

Kirklees **Safeguarding Adults** Board

Partners in preventing abuse and neglect

Kirklees Safeguarding Adults Board

M I N U T E S

13th November 2017

12.00noon - 2.30pm

**Board Room,
Broad Lea House, Huddersfield**



West Yorkshire
Fire & Rescue Service



Board Members:

Name	Board capacity	Agency	Attended	Deputy	No Deputy
Mike Houghton-Evans	Independent Chair		✓		
Penny Woodhead	Head of Quality & Executive Nurse	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	✓		
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	✓	✓ (2)	
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	✓		

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
Clare Robinson	Designated Nurse Safeguarding Adults	Greater Huddersfield Clinical Commissioning Group & representing North Kirklees Clinical Commissioning Group	Deputy for Penny Woodhead (1)
Karen Oates	Commissioning Manager – Economy and Infrastructure	Kirklees Council	Deputy for Helen Geldart (2)
Alexia Gray	Service Manager – Domestic Abuse and Safeguarding Partnerships	Kirklees Council, Adult Safeguarding	Item 10
Jackie McGranaghan	Team Manager – Safeguarding and Social Work (Training subgroup Chair)	Kirklees Council, Learning and Development	Items 12 and 13
Alison Clarkson	Development Officer	Safeguarding Adults Partnership Team, Kirklees Council	Item 18
Saf Bhuta	Head of Safeguarding and Quality	Kirklees Council	
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.	Welcome and Introductions Mike Houghton-Evans (MHE) opened the meeting and welcomed everyone in attendance. Introductions were made and 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 14th August 2017 were agreed as an accurate record.</p> <p>Matters Arising</p> <ul style="list-style-type: none"> • Item 4 - Page 4 – actions complete • Item 6 - Page 6 – action complete • Item 10 - Page 8 – action complete • Item 12 - Page 9 – actions complete. Action regarding members sharing the financial abuse information with their relevant agencies to be removed, with assurances that the information will be shared. • Item 13 - Page 10 – action complete • Item 14 - Page 11 – action complete • Item 15a Pages 11/12. There is an update on this agenda (item 17). The procedures and any actions to be part of the agenda for the next Board meeting (1st February 2018). • Item 15b - Page 13- see Item 15a (pages 11/12). • Item 15c - Page 13- this action wasn't discussed <p><i>Post meeting note:</i></p> <p>Action regarding members sharing the Local Government Ombudsman report for Mental Capacity Act/ Deprivation of Liberty Safeguards (MCA/DoLS) with their relevant agencies to be removed, with assurances that the information will be shared.</p> <ul style="list-style-type: none"> • Item 16 – Page 14 - see Item 15a (pages 11/12). • Item 17 – page 15 - actions complete. The current training offer across Kirklees Council and the CCG already provides input on vascular dementia and will be changed to reflect emerging practice issues. A learning summary has been circulated to local managers along with colleagues from South West Yorkshire Partnership Foundation Trust – the message being if in doubt please escalate for advice and direction on a case by case basis. <p>The Dementia Information and Advice Service has been recommissioned and started on 16th October 2017 – it will be run by Community Links and Age Concern and will provide advice, support and a helpline for all both pre and post diagnosis.</p> <ul style="list-style-type: none"> • Item 18 – page 16 – action complete <p><u>Actions from previous minutes:</u></p> <ul style="list-style-type: none"> • Action 10 from 12/06/2017 Board – action complete • Action 9 from 17/02/2017 Board – Mike Houghton-Evans (MHE) reiterated that all partners to share the Board strategic documents and annual report with their Boards/ Governing bodies. It was agreed that this was not possible for NHS England due to its structure; however the information is shared with colleagues. • Action 9 from 10/10/2016 Board – action complete. The Audit has taken place. 	

