> <p>SCAS looking for training course on IMR writing. Colleagues contact TH directly if they can signpost IMR training.</p> <p>Immediate safeguarding concerns are shared with partners and other local authorities. Areas of learning arising from an investigation also to be shared as soon as possible.</p> <p>Domestic Homicide Reviews should also be listed and brought to the Board. DHRs follow a different methodology where IMRs are required; staff will need to be trained to write IMRs.</p> <p>Information sharing with the Fire and Rescue Service – DP has raised the issue about information sharing with the SAR Panel and the Board is asked to consider how organisations can better share information and make referrals to preventative services. The Fire and Rescue Service holds a data base and information will help put vulnerable people who smoke higher up the priority list.</p> | <p>NM circulate SAR Guidance with the minutes.</p> <p>Members contact TH directly if they can signpost IMR training.</p> <p>Learning arising from investigations and reviews to be brought forward for future Board meetings.</p> <p>DHRs to be brought forward for next Board.</p> |
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| | <p>Following the Section 28 Regulations to encourage better working together, RBFRS have developed a package of free training for front line workers to attend, risk assessment and referral guidance documents and CDs for managers to provide training to staff. Ian Taylor is the contact for anyone that needs this: TaylorI@RBFRS.co.uk</p> <p>SCAS work with Fire Service on an abridged version of the Home Fire Safety check that they use to make referrals; information gets to the Fire Service within 24 hours.</p> | |
| <p>6. Deprivation of Liberty Safeguards</p> | <p>SMcG, SB and SO'C updated the Board on the current situation regarding DoLS in each Local Authority.</p> <p>SL outlined that the Joint Legal Team is working within a system to prioritise those cases that need to be brought to court first, reducing the risk of being challenged. Capacity is not an issue for the Joint Legal Team currently; they are able to deal with volume. Large number of cases will be dealt with without the Judge giving it a hearing, helping to manage the load. SB commented that capacity in the legal team in West Berkshire is an issue.</p> <p>MS reported that HeathWatch's advocacy work reveals a misunderstanding amongst staff about when to put a DoLS in place.</p> <p>Recommendation to work with NHS England colleagues to agree a standard fee and quality of report from GP's for CoP applications - this is an area in which ADASS could potentially support the Board.</p> <p>Consultation is just being completed that may impact on the way the Board works – to be captured on the forward plan.</p> <p>RE reported that at a political level DoLS will be monitored in Reading, and she will discuss with officers before next Board meeting.</p> <p>Issues surrounding DoLS to be embedded in the Business Plan.</p> <p>The recommendations contained in the covering report and actions arising to be considered at next Board meeting.</p> | <p>BW raise with ADASS.</p> <p>NM b/f for forward plan.</p> <p>Recommendations and actions arising to be brought forward for discussion at the next Board meeting.</p> |

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| <p>7. Quarterly subgroup reports</p> | <p>Members were asked to note the contents of the report which summarised the actions of the subgroups and included an evaluation report on the Joint Children's and Adults Conference.</p> <p>Outstanding issue of funding from the Police – RF highlighted that it is complex issue, many boards are requesting funding, and at different levels. There will be a central controlling person who will want an explanation as to what exactly the funding will be used for. JG explained that her letter explicitly sets out requirements about contributions and what it will be used for. BW will continue to progress and will report back at the next meeting.</p> <p>PCC is responsible for setting budgets; PCC will discuss further the funding of Safeguarding Adults Boards.</p> <p>Proposal for the theme of next year's conference to be safeguarding people with disabilities. Proposal will also be considered by the three LSCBs.</p> <p>Service deficits that lead to people with mental health issues being unsafe. There is a quarterly meeting of the Mental Health Crisis Concordant. Representative to be invited to present to the Board rather than a separate task and finish group convened.</p> <p>BW highlighted that the hours of the Business Manager will be increased from 2 to 3 days per week to reflect volume of work.</p> <p>Board endorsed all recommendations.</p> | <p>BW report back at next Board meeting.</p> <p>SM take forward for discussion within the PCC.</p> <p>NM report back at next Board meeting.</p> <p>NM b/f for forward plan.</p> |
| <p>8. Safeguarding Adults Board Annual Report 2014-15</p> | <p>BW aims to present the Annual Report to the three Health and Wellbeing Boards. Directors to present the report at times when he is not available. Each Council to do what is needed to present to the HWB Boards and publish / circulate for information.</p> <p>BW outlined his plans to produce a more accessible, streamlined version of next year's Annual Report.</p> | <p>SR and RW present Annual report to next meeting of HWB. BW to attend Reading's HWB.</p> <p>To be discussed at Business Planning Day in February.</p> |
| <p>9. Business Plan Quarter 2 progress</p> | <p>Positive that no items that are graded as red.</p> <p>Outstanding items to be completed by end of the month; NM to send a reminder to those colleagues who still need to update their actions.</p> | <p>NM send reminder and relevant colleagues update their actions by end of December.</p> |

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| 10. Business Planning Day 2016 | <p>The session scheduled for 18 February will enable the Board to look critically at what has gone before and to streamline priorities.</p> <p>Board agreed that an external facilitator be used so that Brian can be free to fulfil the function of Chair. To be funded from the days allocated to the Chair.</p> | |
| 11. Risk log | <p>The following areas of risk to be added to the risk log:</p> <ul style="list-style-type: none"> • TVP contribution of funding to the Board. • DoLS <p>If Board members identify any further risks arising from this meeting, notify NM by Friday 11 December.</p> | Board members notify NM of any other risks by 11 December. |
| 12. Any other urgent business | <p>West Berkshire have an ADASS peer review next week; JG will bring back findings to next Board meeting. BW's interview scheduled for 10 Dec at 1130.</p> <p>Funded by the LSCBs, an awareness raising video has been developed for use across Children's and Adults and has been published on each of the three councils' websites.</p> <p>JG noted that one area's Annual Report was presented as a 4 minute video at the ADASS conference in Bournemouth.</p> | NM put West Berkshire Peer Review on the forward plan. |
| 13. Closing thanks | BW thanked everyone for attending and closed the meeting at 1135. | |
| 14. Dates of future meetings | <p>Annual Business Planning Day: Thursday 18th February, 1230-1530, Council Chamber, Civic Office, Bridge Street, Reading.</p> <p>Board Meetings: Monday 21st March, 1300-1500, Shaw House, Church Road, Shaw, Newbury, West Berkshire, RG14 2DR. Monday 20th June, 1300-1500, Council Chamber, Civic Office, Bridge Street, Reading.</p> | |