

## Attachment 1



### **BATH & NORTH EAST SOMERSET LOCAL SAFEGUARDING ADULTS BOARD**

**MINUTES OF MEETING HELD ON  
Wednesday 17<sup>th</sup> June 2015  
2pm – 5pm**

**Venue: Avon Fire & Rescue Command Centre, Lansdown, Bath. BA1**

#### **Those Present**

Visitors: Nicola Pender, Anti-Slavery Partnership for Agenda Item 4  
Robin Cowen – B&NES LSAB Independent Chair  
Reg Pengelly – B&NES LSAB Independent Chair Designate  
Lesley Hutchinson – Head of Safeguarding Adults and Quality Assurance, B&NES Council  
Helen Wakeling – Deputy Safeguarding Lead for Adults & Quality Assurance  
Jane Shayler – Director, Adult Care & Health Strategy & Commissioning, B&NES Council  
Ashley Ayre – Strategic Director, People & Communities Dept, B&NES Council  
Cllr Vic Pritchard – Cabinet Member for Adult Social Care & Health, B&NES Council  
Jenny Theed – Director of Operations, Sirona Care & Health  
Kate Purser – Adult Safeguarding Lead, NHS BaNES CCG  
Sonia Hutchison – CEO, Carers Centre B&NES  
Karyn Yee-King – Safeguarding Adults Team B&NES Council  
Val Janson – Assistant Director of Nursing and Quality (Commissioning), BaNES CCG  
Kate Purser – Adult Safeguarding Lead, BaNES CCG  
Dawn Clarke – Director of Nursing & Quality, NHS BaNES CCG  
Mary Lewis – Deputy Director of Nursing, Quality and Patient Safety, RUH NHS FT, Bath.  
Kevin Day – Senior Probation Officer, NPS: South West and South Central Division  
Det/Supt Carolyn Belafonte – Avon & Somerset Constabulary  
Mark Dean – Head of Safeguarding, AWP Mental Health NHS Trust  
Julie Evans – Director of Neighbourhoods, Curo Group  
Damaris Howard – Director, Freeways  
Alan Mogg – B&NES Council Safeguarding Adults Team (for Agenda Item 2)  
Clare Jones – Sirona Care & Health ASIST (for Agenda Item 2)  
Andy Thomas – B&NES Council Policy & Partnerships Agenda Item 5  
Clare Tozer – Administrator/Notetaker for LSAB

#### **Apologies**

Mick Dixon – Asst Chief Fire Officer (Service Delivery), Avon Fire & Rescue  
Bill Bruce-Jones – Clinical Director for B&NES, AWP Mental Health Trust  
Liz Richards – Managing Director (B&NES), AWP Mental Health Trust  
Janet Dabbs – CEO Age UK (B&NES) representing Supporting People Forum in B&NES  
Janet Rowse – Chief Executive Officer, Sirona Care & Health  
Dr Louise Leach – GP Safeguarding Lead, NHS BaNES CCG  
NHS England representatives

		<b>ACTION</b>
1	<p><b>Welcome &amp; Introductions</b></p> <p>Robin Cowen welcomed everyone to the meeting, including Alan Mogg and Clare Jones attending for Agenda Item 2; Nicola Pender from the Anti- Slavery Partnership attending for Agenda Item 4; and Andy Thomas for Agenda Item 5</p>	
2	<p><b>Agenda Item 2: Update on Making Safeguarding Personal and Case Study [Attachment 1 refers]</b></p> <p>Alan Mogg and Clare Jones talked through the case study where concerns were raised by a family member regarding an elderly relative whose son was allegedly harassing him for money. The situation proceeded to safeguarding and it transpired that the son had mental health issues. A strategy meeting was convened and the service user attended with the support of a carer. It became apparent that the son's harassment was affecting the father's wellbeing and health. After some sensitive investigations we were able to inform the service user that his son was accessing benefits and, therefore, he didn't need to feel obliged to support him financially and a letter was sent to his son explaining this as well as setting out some boundaries on the son's contact with and expectations of his father. The following services were involved: Sirona Care &amp; Health Reablement Team, Police, Curo and G.P. The safeguarding case was closed once all avenues had been followed through and a satisfactory outcome had been achieved.</p> <p>Comments from the LSAB were that this was a good case study with a successful outcome. It was also noted that the son as well as the father were adults at risk. Some of the meetings were held in the service user's home which really benefited the service user in terms of not having to travel and feeling more in control of his situation. Carolyn Belafonte said that the Police can offer assistance /advice via the Safeguarding Unit, especially where someone is subject to a Probation Order or Community Rehabilitation Company. Kevin Day said that Probation can also check if someone has been given a Community Service Order.</p> <p><u>Actions</u></p> <ul style="list-style-type: none"> <li>• Reg Pengelly requested follow-up work to this case study to assure the LSAB that the needs of the son were properly met around intervention from Police, Probation and Mental Health Services. <b>Action 334:</b> (Police – Caroline Belafonte; Probation – Kevin Day; Mental Health – Bill BJ)</li> </ul> <p>Robin Cowen thanked Clare Jones for her work around this case study which had positive outcomes from a safeguarding process and allowed the service user to take control of his own circumstances.</p>	
3	<p><b>Agenda Item 3: New Safeguarding Duties – What Constitutes Abuse or Neglect [Attachment 2 refers]</b></p> <p>Helen Wakeling presented this item.</p>	

