

**Kirklees Safeguarding Adults Board**

**MINUTES**

**14<sup>th</sup> August 2017**

**12.00noon - 2.30pm**

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

**Board Members:**

<b>Name</b>	<b>Board capacity</b>	<b>Agency</b>	<b>Attended</b>	<b>Deputy</b>	<b>No Deputy</b>
Mike Houghton-Evans	Independent Chair		✓		
Penny Woodhead	Head of Quality & Executive Nurse	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		✓ (1)	
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		✓ (2)	
Clive Barrett	Head of Safeguarding	The Mid Yorkshire NHS Acute Hospital Trust	✓		
Kim Brear	Assistant Director - Streetscene and Housing	Kirklees Council		✓ (3)	
Julie Warren-Sykes	Assistant Director of Nursing, Clinical Governance and Safety	South West Yorkshire Partnership NHS Trust	✓		
Claire Jones	Interim Quality and Safety Lead	Locala Community Partnerships CIC		✓ (4)	

**Deputies and others in attendance:**

<b>Name</b>	<b>Board capacity</b>	<b>Agency</b>	<b>Attendance reason</b>
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
CI Ian Mottershaw	Chief Inspector	West Yorkshire Police	Deputy for Oz Khan (1)
Patrick Worthington	Interim Head of Safeguarding and Quality	Kirklees Council, Adult Social Care	Deputy for Lee Thompson (2)
Karen Oates	Commissioning Manager – Economy and Infrastructure	Kirklees Council	Deputy for Kim Brear (3)
Paula Adams	Interim Safeguarding Lead	Locala Community Partnerships CIC	Deputy for Claire Jones (4)
Amanda Evans	Service Director	Kirklees Council, Adult Social Care	To commence attending Board on behalf of Adult Social Care (also see item 5)
Lisa Hodgson	Business Support Manager	Kirklees Council, Safeguarding Adults Partnership Team	Minute taker

**Additional Apologies**

Razia Riaz – Senior Legal Advisor, Kirklees Council (Legal advisor to the Board)

**Mailing List:**

Nikki Gibson, Head of Safeguarding – Yorkshire Ambulance Service

<b>Number</b>	<b>Item</b>	<b>Lead person &amp; timescale</b>
1.	<b>Welcome and Introductions</b> Mike Houghton-Evans (MHE) opened the meeting and welcomed everyone in attendance. Introductions were made. Deputies/ Apologies were recorded.	
2.	<b>Declarations of Interest</b> None recorded.	
3.	<b>Confidentiality Declarations</b> None recorded.	
4.	<b>Previous Minutes &amp; Matters Arising</b> The minutes of the meeting held on 12 <sup>th</sup> June 2017 were agreed as an	

accurate record.

Matters Arising

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- Systems thinking safeguarding partnership event: scoping work. A briefing paper has been circulated to members about this work. It has been determined that no partnership event is to be organised, but if specific agencies want further information, this can be arranged. Action closed.
- A slot was to be timetabled onto the next Board agenda for the LeDeR programme (premature deaths for people with Learning disabilities). Post meeting, it was decided that this work sits better with Safeguarding Adults Review (SAR) subgroup. Sarah Carlile (SC) will arrange for the item to be added SAR subgroup agenda, however, Penny Woodhead (PW) added a caveat that the programme of work is changing and therefore it may be better to delay this slightly (Delivery group aware of changes).

**ACTION: Sarah Carlile to timetable LeDeR programme onto the SAR subgroup.**

- An action for Razia Riaz (RR) was ongoing regarding how information is shared across Local Authority Adult Social Care regarding Deprivation of Liberty Safeguards (DoLS) and Mental Capacity Act. Razia has covered this in her update report which has been circulated (item 8). Action closed.

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- SC confirmed that the joint board protocol has been discussed in the executive group for the Community Safety Partnership but not yet at their full board.

**ONGOING ACTION: SC to check that the 'HWB KSAB KSCB CSB CT Protocol' 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)

- SC confirmed that she/ Lee Thompson (LMT) were asked to discuss a way forward with regards sex work and links with safeguarding adults. This has been fed into the combined procedures. Action complete.

