

Kirklees Safeguarding Adults Board

MINUTES

12 June 2017

12.00noon - 2.30pm

Textile Centre of Excellence, Huddersfield



Board Members:

Name	Board capacity	Agency	Attended	Deputy	No Deputy
Mike Houghton-Evans	Independent Chair		✓		
Penny Woodhead	Head of Quality	Greater Huddersfield Clinical Commissioning Group & representing North Kirklees Clinical Commissioning Group	✓		
Vicky Thersby	Head of Safeguarding	Calderdale & Huddersfield NHS Foundation Trust	✓		
Oz Khan	Superintendent, Kirklees District	West Yorkshire Police	✓		
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	✓		
Penny Renwick	Lay Member	N/a	✓		
Hazel Wigmore	Lay Member	N/a	✓		
Kerry Warhurst	Senior Nurse – Quality & Safety	NHS England– North (Yorkshire & Humber)	✓		
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			✓
Kim Brear	Assistant Director - Streetscene and Housing	Kirklees Council		✓ (1)	
Julie Warren-Sykes	Assistant Director of Nursing, Clinical Governance and Safety	South West Yorkshire Partnership NHS Trust		✓ (2)	
Claire Jones	Interim Quality and Safety Lead	Locala Community Partnerships CIC		✓ (3)	

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
Razia Riaz	Senior Legal Advisor	Kirklees Council Legal Services	Legal advisor to the Board
Karen Oates	Commissioning Manager – Streetscene & Housing	Kirklees Council	Deputy for Kim Brear (1)
Carol Morgan	Specialist Advisor Safeguarding Adults	South West Yorkshire Partnership Foundation Trust (SWYPFT)	Deputy for Julie Warren-Sykes (2)
Paula Adams	Interim Safeguarding Lead	Locala Community Partnerships CIC	Deputy for Claire Jones (3)
Lisa Hodgson	Business Support Manager	Kirklees Council, Safeguarding Adults Partnership Team	Minute taker
Sue Richards	Assistant Director for Early Intervention and Prevention	Kirklees Council, Commissioning, Public Health and Adult Social Care	Item 8
Alison Radley	Development Officer	Kirklees Council, Safeguarding Adults Partnership Team	Item 12

Mailing List:

Nikki Gibson, Head of Safeguarding – Yorkshire Ambulance Service

Number	Item	Lead person & timescale
1.	Welcome and Introductions Mike Houghton-Evans (MHE) opened the meeting and welcomed everyone in attendance. Introductions were made. Deputies/ Apologies were recorded.	
2.	Declarations of Interest None recorded.	
3.	Confidentiality Declarations None recorded.	

