

## **Kirklees Safeguarding Adults Board**

# **MINUTES**

**22 January 2019**

**12:30 – 15:00**

**Textile Centre,  
Red Doles Lane, Huddersfield**

### Board Members:

| Name                | Board capacity  | Agency   | Attended | Deputy | No Deputy |
|---------------------|---|--|----------|--------|-----------|
| Mike Houghton-Evans | Independent Chair   |  | ✓        |        |           |
| Penny Woodhead      | Chief Quality and Nursing Officer                             | Greater Huddersfield Clinical Commissioning Group & representing North Kirklees Clinical Commissioning Group | ✓        |        |           |
| 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   | ✓        |        |           |
| Clive Barrett       | Head of Safeguarding  | The Mid Yorkshire NHS Acute Hospital Trust   | ✓        |        |           |
| Helen Geldart       | Head of Housing Services                                      | Kirklees Council, Economy and Infrastructure   | ✓        |        |           |
| Julie Warren-Sykes  | Assistant Director of Nursing, Clinical Governance and Safety | South West Yorkshire Partnership NHS Trust   | ✓        |        |           |
| Julie Clennell,     | Director of Nursing, Allied Health Professionals and Quality  | Locala Community Partnerships CIC  |          | ✓(1)   |           |
| Helen Hunter        | Chief Executive   | Healthwatch Kirklees and Calderdale  | ?        |        |           |

**Deputies and others in attendance:**

| <b>Name</b>     | <b>Board capacity</b>                                      | <b>Agency</b>  | <b>Attendance reason</b>      |
|-----------------|--|--|-------------------------------|
| Ash Manzoor     | 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    |
| Claire Fairlee  | Senior Legal Officer                                       | Kirklees Council, Legal Services                       |                               |
| Paula Adams     | Head of Safeguarding                                       | Local Community Partnerships CIC                       | (1) Deputy for Julie Clennell |
| Alison Clarkson | Safeguarding Adults Partnership Team Acting Deputy Manager | Safeguarding Adults Partnership Team, Kirklees Council |                               |
| Mick Fox        |  |  |                               |
| Helen Hunter    |  |  |                               |
| Robert Jackson  | Business Support Officer                                   | Kirklees Council, Adult Safeguarding Operational Team  | Minute taker                  |

**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> |
|------------|---|------------------------------------|
| 1.         | <p><b>Welcome and Introductions</b></p> <p>Mike (MHE) opened the meeting; introductions were made and apologies were given.</p>   |                                    |
| 2.         | <p><b>Declarations of Interest</b></p> <p>None recorded.</p>  |                                    |
| 3.         | <p><b>Confidentiality Declarations</b></p> <p>Mike (MHE) stated that the Board publishes the minutes and that the Board is supported by Razia (RR) to ensure that these are correct.</p>  |                                    |
| 4.         | <p><b>Previous Minutes &amp; Matters Arising Accuracy</b></p> <p>The minutes of the meeting held on 25 October 2018 were discussed. Page 4 – South West Yorkshire Partnership Foundation Trust - Julie (JSW) accuracy item, advised that there is ongoing work regarding this this year. A date has not yet been set.</p> |                                    |

There are no further amendments requested.

### **Action from previous minutes**

6 (i) MHE to circulate The Rough Sleeping Strategy – **Completed**

6 (ii) MHE to circulate the new guide to Fire Safety in Specialised Housing – **Completed**

7 MHE to circulate the role of the Safeguarding Adults Board to ensuring good quality of Care – **Completed**

9 (i) KSAB Annual Report and Strategic Plan - CR will talk to Penny Woodhead re attending H&W Board and Scrutiny Panel with MHE - AM will send invite **Completed**

9 (ii) KSAB Annual Report and Strategic plan - AM to ensure that the both documents are on the KSAB web pages – **Completed**

14 (i) Faith Sector Groups discussion needs to take place with other Boards with a view to further collaborative working - MHE to raise at 3 Board meeting. Mike (MHE) confirmed that this will be raised at the meeting tomorrow. – **This can be closed as meeting is planned**

