

## **Kirklees Safeguarding Adults Board**

# **MINUTES**

**18<sup>th</sup> July 2018**

**10.00am - 12.30pm**

**Textile Centre,  
Red Doles Lane, 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	Chief Quality and Nursing Officer	Greater Huddersfield Clinical Commissioning Group & representing North Kirklees Clinical Commissioning Group		✓(1)	
Lindsay Rudge	Deputy Chief Nurse	Calderdale & Huddersfield NHS Foundation Trust			✓
Marianne Huison	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	✓		
Chloe Haigh	Senior Nurse	NHS England– North (Yorkshire & Humber)	✓		
Tanya Simmons	District Prevention Manager	West Yorkshire Fire & Rescue Service	✓		
Amanda Evans	Service Director	Kirklees Council, Adult Social Care Operations	✓(2)		
Clive Barrett	Head of Safeguarding	The Mid Yorkshire NHS Acute Hospital Trust	✓		
Helen Geldart	Head of Housing Services	Kirklees Council, Economy and Infrastructure	✓(3)		
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		✓(4)	

**Deputies and others in attendance:**

<b>Name</b>	<b>Board capacity</b>	<b>Agency</b>	<b>Attendance reason</b>
Asif Manzoor	Safeguarding Adults Partnership Team Manager	Kirklees Commissioning & Health Partnerships	Board Support
Razia Riaz	Senior Legal	Kirklees Council, Legal	Legal Advisor to the Board

	Advisor	Services	
Luke Turnbull	Designated Nurse for Safeguarding Adults	NHS Calderdale Clinical Commissioning Group	(1) Deputy for Penny Woodhead
Saf Bhuta	Head of Safeguarding and Quality	Kirklees Council, Adult Social Care	(2) Deputy for Amanda Evans
Karen Oates	Commissioning Manager	Kirklees Council, Economy and Infrastructure	(3) Deputy for Helen Geldart
Paula Adams	Head of Safeguarding	Local Community Partnerships CIC	(4) Deputy for Claire Jones
Lee Hamilton	Prevent Coordinator	Kirklees Council, Communities, Transformation and Change	Presented item 13
Alison Clarkson	Development Officer	Safeguarding Adults Partnership Team, Kirklees Council	Attended the full meeting, presented item 14
Helyn Aris	Inspection Manager – Kirklees North Region	Care Quality Commission, Adult Social Care Directorate	Attended the full meeting, presented item 15
Lisa Hodgson	Business Support Manager	Kirklees Council, Safeguarding Adults Partnership Team	Minute taker
Simon McGurk	Head of Adult Social Care Operations (North Kirklees)	Kirklees Council, Commissioning, Public Health and Adult Social Care	Professional development
Susan Brook	Deputy Designated Nurse Safeguarding Adults	NHS Calderdale CCG/ NHS Greater Huddersfield CCG/ NHS North Kirklees CCG	Professional development
Tracy Griffiths	Business Support Manager	Kirklees Council, Safeguarding Adults Partnership Team	Professional development

### **Additional Apologies**

N/A

### **Mailing List:**

Nikki Gibson, Head of Safeguarding – Yorkshire Ambulance Service

<b>No.</b>	<b>Item</b>	<b>Lead person &amp; timescale</b>
<b>1.</b>	<b>Welcome and Introductions</b> Mike Houghton-Evans (MHE) opened the meeting; introductions made and	