5.	<p>Membership Changes</p> <p><u>Lay membership</u></p> <p>Mike Houghton-Evans (MHE) confirmed that the death of Hazel Wigmore, (lay member) had occurred since the last Board meeting and that members had been notified previously of this sad news.</p> <p>The Board formally acknowledged everything Hazel did for the Board. Hazel provided an outstanding, appropriate and challenging contribution and will be a sad loss to the Board and all the other work she was part of across Kirklees. MHE and Penny Renwick (PR) attended the memorial service and shared the positive recognition Hazel received from many organisations and individuals. PR added that service made her appreciate how much of a remarkable lady and a '<i>tour de force</i>' Hazel had been.</p> <p>Following a period of reflection, it has been recognised that the Board does require another lay member and recruitment has started this month. An advert is in place on the Kirklees Council recruitment page, but there is a requirement to recruit an exceptional individual that the Board feels has sufficient knowledge to be able to provide challenge. MHE asked partner agencies to think about current contacts that may be eligible to apply and make them aware of the position. The specification for the post states the candidate should not have recently worked for a partner agency (i.e. 5 years) – MHE made members aware that 5 years is a suggestion rather than a requirement and, given the pace of organisational change across the partnership, there could be further flexibility around this.</p> <p><u>West Yorkshire Fire & Rescue Service</u> – Mohammed Ali is unlikely to be in his current post at the time of the next board meeting. A replacement is being sought at present.</p> <p><u>Local Authority – Economy and Infrastructure (previously Streetscene and Housing)</u>: Helen Geldart (HG) was in attendance and will be the Board representative for Housing Services and also Kirklees Neighbourhood Housing due to the retirement of Kim Brear. Karen Oates will be continuing as deputy.</p>	
6.	<p>National Issues</p> <p>Presented by Mike Houghton-Evans (MHE).</p> <ul style="list-style-type: none"> • A report on modern slavery had been produced by Her Majesty's Inspectorate of constabulary and Fire & Rescue Service (HMICFRS) <p>Action (MHE): HMICFRS report on modern slavery to be circulated.</p> <ul style="list-style-type: none"> • Trading Standards are expanding their 'Call blocker service'. <p>Action (MHE): Details of the 'Call Blocker service' expansion to be circulated for sharing.</p> <ul style="list-style-type: none"> • The Local Government Association has produced guidelines for safeguarding adult boards regarding Making Safeguarding Personal (MSP). <p>Action (MHE): Guidelines for Boards regarding Making Safeguarding Personal to be shared.</p>	<p>MHE</p> <p>MHE</p> <p>MHE</p>

	<ul style="list-style-type: none"> The House of Commons has produced a document regarding supporting and safeguarding adults with a learning disability. <p>Action (MHE): Link to be shared regarding the House of Commons document for supporting and safeguarding adults with a learning disability.</p>	MHE
7.	<p>Regional Issues:</p> <p>7a. West and North Yorkshire and York Combined Procedures – Engagement update and local arrangements</p> <p>Presented by Sarah Carlile (SC) and Asif Manzoor (AM).</p> <p>The updated procedures, latest project plan and implementation plan for Kirklees has been shared with members. It was requested that the Board sign off the final draft of the West and North Yorkshire and York Combined Policy and Procedures – Kirklees will be the first Board in the region to sign these off.</p> <p>Following feedback received during the engagement process there have been amends around Mental Capacity and Designated Health Professionals. There has been a legal proof read and an Equality Impact Assessment undertaken by more than one authority. A summary and an easy read version is also to be produced in the coming months.</p> <p>As part of the implementation in Kirklees there is a robust project plan to support systems planning and communication of policies. Train the trainer sessions are booked in December and other briefings for partners are to be held in January. Partners to ensure in-house training takes into account new procedures including its terminology and approach by January 2018 for delivery from 1st April 2018. Website links or in internal policies to be in place by 3rd April 2018.</p> <p>Outcome: Board agreed to sign off the West and North Yorkshire and York Combined Policy and Procedures, with a view to implementation in Kirklees from 3rd April 2018.</p> <p>7b. PiPot (People in Positions of Trust) Framework</p> <p>Presented by Sarah Carlile (SC).</p> <p>There is a requirement that all Safeguarding Adults Boards have in place a framework and process for how allegations against people in a position of trust should be notified and responded to. The proposed framework shared with members has been produced for the Yorkshire and Humber region and signed off by the Safeguarding Adults Board Managers' group.</p> <p>At present there is no such framework in place and the recommendation to the Board is to adopt the framework with a view to review in 12 months' time.</p> <p>The framework isn't operational guidance and therefore each agency do need their own procedures in place. It isn't clear at present if agencies do have clear</p>	

