

Kirklees Safeguarding Adults Board

MINUTES

24th April 2018

10.00am - 12.30pm

**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		✓ (1)	
Oz Khan	Superintendent, Kirklees District	West Yorkshire Police	✓		
Richard Parry	Strategic Director for Adults and Health	Kirklees Council Commissioning, Public Health and Adult Social Care	✓		
Penny Renwick	Lay Member	N/a			✓ (*)

** Penny Renwick is now unable to attend meetings for a short period due to taking up an interim position. Penny continues to receive papers and puts forward her comments prior to each meeting to be discussed.*

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		✓ (4)	
Claire Jones	Director of Nursing and Quality	Locala Community Partnerships CIC		✓ (5)	

Deputies and others in attendance:

Name	Board capacity	Agency	Attendance reason
Asif Manzoor	Interim	Kirklees Commissioning	Board Support

	Safeguarding Adults Partnership Team Manager	& Health Partnerships	
Razia Riaz	Senior Legal Advisor	Kirklees Council, Legal Services	Legal Advisor to the Board
Supt. Marianne Huison	Superintendent, Kirklees District	West Yorkshire Police	Handover period with Supt. Oz Khan.
Vicky Thersby	Head of Safeguarding	Calderdale and Huddersfield NHS Foundation Trust	(1) Deputy for Lindsay Rudge
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
Carol Morgan	Safeguarding Team	South West Yorkshire Partnership NHS Trust	(4) Deputy for Julie Warren-Sykes
Paula Adams	Head of Safeguarding	Local Community Partnerships CIC	(5) Deputy for Claire Jones
Alison Clarkson	Development Officer	Safeguarding Adults Partnership Team, Kirklees Council	Items 15, 16 and 17
Lisa Hodgson	Business Support Manager	Kirklees Council, Safeguarding Adults Partnership Team	Minute taker
Tracy Griffiths	Business Support Manager	Kirklees Council, Safeguarding Adults Partnership Team	Shadowing

Additional Apologies

N/A

Mailing List:

Nikki Gibson, Head of Safeguarding – Yorkshire Ambulance Service

No.	Item	Lead person & timescale
1.	Welcome and Introductions Mike Houghton-Evans (MHE) opened the meeting; apologies were given and introductions made including a number of new Board members	
2.	Declarations of Interest None recorded.	

3.	<p>Confidentiality Declarations None recorded.</p>	
4.	<p>Previous Minutes & Matters Arising The minutes of the meeting held on 1st February 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> <p><i>01/02/2018 meeting - Item 4:</i> Richard Parry (RP) gave a further verbal updated on discussions that have taken place regarding the Section 136 suites between himself, Carol McKenna (<i>Chief Officer – Greater Huddersfield and North Kirklees Clinical Commissioning Groups</i>) and Steve Cotter (<i>Chief Superintendent, West Yorkshire Police</i>). Two main issues were raised as part of this (the location of the suites themselves and the staffing of them – potentially leading to increased hand-over times for Police). Steve Cox will further discuss this with South West Yorkshire Partnership Foundation Trust.</p> <p>The Delivery group has also been looking into this. Mike Houghton-Evans (MHE) added that another regional Chair has also expressed similar issues due to the shared health footprint – they feel sited on issues but not necessarily influencing them.</p> <p>Penny Woodhead (PW) confirmed that continuing issues on this will go back to the Delivery group where needed. There is, however, a need to separate out the issues rather than collate everything under the broader location of the suites. There is also a need to define the role of the Board in this issue. It was noted that whilst the KSAB did not have responsibility for the suites there was no other forum to collectively discuss the issues</p> <p>Data available at the moment is suggesting the provision of the suites is sufficient to handle the demand – further suggesting a hidden risk (colleagues in Health and Mental Health are trying to bottom this).</p> <p>Outcome of ongoing discussions to be reported to Delivery group and referred to Board as appropriate.</p> <p><i>01/02/2018 meeting - Item 9:</i> Karen Oates/ Helen Geldart will forward the details onto the training subgroup.</p> <p><i>01/02/2018 meeting - Item 11 (both actions):</i> Mike Houghton-Evans (MHE) and Penny Woodhead (PW) gave an overview of the previous discussions and actions for the benefit of Board members including Chloe Haigh (CH), the new Board member from NHS England.</p> <p>CH updated that discussions had taken place at the Quality Leads Meeting (QLM) and also with Matt Auckland, Clinical Advisor for NHS England with</p>	