14 (ii) MHE to mention Delivery Group Key issue – E-learning at the next regional SAB Independent Chairs meeting Mike (MHE) advised that as the Independent Chairs Meeting has not yet taken place then he has not been able to discuss this. – **Meeting was cancelled, no longer relevant as e- learning package is being increased**

15 (i) SB to send further information on new model in safeguarding to MHE – **Carried forward**

15 (ii) SB to provide and update report highlighting timeliness of urgent DoLS applications – **carried forward**

16 ALL Board members make themselves available for interview slots 3 to 5 December 2018 for the Peer Challenge – **Completed**

### **Self-Neglect Network Event**

Mike (MHE) advised that there is a conflict of dates of when this is likely to take place. However, MHE advised that it will likely be in April. MHE advised that he will confirm the exact date as soon as possible.

**Action: Mike Houghton-Evans (MHE) to confirm the date of the Self-Neglect Network Event as soon as possible.**

**MHE**

|    |   |     |
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|    | <p><b>Peer Challenge</b></p> <p>Mike (MHE) thanked everyone for taking part in this.<br/>Mike (MHE) confirmed that Scrutiny have asked for a report regarding the Peer Challenge to be sent to them.</p>  |     |
| 5. | <p><b>Membership Changes</b></p> <p>Mike (MHE) confirmed that he will be meeting with Julie Clennell.</p> <p><b>Action: Mike Houghton-Evans (MHE) to meet with Julie Clennell prior to the next KSAB meeting</b></p>  | MHE |
| 6. | <p><b>National Updates</b></p> <p>Ash (AM) confirmed that national workshops have taken place. The workshops looked at the different interpretations of Section 42 and national data. AM has attended 2 workshops in which they went through different case studies. A report will be published. AM will keep the KSAB updated.</p> <p>Mike (MHE) confirmed that subject of data was raised in the Peer Challenge.</p> <p>Penny (PW) queried are we going to get any guidance?</p> <p>Ash (AM) advised that he does not feel that we will get any guidance yet as it is deemed that there is no right or wrong answer, there is a lot of variation.</p> <p><u>Paperwork</u></p> <p>Mike (MHE) advised that there are 2 documents which he will circulate to the attendees. They are the NHS Digital Survey and The Slavery Care Standards. MHE advised that there was a third document. However, this was relating to the link between safeguarding and prisons as we don't have any prisons in Kirklees is less relevant.</p> <p><b>Action: Mike Houghton-Evans (MHE) to circulate the copies of the documents referred to under national updates to the attendees</b></p> | MHE |
| 7. | <p><b>Regional Updates</b></p> <p>Ash (AM) confirmed that he has sent an email (yesterday) regarding a regional event which will focus on best practice relating to self-neglect. There are 7 places available. AM will coordinate the places.</p>  |     |
| 8. | <p><b>Governance: Legal Update</b></p> <p><b>Independent Mental Health Act Review published 6 December 2018</b></p> <p>Razia (RR) gave an overview of this from her report.</p>   |     |

## **Mental Health Units (Use of Force) Act 2018**

Razia (RR) gave an overview which led to a discussion:

Marianne (MH) confirmed that officers use body cameras.

The officers should be using Mental Health Suites. However, we do not have one in our area, therefore they do end up being taken to hospitals where the police officers are remaining with them which has a pull on resources. MH confirmed that the number of people we are helping with mental health issues is quite significant.

Richard (RP) confirmed that there has been an increase in the number of people who have been admitted to hospital with mental health issues. RP advised that it has been highlighted that these issues were not previously known.

Penny Renwick (PR) raised that it is important that we get to the data and look into this.

Julie (JWS) said that the statistics can look different and that people have more choice now as to what interventions that they will or will not accept.

Lindsay (LR) confirmed that they set up a Mental Health Working Group to ensure services are sufficiently robust enough. LR confirmed that she is leading this piece of work for the hospital. LR advised that we need to evidence that we are robustly reviewing it.

Marianne (MH) said that it is a sign of improvement that there has been the introduction of Mental Health Nurses as they are checking records regarding suicidal or missing people and that they can accurately assess their safety. MH acknowledges that access to services at these times is restrictive. However, it has reduced the amount of people with mental health issues who have been placed in police cells.

