



BATH & NORTH EAST SOMERSET LOCAL SAFEGUARDING ADULTS BOARD

MINUTES OF MEETING HELD ON

Tuesday 13th December 2016

2pm – 5pm

Venue: B&NES Civic Centre, Keynsham (Room West 1.3)

Those Present

Reg Pengelly – B&NES LSAB Independent Chair
Sonia Hutchison – CEO, Carers Centre B&NES (Vice-Chair)
Mike Bowden – Strategic Director, People & Communities Dept, B&NES Council
Lesley Hutchinson – Head of Safeguarding Adults and Quality Assurance, B&NES Council
Jane Shayler – Director, Adult Care & Health Commissioning, B&NES Council/BaNES CCG
Dami Howard – LSCB/LSAB Business Support Manager, B&NES Council
Helen Wakeling – Deputy Safeguarding Lead for Adults & Quality Assurance, B&NES
Cllr Vic Pritchard – Cabinet Member for Adult Social Care & Health, B&NES Council
Amanda Cranston – B&NES LSAB Lay Member
Marjorie Stephinson – B&NES LSAB Lay Member
Geoff Watson – Professional Lead for Social Work, Sirona Care & Health
Daniel Badman – Director of Quality, Avon & Wilts Mental Health Trust
Andrew Snee – Head of Tenancy Solutions, Curo Group
Matt Hanna – Service Manager, Julian House, Bath.
Mike Menzies – Named Nurse Safeguarding Children & YP, RUH NHS FT
Alex Francis – Interim General Manager, Healthwatch B&NES
D/Supt Rich Kelvey – Manage (Prevent & Protect), Avon & Somerset Constabulary
Lisa Ring – Senior Probation Officer/Team Mgr, CRC Probation Team in BANES
Pam Dunn – Operations Director, Care Watch Bath & North East Somerset
Dawn Clarke – Director of Nursing & Quality, NHS BaNES CCG
Sarah Jeeves – Adult Safeguarding & QA Nurse for Funded Health Care, NHS BaNES CCG
Sue Burn – Interim Head of Inspection (South Central), Care Quality Commission
Sarah Shatwell – Director, Housing & Communities, DHI (representing Health & Wellbeing
Networks for Supporting People & Communities Forum)

Apologies

Clare Tozer – Administrator/Notetaker for LSAB
Kevin Day – Senior Probation Officer, NPS: South West and South Central Division
Chief Supt Geoff Wessell – Head of Prevention & Protection, Avon & Somerset Constabulary
Sarah Omell – Business Development Mgr (Partnerships), Avon & Somerset Constabulary
Helen Chrystal – Safeguarding and Patient Experience, NHS England

Janet Rowse – Chief Executive, Sirona Care & Health
 Jenny Theed – Director of Operations, Sirona Care & Health
 Simon Hester – Safeguarding Named Professional SWAS FT
 Karen Hunt – BUPA Care Home Representative
 Pam Bourton – Manager, Bridgemead Care Home (Care Home Representative)
 Bill Bruce-Jones – Clinical Director for B&NES, AWP Mental Health Trust
 Liz Richards – Managing Director (B&NES), AWP Mental Health Trust
 Phil Rhodes – Community Service Manager (B&NES) AWP MH Trust

