

MINUTES OF THE SAFEGUARDING ADULTS BOARD
Monday 26th October 2015
Room 3&4, 9th Floor, 225 High Road, Wood Green

MEMBERSHIP & ATTENDANCE:

AGENCY	NAME	ATTENDANCE
Safeguarding Adults Board	Dr Adi Cooper, (Chair) (AC)	✓
	Patricia Durr, Business Manager (PD)	✓
Volunteer Lay Member	Lauritz Hansen-Bay (LH)	✓
Local Authority		
Chief Executive Service	Zina Etheridge, Deputy CEO (ZE)	-
Adult Services	Beverley Tarka, Director of Adult Services (BT)	✓
	Sue Southgate, Service Manager, Integration & Personalisation (SS)	✓
	Mark Grinham, Senior Performance Manager (MG)	✓
	Helen Constantine, Strategic Lead - Joint Governance & Improvement Service (HC)	✓
	Marianne Ecker, Lead OD Consultant (ME)	✓
Commissioning	Farzad Fazilat, Commissioning Manager (FF)	-
	Sujesh Sundarraj, Commissioning & Safeguarding Officer (SSu)	✓
Children's & Young People's Services	Neelam Bhardwaja , AD Safeguarding & Social Care (NB)	-
Community Safety	Claire Kowalska, Community Safety Strategic Manager (CK)	✓
Legal Services	Stephen Lawrence-Orumwense, Assistant Head of Legal (SLO)	Apologies
Housing	Sharon Morgan, Homes for Haringey Deputy Director of Housing Operations (SM)	✓
Lead Member for Health & Wellbeing	Cllr Peter Morton (PM)	-
Health Services		
Haringey Clinical Commissioning Group	Karen Baggaley, AD Safeguarding & Designated Nurse for CP (KB)	apologies
	Hazel Ashworth, Safeguarding Adults Lead (HA)	✓
Whittington Health	Theresa Renwick, Safeguarding Adults Lead (TR)	✓
	Dr Doug Charlton, Deputy Director of Nursing (DC)	✓
NMUH	Eve McGrath, Safeguarding Adult Lead (EMc)	-
	Noeleen Behon, Director of Nursing (NB)	✓
BEH-MHT	Mary Sexton, Executive Director of Nursing Quality & Governance, BEH-MHS (MS)	-
	Joy Maguire, Safeguarding Adults Lead (JM)	✓
Mental Health Services	Geoff Isaacs, Consultant Psychiatrist BEH-MHT (GI)	-
Police		
	Victor Olisa, Borough Commander (VO)	✓

	Paul Trevers, DCI (PT)	Apologies
Probation	Andrew Blight, Assistant Chief Officer (AB)	✓
	Douglas Charlton, ACO for Probation Community Rehabilitation Company (DC)	✓
Care Quality Commission	Martin Haines, Inspection Manager (MH)	Apologies
London Fire Brigade	Craig Carter, Haringey Borough Commander (CC)	-
London Ambulance Service	Sean Brinicombe, Ambulance Operations Manager (SB)	Apologies
HAVCO	Paul Leslie, Chief Executive (PL)	✓

IN ATTENDANCE:

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

MINUTE NO	SUBJECT/DECISION	ACTION BY
1.	WELCOME AND INTRODUCTIONS: By Adi Cooper (Chair)	
2.	APOLOGIES Apologies for absence were received from those listed above.	
3.	URGENT BUSINESS None.	
4.	GUEST SPEAKER None.	
5.	<p>MINUTES OF LAST MEETING 13th July 2015 were reviewed and agreed with the following amendments:</p> <ul style="list-style-type: none"> • Date to be changed from 20th April • Apologies to be recorded from BT <p>5.1 MATTERS ARISING</p> <p><u>MET Info Sharing Protocol</u> HC updated that the Protocol is still awaiting final agreement. Helen to follow this up in relation to Haringey agreed ISA.</p> <p>5.2 Making Safeguarding Personal The LA Mosaic recording system has been updated to include all categories of abuse and outcomes now indicate <i>risk</i>, <i>reduced risk</i> and <i>risk removed</i> as opposed to unsubstantiated, substantiated etc. Increased attendance from service users, representatives and advocates at strategy meetings is recorded. Performance reports can capture discussion with service users about outcomes they would like to achieve.</p> <p>Currently in consultation with heads of services regarding rolling out the Making Safeguarding Personal survey.</p>	Helen