4.	<p>Previous Minutes & Matters Arising The minutes of the meeting held on 17th February 2017 were agreed as an accurate record.</p> <p><u>Matters Arising</u> Page 4 – continuing actions from matters arising</p> <ul style="list-style-type: none"> Systems Thinking and safeguarding partnership event – ACTION: Sarah Carlile (SC) to rearrange this event Ongoing – not sure if there is still partnership requirement for this event to take place? Richard Parry (RP) suggested that it may tie into item 7b on today’s agenda regarding data collating/ sharing. There is a piece of work to complete initially to determine if the event still to be arranged. ACTION: SC and Lee Thompson (LMT) to undertake the required scoping work. Female Genital Mutilation (FGM) Strategy sign off – ACTION: Hazel Wigmore (HW) to take this item to the next meeting of the Multi-agency Asylum Seekers group. ONGOING ACTION: the next meeting is in 2 weeks. Premature deaths for people with Learning Disabilities - Kerry Warhurst (KW) was to speak to Deborah Turner (DT) Deborah Turner, Head of Quality & Patient Safety (Chief Nurse), North Kirklees Clinical Commissioning Group about a presentation to today’s board. This item has since been deferred. ACTION: KW/SC to follow this up. KW has now spoken with John Patterson, the local contact and agreed that John or one of his team will attend Board to discuss. ACTION: SC to timetable this into the next appropriate Board meeting. Lee Thompson (LMT) actions regarding Deprivation of Liberty Safeguards (DOLS) pilot work – this need to be revisited. ACTION: LMT to discuss with Razia Riaz (RR). RR has started discussions with Simon McGurk, Interim Senior Manager – Adult Social Care and Safeguarding, Kirklees Council (on LMT’s behalf). A Factsheet has is being designed to be distributed to Adult Social Care social workers. ONGOING ACTION: RR to continue to follow this up. Covert medication factsheet – ACTION: Clare Robinson (CR) to discuss the factsheet at the next delivery group. Action complete: the factsheet has now been to Delivery group, disseminated and published. National audit re: the impact of safeguarding. ACTION: Mike Houghton-Evans (MHE) will check this action at the next national chairs meeting. Action complete: the national audit report is now available – discussed on 	<p>SC/LMT</p> <p>HW</p> <p>SC</p> <p>RR</p>
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	<p>this agenda, item 6.</p> <ul style="list-style-type: none"> Recording of domestic abuse incidents. An audit of MARAC cases involving an adult at risk has been commissioned and is currently underway. Once this is finalised further work may arise. ACTION: Asif Manzoor (AM) will pick up domestic abuse recording as part of the ongoing work of the Quality & Performance subgroup. <p>AM confirmed that the safeguarding forms have been updated to increase awareness of MARAC and the interface between it and safeguarding processes. The Board should start to see the data coming through in the future.</p> <p>ONGOING ACTION: Asif Manzoor to keep the domestic abuse recording as an ongoing action.</p> <p>Page 7 – item 8</p> <ul style="list-style-type: none"> Based on the recommendations and RR’s update, the minutes will be published on the Board webpage once they have been approved at Board. ACTION: LH to circulate the webpage link to the published minutes for Board members to share as required. <p>Action completed.</p> <p>Page 8 – item 9</p> <ul style="list-style-type: none"> HWB KSAB KSCB CSB CT Protocol Dec 2016. ACTION: All members to ensure this is fed back to partner agencies and their Boards and their governing bodies. <p>Penny Woodhead (PW) confirmed that it was discussed at Children’s Board on 5th May. It isn’t clear that it has been to Community safety Partnership.</p> <p>ONGOING ACTION: SC and MHE to check the HWB KSAB KSCB CSB CT Protocol Dec 2016 has been fed back to Board and Governing Bodies.</p> <p>Page 10 – item 10</p> <ul style="list-style-type: none"> Early Intervention & Prevention (EIP) and Adult Safeguarding – Terms of Reference and work programme for EIP. ACTION: SR and SC to discuss the role of the Safeguarding Adults Board in terms of the Integration Board <p>Discussed on this agenda, item 8.</p> <p>Page 11 – item 11</p> <ul style="list-style-type: none"> Linked Agendas: Sex Work and links with Safeguarding Adults. ACTION: LMT and Sarah Carlile (SC) to discuss a way forward with this. <p>ACTION: SC will be feeding this work into the combined procedures</p> <p>Page 14 – item 16/17</p> <ul style="list-style-type: none"> Training Plan 2017/18 & Annual report training subgroup 16/17. ACTION: ALL The Board signed the action plan off in principle, however, all to send any detailed comments on the training plan to Sarah Carlile by 3rd March 2017. 	<p>AM</p> <p>SC/MHE</p> <p>SC</p>
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	<p>Action complete: the training plan has been signed off.</p> <p>Page 15 – item 16/17</p> <ul style="list-style-type: none"> • Training Plan 2017/18 & Annual report training subgroup 16/17. ACTION: JMcG/ SC to take the discussion back to the training subgroup. <p>Action complete: the training plan has been discussed at Delivery Group.</p> <p>Page 15 – item 18</p> <ul style="list-style-type: none"> • Safeguarding Monitoring report. ACTION: AM to liaise with LMT <p>Action complete: see item 15</p>	
5.	<p>Membership Changes</p> <p>Mike Houghton-Evans (MHE) confirmed that there were no changes to membership.</p>	
6.	<p>National Issues</p> <p>Mike Houghton-Evans (MHE) confirmed that a national audit document has been finalised. This sets out priorities for the next 12 months for national chairs to consider and includes:</p> <ol style="list-style-type: none"> 1) Improving the effectiveness of the Safeguarding Adults Board chairs and the Boards themselves 2) Making Safeguarding Personal (MSP) 3) Provide a framework for discussion. 4) Develop a collective vision 	
7.	<p>Regional Issues:</p> <p>7a) West and North Yorkshire and York Combined Procedures – Engagement update and local arrangements</p> <p>Sarah Carlile (SC) and Asif Manzoor (AM) updated everyone on the combined procedures.</p> <p>SC referred to the original scoping document and reiterated that the size and scope of the work was not to be underestimated. The combined procedures need to work for seven local authorities including supporting to embed the cultural shifts needed. It has already been a complex and time consuming piece of work; however, there have been benefits to doing the work ourselves rather than commissioning the work including working collaboratively with the other six partners.</p> <p>There has been ongoing support from Jonathan Philips, the Independent Chair of the Independent Chairs Network. The project is on schedule and there is an engagement period for the draft procedures currently happening across all seven Boards which closes 21st July. Each Board is conducting their own engagement exercise as needed. It is anticipated</p>	

