

Kirklees Safeguarding Adults Board

MINUTES

10 October 2016

12.00pm - 2.30pm

Textile Centre of Excellence, Huddersfield

Present:

Name	Board capacity	Agency	Attended	Deputy	No Deputy
Mike Houghton-Evans	Independent Chair		✓		
Vicky Thersby	Head of Safeguarding	Calderdale & Huddersfield NHS Foundation Trust	✓		
Julie Warren-Sykes	Assistant Director of Nursing, Clinical Governance and Safety	South West Yorkshire Partnership NHS Trust	✓		
Oz Khan	Superintendent, Kirklees District	West Yorkshire Police	✓		
Razia Riaz	Senior Legal Advisor	Kirklees Council Legal Services	✓		
Richard Parry	Director of Commissioning, Public Health and Adult Social Care and North Kirklees Clinical Commissioning Group	Kirklees Council Commissioning, Public Health and Adult Social Care	✓		
Kerry Warhurst	Senior Nurse – Quality & Safety	NHS England– North (Yorkshire & Humber)	✓		
Penny Woodhead	Head of Quality	Greater Huddersfield Clinical Commissioning Group & representing North Kirklees Clinical Commissioning Group	✓		
Mohammed Ali	District Prevention Manager	West Yorkshire Fire & Rescue Service	✓		
Lee Thompson	Head of Safeguarding and Quality Assurance	Kirklees Council Adults, Children and Families	✓		
Clive Barrett	Head of Safeguarding	The Mid Yorkshire NHS Acute Hospital Trust			✓
Penny Renwick	Lay Member	N/a			✓ (N/a)
Hazel Wigmore	Lay Member	N/a			✓ (N/a)
Jane Ford	Designated Doctor for Safeguarding Children	Greater Huddersfield CCG			✓ (N/a)
Kim Brear	Assistant Director -	Kirklees Council		✓ (1)	

	Streetscene and Housing			
Christina Quinn	Director of Quality	Locala Community Partnerships CIC		✓ (2)

Deputies and others in attendance:

Name	Board capacity	Agency	Attendance reason
Sarah Carlile	Safeguarding Adults Partnership Manager	Kirklees Council Commissioning and Health Partnerships	Board Support
Asif Manzoor	Deputy Safeguarding Adults Partnership Team Manager	Kirklees Commissioning & Health Partnerships	Board Support
Karen Oates	Commissioning Manager – Streetscene & Housing	Kirklees Council	Deputy for Kim Brear (1)
Paula Adams	Interim Safeguarding Lead	Locala Community Partnerships CIC	Deputy for Christina Quinn (2)
Gillian Mallinson	Business Support Manager	Kirklees Council, Safeguarding Adults Partnership Team	Minute taker
Alexia Gray	Service Manager for Domestic Abuse and Safeguarding Partnerships	Kirklees Council – Adult Safeguarding (working across services)	Item 9

Mailing List

Janine Waters – Yorkshire Ambulance Service

Number	Item	Action
1.	Welcome and Introductions Mike Houghton-Evans (MHE) welcomed all to the meeting. Introductions were made. Apologies were recorded.	
2.	Declarations of Interest None were recorded.	

