

# BURY SAFEGUARDING ADULTS PARTNERSHIP



Please note that on distribution (12/07/2016) this documentation had not been ratified by the Independent Chair.

## MEETING NOTES SAFEGUARDING ADULTS STRATEGIC BOARD MEETING HELD ON Tuesday 17 January 2017 14:00- 16:00 3 Knowlsey Place, Duke Street, Bury

<b>Present:</b>	David Hanley (DH)	Independent Chair
	Stuart Richardson (SR)	Pennine Care
	Sharon McCambridge (SM)	Six Town Housing
	Pat Greenhalgh Jones (PJG)	Bury Council
	Dr Cathy Fines (CF)	Clinical Commissioning Group
	Julie Gonda (JG)	Bury Council
	Nisha Bakshi (NB)	National Offender Management
	Tyrone Roberts (TR)	Pennine Acute Hospital Trust
	Mandy Symes (MS)	Facilitator
<b>Apologies:</b>	Maxine Lomax	Clinical Commissioning Group
	Rick Jackson	Greater Manchester Police
	Jo Marshall-Bell (JMB)	Greater Manchester Police
	Chris Sykes	Greater Manchester Police
<b>Distribution</b>	Board Members and representing PA's, Jax Effiong- GMFRS	

### ACTION

<b>1.0</b>	<b>INTRODUCTIONS</b>	
	DH welcomed members and apologies given as above. Tyrone Roberts welcomed as new Board member.	
<b>2</b>	<b>Minutes of last meeting and matters arising</b>	
	Minutes agreed	
<b>3</b>	<b>Main Item update on the strategic plan and work stream areas</b>	
3.1	<u>Making it Happen Group Update:</u> SM went through circulated update document and reported good progress is being made against the action plan.	SM
3.2	In March the Group will be reflecting in more detail on how progress against the strategic plan is developing. Report will be brought to the April Board. DH underpinned the need to reflect regularly on progress – and the need to ensure such reflection is embedded into the Board's forward plan.	
3.3	DH also commented that the Board will need to look at capturing how the strategic plan is informed by the community and HealthWatch.	
3.4	SM advised that a communication plan is being worked on – and one of the elements is to gain community feedback about the safeguarding adults agenda via a survey at community events.	

3.5	DH advised that Board may also want to think about resurrecting the Annual Events.	
3.6	TR asked to have a list of who was involved in which work streams. MS to send.	MS
	<u>Risk register:</u>	
3.8	SM advised that the risk register draft had been put together via a working group.	
3.9	Discussion around how names had been allocated to risk. No changes made.	
3.10	SM advised that this was intended to be a dynamic document which would be monitored by the Making It Happen Group.	
3.11	Discussion around how risks were to be included, how to add or take risks off the document. Board agreed the following: <ul style="list-style-type: none"> <li>• The Making it Happen Group would monitor and track all risks.</li> <li>• Only risks with a score of 12 or over would be brought to each Board.</li> <li>• The Making it Happen Group may identify potential risks – however these would come as a recommendation to the Board before being added onto the risk register.</li> <li>• The risk register will become a standing agenda item.</li> <li>• Any recommended changes or amends will be brought on an exceptions basis.</li> <li>• Date risk added to the risk register to be added to the document.</li> </ul>	SM to oversee
	<u>New Policy and Procedures</u>	
3.12	SR formally presented the new Policy and Procedures document and advised that the document had been through a multi agency working group. Public Health are working with MS also now to produce guidance around safeguarding and pressure ulcers – an issue which has previously caused confusion for practitioners. This will, with Board approval, when complete be added to the guidance section of the document.	
3.13	<b>Board acknowledged the document and agreed to implement. No changes made.</b>	
3.14	Agreed that document will go onto the Bury Directory Board Webpage which is being developed by the Making It Happen Group. This will ensure that practitioners/customer will have access to the most up to date version.	
3.15	Web link to the new document will be sent out by MS to all Board members as soon as it is available. Board member organisations will then use this link to signpost customers/patients/staff.	
3.16	Discussed implementation. All Board members to report back to April's Board with regard to how implementation is progressing within their own organisations.	

