

**HALTON  
SAFEGUARDING  
ADULTS  
BOARD**

**HALTON SAFEGUARDING ADULTS BOARD**

**FRIDAY, 28 JULY, 2017 AT 9.30AM**

**BOX 9, SELECT SECURITY STADIUM, WIDNES**

|                       |                         |       |  |
|-----------------------|-------------------------|-------|--|
| <b>PRESENT:</b>       | Audrey Williamson       | (AW)  | Independent Chair                      |
|                       | Tracey Coffey           | (TC)  | Halton Borough Council (HBC)           |
|                       | Sue Wallace-Bonner      | (SWB) | HBC                                    |
|                       | Bridgid Dineen          | (BD)  | HBC                                    |
|                       | Helen Moir              | (HM)  | HBC                                    |
|                       | Michelle Creed          | (MC)  | Halton Clinical Commissioning Group    |
|                       | Emma Coxon              | (EC)  | Cheshire Fire Service                  |
|                       | Hitesh Patel            | (HP)  | Healthwatch & Citizen Advice Halton    |
|                       | Susan Hewitt            | (SH)  | NWAS                                   |
|                       | Mark Bradley            | (BD)  | Cheshire Constabulary                  |
| <b>In attendance:</b> | Maureen Noble           | (MW)  | Lead Reviewer, SAR                     |
|                       | Sarah Johnson-Griffiths | (SJG) | Public Health                          |
|                       | Denise Taylor           | (DT)  | HBC (Minutes)                          |
| <b>APOLOGIES:</b>     | Marie Wright            | (MW)  | HBC                                    |
|                       | John Davidson           | (JD)  | National Probation Service             |
|                       | Donna Yates             | (DY)  | Cheshire, Greater Manchester Probation |

|          |  | <b>ACTION</b> |
|----------|--|---------------|
| <b>1</b> | <p><b>Apologies</b></p> <p>Apologies were noted as above and those members present introduced themselves to the rest of the Board.</p>   |               |
| <b>2</b> | <p><b>SAR Report</b></p> <p>AW welcomed Maureen Noble (MN), Independent Lead Reviewer to the meeting. MN presented Board members with a presentation on the incident leading to the SAR. MN highlighted the key areas:</p> <ul style="list-style-type: none"> <li>• Mrs G (mum) had requested that MN un-anonymise CG's name throughout the report</li> <li>• 7 October received as referral – 4<sup>th</sup> November when the Board</li> </ul> |               |

|  |  | <b>ACTION</b>   |
|--|--|---|
|  | <p>approved the SAR</p> <ul style="list-style-type: none"> <li>• SWB commented that there is clearly an issue in relation to Warrington services, therefore clarity is required around a) learning to go back into Warrington system and clear where it sits and b) handover and transition from Warrington to Halton needs to be picked up; as a system Halton pick up and join up across the two systems</li> <li>• AW noted that a Warrington representative was invited to this meeting. SWB suggested that she and AW request an invitation to attend Warrington Board. It was agreed that MN would focus on the transition</li> <li>• TC advised that two emails were sent out; however it was unclear whether Warrington Education were involved; clear correlation needs to fit into the action plan. It was noted that CG was not known to Children's Services. TC advised that SEND had an inspection and recommendations were made about clear pathways. MN confirmed that CG was schooled in Warrington with some higher education in Halton; he was not known to Halton Children's Services however, he was known to Warrington Children's Services. Clarity needs to be highlighted in the action plan in terms of publication</li> <li>• Mrs G believed that a diagnosis of Asperger 'type' syndrome was made, however a diagnosis was never completed.</li> </ul> <p>Hitesh commented that it is about how best to support the family; there is a role for Healthwatch advocacy to pull together the NHS and Social Care side of the system. MN said that the difficulty appears to tip towards the balance, Mrs G feels guilty that she was offered help, however she refused. MN will look at the balance and find other routes, this report is about some learning, maybe the family wasn't informed about agencies. How do we deal with someone who does not want to engage. MN will take the point in terms of learning. Agreed as a recommendation, MN to liaise with TC.</p> <p>Members of the Board discussed the recommendations and agreed that MN would reword recommendations 1, 3, and 4, as follows:</p> <ul style="list-style-type: none"> <li>• <u>Recommendation 1</u><br/>Diagnosis – families understanding whether a diagnosis has been made and engagement of services. Also, about Practitioners understanding what the diagnosis is</li> <li>• <u>Recommendation 3</u><br/>Confirm the care co-ordination process and pathway, how the decision is made as to who the co-ordinator is; policies to be revised to reflect this</li> <li>• <u>Recommendation 4</u><br/>Clarity sought around the detail in relation to referral process to</li> </ul> | <p><b>SWB<br/>MN</b></p> <p><b>MN/TC</b></p> <p><b>MN</b></p> |