	apologies were given including deputies in attendance.	
2.	<b>Declarations of Interest</b> None recorded.	
3.	<b>Confidentiality Declarations</b> None recorded.	
4.	<p><b>Previous Minutes &amp; Matters Arising</b> The minutes of the meeting held on 24<sup>th</sup> April 2018 were agreed as an accurate record.</p> <p><u>Matters Arising</u> The action summary has been updated to show members which actions have been completed and this has been circulated as part of the papers. Additional to this:</p> <ul style="list-style-type: none"> <li>• <i>Item 7 – no issues were raised at the practitioner’s forum (regarding the Joint Multi-Agency Safeguarding Policy and Procedures) to take to the regional chairs group. Any implementation issues have been dealt with within Adult Social Care.</i></li> <li>• <i>Item 13 – Elaine Crossley, Service Manager for Adult Social Care is leading on the task and finish group, any further representatives to be sent to Lisa Hodgson by the end of July</i></li> </ul> <p><b>Action (All): Any further representative names for the self-neglect task and finish group to be sent to Lisa Hodgson by end of July.</b></p> <ul style="list-style-type: none"> <li>• <i>Item 14 action (i) – Board members all confirmed that they have discussed the competency proforma with their training group representatives. Tanya Simmons (TS) is conscious that the Fire Service isn’t represented at the training group – Asif Manzoor and TS to discuss this further outside the Board actions. The action was also added to the training subgroup agenda. COMPLETE</i></li> <li>• <i>Item 15 – Not all agencies have responded regarding their communication lead. Remaining agencies to confirm the information with Lisa Hodgson by the end of July.</i></li> </ul> <p><b>Action (All): All remaining agencies to confirm their communication lead with Lisa Hodgson by end of July.</b></p> <ul style="list-style-type: none"> <li>• <i>Item 17 – Asif Manzoor (AM) confirmed that there wasn’t an appetite for regionally combining the adults and children’s self-assessment tools but he will follow this up further with representatives from the Kirklees Safeguarding Children Board.</i></li> <li>• <i>Item 9 (01/02/18 Board) – It has been agreed that this action should now be part of the training subgroup actions and closed at Board level. Housing representatives have been liaising with Jackie McGranaghan (Training subgroup Chair). COMPLETE</i></li> </ul>	<p>All End July</p> <p>All End July</p>
5.	<b>Membership Changes</b> Asif Manzoor (AM) has now been appointed to the post of Safeguarding Adults Team Manager. The Board congratulated AM on his promotion.	

<p>6.</p>	<p><b>National Issues</b> Presented by Mike Houghton - Evans (MHE).</p> <ul style="list-style-type: none"> <li>MHE will share a Powerpoint presentation with Board members from Professor Pauline Heslop, the programme lead for the LeDeR programme - this gives the current status of the programme and its findings so far. <i>The LeDeR Programme (Learning Disability Mortality Review) is an NHS England led initiative which instigates a review into the death of any person with a learning disability.</i></li> </ul> <p><b>Action (Mike Houghton-Evans): MHE to circulate the LeDeR programme presentation.</b></p> <ul style="list-style-type: none"> <li>Information is also to be circulated on the Safeguarding Adults Reviews (SAR) library currently being set up by ADASS (Association of Directors of Adult Social Services). This is a useful national initiative to share learning from SAR reviews and agencies are able to use this information to inform team briefings, workforce development etc.</li> </ul> <p><b>Action (Mike Houghton-Evans): MHE to circulate the ADASS SAR library information.</b></p> <ul style="list-style-type: none"> <li>There has been increasing concern at both regional and national chairs' meetings regarding issues relating to care homes. Given the amount of growing media attention to difficulties that care homes face, Safeguarding Adults Boards are asking themselves how concerned they should be with this.</li> </ul> <p>Locally, on the back of a Safeguarding Adults Review, work has been undertaken on early warning prevention with care homes. There has also very recently been the Dignity in Care workshop held in Kirklees which was very well received and gave some assurances that staff retention isn't just pay oriented but also about enabling staff. Some factors are, however, outside the control of Adult Social Care or the Care Quality Commission e.g. the ability to recruit as well as market position etc.</p> <p>Helyn Aris (HA) confirmed that there is an improving picture in Kirklees in the care home sector. There has been some ongoing work in the Care Quality Commission safeguarding team and colleagues are looking to establish a West Yorkshire meeting on this area of work.</p>	<p><b>MHE with minutes</b></p> <p><b>MHE with minutes</b></p>
<p>7.</p>	<p><b>Regional Issues:</b> <b>7a. Joint multi-agency safeguarding adults policy and procedures – easy read version</b> Presented by Asif Manzoor (AM).</p> <p>An easy read version of the document is currently being looked at. Collectively the 7 Boards who devised the policy and procedures and looking to commission the production of the document following consultation and engagement with service users. Collectively the 7 Boards who devised the policy and procedures and looking to commission the production of the document including a BSL video the process will include consultation and engagement with service users. The proposed work is due to take place in over the coming months and expected to</p>	