	<p>regards pharmacy. Pharmacies aren't generally part of the advanced care planning so will generally just dispense as required but discussions are ongoing on this topic.</p> <p>MHE confirmed that a further letter to commissioners has been drafted and will be sent this week to request a further update position on current end of life commissioning – this will be re-visited in 12 months' time but agencies to supply updates on any changes to end of life commissioning in the interim. NHS England to be included on this letter.</p> <p>Outcome: Commissioning letter action can be closed for Board.</p> <p><i>13/11/2017 meeting - Item 7:</i> Penny Woodhead (PW) confirmed that there was a really good response from partners on 'People in Positions of Trust' (PiPot).</p> <p>Outcome: Action closed for Board: there are just a couple of further partner updates required but this is now on the Delivery group agenda</p>	
5.	<p>Membership Changes</p> <ul style="list-style-type: none"> • Lay membership - Due to personal circumstances unfortunately, Jean Wrathall the newly recruited lay member cannot commit the time to the Board required and has subsequently offered her resignation. MHE discussed that the Board needs to determine how best to look at the lay membership following this (also see item 6). • Tanya Simmons is the new Board member for West Yorkshire Fire & Rescue Service. • Chloe Haigh is the new Board member for <u>NHS England</u> • Lindsay Rudge is now the Board Member for the Calderdale and Huddersfield Foundation Trust (although in attendance was Vicky Thersby who will continue as deputy). • Superintendent Marianne Huison will become the Board member for West Yorkshire Police. Marianne is currently on a handover period with Supt. Osman Khan and this is OK's last Board meeting. Marianne will also take over as the Chair of the Safeguarding Adult Review (SAR) subgroup. <p>The Board expressed its appreciation for the contributions that leaving members have made.</p> <p><u>Board Membership Agreements</u> Not all membership agreements have been received from Board members, Mike Houghton-Evans (MHE) asked all remaining agreements to be signed and returned (printed copies are available today if required).</p>	
6.	<p>National Issues Presented by Mike Houghton –Evans (MHE).</p> <p>A joint presentation has been produced by the Local Government Association</p>	

	<p>(LGA) and Association of Director for Adult Social Services (ADASS) which discusses Making Safeguarding Person (MSP) and service user involvement. It discusses that there is a potential to use Healthwatch as a representation group rather than just one or two lay members – this is happening currently in other areas.</p> <p>Action - Mike Houghton-Evans (MHE): MHE to circulate the LGA & ADASS service user involvement presentation to Board members.</p>	<p>MHE - with minutes</p>
<p>7.</p>	<p>Regional Issues: 7a. West and North Yorkshire and York Combined Procedures – implementation update Presented by Asif Manzoor (AM).</p> <p>The combined policy and procedures has now been implemented. The full version of the procedures is available on the Board website plus a summary version. A number of training sessions, briefing and communications have been carried out and there haven't been any implementation issues. An easy read version of the procedures will also be completed (estimated Sept/ Oct 2018) – this will involve engagement with Service Users.</p> <p>To note: 6 of the 7 regional boards have now signed off the procedures.</p> <p>Mike Houghton-Evans (MHE) to discuss at regional chairs meeting:</p> <ul style="list-style-type: none"> • Consideration of reviewing impact of implementation on practice? • Is there need for a frequently asked questions list? <p>A practitioner forum is to be held approximately May 2018 (date to be agreed) and these issues can be raised there. There is also an email address at the end of the procedures document for any issues or questions. Any data or assurance information will need reviewing regionally rather than locally.</p> <p>Action Mike Houghton-Evans (MHE): Dependent on outcome of consideration of these issues at practitioner's forum, Mike may take these to the regional Chairs Group. AM to inform Mike of any issues.</p>	
<p>8.</p>	<p>Governance: Legal Update</p> <p>Presented by Razia Riaz (RR).</p> <ul style="list-style-type: none"> • A Government response has been published on the replacement for Deprivation of Liberty Safeguards (DoLS). No timescales have been agreed but RR will monitor this and is awaiting the draft bill. Mike Houghton-Evans (MHE) noted that the workload on DoLS is increasing. • PvG [2017] – Best interests – P's wishes This was a challenge to a DoLS. The options were for 'P' to remain in the South West of England in Nursing home near her children or move to the Midlands to be cared for at the home of her ex-daughter in law. Conversations had not taken place prior to 'P's lack of capacity about her wishes. If 'P' moved, two of her children said they wouldn't visit her. The best interests decision was for 'P' to be cared for in her ex-daughter in law's home. RR shared she had an interest in this case as there are a 	