	<p>operational guidance in place. Julie Warren-Sykes (JW-S) shared that she has seen a different version which is more guidance/procedure based. JW-S felt a framework-style version to be more useful.</p> <p>Asif Manzoor (AM) asked how this would be introduced for commissioned providers and how it would be implemented on an operational level. Richard Parry (RP) confirmed that he and Penny Woodhead (PW) are already looking into relationships between commissioners (Local Authority and Clinical Commissioning Groups) and commissioned services regarding care quality and safety issues. RP will add the framework onto this list of discussion topics.</p> <p>Action (All): For 1st 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.</p>	All - 1 st Feb Board
8.	<p>Governance: Legal Update</p> <p>Presented by Razia Riaz (RR).</p> <ul style="list-style-type: none"> • A Government response on the Law Commission proposals for Deprivation of Liberty Safeguards (DoLS) will be given in Spring 2018. • The Court of Protection has indicated that court intervention is not required when withdrawing nutrition and hydration with exception of dispute cases. • RB v United Kingdom – decision September 2017. RB had challenged his standard authorisation DoLS and stopped cooperating with his rehabilitation plan. This was unsuccessful in the domestic courts and escalated to the Court of Human Rights where his argument was rejected. The hearing determined that he had been detained due to lack of mental capacity rather than his alcoholism as argued. • Supreme Court is to hear an appeal regarding a Court of Appeal ruling over NHS waiting times, where the Court of Appeal ruling was a split decision. The case follows an individual who left an Accident and Emergency department and subsequently suffered brain damage. The individual was told the waiting time of 4-5 hours but wasn't informed that a triage nurse would assess him within 30 minutes and therefore left A&E after 19 minutes. The original judge dismissed the case, finding that the failure to triage within 19 minutes was not negligent. 	
9.	<p>Governance: Joint work and Police and Crime Commissioner workshop</p> <p>Presented by Mike Houghton-Evans (MHE).</p> <p>Representatives from children's boards, adult boards and community safety partnerships from Bradford, Calderdale, Leeds, Kirklees and Wakefield were in attendance at the recent Police and Crime Commissioner (PCC) workshop. The focus was on collaborative working and how statutory functions collaborate across board agendas. MHE re-confirmed how important it is to continue this preventative work in Kirklees as each of the functions has a focus on health, wellbeing and safety.</p>	

	<p>There were various priorities throughout the region. The three priorities for Kirklees were Modern Slavery and Trafficking including Child Sexual Exploitation (CSE); Radicalisation and vulnerability and Transition issues (from childhood to adulthood) relating to disability and mental health.</p> <p>An opportunity was also given to discuss how the West Yorkshire Partnerships can further develop joint safeguarding strategies and how the PCC's office can further support this work. Feedback from discussions:</p> <ul style="list-style-type: none"> • to be able to link with the work PCC's office does; • a regional approach to safeguarding but to allow for local agendas; • improved communications strategy; • focus on good practice around safeguarding and how best to share this; • over-arching governance unit across West Yorkshire. <p>Action (All): Any comments from partners on better use of resources across West Yorkshire and proposed support from the PCC's office to be fed back to Sarah Carlile by 4th December.</p>	All 04/12/2017
10.	<p>Governance: Annual report – Domestic Abuse strategic partnership</p> <p>Presented by Alexia Gray (AG) - Service Manager – Domestic Abuse and Safeguarding Partnerships, Adult Social Care and Safeguarding, Kirklees Council. Key areas from her report included:</p> <ul style="list-style-type: none"> • The number of Domestic Abuse reports has increased and AG is working with colleagues at West Yorkshire Police to further analyse this. An increase isn't necessarily negative as individuals may feel more confident in reporting. • Over the last 12 months there have been more links made between Domestic Abuse Partnership and the Kirklees Safeguarding Adults Board (KSAB) because of the statutory responsibilities within the Care Act. Quarterly training sessions were run across the partnerships on 'Controlling and Coercive Behaviour' with a focus on mental capacity and there are plans for these to be run again. • A Multi-Agency Risk Assessment Conference (MARAC) audit was undertaken on responses. The outcome was that as a result of actions at MARAC the response received by the individual concerned had been appropriate but the audit also identified some recommendations, currently being considered and implemented at the moment. • The interface between MARAC and the DRAMM (Daily Risk Assessment Management Meeting) was reviewed; representation by an adult social care worker means they can liaise with mental health teams and check details on Carefirst. This has improved the system. • Recording data on the mainframe recording system is being looked into as workers weren't always picking up on other factors within a case e.g. 	