	complete in October.	
8.	<p><b>Governance: Legal Update</b></p> <p>Presented by Razia Riaz (RR).</p> <ul style="list-style-type: none"> <li>• <b>Deprivation of Liberty Safeguards (DoLS)</b> – the Joint Committee on Human Rights has urged action take place on this area and has now published a report examining the Law Commission proposals on reform. The report notes that many people are still currently being deprived of their liberty unlawfully. Recommendations are to bring forward the implementation of Liberty Protection Safeguards (LiPS) which would authorise specific arrangements where deprivation of liberty occurs but with a lighter touch than currently in place.</li> </ul> <p>The Government introduced the amendment to the Mental Capacity Act to the House of Lords on 3<sup>rd</sup> July 2018. Key points are:</p> <ul style="list-style-type: none"> <li>- the Cheshire West definition will still stand;</li> <li>- it will only apply to people who are 18 years and over;</li> <li>- authorisation will be for any settings including domestic and supported living (which will in turn reduce Court of Protection DoLS);</li> <li>- the responsible body will be the hospital body where the majority of care will be in the hospital setting;</li> <li>- where there is no objection, it will fall to the care home to seek people to carry out the assessments;</li> </ul> <p>The second reading was held on 16<sup>th</sup> July 2018 but it is unlikely to receive Royal Assent until early next year. It is thought that the amended Act won't come into full force until approximately 2020. Any additional queries being raised at the moment will be covered within the Code of Practice.</p> <p>The report shows that nationally, 70% of applications are not authorised within statutory timescales. The Board would like assurances the Local Authority can still adhere to timescales and is still utilising guidance provided by ADASS (Association of Directors of Adult Social Services). A benchmark against the national figures would be useful.</p> <p>Further discussion also took place on the ADASS guidance and prioritisation tool which the Local Authority uses. Saf Bhuta (SB) also confirmed that the demand is dealt with in a risk-proportionate way with Legal guidance as and when required.</p> <p><b>Action (Saf Bhuta): Deprivation of Liberty Safeguards (DoLS) statistics to be provided to the Board showing timescales of authorisation and the percentage of applications authorised outside the statutory timescale.</b></p> <p><b>Action (Asif Manzoor): The ADASS DoLS prioritisation tool to be circulated to members.</b></p> <ul style="list-style-type: none"> <li>• <b>RW [2018] (Court of Appeal)</b> – the Court of Appeal considered the case of an elderly man with end stage dementia being provided with clinically</li> </ul>	<p><b>SB Next Board</b></p> <p><b>AM With minutes</b></p>