	<ul style="list-style-type: none"> <li>• To note the list of the types of abuse and neglect that might be experienced by an adult, in particular the inclusion of modern slavery and self-neglect.</li> <li>• To ensure that all safeguarding information, training and policies includes these areas.</li> <li>• To consider the links between the work of the LSAB and the Anti-Slavery Partnership</li> <li>• To consider the links between the work of the LSAB and the Channel Panel.</li> </ul> <p>As of April 2015 there have been new safeguarding duties in place that apply to any adult who:-</p> <ul style="list-style-type: none"> <li>- has care and support needs;</li> <li>- is experiencing, or is at risk of, abuse or neglect;</li> <li>- is unable to protect themselves because of their care and support needs.</li> </ul> <p>To note that the new Care Act doesn't define what is abuse and neglect, but does provide a definition of financial abuse. The Care Act Guidance provides a list of the types of abuse and neglect that may be experienced by adults and that should be considered under the safeguarding process.</p>	
4	<p><b>Anti-Slavery Partnership [ <a href="http://www.aspartnership.org.uk">www.aspartnership.org.uk</a> ]</b></p> <p>Nicola Pender attended for this item and talked through her slide presentation.</p> <ul style="list-style-type: none"> <li>• The Modern Slavery Act came in on 26<sup>th</sup> March 2015.</li> <li>• Independent Anti-Slavery Commissioner appointed (this is an independent monitoring body of the Home Office). More information can be found at <a href="https://www.gov.uk/government/organisations/independent-anti-slavery-commissioner">https://www.gov.uk/government/organisations/independent-anti-slavery-commissioner</a></li> <li>• Another website to look at is: <a href="http://www.modernslavery.co.uk">www.modernslavery.co.uk</a></li> <li>• Anti-Slavery Leads to be set up in the Police, Local Authority and Health</li> </ul> <p>Primarily Police-led but also multi-agency input. Avon &amp; Somerset Police have initially focused their anti-slavery work in Bristol but will extend to Bath next (checking out nail-bars, car-washes, brothels).</p> <p>LSAB members to note slides headed-up: "What To Do"; "Resources"; and Referral Pathways (Children) and (Adults).</p> <p>Robin Cowen thanked Nicola Pender for her very clear presentation outlining the work of ASP.</p> <p><u>Questions from the LSAB</u></p> <p>Cllr Vic Pritchard asked if any other countries were taking up the cause around anti-slavery, given the new Modern Slavery Act. Nicola said there were some countries that had signed up to tackling modern slavery.</p>	

