

Kirklees Safeguarding Adults Board

MINUTES

1st February 2018

10.00am - 12.30pm

**Textile Centre,
Red Doles Lane, Huddersfield**

Board Members:

Name	Board capacity	Agency	Attended	Deputy	No Deputy
Mike Houghton-Evans	Independent Chair				✓
Penny Woodhead <u>Chair of the meeting</u>	Chief Quality and Nursing Officer	Greater Huddersfield Clinical Commissioning Group & representing North Kirklees Clinical Commissioning Group	✓	✓ (1)	
Vicky Thersby	Head of Safeguarding	Calderdale & Huddersfield NHS Foundation Trust	✓		
Oz Khan	Superintendent, Kirklees District	West Yorkshire Police	✓		
Richard Parry	Strategic Director for Adults and Health	Kirklees Council Commissioning, Public Health and Adult Social Care	✓		
Penny Renwick	Lay Member	N/a			✓ (*)

** Penny Renwick is now unable to attend meetings for a short period due to taking up an interim position. Penny continues to receive papers and puts forward her comments prior to each meeting to be discussed.*

Kerry Warhurst	Senior Nurse – Quality & Safety	NHS England– North (Yorkshire & Humber)	✓		
Mohammed Ali	District Prevention Manager	West Yorkshire Fire & Rescue Service	✓		
Amanda Evans	Service Director	Kirklees Council, Adult Social Care	✓		
Clive Barrett	Head of Safeguarding	The Mid Yorkshire NHS Acute Hospital Trust	✓		
Helen Geldart	Head of Housing Services	Kirklees Council, Economy and Infrastructure	✓		
Julie Warren-Sykes	Assistant Director of Nursing, Clinical Governance and Safety	South West Yorkshire Partnership NHS Trust	✓		
Claire Jones	Director of Nursing and Quality	Locala Community Partnerships CIC		✓ (2)	

Deputies and others in attendance:

Name	Board capacity	Agency	Attendance reason
Sarah Carlile	Safeguarding Adults	Kirklees Council	Board Support

	Partnership Manager	Commissioning and Health Partnerships	
Asif Manzoor	Deputy Safeguarding Adults Partnership Team Manager	Kirklees Commissioning & Health Partnerships	Board Support
Razia Riaz	Senior Legal Advisor	Kirklees Council, Legal Services	Legal Advisor to the Board
Clare Robinson	Designated Nurse Safeguarding Adults	Greater Huddersfield Clinical Commissioning Group & representing North Kirklees Clinical Commissioning Group	(1) Deputy for Penny Woodhead
Paula Adams	Safeguarding Lead	Local Community Partnerships CIC	(2) Deputy for Claire Jones
Jackie McGranaghan	Team Manager – Safeguarding and Social Work (Training subgroup Chair)	Kirklees Council, Learning and Development	Items 9 and 10
Alison Clarkson	Development Officer	Safeguarding Adults Partnership Team, Kirklees Council	Item 13
Sue Richards	Service Director – Integration	Kirklees Council	Item 14
Jill Greenfield	Head of Integrated Local Partnerships	Kirklees Council	Item 14
Lisa Hodgson	Business Support Manager	Kirklees Council, Safeguarding Adults Partnership Team	Minute taker

Additional Apologies

N/A

Mailing List:

Nikki Gibson, Head of Safeguarding – Yorkshire Ambulance Service

No.	Item	Lead person & timescale
1.	<p>Welcome and Introductions</p> <p>Penny Woodhead (PW) opened the meeting and welcomed everyone in attendance. Introductions were made and Deputies/ apologies were recorded.</p> <p>PW confirmed to everyone in attendance the sad news of Gillian Mallinson's</p>	