	<p>number of cases at moment where children of the relevant person have said it is against their own human rights not to be able to visit their family member.</p> <ul style="list-style-type: none"> • Re Y update An appeal was heard on this case. The Supreme Court decision about withdrawing nutrition and hydration are still to be reported on and no judgement made at the moment. 	
<p>9.</p>	<p>Governance: General Data Protection Regulations (GDPR)</p> <p>Presented by Saf Bhuta (SB).</p> <p>The new General Data Protection Regulations (GDPR) implementation date is 25th May. A recent amendment to the Data Protection bill has been made regarding special category data (from a Safeguarding context, this is a useful amendment). It pertains to the sharing of data without consent when it is in the public interest. There is an opportunity to look at how this data is shared. Adult Social Care is currently engaging with corporate IT and legal services on this issue.</p> <p>Everything required for GDPR compliance is on track. The Board may want to seek assurances with regards information sharing from partner organisations.</p> <p>Board partners gave brief updates on the work being undertaken with their own agencies. The majority of which is being coordinated centrally. Outside the remit of the Board, Saf Bhuta (SB) will link further with Tanya Simmons (TS) regarding reviewing partnership agreements for the 'Safe and Well' visits.</p> <p>Mike Houghton-Evans (MHE) asked whether an addendum to the combined procedures will need creating to incorporate GDPR. Asif Manzoor (AM) confirmed that this is on the regional group's radar including consent but prior conversations determined that what was already included was fit for purpose.</p> <p>AM also raised a question as to how situations which aren't necessarily in the public's interest fit in with the Data Protection bill amendment e.g. family situations. This will need further thought and discussion/agreement.</p>	
<p>10.</p>	<p>Governance: Resourcing the Kirklees Safeguarding Adults Board</p> <p>Presented by Mike Houghton-Evans (MHE).</p> <p>Mike Houghton-Evans (MHE) as Independent Chair is keen to move to a position where there is a greater understanding of how the Board is resourced. To show that resources are being used in a responsible and accountable way. The paper shared demonstrates this, including where partner resources are utilised and this has already been signed off by the key funding partners.</p> <p>If a Board key post becomes temporarily unavailable due to sickness or vacancy; there needs to be an increase in partnership working to ensure the best use of resources to cover this e.g. using a skills-based approach or re-prioritising of</p>	

	<p>workload.</p> <p>Penny Renwick submitted a comment that it would not be sensible for the Board to carry forward a cumulative underspend of more than 15%. MHE confirmed that whilst the paper does mention this, partners are clear that this would be the practice.</p> <p>Discussion took place on how the expenditure was to be monitored including suggestions of quarterly reports to the Board or discussions at Delivery Group. Historically the Local Authority as the host authority has monitored this budget via the Board Manager with under or overspend being raised by exception.</p> <p>It was agreed that continued monitoring will be open and transparent.</p>	
<p>11.</p>	<p>Agency Safeguarding updates and local issues:</p> <p><u>West Yorkshire Fire and Rescue Service</u> Tanya Simmons updated partners that WYFRS launched a video earlier this month regarding paraffin based creams. Sessions have been delivered to care providers by partners but this can be used as a standalone tool: Video link: https://youtu.be/Xt4LE3wmtb0.</p> <p><u>Locala</u> Adults policy and Prevent policy have recently been refreshed.</p> <p><u>Mid Yorkshire Hospital Trust</u> CQC are visiting again this year. The provider information request has been received and submission will take place today. Mid-Yorks could be visited in the next 12 weeks and Kate Firth is leading on this.</p> <p><u>Kirklees Council - Adult Social Care</u> Amanda Evans confirmed to Board members that Lee Thompson will be leaving his post this week to take up a position in another Local Authority - recruitment is ongoing and Mike Houghton-Evans is part of this as a key stakeholder.</p> <p><u>West Yorkshire Police</u> A Domestic abuse team has been created through rearranging existing staff from other police resources. Other than an initial Domestic Abuse attendance, the team will be picking up all other Domestic Abuse work.</p> <p><u>Calderdale and Huddersfield Foundation Trust</u> Vicky Thersby confirmed CHFT has just had a CQC inspection. Under the new CQC regime, it is likely that health inspections will be every year; requiring continuous improvement.</p>	
<p>12.</p>	<p>Care Quality Commission (CQC) update</p> <p>The Care Quality Commission isn't a Board partner but does try to give an annual update. Apologies have unfortunately been received from Helyn Aris (HA) for this meeting.</p>	