	<p>physical abuse could also have classifications of inter-familial or financial abuse etc.</p> <ul style="list-style-type: none"> • The Safe Later Lives report (circulated previously) has assisted in making crossovers between the two areas of work and further work is to be done on this (including work from the Clinical Commissioning Groups regarding GP surgeries facilitating discussions). During Safeguarding Week, there was a spotlight on 'Older people and Domestic Abuse' and a monologue was performed on this topic. • Additional funding has been secured for a part-time Independent Domestic Violence Advisor (IDVA) post specialising in sexual violence within a relationship. The individual will upskill colleagues with knowledge on the specialism to allow some sustainability. • The Department for Communities and Local Government (DCLG) secured funding is supporting service improvement work at West Yorkshire level. The work will support the implementation of the West Yorkshire Quality Mark scheme by auditing current assessment processes and there is potential for this to be extended to the area's business/ commercial sector. The workers will also collate and disseminate shared learning from Domestic Homicide reviews. The DCLG bid also allowed the secondment of workers from specialist services such as BME and Mental Health. <p>Previously, it has been suggested that training can be too generic, so to combat this, in the forthcoming year, a day's training will be run for Adult Social Care Practitioners and staff plus a further day for Children's and will be personalised for their respective responsibilities.</p> <p>The Domestic Abuse Strategy is due for revision in 2018 and is expected to be devised for 2018-2021. A further needs assessment may need to be carried out and the area expected to feature heavily is lower level preventative work – linking into schools work and community hubs.</p>	
11.	<p>Partner Agency updates:</p> <p>Kirklees Strategic Housing/ Kirklees Neighbourhood Housing (KNH) –</p> <ul style="list-style-type: none"> • Approximately 40 safeguarding champions across both organisations have been identified among staff to allow safeguarding to be further embedded. The staff each have a specific area of interest and arranged a number of events during safeguarding week. They are also organising events similar to the networking events with guest speakers and the sharing of good practice. • The Homelessness Reduction Act 2017 is to be implemented in April 2018. This brings additional statutory duties to public bodies whereby they will be expected to refer individuals to the Housing Authority when leaving accommodation and aren't believed to have anywhere to go (e.g. hospitals, prisons etc.) – this duty to refer will be implemented October 	

2018. The list of public bodies affected is not yet confirmed. Discussions will happen in future regarding regional and national understanding of the Act and to ensure they understand the new duties.

NHS England

- The NHS Yorkshire and Humber Safeguarding Network will be changing its function slightly to be a designated nurse and professionals' event plus a partnership meeting.

Locala

- Paula Adams is now substantive in her role of Safeguarding Lead after previously acting up.
- Locala took a longer approach to Safeguarding Week and held a 'Safeguarding month'. The format worked well.

Mid Yorkshire NHS Acute Hospital Trust

- The Trust has just adopted Gold Standard Framework for End of Life care.
- Clive Barrett (CB) updated the Board on work related to the last CQC inspection.

Calderdale and Huddersfield NHS Foundation Trust

- A nursing conference was held with a focus on 'See Me and Care' – approximately 80 delegates attended.
- A further event is planned for 21st November on the interaction between the Mental Capacity Act and Mental Health Act (the event has also been opened up to colleagues at West Yorkshire Police).
- The Trust hosted Professor Ted Baker, CQC Chief Inspector of Hospitals, who spoke about a 'well led CQC inspection'.