5.3	<p><u>Pressure ulcer protocol update</u> Currently being revised. Revised version will be presented to SAB in January.</p> <p>Action:</p> <ol style="list-style-type: none"> Pressure ulcer protocol to be presented to January SAB 	HA
5.4	<p>Provider Concerns Procedure The revised procedure was tabled at the meeting and presented by SSu.</p> <p>This paper had also been tabled at the last meeting and the Chair reminded everyone of the need to ensure that papers are presented in a timely way to enable members to read and consider in advance of the meeting.</p> <p>The procedure was agreed subject to any further comments to be sent directly to SSu within one week. The Chair also asked for version control standard: where revisions have been made, to mark these within the document.</p> <p>Provider Failure Policy will also need to be reviewed in light of Pan London policy and procedures.</p> <p>Action:</p> <ol style="list-style-type: none"> All to send comments on the procedure within one week SSu to review and finalise 	All SSu
5.5	<p>Fatal Fire Action Plan SS presented her report and updated action plan highlighting:</p> <ul style="list-style-type: none"> no recent updates from LFB or Homes for Haringey (last updates July 2015) focus is on identifying vulnerable adults at risk – the LA now provides the LFB with a list of clients who are possibly house or bed bound; LFB making visits providers to identify possible vulnerable adults at risk. High Risk Panel is established but has not met for a while due to the lack of referrals to the panel <p>Action:</p> <ol style="list-style-type: none"> SS to inform and involve Community Safety Partnership Board on the High Risk Panel SS to report on the Panel’s work at the April Board meeting SS to escalate to the Board any drift or delay. 	SS SS SS
5.6	<p>Fatal Fire : Review of case under SAR protocol SLO and the Chair had met to review the case under the new SAR duty and the draft Haringey Protocol.</p> <p>Action:</p> <ol style="list-style-type: none"> HC to circulate the next draft of the Protocol for further comments and bring back to January Board meeting for ratification. 	HC
5.7	<p>Joint safeguarding Adults Enquiry Framework SS gave a verbal update that she had received no further feedback on the Section 42 enquiry form that was considered at the October Board meeting.</p> <p>Multi-agency Section 42 Enquiry training is taking place in December.</p> <p>HC reminded members that a s.42 Task and Finish Group had met after the April Board. HC advised that the form needed to be considered within an overarching framework setting out its use and some guiding principles.</p> <p>The Chair directed members to agree the use of the form for the time being in</p>	

	<p>the context with having recirculation with guidance.</p> <p>Action: 8. SS to draft s.42 Framework, consult with T&F Group and bring to the January meeting</p>	SS
6.	BUSINESS ITEMS:	
6.1	<p>SAB Annual Report 2014/15 BT thanked everyone for contributing to the annual report. HC and team thanked for work to coordinate and complete.</p> <p>BT highlighted achievements in the following areas:</p> <ul style="list-style-type: none"> - High Risk Panel - Hoarding protocol. - Safeguarding Risk audit tool - Violence against women and girls strategic plan - Winterbourne View reponse - Making Safeguarding Personal. - Safeguarding Threshold Guidance. - Development of Performance Statistics <p>Annual Report has already been considered by the LA Statutory Officers Group and was well received. It will go for Health & Wellbeing Board (HWB) for information and noting and any feedback/comments and the Scrutiny Panel.</p> <p>Going forward:</p> <ul style="list-style-type: none"> • Development day is being planned for January 2016 to help inform the next Annual Report • Strategic plan being developed will be the mechanism for forward planning • The new QA partnership being developed will establish links to safeguarding QA with the focus on improving multi agency working. • Need some focus on safeguarding alerts – focus on LAS and Police Merlins • Report will also go to LA Quality Committee. To understand the work that has already been done and the impact it has had. <p>AC will support dissemination of the Annual Report and offered to attend agencies' safeguarding committees.</p> <p>There was some discussion about alignment across Boards.</p> <p>Annual Report was agreed. All partner logos to be added for publication.</p> <p>Action: 9. BT and AC to take the Annual Report to HWB and Scrutiny Panel 10. PD and AC to arrange a conversation with other Haringey Boards Chairs to consider coordination and alignment</p>	BT/AC PD/AC
6.2	<p>SAB Strategic Plan Update PD presented her report and the revised strategic plan outline, reminding the meeting that this has been discussed in July and the outline agreed. Further work will be done to populate outcomes and make it ready for any wider consultations. All the subgroups still need to work through the delivery plans against objectives which are delegated to them.</p> <p>BT advised that she had taken it to LA Statutory Officers Group and it was well received, particularly in its alignment with LA priorities.</p>	