|                                |  | <b>ACTION</b>  |
|--------------------------------|--|--|
|                                | <p>Adult Social Services, if you make a referral OTTER, is it linked to the CareFirst system</p> <ul style="list-style-type: none"> <li>• TC to send MN copy of the Halton SEND Inspection document and MEAN report which is currently being piloted</li> <li>• Report to be signed off electronically within three weeks</li> <li>• SAR Action Plan to be developed</li> <li>• HM and MN to discuss recommendations with Mrs G and agree actions</li> <li>• Discussion to take place re: Publication (Steve Peddie, Warrington to be involved) – report to be finalised by 1<sup>st</sup> August, 2017</li> <li>• MN to arrange Multi-agency learning sessions with both internal staff and external agencies</li> </ul> <p>The Chair on behalf of the Board thanked MN for a very informative report.</p>                                      | <p><b>TC<br/>Chair</b></p> <p><b>HM/MN</b></p> <p><b>ALL</b></p> <p><b>MN/BD</b></p> |
| <b>5 minute comfort break.</b> |  |  |
| <b>3</b>                       | <p><b>Minutes from the last meeting and Matters Arising (28.04.17)</b></p> <p>The minutes from the last meeting were agreed as a true and accurate record. There were no matters arising.</p> <p>The Action Log was updated accordingly. It was agreed that members would confirm with Denise when their action is completed.</p>  |  |
| <b>4</b>                       | <p><b>LD Mortality Review Action Plan</b></p> <p>Deferred to the next meeting, BD to invite Lisa Birtles-Smith to the next meeting.</p>  | <b>BD</b>  |
| <b>5</b>                       | <p><b>Halton Safeguarding Prevention Strategy</b></p> <p>SJG presented the Halton Safeguarding Prevention Strategy to members of the Board. SJG explained that the prevention of safeguarding issues for adults is a multi-agency and society responsibility. This strategy sets the strategic direction for all agencies in the Borough for the next five years. SJG highlighted the key points:</p> <ul style="list-style-type: none"> <li>• Keeping safe in Halton, looking at the prevention of adults, brought through the partnership forum</li> <li>• Started off with an initial workshop</li> <li>• What adults at risk have told us are the local issues</li> <li>• What practitioners and professionals have told us would help and</li> <li>• What works and what is identified as best practice and effective prevention</li> </ul> |  |

|          |   | <b>ACTION</b>  |
|----------|---|--|
|          | <p>The Board noted and discussed the contents of the report, and agreed that subsequent to the following amendments, the strategy would be approved via email:</p> <ul style="list-style-type: none"> <li>• <u>Secondary Prevention</u> <ul style="list-style-type: none"> <li>- No. 1: HM to form words re: single pathway, identify which pathways, are they working together?</li> <li>- No. 3: SJG to re-word to standardised approach, clarify the threshold and points, develop further understanding – TC to comment and agree</li> </ul> </li> <li>• <u>Tertiary Prevention</u> <ul style="list-style-type: none"> <li>- HM to develop a third recommendation ensuring safeguarding is addressed at the highest level</li> </ul> </li> <li>• SJG to consult with Mal Hampson at Halton Speak Out re: Easy Read version, with two weeks for comments. BD to forward contact details to SJG</li> <li>• The Prevention Strategy will be owned by the Partnership Forum – new Chair to take this forward – Job Specification for the new Chair to be completed and agreed, AW to send letter with spec to organisations</li> <li>• SWB and BD to consider action plan, job specification; propose an event in September, leading with support from AW and SWB</li> </ul> <p>SJG raised concern that it has been difficult receiving information from the Partnership Forum. AW advised that she will cease chairing the Partnership Forum in October and once the new chair is in place the aims and purpose of the forum will be reiterated to the group. The forum does not have the authority to sign off reports etc., therefore propose set up Task and Finish group and escalate key themes to the SAB. The new chair will address the issues going forward.</p> <p>The Chair on behalf of the Board thanked SJG for a very informative report.</p> | <p><b>HM</b><br/><b>SJG/TC</b></p> <p><b>HM</b><br/><b>SJG/BD</b></p> <p><b>BD/AW</b></p> <p><b>SWB/BD</b><br/><b>AW/SWB</b></p> |
| <b>6</b> | <p><b>HSAB Annual Report</b></p> <p>BD presented the HSAB Annual Report to members of the Board. BD explained that this year the HSAB has undergone some changes during 2016-17, including a restructure in the membership of the HSAB and sub-groups including the establishing of Halton Safeguarding Adults Partnership Forum. The work of these sub groups are fundamental to helping HSAB achieve its strategic aims. BD has endeavoured to keep the report format similar to previous reports and has also consulted with other local authorities; included in the report is the financial detail and also what was fed back from partner agencies.</p> <p>Members of the board discussed the report and agreed the following</p>   |  |