that sign off will be the end of December to include a feedback period in the Autumn.

The implementation process is also currently being planned across all Boards to include anticipating training issues, and any system changes.

A brief idea of the challenges that the seven Boards have faced are predominantly around the differences in each Local Authority area.

The learning taken from the work for all Boards has been around moving to a much more person-centred approach to safeguarding.

Asif Manzoor (AM) informed the Board about the engagement exercise in Kirklees. Communication has been sent out to partners and a response from each Board is required by July 21st. In addition Adult Social Care is currently working with their practitioners to provide collective feedback. The Partnership Boards have also been asked for their feedback. Two briefing sessions for partners and providers have already take place. AM has also been working with partner organisations that work across boundaries e.g. Disclosure and Barring Service (DBS) and discussions are taking place with Healthwatch around gaining the views of users.

The main changes to the policy and procedures have been a reduction in steps in the processes and a move to a more person-centred approach. Previously the procedure was to substantiate abuse, whereas now the process will focus more around working with the adult to prevent abuse from happening again and the outcomes that the adult wants to achieve. There is a comparison document highlighting the differences between old and new processes and the key changes. The feedback form can be submitted online survey or as a word document.

Mike Houghton-Evans (MHE) added that there are two key elements to ensuring that policy and procedures are effective:

- There is a need to look at everything with a 'MSP perspective'. Lay Members and partnership work with Healthwatch are key to that.
- The quality of the decision making process and whether we are making decisions in the right way.

On the back of this, Penny Renwick (PR) added that perhaps there should be a standardised approach to MSP when carrying out all assessments across all partners. In addition to this, frontline practitioners need to understand MSP and the Board need to provide quality assurance that having briefed practitioners on it, that it is emerging in practice.

The Board agreed that the combined procedures will come back to board at various stages as outlined in the project plan.

	<p>7b) Section 42 Regional Workshop</p> <p>Sarah Carlile (SC) informed the Board that on 16th June there is a Yorkshire and Humber regional workshop taking place which focuses on the work of the local authorities. This follows interrogation of the national figures and the variation on what people are recording as Section 42 enquiries. There is a need to get common understanding of what Section 42 is as the Statutory guidance isn't clear.</p> <p>The work is being led by Dr Adi Cooper, Joint Chair, ADASS National Safeguarding Adults Network and the aim of the event is to get regional understanding/consensus about Section 42.</p> <p><i>Section 42 (of the Care Act 2014) is the duty placed on the LA to provide a response on an adult who it believes is experiencing, or is at risk of, abuse or neglect and has care and support needs and as a result is unable to protect themselves.</i></p> <p>ACTION: SC to feedback to the Board about Section 42 regional workshop</p>	<p>SC</p>
<p>8.</p>	<p>Early Intervention & Prevention and Adult Safeguarding - Terms of Reference and work programme for EIP</p> <p>Sue Richards (SR), Service Director – Integration, Kirklees Council was in attendance to give the Board an update of the ongoing work. She informed the Board that the Early Intervention and Prevention (EIP) programme within Kirklees Council is still ongoing but the governance arrangements and approach have altered.</p> <p>The two main focuses of the integration work are: integrated commissioning and integrated provision. SR went on to discuss integrated provision, explaining that this was looking at how providers can do things differently in a more integrated way.</p> <p>Although the programme has changed governance arrangements, the Integration Board of Providers (currently including Locala, South West Yorkshire Partnership Foundation Trust and Kirklees Neighbourhood Housing) is still in place and its Terms of Reference (these have now been to the Health and Wellbeing Board).</p> <p>There is a need to involve primary care (e.g. GP practices) and also a need to adapt how the Council works with that sector.</p> <p>SR went on to discuss 'Community Plus' which is seen as the part of an individual's pathway where they may 'step up' to receive a service. Community capacity is also being built within Community Plus to support people to 'step down' from intensive services or prevent them from needing intensive services in the first place.</p>	