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- SC confirmed that over 60 people attended the Section 42 regional workshop in June to agree a consistent approach to the interpretation and recording of Section 42 enquiries (of the Care Act 2014). The session was led by Dr Adi Cooper, Joint Chair, ADASS (Association of Directors of Adult Social Services). The outcomes of the workshop have been fed into regional developments. Action closed.

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	<p><u>Page 10</u></p> <ul style="list-style-type: none"> <li>Asif Manzoor (AM) made the Board aware that the meeting with the Kirklees Coroner no longer needs to take place as the Kirklees and Wakefield Coroners are now both in agreement with the national guidance for individuals who die with a DoLS in place (or are on the waiting list for assessment). Action closed.</li> <li>The refreshed strategic plan is now published and can be found on the Board’s webpage. Action closed.</li> </ul> <p><u>Page 12</u></p> <ul style="list-style-type: none"> <li>Comments have been received on the draft engagement strategy. It has been finalised and now on the Board webpage. Action closed.</li> </ul> <p><u>Page 13</u></p> <ul style="list-style-type: none"> <li>SC thanked members for their comments on the annual report. The Board is currently awaiting data to be finalised before publication. Action closed.</li> </ul> <p><u>Page 16</u></p> <ul style="list-style-type: none"> <li>SC has sent a copy of the ‘OG’ report to Penny Renwick (PR) for her information. Action closed.</li> </ul> <p><i>A short discussion took place regarding ‘training plans’ being referred to for a number of work streams. It was agreed that the phrase ‘workforce development’ was more appropriate and this would be used in future.</i></p>	
<p><b>5.</b></p>	<p><b>Membership Changes</b></p> <p><u>Local Authority – Economy and Infrastructure (previously Streetscene and Housing)</u>: Karen Oates (KO) confirmed that Helen Geldart (Head of Housing) will be the Board representative. KO will be continuing as deputy.</p> <p><u>Local Authority – Adult Social Care</u>: Amanda Evans (AE), Service Director is going to attend Board as a replacement for Lee Thompson who has taken up a new appointment within the Council. Saf Bhuta has been appointed to the Head of Safeguarding and Quality; until he is fully in post, Patrick Worthington will be in attendance as the Interim Head of Safeguarding and Quality.</p> <p><u>Lay membership</u> Mike Houghton-Evans (MHE) confirmed that due to ill health, Hazel Wigmore has resigned as lay member.</p>	
<p><b>6.</b></p>	<p><b>National Issues</b></p>	

	<p>Mike Houghton-Evans (MHE) fed back that boards are working with the 'National Police Chiefs Council'. Boards should be cited on linked agendas such as Modern Slavery and should look to more collaborative work.</p> <p>The Making Safeguarding Personal (MSP) temperature check and ADASS survey (Association of Directors for Adult Social Services) has identified seven themes for further work (to be circulated).</p> <p>The National Chairs have now produced their annual report (to be circulated).</p> <p>A PowerPoint presentation has also been compiled on the impact of Safeguarding Adults Boards being made statutory (to be circulated).</p> <p><b>Action: MHE to circulate a copy of:</b></p> <ul style="list-style-type: none"> <li>- the MSP temperature check and ADASS survey;</li> <li>- the National Chairs' annual report</li> <li>- the presentation on the impact of Safeguarding Adults Boards being made statutory.</li> </ul>	<b>MHE</b>
7.	<p><b>Regional Issues: West and North Yorkshire and York Combined Procedures – Engagement update and local arrangements</b></p> <p>Sarah Carlile confirmed that the project plan, the update report and a summary of responses were circulated as meeting papers.</p> <p>The overall view of feedback from the recent engagement exercise received is very positive, stating the new procedures are more focused on 'Making Safeguarding Personal' and outcome based. A cultural change is needed across all workforces.</p> <p>Point 2.7 of the update report discusses the areas that need strengthening from the feedback.</p> <p>There have been some issues regarding the Mental Capacity Act guidelines and some specialists will be looking at this. A further issue has been around PIPOT (person in a position of trust) –therefore the new procedures reflect the national position on this.</p> <p>There have also been a number of useful comments around editorial updates e.g. making charts clearer and information easier to digest etc. SC made members aware that a summary and an 'easy-read' version are planned.</p> <p>The project is on track, although there is slight slippage due to the sign-off dates for all seven Boards. The final Board across the region is due to sign off mid-January 2018, but this won't halt planning for implementation.</p>	