	<p>assisted nutrition and hydration (CANH) via a nasogastric tube (NG). On discharge his family wished him to have the NG tube remain in place, whereas the Position of Trust/ Official Solicitor on his behalf felt it was in his best interests for this to be removed. The Court approved the latter and refused the family permission to appeal.</p> <ul style="list-style-type: none"> <li>• <b>CANH (clinically assisted nutrition and hydration) withdrawal and the Court of Protection</b> – this is a significant case where CANH withdrawal has been authorised without a hearing but following a significant time delay. The case concerns a 50 year old woman (SP) admitted to hospital following cardiac arrest where she was treated with CANH. SP never regained consciousness and was transferred to a nursing home in a permanent vegetative state (PVS). Two separate best interest meetings were held and these, as well as SP’s family were in agreement that SP would not want to live this way and that CANH should be withdrawn. The Official Solicitor (OS) was approached by the Clinical Commissioning Group to request a streamlined application to Court and represent SP. The OS instructed an expert and following this invited the Court to determine the application without a hearing but with the provision of public judgement. There was significant delay in this case and the best interest decision could have actually taken place 18 months earlier.</li> </ul>	
<p>9.</p>	<p><b>Governance: KSAB Annual report and strategic plan</b></p> <p>Presented by Mike Houghton-Evans (MHE).</p> <p>The Board is in the midst of producing the refreshed 3 year strategic plan (including the work programme) and annual report.</p> <p>The work programme (which forms part of the strategic plan) will incorporate carried forward actions as well as actions from the Board’s development day held in April.</p> <p>The draft plan and annual report is to be circulated prior to the next board meeting, with a view to signing these off virtually by Board members.</p>	
<p>10.</p>	<p><b>Agency safeguarding updates and local issues</b></p> <p><u>Locala</u>  There are some ongoing staffing changes at the moment. The Director of Nursing and Quality will be leaving at the end of December and a member of the safeguarding team is also leaving at the end of August. The safeguarding team won’t necessarily replace their member ‘like for like’ so options are being looked at to determine how best to cover the vacancy.</p> <p><u>South West Yorkshire Partnership Foundation Trust (SWYPFT)</u>  SWYPFT are currently looking at the complexity of adults with a learning disability and their additional vulnerabilities. The project has identified a number of young people who may have been victims of Child Sexual Exploitation (CSE) who are taking part in a pilot scheme looking at how people judge their capacity. An event is also being considered on this subject. Helyn Aris (HA) confirmed that the Care</p>	

Quality Commission (CQC) would be interested in this event. Saf Bhuta (SB) also confirmed that the Kirklees Involvement Network are running a project at the moment along these lines (see item 16a).

#### West Yorkshire Fire and Rescue Service

The new Risk Reduction Lead (Michael Fox) will be starting his role shortly and will also hopefully be the nominated deputy for the Board. Tanya Simmons (TS) will be the Hoarding Panel Chair from next week and confirmed that training on the new hoarding framework takes place in August (details of this will also be in the KSAB Newsletter).

TS also mentioned some issues around referring into the Council relating to the new General Data Protection Regulations (GDPR). Saf Bhuta (SB) confirmed that the data sharing agreement has been shared between the Fire Service and Adult Social Care; GDPR is a complex area and guidelines have been recently shared internally to front line services in terms of consent and what steps have to be taken.

A suggestion was made that assurances should be provided to the Board following a 3 month GDPR implementation period that information is being shared and any issues raised or escalated.

**Action All: Verbal update at October providing assurance GDPR implemented and information is being shared.**

#### NHS England

The 'NHS England April 17- March 18 North safeguarding review' is currently being prepared for sharing. It gives an overview of the North area as a whole plus local information also.

#### Clinical Commissioning Groups

Susan Brook (SBr) confirmed that she had recently delivered training to primary care staff on Domestic Homicide Review (DHR) learning lessons. Approximately 170 staff attended and a number found the '7 minute briefing tool' to be very useful.

**Action (Susan Brook): SBr to send the 7 minute briefing template to Asif Manzoor.**

Luke Turnbull confirmed that during Clare Robinson's absence from work, he is the main contact.

#### Mid-Yorkshire Hospital Trust

The Care Quality Commission (CQC) are visiting this week (unannounced). An announced visit will also be taking place shortly following the previous inspection (based on the old inspection regime).

Frances Aldington will be leaving in September.

There is a lot of work taking place on WRAP (workshop to raise awareness of Prevent).