1	<p>Welcome & Introductions</p> <p>Reg Pengelly welcomed everyone to the meeting including visitors to the Board.</p> <p>Emergency evacuation process shared with members.</p>
2	<p>Agenda Item 2: MSP Case Study – Self-Neglect (Sarah Shatwell DHI)</p> <p>Sarah Shatwell presented this item. It concerned a case that was passed on to DHI by a member of staff from the Specialist Drug & Alcohol Service (SDAS) who is the dedicated safeguarding lead for the treatment system. The service user was known to SDAS but not known to DHI.</p> <p>The service user had physical, mental health and substance misuse issues, culminating in significant self-neglect. A safeguarding referral was made in June 2016 via SDAS. This did not progress to a Section 42 safeguarding enquiry but a multi-agency professionals meeting was convened which SDAS chaired. B&NES Council Safeguarding Adults Team were also represented at this meeting to respond to any questions being asked. Several ‘actions’ arose from the meeting which have since been completed. However, it was considered that DHI could have put additional support in place. The GP was also very involved in the support provided to this service user. Overall the situation was not significantly improved but neither was there further deterioration in the service user.</p> <p>Jane Shayler asked how the co-ordination of partners took place. SDAS were the main co-ordinators. Sarah Shatwell some of the actions were potentially aspirational. The LSAB wanted clarity that there were services involved prior to being referred for safeguarding. Concerns were raised that the service user’s house was being used by other agencies.</p> <p>Clarity sought concerning Sirona’s role in this situation.</p> <p>Sarah Shatwell explained the relationships surrounding the service user’s involvement, that the situation had been shared with family members who were supportive of the service user. The process was person-centred around this individual’s needs.</p> <p>Reg Pengelly thanked Sarah Shatwell for this case study.</p>

3.	<p>Agenda Item 3: Declaration of Interests There were no Declarations of Interests.</p>
4.	<p>Agenda Item 4: Minutes and Actions from previous meeting (20th Sept 2016)</p> <p>Minutes of the last LSAB were approved, subject to following amendments:-</p> <p>Page 2, last para: should be LSAB and not LSCB <i>(Clare Tozer has amended)</i></p> <p>Page 6, Sarah Shatwell not been asked to join MASH Project Board. Look at this under Agenda Item 13.</p> <p>Clare Tozer to re-send final Minutes of 20th Sept 2016 as final version to Board members and Dami Howard to put the Minutes on the B&NES Safeguarding website.</p> <p>Actions Log and Summary</p> <p>Actions completed</p> <p>A335a now completed</p> <p>Closed down Action 392, whilst waiting for the PCC to rearrange a meeting when greater awareness of Wood Review outcomes.</p> <p><u>Updates needed on the following Actions:-</u></p> <p>A240b Meeting with Helen Wakeling to review the process.</p> <p>A346d Daniel Badman has identified the issue and will update at the next LSAB meeting.</p> <p>A370 Prevent and Chanel duties to the Council. Duties not yet transferred to the Council – open Action.</p> <p>All other Actions requiring a new date were agreed.</p> <p>Dami Howard and Clare Tozer to update Action Log.</p>
5.	<p>Agenda Item 5: Strategic Business Plan 2015-18 (plus Summary Update 5a)</p> <p>New summary page updating business plan items.</p> <p><u>Successes</u></p> <p>KP1 No.5 FGM policy and poster completed – there was a discussion about ASIST taking calls which needs resolving</p> <p>KP1 No.7 Continued collaboration with LSCB</p> <p>KP1 No.10 2 Lay members in post – welcome!</p> <p>KP1 No.11 Induction</p> <p>KP1 No.15 Self-Assessment Report</p>

New dates needed/date changes to agree

KP1 No. 14 New LSCB/LSAB webpage: Expected to be up and running by February 2017. Move to LSAB March 2017 for sign-off.

KP3 No. 9 Managing Allegations Protocol – to LSAB March 2017. Helen Wakeling has recommended to the national leads to request an issue on an advice note and all Local Authorities regarding the Care Act.

Issues to Resolve/Note

KP1 No.2 LSAB Policy dissemination: Completed. Will 'name and shame' if needed!

KP1 No.5 Policy & Procedures sub-group did discuss the Exploitation Policy. Issues around compliance with the Care Act.

KP1 No.7 Training & Development sub-group meeting in early January 2017. New Joint Chairs Mel Argles (B&NES Council Deputy Safeguarding Lead for C&YP) and Daniel Badman (Quality Director AWP). Will look at the workplan for the sub-group and how to take things forward.

KP1 No.9 LSAB Chair appraisal: This is in hand and to come back to the LSAB in March 2017. Part of the two-stage process going to Scrutiny Panel.

KP1 No.15 Query if this is a repeat of KP3 No.10? Confirmed it was – therefore, remove the one that relates to Commissioners and keep as QAA&PM group only.

KP2 No.5 Monitoring of MASH effectiveness: A date to be agreed and report back to LSAB June 2017.

