

BURY SAFEGUARDING ADULTS PARTNERSHIP



MINUTES OF SAFEGUARDING ADULTS STRATEGIC BOARD MEETING

HELD ON 13TH October 2015, 2.00pm TO 4.00pm

Present:	Stuart Richardson (SR)	Pennine Care (Chair)
	Jo Marshall (JM)	Greater Manchester Police – Bury
	Rick Jackson (RJ)	Greater Manchester Police – Bury
	Julie Gonda (JG)	Bury Council
	Dr Cathy Fines (CF)	Clinical Commissioning Group
	Jax Effiong (JE)	Greater Manchester Fire and Rescue
	Maxine Lomax (ML)	Clinical Commissioning Group
	Mandy Symes (MS)	Bury Council (facilitator)
	Jane Edmunds (JE)	Bury Council (minutes)
	Kimberley Salmon-Jamieson (KSJ)	Pennine Acute
	Sharon McCambridge (SM)	Six Town Housing
Apologies:	David Hanley	Independent Chair
	Pat Jones-Greenhalgh	Bury Adult Care Services
	Nisha Bakshi	
	Chris Sykes	Greater Manchester Police - Bury
Distribution	All above	
	Tracey Devine	Care Quality Commission

ACTION

1.0	Welcome and Introductions	
1.1	SR welcomed members and apologies given as above.	
2	Minutes from the last meeting and matters arising	
2.1	Minutes agreed.	
2.2	Re: outstanding action from 2.2 “KSJ offered to look to access A&E safeguarding data to support the performance report” – agreed to discuss under agenda item 5 Performance Report.	
2.3	3.7 – Update regarding how Annual report had been shared within organisations. <ul style="list-style-type: none"> • KSJ advised report had been shared with Strategic Safeguarding Committee and sub-committee. • JE advised that report had been shared at Designated Officers Safeguarding Group and then at the Safeguarding Review Panel. • Response still outstanding from CQC – MS to chase. 	MS
2.4	4.9 – “MS to see whether abuse type on the case management system can be changed at the end of the process to give a better data picture”. Noted that figures for incorrect abuse type were small, and that changing the abuse type would be possible but would be fairly labour	

ACTION

	intensive. Board agreed that would not pursue changing the abuse types from the original referral as benefit is outweighed by the work required. Agreed that reporting on the outcome of the case was more important.	
2.5	<p>"8.3 Formal request re financial contribution now made to each Board member. Response to MS before January's meeting. "</p> <p>No responses had been received. Noted that new members had since joined the Board – response from below to be forwarded before April's meeting.</p> <ul style="list-style-type: none"> • KSJ noted that she had not seen the report tabled at the previous meeting MS to forward and KSJ to comment. • GMP status as previously reported that spend is allocated through the PCC and therefore it is not possible to contribute at a local level. • Bury Council – currently finance any Board activity. 	<p>All to respond</p> <p>MS</p>
2.6	"8.5 DH had previously advised that he was going to write to the PCC re: funding for Adult Boards. Unclear as to whether this has happened. DH to report to next meeting." DH to update	DH
2.7	Action re: rotating Board venue – all to advise MS of availability of meeting rooms, MS to then advise of venue changes.	All to respond
2.8	All other action points from the Oct meeting have either been completed or are an agenda item.	
3	<u>Annual Report Planning</u>	
3.1	<p>Planning process needs to start by the end of March. Names of people to support the process to be forwarded to MS by the end of February. Nominated at the meeting:</p> <ul style="list-style-type: none"> • Clare Holder – CCG • Ailsa Dunn – Six Town Housing • Jo Marshall – Greater Manchester Police • Mandy Symes – Bury Council 	All to respond
3.2	MS will facilitate meetings. Agreed draft would come back to the Board in July for final sign off.	MS
4	<u>Safeguarding Customer Information Leaflet</u>	
4.1	Minor changes to wording agreed, document signed off. MS to make changes and re-send.	MS
4.2	Discussion around whether information regarding radicalisation should be on the leaflet – no consensus reached. Agreed to discuss again at April meeting. Noted that the leaflet is a living document and changes can be made easily.	Noted as April agenda item
4.3	Board members to disseminate within their own organisations as appropriate.	All to action
5	<u>Performance Report</u>	
5.1	JG passed round extracts from the National Safeguarding Adults return which had been received full copy to go out with the minutes.	