<p>3</p>	<p>Previous Minutes & Matters Arising</p> <p>The minutes of the meeting held on 12th July were received as an accurate record.</p> <p>It was noted that Penny Woodhead (PW) is representing both Greater Huddersfield and North Kirklees CCGs. Richard Parry (RP) is representing the Local Authority.</p> <p><u>Matters Arising</u></p> <p>Item 6 – Annual Report 2016/17 – this has been signed off and will be published shortly.</p> <p>Item 8 – Early Intervention and Prevention (EI&P) – this has been circulated with the minutes.</p> <p>Item 9 – Making Safeguarding Personal – this report has been published and circulated.</p> <p>Item 10 – Systems Thinking and Safeguarding – A Partnership Event was due to be held on 8th September but cancelled due to low numbers. Action – SC: Board members requested for a new session to be arranged.</p> <p>Item 11 – ‘Mr G’ Safeguarding Adult Review (SAR) / ‘OG’ SAR Action Plans – on the agenda.</p> <p>Item 14 – Sarah Carlile (SC) confirmed that the Care Home Strategy and advocacy provision has been checked by Margaret Watt, Head of Commissioning and Quality, Kirklees Council.</p> <p>Item 15 – Kirklees Dementia Strategy and Action Plan – An update to be brought back to Board in 12 months.</p> <p>Item 16 – Female Genital Mutilation (FGM) Strategy sign off. Action – SC: to check with Hazel Wigmore if she took this to the Multi Agency Asylum Seekers group in September.</p> <p>Item 17 – Mental Health Crisis Concordat – This is on the Delivery Group agenda plan. Action – PW: to ensure Mental Health Crisis Concordat is on the delivery group agenda plan.</p> <p>Item 18 – Any Other Business:</p> <p><u>Premature Deaths for People with Learning Disabilities</u> - PW advised that since the last board meeting, further national guidance had been issued relating to Learning Disabilities Reviews. NHS England are taking a lead role and a meeting will be held this week to establish key leaders, the Pilot for Learning Disabilities Deaths is expected to start 1st November and this has been communicated to partners across the system. NHS England will ensure the Clinical Commissioning Groups oversee the pilots, are accountable for the reviews and the local response.</p> <p>Kerry Warhurst (KW) advised that Deborah Turner (DT) was leading on this through her work with NHS England and has offered to do a presentation to the board. Action - KW/SC: It was agreed that KW would speak to DT with regards to doing this at the next board meeting.</p> <p><u>Trading Standards</u> - SC had forwarded information to Lee Thompson (LMT)</p>	<p>SC</p> <p>SC</p> <p>PW</p> <p>KW/SC</p>
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	and the Delivery Group has discussed the role of Trading Standards.	
4.	<p>Membership Changes</p> <p>Paula Adams (PA) is representing Locala today, Jane Close, Director of Operations will represent Locala at future meetings.</p>	
5.	<p>Legal Update</p> <p>Razia Riaz (RR) referred to the report which had been circulated, noting the two pilot schemes in operation for the Court of Protection (CoP).</p> <p>RR noted the amount of preparation involved when these orders are received from the CoP. There is a 4 to 6 week turnaround once the orders are received, noting this is timing issue rather than a training one.</p> <p>Discussion took place regarding the two pilots and how information is shared across Adult Social Care concerning mental capacity and DoLS and the need to make the pilots work. Action – LMT (along with colleagues): to discuss a process to be put in place to support the pilot, ensuring the decision making process is clear.</p> <p>Action – LMT: to discuss the pilots with Julie Warren-Sykes (JWS) or Yvonne French, Director of Legal Services for South West Yorkshire Partnership Foundation Trust (SWYPFT). Clare Robinson (CR), Designated Nurse Safeguarding Adults to be asked to be involved to provide the CCGs perspective.</p> <p>Covert medication was discussed. The case presented in the report highlights how the Supervisory Body is reliant on the Managing Authority for information. It was agreed there was a duty to promote the issue around covert medication, the need for training and checking. PW noted the Delivery Group would discuss this and how information could be shared in the Safeguarding Newsletter. Action - PW: Fact sheet to be given to Providers regarding promotion and training.</p> <p>Mike Houghton-Evans (MHE) noted the feedback received from the recent Challenge Event and how partners welcomed the reports from Legal Services, which were found to be very informative.</p>	<p>LMT</p> <p>LMT</p> <p>PW</p>
6.	<p>National Issues</p> <p>Mike Houghton-Evans (MHE) advised there is a national audit of impact of Safeguarding; post Care Act, which is co-ordinated through the Independent Chairs Group.</p> <p>Sarah Carlile (SC) advised the National Policy Group is developing links with the Home Office about Human Trafficking.</p> <p>Regionally, there is likely to further work around Making Safeguarding</p>	