KP2 No.8 Actions agreed at last LSAB Business Development session: "Think Family" – how and when does the LSAB want to demonstrate action for this. Sonia Hutchison recommended including something in each of the LSAB sub-groups' Terms of Reference. Sonia Hutchison to draft a sentence that can be included in the TORs. **Action No.399: SH**

Undertake collaborative work with LSCB through sub groups and Joint Business development session in February. **Action No.399a: RP/DH**

Reg Pengelly holding a session with all Sub-Group Chairs and will also discuss this. **Action No.399b RP**

KP3 No.3 Implement self-assessment report findings relating to training and update LSAB: Update needed from Training & Development sub-group: Daniel Badman to speak to Dami Howard about this action. **Action No.400: DB**

KP3 No.6 Ensure the voice of service users and carers is listened to: This will be picked up at the T&D sub-group meeting in January.

6. **Agenda Item 6: LSAB Chair's Report (verbal update)**

Dorset Children's Board about to publish a SCR into a non-mobile infant. Presented twice to hospital with bruising. Doctors accepted the explanation and did not follow the protocol to immediately call a Paediatrician. Huge amount of time spent publicising this. Reg Pengelly reminded the Board that Policies and Procedures need to be consistently used. Message is to get Protocols out to staff and ensure they understand the processes.

Dawn Clarke commented that one way of ensuring staff understand safeguarding procedures and protocols is through training and that this needs to be regularly updated.

Lesley Hutchinson said we need to ensure we get policies and procedures out to agencies. There is no easy answer to this but we have a number of mechanisms – largely through email, training and meetings. A broader issue is how does the LSAB assure itself that they are being adhered to? This is not easy to resolve. Sarah Shatwell said that it is a large pressure to represent the sector DHI and Julian House cover. Pam Dunn supported this and commented that as a Domiciliary Care provider she could not be responsible for all the other domiciliary care providers getting Policies and Procedures out to their staff. The Board accepted both points and will continue to use the range of methods for dissemination; getting assurance from commissioned services is easier than non-commissioned services.

Marjorie Stephinson asked a question about Doctors finding out about policy changes and being aware of new procedures. Dami Howard said she would be carrying out some more 'mystery shopping' and will report back to the LSAB in March.

Dawn Clarke asked how we could help frontline staff be aware of the key points of safeguarding policies and procedures. Reg Pengelly suggested that when we produce policies it is important to get a 'punchy' message out, for example three sentences on a front page and link with Comms about how we get information out. Could there be a Comms plan to look at this? Rich Kelvey suggested using the new website and potential for Policies to be on an app. The P&P group and the Coms group need to ensure that for all policies and procedures there is a 'punchy' message for ease of digest at a glance.

Bodycams: Relevant Avon & Somerset Constabulary staff will be issued with body-worn cameras. This has had good outcomes particularly for domestic abuse cases. The footage will be used at Children's safeguarding strategy and planning meetings. Rich Kelvey gave an example of how a bodycam was used in a domestic abuse case where it was difficult to articulate the abuse on a piece of paper.

By Spring 2017 there are likely to be about 200-300 bodycams in circulation. The same constraints will apply on bodycam footage as there is on sharing paper documentation.

Amanda Cranston asked about issue of consent. Sarah Shatwell also expressed her concerns around consent and the potential for bodycam footage to be 'voyeuristic' at strategy meetings.

