

Brighton & Hove Safeguarding Adult Board
3-5pm, Monday 13 March 2017
The Council Chamber, Hove Town Hall

Present

Name	Designation
Graham Bartlett	Independent Chair
Rob Persey	Executive Director, Health & Adult Social Care, BHCC
Michelle Jenkins	Head of Safeguarding & Professional Standards, BHCC
Mia Brown	SAB Business Manager, BHCC
Caroline Davies	Safeguarding Lead, BSUH
Cllr Karen Barford	Lead member for Adult Social Care
DCI Richard Bates	Sussex Police
David Kemp	East Sussex Fire & Rescue Service
Roland Marden	Healthwatch & SAB SAR Sub Group Independent Chair
Roisin Murphy	Community & Inclusion Development Manager, AgeUK Brighton & Hove
Tony Benton	Healthwatch
Simon Hughes	Operational Manager, BHT First Base Day Centre
Candy Gallinagh	Designated Nurse for Safeguarding Adults, BSUH
Sylvia Peckham	Head of Temporary Accommodation & Allocations, BHCC
Siobhan Bostock	Community Safety Caseworker, Community Safety BHCC
Sara Songhurst	Deputy Chief Nurse, SECamb
David Feakes	Head of Safeguarding Adults & Children, SCFT
Andy Porter	Deputy Director Social Inclusion, SPFT
Annie Alexander	Public Health Programme Manager, BHCC
Mark Burden	NPS, attending for Andrea Saunders
Julie Cholerton (notes)	Team Administrator, BHCC

Apologies Received

Name	Designation
Brian Doughty	Assistant Director Adults Social Care BHCC
Andrew Witham	Interim Head of Commissioning Contracts & Partnerships, Health & Adult Social Care, BHCC

Beatrice Gahagan	PASA
Andrea Saunders	Head of the Brighton & East Sussex Local Delivery Unit & South East & Eastern strategic lead for Counter Terrorism, Domestic Extremism and Serious Organised Crime, NPS
Jason Tingley	T/ Detective Superintendent, Sussex Police
Peter Castleton	Head of Community Safety, BHCC
Richard Cattell	Principal Social Worker (Adults), BHCC
Gail Gray	CEO, Rise UK
Soline Jerram	Lead Nurse, Director of Clinical Quality and Patient Safety, Brighton & Hove CCG
Sam Newbould	Head of Service (Resettlement), KSS CRC
James Rowland	Violence Against Women & Girls Commissioner, Community Safety, BHCC attending for Peter Castleton

No Apologies Received

Name	Designation

1. **Welcome and Introductions**

1.1 Graham Bartlett reminded all members to declare any conflicts of interest should they arise.

2. **Minutes of Last Meeting**

2.1 The Minutes of the meeting 12 December 2016 were agreed for accuracy and updated on as follows:

3. **Matters Arising**

3.1 The SAB considered the circulated update on matters arising from the last meeting.

3.2 **(6.0) SAR Sub Group:** SAR Protocol has been developed across Sussex SABs, due for sign off at Sussex Safeguarding Adults Policy and Procedures. This will be circulated to the Board for information once it has been finalised.

3.3 **(7) GP and Primary Care Safeguarding** Board wanted assurance that safeguarding levels in primary care practices inspected by CQC are improving and that GPs are meeting their own standards and also multi-agency expectations.

RP asked what safeguarding training GPs receive and what take up is like.¹ CG clarified her role in supporting primary care to meet their safeguarding requirements. She updated on a programme of Level 3 training (including Prevent) and assurance visits. CG advised that adult

¹ GP Safeguarding training

and children update days are being combined where areas cross over, including Domestic Violence, Substance Misuse and Parental Mental Health. Data can be made available to Board members re attendance.

3.4 **(8) Safeguarding Data Report:** A multi-agency dataset remains in development. B&H and West Sussex QA Sub groups are awaiting sign off of East SAB's dataset to ensure synergy across Sussex. Data will be initially reviewed within the B&H QA Sub group and key lines of enquiry escalated to Board for attention as necessary.

