




HALTON SAFEGUARDING ADULTS BOARD

FRIDAY, 22 APRIL, 2016 AT 10AM

HALTON SUITE, SELECT SECURITY STADIUM, WIDNES

PRESENT:	Audrey Williamson	Independent Chair
	Tracey Coffey	Halton Borough Council
	Dawn Kenwright	Age UK MM
	Jane Baker	Riverside College
	Viv Culleton	Halton Haven Hospice
	Tom Baker	Healthwatch Halton
	Helen Moir	HBC
	Marie Wright	HBC
	Sarah Ashcroft	DASV Co-ordinator, HBC
	Danielle Whitwell	National Probation Service (Runcorn SPO)
	Sam Atkinson	HCCG
	Dot Keates	Bridgewater
	Steve Hull	5Boroughs Partnership
	Phil Dearden	St Helens & Knowsley NHS
	David Hines	Family Carer
	Deana Perchard	HBC Trading Standards
	Fiona Tate	The Human Support Group
	Katy Rushworth	HBC
	Jimmy Bush	HBC
	Mark Bradley	Cheshire Police
In attendance:	Denise Taylor	HBC (Minutes)
	Daniel Spooner	Senior Business Analyst, HBC
	Yvonne Smallman	Halton Speak Out
	Jason Pilkington	Halton Speak Out
APOLOGIES:	Angela Green	Bridgewater CHC NHS Foundation Trust
	Sue Wallace-Bonner	Director of Adult Social Services, HBC
	Jan Snoddon	HCCG
	Jo Harrison-Smith	Human Support Group
	Donna Yates	National Probation Service

Janette	O'Sullivan	HC-One
Jenny	Owen	HCCG
Emma	Coxon	Cheshire Fire & Rescue Service

		ACTION
1	<p>Apologies</p> <p>Apologies were noted as above and those members present introduced themselves to the rest of the Board.</p>	
2	<p>Safeguarding Portal Demo</p> <p>Daniel Spooner, Business Analyst attended the meeting to provide members with a demonstration of the Halton Adult Safeguarding Portal (see attached presentation below).</p>  <p>Safeguarding Adults Portal.pptx</p> <p>Daniel highlighted some of the key areas:</p> <ul style="list-style-type: none"> • The site can be accessed via a remote URL site using a unique password, also enabling access from iPhones, iPads and laptops • Documents can be amended with permissions added - policy documents would be in pdf format • Upload and edict documents • Add hyperlinks to useful sites • Email notifications sent to staff when documents are uploaded <p>Members of the Board agreed the following:</p> <ul style="list-style-type: none"> • Three key agencies would be involved in the branding of the new portal. Sam Atkinson, Helen Moir and Mark Bradley volunteered to provide input, supported by Audrey and Katy • Denise to send SAB circulation list to Daniel • Daniel to provide SAB members with user password to access the hub along with some brief guidance • Daniel to monitor and review in 12 months' time <p>Thanks were conveyed to Daniel for all his hard work in getting the portal up and running.</p>	<p>SA/MB/ HM DT DS</p> <p>DS</p>
3	<p>12 Month Hate Crime Figures</p> <p>Shèlah Semoff, Partnership Officer, HBC and Ray Rodgerson,</p>	

		ACTION
	<p>Cheshire Police were unable to attend the meeting. Audrey asked Board Members for comments in relation to the annual comparison of Hate Crime figures as compiled by Cheshire Police.</p> <p>Board members noted and discussed the report and commented that the figures are important in the progress and development of the dashboard; this information is vital to the Hartlepool case (to be discussed under Item No. 11). Racist comments appear very high in Runcorn; this needs to be targeted within the Prevention Strategy. Disability figures disappointing. Concern was felt around the key figures as they did not add up, e.g. a minus 20 in Runcorn is a positive, feels like people are not reporting correctly. It would be interesting to see the comments behind the reporting and whether common themes have been identified.</p> <p>Board members agreed that further understanding is needed in relation to comments behind the reporting. Audrey agreed to invite Shélah and Ray to the next Board meeting.</p> <p>It was also agreed that in relation to para. 4.3 of the report requesting representation at the local Scrutiny Panel, which is serviced by Cheshire Police it was proposed that Helen Moir sit on the panel for a period of 12 months and then another representative would be sought to volunteer.</p>	<p>AW</p> <p>HM</p>
<p>4</p>	<p>Safe in Town – Update</p> <p>Yvonne Smallman and Jason Pilkington from Halton Speak Out attended the meeting to notify Board members of the progress for the Safe in Town Scheme. Yvonne highlighted the key areas.</p> <ul style="list-style-type: none"> • Anyone who is vulnerable, e.g. Learning Disabilities, Alzheimers, Dementia can carry a safe in town card • Scheme has been running for two years, scheme has been once • People feel safe knowing they have the Safe in Town card • 718 people are signed up to the scheme <p>Members of the meeting noted and discussed the report and felt that the scheme is not used efficiently as it should be, and asked Yvonne for her views and if the Board could assist in any way. Yvonne explained that the Scheme is only funded for eight hours, so funding is very limited. Fire Stations are signed up to the Scheme and they have asked for Safe in Town fridge magnets. The larger stores, e.g. Marks and Spencer have been approached; however they inform us that their Head Office will not agree to sign up.</p>	