	<p>Rich Kelvey said in respect of cases concerning children the bodycam footage would be extremely helpful. He pointed out that sometimes paper information does not always convey the impact of the actual event.</p>
7.	<p>Agenda Item 7: LSCB/LSAB Stakeholder Event (verbal update)</p> <p>Generally this was a successful event and focusing on the theme “Think Family” was helpful. Because it was a joint LSCB/LSAB event it did get booked up very quickly and a number of staff and other agencies were unable to join.</p> <p>Consideration to be given to a further joint event in 2017.</p>
8.	<p>Agenda Item 8: QAA&PM Performance Report</p> <p><u>Case Audit Meetings</u> Only one case audit meeting has taken place since the last LSAB in September. The case audit meeting scheduled for November had to be cancelled. The next case audit meeting is on 23rd January.</p> <p>The main QAA&PM sub-group met on Weds 16th November. Healthwatch ‘Enter and View’ visits are not as frequent as had been hoped as there have not been the volunteers available in B&NES to do these visits. Healthwatch have been focusing on hospital visits rather than care homes because of shortage of volunteers. Alex Francis commented that volunteer support is now in place (as from October) which will make it easier for ‘Enter and View’ visits to happen. A recent ‘Enter and View’ planning meeting agreed specific themes.</p> <p>The QAA&PM sub-group looked at a number of agency reports. AWP 15% case file audit. Unclear if advocacy offers were either being made or being recorded. Similarly for B&NES Council 15% audit. Sirona Care & Health were not present so the report they submitted was not discussed, however it had been available for some time. Concerns raised that number of advocates being provided is not being fully captured (links to issue highlighted on the LSAB Business Plan). Appear not to be using formal advocates in safeguarding as per the Care Act.</p> <p>SWAN Advocacy are the main commissioned provider.</p> <p>The Council report outlined that 75% of files audited look to be good or excellent. Feedback given to the ‘alerter’ recorded at 90% but anecdotal feedback does not support this level as recorded.</p> <p>There remains an anecdotal concern that boxes are just being ticked on a form or agencies are not remembering that they have been told the outcome. The report also highlighted that there was a lower than acceptable percentage of actual investigation reports for safeguarding investigations – this is something the new procedures require to try and improve this position.</p> <p>Sonia Hutchison raised concerns regarding the Local Authority and advocacy numbers.</p>

Audit showed some areas of good practice as well as areas of concern which need attention from all.

'E' Family: Case review undertaken by LSCB concerning a mother with mental health problems, her partner and their baby / young child. The mother, unfortunately committed suicide whilst the Children's Social Care were pursuing Court action. Learning document from this case to be shared with LSAB members.

Action No. 401: DH

Dashboard: The usual dashboard is not available due to changes in the IT system. Liquid Logic is not yet able to pull reliable activity date from and this is impacting on reporting. Helen Wakeling confirmed that the Council Team are keeping a tracker of all cases to cross reference with the data report when these come through to ensure no one is missed.

Lesley Hutchinson gave a brief summary in her report regarding the number of safeguarding referrals, community DOLS and hospital and care home DOLS.

There are eight care homes currently on 'voluntary embargo' for placements as a result of safeguarding or performance concerns.

The QAAPM group are working with Police and BaNES CCG around dashboards and how their information can be included to develop a more enhanced profile.

Sonia Hutchison asked what the plan is regarding concerns about advocacy.

Action: To be looked at with Swan Advocacy at next QAA&PM meeting and suggestion that MCA sub-group also consider this. Action No.402: LH

Cllr Vic Pritchard questioned why the Sirona report was not looked at given that the QAA&PM report suggests they took part. Lesley Hutchinson explained that all three agencies (AWP, Sirona and B&NES Council) had submitted 15% case file audits and hopefully not all the same files being considered. Sirona did an audit report of their activity and participated in full overview of the audit process.

Non-care registered update to be provided by Alan Mogg when available.

Benchmarking information is available in the LSAB Annual Report.

9. **Agenda Item 9: Joint Website**

Dami Howard demonstrated the new joint LSCB/LSAB Safeguarding website and updated on the progress being made.

Rich Kelvey stated that Action Fraud should be included on the rogue Traders tab.