**ACTION**

3.17	SM advised that the Making It Happen Group will also be looking at a cross-organisational implementation plan.	
3.18	DH advised the importance of ensuring that not just practitioners are aware of the changes, but that this is taken to the most senior officers within each organisation.	
3.19	<ul style="list-style-type: none"> <li>CF advised that she would take to CCG Governing Body.</li> </ul>	CF
3.20	<ul style="list-style-type: none"> <li>PJG advised she would arrange to take the Team Bury meetings and the Health and Wellbeing Board.</li> </ul>	PJG
3.21	<ul style="list-style-type: none"> <li>JG advised she would take to the 3<sup>rd</sup> sector meeting.</li> </ul>	JG
3.22	MS to check that local authority contractual clauses ensure that providers have signed up to ensuring they abide by current local adult safeguarding policies and procedures.	MS
3.23	NB advised that the CRC need to also be made aware of this. Noted – MS to ensure the CRC Board member is aware.	MS
3.24	SM advised that the Making It Happen Group has also put together a complex case management protocol. Which will be used to manage the situation around adults with capacity who are putting themselves and others at risk by their behaviour and where front line practitioner intervention has failed or is failing. The plan is to work this model into practice using the locality hubs as a starting point. The protocol will be tested using a case. Reports will be brought back to the Board.	SM
3.25	Board agreed that this was a positive piece of work.	
3.26	<u>Benchmarking</u> – JG advised that the performance report format has been agreed and will come to Board twice a year. The North West performance group are more or less ready to produce a benchmarking report which will come to Board and will be overseen and monitored by the Making It Happen Group.	
3.27	<u>Self Assessment/ Assurance tool</u> – MS presented on behalf of JMB. Full report as below:  Peer assessment document final 23-11.	
3.28	Brief outline given. The assessment was conducted by 2 practitioners, 1 from Six Town and 1 from Bury Council. Over all experience was very positive and encouraging. There are some actions which have come out of the report – of which the Making It Happen Group will progress.	
3.29	SM advised that the next assessment would be undertaken by Six Town Housing. The Making It Happen Group members will train to deliver the assessments so that we have some consistence and capacity around	SM

	continuing with the assessments.	
3.30	DH encouraged all Board members to take part in the assessment as it allows testing of existing processes/procedures and how they are implemented.	
3.31	NB advised that she would like NOMS to take part approximately 6-9 months post implementation of the new Policy and Procedures.	NB
3.32	SM noted that where organisations such as Six Town Housing do not have specific inspection regimes which concentrate on safeguarding – this would prove to be a beneficial process.	
3.33	Original assurance tool used for the self assessment as below.  Assurance tool template.doc	
3.34	<u>Communication Strategy</u> – update given as part of Making It Happen Group section.	
3.35	<u>Case Review Group</u> – CF advised that there is now an agreed terms of reference.	
3.36	1 learning review is underway however there have been some issues in its completion. MS advised that she had spoken to the lead reviewer this morning, issues have been resolved the report should be imminent. However, agree that learning re: process is needed – to be discussed by the Case Review Group.	
3.37	Scoping meeting has been held for a potential Safeguarding Adults Review, recommendations have been forwarded to DH for final decision.	
3.38	Discussion held with regard to adult learning reviews and the right to request information from organisations where a formal SAR is not instigated. MS advised that clear legislation is in place for information supply and SAR's (Care Act) and where and adult consents information can be shared. However, queries arise when consent is not given - however it is still felt that a learning review is needed – it is thought this can still be taken forward using alternative legislation ie. Crime and Disorder Act, Data Protection, common law etc. However, MS is seeking definitive advice from legal services and will report back to the Case Review Group.	MS
<b>4</b>	<b>Police and Crime Commissioner Funding for Safeguarding Adults Board</b>	
4.1	DH advised that a meeting of the independent Chairs is due in the next week, where discussion will be held about a way forward.	
4.2	Currently the proposal is that £15k will be given to the Board however there are conditions on the money which would take away some autonomy of local Boards. The independent Chairs on the whole do not agree with the conditions. The proposal however is that the money does	

	not come over until 2017-2018. DH will update.	DH
<b>5</b>	<b>Chair's Report</b>	
5.1	This is David's last meeting as Board Chair.	
5.2	David advised that there have been a lot of changes over the last few years. The Board is much smaller than it was previously which David feels has been of benefit as it has focussed effort. David acknowledged that a lot of the progress has been made due to the individuals involved in the Board – their willingness to work together has ensured positive development. David encouraged the Board to reflect on this and how to build on these positive developments in a resource scarce environment.	
5.3	However there are still some issues that haven't yet been addressed such as 3 <sup>rd</sup> sector and user representation and the Board's response to tackling issues such as human trafficking and FGM – however caution advised re: extending the Board to a point where there it becomes unfocussed.	
5.4	David asked the Board to continue to promote positive challenge.	
5.5	David also asked the Board to consider who they should be accountable to as currently there is no accountability framework and, this can be seen as a weakness as there is no overall lens on Board performance. However, it is important that which ever body is approached that they have a statutory role.	
5.6	On behalf of the Board SR thanked David for his contributions over the last few years and wished him well in his future endeavours.	
<b>Next Meeting dates</b>		
	<p><b><u>Please note new meeting dates below:</u></b>  All meetings will be held from 2pm to 4pm.</p> <p>18<sup>th</sup> April 2017 – Bury Town Hall Lancashire Fusiliers  11<sup>th</sup> July 2017 – Bury Town Hall, Irwell Room  10<sup>th</sup> October 2017 – Bury Town Hall, Meeting Room A  16<sup>th</sup> January 2018 – Bury Town Hall, Meeting Room A</p>	