	<p>Partnership hubs are being developed there will be an event held in the future to discuss what communities want.</p> <p>Penny Woodhead mentioned the 'Quality for Health programme' which would tie in with the integration programme. This programme is where primary care refers into non-statutory agencies for care (non-CQC registered).</p> <p>Penny Woodhead (PW) asked for clarification regarding how the Board work fits in with this programme and what is actually required in terms of safeguarding adults. E.g. does the Board workplan and requirements need to be interwoven in the integration programme and vice versa? Mike Houghton-Evans (MHE) confirmed that there is a need to strengthen the relationship between the Integration Board and the Kirklees Safeguarding Adults Board (KSAB). He also if someone from the Community Safety Partnership should be represented on the Integration Board.</p> <p>SR confirmed that as part of the strategic plan, the first role of the Integration Board is to look at common themes across all Boards and bring them together into a work programme. Further information on this will be available shortly.</p> <p>Richard Parry (RP) also confirmed that as there is a move further into a world of individuals using personal assistants and community groups providing care services; safeguarding becomes much more complex – there will be a greater need for positive risk taking alongside ensuring effective safeguarding.</p> <p>Penny Renwick (PR) referred to her suggestion made in item 7a that assurance to the Board could be gained by all partners using a Making Safeguarding Personal (MSP) lens to look at any workstreams. SC confirmed that this has been done to a certain extent already e.g. previously focused on information and advice for safeguarding; whereas now there is an element of 'self-support' information e.g. 'keeping safe' information and approaches.</p> <p>The Board agreed to receive further updates and to continue to develop strategic links with this agenda.</p>	
<p>9.</p>	<p>Governance: Legal Update</p> <p>Razia Riaz (RR) referred to the legal report submitted to the Board and gave a brief overview of each of the legal cases on there.</p> <p>Changes to inquest requirements for Deprivation of Liberty Safeguards (DoLS): with effect from 3rd April the Coroners and Justice Act 2009 states that anyone who dies with a DoLS in place are no longer automatically subject to a coroner's investigation. RR referred also to the Ferreira case discussed at the February Board where a death in hospital is not seen as 'death in state detention'.</p>	