	<p>PD asked for feedback on the document which will be further developed to prepare for wider consultation. Next version will be number 3 and there will be a clear timetable for comment and feedback through the consultation.</p> <p>Lauritz queried communication and engagement with community groups. AC said that this should be ongoing through the delivery plans of the subgroups.</p> <p>Action:</p> <ul style="list-style-type: none"> 11. All to give further feedback to PD 12. PD to develop into a fuller strategic document with consultation timeframe for agreement at January meeting 13. Sub-group Chairs to take forward the relevant strategic objectives into the respective delivery plans <p>SAB Governance Paper</p> <p>6.3 PD presented her report which included mapping against the statutory role and responsibilities.</p> <p>There are a number of areas that need to be worked on and PD requested agreement to the following priorities:</p> <ul style="list-style-type: none"> • revise Terms of Reference • link governance arrangements directly with the strategic plan and planning arrangements • establish a Pooled Funding Agreement for the Board <p>There was some discussion about the budget and an acknowledgement that SAB does not have an agreed joint budget. HC advised that there has been verbal confirmation that MET and CCG agreed to some monies but need to have this in writing. Meeting agreed that this needed to be followed this up outside the meeting.</p> <p>PD highlighted the need for an Escalation Policy.</p> <p>The paper was well received and agreed.</p> <p>Action:</p> <ul style="list-style-type: none"> 11. PD to revise ToR to bring to January meeting 12. BT & AC to look at budget issue outside of the meeting 13. PD & HC to draft Escalation Policy for January meeting <p>Pan London Policies & Procedures & Haringey rollout</p> <p>6.4 AC advised that this had been further delayed due to legal matters. Expect to have for January meeting.</p> <p>Safeguarding in Commissioning</p> <p>6.5 SSu tabled a report which described interventions with 11 Providers since January 2015 and highlighted:</p> <ul style="list-style-type: none"> • SSu attends safeguarding strategy meetings and taking responsibility for actions for the Commissioning Team; • two of the 11 providers have been through the establishment concerns procedure; • there is an increase in number of whistle blowing referrals; • set out the QA process – the workflow covers intelligence gathering, risk assessment and management, quick route to establishment concern or provider failure if necessary as well as routine identification of provisions with poor quality of service. This includes regular feed from safeguarding team to identify any trends and risks; 	<p>All</p> <p>PD PT/ME & SS & tbc</p> <p>PD BT & AC PD & HC</p>
--	--	---

	<ul style="list-style-type: none"> in the period there were 22 non compliant provisions, out of 91 <p>BT confirmed that she is kept up to date through regular forums that the CQC has with the LA and felt that the overall figures were quite telling about the provider market that we use in Haringey. This needs to feed into strategic planning for next year.</p> <p>LHB mentioned suppliers now having to pay more for minimum wage.</p> <p>Action:</p> <p>14.QA group to review ongoing information on how safeguarding quality assurance information is captured and look at trends over time.</p> <p>Performance Report</p> <p>6.6 MG presented his report and highlighted the following:</p> <ul style="list-style-type: none"> changed criteria for safeguarding referrals in line with the Care Act from April to June 2015 there were 801 referrals, and this is a reduction from Q1 by 22%; number of cases proceeding to investigation is 241 (gone up by 29%). for younger adults abuse is occurring more in public places significant rise in number of younger adults with learning disabilities (LD) rise in referrals about people of black African origin; rise in those of white British background – generally older and more static population; majority source of abuse is family members/partners; internal reporting is being looked into (i.e. people not recording where an incident may have occurred and some inaccurate recording); there is now a drop down box in Mosaic which gives type of NHS service an alert is being raised about; <p>The Chair thanked MG for the report and acknowledged that there is work to be done to ensure that the reporting to the Board becomes multi-agency reporting, rather than only Adult Social Care.</p> <p>A small working group had already met to look at this and there is work to develop health information reporting. It was acknowledged that we need to include information about community safety and domestic abuse. This is reflected in our Strategy and will move into the work of the QA Sub-group to develop a SAB performance framework and scorecard with clear outcomes so that we can track patterns and trends in safeguarding activity with clarity.</p> <p>Action:</p> <p>15.HA to look further at health info;</p> <p>16.CK and HC to consider community safety and domestic abuse information;</p> <p>17.ME to speak to PT re Merlin reports and police data;</p> <p>18.QA Sub-group to develop performance framework and scorecard.</p>	<p>QA group</p> <p>HA CK/HC ME TBC</p>
7.	SUBGROUP UPDATES	
7.1	<p>MCA/DoLS including</p> <ul style="list-style-type: none"> Law Commission MCS/DoLS Consultation response Update on DOLS Backlog <p>SS presented her report and highlighted:</p> <ul style="list-style-type: none"> ToR will go to next SAB for ratification; 	