3.5 **(10) Lay Members:** Two lay members have been appointed to the SAB, currently awaiting DBS clearance. **For Action: "Board Buddies" required.**

3.6 **(4) Multi-Agency Case File Audit: Homelessness:** Audit tools are in development and a facilitator has been confirmed. The audit is provisionally booked for completion in April 2017.

3.7 **(4.2) Multi-agency strategy lead for Homelessness:** GB had previously asked the Board to consider where to refer the issues identified from the Task and Finish Group and the X SAR. TJ had advised Cllr Moonan is the political lead on this agenda at the last Board meeting, but there still remained a lack of clarity on who, in which agency, is the executive lead. GB facilitated a meeting of Brighton and Hove Connected on 2 February where the only agenda item was Homelessness. One of the actions to be taken forward is scoping the multi-agency co-ordination of the delivery of the homelessness strategy in recognition that this is currently absent. The outcomes of the X SAR and multi-agency audit will feed into this function once it is clarified.

3.8 **SAB Annual Report** Available to read on the SAB Website
http://brightonandhovelscb.org.uk/safeguarding-adults-board/safeguarding-adults-board-who-we-are/?preview_id=4780&preview_nonce=03d7417662&preview=true

4. **Update from Development Day + Performance & Effectiveness Survey**

4.1 MB presented highlights from the half day



SAB Dev Day
Presentation.pptx

4.2 **Priorities**

Priority area 1 now includes 'testing effectiveness' as well as 'embedding' practice change and improvement aligned with statutory arrangements implemented from Care Act 2014 and the Mental Capacity Act 2005

Priority area 2 remains unchanged: Develop and strengthen quality assurance
Priority area 3 remains unchanged: Focus on Prevention and Early Intervention

Priority area 4 Community Awareness and Capacity Building was agreed as being important to remain. In 17/18 SAB would like to prioritise creating an environment where public are alert to signs of abuse & neglect.

Priority area 5 remains unchanged: Locate the work of the SAB in wider structures. The SAB would like to ensure improved synergy with other Boards, e.g., cross cutting agendas, Prevent, Modern Slavery etc.

4.3 Over-representation and gaps were identified in membership. It was agreed that RP will attend for HASC and if unavailable will appoint a deputy. MJ will always attend as Head of Safeguarding. The Board do not want any dilution of PH input acknowledging that it is one directorate. KB wanted to ensure representation from disability services despite the service now sitting within the Families, Children & Learning Directorate². The CCG felt not having representation from Cranstoun / Pavilions was a gap, the Board agreed to extend an invite. It was agreed that Chris Veale, Divisional lead, Sussex Police would be invited to attend Board.

- **Action: RP to discuss Public Health representation with Peter Wilkinson.**
- **Action: RP to discuss disability service representation with Regan Delf and Pinaki Ghoshal**

4.4 A discussion, led by RP, took place around whether home care and care home providers outside the PASA remit should attend³. AA said membership doesn't necessarily represent the broad range of home care and care home providers. Board acknowledged the challenge of representation from this area. MJ considered the two way communication between Board and PASA. GB considered the approach to care homes and home care providers similar to lay members, in so much as they are not representing the community but are a voice from the community. **It was agreed:**

- **Action: Michelle Jenkins to propose a standing safeguarding item on the Home Care Forum and the Care Home Forums.**
- **Action: SH to review PASA membership for a sense of the percentages of care home/ home care providers in attendance extending invites as necessary.**
- **Action: PASA will in future be consulted on the SAB agenda (in the same way as Healthwatch)**

4.5 DF requested clarification on Board Partners, Members and Advisors. MB Advised Partners are Statutory, Members are other safeguarding agencies and advisors take an advisory role for their statutory member, e.g., RP is the Board Member for HASC, Michelle Jenkins is the advisor. However, she suggested we call all attendees Members, to avoid any further confusion.

4.6 In terms of supporting the Board to undertake its statutory functions, MB will undertake a review of priority areas of business for all Boards / Forums in City. A Training Needs Analysis across LSCB, VAWG, SAB & Agencies will also be undertaken to identify duplication, single agencies opening training to other agencies were appropriate. The SAB will make sure of Sussex wide & other joint working initiatives, where appropriate. The SAB will be built on the principal of reducing duplication for agencies that span Sussex. It was also agreed that the SAB will explore all support in kind offers - e.g., leading SAR and QA activity, training.