	<p>The implementation date for Kirklees was planned for the end of calendar year, but SC made members aware that this may need to be kept under review to ensure smooth working across boundaries.</p> <p>The oversight of the procedures and implementation plan on behalf of board will be via Delivery Group.</p>	
8.	<p><b>Governance: Legal Update</b></p> <p>Razia Riaz (RR) has submitted a legal report to the Board and this was circulated as part of the papers.</p> <p>No comments or queries were raised with the report.</p>	
9.	<p><b>Governance: Engagement with the Police and Crime Commissioner</b></p> <p>Mike Houghton-Evans (MHE) reported back to the board that he met with the Police &amp; Crime Commissioner in August, where he confirmed that the Police and Crime Commissioner's contribution in Kirklees, both financially and in person is very encouraging.</p> <p>The meeting was a very positive one and mainly covered the 'linked agenda' work including Modern Slavery and Domestic Abuse and the ongoing collaborative '3 Boards' work in Kirklees.</p>	
10.	<p><b>Safeguarding Week 2017</b></p> <p>Asif Manzoor (AM) presented the paper regarding Safeguarding Week 2017. The event will be week commencing 9<sup>th</sup> October and has been scaled back compared to 2016, on the basis of reduced resources and feedback received. Scoping work is ongoing to determine whether a network event will take place or whether a 'virtual launch' will be used.</p> <p>During the remaining days:</p> <ul style="list-style-type: none"> <li>• Tuesday 10<sup>th</sup> October will be dedicated to Kirklees Safeguarding Children's Board (KSCB) including workshops and talks on a drop-in basis.</li> <li>• Wednesday 11<sup>th</sup> October will be focused on the Kirklees Safeguarding Adults Board (KSAB) including some monologue plays highlighting domestic abuse and older people.</li> <li>• Thursday 12<sup>th</sup> October the Community Safety Partnership (CSP) will hold events around Hate Crime, Gangs etc.</li> <li>• Friday 13<sup>th</sup> October will be used to re-launch the KSCB</li> </ul> <p>Events will be advertised on the KSAB and KSCB webpages. Partner agency activities for that week have been requested and can also be advertised.</p> <p>For a consistent approach, the same logo is being used across West Yorkshire and also the same Twitter hashtag for promotion.</p>	

	<p>The launch event may need involvement from Board members. Penny Woodhead (PW) asked if partnership forums could be identified via the engagement strategy in order that partners could visit these to discuss Safeguarding Week plus the critical messages. It was agreed that further exploration of this would be worthwhile.</p> <p>The KSAB monologue plays will be both a public and professional interface, whereas the KSCB events are mainly for professionals. There is also a possibility that 'Facebook Live' may also be used during the week using a themed approach.</p> <p><b>ACTION (SC): Sarah Carlile to discuss with Alison Clarkson the identification of partnership forums via the engagement strategy.</b></p>	<b>SC</b>
11.	<p><b>Governance: Making Safeguarding Personal</b></p> <p>Amanda Evans (AE) updated the group on the Making Safeguarding Personal (MSP) temperature check for Adult Social Care, explaining that this is a work in progress.</p> <p>The report circulated was prepared by Lee Thompson (LMT). There are changes occurring within the teams.</p> <p>MSP will be a key theme to all the changes. There will be a move towards focussing on outcomes for individuals.</p> <p>There will also be a move towards 'place based teams', giving additional links with communities and adopting an approach of positive risk taking.</p> <p>Councillor training has been arranged for October where members will be updated on MSP.</p> <p>Mike Houghton Evans (MHE) suggested to members that if MSP is to be effective, there needs to be a stronger thread linking behaviours with culture. At present, it doesn't appear to be collaborative enough and the Board needs to drive partners to embed this change within their organisations.</p> <p>Penny Woodhead (PW) made members aware of her position in terms of being part of the Integrated Commissioning Executive (Clinical Commissioning Groups and the Local Authority). PW explained that the executive regularly self-audits itself, ensuring approaches reflect MSP. PW suggested that as part of the Board Challenge Event, partner agencies can do the same, asking what they are doing, how they can demonstrate this etc.</p> <p>Asif Manzoor (AM) confirmed that the self-assessment questionnaire for the Challenge Event has MSP element built-in and the new audit tool developed by the Quality and Performance subgroup also includes questions about MSP. Results from the recent audits will be reported to the November Board.</p>	