West Yorkshire Police

- There are currently no Mental Health hospitals within the Kirklees area that have a 'Section 136 Mental Health Suite'. WY Police currently have to utilise the Suites in hospitals within neighbouring districts (Calderdale, Barnsley and Wakefield) which isn't practical given the numbers of Mental Health incidents involved. This poses issues from a policing point of view as they are currently dealing with approximately 40 Mental Health incidents per week but very few arrests (this is a larger number than neighbouring areas such as Wakefield and Calderdale based on recent figures). Request for partner agency support with this.

South West Yorkshire Partnership Foundation Trust (SWYPFT) has done some work with Calderdale around these issues and one of the solutions may be to look at general hospitals hosting suites. Individuals can also be assessed within Accident and Emergency and potentially admitted if they require medical treatment.

It was raised that if changes are made at a single agency level, it may have implications for partner agencies. Richard Parry (RP) shared that

	<p>he and Carol McKenna are to look at issues such as this in terms of unintended consequences and scope these. RP will have a discussion on how this can be resolved.</p> <p>Action (RP): Richard Parry to feed back to Board on issues with lack of Kirklees '136 Mental Health Suites'.</p> <ul style="list-style-type: none"> • Domestic abuse level is at 30 incidents per day on average (mixture of low, medium and high); however, the repeat rates are among the lowest in the force. • Serious Sexual Offences (SSOs) have increased by 4.5%, however, these may include 'yesteryear' crimes and how crime is now being recorded. <p>South West Yorkshire Partnership Foundation Trust (SWYPFT)</p> <ul style="list-style-type: none"> • SWYPFT also focussing on 'Prevent' agenda. • Safeguarding conference is planned for March 2018. <p>Clinical Commissioning Groups</p> <ul style="list-style-type: none"> • CCGs also focussing on 'Prevent' agenda through NHS England. Seeking assurances from each provider that staff training is at 85%, with a target date of March 2018 for anyone not at this level. • Training workshops are to be offered to GPs in July 2018 as part of the partner protected time. Partners will be asked to facilitate groups (potential topics are Making Safeguarding Personal (MSP), reporting safeguarding etc). <p>Kirklees Council</p> <ul style="list-style-type: none"> • A number of changes to the staffing at Head of Service level and operational arrangements. RP made a request for agencies to share updated organisational charts. <p>Action (All): Partner agencies to share updated organisational charts with Richard Parry.</p> <p>Kirklees Council – Adult Social Care</p> <ul style="list-style-type: none"> • The operational teams have now started moving into 'community hubs', resulting in place based teams; different ways of working and changes in practice. Any feedback from partners is welcome. • Amanda Evans (AE) recently attended the regional Safeguarding Adults Review workshop hosted by ADASS (Association of Directors for Adult Social Services) where a national library for reviews was discussed – this is a work in progress but the link to be shared. <p>Action (SC): circulate the link for the ADASS national library</p> <p>Safeguarding Adults Partnership Team</p> <ul style="list-style-type: none"> • The latest Safeguarding Adults newsletter is being devised. <p>Action (All): Photos and updates from any events to be submitted to Sarah Carlile for the next safeguarding newsletter.</p> <p><u>End of Life care: gold standard</u></p>	RP
		All
		SC