	<p>A further discussion took place around the national coroner guidelines and the local coroner protocol. It was clarified that the local coroner can choose whether or not to follow national guidance and there is potential for different approaches within different localities. The Kirklees area links in with both the Bradford and Wakefield coroners.</p> <p>ACTION: Asif Manzoor (AM)/ Sarah Carlile (SC) to look at arranging a meeting between Mike Houghton-Evans and the local coroner.</p> <p>Health Secretary funding test case: RR confirmed that the ruling is now in place dismissing the legal challenge brought forward by four councils against the Health Secretary regarding finances towards implementing DoLS. RR confirmed that this case will not be going to Supreme Court.</p> <p>Responsibility of monitoring standard authorisations: RR explained that the judgement in the case of <i>Re W [2016]</i> has ruled that it is the supervisory body's responsibility to monitor standard DoLS authorisations and not the RPR (Relevant Person's Representative) as previously.</p> <p>Law Commission replacement of DoLS – a response from Government is still being awaited on these proposals. There is an assumption by all that this is likely to be a slow process.</p> <p>Service User's preference for care: The case (<i>R (on the application of Luke Davey) v Oxfordshire County Council & anor [2017]</i>) resulted in a ruling on the extent to which a local authority must take an individual's preferences into account on how their care is provided when setting their personal budget. It found that whilst the individual's wishes need to be taken into account, these can be distinguished from his care as long as needs were met and the individual was involved in decision making and care plan setting.</p>	<p>AM</p>
<p>10.</p>	<p>Governance: Refreshed Strategic Plan</p> <p>Mike Houghton-Evans (MHE) thanked everyone for all comments received on the refreshed Kirklees Safeguarding Adults Board (KSAB) Strategic Plan and hoped the plan now contained everyone's contributions from the recent Board development day.</p> <p>The Board agreed to sign off the Strategic Plan.</p> <p>The strategic plan states that: "Board members will take responsibility for the submission of annual progress reports to their organisation's executive management body/board to ensure that adult safeguarding requirements are integrated into the organisation's overall approach to service provision and service development."</p> <p>ACTION: SC to publish the refreshed Strategic Plan on the KSAB</p>	<p>SC</p>

	<p>website ACTION: Board members to submit the strategic plan and annual report (shortly to be completed) within their respective agencies and confirm at the next board.</p>	<p>ALL</p>
<p>11.</p>	<p>Governance: Making Safeguarding Personal (MSP) – Yorkshire and Humber Action Plan</p> <p>Richard Parry (RP) and Sarah Carlile (SC) discussed the ‘ADASS Yorkshire and Humber - Making Safeguarding Personal Temperature Check Regional Action Plan’.</p> <p>SC informed the Board that the action plan has been developed by the Yorkshire and Humber Directors of Adult Services following on from earlier work on what actions each of the 15 partners were taking regarding Making Safeguarding Personal (MSP).</p> <p>There are a number of actions highlighted within the plan for various groups of people including: individual Independent Chairs; Yorkshire and Humber Region Chairs group etc.</p> <p>SC and Lee Thompson (LMT) are working together to gauge where Kirklees are with these actions and what work is already ongoing. This is being led by the Local Authority, however, the temperature check for Kirklees showed there is a need to involve other partners and providers on this.</p> <p>RP explained that this also ties into conversations already had about how this is reflected this to Board strategies. There are benefits to all Boards taking learning from other areas and KSAB also has good practice to share.</p> <p>Mike Houghton-Evans (MHE) suggested that there may be a need to add this action plan to one of the KSAB development sessions and that it will also be picked up at the Challenge event</p> <p>Penny Woodhead (PW) added that this area must be seen as a key priority and the work should come back to KSAB once finished via Delivery group - other partners can be further involved at that point.</p>	
<p>12.</p>	<p>Governance: Draft Engagement Strategy</p> <p>Alison Radley (AR), Development Officer with the Safeguarding Adults Partnership Team, Kirklees Council was in attendance to give the Board an overview of the draft Engagement Strategy.</p> <p>AR explained that the Board already engage with lots of groups but not necessarily in a formalised way and that the Engagement Strategy would add some structure to working collaboratively in a planned way (as the Strategic Plan suggests).</p>	

	<p>It is clear that the engagement and collaborative working needs to be built in at the very beginning of a process/piece of work rather than as a side issue or afterthought.</p> <p>A number of partners have been involved in supporting the writing of the Engagement Strategy and have provided some very useful perspectives and feedback.</p> <p>The document shared is the proposed final draft for comments to be sent back by 30th June. This will then be published once finalised.</p> <p>Once published, AR will then be undertaking a mapping exercise around what is already happening around engagement and collaborative working.</p> <p>Penny Woodhead (PW) asked that a measure of success needs to be built in. Karen Oates (KO) has already raised this and that the Board need a starting point in order to 'measure the journey' with tangible outcomes.</p> <p>ACTION: All to let AR have comments on the draft engagement strategy by 30th June.</p>	<p>ALL 30/06/17</p>
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During a short break, the Board members watched the new 'See Me and Care' video. The link to the video and the information which accompanies it can be found at: www.kirklees.gov.uk/dignityincare