	<p>death (Business Support Officer, Safeguarding Adults Partnership Team). It was formally acknowledged the support that Gill had provided for both the Board and subgroups and the level of attention to detail she gave to her work. Thanks were also given to colleagues in the Safeguarding Adults Partnership Team for being able to continue with the Board work under the circumstances.</p>	
2.	<p>Declarations of Interest None recorded.</p>	
3.	<p>Confidentiality Declarations None recorded.</p>	
4.	<p>Previous Minutes & Matters Arising The minutes of the meeting held on 13th November 2017 were agreed as an accurate record. It was noted, however, page 6, paragraph 2 needed updating to remove an extra 't'.</p> <p><u>Matters Arising</u> The action summary has been updated to show members which actions have been completed and this has been circulated as part of the papers. Additional to this:</p> <p>Action 11 (13th November 2017): <i>Action (RP): Richard Parry to feed back to Board on issues with lack of Kirklees '136 Mental Health Suites'.</i></p> <p>Richard Parry (RP) and Penny Woodhead (PW) further discussed this action. RP is to discuss the issue with Vicky Dutchburn (Head of Strategy, Business Planning & Service Improvement, North Kirklees and Greater Huddersfield Clinical Commissioning Groups) and South West Yorkshire Partnership Foundation Trust (SWYPFT) to start initial conversations.</p> <p>The issue was also raised within Delivery Group as part of discussion around the Mental Health Crisis Concordat. Clare Robinson will also meet with Vicky Dutchburn to discuss and will feed back to Delivery group.</p> <p><u>Updated Action:</u> Action (RP and CR): Issues with the lack of Kirklees '136 Mental Health Suites' to be discussed with Vicky Dutchburn. Clare Robinson to feed back to Delivery Group. Richard Parry to feed back to Board.</p>	<p>CR (next Delivery Group) / RP (next Board meeting)</p>
5.	<p>Membership Changes <u>Lay membership</u> Penny Renwick (PR) has accepted an interim position as the Dean of the Faculty of Medical Sciences, Anglia Ruskin University. PR has continued to receive papers and commented on these for this meeting – some will be added to minutes and others will be responded to separately. This arrangement will continue for all meetings Penny attends for the duration of her interim position.</p> <p>With regards appointing a new second lay member, this is at the finalisation stage</p>	

	<p>and further details will be sent shortly.</p> <p><u>West Yorkshire Fire & Rescue Service</u> This is Mohammed Ali's final Board meeting as he has transferred across to the Bradford District. Tanya Simmons will be in attendance in future as the new District Prevention Manager and she is currently in her induction period. Arrangements will be made for a board induction and meeting with Mike Houghton-Evans. Action (MA): Mo Ali to send any additional contact details for Tanya Simmons to Sarah Carlile/Lisa Hodgson</p> <p><u>NHS England</u> This is also Kerry Warhurst's (KW) final meeting. The organisation is currently looking at how the Board work will be covered. Kerry will send details of any interim contact arrangements. Action (KW): Kerry Warhurst to send any interim contact arrangements to Sarah Carlile/ Lisa Hodgson.</p> <p><u>Safeguarding Adults Partnership Team</u> Sarah Carlile is retiring at the end of the financial year so this will be her final Board meeting. Penny Woodhead (PW) formally thanked Sarah for her commitment to the Board and the contribution she has made.</p> <p>It was confirmed that the intention is for the same role to remain in place and a recruitment process to commence.</p>	<p>MA</p> <p>KW</p>
<p>6.</p>	<p>National Issues Presented by Penny Woodhead (PW).</p> <p>Making Safeguarding Personal (MSP) resources – the link supplied gives partners a number of resources to read and use including for colleagues in the police, housing and health services. Partners are strongly encouraged to look at these resources and evaluate in terms of what their organisations are currently doing (especially in advance of the forthcoming Challenge event). https://www.local.gov.uk/topics/social-care-health-and-integration/adult-social-care/making-safeguarding-personal/resources</p> <p>Modern Slavery – again, partners encouraged to have a look at the updated information in the link and share with their organisations. https://www.local.gov.uk/topics/community-safety/modern-slavery</p>	
<p>7.</p>	<p>Regional Issues: 7a. West and North Yorkshire and York Combined Procedures – update and local arrangements</p> <p>Presented by Asif Manzoor (AM). Six of the seven boards have signed off the combined procedures with the exception of Leeds who plan to consider signing up at a later date.</p>	