**All  
Verbal  
update  
October  
Board**

**SBr**



	<p>Mid-Yorkshire Hospital Trust is finding some challenges at the moment in relation to MARAC (Multi-Agency Risk Assessment Conference) due to capacity and discussions on this are ongoing. There are also some challenges around the Mental Capacity Act and how to best demonstrate that assessments have taken place.</p> <p>The Learning Disability Nursing Team were nominated for an award regarding the work they have put into place following Winterbourne View.</p> <p><u>Care Quality Commission (CQC)</u> High level staffing changes are currently taking place within the organisation at the moment. Sir David Behan, the Chief Executive will be leaving the organisation and Ian Treholm has been appointed as his successor.</p>	
<p>11.</p>	<p><b>Safeguarding Adults Reviews: ‘TR’ report and update</b></p> <p>Presented by Asif Manzoor (AM)</p> <p>Two documents have been shared for this item – the final report (unpublished and not for sharing) and an overview report for Board. There are a number of recommendations within the report and each Safeguarding Adults Board involved has been asked to draft their own responses to the actions. Asif Manzoor (AM), Amanda Evans (AE) and Clare Robinson (CR) have devised the Kirklees response which is shown as an appendix to the overview report to Board.</p> <p>Board needed to be cited on this <i>action plan</i>* and that the action responses have been carried out.</p> <p>The report is planned for publication on 23<sup>rd</sup> July 2018. AM has been in discussion with the Local Authority communications lead in preparation for any queries on the report and a press release has been prepared.</p> <p>The Board can assure itself that the actions taken at the time in Kirklees were appropriate and proportionate and this is also confirmed in the report findings.</p> <p><i>*Mike Houghton-Evans (MHE) reiterated that rather than referring to the ‘action plan’ the Board’s preferred term is ‘improvement plan’ or ‘learning and improvement plan’ and should be referred to as such locally.</i></p> <p><b>Outcome: Board agreed to sign this off.</b></p>	
<p>12.</p>	<p><b>Safeguarding Adults Reviews: Mr I final report and publication detail</b></p> <p>Presented by Asif Manzoor (AM).</p> <p>The Safeguarding Adults Review (SAR) has been completed and not yet published.</p> <p>Legal checks have been carried out on the report and both Mike Houghton-Evans (as Independent Chair) and Richard Parry (as the DASS – Director for Adult Social Services) have met and agreed the report. AM still needs to discuss the</p>	

	<p>report and findings further with the family.</p> <p>The title of the report also still needs to be agreed.</p> <p>The Board was also made aware that the improvement plan is based on the report's 1<sup>st</sup> set of recommendations.</p>	
<p><b>13.</b></p>	<p><b>Prevention: Prevent update</b></p> <p>Presented by Lee Hamilton (LHa), Prevent Coordinator, Kirklees Council.</p> <p>Board members have been supplied with a paper on this subject which covers both national and local information. Board members to note that details on there are not for sharing publically.</p> <p>LHa discussed key findings over the last 12 months including the national 'shift' in threat rather than spike; the increase in right wing activity/ threat and the role of social media in radicalisation. Local risk continues to monitor the national picture.</p> <p>CONTEST (the UK's Counter Terrorism Strategy) has been reviewed and was updated in June 2018. The model has remained the same, using the '4 P's' (Prevent, Pursue, Protect, Prepare) but strengthening areas in line with the current threat/ risk. The Prevent strand of this has a greater focus on known threat, supporting individuals who are vulnerable to radicalisation. The Prevent strand now includes working with individuals already convicted through rehabilitation. Multi-agency centres that looks at the sharing of information with wider bodies/ agencies are also to be piloted nationally.</p> <p>Kirklees Channel panel continues to meet on a monthly basis with a good attendance and referrals continue to be high and in line with national figures. Of the Channel cases supported in 2017-2018 there was split between referrals for young people and adults and Daesh inspired/ Right Wing inspired referrals. Kirklees remains part of the Dovetail pilot and will lead on the regional rollout across the North East.</p> <p>The local Prevent strategy has been reviewed and will become a 3 year document and is awaiting sign off by the Gold CONTEST group</p> <p>There has been a change in funding as Kirklees is a Tier 2 (medium risk) area; and funding is focussed on Tier 1 areas – this will have an impact on engagement and delivery of Prevent activities.</p> <p>Further discussion took place on professionals perceiving that people have mental health issues as opposed to those actually diagnosed and that this may add to stereotypes.</p> <p>Mike Houghton-Evans also added that the Board need to be assured that modern practice in supporting vulnerable people recognises that social isolation can be a factor in individuals' wellbeing and can have unintended consequences.</p>	