	<ul style="list-style-type: none"> • DoLs procedures are being developed and will come to the Board; • considered the Law Commission consultation and will submit response on 2nd November 2015. Further comments to be sent to SS by 30.10.15; • Sub-group is looking at how to capture data but currently: 42 high cases, 45 medium, 134 low and 36 NFA (all people who have died) • 257 risk assessments have been completed. • From 5 October to 26 October 41 new referrals and all have been risk rated • 2 BIAs have been recruited working on 5 assessments per week to clear backlog with one person freelance taking on 15 assessments; • possible risks are around independent advocates where appropriate and Section 12 doctors. <p>Action: 19. SS to bring ToR to January Board for sign-off; 20. All to provide any feedback on consultation response to SS asap; 21. SS to bring DoLs procedure to Board meeting when ready;</p>	<p>SS All SS</p>
<p>7.2</p>	<p>Prevention and Training & Development</p> <p>ME presented her report highlighting:</p> <ul style="list-style-type: none"> • set up a task and finish group to update the Prevention Strategy which is due to meet in a couple of weeks; • progressing analysis of multi-agency training needs with an audit of what internal training is delivered across all partners and where gaps have been identified; • partners looking for Council to provide training particularly around Section 42 training and safeguarding chair training; • ME is looking at options including train the trainer type model where participants would have dual role of being course participant and helping with dissemination of this training within their own organisation; • provider forum provides an opportunity to raise awareness in care homes around different types of abuse for family members/carers; • resourcing is an issue <p>TR proposed a resource list of time/venue as opposed to cash for payments of courses undertaken was also discussed.</p> <p>Action: 22. Chairs to feedback on Prevention Strategy progress at January meeting</p>	<p>ME/PT</p>
<p>7.3</p>	<p>Quality and Assurance</p> <p>HC presented the report which provides feedback on the last LA QA Board and a proposal for ToR and membership for a new SAB QA Sub-group.</p> <p>There was also a multi-agency QA workshop in September with good representation across the partnership. Slides have been circulated and 'next steps will be to include a focus on better communication and safeguarding across the partnership with members to ensuring they take a lead in identifying/securing quality champions across the services.</p> <p>HC reminded the meeting that the draft ToR had come to the last SAB in July, further circulated and comments invited. HC thanked HA for input from CCG.</p> <p>ToR were agreed.</p> <p>Action:</p>	

	23. HC/PD to move forward establishing the QA Sub-group identifying possible Chair who should be a members of the SAB	HC/PD
8.	Exempt Items None.	
9.	New items of Urgent Business None.	
10.	INFORMATION ITEMS	
10.1	<p>Transformation and Safeguarding</p> <p>BT presented her report, which identifies safeguarding risks and mitigations relating to the council's Transformation Plan Implementation, following the discussion at last Board meeting. BT asked for input in terms of the risk register appended to the report and invited multi-agency input to this table to be monitored by the Transformation Group..</p> <p>The report was well received and all agreed to give comments to HC by mid November to support change.</p> <p>Transformation board will update and come back to SAB for information.</p> <p>Action: 24. All to feed back on the report to HC 25. BT to bring regular reports to the SAB</p>	HC BT
11.	<p>Future SAB Meetings 2-4pm, Room 3&4, 9th Floor, River Park House, 225 High Road 25 January 2016 25 April 2016</p>	
12.	<p>Any Other Business There was a request to do a joint challenge session with Enfield SAB for January's board. This may mean some timing changes to be advised</p> <p>Action: 26. Challenge event to be developed</p>	AC/HC/ PD