	<p>Kate Purser commented that a lot of work still needed to be done to help professionals realise that modern slavery is going on in the areas they work in – many are surprised that it is so close to home.</p> <p>Jenny Theed said Sirona are reviewing their training content. Kate Purser and Jenny Theed to liaise outside of this meeting regarding training. <b>Action 335a: JT/KP</b></p> <p>Carolyn Belafonte said Avon &amp; Somerset Police are vigilant on modern slavery (checking farms, travellers’ sites, nail-bars, car-washes, brothels). Any concerns then contact the Safeguarding Unit.</p> <p>Lesley Hutchinson commented that the Council’s safeguarding procedures (both Adults and Children) need to dovetail/link with ASP.</p> <p>Mary Lewis said a referral flow-chart would be useful to have. Nicola Pender will email to Clare Tozer the ASP Referral Pathways, to be sent out with the Minutes of this meeting. <b>Action 335b: Clare</b></p> <p>Lesley Hutchinson said that she had received a letter inviting B&amp;NES to be part of an anti-slavery pilot across the South West and she is waiting to find out if that is going ahead. Update to be provided by Lesley at the September LSAB. <b>Action 335c: Lesley</b></p> <p>Robin Cowen reminded the LSAB that its primary role was safeguarding adults in the B&amp;NES area.</p>	
5	<p><b>Agenda Item 5: PREVENT and Channel [Attachment 3 refers]</b></p> <p>Andy Thomas attended and spoke to this item. In April 2015, Section 26 of the Counter-Terrorism &amp; Security Act 2015 came into being and this meant that Local Authorities (along with Police, Health Trusts and Probation) are now responsible to ensure safeguards are in place to identify and manage potential threats. The Government is giving funding to Local Authorities but B&amp;NES is not considered a high risk area and the funding we receive reflects that.</p> <p>Prevent = the national agenda on counter-terrorism  Channel = the referral process and individual case management.  CTIU = Counter Terrorism Intelligence Unit</p> <p><u>Channel Panel</u>: This meets when there is a need and is chaired either by Lesley Hutchinson (Head of Safeguarding &amp; Quality Assurance, B&amp;NES Council) or Richard Baldwin (Divisional Director -Children and YP Specialist Service, B&amp;NES Council)</p> <p>B&amp;NES have developed a good working relationship across the area; this includes training (link with South Glos) which is targeted and focused. This training will also need to include schools (Head Teachers etc).  Robin Cowen asked Helen Wakeling if there were issues arising from this conversation which B&amp;NES Safeguarding Adults would like considered. Helen</p>	

	<p>Wakeling said we need to consider how to link the people subject to modern slavery and Channel work - need to be able to signpost people. Do we build this into training needs?</p> <p><b>Action:</b> The LSAB Policy &amp; Procedures sub-group to look at the safeguarding procedures and links with modern slavery and Channel/Prevent agenda. <b>Action 336a: DH/HW</b></p> <p>Mark Dean commented that Mental Health services have around one or two referrals a month regarding individuals where Prevent is taken into consideration.</p> <p>Jenny Theed said the LSCB &amp; LSAB Training sub-groups need to link with Prevent/Channel training.</p> <p>Ashley Ayre said he has regular meetings with the schools and with the pre-CAMHS service. There is good work being done in schools around the Prevent agenda but this also needs to link into safeguarding.</p> <p><b>Action:</b> Update at the LSAB in September progress on Prevent/Channel training. <b>Action 336b: JT</b></p>	
6	<p><b>Agenda Item 6: Minutes from the previous meeting (23<sup>rd</sup> March 2015) [Attachments 4 and 4a refer]</b></p> <p>Minutes of 23<sup>rd</sup> March 2015 meeting were agreed.</p> <p><u>Actions from 23<sup>rd</sup> March</u></p> <p>A332: MISH model at Greater Manchester. Carolyn Belafonte has spoken with DCI Phil Jones and this action to be signed off now.</p> <p>A326 LSAB Vice-Chair (to be agreed at this meeting)</p> <p>A282a MAPPA Awareness Training – an event has been arranged for 1<sup>st</sup> July 2015 at Frys Conference Centre. (Completed)</p>	
7	<p><b>Agenda Item 7: Sub-Group Chairs Reports</b></p> <p><u>Policy &amp; Procedures sub-group</u> Damaris Howard updated the Board. The Care Act compliant work to update Policies is on-going and should be completed in readiness for the December LSAB.</p> <p>Carolyn Belafonte asked what reassurance the LSAB needed from the Police being Care Act compliant working with statutory partners. Lesley Hutchinson said it would be helpful for the LSAB to have written assurance, however, the QAA&amp;PM sub-group will need to consider whether the self-assessment needs to be updated in accordance with this.</p>	

**Action:** Kate Purser to bring a revised Self-Assessment audit tool to December LSAB with a view to agreeing and sending out to partners (to check if should be a wider remit this year). **Action 337a: KP**

Quality Assurance, Audit & Performance sub-group

Kate Purser updated the Board. The sub-group has struggled with attendance, with the CCG and Council being the main ones doing the work. Some audits are not embedded yet and this is due to the new Care Act.

Awareness & Communications sub-group

Sonia Hutchison updated the Board. This week is the “Stop Adult Abuse Week” and we have had stalls in different places. Mary Lewis said the RUH had a safeguarding stand but the public didn’t engage as much as was hoped. Still need to give some thought on how best to promote safeguarding where the public don’t feel conspicuous about enquiring! Damaris Howard said that South Glos had a similar experience with public not wanting to engage and it might be better to link with Trading Standards.

