

Kirklees Safeguarding Adults Board

M I N U T E S

Date: 29th January 2020

Time: 9:30 – 12:00

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

Board Members:

| Name | Board capacity | Agency | Attended | Deputy | No Deputy |
|---------------------|---|--|-----------------|---------------|------------------|
| Mike Houghton-Evans | Independent Chair | Kirklees Safeguarding Adults Board | ✓ | | |
| Penny Woodhead | Chief Quality and Nursing Officer | Greater Huddersfield Clinical Commissioning Group & representing North Kirklees Clinical Commissioning Group | | ✓ (1) | |
| Jim Griffiths | Detective 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 | ✓ | | |
| 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 | Housing Service, Kirklees Council | ✓ | | |
| Lindsay Rudge | Deputy Chief Nurse | Calderdale & Huddersfield NHS Foundation Trust | | ✓ (4) | |
| Julie Warren-Sykes | Assistant Director of Nursing, Clinical Governance and Safety | South West Yorkshire Partnership NHS Trust | | ✓ (3) | |
| Julie Clennell | Director of Nursing, Allied Health Professionals and Quality | Locala Community Partnerships CIC | | ✓ (2) | |
| Helen Hunter | Chief Executive | Healthwatch Kirklees and Calderdale | ✓ | | |
| Emily Parry-Harries | Head of Public Health | Kirklees Council, Public Health | ✓ | | |
| Cllr Musarrat Khan | Chair of Health and Well-Being Board | Kirklees Council | ✓ | | |

Deputies and others in attendance:

| Name | Board capacity | Agency | Attendance reason |
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| Jacqui Stansfield | Safeguarding Adults Partnership Team Manager | Kirklees Safeguarding Adults Board | Board Manager |
| Alison Clarkson | Safeguarding Adults Partnership Team Deputy Manager | Kirklees Safeguarding Adults Board | Board Deputy Manager |
| Jack Senior | Business Support Manager | Kirklees Safeguarding Adults Board | Minute taker |
| Clare Robinson | Head of Nursing & Safeguarding. Designated Nurse Safeguarding Adults | Greater Huddersfield Clinical Commissioning Group & North Kirklees Clinical Commissioning Group | Deputy for Penny Woodhead (1) |
| Paula Adams | Head of Safeguarding | Locala Community Partnerships CIC | Deputy for Julie Clennell (2) |
| Carol Morgan | Registered MH Nurse, Safeguarding Team | South West Yorkshire Partnership Foundation Trust | Deputy for Julie Warren-Sykes (3) |
| Jackie McGranaghan | Learning and Development | Kirklees Council | Chair of Learning Subgroup |
| Razia Riaz | Senior Legal Officer | Kirklees Council, Legal Services | |
| Vicky Thersby | Head of Safeguarding | Calderdale and Huddersfield NHS Foundation Trust | Lindsay Rudge (4) |
| Karen Oates | Commissioning Manager | Housing Service, Kirklees Council | |
| Saf Bhuta | Head of Safeguarding & Quality | Kirklees Council Adult Social Care | |

Mailing List:

Yorkshire Ambulance Service - Safeguarding Team

| No. | Item | Lead person & timescale |
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| 1. | <p>Welcome and Introductions</p> <p>Mike Houghton-Evans (MHE) opened the meeting; introductions were made, and apologies were noted.</p> <p>MHE introduced Cllr Mussarat Khan (Cllr MK). MHE added that Cllr MK's role within the Health and Wellbeing Board will help strengthen the partnership between the two boards.</p> | |
| 2. | <p>Declarations of Interest</p> <p>None recorded.</p> | |
| 3. | <p>Confidentiality Declarations</p> <p>None recorded.</p> | |
| 4. | <p>Minutes & Matters Arising</p> <p>Actions from the Minutes of the Last Meeting:</p> <p>Carry forward from 11th July 2019: PW and SB to have conversation regarding the implementation of Liberty Protection Safeguards process and provide update at next Board. SB confirmed that there are ongoing talks regarding LPS and will continue until the LPS is launched.</p> <p>Carry forward from 11th July 2019: SB to add MSP papers to the agenda and review at next Quality & Performance Subgroup Completed and covered on the agenda under no.11</p> <p>RR will report back with an update on the above and follow up with a briefing note. (Domestic abuse bill) Not complete. RR to circulate next week.</p> <p>Toni Smith to provide feedback from the Workshop via Penny Woodhead under matters arising 'Reimagining the Care Market in West and North Yorkshire' Penny Woodhead not present at meeting to provide update - Carry forward action to next meeting.</p> <p>JG to feedback recommendations from the CPS report at the next meeting JG updated the group on the Poor Report which has recommendations for Police Forces across the country.</p> | PW |