	<p>In Kirklees ‘Train the trainer’ briefings were run in December giving key partners the information to disseminate to their organisations. Further briefings held were well attended and well received. Within Kirklees Council Adult Social Care (ASC) relevant paperwork is being updated and teams/ practitioners are being trained on the new changes. The implementation will be 3rd April 2018.</p> <p>The updated procedures are also on the Board website. At present this still states ‘draft’ until the formal implementation date but there is no expectation for anything further to be altered. A summary will also be available from the date of implementation.</p> <p>Action (AM): The link to the combined procedures briefing information to be circulated.</p> <p>Partners were made aware that changes have been made to the ‘formal investigation’ part of the procedures in terms of the structure and arrangements. This is now based on Making Safeguarding Personal (individual’s wishes and outcomes).</p> <p>Following implementation it was agreed that case studies may be required to further support practitioners. This can be discussed in more depth at Delivery Group after a ‘bedding in’ phase.</p> <p>Partners who across boundaries shouldn’t find working in practice too much of an issue as the combined procedures aren’t prescriptive and give general principles.</p>	AM
8.	<p>Governance: Legal Update</p> <p>Presented by Razia Riaz (RR). Two recent legal cases were discussed which had already been shared with members.</p> <p><i>The Hospital Trust v Miss V [2017]</i> RR outlined the case of a young woman with severe learning disability, cerebral palsy and epilepsy. The judgement found it in Miss V’s best interests to allow a contraceptive patch to be administered for a trial period of 6 months. The Court of Protection judge presiding made it clear that this case was not setting a precedent and the judgement not to be generalised.</p> <p><i>Damien Tinsley v Manchester City Council and Others [2017]</i> Mr Tinsley was awarded a large sum in damages due to a road traffic accident which left him with an organic personality disorder. Following care funded by the Council (under Section 117 of the Mental Health Act 1983), Mr Tinsley refused further care under s117 and paid himself for personal care in his own home. A new deputy appointed to Mr Tinsley requested that the Council provide the same care under s.117, but the Council refused to fund further after-care stating Mr Tinsley hadn’t exhausted his personal injury damages. The Court of Appeal upheld the High Court decision and held the refusal to provide service was unlawful.</p>	

	Partners confirmed that these legal updates are useful and get shared within their organisations e.g. with Best Interest Assessors; referred to in training; GP safeguarding leads etc.	
9.	<p>Governance: Training subgroup annual report 2017/18</p> <p>Presented by Jackie McGranaghan (JMcG); Chair of the Training Subgroup. An overview of the annual report content was given to Board members.</p> <ul style="list-style-type: none"> • Initial train the trainer sessions have been run for the new combined policies and procedures followed by further sessions for wider practitioners (over 200 people in total attended). Feedback on the sessions and how the information has been disseminated will be discussed at the next Training. • Elected members – a series of workshops were run for Elected Members using current Safeguarding themes. 36 members attended in total and the choice of workshops was well received. • Two, well attended network events were run. The next network event is to be held at the Textile Centre on 2nd March which combines work with the Kirklees Safeguarding Children’s Board and Domestic Abuse. • Learning lesson review for the Oxford Grange closure – the Social Care Institute for Excellence (SCIE) was commissioned to facilitate a workshop on this which worked well. • Training courses have included Making Safeguarding Personal (MSP) principles; this has been evaluated with attendees and the key messages were very strong. There has also been follow up feedback from attendees as to whether they were putting MSP principles into practice – the outcome of this showed there were barriers e.g. if other staff hadn’t attended the training. Follow up work is ongoing on this. • The ‘3 Board work’ around cross cutting themes is still ongoing such as: Female Genital Mutilation; Honour Based Violence and Coercive and Controlling Behaviour. A joint workbook has been compiled with the Kirklees Safeguarding Children Board, but various changes have taken place since and this needs updating as well as a reassessment of its value. • Safeguarding week was successful and activities evaluated well. • Evaluation – the Multi-Agency Learning Improvement Framework (MALIF) has been developed to be used in conjunction with the Quality Assurance Framework. • An independent evaluation of the Board’s multi-agency training provision was also undertaken. There is ongoing work within the training subgroup about how to evaluate its effectiveness. <p>The focus on work in 2018-19 will be around monitoring and quality assurance on the training being delivered (including partner organisation training) and whether it is meeting Board requirements under the Care Act 2014. This is a key change for partners that has been worked towards over the last 12 months.</p> <p>A discussion took place between members regarding the proposed level of detail being required for the purposes of monitoring and quality assurance. For some</p>	

