

Kirklees Safeguarding Adults Board

MINUTES

25th October 2018

13:00 – 15:30

**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		✓(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)	
Helen Wright	Chief Executive	Healthwatch Kirklees and Calderdale	✓		

Deputies and others in attendance:

Name	Board capacity	Agency	Attendance reason
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
Saf Bhuta	Head of Safeguarding and Quality	Kirklees Council, Adult Social Care	(2) Deputy for Amanda Evans
Paula Adams	Head of Safeguarding	Local Community Partnerships CIC	(3) Deputy for Claire Jones
Alison Clarkson	Safeguarding Adults Partnership Team Acting Deputy Manager	Safeguarding Adults Partnership Team, Kirklees Council	Attended the full meeting, presented item 14
Leelee Yu	Business Support Manager	Kirklees Council, Safeguarding Adults Partnership Team	Minute taker

Additional Apologies

N/A

Mailing List:

Nikki Gibson, Head of Safeguarding – Yorkshire Ambulance Service

No.	Item	Lead person & timescale
1.	<p>Welcome and Introductions</p> <p>Mike Houghton-Evans (MHE) opened the meeting; introductions made and apologies were given including deputies in attendance.</p>	
2.	<p>Declarations of Interest</p> <p>None recorded.</p>	
3.	<p>Confidentiality Declarations</p> <p>None recorded.</p>	
4.	<p>Previous Minutes & Matters Arising</p> <p>The minutes of the meeting held on 18 July 2018 were agreed as an accurate record.</p> <p><u>Matters Arising</u></p> <p>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>18/07/2018 meeting - Item 10</p> <p><u>South West Yorkshire Partnership Foundation Trust (SWYPFT)</u></p> <p>SWYPFT gave the board an update on the project in looking at the complexity of adults with a learning disability and their additional vulnerabilities an event has now been planned.</p> <p>18/07/2018 meeting – item 14</p> <p><u>Early Intervention and Prevention and Adult Safeguarding</u></p> <p>All Partner agencies have forwarded a representative to sit on the Dignity in Care steering group. Mid-Yorkshire Hospital Trust representation is yet to be decided.</p>	
<p>5.</p>	<p>Membership Changes</p> <p>Helen Wright (HW) is the new Board member from Healthwatch Kirklees</p> <p>HW – Gave a brief induction about her history; she has been working in Healthwatch (Kirklees and Calderdale) for 5 years and is now the Chief Executive. She explained the benefits of Healthwatch having representation on the Board; is in a position to be able to bring to the table (as part of planned conversations) examples of inherent situations where processes are clearly not working, bringing case studies to the KSAB from members of Reference and Comms group. HW sees membership as a 2 way process</p>	
<p>6.</p>	<p>National Issues</p> <p>Presented by Mike Houghton - Evans (MHE)</p> <p><u>SARS and the Homeless</u></p> <p>MHE – Shared the rough sleeping strategy with the Board members. The rough sleeping strategy is a wide ranging document which lays out the government’s plan to help people who are sleeping rough now and to put in place the structures to end rough sleeping for good. The KSAB were made aware of the need to consider a SAR where a homeless person. As part of the strategy the government are saying that they will work with Safeguarding Adult Boards to ensure that Safeguarding Adult Reviews are conducted when a person who sleeps rough is seriously harmed as a result of abuse or neglect, whether known or suspected, and there is concern that partner agencies could have worked more effectively to protect the adult.</p> <p>Action (Mike Houghton-Evans): MHE to circulate The Rough Sleeping Strategy.</p>	<p>MHE with minutes</p>

	<p><u>New guide to Fire Safety in Specialised Housing</u></p> <p>Information to be circulated on The new guide to Fire Safety in Specialised Housing Summary sheet and specific consideration by our Fire & Rescue and Housing Members – A summary sheet for commissioners and providers of specialised housing and care services – reducing the risk of fire for vulnerable residents in Sheltered Housing, Extra Care and Supported Living properties.</p> <p>Action (Mike Houghton-Evans): MHE to circulate The new guide to Fire Safety in Specialised Housing.</p> <p><u>Section 42 workshops</u></p> <p>AM – Updated the KSAB on regional and national workshops which are looking at differences in section 42 enquires between different local authority areas. AM will be attending and will feedback at the next Board meeting.</p> <p>Action (Ash Manzoor): AM Section 42 workshop will be an agenda item at the next Board meeting</p>	<p>MHE with minutes</p> <p>AM Next Board</p>
7.	<p>Regional Issues:</p> <p>Section 42 work</p> <p>National and regional updates from items 6 and 7 were combined and detailed as above.</p> <p><u>Role of the Board in the local care market.</u></p> <p>MHE – Updated the group on how the Independent Chair group had developed pointers on role of the Safeguarding Adults Board in the local care market.</p> <p>Action (Mike Houghton-Evans): MHE to circulate the role of the Safeguarding Adults Board to ensuring good quality of Care.</p>	<p>MHE with minutes</p>
8.	<p>Governance: Legal Update</p> <p>Presented by Razia Riaz (RR).</p> <p><u>Update on Mental Capacity (Amendment) Bill</u></p> <p>Razia gave highlights from the Mental Capacity (Amendment) Bill which began its Lords Committee stage on 5 September. There is continued debate and potential amendments being made. A discussion took place and it was agreed that it is essential these issues are fully understood and that the implications are clear for all whom the new legislation will apply to as both commissioner and responsible body under this Bill.</p>	