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| | <p>JG highlighted 2 recommendations from the report; need for crimes/adults at risk to be flagged correctly and lack of referrals to partner agencies.</p> <p>JG said that systems within the Police are being reviewed to ensure that referrals are being submitted accordingly. There are also considering a MASH type approach for adults and looking into an intermediary for adults at risk with associated training.</p> <p>JG added that a training day has been organised for frontline staff which will cover safeguarding.</p> <p>JG to circulate PowerPoint ‘Cuckooing’ JG looking for a less complicated version for the group, JG to circulate when available.</p> <p>TS to send link to ‘looking out for your neighbour’ campaign Completed.</p> <p>HG to share slides following the homelessness conference Completed.</p> | |
| 5. | <p>Governance:</p> <p>Legal Update: Razia Riaz (RR) gave a summary for each of the topics:</p> <p><u>JK v A Local Health Board [2019]</u></p> <p>This case dealt with the interaction between the Mental Capacity Act 2005 (MCA), the Mental Health Act 1983 (MHA) and inherent jurisdiction. The issue in question was whether it was lawful to force-feed someone detained under the MHA who was refusing to eat, JK a 55-year-old man with autism, had made an advance decision to refuse medical intervention even if it were to cause his death.</p> <p><u>Prosecutions of local authorities by the Care Quality Commission</u></p> <p>In December 2019, the Care Quality Commission brought its first prosecution against a local authority.</p> <p>Health and social care providers registered with the Care Quality Commission ('CQC') have an obligation to provide safe treatment and care under the regulations of the Health and Social Care Act 2008 (Regulated Activities) Regulations 2015 ('the Regulated Activities Regulations').</p> <p><u>Adult safeguarding and the Anti-social behaviour, Crime and Policing Act 2014</u></p> | |

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| | <p>In circumstances, where a local authority becomes aware of a serious risk to a vulnerable person who has capacity and is reluctant to cooperate due to emotional or other reasons the Anti-social Behaviour, Crime and Policing Act 2014 (“the 2014 Act”) may provide a useful legal framework in responding to such difficult circumstances.</p> | |
| 6. | <p>Governance: Delivery Group Key Update</p> <p>SB (Deputy Delivery Group Chair) gave updates on Penny Woodhead’s behalf:</p> <p>Workplan progressing well and there are no significant risks. Horizon scanning discussions around homelessness and human trafficking.</p> <p>There is some slippage with user engagement work. Conversations are taking place between Healthwatch and Adult Social Care.</p> <p>Reflective discussions regarding the Whorlton Hall Incident and how we can prevent. Conversation progressed to the triangulation of information between the Subgroups and actions have been set to start a mapping exercise to draw connections between data and learning.</p> | |
| 7. | <p>Safeguarding Adults Review</p> <p>JG informed the group that the SAR Subgroup have received a SAR request and the group a currently undertaking a scoping exercise with relevant agencies.</p> <p>The workplan is also being looked at with a view to updating and revising.</p> <p>Given the low number of referrals, Vicky Thersby (VT) asked if the group were assured that organisations were referring appropriately. AC replied stating that there is a joint network event on the 10th March which will cover learning and practise from Domestic Homicide Reviews, Safeguarding Children Reviews and Safeguarding Adult Reviews and will be used as a platform to promote the SAR Framework.</p> | |
| 8. | <p>Learning Development Plan (2020) Update</p> <p>Jackie McGranaghan was invited to the meeting to update the group on the 2020 Learning and Development plan. Work commenced in September 2019 to review and update the 2020</p> | |

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| | <p>plan. The plan requires further refinement before going live on 1st April 2020.</p> <p>The document was sent out for consultation. Further detail required in relation to domestic abuse training and other courses in process of being commissioned.</p> <p>Continuing to look at how to stream line plan to make user friendly, but these developments may be rolled over to the 2021 plan.</p> <p>MHE reminded partners to contribute where necessary.</p> | |
| 9. | <p>Social Media Policy Sign off</p> <p>AC presented the Social Media Policy which is to support the launch of the KSAB twitter page. RR approved it from a legal standpoint. Following a lengthy discussion regarding the merits and pitfalls of Social Media, it was agreed that the Board need to consider an approach for future working with this tool. MHE suggested moving the discussion of use of social media to the Delivery Group.</p> <p>ACTION: Discussion to take place at Delivery Group regarding the use of Twitter. JSnr to add as agenda item</p> | JSnr |
| 10. | <p>Self-Neglect, Kirklees Multi-agency policy and practice guidance Sign off</p> <p>JS gave an overview of the Self-Neglect, Kirklees Multi-agency policy and practice guidance. JS added that there will be a 6-month revision of the policy which will incorporate learning from the it being put into practise.</p> <p>There will be a Risk Escalation Conference set up which will consider medium/high risk case which will help drive/ progress cases of self-neglect. The conference will consist of a core membership of organisations, but others will be introduced on a case by case basis. The terms of reference for this group are currently being developed which will include an information sharing agreement.</p> <p>MHE iterated the importance of having key partners represented on the Risk Escalation Conference.</p> <p>A discussion took place about what role (within each organisation) would be the most appropriate for representation on the panel.</p> | |