	<p>Sarah Carlile (SC) also discussed that the language and terminology used on the self-assessment needs to reflect language used across the whole partnership not just social work, otherwise there is a risk that information won't be captured if the question isn't asked in the right way.</p> <p>MHE confirmed that prior to the Challenge Event, organisations need to do some pre-thinking and undertake at their own temperature check.</p>	
12.	<p><b>Prevention – Financial Abuse and Scams</b></p> <p>As mentioned in Item 11, an October session has now been booked with Councillors around awareness raising of financial abuse and scams.</p> <p>The paper circulated has been written by the Local Government Association and partners, outlining the current position on scams. The scale of the problem is huge. These are issues for the Board to consider as part of any future work on financial abuse.</p> <p>The paper gives 'top tips for Boards'. These include: being aware of scams; joint work with Trading Standards; awareness of referral mechanisms and also awareness of the support available for victims.</p> <p>Sarah Carlile made the Board aware that Kirklees has been working on this for a number of years and has been working alongside the Financial Inclusion Steering Group (an antipoverty strategy joint network) on work around the prevention of financial abuse. A joint event was held earlier in the year on financial abuse. Work has also been ongoing around the 'Suckers' list; cross referencing this in terms of individuals known to the Council as victims of financial abuse. The Board has also commissioned other work by Trading Standards.</p> <p>Further work is ongoing and the Board will be updated on this. Safeguarding week will also discuss this theme.</p> <p><b>Action (All): Members to share the information on financial abuse and scams with their relevant agencies for awareness raising.</b></p> <p>Trading Standards will attend a future Delivery Group meeting to this work forward.</p> <p><b>Action (SC): Sarah Carlile to invite Trading Standards to a future Delivery Group meeting.</b></p> <p>A discussion took place around the potential difficulties in prosecuting telephone/ internet scams and how vulnerabilities of the victim can make recollection of events difficult. Ian Mottershaw (IM) confirmed that early identification of the victim is crucial to try and prevent multiple scams. Continuous refreshment on new scams is also requested.</p> <p><b>ACTION (AM): Asif Manzoor to circulate the presentation from</b></p>	<p>All</p> <p>SC</p> <p>AM</p>