Sonia Hutchison said the sub-group is liaising with Trading Standards and plans to work with them around doorstep crime. Aim to work with and include Trading Standards into the 2016 Stop Adult Abuse Week – may be less threatening to the public.

The SA leaflets need to be Care Act compliant – work to be done on this.

Thanks to partner agencies for their input and especially to Karyn Yee-King who has acted as co-ordinator in promoting the 2015 Stop Adult Abuse week in Bath & North East Somerset.

LSAB Business Plan

Lesley Hutchinson updated. The LGA Peer Review Action Plan to be added to the LSAB Business Plan. Agreed, subject to Police confirming their approval.

MSP sub-group

Pilot now to go to full implementation.

Training sub-group

Jenny Theed updated the Board. The LSAB annual audit is due to be rolled out and will include a question about partner agency arrangements of supervision. Also will be planning the next Stakeholder Event to be held in November 2015.

**Agenda Item 7b [Attachment 6 refers]**

**Safeguarding in Care Homes 2014-15 Activity Report**

Kate Purser talked through her briefing paper to the Board which outlined the analysis of data for safeguarding alerts for 2014-15 for care homes. The Board were asked to support the recommendations made.

Robin Cowen shared his concern about the numbers (e.g. 140 people who may/may not have had significant harm; the nursing and care homes that were mis-matched with residents).

Kate Purser said it would be helpful to look at CQC Inspection reports on the care homes and follow through their findings to see if there are safeguarding issues.

Lesley Hutchinson said she had emailed the briefing paper to Mike MacCallam (Senior Commissioning Manager – Learning Difficulties & Physical and Sensory Impairment) so he could look at the data on LD homes.

Dawn Clarke said that generally there are good standards in the care homes in B&NES. However, there are concerns on the complexity of residents and packages. The turnover of care home managers and moving from one home to another has an impact on how a care home operates; also recruitment of care staff generally can be difficult. In 2016 all nurses have to revalidate and this will cause more pressure. Also pressures on the commissioners to support and do visits – this will be difficult to sustain. A paper is going to the B&NES Joint Commissioning Committee on what the next steps should be.

Jane Shayler said there needs to be a joined up process with the CCG and Council to look at ways of commissioning resources and linking with CQC as a regulatory body.

Kate Purser said the CCG and the Council produced ‘dashboards’ which set out performance information and activity and are looking at ways of sharing these – could bring to the LSAB in September.

Vic Pritchard referred to the four CQC bandings and that CQC rarely awarded ‘excellent’ but generally it was ‘requiring improvement’ and were CQC being over-cautious. He has pointed this out to CQC that their bandings are perhaps too severe, even vague and considers that B&NES are generally well placed against the scores apart from the ‘red’ ones which do need to be addressed.

Jenny Theed commented that the Local Health Resilience Partnership was looking at emergency planning in homes. The LHRP will be writing to the Local Authorities pointing out that where managers leave care homes, the Local Authority should seek to support the care home rather than take a punitive approach.

	<p>Robin Cowen thanked Kate Purser for her thorough briefing which has given the LSAB a steer on the safeguarding situation with care homes in Bath &amp; North East Somerset. The Board endorsed the recommendations made in the report.</p> <p><b>Agenda Item 7c [Attachment 7 refers]</b>  <b>Making Safeguarding Personal and timescale proposal</b>  Helen Wakeling updated the Board. The Board is asked to agree an adjustment to the Procedural Timescales to support Making Safeguarding Personal, initially for a period of 6 months (July to Dec 2015).  The Care Act also says we should hear the voice of the service user and the LGA Peer Review highlighted we needed to look at timescales and flexibility with the safeguarding process.</p> <p>The LSAB are asked to extend timescales for 6 months and to come back again to the Board to be reviewed.</p> <p>Lesley Hutchinson pointed out that the current Multi-Agency Safeguarding Procedures will need to have an addendum added explaining the timescale changes; also that they will be reviewed in 6 months' time (March 2016).  Addendum to be added to the LSAB page on B&amp;NES Council website. <b>Action 337b: HW/LH</b></p> <p><b>Agenda Item 7d [Attachment 8 refers]</b>  <b>Self-Neglect Protocol</b>  Helen Wakeling reported to the Board on behalf of Sue Tabberer who was unable to attend. The Care Act guidance states that "self-neglect" should come under safeguarding. When a self-neglect alert comes into the Safeguarding Adults Team it will be considered whether to take through the safeguarding process or if the individual/situation should be helped via a community care managed approach (Sirona).</p> <p>Julie Evans (Curo) commented that where individuals 'self-neglect' or have anti-social behaviours it can have a serious impact on neighbours, particularly if the individual lives in a block of flats (e.g. fire risks). The Board acknowledged these risks.</p> <p>The Self-Neglect Protocol was agreed by the Board and thanks expressed to Sue Tabberer for her work on this.</p>	
8	<p><b>Agenda Item 8: LSAB Chairs Report</b></p> <ul style="list-style-type: none"> <li>• "Stop Adult Abuse Week" – and thanks to Karyn Yee-King for her involvement in co-ordinating information and stalls.</li> <li>• LSCB/LSAB Business Manager now appointed.</li> </ul>	