	<p>Mike Houghton-Evans (MHE) discussed the 'Gold Standard Framework for End of Life Care'.</p> <p>MHE met with a relative recently and confirmed that he would be seeking assurances through the Board that there is an expectation for gold standard to be applied in care homes commissioned by Board agencies.</p> <p>There isn't anything in the framework which wouldn't be just seen as good practice. In July 2018, the National Institute for Clinical Excellence (NICE) are producing their end of life care standards and the considered documentation used includes the gold standard framework.</p> <p>Action (All): Assurances required that partners know about the gold standard and utilise it. Also that commissioned services also utilise the gold standard. A response is required in writing from partner agencies who are commissioners of care homes. Response required by 4th December 2017.</p> <p>NHS England are looking at how collaborative working between agencies may affect end of life care e.g. anticipation of end of life and how it is planned; out of hours services; accessing medication etc. As GP's have nationally negotiated contract CCG's will be encouraging them to sign-up to best practice.</p>	All
12.	<p>Performance: Evaluation report of multi-agency training</p> <p>Presented by Jackie McGranaghan (Chair of the Training Subgroup and Team Manager – Safeguarding and Social Work, Learning and Organisational Development, Kirklees Council).</p> <p>An independent review was carried out around the current multi agency training offer. This had been prompted by information that some partner organisations weren't accessing very much of training provided by the board so the sub group were keen to establish why this was occurring and how training should be provided in future.</p> <p>As result of the review, the training subgroup is working on implementing the straightforward report recommendations for next year's training plan, but there are two remaining recommendations which the Board needs to consider:</p> <p>Recommendation One <i>This asks the Board to consider charging agencies for 'no-shows' and 'late cancellations'.</i></p> <p>There is no consistency across other partnerships on the issue of charging at the moment.</p> <p>The recommendation was that charges should be applied to all agencies – it was pointed out that as some partners contribute to the Board budget they may, in effect, be charged twice if this was to be introduced or reduce their budget commitment.</p>	

	<p>Health services may find that last minute operational cover causes issues for attending – it was agreed that a mechanism needed to be in place to allow attendance but that charging may not alter this.</p> <p>Outcome: Not to progress with charges. Further analysis is required once the initial changes made to training venues and delivery. ‘Drop-out’ rates for each agency needs to be looked at to see if this is generic across all partners or a single agency needs to be targeted.</p> <p>Recommendation Two <i>This asks the Board to look at employing a Learning and Organisation Development trainer to specifically deliver training.</i></p> <p>The flexibility of some specific delivery and some commissioned training allows more scope – the training subgroup recommend that this remains at the current position as there have been issues with other services using this ‘one trainer’ model e.g. holiday cover etc. It also allows for specifically commissioning trainers with specialist knowledge.</p> <p>Outcome: To continue with the current model of commissioned training.</p> <p>Further discussion is required on how to evaluate partner agency training to assure the Board of the content of what each is delivering – there is an item on next training subgroup to take this forward.</p>	
13.	<p>Performance: Multi-agency Learning and Improvement Framework (MALIF)</p> <p>Presented by Jackie McGranaghan (JMcG). This was part of the work discussed in item 12.</p> <p>It was felt that a framework was required to ensure learning is shared across agencies following various Safeguarding Adults Reviews and Learning Lessons reviews as well as audit activity. This is a key document and sits alongside the Quality Assurance Framework and Safeguarding Adults Reviews Framework. The framework (known as MALIF) gives a number of options of how agency learning can be shared.</p> <p>The training subgroup requested the Board adopt the MALIF and that partner agencies report back at challenge events how the MALIF has been used.</p> <p>Outcome: The MALIF has been formally adopted by the Board.</p> <p>Action (All): partner agencies to adopt the Multi-agency Learning and Improvement Framework (MALIF) within their own agencies.</p>	All
14.	<p>Performance: Minutes of the Delivery Group and the key issues</p> <p>Sarah Carlile (SC) presented on Penny Woodhead’s behalf, sharing the draft</p>	

	<p>minutes from the Delivery group held on 24th October 2017. The majority of items being included in the Board agenda.</p> <p>Additional key issues:</p> <ul style="list-style-type: none"> • There are some major pieces of work ongoing regarding performance. • The role of Chair of Quality and Performance subgroup – continues to be a pressure. • There are challenges around the draft report of a current Safeguarding Adults Review (SAR). • There are some delays in the ‘OG’ improvement plan (item 17 on agenda). <p>Clare Robinson (CR) added that the delivery group was also looking at whether The Mental Health Crisis Concordat met key requirements as outlined in recent guidance to safeguarding boards.</p>	
15.	<p>Performance: Annual report of Board audit activity</p> <p>Presented by Asif Manzoor on behalf of the Quality and Performance sub group (AM).</p> <p>The audit activity is based on the board’s ‘Quality Assurance Framework’ and the quadrant named ‘Information that Safeguarding arrangements deliver the outcomes that people want’. The audits are multi-agency and independent of any agency audit activity.</p> <p>AM gave an overview of what audits have already taken place during the last 12 months and which audits are coming up. The audits were carried out from the adult at risk’s perspective – focus on Making Safeguarding Personal (MSP).</p> <p>For each audit within the report shared, there are key findings listed and areas of identified improvement.</p> <p>The MSP audit (questionnaire based) showed that people felt part of the safeguarding concern. MSP principles in the main were being applied but further work is required e.g. identifying at an earlier point what the adult at risk wanted as an outcome and also documenting whether the outcome had actually been met. Issues identified were wider operational issues such as the level of care received etc.</p> <p>Feedback from the audits will be fed into the Multi-Agency Learning and Improvement Framework (MALIF).</p>	
16.	<p>Performance: Update on development work</p> <p>Presented by Asif Manzoor (AM) and Vicky Thersby on behalf of the Quality and Performance Sub group.</p> <p>16a) Performance Report</p> <p>The Board Dashboard continues to be a work in progress but includes regular sections on safeguarding concerns; ‘support and outcomes for adult at risk’;</p>	