Dami Howard will send out the link to the LSAB (and LSCB) Board Members to get feedback on the new website by 13th January, if it is easier to navigate and gives the

	<p>information people need. The new website is expected to be ready for use by end of January/beginning of February 2017. Action No. 403: DH</p> <p>Discuss issues of colours and impact for people with a visual impairment.</p> <p>Decision to be made as to whether the Resources tab on the new website should be deleted given that the information is repeated.</p> <p>Thanks to Dami Howard for her input into the new website.</p>
10.	<p>Agenda Item 10: DHR Action plan and update on domestic abuse work</p> <p>Lores Savine (B&NES council Community Safety Officer) and Bruce Laurence (B&NES Council Director of Public Health) were unable to attend LSAB to speak to this item. Helen Wakeling, Sarah Shatwell and Geoff Watson agreed to present the information.</p> <p>Helen Wakeling set out what a DHR (Domestic Homicide Review) is and the criteria. Concerns raised about whether agencies had supported her effectively and whether any actions could have been taken to reduce the risks.</p> <p>Helen Wakeling had concerns whether this was the final Action Plan because some of the actions had already been completed and the plan presented did not seem to be the final version. Dawn Clark and Lesley Hutchinson agreed this was the case.</p> <p>Lesley Hutchinson noted that there would be a multi-agency statement on Domestic Abuse and a Strategy. That IVASP had now transformed into the Domestic Abuse Partnership.</p> <p>Cllr Vic Pritchard commented that he thought the timescales were too long.</p> <p>Action: Lesley Hutchinson to contact Lores Savine regarding the Action Plan and circulate to the Board. Action No.404: LH</p>
11.	<p>Agenda Item 11: Care Quality Commission presentation</p> <p>Sue Burn presented this item.</p> <p>Team of eight Inspectors on the patch (Bristol and Bath). They have almost completed a 'ratings review programme' which is to ensure that services are safe and of a high quality.</p> <p><u>Main role of the CQC is to:-</u></p> <ul style="list-style-type: none"> • Register health and adult social care providers. • Monitor and inspect services to see whether they are safe, effective, caring, responsive and are well-led. Publish findings. • Use legal powers to take action where we identify poor care. • We speak independently, publishing regional and national views of the major quality issues in health and social care, and encouraging improvement by highlighting good practice.

Scope/Remit of CQC

- Care Homes and Domiciliary Care Providers
- Hospitals and Clinics
- Ambulance Trusts
- Primary Dental Care
- Primary Medical Services
- Safeguarding

CQC take new registrations of care homes on a daily basis. Seen a massive increase in Domiciliary Care organisations registering and several have also moved out of the area or closed down.

CQC ask five key questions of any service – Are they Safe, Caring, Well-Led, Effective and Responsive; and publish ratings on each service inspected.

Role in safeguarding – determining the quality of care. Also have ‘Insight’ data monitoring systems.

Of the 12,500 Domiciliary Care providers and 25,500 care homes – 2.5% are inadequate. Seen a lot of services that need to improve but also see that majority of staff are caring.

CQC role in Safeguarding

- Work with others and share information.
- Take action on identifying abuse (seen a rise in whistleblowing from public and other sources e.g. Council, CCK and Healthwatch).
- Very tight KPIs.
- Attend safeguarding meetings on a case-by-case basis. Generally not regarding individuals but will attend if there is a broader concern about the providers.
- Attend Safeguarding Adult Reviews and Serious Case Review when requested.
- Attend LSAB’s when needed.

Feedback on safeguarding from Inspections

- Training is variable – no national standards.
- Multi-Agency working is improving and working well.
- MCA and Safeguarding is an issue.
- Staff understanding of MCA/DOLS is an issue as well.
- CQC accept that there is a backlog for DOLS.

Regulation 13: Safeguarding service users from abuse and improper treatment.

Provider systems: Key Lines of Enquiry (KLOE) asks how people are protected; what are the systems; how are they working; and do staff know about this, etc. Including improper restraint and regulation around consent.

Regulation 12: Self Care and Treatment

Look to work with Police and Health in relation to avoidable harm.

Number of concerns and alerts CQC refer to B&NES

About 12 – 13 concerns per month reported to B&NES. However, these are not concerns that CQC reported but had come in from other sources (e.g. whistle-blowers). When CQC do a visit to a care home and see something untoward they will ask the care home to report it.

Sue Burn will check how alerts raised in B&NES compare with other areas and if it is unusual not to have made any. **Action No. 405: SB**

Lesley Hutchinson and Pam Dunn noted that the dashboard indicated a high number of concerns raised by CQC which was being queried. All concluded CQC and data team need to look into this. **Action No. 405a Helen Wakeling and CQC local link from Liaison Meeting**

Public knowledge about CQC has increased.

