

**MINUTES OF THE SAFEGUARDING ADULTS BOARD**  
**Monday 30 January 2017**  
**Room 3&4, 9<sup>th</sup> Floor, River Park House, 225 High Road**  
**Wood Green, N22 8HQ**

**MEMBERSHIP & ATTENDANCE:**

AGENCY	NAME	Initials	ATTENDANCE
Safeguarding Adults Board	Dr Adi Cooper, (Chair) (AC)	AC	✓
	Patricia Durr, Business Manager (PD)	PD	✓
Volunteer Lay Member	Lauritz Hansen-Bay (LH)	LH	✓
<b>Local Authority</b>			
Chief Executive Service	Zina Etheridge, Deputy CEO (ZE)	ZE	-
Adult Services	Beverley Tarka, Director of Adult Services (BT)	BT	✓
	Jeni Plummer, Operational Lead Manager (JP)	JP	Apologies
	Margaret Gallagher, Performance Manager (MG)	MG	-
	Paula Rioja, Performance Officer (PR)	PR	✓
	Helen Constantine, Strategic Lead - Joint Governance & Improvement Service (HC)	HC	Apologies
	Marianne Ecker, Lead OD Consultant (ME)	ME	✓
Commissioning	Charlotte Pomery, Commissioning (CP)	CP	✓
Children's & Young People's Services	Sarah Alexander , Interim AD Safeguarding & Social Care	SA	Apologies
Community Safety	Claire Kowalska, Community Safety Strategic Manager (CK)	CK	Apologies
Legal Services	Stephen Lawrence-Orumwense, Assistant Head of Legal (SLO)	SL-O	✓
Housing	Jasper South, Head of Tenancy Services, Home for Haringey	JS	Apologies
Lead Member for Adult Safeguarding	Cllr Jason Arthur	JA	-
<b>Health Services</b>			
Haringey Clinical Commissioning Group	Jennie Williams, Executive Nurse director of Quality and Integrated Governance Haringey CCG	JW	✓
	Hazel Ashworth, Safeguarding Adults Lead (HA)	HA	✓
Whittington Health	Theresa Renwick, Safeguarding Adults Lead (TR)	TR	✓
	Dr Doug Charlton, Deputy Director of Nursing (DC)	DC	✓
NMUH	Nicole Booty (NB)	NB	✓
	Noeleen Behon, Director of Nursing (NBe)	NBe	-
	Colette Mannian, Deputy Director of Nursing (CM)	CM	-
BEH-MHT	Mary Sexton, Executive Director of Nursing Quality & Governance, BEH-MHS (MS)	MS	-
	Joy Maguire, Safeguarding Adults Lead (JM)	JM	-
	Ruth Vines, Head of Safeguarding (RV)	RV	-

Police			
	Helen Millichap, Borough Commander	HM	Apologies
	Des Fahy, DCI Haringey	DF	✓
	Luke Marks, DCI Haringey	LM	✓
Probation	Andrew Blight, Assistant Chief Officer (AB)	AB	-
	Douglas Charlton, ACO for Probation Community Rehabilitation Company (DC)	DC2	-
Care Quality Commission	Martin Haines, Inspection Manager (MH)	MH	Apologies
London Fire Brigade	Craig Carter, Haringey Borough Commander (CC)	CC	-
	Pamela Oparaocha, Station Manager, Hornsey	PO	-
London Ambulance Service	Alexander Ewings, Ambulance Operations Manager (SB)	EW	✓
Healthwatch	Sharon Grant, Chair (SG)	SG	✓
Bridge Renewal Trust	Geoffrey Ocen, CEO (GO)	GO	✓

IN ATTENDANCE:

Agency	NAME		
Local Authority Adult Services	Ann Powdrell, Business Support, Adults Safeguarding & DoLS Team (AP) – Minute taker	AP	✓

MINUTE NO	SUBJECT/DECISION	ACTION BY
1.	<b>WELCOME AND INTRODUCTIONS:</b> By Dr Adi Cooper (Chair)	
2.	<b>APOLOGIES</b> Apologies for absence were received from those listed above and accepted by the meeting.	
3.	<b>URGENT BUSINESS</b> There was none.	
4.	<b>MINUTES OF LAST MEETING</b> The minutes for 15 <sup>th</sup> November 2016 were reviewed and agreed as an accurate record of the meeting with one correction: Doug Charlton was present at the November meeting.  <u>Domestic Abuse</u> Ongoing work to develop plans arising from the VAWG Strategy, strengthen governance, agree a DA profile for the borough looking across partnerships developing training competencies across the borough. Report back to the Board in due course.  <u>Information Sharing</u> AC updated that the MET ISA is with lawyers from the MET, NHS England and ADASS with a view to sign up soon from all three statutory agencies.	