<p>13.</p>	<p>Performance: Draft Annual Report</p> <p>Sarah Carlile (SC) confirmed that board members have received a copy of the draft annual report as part of the papers for this meeting and asked for comments to be submitted by 30th June. This is a key document for the Board and measures successes against the strategic plan. One of key areas to double check is that the information about the work that agency has carried out is factually correct as this will be a public document.</p> <p>Data is still to be included and there are ongoing discussions about how to present the appendices.</p> <p>SC also asked the Board about how training information is to be incorporated in this report – the inclusion of it previously has been a pretty lengthy section and the way this is presented is no longer a statutory requirement.</p> <p>Publication will need to tie in with when national figures are released (anticipate July 2017).</p> <p>Penny Renwick (PR) suggested that an executive summary may be needed. PR also felt it may need to be more evaluative with additional information around pieces of work where there have been challenges.</p>	
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	<p>ACTION: All to let SC have comments on the annual report by 30th June.</p>	<p>ALL 30/06/17</p>
<p>14.</p>	<p>Performance: Minutes of the Delivery Group and Key Issues</p> <p>Penny Woodhead (PW) gave an overview of the delivery group minutes and the key issues.</p> <ul style="list-style-type: none"> • The Delivery Group meetings commenced in September and there have been four meetings so far. • Attendance has been good but can be variable. • The Chair of the Training subgroup has changed twice now. • Vicky Thersby (VT) is also struggling with time commitment for the Quality and Performance subgroup Chair role, so Delivery group is spending additional time supporting on Q&P data. This is fine in the short term but will need looking at for the future. • Feedback was given from each of the subgroups at the last meeting and it became clear that decisions need to be made around how we embed learning into future work e.g. from training or Safeguarding Adult Reviews etc. • A commissioned piece of work is ongoing at the moment around what we're going to provide in terms of training (multi-agency). <p>Mike Houghton-Evans (MHE) thanked PW and the Delivery Group confirming that it is managing issues well so they don't always need escalating to Board and is also helping to streamline some of the papers before they get to be shared.</p>	
<p>15.</p>	<p>Performance: Update on Development Work</p> <p>Asif Manzoor (AM) gave an overview of all documents to the Board.</p> <p>15a) Performance Report</p> <p>AM provided an update on the 4 performance quadrants of the Quality Assurance Framework. The key development points for each of the quadrants were:</p> <ul style="list-style-type: none"> - Ongoing data collection and analysis (discussed in more depth in item 15b) - Audits carried out on Making Safeguarding Personal (MSP) and also the interface between Adult safeguarding and the Multi-Agency Risk Assessment Conference (MARAC). There is ongoing work to develop a new case file audit tool. - Developing a self-assessment tool which will link to the Board's annual challenge event - Potential peer review at the end of the year <p>The above information and ongoing work has been discussed at the Quality and Performance subgroup (Q&P) and also via Adult Social Care.</p>	

Penny Woodhead (PW) added that in general preparation for audits there is an importance of having a revised agreed tool, with everyone trained to use it.

15b) Monitoring Report (Q4)

A short presentation was given by AM regarding the monitoring report and how it fits with the Care Act 2014 requirements.

The presentation detailed what the Care Act 2014 prescribes Safeguarding Adult Boards (SABs) to provide and carry out (including comparisons with other SABs and national data).

- Have we got the right **data**?
- Have we got the right methods of **analysing and interrogating**?
- Does this information give the KSAB an understanding of **prevalence of abuse** and **neglect** locally that **builds a picture over time**?

AM outlined the data from following sections on the dashboard:

- Rates of reporting and formal enquiries
- Types of victim, PATCH (Person alleged to have caused harm), Abuse and setting
- Alleged abuse types for concerns
- Outcomes for Adults at Risk
- Timeliness of safeguarding work (this is a new section added since the last Board). PW asked if Delivery Group could see the percentage of the cases closed within 49 days as a comparator.

AM described the current process for analysing the information.