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| | <p>ACTION: MHE to write to Board members to scope appropriate membership for Risk Escalation Conference.</p> <p>The Board agreed for policy to be signed off.</p> | <p>MHE</p> |
| <p>11.</p> | <p>Performance:</p> <p>Performance Dashboard</p> <p>SB gave overview of highlights/exceptions from the Quarter 2 Performance Dashboard:</p> <ul style="list-style-type: none"> • Discussions within the Quality and Performance Subgroup are moving away from data and more around the intelligence behind figures. • There has been a reduction in reported concerns in comparison to quarter 1. The Q&P Subgroup cited that this may be due to introduction of online reporting in that quarter. • There's assurance that effectiveness of Safeguarding Responses are good. • Increased regional bench marking information has featured but there is a lack of confidence within the Q&P Subgroup that the data is reliable as inconsistencies are apparent. SB is assured that we are reporting in line with national guidance. • Continuing to monitor care home data. • Actions in place to address instances where cases are remaining incomplete. • Actions also in place to address where outcomes are not being asked. This is viewed as an opportunity to strengthen training and links to Learning Subgroup which are being established. • It has been identified that there is no current audit cycle, and this is being looked into. • Improvements to timeliness. • Example dashboards from other SABs are now a regular feature of the Q&P Subgroup and the group are drawing comparison and recognising best practise. • Changes to how Health Data is captured and presented is being developed and will be in place for the next quarter. <p>MCA/DOLS Report</p> <p>SB gave overview of highlights/exceptions from the Quarter 3 MCA/DOLS report:</p> | |

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| | <ul style="list-style-type: none"> • Slight reduction in applications received • Use of ADASS priority tool to assess urgency • Capacity issues apparent and pressures to responsiveness • Assurance that risk is managed • Local Authority are actively prioritising DOLS in the Community | |
| 12. | <p>Engagement Update</p> <p>Helen Hunter (HH) provided an update on behalf of the Engagement Group who at their last meeting established that there is a need for Board support to help drive the engagement programme. The ask is for Board partners to inform the Partnership Team of any events that the engagement group can link in with.</p> <p>ACTION: MHE asked members to provide the KSAB Partnership Team with details of events for 2020 by 14th February</p> <p>HH added that the Engagement Group have also discussed capturing stories from people that have been through the safeguarding process. MHE agreed to this exercise.</p> <p>AC informed that the Learning Subgroup is currently gathering ideas for Safeguarding Week 2020.</p> | All |
| 13. | <p>Agency Safeguarding updates and local issues</p> <p>Amanda Evans – Adult Social Care</p> <p>Simon McGurk (Head of Adult Social Care Operations for North Kirklees) is leaving the authority. A recruitment process has commenced, and interim arrangements are in place.</p> <p>Helen Geldart – Housing Services</p> <p>A bid has been accepted to help support the Rough Sleepers Initiative Team. Recruitment taking place for a mental health expert who will help improve the conversations around drug abuse and sex workers.</p> <p>Clare Robinson – CCG</p> <p>Sue Brook has left the organisation and a replacement has been recruited for a temporary term of 6 months. This person will engage with the Q&P Subgroup.</p> <p>Clive Barrett – Mid Yorks Trust</p> | |