Penny (PR) advised that from the CCG's perspective, that they need to look into this and they will need to view the figures as part of the 10 year plan. PR feels that we need to link these areas together.

Richard (RP) stated that it is great that police cells are not being used as much to detain people with mental health issues. However, in relation to the data, RP queried do we feel that everyone is doing their bit? RP explained further regarding the concern about the people who do not stay in contact with services. RP does not feel that it is something that can be discussed at this board. However, it is something which needs to be discussed outside this meeting.

Julie (JWS) raised that under the definition of mental health then anyone with social problems could fit in that criteria.

Helen (HW) said that crisis mental health care is the largest area in which we receive spontaneous feedback from the public.

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|     | <p><b>Mental Capacity (Amendment) Bill [Lords]</b></p> <p>Razia (RR) gave an update from her report around the amendment proposed. Further information on the amendments can be found on the link below.<br/> <a href="https://publications.parliament.uk/pa/bills/cbill/2017-2019/0303/amend/mental_rm_pbc_0110.1-7.html">https://publications.parliament.uk/pa/bills/cbill/2017-2019/0303/amend/mental_rm_pbc_0110.1-7.html</a></p> <p><b>SR v a Local Authority [2018]</b><br/> <b>Case - Restricted contact of husband due to his expressed views in support of euthanasia</b></p> <p>Razia (RR) informed the meeting of a case where a husband was restricted contact from his wife (they were married for 58 years). There were concerns due to comments made regarding Euthanasia.</p>   |        |
| 9.  | <p><b>Governance: PEER Challenge</b></p> <p>Mike (MHE) confirmed that everyone has had a copy of the presentation delivered by the Peer Challenge team. MHE confirmed that the next stage is to review the Peer Challenge report and consider the recommendations and build any key areas into the future work plan of the KSAB. MHE thanked everyone for taking part.</p> <p>Mike informed the group that he will work through the report to identify what he felt were the actions.</p> <p>The board's development session in April will be used to agree actions and work to include in the next work plan.</p> <p>Mike (MHE) confirmed that the final version of the report will be circulated to the board members when complete</p> <p><b>Action: Mike Houghton-Evans (MHE) and Ash Manzoor (AM) to circulate the final version of the Peer Challenge report when complete.</b></p> | MHE/AM |
| 10. | <p><b>Governance: Delivery Group Update</b></p> <p>Penny (PW) provided an update. PW highlighted good partnership working between Community Plus and the Fire Service working together to carry out Safe and Well Checks.</p> <p>Tanya (TS) highlighted that the Safe and Well Checks are a good way of identifying social isolation.</p> <p>This led to a discussion around recent fire related deaths :</p> <p>Tanya (TS) explained they are bound legally and the Fire Investigation Department are involved.</p> <p>There was a discussion regarding the interface with Safeguarding Adult's Reviews and to ensure that fire deaths, where relevant, were considered under</p>  |        |

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|                   | <p>the SAR criteria as well as an opportunity to share learning.</p> <p>Tanya (TS) advised that she is mindful that there have been 4 fatalities in a short space of time. TS feels that we need to ensure that we are learning and that there is the possibility that we could get more fatalities as there are many more elderly people living alone.</p> <p>Mike (MHE) agrees that a joint review is appropriate and that this needs to take place. MHE added that the investigation needs to highlight the actions and the learning.</p> <p>Ash (AM) reminded the group on the criteria for holding SAR and perhaps this highlighted that all agencies need to consider the SAR criteria when carrying out any review. Not all deaths or incidents will lead to a SAR.</p> <p><b>Action: Marianne Huison and Tanya Simmons (TS) to discuss the interface between SAR and Fire reviews</b></p>       | <p><b>MH/TS</b></p> |
| <p><b>11.</b></p> | <p><b>Safeguarding Adults Reviews:</b></p> <p><b>Adult K SAR Update</b></p> <p>Marianne (MH) gave an update.</p> <p><b>TR Improvement Plan Update</b></p> <p>Asif Manzoor (AM) confirmed that this is an improvement plan in relation to a previous SAR. AM confirmed that each authority has been asked to produce an action plan and recommendations. There is an action which is to be led by NHS England and AM is currently chasing. AM is currently gaining updates in relation to localised actions on the improvement plan.</p> <p><b>Action: AM – to send CH details of the NHS England action from the TR report.</b></p> <p><b>Self-Neglect – discretionary SAR update</b></p> <p>Marianne (MH) informed that there is multi agency learning meeting which will be taking place in March.</p> <p>The learning from this will be disseminated at the Safeguarding Network event in April.</p> | <p><b>AM</b></p>    |
| <p><b>12.</b></p> | <p><b>Prevention and linked Agenda:</b></p> <p><b>Self-Neglect – Framework</b></p> <p>The draft document was circulated to the KSAB prior to the meeting.</p> <p>MHE, informed the meeting that he had met with the person leading on the</p>   |                     |