	<p>An update report has been received but there are some questions on this especially in relation to ‘thresholds’. Mike Houghton-Evans (MHE) was looking to meet with HA to discuss these. Saf Bhuta already meets with HA in terms of the Adult Social Care commissioning and was already sighted of this issue. Plans were in place to arrange to meet with CQC to discuss the differences.</p> <p>Penny Woodhead (PW) confirmed that HA is the CQC representative for Adult Social Care only and not Health.</p> <p>MHE discussed that some Boards have introduced a threshold statement but he felt that the KSAB shouldn’t introduce this as it becomes a tick box exercise.</p> <p>‘Pre-safeguarding space’ work is ongoing as part of the early intervention working group (collation of themes and trends; what is happening at each provider as well as across the sector).</p> <p>There is merit in discussion with CQC from the Board’s perspective but it is difficult knowing who to meet with in addition to HA around all Kirklees regulated services. It was confirmed that CQC were invited to the Overview and Scrutiny panel where they presented their ‘state of the nation’.</p> <p>HA has been invited to the July Board as she couldn’t make this one – preparatory work is needed for this.</p> <p>Action - Saf Bhuta (SB): SB to send the CQC presentation to Lisa Hodgson for circulation with the minutes.</p> <p>Action – Mike Houghton-Evans (MHE): MHE and Penny Woodhead (PW) to arrange to meet with CQC representatives in relation to board liaison. Lisa to arrange the meeting and ask Helyn Aris for additional attendance from a CQC representative working with Health.</p>	<p>SB</p> <p>MHE/ PW</p>
<p>13.</p>	<p>Performance: Delivery against the Board workplan – work on self-neglect</p> <p>Presented by Penny Woodhead (PW).</p> <p>Self-neglect and hoarding were discussed at Delivery group (item 5 on the minutes). Due to infrastructure capacity and other Board priorities, it hasn’t been possible to take this work forward. Existing guidance is already in place for Self-neglect and hoarding but need to determine if further work is still required.</p> <p>Hoarding – a refresh on this is being picked up by Tanya Simmons (TS). Work to improve the hoarding panel; clutter scales etc. has already been done by Dale Gardner alongside Elaine Crossley (EC).</p> <p>Elaine Crossley also had the self-neglect workstream to pick up alongside her day to day work. A task and finish group is required to look at the self-neglect guidance and agencies are needed to support EC with this work. This would be a set period of time – potentially 3 months rather than an open-ended group. Paula</p>	

	<p>Adams confirmed that Locala would wish to contribute but there may be issues with capacity.</p> <p>Karen Oates shared that housing and frontline housing services are seeing increasing numbers of people with apparent issues of self-neglect and therefore would be happy to be part of this from an operational perspective. There seems to be a disconnect between procedures and practice.</p> <p>Action (ALL): 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.</p> <p>The Self Neglect document to go to the Delivery Group once ready.</p>	<p>All By 6th June</p>
<p>14.</p>	<p>Performance: Minutes of the Delivery Group and key issues</p> <p>Presented by Penny Woodhead (PW). In addition to self-neglect as discussed in Item 13.</p> <p>Training information collation (item 3 on the minutes) – discussion took place at training subgroup regarding this. The pro-forma linked to competencies will be trialled. Representatives on the Training subgroup should be this discussing with Board members as to what is expected – PW asked that this was picked up by Board members.</p> <p>Action (ALL): Board members to link with their Training subgroup representatives to ensure they are aware of what is required for the competency pro-forma.</p> <p>Scrutiny panel members have also requested a copy of the Multi-Agency Learning and Information Framework (MALIF).</p> <p>ACTION- Lisa Hodgson (LH): LH to send the MALIF to the officer supporting the Scrutiny panel.</p>	<p>ALL</p> <p>LH</p>
<p>15.</p>	<p>Performance: Communications Timetable and key public messages</p> <p>Presented by Alison Clarkson (AC); Development Officer to the Board.</p> <p>A brief communications timetable has been drafted to link in with national awareness weeks and days. This also schedules in a twice yearly newsletter; and regular update events but these need to be built upon (to potentially include messages from the Development Day). There is also a need to build on the Communications timetable in general.</p> <p>There will be a trial of using social media using current social media channels rather than creating something specific to the Board. The Board will be asking partners to circulate messages via their own channels. Partners will be sent the messages giving as much time as possible to share as there is an awareness of time restraints.</p> <p>There is a need to ensure that any form of social media is specific for sharing</p>	