If there is an inadequate service CQC will re-visit in six months. Usually 75% improve by the time CQC go back.

Marjorie Stephinson asked if CQC were reactive as well as being proactive. Sue Burn said CQC respond in both ways and also aim to be preventative as well. Generally, Providers wanted their ratings back and see this as an incentive to help improve services. Unfortunately, no overall 'outstanding' rating in B&NES and Bristol as need 'outstanding' in two of the five domains.

Have lessons been learned from the Winterbourne View case. Sue Burn believes so. Responsive Team are getting information out quickly.

Recordings of investigations into deaths – Radio report this morning. The LSAB does not receive the information on RCA's (Route Cause Analysis) and safeguarding issues potentially resulting in death. The LSCB has the Child Death Overview Panel, but there is no equivalent in adults. It would be difficult to do so in Adults because the numbers are very low.

Daniel Badman said there are a number of people who do not meet the threshold criteria for a Route Cause Analysis.

Dawn Clarke said it was a huge area and many of the acute providers have reviews on unexpected deaths. BaNES CCG have written to providers to see what they do. Also have asked for data and information as part of operating plan.

BaNES CCG looking at unexpected deaths with GP clusters. Dawn Clarke will bring a report to the Board if there are safeguarding concerns.

12. **Agenda Item 12: Joint LSCB/LSAB FGM Guidance and poster**

Dami Howard presented this item. Worked with Jackie Mathers and other agencies to develop the guidance across children and adults. Since 2015 it has been mandatory reporting for agencies working with children (Local Authority, Teachers and Health staff). Nothing mandatory for adults as yet.

Reg Pengelly informed the LSAB that there is a new trend of 'FGM parties' in the UK which is concerning.

This is the third joint LSCB/LSAB policy. However there was concern that there was not enough about support to women regarding FGM or to staff that may receive the referrals. Dami to feed this back to the FGM joint sub group and then circulate a revised format amongst the LSAB to approve by email. The existing LSCB guidance for children and young people remains in place until the changes are agreed to form a joint policy. **Action No. 406: DH**

Amanda Cranston challenged why the poster was not available in other languages. The Police & Crime Commissioner's office has developed posters and they are available in different languages.

Action: Rich Kelvey (Police) to send Dami Howard contact details for Police & Crime Commissioner and Kay Wozniak (Chief Superintendent, Avon & Somerset Constabulary). Action No. 406a: RK

Question on accessible formats and language needs to be available. These are usually made available when specifically requested but the poster does not state this.

At a recent FGM training event Geoff Watson said that Det Chief Inspector Leanne Pook (Force Lead on FGM) had asked the Sirona representatives attending, to send FGM referrals directly through to her. It needs to be really clear from an adult perspective where they should go. **Action: GW to confirm with the Police and report back to Helen Wakeling and Dami Howard. Action No. 406b: GW**

13. **Agenda Item 13: MASH Update and Governance**

Lesley Hutchinson updated on this item.

Challenge at LSCB in September to have clear governance for the new MASH. Lesley Hutchinson explained the 'front door' referral process in B&NES for adults and children's safeguarding remains unchanged. MASH went live in September 2016. It took three or four weeks to settle down with safe network links now in place. New Terms of Reference were shared and have been approved by the MASH Project Board.

The MASH Project Board has not been particularly well attended from adult services at recent meetings and there is an issue with continuity of staff. AWP have not been able to have anyone present in the MASH. Sirona have struggled to have a member of staff there all day for the last month, although there were staff illness reasons for this and for a while the IT issues made it impractical. The expectation was that there would be someone present all day at the MASH from Sirona and part time from AWP.