5.	<b>BUSINESS ITEMS:</b>	
5.1	<p><b>SAB Membership &amp; Governance</b>  The Chair advised that she had brought chairs of sub-groups together periodically to review progress against the strategic plan and would like to formalise this arrangement by agreement of the Board and to meet quarterly.</p> <p>If agreed ToR will be developed and makes clear that it is a progress monitoring and business management function to support coordination of the Board.</p> <p>The proposal was agreed.</p> <p><b>Action:</b>  1. AC and PD to develop ToR for the Chairs Group</p>	AC/PD
5.2	<p><b>Self Audits</b> – Feedback, discussion and preparation for NCL Challenge Day – presentation of self audits</p> <p>PD thanked those who have returned their audits so far:</p> <ul style="list-style-type: none"> <li>• CCG</li> <li>• BEH-MHT</li> <li>• NMUH</li> <li>• Whittington</li> <li>• Haringey Borough MPS</li> <li>• Bridge Renewal Trust</li> <li>• Training report from ME for ASC.</li> </ul> <p>Given the tight turnaround on the audits, PD had looked across to pick up key themes about priorities for improvement to inform discussion. AC asked if it reflected the full breadth of priority issues and the following reflects the composite issues:</p> <ul style="list-style-type: none"> <li>• Training – need for face to face opportunities, problems with resources and access (particularly for VCS) and the aim to achieve a 100% compliance</li> <li>• Awareness raising of the importance of safeguarding with staff, the VCS and the public</li> <li>• Safeguarding the safeguarding agenda during this time of structural change and continued cuts</li> <li>• Complaints and allegations – a number of agencies needed to review and develop their in-house approaches</li> <li>• Policies - some housekeeping around making them Care Act compliant</li> <li>• Improving information sharing across agencies and in order to support the VCS – our discussion about what responsibility the partnership has to VCS in order to promote preventative work – one specific issue was around info available in community languages</li> <li>• Supervision – need more of it but safeguarding leads are stretched</li> <li>• Embedding Making Safeguarding Personal</li> <li>• Dealing with the social care market and provider concerns and the impact across the partnership</li> <li>• Improving understanding of MCA/DoLs – particularly in relation to 16-17 year olds.</li> <li>• Quality of care provision and provider concerns – it was also flagged that we don't have a provider rep on the Board and may want to consider a more formal relationship with the Provider Forum</li> <li>• Sharing good and best practice – particularly across statutory and voluntary sectors</li> <li>• People trafficking and slavery</li> </ul>	