	<p>messages and not for public to submit safeguarding concerns.</p> <p>Action – ALL: All partners to let Lisa Hodgson know who their agency Communications lead is.</p>	<p>ALL By 6th June</p>
<p>16.</p>	<p>Early Intervention and Prevention and Adult Safeguarding</p> <p>Presented by Alison Clarkson (AC); Development Officer to the Board.</p> <p>Safeguarding Week 2018 is confirmed as 25th to 29th June.</p> <p>There won't be a fully combined approach this time. The Kirklees Safeguarding Children's Board will run their own timetable of events and Community Safety Partnerships will also run events all under the West Yorkshire Safeguarding umbrella and logos</p> <p>The Board's approach this year:</p> <p>Community engagement activities through partnership working with Jill Greenfield's service so there is more involvement with community hubs, with a view for them to promote safeguarding. Activities will include:</p> <ul style="list-style-type: none"> - Facilitated workshop. Creating a meaningful Safeguarding poster which will also give insight into what the community wants/thinks about safeguarding. - Awareness raising through safeguarding bingo – successfully run in other local authorities. - 'Keeping safe' coffee morning/afternoon – community plus funding can be available for this if required. <p>A 'Making Safeguarding Personal' (MSP) training event is currently in the planning stages for the Safeguarding Week and this will be available to all staff across the partnership.</p> <p>West Yorkshire Police are also running a Domestic Abuse campaign as Safeguarding Week falls at the start of the World Cup. This will be similar to the campaign they ran during Euro 2016.</p> <p>There aren't any physical resources at the moment. Partners will be asked to run their own events and activities but using the shared Kirklees / West Yorkshire logos.</p>	
<p>17.</p>	<p>Performance: Challenge event – key themes</p> <p>Presented by Alison Clarkson (AC); Development Officer to the Board.</p> <p>Challenge Event 2018 discussions took place over 28th February and 1st March 2018 and these highlighted some really good work that is ongoing across partner organisations. A number of themed issues also came out of the discussions which may also naturally be discussed at the Development Day. One of these was Making Safeguarding Personal (MSP). Background work has taken place for</p>	

	<p>MSP but embedding it and an organisational culture change is a little more difficult. E.g. training has taken place but cannot evidence if this is being put into practice. Whilst partners felt that their teams were working following the principles of MSP, recording systems were not able to evidence this fully.</p> <p>It was agreed regionally that the self-assessment tool would be used to allow agencies across boundaries to reduce having to complete several versions. This was the first time the tool was used in Kirklees and there is a working group across the region that is relooking at a refreshed version of the tool. Partners viewed the self-assessment tool as labour intensive and some of the information required is a duplicate from the Children’s Section 11 submission (required early January) so it was asked if they could be combined. Asif Manzoor (AM) will take this to the working group. AM reminded everyone that previously quarterly highlight reports were completed and the tool replaced these but just on an annual basis in order to reduce demand on partners</p> <p>The Board should consider: whether the tool was a success; was the process worth it? What came out of the process; what did we learn?</p> <p>Mike Houghton-Evans (MHE) discussed that the Board wouldn’t want to put partners through such a labour intensive self-assessment when not necessary, but some form of preparatory work does need doing to focus the conversations at the annual challenge sessions.</p> <p>Action – Asif Manzoor (AM): AM to discuss the potential combining of Children’s and Adults self-assessment tools at the regional group.</p>	<p>AM</p>
<p>18.</p>	<p>Performance: Presented by Asif Manzoor (AM).</p> <p>18a) Performance report The Dashboard of information has been shared as part of the papers. AM reminded the Board that the narrative for the figures is produced by the operational partners. The two main action areas in the narrative are:</p> <ul style="list-style-type: none"> - A reference to linking with CQC to determine what is a Safeguarding concern and a meeting is arranged. - There is an increase in certain types of concerns – this will be picked up at the QPR clinics (Quality Performance and Risk) – this further explores trends. <p>It was discussed that Adult Social Care does have representation on the early intervention care home group where some of these trends could be raised and further explored.</p> <p>It was noted there were low numbers of Domestic abuse concerns however audit were showing appropriate recording of these.</p> <p>Further areas for Adult Social Care to explore (as mentioned in Penny Renwick’s comments):</p> <ul style="list-style-type: none"> - <i>Was a capacity assessment carried out for the adult at risk?</i> There is a 	