ACTION

5.2	Agreed the annual return data although not detailed would be welcome as a yearly report to the Board for information.	
5.3	JG also advised that data which would potentially be more relevant is being pulled together by a North West performance group. This group will look at the information supplied for the statutory Safeguarding Adults Return but benchmark it across the North West. Update will be given as the NW group progresses.	JG
5.4	Query around what the Board wanted to see as relevant information. Agreed would look at as part of the Strategic Plan delivery – and JG and JM to continue to look at collation of data as discussed at the development day.	JG/JM SP delivery group.
6	Peer Review Update	
6.1	KSJ and JG have met and have worked through the framework as have ML and JE. Agreed was a useful exercise which brokered further understanding of safeguarding in other organisations.	
6.2	GMP and Pennine Care previously reported.	
7	World Elder Abuse Awareness Day	
7.1	JE and KSJ led the discussion. World Elder Abuse Awareness Day is on the 15 th of June 2016.	
7.2	Board agreed that this would be a good platform to launch the Strategic Plan and also to use as a platform for wider consultation with peers, practitioners and customers/patients.	
7.3	Noted also that Older Persons day is on the 1 st Oct and the plan would also be to use this day as an awareness raising exercise.	
7.4	JE and KSJ to lead development of communication strategy and development of the activity on the above.	JE/KSJ
8	Development Day Progress	
8.1	<u>Assurance Framework</u> – JM presented the assurance framework – small changes made. Decision –Board members to look at using the framework as it is using it as a self assessment tool feeding back on any required changes.	
8.2	Documentation to be completed by April Board, feedback on any issues/needed amends/what worked well to be given by each member either in writing or verbally at April Board.	All to action
8.3	JM to make changes to framework and MS to circulate with the minutes.	
8.4	<u>Policy, Protocol and Thresholds</u> – lead by SR. SR and MS have met to discuss, changes are needed to make the documentation Care Act compliant. Agreed that this is a priority piece of work. SP delivery group to build this into the strategic plan and look to identify how this is delivered.	SP delivery group

ACTION

<p>8.5</p> <p>8.6</p> <p>8.7</p> <p>8.8</p> <p>8.9</p> <p>8.10</p> <p>8.11</p> <p>8.12</p>	<p><u>Case Review Group</u> – lead by PJG and CF – ToR have been drafted, will look to pull the group together soon. New staff member coming into MS’s team in February who will be leading on the facilitation of the group.</p> <p>Current potential membership for the group as follows:</p> <ul style="list-style-type: none"> • Chair Pat Jones- Greenhalgh • Cathy Fines/Maxine Lomax – CCG • Ann Christopher – Pennine Acute • Linda Jackson & Denise Wilcock – Bury Council <p>The initial meeting will look to firm up the ToR for the group and agree referral pathways into the group. Governance - the group will report back to the Board.</p> <p>Re: the above, Board members to consider as to whether any other colleagues would need to attend. MS will attach draft ToR to the minutes for reference.</p> <p><u>Strategic Plan</u> – lead by SM – SM presented the draft plan, discussion had regarding the plan and minor changes made.</p> <p>Decision – plan accepted (when changes made).</p> <p>Agreed to form a “Strategic Plan Delivery Group” which is necessary to fill in the detail of delivery from the Strategic Plan. This group will pull together a comprehensive action plan which will meet the criteria needed to fulfil the requirements as laid out in the Care Act guidance. SM will lead the first meeting and will then step back.</p> <p>Identified members currently are:</p> <ul style="list-style-type: none"> • Maria Worthington – Six Town Housing • Jax Effiong – Greater Manchester Fire and Rescue Service • Clare Holder – CCG • Jo Marshall – GMP • Eileen Tighe –Pennine Care • Mandy Symes – Bury Council <p>Board members to consider whether any colleagues would be appropriate for this and forward details to SM and MS by the 05-02-2016.</p>	<p>All to action</p>
0	AOB	
0.1	For information - CF advised that there have been issues with MARAC and information sharing. A MARAC steering group is being pulled together to resolve these issues.	
0.2	JE advised that she had recently presented on the GMFRS “safe and well” agenda. Group agreed that this would go on the April agenda.	
9.	Date and Time of Next Meeting	
	<p>Next Meeting: 12^h April 2016 - 2pm to 4pm – 3 Knowsley Place, room 0:1</p>	

ACTION

	<p>Please note the meetings below may be subject to change.</p> <p>All meetings run from 2pm to 4pm. 12th July 2016 – Six Town Housing meeting room. 11th October 2016 17th January 2017</p>	
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