<p>14.</p>	<p><b>Early Intervention and Prevention and Adult Safeguarding:</b></p> <p>Presented by Alison Clarkson (AC).</p> <p>Safeguarding Week was held in June, with Community Plus acting on the Board's behalf during the week. Each Board held their own activities this year. The 'Professional Curiosity' event was held at the beginning of the week where independent authors were speaking on Serious Case Reviews (SCRs) with a Domestic Homicide Review (DHR); Safeguarding Adults Reviews (SARs) and Domestic Abuse.</p> <p>The Making Safeguarding Personal (MSP) event was also very well attended and discussed embedding MSP into practice as well as the new Joint Multi-agency Safeguarding Adults Policy and Procedures. 80-90% of attendees were external to the Council.</p> <p>Community Plus held 21 Safeguarding workshops which reached 210 individuals who said they had a better understanding of Safeguarding after attending. West Yorkshire Trading Standards (through Community Plus) presented to 2 dementia groups and are carrying out further work in Kirklees shortly.</p> <p>Safeguarding bingo sessions were also held. One of the Community Plus hubs created an information pack which was disseminated. Drop in sessions are planned to be held. Next year Community Plus will also link in with GPs as part of safeguarding week.</p> <p>Mike Houghton-Evans (MHE) discussed that he and AC had been guests at the Third Sector Leaders group as well as holding a separate meeting with Healthwatch Kirklees. Part of the discussions had were regarding looking at alternative models to lay member recruitment. Recruitment to the second lay member vacancy won't take place at the moment – further discussions will continue after the summer on the range of options including the setting up of a reference group to support the board.</p> <p>AC continues to lead on communication and engagement and MHE confirmed that these are to be seen as a single strand of work. Engagement will continue with public and provider services; the Third Sector Leaders group and Healthwatch Kirklees have offered support with this.</p> <p>The Dignity in Care network event (approx. 60 attendees) showcased some of the really good work taking place across Kirklees and good examples of dignified care were shared. The re-launch of the Dignity in Care steering group was an action that came out of the event as well as having a yearly event which the Board supports.</p> <p><b>Action (All): Partner agencies asked to put forward a representative to sit on the dignity in care steering group. Email to <a href="mailto:Jackie.mcgranaghan@kirklees.gov.uk">Jackie.mcgranaghan@kirklees.gov.uk</a> by 21/09/2018.</b></p> <p>It is reasonable that as the dignity in care initiative is a key strand in safeguarding</p>	<p>All 21/09/18</p>
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	<p>prevention that Board expects its members to sign up to be Dignity Champions.</p> <p><b>Action (Asif Manzoor): AM to share the dignity in care link with Penny Renwick.</b></p>	<b>AM</b>
15.	<p><b>Care Quality Commission (CQC) update</b></p> <p>Presented by Helyn Aris, Inspection Manager – Kirklees (North Region). Further information will also be circulated with the minutes but key points were:</p> <ul style="list-style-type: none"> <li>• The approach of how Adult Social Care inspections are carried out was launched 2014 which wanted all locations rated, CQC are now looking at revisiting this method.</li> <li>• Locations rated 'Inadequate' have decreased by approx. 10%.</li> <li>• Success has been based on robust provider conversation from the beginning with actions being taken where required. This has helped to focus the provider on what needs to be done. Partner information has also been used as part of these conversations. Providers without the will to improve have left the market. There has been an escalation of the enforcement approach within 6 months if no improvement or actions carried out. Repeated 'requires improvement' conversations are based on risk but also based on the expectation that they will improve.</li> <li>• Changes since October 2017 – key lines of enquiry have been enhanced, particularly on Equality and Human Rights. Some aspects of personalised care aren't being picked up e.g. a person's sexuality who lives within a care home setting. <i>The Board asked if Commissioners also cited on these issues; Saf Bhuta confirmed that he and Helyn Aris are discussing these areas.</i></li> <li>• CQC has powers to prosecute under regulation 12 (safe care and treatment). This can be time-consuming in terms of fact finding for the prosecution case.</li> <li>• The picture locally is healthy compared with the national picture, however, there is a caveat to this regarding the 'repeat require improvement locations'. <ul style="list-style-type: none"> <li>- Inadequate locations – previously 8%, now 6% (nationally 5%)</li> <li>- Requires improvement – previously 34%, now 29% (nationally 32%)</li> <li>- Good – previously 55%, now 63% (nationally 62%)</li> <li>- Outstanding remained the same</li> </ul> <i>The Board asked how the local Kirklees data compared against other West Yorkshire areas. These figures are shown as part of the presentation but as an example, the 'Inadequate' ratings are: Bradford 10%, Calderdale 11%, Leeds 4% and Wakefield 9% compared with Kirklees 6%.</i> </li> </ul>	
16.	<p><b>Performance: Delivery group key issues</b></p> <p>Presented by Saf Bhuta (SB), vice chair of the Delivery group.</p> <p>SAR subgroup continue to embed learning in terms of SARs and are to use a briefing template which will then be integrated with the national ADASS library.</p> <p>16a) SB gave an overview of the Kirklees Involvement Network (KIN) 'Happy</p>	