² Representation of LD services

³ Home Care / Care Home representation

4.7 MB advised the following additional resourcing is required to progress the SAB Action Plan.

- Dedicated administrative post to support SAB Business Manager (FT £26k, PT £13-£15k)

Shared Quality Assurance & Learning Development Officer – to lead on QA activity and supporting training and workforce development programme (£20k) 4.8 Action from the development half day on the Business Plan included; applying a risk based approach to determining priorities, costing out Business Plan priority areas over next 3 years to support focus and realise ambition and RAG rating progress. **Action: An updated Business Plan will be presented at June meeting.**

4.9 Further actions from the development half day included:

- **20 mins for feedback from chairs, brief update on work plans , key issues/ achievements/ challenges**
- **Quarterly in-depth look at each Sub group on key issues, key learning that quarter, key agreements needed (Next meeting will be L&D Sub group)**
- **MCA / DoLS Sub group – waiting update from Law Commission, concerns re duplication with other SAB Sub groups e.g., training, consideration for a either a Sussex Wide group or for functions to be divided between existing sub groups (Formal discussion June 2017)**
- **P&E will lead on a bi- annual satisfaction survey on safeguarding outcomes/ experiences, ‘did it make you feel safe?’**
- **All QA activity undertaken by the SAB will seek evidence of client experience and on MSP**
- **The SAB will seek assurance that all QA activity undertaken by its member agencies seeks evidence of client experience and on MSP**
Develop meaningful multi-agency dataset - to include user/carer experience, to support identification of risk

4.8 The Chair asked the Board if they had anything to add and if not requested agreement to take forwards. The actions were agreed.

5. SECamb Improvement Plan – Sarah Songhurst

5.1 SS advised SECamb have agreed a 64 point action plan, for 119 sites with rolling progress to visit each site following regulatory inspection. The action plan is set around the key lines of safeguarding enquiry made during inspection and feeds into the Action Plan of individual areas and will become part of an overall SECamb Improvement Plan.

5.2 The CQC requires the agency to review its safeguarding processes and systems.

5.3 The agency had already progressed many actions on the action plan. SS highlighted the key completed actions as: Improved visibility of the safeguarding team, Reviewed and updated all policies. Undertook a Training Needs Analysis (TNA) of safeguarding training requirements against job roles across the Trust. Developed a programme of QA visits built around key lines of enquiry. (SS advised SECamb are looking for volunteers from the Board to observe and feedback for QA visits, Graham Bartlett & Mia Brown volunteered and Tony Benton advised he will discuss separately with SS and take back to Healthwatch for a steer)

and the agency have defined an escalation procedure that is linked to the trust risk management system.

5.4 SS advised of the following activity underway:

- Review of Safeguarding team structure, roles and responsibilities to enhance capability of the team to ensure training and education is compliant with national standards and referrals are submitted in a timely sense, good quality and appropriate
- Developing a process and audit trail for making decisions to undertake a safeguarding referral
- Developing a clearer policy around management of safeguarding allegations against staff and volunteers
- Developing clearer governance arrangements around review report quality and executive sign off
- Improved monitoring and assurance of action plans arising from safeguarding reviews

5.5 There were actions for the agency around ensuring all staff working with children, young people and/or their parents/carers and who could potentially contribute to assessing, planning, intervening and evaluating the needs of a child or young person and parenting capacity where there are safeguarding/child protection concerns receive an appropriate level of safeguarding training. MB advised she would catch up with SS outside the meeting to discuss how the LSCB may support with meeting this requirement. DK confirmed the SECAMB are represented to the SAB Learning & Development Sub group and the group will offer support and scrutiny of SECAMB's actions for training compliance.

5.6 RP made an observation that the action plan is very difficult to read in its current format and questioned how accessible it was for managers / staff.