	<p>partners the detail required may be difficult to supply due to the size of the workforce and for others information is competency based so could only be captured on individual records.</p> <p>Discussion also took place about which training should be undertaken by agencies and that some training doesn't apply to some partner organisations. This is directed by each agency's own governance standards and the Care Act 2014 does state that training should be relevant to the organisation and the post.</p> <p>The Royal College of Nursing (RCN) will produce the 'Inter-Collegiate document' in the future which will also provide further assurance for Health partners.</p> <p>Processes are in place in organisations to identify appropriate staff to be trained at appropriate levels and attendance is monitored and quality assured. These individual processes need to be discussed at the Training subgroup and then information gaps identified. Connectivity is therefore needed between Board members and Training subgroup members.</p> <p>Action (All): All partner organisations to determine if and how they already fulfil the requirements of the Board regarding monitoring and quality assurance of training. This information is to be shared with the organisation's representative of the Training subgroup.</p> <p>It was noted that the comments on this item provided by Penny Renwick (PR) relate to next year's evaluations.</p> <p>Action (SC/JMcG): Responses to PR's comments to be fed back to her directly regarding the Training subgroup annual report.</p> <p>Penny Woodhead concluded that a great deal of work has been undertaken by the Training subgroup over the last 12 months and thanked JMcG for coordinating this.</p>	<p>ALL Before Training subgroup on 6th March</p> <p>SC/JMcG</p>
<p>10.</p>	<p>Governance: Multi-Agency Workforce Development Plan 2018/19</p> <p>Presented by Jackie McGranaghan (JMcG); Chair of the Training Subgroup.</p> <p>The Multi-Agency Workforce Development Plan 2018/19 has been developed in conjunction with the training subgroup and also incorporates the new combined policy and procedures.</p> <p>There is still some work to be done due to having to undertake a new, fuller procurement process for training providers. This has resulted in new training companies and new individual trainers (it was also noted that three high profile trainers have been lost who, over the years have helped to form policy and training). The new trainers are being briefed regarding the new policies and needs of the Board. The '3 Board' activity is also now included in the plan.</p> <p>It was noted that a couple of amends are to be made in relation to terminology used and pages 7&8 are to be updated in relation to monitoring and quality</p>	