	<p>capacity assessments; level of risk; concerns timelines and health data.</p> <p>An outline was given on the most recent dataset for Quarter 2.</p> <ul style="list-style-type: none"> • Adult Social Care is looking further into increase in concerns this and whether appropriate decision making has been taken (e.g. improving systems and reviewing). • There is a low proportion of recording Domestic Abuse concerns (for Adults at Risk) but there isn't anything to compare regionally or nationally, as this is new since the Care Act. Audits are looking at knowledge and awareness of Domestic Abuse. <p>Action (Training subgroup): Discussions within the Training subgroup with partner agencies regarding assurances on awareness of Domestic Abuse, and the links with adult safeguarding.</p> <p>Action (Vicky Thersby): to check the data for Calderdale and Huddersfield Foundation Trust (CHFT) regarding Serious Incidents.</p> <ul style="list-style-type: none"> • Confirmed that NHS England has an overview of all SI's reported over the Yorkshire and Humber region and any with a safeguarding element not reported are picked up. • It was agreed that further analysis is needed where there has been a serious incidents (SI) and where a concern reported e.g. what proportion were Grade 3 Pressure Ulcers etc. and what are partners doing about those areas. <p>Action (Quality and Performance subgroup): further dashboard analysis required where there has been a SI and a concern.</p> <p>16b) Mental Capacity Act/ Deprivation of Liberty Safeguards (DoLS)</p> <ul style="list-style-type: none"> • There has been an increase in applications, however, the backlog of allocations have decreased. • Everyone within the process is working at maximum capacity. • Ongoing work is taking place on action plans, DoLS in the community and DoLS workflow. • NHS Digital has now published the national DoLS figures. • The DoLS prioritisation is still complying with Local Government Association guidance. 	Training subgroup VT
17.	<p>Safeguarding Adults Reviews: Care Home Prevention Strategy (in relation to the 'OG' SAR improvement plan)</p> <p>Saf Bhuta reported on behalf of the Local Authority and the Clinical Commissioning Groups that the working group has been developing a quality assurance tool – this is now complete and in use.</p> <ul style="list-style-type: none"> • The early support group is now established and have met a number of times. • Themes are to be looked at for future targeted work. • There is a clear process to be followed if providers have received warnings or failures to apply a consistent and standard approach. 	Q&P subgroup
		15

	<ul style="list-style-type: none"> • There is work still to do including communications work with partner agencies and providers. <p>Action (Amanda Evans/ Penny Woodhead): Mike Houghton-Evans requested that the final report be provided at 1st February Board meeting.</p>	AE/PW
18.	<p>Governance: Communications strategy – social media</p> <p>Apologies given to Alison Clarkson who was in attendance for this item. Due to the time required for debate, this item was not discussed.</p> <p>Action (All): Comments to be sent to Alison Clarkson on the social media report (paper circulated) to Alison Clarkson by 1st December 2017.</p> <p>Mike Houghton-Evans commented that any decisions about the board's use of social media shouldn't replace individual agency interaction with individuals.</p>	ALL 01/12/17
19.	<p>AOB:</p> <p>19a. GDPR (new Data Protection arrangements) The new General Data Protection Regulation (GDPR) legislation information will be circulated.</p> <p>Further work is ongoing by Asif Manzoor and Lisa Hodgson regarding any potential implications for Board.</p>	
20.	<p>Next Meeting Date: 1st February 2018 (10am – 12.30pm) – Textile Centre, Red Doles Lane, Huddersfield</p> <p>Future meeting dates: (all held at Textile Centre, Red Doles Lane, Huddersfield) 24th April 2018: 10am – 12.30pm <i>plus Development Day 1pm to 4pm</i> 18th July 2018: 10am – 12.30pm 25th October 2018: 1pm – 3.30pm</p>	