	<b>financial abuse network event.</b>	
<b>13.</b>	<p><b>Performance: Safeguarding Adults Review (SAR) subgroup annual report</b></p> <p>Sarah Carlile (SC) presented the annual report from the SAR subgroup on behalf of Osman Khan (OK). SC gave a brief background to the subgroup and the framework governing their current work – this framework was agreed and signed off in February 2016.</p> <p>Between May 2016 and Aug 2017 there have been five consideration requests, with one being commissioned so it is felt that there haven't been enough requests to review the framework at present.</p> <p>Regional work is ongoing to look at the numbers of SARs commissioned. Often parallel reviews are ongoing and therefore learning is already taking place e.g., a Domestic Homicide Review; complaint investigation or NHS England investigation process. The subgroup and Board need to be cited on these and determine how best to share the learning, rather than undertaking an additional review.</p> <p>The independent chair signs off final decision and can request the case to be looked at again. During the year, OK and SC met with Mike Houghton-Evans (MHE) to look at the requests and ensure these were signed off appropriately with a clear rationale on the additional scrutiny.</p> <p>Recommendations from the Children's Ofsted inspection have also been cross-referenced to the Adults work on reviews.</p> <p>SC also confirmed that the last 12 months has also seen the subgroup members further developing their skills including training on the 'National Decision Model (NDM) training which the Police utilise – this has now been built into the discussions and decisions for each new consideration request.</p> <p>Mike Houghton-Evans (MHE) confirmed that the eight emerging key themes discussed in the update report need further discussions. Asif Manzoor (AM) confirmed that the nature of the new audit tool means you can select a theme as required.</p> <p><b>Action (AM): Asif Manzoor to look at how the key themes from the SAR update report can be incorporated into the general audit process.</b></p> <p>The SARs also need a strong emphasis on Making Safeguarding Personal (MSP). SARs should be focused on the learning being understood but also more widely embedded into practice across all agencies.</p>	<b>AM</b>
<b>14.</b>	<p><b>Performance: Minutes of the Delivery Group and the key issues</b></p> <p>Penny Woodhead discussed the minutes and issues from the Delivery Group held on 14<sup>th</sup> July 2017. PW made members aware that the</p>	

	<p>minutes had been virtually approved but not formally within the Delivery group meeting. She brought to the attention of the Board members, the following key issues:</p> <ul style="list-style-type: none"> <li>• Scoping has been undertaken around learning and development/ training in terms of what do we need as a multi-agency offer for Safeguarding. Work has been commissioned on this but isn't complete. The key is to develop a learning culture within the Board and partner organisations regarding safeguarding.</li> <li>• The Board's Self-Assessment tool is currently being updated by the Quality and Performance subgroup. The Challenge Event had been discussed and it was agreed that the timeframes for the completion of the self-assessment tool wasn't feasible for a September date, so the event was to be moved to February.</li> <li>• The September date was planned to be used to reflect on how the Board develops a learning culture. Sarah Carlile (SC) / Mike Houghton-Evans (MHE) confirmed that this has also now been cancelled due to capacity of Board members and a report will be produced as part of the November Board instead.</li> </ul> <p>PW confirmed that the report discussed in Item 7 on the minutes (Safe Later Lives: Older People and Domestic Abuse) encourages agencies to think further about what sits in Domestic Abuse and what is adult safeguarding.</p> <p><b>ACTION (SC/LH): SC/LH to circulate to Board members the link for the report 'Safe Later Lives: Older people and Domestic Abuse'</b></p>	<p><b>SC/LH</b></p>
<p><b>15.</b></p>	<p><b>Performance: Update on Development Work</b></p> <p><b>15a) Performance Report</b>  Asif Manzoor (AM) discussed the latest data on the Board Dashboard (which continues to be a work in progress) including the sections on safeguarding concerns; 'adult at risk'; capacity assessments; level of risk, concerns timelines and health data.</p> <p>There has been an increase in the number of safeguarding concerns recorded. The analysis of concerns shows it is predominantly physical abuse, followed by neglect that is reported (this follows the same pattern regionally, however, on a national level; neglect is more prevalent than physical).</p> <p><b>Action (Amanda Evans/Lee Thompson): 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.</b></p> <p>Board members asked about how the 'level of risk is recorded'. AM</p>	<p><b>AE/LMT</b></p>