<p>9.</p>	<p>Governance: KSAB Annual report and strategic plan</p> <p>Presented by Mike Houghton-Evans (MHE).</p> <p>The draft Strategic Plan and KSAB Annual Report were circulated to all Board members prior to the Board meeting on 25th October 2018.</p> <p>MHE asked for comments/amendments/omissions from partners.</p> <p>PR – Made a suggestion to tabulate partner achievements against strategic priorities, this was noted for future annual report.</p> <p>AM explained that it was the intention to simplify the Annual Report as the report was for the public and will be looked at as part of the development of the engagement strategy.</p> <p>MH - On page 34 - WYP Staff changes were inaccurate. AM clarified it was accurate at the time of writing as per the information received from former WYP board member.</p> <p>All members - On page 41- It was suggested by members that some narrative should be included to help the explanation on what the diagram represent. AM and SB to look at this for future reports as this had followed the same format as previous report.</p> <p>CR – Made comments on work plan. Felt it didn't contain enough information to steer the sub-groups work for the coming year. This was discussed and there will be a comprehensive work plan which will sit outside the annual report. The aim was to keep the annual report simple for the public reader going forward.</p> <p>CR asked if MHE would like help to present to Health & Well Being Board (22nd November 2018) and Scrutiny Panel (6th November 2018) MHE welcomed the offer. Clare Robinson will talk to Penny Woodhead and AM to send invites to Penny.</p> <p>All agreed that the Annual report was signed off and after final proof read could be published.</p> <p>Action – (Clare Robinson) CR will talk to Penny Woodhead and AM will send invite.</p> <p>Action – AM to ensure that the both documents are on the KSAB web pages.</p>	<p>CR and AM will action</p>
<p>10.</p>	<p>Agency safeguarding updates and local issues</p> <p><u>Locala</u></p> <p>Paula Adams - changes to Safeguarding Team. Clare Jones will be leaving in</p>	

December. The new Director of Nursing and Quality is Julie Clenell and due to start work in December.

West Yorkshire Police

Superintendent MH updated the board on the work being undertaken in West Yorkshire to inform the new Safeguarding Arrangements under Working Together 2018. A working group has been formed with representatives from the 5 Safeguarding Children's Boards (SCB), West Yorkshire Police, Health, PCCs office to identify opportunities for collaboration. However there is not an appetite for a single West Yorkshire Safeguarding 'Board' under the new arrangements.

MH updated the board that with developments to strengthen the police response to Domestic Violence in Kirklees. Police resources have been realigned to establish a Detective Inspector led dedicated Domestic Abuse Team who will undertake **all** Domestic Abuse investigations and ensure appropriate partnership work is undertaken to safeguard victims and children and support perpetrators to address their offending behaviour. The team comprises a Detective Inspector Andrew Lockwood, 3 Sergeants and 30 constables.

Greater Huddersfield Clinical Commissioning Group

There has been reduced staffing over the last few months, staff however have continued to complete critical tasks. Some key highlights:

Facilitated safeguarding training for GPs in Huddersfield which included building the understanding of the responsibility for GPs to train themselves.

CSE, DA, GP's Learning from SCRs and SARs another event planned in November

Calderdale and Huddersfield Foundation Trust

LR – Good rating for
Rating Good – moving towards outstanding
WYDVA quality mark
Treat me well campaign

Kirklees Council, Adult Social Care

SB – Maria Knox has been appointed as the Principal Social Worker. Also a MCA/DoLS lead has been appointed who will be starting in a few months.

The Mid Yorkshire Hospitals NHS Trust

CB – Has received a draft report following a CQC inspection earlier on this year.