	<p>Personal (MSP) but a decision is awaited on this.</p>	
<p>7.</p>	<p>Regional Issues: Update Report on West and North Yorkshire and York Procedures</p> <p>Sarah Carlile (SC) presented the circulated updated report, written in August, providing an update on the Procedures. Since then further developments have taken place.</p> <p>The seven board managers have identified the need to update and revise the Procedures, The Project Group which SC chairs, has been looking at the Pan London and the South Yorkshire Procedures.</p> <p>It was noted that all boards are at different stages of implementation and there are varying views about a way forward.</p> <p>If work is to progress effectively, agreement is required from all 7 Chairs.</p> <p>SC and colleagues will be meeting with the Chair of the Independent Chairs Group, Jonathan Phillips, in November. Bill Hodson, Independent Chair from Wakefield, will also be present.</p> <p>The board agreed this should be progressed.</p> <p>SC also reminded board member that MHE and Oz Khan (OK) will be attending a regional event on 'How to conduct a good SAR' in November.</p> <p>Nominations have been requested from health and the local authority on a session on writing a good Internal Management Review (IMR) - also for a regional event in November.</p>	
<p>8.</p>	<p>Early Intervention & Prevention (EIP) and Adult Safeguarding</p> <p>A report had been circulated but neither Jane Greaves, Business Partnership & Development Manager (Kirklees Council) or Sue Richards, Assistant Director for Early Intervention & Prevention (Kirklees Council) were able to be in attendance to present it.</p> <p>Karen Oates (KO) talked about EIP from the housing perspective with regards to supporting vulnerable adults to remain at home for as long and safely as possible, noting that there is much less funding available.</p> <p>Discussion took place regarding the scope to transform and do things differently and how all partners need to contribute to this agenda. It was felt that the report today did not go far enough to indicate what was required from the board.</p> <p>It had been agreed that EIP would be a standing item on the agenda and this needs to be looked at in more detail in the future. The authors of the</p>	

	<p>report are to be invited to the next board. Action: Sarah Carlile (SC) - to arrange a discussion with Mike Houghton-Evans (MHE) and Penny Woodhead (PW) with them in advance of that meeting.</p>	<p>SC</p>
<p>9.</p>	<p>Linked Agendas: Domestic Abuse Strategy Annual Update</p> <p>Alexia Gray (AG), Service Manager for Domestic Abuse and Safeguarding Partnerships (working across services) presented a report which had been circulated.</p> <p>Details of the report were discussed including statistics on the prevalence of domestic abuse within Kirklees. AG has already met with Asif Manzoor (AM) and a meeting has been arranged with Gateway to Care to discuss further. Action – AM/AG: to follow up this work at the meeting with Gateway to Care.</p> <p>AG discussed the key achievements to date, which includes funding received, Pennine Domestic Violence Group (PDVG) and the Perpetrator Programmes provided through Yorkshire Children’s Centre (Big Lottery funded) and Choices (change, grow, live) (regional programme funded by the Police and Crime Commissioner).</p> <p>Media publicity campaigns have been outstanding, with the “It’s Never Okay” being very well delivered. This year’s campaign has targeted pregnant women. PDVG have used social media to show a really powerful video.</p> <p>AG talked through the areas for development and the day to day risk assessment management meetings. AG has met with Sarah Carlile (SC) and Caroline Rhodes, Kirklees Safeguarding Children’s Board to ensure the training is fit for purpose across the 3 partnerships.</p> <p>Discussion took place regarding the report, noting AG/Lee Thompson (LMT) are in discussions looking at the whole family approach, working with families to discuss their wider needs.</p> <p>The financial challenges and recommendations were also discussed.</p> <p>Mike Houghton-Evans (MHE) thanked AG for presenting a comprehensive analysis.</p>	<p>AM/AG</p>
<p>10.</p>	<p>Linked Agendas: Report on Human Trafficking and Anti-Slavery Action Plan</p> <p>Rebecca Strutt, Senior Safer Kirklees Partnership Officer was unable to attend to present the report circulated. Discussion took place and it was decided to defer this item but for the board members to look at the 3 papers submitted. Action – All: Any comments on the Strategy and Action Plan to be sent to Sarah Carlile (SC).</p>	<p>ALL</p>