Further developments will be comparing data; pulling out themes; what other types of information should be included; linked agendas; tying it into the Board work plan, audit plan and how using this to develop, the Board can be assured that from the data that people are safe.

Mike Houghton-Evans (MHE) reiterated that interventions happen at a 'local' team level so this is a need to gauge the understanding (at team level) of a narrative done at strategic level. Adult Social Care then also needs to look at the narrative from a practice level. The Board needs assurance that this system is working and there is a need to build additional evidence of how the data is also being used at a lower team level and not just at a strategic level.

PW added that it is difficult to look at comparators when there is no agreed data set across partners. PW is in support of the work AM has done in terms of what is required and what is done well. It has been collected, interrogated and analysed but stopped short of what we're going to do with it. The Board needs to push downwards to ask teams how they are going to use the data/information.

Operational practitioners need to have major input into what is behind

	<p>the numbers otherwise becomes a ‘managerial add-on’ not part of the bulk of the day to day work. There is a need to embed the value into daily practice. This can be a difficult task when trying to embed amongst all the other operational data that is collated within Adult Social Care.</p> <p>Penny Renwick (PR) commented the dashboard data showed interesting information but as a Board member she felt it didn’t really give her a clear picture of assurances. This was acknowledged as being ‘work in progress’. Moving forward, the Q&P subgroup will also analyse information from other partners.</p> <p>15c) Mental Capacity Act/ Deprivation of Liberty Deprivation of Liberty Safeguards (DoLS) figures were discussed and there has been an increase year on year (and these are prioritised using the national ADASS tool). Systems Thinking work is ongoing to improve the DoLS workflow and meet demand along with desktop reviews for some of the assessments (again using ADASS guidance).</p> <p>A good practice event was held recently on the Mental Capacity Act (MCA) and the covert medication factsheet was also launched at the event.</p>	
<p>16.</p>	<p>Safeguarding Adults Reviews: Care Home Prevention Strategy (OG SAR Improvement Plan)</p> <p>Penny Woodhead (PW) gave an update to the Board on the draft Kirklees Care Home Prevention, Early Intervention, Performance and Closure Procedure.</p> <p>This has been produced as part of actions required following the Oxford Grange care home closure and has been a joint piece of work between the Local Authority and the Clinical Commissioning Groups. It is a suite of documents (some current and some revised) to strengthen joint work with struggling care homes, clarify the continuum of need care homes have and what steps can be put into place to support them (including prevention, quality issues, safeguarding and then finally closure).</p> <p>The Early Support and Prevention Group (Care Homes) forum has been established with Terms of Reference agreed and offers early support and prevention for care homes (currently comprising the Local Authorities and Health providers at moment). Any provider can report a cause for concern and these are presented every 6 weeks at the group where they can be further analysed and patterns identified e.g. Mental Capacity Act compliance; competencies re: medications etc. Feedback has been very positive from the two meetings that have already taken place.</p> <p>The framework is still to be concluded and there needs to be complimentary work done around a quality assurance contract audit tool.</p>	

	<p>As this work is located with Kirklees Safeguarding Adults Board, PW requested Board endorsement. Ideally the working group would want a 6 month review in place to ensure the framework works in practice and to be able to engage with the provider sector to ensure they understand how the forum will operate with them.</p> <p>Consultation is taking place over the summer, with a view to it being in full use by end of calendar year. Initial implementation of the procedures will commence from September and PW will update at the September Board.</p> <p>Penny Renwick (PR) asked if timescales need to be strengthened further within the procedures. PW confirmed that the timescales for each case will need to be bespoke for the care home, but will look further into it as it may be useful to confirm what is already happening on what timescales.</p> <p>The framework has been written by Commissioners and Care Quality Commission (CQC) were part of discussions from the beginning.</p> <p>Sarah Carlile (SC) added that the Section 42 workshop feedback may need to be fed into this (also see item 7b)</p> <p>PR asked if there was a lay perspective role in the forum meetings. PW confirmed that at the moment this was a commissioner/ provider meeting and the need for it was identified as part of the Oxford Grange report.</p> <p>ACTION – SC to send PR the Oxford Grange report for further information.</p>	<p>SC</p>
<p>17.</p>	<p>Partner Agency updates</p> <p>Paula Adams gave a brief overview of the Locala CQC inspections (Care Quality Commission). Four of their community services were inspected in Oct/Nov 2016 and a fifth inspected in February 2017.</p> <p>Community Dental services and Integrated services for children and young people were rated as good.</p> <p>Community health inpatient and community adult services, including end of life were rated as inadequate. The walk-in service was rated as 'requires improvement'.</p> <p>Locala fully accepts the findings and is working hard to address the concerns - a rapid improvement plan is in place. Locala Board monitoring the improvement plan closely; quality and patient safety is the number one priority this year and Locala are working closely with commissioners and partners to move forward and address all the concerns.</p>	