6. Safeguarding Data report Qtr 1-3 – Michelle Jenkins

6.1 MJ presented the Safeguarding Data report Qtr 1-3 report.:

- 68 of the received enquiries have not been completed in Q1-3
- There have been 726 completed enquires compared to 678 this time last year
- It was the case that 68 individuals were not assessed and so it was not known if they lacked capacity. This is down from 109 last year, but still too high **Action: MJ to check if this is a data error and discuss at GM Meeting**
- Of the 151 people assessed as lacking capacity 116 were supported by an advocate, family member or friends. **Action: Board noted that 35 people were not supported and requested this is explored further.**
- By far the most completed enquires are linked to DV this is at 100, down from 165 this time last year.
- Physical support accounts for nearly half of enquiries (49%), with mental health at 17%, with both learning disability and memory and cognition support both accounting for 12%. MJ said these completed enquiries by primary need have not changed drastically from last year. GB asked if we would have expected a change. MJ advised she was not sure and discussed the drop off of memory support and dementia at the end of last year.
- Ages 25 – 64 account for the most completed enquires at 39% with 18-25 at the lowest at 5%.

- GB asked if this has always been the case that there are more enquires for women than men. MJ advised it has been. GB asked agencies how assured they were that their services are alive to the needs of men.⁴
- In 99 (14%) cases the source of referral has not been recorded. **Action MJ to explore**
- In 109 (15%) of cases the source of referral is not known as is recorded as 'other'.
Action: MJ to explore – are they day services staff, LD, SMS
- GB questioned why there are low numbers of referrals from GPs, community health and probation providers and if this is to be expected. MJ to explore
- The top five areas of abuse are: 27% Neglect / acts or omission, 20% Financial / Material, 19 % Physical / Emotional and 9% domestic violence. **Action: MJ to request the top three areas of abuse are colour coded.**
- Regarding the person alleged, MJ said post Care Act this has been harder to report accurately on. It is now unhelpful as it cannot be broken down. GB asked if a multi-agency dataset might support this further.
- 69% of people said their outcomes had been achieved, 16% didn't know and 3% disagreed and nothing was recorded for 12% of cases – which MJ advised may be a hangover from when this was not a mandatory field. **Action MJ to explore further the 3% who disagreed**

6.2 GB asserted the importance of having a multi-agency dataset to give a better overview of the local picture. RB said Sussex Police will be able to supply the number of SCARFs per quarter. KB asked for repeat referral information to be captured. GB seconded this request. **Action: MJ to explore.** GB note that outcomes as currently reported do not detail why the outcomes are met or not. MJ advised this is an area that the local authority are working on. **Action: MJ to request a narrative summary will be added presenting each table (until the m-a dataset is developed).**
Action: MJ will speak to West Sussex re work in that part of the county on action taken after safeguarding

6.3 TB asked if there has been a higher level of safeguarding activity and how this compares nationally. MB advised that the multi-agency dataset might support some trend analysis with statistical neighbours. MJ advised that the Care Act changes in thresholds have made it a bit more difficult to compare and contrast. TB was also interested in how national changes are impacting on local arrangements to safeguard and suggested some statistical analysis would support the Board's overview.

7. B&H SAB Constitution

7.1 **Action: MB to circulate paper and SAB to agree virtually.**

7.2 December minutes agreed and can be uploaded onto the SAB Website. **Action: JC to upload minutes.**

8. Any Other Business

8.1 DK advised the Learning & Development Sub Group met on the 6 March and they are now drafting ToRs.

⁴ Needs of men and safeguarding

8.2 CG advised Jo Henderson is coordinating a multi-agency event for World Elder Abuse Day, 30 June 2017 where there will be workshops in the morning and stalls, tea & cake in the afternoon.

8.3 CG asked a question on behalf of Jo Henderson around being charged for non-attendance at training; CG is unable to free up JH due to organisational pressures. **Action: MJ/MB will look into this and resolve.**

8.4 Sussex Strategic Self- Assessment will be circulated by all three SAB's on 17 April for completion in May 2017. Challenge Events Sussex wide and local will follow.

8.5 MB asked if we could have a future agenda item on the Impact of changes to Universal Credit. This was agreed for September **Action: JC to forward plan.**

Next Meeting: 3-5pm on 5 June 2017 in the Council Chamber, Hove Town Hall

Following meetings

Date	Time	Venue
4 September	3-5pm	Council Chamber, Hove Town Hall
4 December	3-5pm	Council Chamber, Hove Town Hall
5 March 2018	3-5pm	G91, Hove Town Hall