	<ul style="list-style-type: none"> <li>• LSCB/LSAB Safeguarding Awareness Raising for Councillors</li> <li>• Letter from Avon Fire &amp; Rescue regarding their capacity to attend LSCBs and LSABs. We have responded saying their input is highly valued.</li> <li>• LSAB Vice-Chair: Sonia Hutchison appointed.</li> </ul>	
9	<p><b>Agenda Item 9: LGA Peer Review and Proposed Actions for Business Plan [Attachment 9 refers]</b></p> <p>Lesley Hutchinson thanked the LSAB for participating in the LGA Peer Review and agreeing to be interviewed. The review went well and there are four key recommendations the Board needs to focus on:-</p> <ul style="list-style-type: none"> <li>○ Progress the implementation of Making Safeguarding Personal</li> <li>○ The QAA&amp;PM sub-group to develop more qualitative ways of auditing, particularly in line with MSP.</li> <li>○ Revise the 2-day turnaround decision rule in relation to MSP</li> <li>○ Reaffirm the citizen at the centre of everything</li> </ul> <p>Helen Wakeling raised the issue of how we get the voice of the citizen on to the LSAB. Also, how do we support carers and the wider family through the safeguarding process.</p> <p>The LGA Action Plan to be embedded into the wider LSAB Action Plan.  <b>Action 338: LH</b></p>	
10	<p><b>Agenda Item 10: Risk Register [Attachment 10 refers]</b></p> <p>Robin Cowen updated the Board.</p> <p>Lesley Hutchison, Mick Dixon, Reg Pengelly and Robin Cowen met to discuss the Draft LSAB Risk Register which Mick Dixon had compiled. Key factors are:-</p> <ul style="list-style-type: none"> <li>○ Risks to the Board easily highlighted</li> <li>○ Scoring can lead to confusion, so better to use Low, Med, High (or Red, Amber, Green) – to be reviewed</li> <li>○ Risk set out in Domains and Triggers (and consequences of triggers)</li> <li>○ 5x5 risk score (5 = highest possible risk; 1 = lowest possible risk)</li> <li>○ Residual score determined by assessment of controls in place</li> <li>○ Then LSAB to determine whether to Treat, Tolerate or Transfer</li> </ul> <p>LSAB agreed as above.</p> <p>Review in LSAB Chairs meeting and bring back to LSAB in March 2016. Business Support Manager will maintain it.</p> <p>Letter of thanks to Mick Dixon for his time and effort in setting up the LSAB Risk Register. <b>Action 339: RP</b></p>	

11	<p><b>Agenda Item 11: Update on MCA/DOLS</b></p> <p>Lesley Hutchinson updated the Board. The number of DOLS (Deprivation of Liberty) applications for 2014/15 was approximately 1200. For 2015/16 we expect to be 80% compliant. Some cases where deprivation is taking place within the community are being prepared to take to Court. Across the South-West patch a number of families are challenging the DOLS decisions. The DOLS Annual Report will be presented at the LSAB in September.</p>	
12	<p><b>Agenda Item 12: AOB</b></p> <ul style="list-style-type: none"> <li>• Key Messages</li> <li>• Planning for the LSAB Annual Report: Draft to Sept LSAB. Partner Agencies to submit their summaries to Lesley Hutchinson by Mon 3<sup>rd</sup> August.</li> </ul>	
13	<p><b>Dates of Future Meetings</b></p> <p><b>Weds 23<sup>rd</sup> Sept 2015, 2pm – 5pm</b> Venue: at Avon Fire &amp; Rescue Command Centre, Lansdown, Bath.</p> <p><b>Weds 16<sup>th</sup> Dec 2015, 2pm – 5pm</b> Venue: in the Conference Room, Civic Centre, Keynsham.</p>	