	<p>It was agreed that the report should go to the next meeting of the 3 Boards.</p> <p>Further work is required on this item. Action – SC: to liaise with Chris Walsh, Safer Kirklees Manager (Kirklees Council).</p> <p>Action – SC: to collate any comments on the papers</p>	<p>SC</p> <p>SC</p>
<p>11.</p>	<p>Update on the formation of the Delivery Group</p> <p>Penny Woodhead (PW) advised that the minutes of the Delivery Group held on 23rd September circulated with board papers 2016 were in draft. She discussed how the group had referred to the Terms of Reference and had discussed ways of working. It was acknowledged that Sarah Carlile (SC) currently liaises between the board and the sub-groups over the board work plan; therefore, the Delivery Group would provide extra support to SC.</p> <p>The Membership of the group currently comprises of the sub group chairs – Oz Khan (OK) for Serious Adult Reviews, Marion Gray (MG), Learning & Organisational Development Manager (Kirklees Council) for training and it had been agreed that Vicky Thersby (VT) would be the interim chair for Quality and Performance. It was felt there were roles on the group for Adult Social Care and a Lay Member.</p> <p>The group will meet before the board meetings for planning and will also meet after the sub-groups have met. Next meeting of the Delivery Group will be held on 1st November 2016.</p>	
<p>12.</p>	<p>Performance – Feedback on Themes from Challenge Event</p> <p>Sarah Carlile (SC) gave a verbal report, noting that the Delivery Group has not had chance to look at all the information and that feedback needs to be given to partners.</p> <p>The Challenge Event involved 2 panels, one chaired by Mike Houghton-Evans (MHE) and the other by Hazel Wigmore, Lay Member. The new Lay Member, Penny Renwick, had participated as part of her induction. Additional independence and transparency had been provided this year by Rory Deighton, Director of Healthwatch Kirklees.</p> <p>The following information came out of the event:</p> <p>Strengths:</p> <ul style="list-style-type: none"> • system leadership • strong governance arrangements • dedicated resources for safeguarding and skills in integrated teams • compliance with CQC inspections • audit activity <p>Areas of concern:</p> <ul style="list-style-type: none"> • Managing Deprivation of Liberty and Court of Protection applications 	

	<ul style="list-style-type: none"> • managing risk in the system • continued amount of change in the system • recruitment and retention of staff <p>Areas of praise for the board:</p> <ul style="list-style-type: none"> • updates provided by legal services • recording systems • highlighted the work on self-neglect and hoarding • partnership training attendance <p>There are still 3 partners still to participate. Action – SC: to ensure these challenge events are booked in.</p> <p>Action – MHE: a peer review/challenge will be given serious consideration in the New Year. SC will be part of a peer challenge in a neighbouring authority in January 2017, and this experience can be used to inform our own arrangements.</p>	<p>SC</p> <p>MHE</p>
<p>13.</p>	<p>Performance - Annual Quality and Performance Sub Group Report on Audit Activity</p> <p>Asif Manzoor (AM) presented an Audit Report summarising audit activity over the last year:</p> <ul style="list-style-type: none"> • Making Safeguarding Personal (MSP) - audits showing that the work is embedded and there is improvement in the area • Adult at Risk – audits reveal that adults at risk are being appropriately supported • Mental Capacity – evidence is an area which still requires improvement on • Protection Plans – work is required to improve on the use of protection plans • Key Areas for Improvement – attendance of adults at risk at meetings is low, work is being done on improving attendance e.g. meetings being held at the residential home • South West Yorkshire Partnership Foundation Trust – work is ongoing to improve systems for recording <p>The Audit Action Plan is currently owned jointly by the Quality and Performance sub group and Adult Social Care. This was as a result of a recommendation from a previous inspection regime, and has many strengths.</p> <p>However, now the board is independent, it needs to demonstrate more clearly that it undertakes independent audit activity on a multi-agency basis.</p> <p>Action – Vicky Thersby (VT): to ensure a separate audit schedule is drawn up through the Quality and Performance sub group.</p>	<p>VT</p>