	<p>Healthy Relationships' project and a discussion followed on this. Board members are asked to link in with the project.</p> <p>16b) Delivery against the Board work plan – Hoarding framework This is now finalised and will be shared with Board members shortly. Training sessions are planned for August and again will be shared as well as included in the Safeguarding newsletter.</p> <p>16c) Delivery against the Board workplan – work on self-neglect Elaine Crossley is leading on this area of work and an update will be available for the October Delivery group.</p> <p>16d) Learning evaluation framework – Delivery group has agreed that the Learning Evaluation Framework is to be piloted for the remainder of the year and then discussions to take place regarding its effectiveness. It was also agreed that with regards refresher training taking place in partner agencies that as long as assurances are received by the Board that this is effective and fulfils any statutory or organisational requirements then a standard refresher period won't be required to be adopted across all agencies.</p>	
<p><b>17.</b></p>	<p><b>Performance:</b></p> <p>Presented by Asif Manzoor (AM).</p> <p>17a) Performance report key points:</p> <ul style="list-style-type: none"> <li>- Page 1 - Section 42 enquiries: there appears to be a peak in activity, however, there has been an agreed change in terms of what is recorded.</li> <li>- Page 2 – Mental Capacity – Capacity assessments are being monitored by Adult Social Care through quality arrangements – this has been built into the audit plan. 'Risk remains' assurance work is also taking place and will be part of the next dashboard, as will 'Making Safeguarding Personal' data.</li> <li>- Page 3 – timeliness – visuals show an improved timeline for the safeguarding response. As part of a fortnightly process, incomplete cases are going to the relevant team to be looked into and reported back on.</li> <li>- Page 4 – Health partner agencies information – this is an area of work in progress and there are ongoing debates in the Quality and Performance subgroup regarding what data should actually be reported on. This is Kirklees related data only, due to this, there should be a caveat on the health data stating that if the agency covers a larger footprint than Kirklees and this isn't being reported on then it doesn't necessarily show the full picture of the service.</li> </ul> <p>17b) Mental Capacity Act (MCA)/ Deprivation of Liberty Safeguards (DoLS) The number of DoLS requests have increased based on the previous year, however, unallocated case have remained at around the same level. The Association of Directors for Adult Social Services (ADASS) priority tool continues to be used.</p>	