	<p>There was a considered discussion around training. DC said it may be possible to extend safeguarding training opportunities to VCS as a planned programme to support colleagues. It was agreed that increasing capacity within the partnership and its agencies was preferable and more sustainable than a model that was reliant on external trainers.</p> <p>LH-B raised the importance of ensuring awareness raising and training materials are in plain English – this is being taken forward into the Prevention and TLD Sub-group. There was a discussion about the importance of ensuring training around self-neglect and ,modern slavery which is being taken forward within the Prevention subgroup. AC said that the London Board has commissioned training on Modern Day Slavery which is being commissioned by the MPS. ME to contact Tristan Bryce</p> <p>AC asked if a training needs and training needs analysis needs to be done and will need to address the key priorities. .</p> <p><b>Action:</b></p> <ol style="list-style-type: none"> <li>2. It was agreed that these issues would be taking forward by representatives attending the NCL Challenge Day</li> <li>3. DC to look at possible extension of training offer to VCS</li> <li>4. ME and LM to take forward the annual training needs analysis and the training issues through the Prevention &amp; TLD sub-group</li> </ol>	<p>All DC ME/LM</p>								
<p>5.3</p>	<p><b><u>Strategy Plan review and planning for 2017-18</u></b></p> <p>The Chair introduced this item reminding members that we are now half way through a three-year strategic plan that is reviewed on an annual basis for progress and development of annual priorities. All subgroups have been tracking progress against their allocated objectives and the Chairs have all met recently to RAG rate and identify priorities and development moving forward into 2017-18 – reflected in the version of the Plan circulated for the meeting. The purpose of the discussion was to flag any other emerging issues and the final plan for 2017-18 will be agreed at the April Board meeting.</p> <p>The following issues were raised:</p> <ul style="list-style-type: none"> <li>• Desire for more working across boards both within the borough and across boroughs, particularly in light of the MPS and CCG restructuring;</li> <li>• The importance of ensuring that safeguarding remains a priority in light of austerity and restructuring – ‘safeguarding the safeguarding agenda’</li> <li>• Sharing resources and training</li> </ul> <p><b>Action:</b></p> <ol style="list-style-type: none"> <li>5. AC to take forward further development of the Plan with Chairs of sub-groups for presentation and agreement at the April Board meeting</li> </ol>	<p>AC</p>								
<p>6.</p>	<p><b>SUBGROUP UPDATES</b></p>									
<p>6.1</p>	<p><b>MCA/DoLS Subgroup update</b> Meeting held on 19<sup>th</sup> January. Reviewed strategic plan priorities and redrafting some new objectives including update objective 4.1 – see evidence of how DoLS are being embedded through audits and documentation.</p> <p>Summary of the backlog was given. Number of Applications to end Q3 425</p> <p>Quarter 3</p> <table border="1" data-bbox="284 2085 1342 2152"> <tr> <td>Workflow</td> <td>November</td> <td>December</td> <td>January</td> </tr> <tr> <td>Backlog carried over</td> <td>218</td> <td>159</td> <td>175</td> </tr> </table>	Workflow	November	December	January	Backlog carried over	218	159	175	
Workflow	November	December	January							
Backlog carried over	218	159	175							

New Applications	37	40	22
Allocations	96	24	31
Backlog at end of month	159	175	166

The update at the meeting was that there are 12 pieces of work within the incoming box. As of the date of the SA meeting in January 95 DoLS had been completed and sent to providers for the month of January 2017.

The group was due to revise the MCA/DoLS procedure but has agreed to hold this over to the next meeting as we still await the outcome of the Law Commission Review (policy to be reviewed).

There was some discussion around MCA and 16 & 17 year olds which has identified a knowledge gap in children's and adult's services.

Staff are doing BIA training. BIA refresher training is being done in February and they will qualify in May. DoLS training is being opened up to partner agencies and there was a discussion about how costs might be met across the partnership.

DoLS forms 5 and 6 are being signed off by managers in adult social services and this includes scrutiny of form 3 and 4.

**6.2 Prevention and Training & Development subgroup update**

ME reported that that the group are looking at the impact of safeguarding training

**6.2.1** Close of 2014-2017 Safeguarding Prevention and Training Plan and new draft Delivery Plan. The group has RAG rated what has been achieved and will be linking to the SAB strategic plan moving forward. The plan is currently in draft and more work to be done.

**6.2.2** Training Update

Reviewing single agency training officer. Trying to get better at evaluation to identify gaps and priorities.

E-learning is now the most common method of training delivery across the partnership.

**6.3.3** Safeguarding Awareness Campaign

ME only received the draft posters back from the communications team today.

The idea is that these posters will go out electronically to various agencies and community groups for dissemination. ME asked for feedback:

- DA images need to be changed to reflect vulnerability including disability
- Hoarding image is not quite right – ME is exploring use of LFB images.
- Overall need to focus on people with disabilities and older people
- Discussion about which agencies can help to get the balance between self-directed support and prevention and reporting.

ME would like to agree on the right posters/words within the next month and plan outreach part of the campaign for the Summer.

**Action:**

- 6. ME to feedback to Comms colleagues to refine the posters**

**ME**

**6.3 SAB Quality Assurance subgroup update**

### 6.3.1 Policy Update

The Haringey SAB QA Sub-Group had its fifth meeting on 16th December 2016 which was well attended by partners. The Group considered its work plan (reviewing it against the Board Strategic Plan); the Policy Tracker; the risk register; the Provider Concerns report and the quarterly Board performance report. The Group has outstanding work to bring together a Making Safeguarding Personal Task & Finish Group to take forward the work on standards and competencies. The group will include representatives from the Prevention & TLD Sub-group. The Group also noted the joint work underway to align the data available on Violence against Women and Girls (VAWG) across the SAB, LSCB, CSP and VAWG Strategy Group.