	<p>concern that the 'Not recorded'/'don't know' areas are increasing.</p> <ul style="list-style-type: none"> - <i>What was the level of risk remaining for the adult at risk?</i> How do you gain assurance that the risk reduced is sustained for that individual? <p>AM informed KSAB that once a section 42 duty had been fulfilled the assessment of risk category was for capturing NHS digital category. Any ongoing risk that require monitoring would be done through carrying out a review if required or the relevant organisation would monitor. The KSAB are due to carry out an audit around outcomes and experience of the adult at risk</p> <p>Timeliness figures for the safeguarding pathways – this will continue to be overseen by the QPR clinics.</p> <p>Action - Saf Bhuta (SB): Further exploration required on two areas of the Dashboard figures regarding types of abuse and capacity assessment.</p> <p>18b) Mental Capacity Act/Deprivation of Liberty Figures for the end of the year were more or less the same as the previous year. The list of unallocated backlog cases is still in existence and the ADASS prioritisation tool is still being used for this.</p> <p>National updates – these have been covered in the legal update, but a link is provided to the Essex street newsletter should partners wish to see any further updates on DoLS/MCA</p> <p>ACTION – Lisa Hodgson (LH): LH to update the template for the MCA/DoLS report.</p>	<p>SB</p> <p>LH Next Board</p>
19.	<p>Performance: Peer Review update</p> <p>Presented by Mike Houghton-Evans (MHE)</p> <p>Noted that a date has been provisionally agreed (14th November to 16th November). Further updates will be discussed at the Development Day.</p>	
20.	<p>AOB</p> <p>None recorded</p>	
21.	<p>Next Meeting Date: 18th July 2018: 10am – 12.30pm</p> <p>Future meeting dates: (all held at Textile Centre, Red Doles Lane, Huddersfield) 25th October 2018: 1pm – 3.30pm</p>	

Summary of actions from 24th April 2018

Item No.	Action	Lead person/s	Timescale
6.	Action Mike Houghton-Evans (MHE): MHE to circulate the LGA & ADASS service user involvement presentation to Board members.	Mike Houghton-Evans	With minutes
7.	Action Mike Houghton-Evans (MHE): Dependent on outcome of consideration of these issues at practitioner's forum, Mike may take these to the regional Chairs Group. AM to inform Mike of any issues.	Mike Houghton-Evans	Future regional chairs meeting
12 (i)	Action Saf Bhuta (SB): SB to send the CQC presentation to Lisa Hodgson for circulation with the minutes.	Saf Bhuta	With minutes
12(ii)	Action – Mike Houghton-Evans (MHE): MHE and Penny Woodhead (PW) to arrange to meet with CQC representatives in relation to board liaison. Lisa to arrange the meeting and ask Helyn Aris for additional attendance from a CQC representative working with Health.	Mike Houghton-Evans/ Lisa Hodgson	Verbal update at July Board
13.	Action (ALL): 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	6 th June 2018
14 (i)	Action (ALL): Board members to link with their Training subgroup representatives to ensure they are aware of what is required for the competency pro-forma.	All	Verbal update at July Board
14 (ii)	ACTION Lisa Hodgson (LH): LH to send the MALIF to the officer supporting the Scrutiny panel.	Lisa Hodgson	6 th June 2018
15.	Action (ALL): All partners to let Lisa Hodgson know who their agency Communications lead is.	All	6 th June 2018

17.	Action Asif Manzoor (AM): AM to discuss the potential combining of Children's and Adults self-assessment tools at the regional group.	Asif Manzoor	Verbal Update at next board in July
18a)	Action Saf Bhuta (SB): Further exploration required on two areas of the Dashboard figures regarding capacity assessment and level of risk remaining.	Saf Bhuta	As part of Performance Dashboard in July
18b)	ACTION Lisa Hodgson (LH): LH to update the template for the MCA/DoLS report.	Lisa Hodgson	July Board

Continuing actions from previous Board meetings:

Board Date	Item No.	Action	Lead person/s	Timescale
01/02/18	9	<p>Action (All): All partner organisations to determine if and how they already fulfil the requirements of the Board regarding monitoring and quality assurance of training. This information is to be shared with the organisation's representative of the Training subgroup.</p> <p>Update 12.04.18: Action complete for all organisations except Housing (Karen Oates/Jackie McGranaghan in discussion).</p> <p>Update 24.04.18: Karen Oates/ Helen Geldart will send the information to the training subgroup.</p>		