Kirklees Safeguarding Adults Board

Partners in preventing abuse and neglect



Summary of actions from 13th November 2017

Item No.	Action	Lead person/s	Timescale
6	Action (MHE): HMICFRS report on modern slavery to be circulated.	MHE	
6	Action (MHE): Details of the 'Call Blocker service' expansion to be circulated for sharing.	MHE	
6	Action (MHE): Guidelines for Boards regarding Making Safeguarding Personal to be shared	MHE	
6	Action (MHE): Link to be shared regarding the House of Commons document for supporting and safeguarding adults with a learning disability.	MHE	
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.	All	1 st Feb Board
9	Action (All): Any comments from partners on better use of resources across West Yorkshire and proposed support from the PCC's office to be fed back to Sarah Carlile by 4 th December.	All	04/12/2017
11	Action (RP): Richard Parry to feed back to Board on issues with lack of Kirklees '136 Mental Health Suites'.	RP	1 st Feb Board
11	Action (All): Partner agencies to share updated organisational charts with Richard Parry.	All	
11	Action (SC): circulate the link for the ADASS national library	SC	
11	Action (All): Photos and updates from any events to be submitted to Sarah Carlile for the next safeguarding newsletter.	All	

11	Action (All): Assurances required that partners know about the gold standard and utilise it. Also that commissioned services also utilise the gold standard. A response is required in writing from partner agencies who are commissioners of care homes. Response required by 4 th December 2017.	All	04/12/2017
13	Action (All): partner agencies to adopt the Multi-agency Learning and Improvement Framework (MALIF) within their own agencies.	All	
16a	Action (Training subgroup): Discussions within the Training subgroup with partner agencies regarding assurances on awareness of Domestic Abuse, and the links with adult safeguarding.	Training subgroup	
16a	Action (Vicky Thersby): to check the data for Calderdale and Huddersfield Foundation Trust (CHFT) regarding Serious Incidents.	VT	
16a	Action (Quality and Performance subgroup): further dashboard analysis required where there has been a SI and a concern	Q&P subgroup	
17	Action (Amanda Evans/ Penny Woodhead): Mike Houghton-Evans requested that the final report be provided at 1 st February Board meeting. <i>Replaces Action 16 from 14/08/2017 Board.</i>	AE/ PW	1 st Feb Board
18	Action (All): Comments to be sent to Alison Clarkson on the social media report (paper circulated) to Alison Clarkson by 1st December 2017.	All	01/12/2017

Continuing actions from previous Board meetings

Board Date	Item No.	Action	Lead person/s	Timescale
14/08/17	15a	Adult social care to continue to monitor the level of concerns and trends. Findings should be fed in findings to the 'care home early support and prevention group' as well as form part of the narrative for the Board.	Amanda Evans	

14/08/17	15a	Quality and Performance subgroup to look further into how 'level of risk' following a formal enquiry can be presented.	Vicky Thersby/ Asif Manzoor	
14/08/17	15b	Adult Social Care to gain feedback from the independent reviewer and further analyse as needed.	Patrick Worthington <i>(now Amanda Evans/ Saf Bhuta)</i>	
14/08/17	16	Patrick Worthington to work with Korrina Campbell (Service Manager (Transformation), Kirklees Council) and Toni Smith (Head of Continuing Care, North Kirklees Clinical Commissioning Group) to discuss an engagement approach with the provider sector for the Care Home Prevention Strategy.	Patrick Worthington <i>(now Amanda Evans/ Saf Bhuta)</i>	