The Group reviewed progress on the policy tracker and updated the document acknowledging the Board decision to review on a three year cycle with Terms of Reference to be annually reviewed.

The Group also noted a concern that issues regarding modern day slavery and trafficking may not be adequately picked up and agreed to explore this further.

### 6.3.2 Provider Concerns/commissioning

Looked at provider concerns paper. Highlighted areas of concern. CQC came to December meeting of Scrutiny Panel and gave an overview of safeguarding nationally and locally. They noted that after service improvement, providers have been showing improvement and the importance of getting the balance between support, improvement and pressure. **Members were reminded that the report contains very sensitive data and is confidential.**

### 6.3.3 Risk management Register

AC welcomed the populated register which highlights what the risk is and what the likely impact will be. People can give comments to CP direct and all subgroups should consider this also so that they can mitigate risks. .

### 6.3.4 Performance Report

The group reviewed the Q3 performance data which was at that point without the December data due to the meeting's timing. The group identified some issues including:

- the need to improve reporting & recording from the ASC Information and Advice Team (IAT);
- the need to ensure all partners understand the safeguarding pathway in to Adult Social Care so that we can understand and track the journey across concerns, screenings and assessments to understand demand and outcomes;
- abuse location – discussion about drilling down into hospital locations and care homes;
- the need for some guidance around recording self-neglect and how we record institutional and organisational neglect;
- the need to increase understanding of the safeguarding picture for Haringey with the TLD Sub-group and the providers;
- need to better organise workflow to understand and get to MSP outcomes.

Members noted the progress in relation to timescales. Some concern about LAS referrals and that 69% of those referrals did not meet threshold for S42 enquiry and EW and PR agreed to pick this up. If not appropriate to be registered as a concern then this needs to be looked into. Police issue is around Merlin reports and this is being looked at. It was noted that GP referrals are not that high.

	<p>TR queried why there is no reporting on self neglect. PR said that there were only small numbers which is why it was not included in the reporting. There are particular numbers for self neglect and hate crime. These to be taken back to QA subgroup to correlate data.</p> <p>TR asked about reporting on alleged perpetrators and the need for match up around provider concerns reporting.</p> <p><b>Action:</b></p> <p>7. PR to develop performance reporting with the QA sub-group in relation to the feedback</p> <p>8. All sub-groups to consider risk register</p>	PR Sub-group chairs
6.4	<b>SAR subgroup update</b>	
6.4.1	<p><b>Progress on Reviews</b></p> <p>AC provided a verbal update on the SAR Robert which had previously been agreed by the Board with delegated authority to the SAR Sub-group to amend following the inquest verdict and meeting with the family. The inquest is now deferred to end of March and the SAR sub-group will take forward publication and the action plan.</p>	
6.4.2	<p><b>New referrals</b></p> <p>New referrals are taken through the very clear process of assessment against section 44 criteria and statutory guidance.</p>	
7.	<p><b><u>Exempt Items</u></b></p> <p>None.</p>	
8.	<p><b><u>New items of Urgent Business</u></b></p> <p>None.</p>	
9.	<b>INFORMATION ITEMS</b>	
9.1	<p><b><u>Reviews and inspections</u></b></p> <p>BT updated on Osborne Grove Nursing Home – CQC inspection. Report has been published. Overall requires improvement. Only one area that was good. Received poor warning noticed. Compliance dates by 31<sup>st</sup> January and 4<sup>th</sup> February. Significant serious concerns and a task force is working across QA, CQC and corporate support and operational support. Highlights sustainability of a single nurse within the borough given our resources.</p>	
10.	<p><b><u>Future SAB Meetings</u></b></p> <p>LD Mortality and Review – update for April Board Information Sharing.</p> <p>24<sup>th</sup> April 2017 (2-4pm) 3<sup>rd</sup> July 2017 (2-4pm) 30<sup>th</sup> October 2017 (2-4pm) 29<sup>th</sup> January 2018 (2-4pm)</p>	
11.	<p><b><u>Any Other Business</u></b></p> <p>None.</p> <p>London Safeguarding Adults Board has commissioned a review of SARs undertaken since the Care Act was implemented. This will come out in May. AC said that ME may be able to disseminate something for learning.</p>	