	<p>assurance (see item 9).</p> <p>Feedback to a comment submitted by PR about evaluation of training will be sent to her.</p> <p>It was agreed that once the minor amends around terminology and the final training outcomes have been added, the document can be published. This will give partners a reasonable lead time for colleagues to book onto training. An update to the monitoring and quality assurance detail can be added after publication.</p>	
11.	<p>Partner Agency updates:</p> <p><u>End of Life care: gold standard</u></p> <p>This topic was presented as an item at November Board meeting and the independent chair requested an action for all partners. The responses received were reviewed by Delivery group and summarised.</p> <p>There is a high level of awareness of the Gold Standard Framework, but variation as to how well it's utilised across health and social care for a variety of reasons including: resource implications; partner contracts and coordination issues. There are, however, plans by partners to increase its use. The Delivery group will re-visit this in the future and alongside discussions with the Quality & Performance subgroup will look at how to test some of this information.</p> <p>Wider discussions took place around environmental factors within End of Life care in terms of whether there is a consistent approach across all services so that as people move between services, changes in environment don't cause additional distress. It was noted that the Clinical Commissioning Groups are currently looking into 'what does commissioning for End of Life look like?' and this will probably conclude at the end of March.</p> <p>Kerry Warhurst (KW) suggested that she take discussions back to NHS England around the Framework and local pharmacies. Penny Woodhead (PW) confirmed that it would be useful to discuss the Framework with the West Yorkshire Community Pharmacy Organisation.</p> <p>Action (KW): Kerry Warhurst to discuss the Gold Standard Framework with NHS England in terms of community pharmacies.</p> <p>Asif Manzoor (AM) noted that the Gold Standard Framework isn't mandatory and therefore some partner agencies are using other procedures that are similar.</p> <p>It was determined that rather than Board duplicating work that may already be ongoing, it would instead ask for sight of any ongoing/ future work around End of Life to increase assurances. Board to write to commissioners of End of Life provision stating: where the Board work is up to on this area; that it will re-visit the level of assurance and for partners to bear this in mind throughout their own implementation process.</p>	<p>KW (Update at next Board)</p>

	<p>Action (PW) – Penny Woodhead to write (on behalf of the Board) to commissioners of End of Life provision giving an update on the End of Life – Gold Standard Framework and requesting any relevant future work on this area to be shared by with the Board.</p>	<p>PW</p>
<p>12.</p>	<p>Performance: Early Intervention, Performance and Closure procedure (in relation to the OG SAR)</p> <p>Presented by Amanda Evans.</p> <p>The drivers for this new procedure being developed were the learning from the Oxford Grange Safeguarding Adult Review and the Care Act 2014 duty including critical interdependence with Care Homes. The procedure outlines proactive action to be taken regarding early-warning triggers around quality and the number of safeguarding concerns to support care homes.</p> <p>The final draft of the procedure has been to Adult Social Care Senior Leadership Team. Processes are in place to sign the procedure off within the Clinical Commissioning Groups.</p> <p>Discussions also took place regarding the Care Quality Commission (CQC) and their involvement with formulating this procedure. The procedure is based on operations in a ‘pre-safeguarding’ space, however, it was noted that CQC were part of discussions.</p> <p>A representative from the CQC will be attending the April Board meeting and further discussion can place with them.</p> <p>The chair asked Supt. Khan (Chair of the SAR subgroup) whether on the basis of this update the Oxford Grange improvement plan could now be signed off. Supt Khan stated he was assured by the update but a formal discussion would take place at the subgroup which followed this Board meeting.</p>	
<p>13.</p>	<p>Performance: Engagement activity update</p> <p>Presented by Alison Clarkson, Development Officer on behalf of the Board.</p> <p>The engagement strategy was signed off at the Board meeting in June 2017. The strategy discusses that the Board needs to carry out engagement in a more proactive way with the community. Initial good practice has been taken from Doncaster Safeguarding Adults Board (DSAB) – who has a ‘Keeping Safe Forum’ which now contributes to peer reviews and safeguarding events. The Forum was originally formed after a DSAB consultation indicated that no one knew what the term ‘safeguarding’ meant.</p> <p>A Safeguarding survey has been carried out in Kirklees with a variety of people/ venues/ groups being used – the overarching topic of this was ‘Safeguarding – What does it mean to you?’</p> <p>The results form part of the report shared but include:</p> <ul style="list-style-type: none"> - 64% of people asked had heard of safeguarding 	