	<p>PA also wanted to reassure the Board that the recent closure of Maple Ward was not in any way related to the CQC inspection. The closure is due to an inability to recruit appropriately trained staff, which is a national issue.</p> <p>The inspection reports are published on the CQC website.</p>	
18.	<p>AOB N/a</p>	
19.	<p>Next Meeting Dates: (Please note the change of venue)</p> <p>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</p>	

Summary of actions from 12th June 2017

Item No.	Action	Lead person/s	Timescale
7b	Sarah Carlile to feedback to the Board about Section 42 regional workshop	Sarah Carlile	14/08/2017 Board
10	Sarah Carlile to publish the refreshed Strategic Plan on the KSAB website Board members to submit the strategic plan and annual report (shortly to be completed) within their respective agencies and confirm at the next board.	Sarah Carlile All	
12	All Board members to let AR have comments on the draft engagement strategy by 30 th June.	All	30/06/2017
13	All Board members to let SC have comments on the annual report by 30 th June.	All	30/06/2017
16	Sarah Carlile to send Penny Renwick the Oxford Grange report for further information.	Sarah Carlile	

Continuing actions from previous Board meetings

Board Date	Item No.	Action	Lead person/s	Timescale
17/02/17	9	Sarah Carlile and Mike Houghton-Evans to check the HWB KSAB KSCB CSB CT Protocol Dec 2016 has been fed back to Board and Governing Bodies. (Health & Wellbeing Board; Kirklees Safeguarding Adults Board; Kirklees Safeguarding Children Board; Community Safety Partnership and Children's Trust).	Sarah Carlile/ Mike Houghton- Evans	

17/02/17	11	Further discussion to take place regarding Sex Work and links with Safeguarding Adults. Updated 12/06/17: SC will be feeding this work into the combined procedures	Sarah Carlile/ Lee Thompson	
12/07/16	10	A rearranged 'Systems Thinking and Safeguarding' partnership event to be organised. Updated 12/06/17 - SC and Lee Thompson (LMT) to undertake the required scoping work.	Sarah Carlile/ Lee Thompson	
12/07/16	16	Female Genital Mutilation (FGM) strategy sign-off – to be taken to the next meeting of the Multi-agency Asylum Seekers group. Updated 12/06/17 – next meeting is shortly, action should be complete by end June 17	Hazel Wigmore	Next Multi- agency Asylum Seekers group
12/07/16	18	Presentation of the work regarding 'Premature Deaths for People with Learning Disabilities'. To be followed up with Deborah Turner. Updated 12/06/17 - SC to timetable this into the next appropriate Board meeting (John Patterson to present). <i>Post meeting note: This was confirmed after the meeting as an appropriate action for the SAR subgroup instead of the Board.</i>	Sarah Carlile	Next SAR subgroup 07/08/2017
10/10/16	5	Discussion to take place regarding how information is shared across Adult Social Care concerning mental capacity and DoLS (in terms of the pilot projects) Updated 12/06/17 – RR to continue to oversee this	Lee Thompson/ Razia Riaz	
10/10/16	9	Further discussion to take place regarding the recording of prevalence of domestic abuse as part of the ongoing work of the Quality and Performance subgroup. Updated 12/06/17: Asif Manzoor to keep the domestic abuse recording as an ongoing action until it is clear what is happening with the data.	Asif Manzoor	