	<p>confirmed that this is based on a national way of recording and there is a difference between managed and unmanaged risk – positive risk taking is also being undertaken by providers.</p> <p><b>ACTION (AM): There is a further breakdown of the explanation of ‘risk remained’ which AM will look to add to the dashboard.</b></p> <p><b>ACTION (AM/VT): Quality and Performance subgroup to look further into how ‘level of risk’ following a formal enquiry can be presented.</b></p> <p>It was clarified that AS01/2 is the abbreviation of the concern form used by Adult Social Care.</p> <p>The dashboard narrative states that advocacy support continues to remain low; however, Penny Woodhead (PW) asked what this was based on. AM confirmed that additional rhetoric about this was on the previous dashboard. Previous audits showed advocacy uptake was low but that individuals were being supported by other means.</p> <p>Karen Oates (KO) asked that the concerns data graph is made clearer and that the narrative needs to discuss further what the numbers actually mean in practice (are they good/ bad/ indifferent). AM confirmed that the action for adult social care should answer this.</p> <p>KO also asked what the term ‘care home permanent’ related to and the difference between this and ‘residential care home’. AM believed this should be care home nursing and care home residential but will check.</p> <p><b>ACTION (AM): AM to check the labels on the ‘alleged abuse location for concerns section’ (what is ‘care home permanent’).</b></p> <p>As this is work in progress, the health data section is new and this is the first time it has been included on the dashboard. Some data is missing, however, Julie Warren-Sykes pointed out that there may be some more work required around what data is required and why and what this data actually shows the Board.</p> <p><b>15b) Safeguarding Update – decrease in concerns and timeliness of decision making</b> Patrick Worthington (PWor), Interim Head of Safeguarding and Quality discussed this item.</p> <p>PWor confirmed that lengthier timelines were a product of the complexity of a case e.g. having to go through Coroner’s court, lengthy police investigation, structural complexities etc.</p> <p>In a number of cases, initial concerns have become ‘managed concerns’ which means they have been triaged more effectively and the decision making process is more robust. Work has been put into the front line service to make this more efficient and input from the safeguarding team</p>	<p><b>AM</b></p> <p><b>AM/VT</b></p> <p><b>AM</b></p>
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	<p>is making a difference. That said care homes are still required to report all concerns by the Care Quality Commission (CQC).</p> <p>Training regarding timeliness is on the agenda for team managers. Once safeguarding at an operational level is embedded, the intention is to ask a Care and Health Improvement Advisor, Yorkshire and Humber, Local Government Association) to review this practice independently.</p> <p>Mike Houghton-Evans (MHE) discussed the conversion rate from strategy to formal enquiries. PWor confirmed that Elaine Crossley (Service Manager, Safeguarding services, Kirklees Council) is to look at some analysis on this for the Early Intervention and Prevention group (also see item 16).</p> <p><b>ACTION (PWor): Adult Social Care to gain feedback from the independent reviewer and further analyse as needed.</b></p> <p><b>15c) Mental Capacity Act/ Deprivation of Liberty</b> Asif Manzoor (AM) gave a brief update on the Mental Capacity Act (MCA) and Deprivation of Liberty Safeguards (DoLS).</p> <p>Currently there has been a slight decrease in DoLS requests received by the Local Authority. This is due to ongoing work undertaken by the Local Authority to manage the workload.</p> <p>This includes work to streamline and improve management of the workflow; desktop reviews using an approved tool are ongoing and the Local Authority and Clinical Commissioning Groups (CCGs) are continuing to work together on community DoLS. This refers to the joint procedure currently being written on community DoLS.</p> <p>Nationally there will be changes in the future for DoLS, but there is nothing new to report on this.</p> <p>A report has been published on mental capacity and DoLS from the Local Government Ombudsman – this gives key themes of investigations (including care providers/ local authority failings around not completing capacity assessments; disagreements involving family; poor best interest assessments) and also shows good practice points (including carry out a proper mental capacity test; ensure best interest assessments are properly carried out; consider the least restrictive option; involve an independent mental capacity advocate; ensure there are no unnecessary delays in carrying out mental capacity assessments for DoLS). The report also states that of 1212 complaints 20% were concerning MCA/DoLS and 69% of these were upheld.</p> <p><b>ACTION (ALL): The Best practice top tips/ good practice list from the Local Government Ombudsman MCA/DoLS report to be shared as necessary.</b></p>	<p><b>PWor</b></p> <p><b>All</b></p>
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16.	<p><b>Safeguarding Adults Reviews: Care Home Prevention Strategy ('OG' SAR Improvement Plan)</b></p> <p>Penny Woodhead (PW) gave a verbal update to the Board on the draft 'Kirklees Care Home Prevention, Early Intervention, Performance and Closure Procedure'.</p> <p>The working group have been developing a quality assurance tool – this is now complete and in use. The early support group is now established and have met a number of times. Themes are to be looked at for future targeted work.</p> <p>Due to changes in personnel there may be a capacity issue in terms of who will engage with the sector around this protocol and how this engagement will take place. Toni Smith (Head of Continuing Care, North Kirklees Clinical Commissioning Group) will link with the provider forum but a named link for Adult Social Care will be needed – for the moment, it was confirmed that this will Patrick Worthington (PWor) for the moment.</p> <p><b>ACTION (PWor): 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.</b></p> <p>The new procedures are being used and can be deployed rapidly when required. There is a need to review and adapt these where needed and this is likely to take place towards the end of year.</p> <p><b>ACTION (PW): Penny Woodhead to present a full update report to the November Board.</b></p> <p>PW also confirmed this links with the 'OG' improvement plan. Where work is still amber due to the procedures and ongoing work being implemented, there is a need to evidence this thoroughly.</p>	<p>PWor</p> <p>PW</p>
17.	<p><b>Safeguarding Adults Reviews: Update on Dementia Strategy (learning from a former SCR 'Mr F')</b></p> <p>Patrick Worthington (PWor) discussed the paper shared on the 'Mr F' case. A Serious Case Review (SCR) took place for this individual and as</p>	