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| | <ul style="list-style-type: none"> ➤ Peter Kirwan retires at the end of January and his replacement has been recruited. ➤ Work commenced around introduction of LPS (Liberty Protection Safeguards) ➤ A scheduled CQC inspection has been deferred <p>Paula Adams – LOCALA</p> <p>After a recent inspection LOCALA are awaiting a CQC report.</p> <p>Vicky Thersby – CHFT</p> <ul style="list-style-type: none"> ➤ Working with Calderdale and Wakefield regarding the implementation of LPS. ➤ Introduction of new electronic system which will help with the recording of mental capacity. <p>Carol Morgan – SWYPFT</p> <ul style="list-style-type: none"> ➤ Intercollegiate training document has been rolled out ➤ A Safeguarding Conference will be held on the 14th February. <p>Saf Bhuta – Head of Safeguarding and Quality, Kirklees Council</p> <p>Kirklees Council have launched a Corporate Safeguarding Policy</p> <p>Karen Oates – Housing Services</p> <p>Housing Service’s Safeguarding Champions have been asked to work within a Corporate Group with a view to extending the champion role across Kirklees Council.</p> <p>Jim Griffiths – West Yorkshire Police</p> <p>Stalking protection orders are coming into effect at the end of January.</p> <p>ACTION: JG to provide brief about the Stalking Protection Orders at the next Board Meeting</p> | <p>JG</p> |
| <p>14.</p> | <p>Any Other Business</p> <p>SB informed the group that recruitment for the new Independent Chair is underway and interviews will take place on 10th February. As part of their induction the new Chair will be involved in the Challenge Event that will take place on the 25th and 26th February.</p> | |

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| | <p>RP took this opportunity to reflect on the importance of the role MHE has played as the Boards first Independent Chair and thanked MHE for his contributions. Partners around the table echoed this sentiment and collectively thanked MHE.</p> | |
| <p>15.</p> | <p>Key Work Priorities for 2020 – Targeted Discussion</p> <p>MHE opened discussions about what Partners would like to see included in the next years’ work plan:</p> <p>Jackie McGranaghan:</p> <ul style="list-style-type: none"> ➤ Continuation to drive improvements to MSP through Dignity in Care and See Me in Care Campaigns. ➤ Emphasis on prevention ➤ Develop method of sharing learning from SARs ➤ Mechanism to aid triangulation of Subgroups ➤ Continuation with network events. ➤ Recruit chair for Dignity in Care and See Me in Care Campaigns. Promote use of good practice tool kit ➤ Develop interactive online and learning and development plan for 2021 <p>MHE suggested workforce competency development and some associated training events would benefit by moving away from being specific to organisation and be more partnership led. A current example being the new practitioner forums.</p> <p>Carol Morgan:</p> <p>Explore how we embed learning from SARs and ensure that it is continued.</p> <p>CR added that discussions have started within the SAR Subgroup to move away from prescribed action plans and to a learning focus which will put the ownness of organisation to draw their own actions from learning.</p> <p>Helen Hunter:</p> <p>Personalisation of care and the links between best work and trusting relationships with practitioners. SB echoed this and iterated the importance of the human story behind data.</p> <p>Saf Bhuta:</p> <p>Recognise place-based work and use that information to help form views around risk.</p> | |

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| | <p>Conscious that the safeguarding arena can become crowded with many cross-cutting themes. Continue links with partnering Boards.</p> <p>Emily Parry-Harries:</p> <p>Opportunity for Board to think about time horizons and how we respond to issues.</p> <p>Clive Barrett:</p> <p>How can we be assured that staff are not abusing and that staff are detecting safeguarding issues?</p> <p>Paula Adams:</p> <p>Understanding of what the safeguarding process is like from the view of front line staff.</p> <p>MHE suggested opening future meetings with testimonies with stories from practitioners or adults who have been through the safeguarding process.</p> <p>Richard Parry:</p> <p>Are we confident that trained staff are attuned to safeguarding matters in their communities when they're not a work and are our process geared to enable staff effectively.</p> <p>Clare Robinson:</p> <ul style="list-style-type: none"> ➤ Focus on the patient's story ➤ Draw on themes and lessons from other Boards. ➤ Further partner support | |
| 16. | <p>Next Meeting Date:</p> <p>Tuesday 28th April 2020, 13:00-15:30 Textile Centre, Red Doles Lane, Off Leeds Road, Huddersfield, HD2 1YF</p> | |

Actions from Meeting 29th January 2020

| Item No. | Action | Lead person/s | Timescale |
|----------|--|---------------|-----------|
| 4 | Action from 24/10/2019: Toni Smith to provide feedback from the Workshop via Penny Woodhead under matters arising 'Reimagining the Care Market in West and North Yorkshire' Penny Woodhead not present at meeting to provide update - Carry forward action to next meeting. | PW | |
| 9 | Discussion to take place at Delivery Group regarding the use of Twitter. JSnr to add as agenda item | JSnr | |
| 10 | MHE to write to Board members to scope appropriate membership for Risk Escalation Conference. | MHE | |
| 11 | MHE asked members to provide the KSAB Partnership Team with details of events for 2020 by 14th February | MHE | |
| 13 | JG to provide brief about the Stalking Protection Orders at the next Board Meeting | JG | |