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|     | <p>development in the morning, discussing his feedback. In particular that it needs to be clear in respect of the guidance of how to respond to self-neglect, as a good professional response. There was also work that needed to take place to update the paperwork that is used to record self-neglect.</p> <p>Any comment from the group to be sent to <a href="mailto:protection@kirklees.gov.uk">protection@kirklees.gov.uk</a></p> <p>The aim is to have the document ready by the Safeguarding Adults network event in April.</p> <p>The KSAB discussed the screening tool that forms part of the document and that it needed to be simple, the current version appeared complicated to complete.</p> <p>Key point raised:</p> <p>We need to be clear about the tiered approach and it needs to list who people should be speaking to. It needs to clarify whether they are asking the right sort of questions. It needs to be clear in the framework regarding the level of contact they have with the individual.</p> <p>The document needed to reflect the Care Act in particular around Self-neglect and Assessment and Planning, Mental Capacity needs to be included as well as building relationships for example who is best placed to build this, as well as being written in plain English.</p> |  |
| 13. | <p><b>Prevention:</b></p> <p><b>Learning and Development Plan</b></p> <p>Ash (AM) confirmed that this should be ready shortly. This will be approved before the next KSAB meeting through the delivery group.</p> <p><b>The Old Lady Sings Film</b></p> <p>Ash (AM) confirmed that the Learning &amp; Development Team have filmed the monologue. The monologue was presented at an event in Leeds recently through invite. AM will share the film once it is completed</p> <p><b>Self-Neglect Network Event</b></p> <p>This has already been discussed earlier in the meeting This is to take place on the 11<sup>th</sup> April - the previous date has been cancelled.</p>  |  |
| 14. | <p><b>Prevention:</b></p> <p><b>Allied – Domiciliary Care – Report</b></p> <p>The KSAB was provided with information in relation to the localised action taken in relation to Allied.</p>  |  |

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|                   | <p>The KSAB was provided with assurance that protocols had been utilised. There is a process in place to look at provider failure, this is reviewed following a failure, to add any new learning.</p> <p>There are already plans in place to have a Dom Care equivalent to the Care Home Early Support Plan (CHESP) equivalent.</p> <p>It was identified that Children’s services were also contracting to Allied and this was not something that was on the radar of the provider failure and has been added, to ensure future linkages with Children’s commissioning</p> <p>It has been identified that there is an issue around who monitors from a Children’s perspective, which needs resolving.</p> <p>It was raised that the crisis could have been avoided and that nationally there is some learning as to how information is passed between different partners.</p> <p>Penny suggested that we should be asking NHS England regarding the learning as it is very clear that different messages were being given.</p> |  |
| <p><b>15.</b></p> | <p><b>Performance:</b></p> <p><b>15a Performance Report</b></p> <p>Ash (AM) gave an overviews of the KSAB dashboard</p> <p>The group had a discussion in relation to SI data and the difficulties in capturing meaningful data. The SI data as well as other multi-agency data is being developed by the Q&amp;P sub group,</p> <p><b>15b Mental Capacity Act/Deprivation of Liberty</b></p> <p>Ash (AM) gave an overviews of the DoLS activity.<br/>AM confirmed that a new Local authority MCA/DOLS Lead started work in January – her name is Sumayya Hanson.</p>   |  |
| <p><b>16.</b></p> | <p><b>Agency Safeguarding updates and local issues</b></p> <p><b>16a Fire Safety use of Emollients</b></p> <p>A briefing was circulated on use of emollients to the KSAB members. This was developed on the basis of learning from SARs in other areas.</p> <p><b>Engagement:</b></p> <p>Mike informed the group that a discussion took place this morning regarding how we engage with the public. Helen Wright (HW) and Penny Renwick (PR) were involved. Exploration is to take place in regards to the best ways to engage with the public, which may include the development of a focus group.</p>  |  |