	<ul style="list-style-type: none"> - Of the people who had heard of safeguarding, 56% mentioned ‘Vulnerable’ or ‘Vulnerable Adults’ as part of what they thought the definition was. - 81% of respondents said they would report adult abuse to the police. <p>The next steps are that greater connections with community groups need strengthening; one idea would be to use ‘Community Champions’. Potentially changing the way the Board promotes safeguarding may need to be discussed. The further development of the work will need additional time and an update will be discussed at the Delivery Group in April.</p>	
<p>14.</p>	<p>Early Intervention and Prevention and Adult Safeguarding</p> <p>Presented by Sue Richards (SR) (Service Director – Integration) and Jill Greenfield (JG) (Head of Integrated Local Partnerships).</p> <p>The Board has received updates previously on this work-stream which is now a standing item. The item gave an update on the work as well as to allow the Board to think about their role and how they fit with the work-stream and vice versa.</p> <p>SR briefly discussed the presentation that had been shared with papers – key areas included:</p> <ul style="list-style-type: none"> - Locality working and all that localities entail including the third sector and communities in general. - ‘Community Plus’ based solutions at the less complex end of the health and social care spectrum (covering children and adults) - Supporting activities that provide better outcomes - Asset and strengths based approach - General structure of Community Plus was shared - Partner agencies are being engaged - Reducing ‘working in isolation’ and reducing ‘working in competition’ - Developing Key Performance Indicators (KPIs) - Milestones have been agreed - Local Area Coordination – this is more individual-based (some quite complex cases); piloted in certain at the moment. - Challenges discussed (including tensions and dilemmas) - Links to the Local Authority transformation programme <p>Locality hubs were chosen to link with Council wards and the areas that the Police work in. SR confirmed that this wasn’t an exact science and could have been done in a number of very different ways. SR also stressed that these aren’t fixed boundaries as that’s not how people live.</p> <p>There is a need to look at not having rules and regulations but ensure that there is enough assurance given around safeguarding and the community. JG has been invited to join the Delivery Group to support with some of these discussions and this will also help to link up the preventative work and the engagement strategy.</p>	

15.	<p>Performance: Minutes of the Delivery Group and Key Issues</p> <p>Penny Woodhead confirmed that the main areas on the Delivery Group agenda were 'Section 136 suites' and the 'Gold Standard Framework' – these are both items on the Board agenda.</p> <p>The minutes have yet to be signed off so these will be shared with Board members once finalised.</p>	
16.	<p>Performance: Annual report – Safeguarding Adults Statutory Returns Presentation</p> <p>Presented by Asif Manzoor (AM). AM gave an overview of the key points in relation to the Safeguarding Adults Statutory returns.</p> <ul style="list-style-type: none"> - Care Act 2014 requirements reiterated. - NHS Digital have produced the annual SAC return report – link has been circulated - National key findings – increase in the number of Section 42s* being reported; increase in the number of concerns reported; the most common risk type under Section 42 is Neglect and Acts of Omission; the most frequent location of risk was in people's own homes. - What is a Section 42 – AM discussed that there is a high level of national variance as to what is submitted under Section 42 and it has been looked at across the Yorkshire and Humber region and there was also variance. AM confirmed that this caveat needs to be taken in consideration when looking at the Section 42 figures. - AM also confirmed that there is now a Yorkshire and Humber agreement on what should be submitted as a Section 42 and as a result of this, Board members need to be aware there will be an increase of Section 42s being recorded. - Adult Social Care will be building in Making Safeguarding Personal (MSP) and outcome requirements in the next collections process. <p>Action (LH): the Safeguarding Adults Statutory Returns Presentation to be circulated.</p> <p><i>*A Section 42 Enquiry is any action taken (or instigated) by a local authority under Section 42 of the Care Act 2014, in response to indications of abuse or neglect in relation to an adult with care and support needs who is at risk and is unable to protect themselves because of those needs.</i></p>	LH
17.	<p>Performance: Mental Capacity Act/ Deprivation of Liberty</p> <p>Due to time constraints the item wasn't presented. Members have received the report as part of the papers and were asked to read through this. No key national news to report on this area.</p>	
18.	<p>Performance: Peer Review Arrangements</p> <p>Presented by Sarah Carlile on behalf of Mike Houghton-Evans.</p>	