18.	<p><b>Performance: Peer review update</b></p> <p>Presented by Mike Houghton-Evans (MHE).</p> <p>The original peer review dates proposed in November are no longer a possibility, the peer review is provisionally re-arranged to 3<sup>rd</sup> to 5<sup>th</sup> December. The actual dates will be finalised as soon as possible.</p> <p>MHE reiterated that the Board can identify areas of interest for the peer review to explore.</p>	
19.	<p><b>Any Other Business (AOB)</b></p> <p>19a) KSAB meetings 2019 planning – Lisa Hodgson (LH) made Board members aware that planning for the Board and subgroup meetings will start to take place shortly. If agencies feel that any of their larger, regular or corporate meetings need to be taken into consideration as part of this planning they need to ensure they let LH know by the end of August at the latest.</p> <p><b>Action (All): Agencies to make Lisa Hodgson aware of any pre-booked or regular corporate meetings that may affect Board planning for 2019. Information to LH by 31<sup>st</sup> August.</b></p>	<p><b>All 31/08/18</b></p>
21.	<p><b>Next Meeting Date:</b> 25<sup>th</sup> October 2018: 1pm – 3.30pm - Textile Centre, Red Doles Lane, Huddersfield</p>	

## Summary of actions from 18<sup>th</sup> July 2018

Item No.	Action	Lead person/s	Timescale
6 (i)	MHE to circulate the LeDeR programme presentation.	Mike Houghton - Evans	With minutes
6 (ii)	MHE to circulate the ADASS SAR library information	Mike Houghton - Evans	With minutes
8 (i)	Deprivation of Liberty Safeguards (DoLS) statistics to be provided to the Board showing timescales of authorisation and the percentage of applications authorised outside the statutory timescale.	Saf Bhuta	Next Board meeting
8 (ii)	The ADASS DoLS prioritisation tool to be circulated to members	Asif Manzoor	With minutes
10	Susan Brook to send the 7 minute briefing template to Asif Manzoor.	Susan Brook	
14 (i)	Partner agencies asked to put forward a representative to sit on the dignity in care steering group. Email to <a href="mailto:Jackie.McGranaghan@kirklees.gov.uk">Jackie.McGranaghan@kirklees.gov.uk</a> by 21/09/2018.	All	21/09/18
14 (ii)	AM to share the dignity in care link with Penny Renwick.	Asif Manzoor	
19	Agencies to make Lisa Hodgson aware of any pre-booked or regular corporate meetings that may affect Board planning for 2019. Information to LH by 31 <sup>st</sup> August.	All	31 <sup>st</sup> August 2018

## Continuing actions from previous Board meetings:

Board Date	Item No.	Action	Lead person/s	Timescale
24/04/18	13.	<b>Action (ALL):</b> Agencies to confirm either way if they wish to be part of the task and finish group for self-neglect. Representative names to be sent to Lisa Hodgson.	All	31 <sup>st</sup> July 2018

		<b><i>Update 18/07/18: Any further representative names for the self-neglect task and finish group to be sent to Lisa Hodgson by end of July.</i></b>		
24/04/18	15.	<b>Action (ALL):</b> All partners to let Lisa Hodgson know who their agency Communications lead is. <b><i>Update 18/07/18: All remaining agencies to confirm their communication lead with Lisa Hodgson by end of July</i></b>	All	31 <sup>st</sup> July 2018
24/04/18	17.	<b>Action Asif Manzoor (AM):</b> AM to discuss the potential combining of Children's and Adults self-assessment tools at the regional group. <b><i>Update 18/07/18: Asif Manzoor (AM) confirmed that there wasn't an appetite for regionally combining the adults and children's self-assessment tools but he will follow this up further with representatives from the Kirklees Safeguarding Children Board.</i></b>	Asif Manzoor	Verbal Update at next board in Sept