South West Yorkshire Partnership NHS

Reported the Care Quality Commission had dropped to Good. This was due to required improvements however nothing around safeguarding. Shared a national

	<p>incident where a lady died, if she had a 'call bell' it may have saved her live. Not everyone required to have a call bell. This was a recommended improvement which may have accounted for rating drop.</p> <p><u>West Yorkshire Fire Service</u></p> <p>Fire fatality - There's been an incident involving an electrical blanket. The likely cause due to the electric blanket (damaged) or internal socket where it was plugged in. Fire investigation want to carry out an awareness raising campaign around the safe use of electric blankets.</p>	
<p>11.</p>	<p>Safeguarding Adults Reviews:</p> <p><u>MR K SAR update</u></p> <p>The KSAB were informed that a SAR is currently ongoing.</p> <p>A LeDeR* review is already being undertaken and it has already been agreed that this will be used as the methodology for the SAR.</p> <p>A SAR panel meeting was held (11 October 2018) chaired by Marianne Huison (MH) North Yorkshire and Leeds SABs and LeDeR reviewers were invited to identify any gaps with the LeDeR methodology and agree Terms of Reference. Leeds SAB gave apologies, however, still want to be part of this panel and comments have been received for discussion.</p> <p>CR confirmed a multi-agency LeDeR meeting has now been arranged and will take place before Christmas 2018.</p> <p><i>* LeDeR is the NHS England Learning Disability Mortality Review programme which carries out a review into the death of anyone with a learning disability – further information can be found at: http://www.bristol.ac.uk/sps/leder/</i></p> <p><u>Mr I Update</u></p> <p>Presented by Ash Manzoor (AM).</p> <p>This review has now concluded, but, as per agreement with SAR subgroup members, before anything can be published, the criminal case will need to conclude. The trial is scheduled to commence 2019.</p>	
<p>12.</p>	<p>Prevention:</p> <p><u>KSAB Domestic Abuse Update</u></p> <p>SB - Gave a brief overview of the report and explained that there is more focus on prevention. There is currently ongoing work refreshing the Domestic Abuse Strategy</p> <p>The Board discussed - Question from JWS whether we are actually making a</p>	

	<p>difference? As it seems to be as prevalent as it ever was. The Board felt that this was paradoxically testament to the work that has been carried out – awareness raising of DA would mean an increase in reports giving the appearance that it was happening more than in the past when it was not reported.</p> <p><u>Domestic Abuse Governance Structure</u></p> <p>SB – Explained the Domestic Abuse Governance Structure paper highlighting the links to the KSAB.</p>	
<p>13.</p>	<p>Early Intervention and Prevention and Adult Safeguarding: Discussion around Engagement</p> <p>The Board’s attention was drawn to the Strategic Plan overview detailed in the Annual Report and highlighted that all of the points had an element of an Engagement and Communications thread running through them. For this reason, the current Engagement Strategy is being amended to include Communication.</p> <p>There was a discussion around further developing ways of engagement and communication for example should the KSAB have an engagement/reference/communications working group which involves users/carers which will inform/advise the Board on areas such as leaflets, annual report, learning offer, strategic plan. This will ensure the work carried out by the Board will be meaningful to the public. AM discussed linking the Lay Member and Healthwatch as part of this work. PR reminded the KSAB that as a lay member she was not part of the KSAB to represent the public and was representing herself.</p> <p>This work is to be developed as part of the KSAB Strategic plan.</p>	
<p>14.</p>	<p>Performance:</p> <p>Presented by Saf Bhuta.</p> <p><u>Delivery group minutes:</u></p> <p><u>Faith sector groups</u></p> <p>Summarised that the Delivery Group acknowledges the work already undertaken by Safer Kirklees and the KSAB Training Subgroup. There is a role for the Board to support the work ongoing but a wider discussion needs to take place with other Boards with a view to further collaborative working</p> <p>Action: MHE - This to be discussed as part of the agenda for three board work</p> <p><u>E-learning- Basic safeguarding awareness</u></p> <p>Whilst the KSAB does not have responsibility for providing training but more on seeking assurance that training is taking place, there is a growing ask for</p>	<p>MHE</p>

	<p>provision of safeguarding basic awareness training especially from the voluntary sector where there is a growth of voluntary groups due to the drive to more community based activity.</p> <p>The Delivery Group had a healthy debate around the merits/costs/practicalities and also if the KSAB should be providing this training. This question remains unanswered. Jackie McGranaghan has been tasked with finding out what are the figures in regards to need for the training, however this is really difficult to quantify. There is variance nationally as some SAB's continue to provide the training and others do not. MH agreed to discuss the subject at the regional independent chairs meeting to seek further information on how other SABs manages safeguarding learning in the wider community.</p> <p>Action (Mike Houghton-Evans): MHE to mention Delivery Group Key issue – E-learning at the next regional SAB Independent Chairs meeting.</p> <p><u>Self-neglect is to be the theme for next network event</u></p> <p>AM gave an update to Delivery Group it is proposed that the next network event (March 2019) is also based around self-neglect. This will tie in with the launch of the revised self-neglect document that is currently being worked on as well as a discretionary SAR involving self-neglect.</p>	MHE
15.	<p>Performance:</p> <p>Presented by Ash Manzoor (AM).</p> <p>15a) <u>Performance report key points:</u></p> <ul style="list-style-type: none"> - Page 1 – The number of safeguarding concerns reported have dropped Q&P sub group will continue to monitor these. - Page 2 – Mental Capacity – Data is showing that where an individual lacks mental capacity we can see that an assessment has been undertaken. Regarding the cases where capacity was not recorded, this is a reduction from the previously reported rate. ASC are continuing to work toward monitoring. - Page 3 – timeliness – In that the main Concerns are being dealt within 6 days showing an improvement in timeliness for the safeguarding response. ASC have implemented a fortnightly process to check on progress of cases, incomplete cases are going to the relevant team to be looked into and reported back on working towards ensuring timely completion of work. <p>New model in safeguarding MHE - asked for further information, SB reported that Paulette Morris is currently doing a piece of work on this.</p> <p>Action (Saf Bhuta): SB to send further information on new model in safeguarding to MHE</p>	SB