	<p>part of that a revision of the dementia strategy was agreed. The Board had asked for an update.</p> <p>The Dementia Information, Advice and Support service is due to be re-rendered and will cover a number of the recommendations from the SCR including offering advice to individuals and families regardless of eligibility and an expectation that housing needs will be discussed.</p> <p><b>ACTION (PWor): Patrick Worthington to provide an update for the Board on the re-tendering of the new dementia information, advice and support service.</b></p> <p>Karen Oates (KO) asked that a section in the update report be re-worded to make it clear that 'Kirklees Council are <u>enabling</u> Extra Care Housing options to be provided' rather than 'delivering' the options.</p> <p>Training on dementia awareness following the 'Mr F' case has increased. Sarah Carlile (SC) pointed out that the SCR was focussed on vascular dementia where individuals will have a fairly predictable life course and professionals (and others) need to be aware of how to deal with this.</p> <p><b>ACTION (PWor): Patrick Worthington to look into whether training and awareness has been updated based on the recommendations on vascular dementia and how to deal with this.</b></p> <p>There has been an audit on referral routes into South West Yorkshire Partnership Foundation Trust.</p> <p>Regarding individuals with dementia in hospital, the mental health liaison team and care pathway are in place.</p> <p>The 'Care programme Approach' includes the identification of the named/lead professional.</p> <p>Mechanisms are being put in place to include carers and family as partners in providing support. Views of carers to be included in care planning and a survey to assess whether carers feel included to take place.</p> <p>Dementia Friends sessions taking place plus a programme of training.</p> <p>PWor confirmed that Recommendation 10 is a work in progress and needs further account at Board.</p> <p>The re-tendered support service will underpin Kirklees becoming a dementia friendly locality.</p> <p>Mike Houghton-Evans (MHE) confirmed that the audit tool is evolving and themes such as vascular dementia as in this case can be added to it. Asif Manzoor (AM) asked whether it needs to be determined if this fits</p>	<p>PWor</p> <p>PWor</p>
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	with Quality & Performance subgroup or with the agencies themselves and for assurance to go back to Q&P.	
18.	<p><b>Safeguarding Adults Reviews: Update on ‘Mr G’ Inquest and publication of report</b></p> <p>Sarah Carlile (SC) updated members on progress on ‘Mr G’ Safeguarding Adults Review. Mr G was a man with a brain injury who died.</p> <p>SC advised the Board the Inquest was held recently and has now concluded. There were no local recommendations. The Coroner had series of national recommendations and these were sent out as a Regulation 28 ruling to national agencies.</p> <p>Publication of the review report (and improvement plan) is now planned.</p> <p>With relation to the improvement plan, the SAR subgroup had oversight of this, but the Board need to be fully satisfied that the latest version is robust and accurate.</p> <p><b>ACTION (ALL): Any comments on the ‘Mr G’ improvement plan to be brought to SC’s attention by the end of the week (18<sup>th</sup> August).</b></p>	ALL
19.	<p><b>Partner Agency Updates:</b></p> <ul style="list-style-type: none"> <li>• Mid-Yorkshire Hospital Trust updated the Board on their recent CQC inspection. This was a confidential discussion and has not been included in the minutes.</li> <li>• Penny Woodhead (PW) asked that it was formally recorded that Deborah Turner has now left North Kirklees Clinical Commissioning Group (CCG). PW will be the Board member for both CCGs for safeguarding purposes.</li> <li>• Paula Adams (PA) made the Board aware that following their CQC inspection, Locala now have an improvement plan including an internal safeguarding audit. The final draft is not available at present but PA will keep the Board updated.</li> </ul>	
20.	<p><b>AOB</b></p> <p>N/a</p>	
21.	<p><b>Next Meeting Dates:</b></p> <p>13<sup>th</sup> November (12pm – 2.30pm) – Board Room, Broad Lea House</p>	