<p>14.</p>	<p>Safeguarding Week 17th October</p> <p>Asif Manzoor (AM) presented this item, Kirklees Safeguarding Children Board (KSCB), Kirklees Safeguarding Adults Board (KSAB), Community Safety Partnerships (CSP), the Health and Wellbeing Board and the Children’s Trust will come together for Kirklees first dedicated safeguarding week.</p> <p>Wakefield and Calderdale are also holding their Safeguarding Week at the same time. The Programme of Events has been circulated to all Partners and the Voluntary Sector.</p> <p>During the week, a varied programme of events, seminars and talks at different venues across Kirklees will help to raise awareness of the role everyone has in safeguarding adults and children who may be at risk.</p> <p>All activities are for the public, partnerships, staff development.</p> <p>Mike Houghton-Evans (MHE) will be attending the opening launch on Monday 17th October 2016 and noted it would be helpful if other members could show visibility.</p> <p>The board acknowledged their thanks to the small steering group for their extremely hard work.</p>	
<p>15.</p>	<p>Care Home Quality Update on Developments (with reference to ‘OG’ Action Plan item 17 below)</p> <p>Penny Woodhead (PW) talked about the final draft of the document, “Prevention Early Intervention and Home Closure” (draft title). The document details how the partnership supports care homes in terms of ensuring the provision of high quality services which includes effective safeguarding procedures.</p> <p>Work is ongoing to re-scope a regular meeting to support providers and flag up issues at an early stage. Scoping has included what work is to be carried out, resourcing for that meeting, sharing intelligence, along with an engagement and communication strategy. Information will be shared with key partners and how the group will work.</p> <p>Action – PW/SC: to ensure the final arrangements are discussed at the next board meeting.</p>	<p>PW/SC</p>
<p>16.</p>	<p>Items Presented for Information Monitoring Reports</p> <p><u>Safeguarding</u></p> <p>Asif Manzoor (AM) referred to the report which had been circulated, The report today shows reductions in reporting of concerns. This reflects work undertaken by the Local Authority with partners on reporting appropriate concerns.</p>	

	<p><u>Mental Capacity Act (MCA)/Deprivation of Liberty Safeguards (DOLS)</u> AM presented this report.</p> <p>This area of work continues to place a high level of pressure on the various services dealing with the applications.</p> <p>As with many other local authorities there are a number of unallocated cases due to Best Interest Assessors (BIAs), business support and managers working to maximum capacity. The number continues to increase.</p> <p>The local authority is using an ADASS (Association of Directors of Adult Social Services) priority tool to assess the urgency of each application and dealing with priority cases first. This is to manage the potential risks posed to individuals and urgency of assessment need.</p> <p>An Action Plan is in place and is regularly updated and includes:</p> <ul style="list-style-type: none"> • ongoing work to increase the BIA Pool. Additional workers are due to start training in October • work is underway to look at how reviews can be interfaced with DOLS assessments • exploration on carrying out desktop reviews of DOLS for reassessment requests, in line with a piece of work by ADASS on how Supervisory Bodies can carry out reassessments in a quicker manner <p>Mike Houghton-Evans (MHE) asked Richard Parry (RP) if the risks had been presented to the Council’s cabinet members. RP confirmed it had been highlighted, along with a number of other areas.</p> <p>RP mentioned the importance of keeping individuals safe rather than just considering organisational organisations and the risk to individuals. Regular reviewing of the waiting list should take place. It was agreed that should prioritisation become unsafe this should be brought to the board.</p>	
<p>17.</p>	<p>Safeguarding Adults Reviews <i>This section of the meeting discussed action plans relating to Safeguarding Adults Review (SARs). Each SAR is named using a case identifier which ensures confidentiality of the individuals concerned.</i></p> <p>‘Mr G’ SAR Action Plan Mike Houghton-Evans (MHE) advised that, as discussed at the last board, the inquest is to be held in March 2017 and because of that, the review has not been published yet. He had offered to meet with the Next of Kin and a response is still awaited.</p> <p>In the meantime, partners were carrying out recommendations identified in</p>	

	<p>the review. Action – OK/Sarah Carlile (SC): the Action Plan should be reviewed at the SAR sub group.</p> <p>‘OG’ SAR Action Plan This has been covered in updates and needs to be signed off by the SAR sub group. MHE and SC have met with one of the relatives, who have agreed to be included in training events to share the learning.</p>	OK/SC
18.	<p>Any Other Business</p> <p>The meetings for next year are being finalised and dates will be circulated shortly.</p>	
19.	<p>Next Meeting Date:</p> <ul style="list-style-type: none"> • 17th February (10am – 12:30pm Board Meeting and 1pm – 4:00pm Away Day) – Textile Centre • 12th June (12pm – 2.30pm) – Textile Centre • 14th August (12pm – 2.30pm) – Board Room, Broad Lea House • 11th September (Challenge Event) – Northorpe Hall, Mirfield (all day) • 13th November (12pm – 2.30pm) – Board Room, Broad Lea House 	