	<p>Geoff Watson (Sirona) stated that they do meet the temporary arrangement agreed and that they would attend the daily meeting only. Lesley Hutchinson noted this is not the expectation or what the agreed model requires; the Council and the Police have staff in the MASH all day as is the expectation from Sirona. Sirona's lack of representation did cause a problem for referrals being received regarding adults.</p> <p>Sarah Jeeves stated that she had shared a letter from NHS England stating that AWP should have a member of staff situated in the MASH.</p> <p>A new MASH Project Board Chair is needed – that person will be required to sit on the LSCB and LSAB.</p> <p>Action: Sarah Shatwell - Developing Health & Independence (DHI) to be added to the list of agencies on the MASH Terms of Reference. Action No. 407: LH</p> <p>Action: Email to agencies represented on the LSCB and LSAB regarding MASH Chair role (i.e. RUH, BaNES CCG, B&NES Council, AWP, Police and Sirona) Action No. 407a: LH</p> <p>Further MASH update at LSAB in March 2017</p>
14.	<p>Agenda Item 14: Joint LSCB/LSAB Winter Newsletter – articles</p> <p>Sonia Hutchison requested articles for the Joint LSCB/LSAB Winter Newsletter.</p> <p>Following to be included:-</p> <ul style="list-style-type: none"> - <i>FGM International Day of Zero Tolerance – 6th February 2017</i> http://www.un.org/en/events/femalegenitalmutilationday/ - <i>Joint LSCB/LSAB Website (Dami Howard)</i> - <i>RUH event (Debra Harrison)</i> - <i>Purpose of the LSAB (Reg Pengelly)</i> - <i>Lay Members (Introduction/Profile)</i> - <i>Virgin Care (Jane Shayler)</i> <p>Articles to Dami Howard by 13th January 2017. Action No. 408: All named above.</p>
15	<p>Agenda Item 15: Joint Business Development Session</p> <p>Dami Howard presented the Draft Agenda for the Joint LSAB/LSCB Development Session being held on Tues 21st February 2017. Partner Agencies on both Boards to let Dami Howard know if they would like to attend as it is hoped to then invite sub group members if spaces are available.</p> <p>Dami Howard to check Daniel Badman receives emails. Action No. 409: DH</p>
16	<p>Agenda Item 16: LSAB Key Messages</p> <p>Reg Pengelly will complete these. Clare Tozer to circulate to the Board.</p>

	<p>Any Other Business</p> <ul style="list-style-type: none"> • LSAB to note the “for information only” items on the Agenda. • LSAB Self-Assessment Action Plan. Update work to be completed by Sirona and AWP.
17	<p>Agenda Item 17: LSAB meeting dates calendar 2016</p> <p>LSAB to note for information</p>
18	<p>Agenda Item 18: LSAB Challenge Log</p> <p>LSAB to note for information</p>
19	<p>Agenda Item 19: Motion to Cabinet - Modern Slavery & against FGM</p> <p>LSAB to note for information. http://intranet/responsible-authorities-group</p>
20	<p>Agenda Item 20: Safeguarding Adults Collection (SAC) Annual Report, England 2015-16</p> <p>LSAB to note for information http://www.content.digital.nhs.uk/catalogue/PUB21917</p>
21	<p>Agenda Item 21: Ombudsman Report regarding quality of enquiry reports</p> <p>LSAB to note for information. http://www.communitycare.co.uk/2016/06/30/council-apologises-chaotic-safeguarding-investigation/</p>
22	<p>Agenda Item 22: LSAB Self-Assessment Action Plan Update</p> <p>LSAB to note for information.</p>
23	<p>Agenda Item 23: Revised sub Group TORs – Comms, P&P, FGM, and MCA</p> <p>Discussed/agreed at this meeting and all but FGM will be updated on the LSAB website.</p>
24	<p>Agenda Item 24: New Draft LSAB Lay Member Induction Pack</p> <p>Shared at this meeting. LSAB to note for information.</p>
25	<p>Agenda Item 25: Updated LSAB Risk Register</p> <p>LSAB to note for information.</p>

Dates of Future MeetingsLSAB dates for 2017

Tues 21st March 2017: 2pm – 5pm in the Walker Suite, Avon F&R

Tues 20th June 2017: 2pm – 5pm in Keynsham Community Space

Tues 26th Sept 2017: 2pm – 5pm in Keynsham Community Space

Tues 12th Dec 2017: 2pm – 5pm in Rm West 1.1 B&NES Civic Centre, Keynsham.