## Summary of actions from 14<sup>th</sup> August 2017

Item No.	Action	Lead person/s	Timescale
4	Sarah Carlile to timetable LeDeR programme onto the SAR subgroup.	Sarah Carlile	
6	MHE to circulate a copy of: <ul style="list-style-type: none"> <li>- the MSP temperature check and ADASS survey;</li> <li>- the National Chairs' annual report</li> <li>- the presentation on the impact of Safeguarding Adults Boards being made statutory.</li> </ul>	Mike Houghton-Evans	
10	Sarah Carlile to discuss with Alison Clarkson the identification of partnership forums via the engagement strategy.	Sarah Carlile	
12	Members to share the information on financial abuse and scams with their relevant agencies for awareness raising.	All	
12	Sarah Carlile to invite Trading Standards to a future Delivery Group meeting.	Sarah Carlile	
12	Asif Manzoor to circulate the presentation from financial abuse network event.	Asif Manzoor	
13	Asif Manzoor to determine how the key themes from the SAR update report can be incorporated into the general audit process.	Asif Manzoor	
14	Sarah Carlile/Lisa Hodgson to circulate to Board members the link for the report 'Safe Later Lives: Older people and Domestic Abuse'	Lisa Hodgson/ Sarah Carlile	

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	
15a	There is a further breakdown of the explanation of 'risk remained' which AM will look to add to the dashboard.	Asif Manzoor	
15a	Quality and Performance subgroup to look further into how 'level of risk' following a formal enquiry can be presented.	Vicky Thersby/ Asif Manzoor	
15a	Asif Manzoor to check the labels on the 'alleged abuse location for concerns section' (what is 'care home permanent').	Asif Manzoor	
15b	Adult Social Care to gain feedback from the independent reviewer and further analyse as needed.	Patrick Worthington	
15c	The Best practice top tips/ good practice list from the Local Government Ombudsman MCA/DoLS report to be shared as necessary.	All	
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	
16	Penny Woodhead to present a full update to the November Board.	Penny Woodhead	
17	Patrick Worthington to provide an update for the Board on the re-tendering of the new dementia information, advice and support service.	Patrick Worthington	
17	Patrick Worthington to look into whether training and awareness has been updated based on the 'Mr F' recommendations on vascular dementia and how to deal with this.	Patrick Worthington	

18	Any comments on the 'Mr G' improvement plan to be brought to SC's attention by the end of the week (18 <sup>th</sup> August).	All	
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### Continuing actions from previous Board meetings

Board Date	Item No.	Action	Lead person/s	Timescale
12/06/17	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	
17/02/17	9	Sarah Carlile 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). <b>Updated 14/08/17</b> – still requires discussion at the Community Safety Partnership Board.	Sarah Carlile	
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. <b>Updated 12/06/17:</b> Asif Manzoor to keep the domestic abuse recording as an ongoing action until it is clear what is happening with the data.	Asif Manzoor	