	<p>Board members were asked to read the report on the peer review arrangements. The original proposal is to use the first 2 weeks October but the Board may need to be flexible around this.</p> <p>Support for the initial proposals was given. Partners were also asked to share feedback if they had taken part in a peer review elsewhere.</p> <p>Action (All): Feedback from other peer reviews to be shared with Sarah Carlile/ Mike Houghton-Evans.</p>	<p>All 16th March</p>
19.	<p>AOB:</p> <p>Safeguarding week 2018 is looking likely to be w/c 25th June (dates have been brought forward from October across Yorkshire).</p> <p>Concerns were raised regarding the dates proposed and further discussion between the 3 Board Managers/ Chairs to take place on this and the level of involvement available this year.</p>	
20.	<p>Next Meeting Date: 24th April 2018: 10am – 12.30pm <i>plus Development Day 1pm to 4pm</i></p> <p>Future meeting dates: (all held at Textile Centre, Red Doles Lane, Huddersfield) 18th July 2018: 10am – 12.30pm 25th October 2018: 1pm – 3.30pm</p>	

Summary of actions from 1st February 2018

Item No.	Action	Lead person/s	Timescale
4	Action (RP and CR): Issues with the lack of Kirklees '136 Mental Health Suites' to be discussed with Vicky Dutchburn. Clare Robinson to feed back to Delivery Group. Richard Parry to feed back to Board.	Richard Parry/ Clare Robinson	RP – Board 24/04/18 CR – Delivery Group 20/03/18
5.	Action (MA): Mo Ali to send any additional contact details for Tanya Simmons to Sarah Carlile/Lisa Hodgson	Mohammed Ali	As soon as possible
5.	Action (KW): Kerry Warhurst to send any interim contact arrangements to Sarah Carlile/ Lisa Hodgson.	Kerry Warhurst	As soon as possible
7.	Action (AM): The link to the combined procedures briefing information to be circulated.	Asif Manzoor	
9.	Action (All): All partner organisations to determine if and how they already fulfil the requirements of the Board regarding monitoring and quality assurance of training. This information is to be shared with the organisation's representative of the Training subgroup.	All	Prior to Training Group 06/03/18
9.	Action (SC/JMcG): Responses to PR's comments to be fed back to her directly regarding the Training subgroup annual report.	Sarah Carlile/ Jackie McGranaghan	
11.	Action (KW): Kerry Warhurst to discuss the Gold Standard Framework with NHS England in terms of community pharmacies.	Kerry Warhurst	Board 24/04/18
11.	Action (PW) – Penny Woodhead to write (on behalf of the Board) to commissioners of End of Life provision giving an update on the End of Life – Gold Standard Framework and requesting any relevant future work on this area to be shared by with the Board.	Penny Woodhead	

16.	Action (LH): the Safeguarding Adults Statutory Returns Presentation to be circulated.	Lisa Hodgson	With minutes
18.	Action (All): Feedback from other peer reviews to be shared with Sarah Carlile/ Mike Houghton-Evans.	All	16 th March

Continuing actions from previous Board meetings:

Board Date	Item No.	Action	Lead person/s	Timescale
13/11/17	7	Action (All): For 1 st Feb Board: Agencies to check whether operational procedures are in place on how to deal with PiPot and what the process is of how to share this information. Update 01/02/18: Responses received – to become an agenda item at Board on 24th April, after discussion at Delivery Group.	All	Delivery Group 20/03/18
13/11/17	13	Action (All): partner agencies to adopt the Multi-agency Learning and Improvement Framework (MALIF) within their own agencies. Update 01/02/18: Ongoing action	All	