|   |   | <b>ACTION</b>   |
|---|---|---|
|   | <p>additions/amendments to be made:</p> <ul style="list-style-type: none"> <li>• Financial Summary – spend up to February to be deleted; demonstrate how the budget is spent and include training and serious case reviews</li> <li>• Delete names from Peer Review paragraph</li> <li>• Herbert Protocol – reword contribution to safeguarding rather than activity</li> <li>• Include priorities in the Work Plan, and determine what their roles and responsibilities are</li> <li>• All to check report and send any inaccuracies via email direct to BD</li> <li>• Data reporting – although we are reporting on data, we are not analysing on what we are doing, i.e. financial abuse, what have we done, what are we doing about it? BD to seek assistance in relation to analysis. MC agreed to speak to Sarah Vickers around demographics and feedback to BD</li> <li>• Consider strategic priorities, and take out ‘strengthening the board’ and explain Safeguarding</li> </ul> <p>Subsequent to the above amendments the Board agreed that the report be ratified at the next SAB meeting in October and then presented to the next Health Policy and Performance Board (HPPB). BD to contact Louise Wilson to add to the next HPPB agenda.</p> | <p><b>ALL</b></p> <p><b>BD/MC</b></p> <p><b>Agenda<br/>Oct<br/>BD</b></p> |
| 7 | <p><b>Communications, Marketing and Training Strategy</b></p> <p>HM presented members of the Board with a series of options in response to the findings of the HSAB Training Needs Analysis undertaken in Autumn 2016, and to explore the feasibility of delivering a small programme of events to support multi-agency access to learning. HM asked Board members to a) consider the options presented and the recommendations herein and b) a decision is made on the future direction of multi-agency training.</p> <p>Board members noted and discussed the options within the report and agreed that further scoping is required in relation to multi-agency training building some quality assurance into the Strategy.</p> <p>The Board agreed to:</p> <ul style="list-style-type: none"> <li>• Fund a pilot of free training sessions</li> <li>• £4,500 to look at resources within the funding to drive it forward</li> <li>• If Board members have any further information, please send to HM</li> <li>• HP to contact HM re: E-learning for his service</li> <li>• HM to update at the next meeting</li> <li>• All to feedback any amendments/inclusions within the Strategy to</li> </ul>   | <p><b>HM/BD</b></p> <p><b>ALL<br/>HP<br/>HM</b></p>                       |

|   |  | <b>ACTION</b>   |      |       |                       |                      |                |  |
|---|--|---|------|-------|-----------------------|----------------------|----------------|--|
|   | HM by the end of August  | <b>ALL</b>  |      |       |                       |                      |                |  |
| The meeting overran, therefore the following items (except Item 11) will be updated at the next scheduled meeting in October. |  |   |      |       |                       |                      |                |  |
| <b>8</b>  | <b>Self-Neglect Panel Update</b>   |   |      |       |                       |                      |                |  |
| <b>9</b>  | <b>Performance Framework Review</b> ( <i>Standing Item</i> )   |   |      |       |                       |                      |                |  |
| <b>10</b>   | <b>Budget Update</b> ( <i>Standing Item</i> )  |   |      |       |                       |                      |                |  |
| <b>11</b>   | <p><b>SAR/MAR/TR Action Plans</b> (<i>Standing Item</i>)</p> <p>HS briefed Board members on the current position. Board members went through the SAR Action Plan and agreed the following:</p> <ul style="list-style-type: none"> <li>• HM to circulate the SAR Policy with comments back to HM; ensure consistency <b>a) who should be convening a meeting when a serious incident has occurred and b) tracking of action plans, how do we ensure they happen?</b></li> <li>• MC to establish a SAR Group – in the interim report issues back to the SAB</li> <li>• SWB, MC, HM and Helen Smith to discuss the completion of tasks within the Action Plans. DT to arrange meeting asap</li> <li>• HS to update at the next SAB meeting</li> </ul> | <p><b>HM</b></p> <p><b>MC</b><br/><b>DT</b><br/><b>HS</b></p> |      |       |                       |                      |                |  |
| <b>12</b>   | <b>Information Items</b>   |   |      |       |                       |                      |                |  |
| <b>a</b>  | <p>➤ <b>Sub Group and Partner Updates</b></p> <ul style="list-style-type: none"> <li>○ SAPF</li> <li>○ Health Sub Group</li> <li>○ Faith Sub Group</li> <li>○ Provider Forums</li> </ul>   |   |      |       |                       |                      |                |  |
| <b>b</b>  | ➤ Pan Cheshire Modern Slavery Strategy 2017-2019   |   |      |       |                       |                      |                |  |
| <b>13</b>   | <b>Any Other Business</b>  |   |      |       |                       |                      |                |  |
| <b>14</b>   | <p><b>Date &amp; Time of Next Meeting</b><br/>Friday, 21 October, 2017 at 10am in Box 9, Select Security Stadium</p> <table border="1"> <thead> <tr> <th>Date</th> <th>Time</th> <th>Venue</th> </tr> </thead> <tbody> <tr> <td>Fri, 20 January, 2017</td> <td><b>10am – 12noon</b></td> <td>Box 9, Stadium</td> </tr> </tbody> </table>   | Date  | Time | Venue | Fri, 20 January, 2017 | <b>10am – 12noon</b> | Box 9, Stadium |  |
| Date  | Time   | Venue   |      |       |                       |                      |                |  |
| Fri, 20 January, 2017   | <b>10am – 12noon</b>   | Box 9, Stadium  |      |       |                       |                      |                |  |
| Audrey thanked members of the Board for their contribution into the meeting.  |  |   |      |       |                       |                      |                |  |