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|-----|--|--------------|
|     | <p>Mike MHE advised that we need to be able to identify people who would want to engage in a substantial way so that it will be of mutual benefit. The development process will be to identify a solution through a reflective process.</p> <p>Penny (PW) suggested that as a separate piece of work we could explore stories to the board regarding cases, so that it gives the board a better picture. The KSAB members agreed this was a good idea.</p> <p><b>Email issues</b></p> <p>Tanya (TS) informed the meeting that due to the CJSM email system being removed this would lead to issues regarding sharing of hoarding information.</p> <p><b>Action: TS and Ash (AM) will be discussing issues regarding emails regarding hoarding outside the meeting</b></p> <p><b>Mid Yorks update</b></p> <p>Clive (CB) informed that Mid Yorkshire have received the CQC Report. CB said that there are improvements required and that the Action Plan will be going to the CQC next week.</p> <p><b>Locala update</b></p> <p>Paula (PA) informed that Locala has achieved the West Yorkshire Domestic Abuse quality mark.</p> | <b>AM/TS</b> |
| 17. | <p><b>Joint Board Initiative</b></p> <p>The meeting has not taken place therefore there was no update.</p>   |              |
| 18. | <p><b>Any Other Business (AOB)</b></p> <p><b>Independent Chair</b></p> <p>Mike (MHE) explained that his contract was due to end at the end of March 19. However, MHE has agreed to stay on until April 2020. MHE will support the recruiting of a new independent chair.</p>   |              |
| 19. | <p><b>Next Meeting Date:</b></p> <p>Thursday 11 April 2019 - 9:30 until 12:00<br/> Textile Centre, Red Doles Lane, Off Leeds Road, Huddersfield HD2 1YF<br/> <u><b>Please note – the Development Session will take place in the afternoon</b></u></p>  |              |

## Actions from 25<sup>th</sup> October 2018 carried forward

| Item No. | Action  | Lead person/s  | Timescale      |
|----------|---|----------------|----------------|
| 15 (i)   | SB to send further information on new model in safeguarding to MHE – Carried forward                  | Saf Bhuta (SB) | When completed |
| 15 (ii)  | SB to provide and update report highlighting timeliness of urgent DoLS applications – carried forward | SB             | 11/04/2019     |

## Action from Meeting 22<sup>nd</sup> January

| Item No. | Action   | Lead person/s                           | Timescale    |
|----------|--|---|--------------|
| 4        | MHE to confirm the date of the Self-Neglect Network Event as soon as possible  | Mike Houghton - Evans (MHE)             | Jan 19       |
| 5        | Mike Houghton-Evans (MHE) to meet with Julie Clennell prior to the next KSAB meeting                                     | MHE                                     | 11/04/2019   |
| 6        | Mike Houghton-Evans (MHE) to circulate the copies of the documents referred to under national updates to the attendees   | MHE                                     | With minutes |
| 9        | Mike Houghton-Evans (MHE) and Ash Manzoor (AM) to circulate the final version of the Peer Challenge report when complete | MHE/Ash Manzoor (AM)                    | 11/04/2019   |
| 10       | Marianne Huison and Tanya Simmons (TS) to discuss the interface between SAR and Fire reviews                             | Marianne Huison (MH)/Tanya Simmons (TS) | 11/04/2019   |
| 11       | AM – to send CH details of the NHS England action from the TR report.  | AM                                      | 11/04/2019   |
| 16       | TS and Ash (AM) will be discussing issues regarding emails regarding hoarding outside the meeting                        | AM/TS                                   | 11/04/2019   |