	<p>- 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.</p> <p>The Quality and Performance subgroup are to meet to further refine the data and build multi agency data into the dashboard</p> <p>15b) <u>Mental Capacity Act/Deprivation of Liberty</u></p> <p>A report was presented to the KSAB giving details of Deprivation of Liberty applications.</p> <p>The number of requests continues to increase compared to the same periods the previous year. This area of work continues to place a high level of pressure on the various services dealing with the applications.</p> <p>The service continues to use the ADASS priority tool to assess the urgency of each application and dealing with priority cases first. This is to manage the potential risks posed to individuals and urgency of assessment need.</p> <p>At the last meeting there was a request for ASC to provide Deprivation of Liberty Safeguards (DoLS) statistics to the Board showing timescales of authorisation and the percentage of applications authorised outside the statutory timescale The report included this information and highlighted that high priority cases were dealt with a timely manner. A small number of cases showed higher timescales, however following investigation these were down to recording issues.</p> <p>SB - Explained that there is a backlog and they are continuing monitoring the risk of the backlog.</p> <p>MHE - Asked for an update report from the delivery group to forward to the next board which detailed urgent cases dealt within 7 day</p> <p>Action (Saf Bhuta) - To provide and update report highlighting timeliness of urgent DoLS applications</p>	SB
16.	<p>Performance: Peer review update</p> <p>Presented by Mike Houghton-Evans (MHE) and Ash Manzoor (AM).</p> <p>Update paper was presented to the KSAB</p> <p>The Peer Challenge will take place on the 3 to 5 December 2018.</p> <p>It was highlighted the importance for the board to prioritise this piece of work. AM and MHE are putting together a timetable. Board members were asked to ensure</p>	

	<p>that they and their colleagues from their organisations to make themselves available for appointment allocated to them on the timetable, appointment to be sent out shortly.</p> <p>Action (ALL): ALL - Please make sure that you are available for interview slots during 3 to 5 December 2018 for the Peer Challenge</p>	All
17.	<p>Joint Board Initiative</p> <p>MHE - Explained that the meeting was cancelled this item to be referred to the next meeting</p>	
18.	<p>Any Other Business (AOB)</p> <p><u>Reporting of SG concerns from Care Homes</u></p> <p>SB updated Board members on the front door testing being undertaken to digitise the reporting of SG concerns from Care Homes. This digital approach was at pilot stage and Board members would be kept updated on progress</p>	
19.	<p>Next Meeting Date:</p> <p>22nd January 2019: 12:30 – 15:00, Textile Centre, Red Doles Lane, Huddersfield</p>	

Summary of actions from 25th October 2018

Item No.	Action	Lead person/s	Timescale
6 (i)	MHE to circulate The Rough Sleeping Strategy	Mike Houghton - Evans	With minutes
6 (ii)	MHE to circulate the new guide to Fire Safety in Specialised Housing	Mike Houghton - Evans	With minutes
7	MHE to circulate the role of the Safeguarding Adults Board to ensuring good quality of Care	Mike Houghton - Evans	With minutes
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	Clare Robinson/Ash Manzoor	01/11/18
9 (ii)	KSAB Annual Report and Strategic plan - AM to ensure that the both documents are on the KSAB web pages	Ash Manzoor	11/11/18
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 Houghton - Evans	When meeting takes place
14 (ii)	MHE to mention Delivery Group Key issue – E-learning at the next regional SAB Independent Chairs meeting	Mike Houghton - Evans	14/12/18
15 (i)	SB to send further information on new model in safeguarding to MHE	Saf Bhuta	When completed
15 (ii)	SB to provide and update report highlighting timeliness of urgent DoLS applications	Saf Bhuta	17/01/19
16	ALL Board members make themselves available for interview slots 3 to 5 December 2018 for the Peer Challenge	ALL	3-5/12/18

Continuing actions from previous Board meetings:

Board Date	Item No.	Action	Lead person/s	Timescale
		None		