		ACTION
	Tracey Coffey explained about the changes to the Corporate Responsibility Contract in large businesses and if they are meeting their corporate outcomes. Tracey agreed to send the link to Denise for circulation to Yvonne.	TC/DT
5	<p>Minutes of last meeting & matters arising</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>	ALL
6	<p>Involvement of Service Users in Halton Safeguarding Adult Board</p> <p>Audrey Williamson, Chair asked members of the Board to consider proposals set out in the report to strengthen contributions and information from Halton people who receive services. Audrey explained that she had a very positive meeting with service users. Audrey summarised the contents of the report and outlined the proposals.</p> <p>Members of the Board noted and discussed the report and it was highlighted that Knowsley were also in discussions about holding an event twice per year to engage with people, and Cheshire East are holding a forum. The Board agreed the following actions:</p> <ul style="list-style-type: none"> • Tom to invite Sue Beesley and John Abbot from Halton Disability Partnership to the next Board meeting to discuss proposals and support • Denise to send report to Sue Beesley • Jane Baker to undertake a consultation with a group of students from the College regarding safeguarding – Katy to send a list of questions as part of the consultation. Jane to feedback on consultation at a future SAB meeting • Dawn Kenwright suggested Halton Open and the Carers Centre • Viv Culleton would ask CIC re: engagement • Sam Atkinson has an event already planned and will send details to Audrey 	<p>TB</p> <p>DT</p> <p>JB/KR</p> <p>DK</p> <p>VC</p> <p>SAt</p>
7	<p>HSAB Development Session Summary Report and Draft Business Plan</p> <p>Audrey Williamson presented members of the Board with the findings of the development session and agreed priorities to inform the Business Plan held on 11th March. Audrey said that this was a very positive development session. explained that a positive development</p>	

		ACTION
	<p>and some key points highlighted below:</p> <ul style="list-style-type: none"> • What we thought was working well • Any concerns with the Board, what could be improved • Opportunities for the future <p>Some of the issues were discussed:</p> <ul style="list-style-type: none"> • Partnership working • Do people know what we do • Communicate with the community • Structure of sub groups – have people got capacity to attend all the meetings • Responsibility of Board Members <p>Created into the Draft Business Plan:</p> <ul style="list-style-type: none"> • Training • Suggested lead membership <p>Comments from Board members were as follows:</p> <ul style="list-style-type: none"> • Learn from the Children’s Safeguarding Board and other Boards, e.g. St Helens Adults Board; Dawn Kenwright and Sam Atkinson sit on this board and agreed to share processes and procedures – Dawn and Sam to arrange to meet with Helen and Katy • Learn from the Children’s Safeguarding Board • Learn from Other Boards, St Helens Adults Board, Dawn sits on it – process and procedures – Dawn and Sam to discuss with Helen and Katy – arrange to meet • Phil Dearden felt that the Business Plan is too local authority dominated • Recognise what people are good at; it is really important to pick the right people to do the right things • Does not reflect our vision of what we want to do, what impact the Business Plan has for members of our community; the Performance Framework helps measure, e.g. understanding hate crime <p>Members of the Board agreed that further work is required in developing the Business Plan. Katy would email the Business Plan document to all Board members for their input/comments/amendments using track changes.</p>	<p>ALL</p> <p>DK/Sat/ HM/KR</p> <p>KR/ALL</p>
5 minute comfort break		
8	<p>HSAB Membership Proposal</p> <p>Audrey provided a report with a proposal regarding a review of its membership for Board members to consider and to agree a review of</p>	

		ACTION
	<p>HSAB membership and development of a Partnership Forum. Audrey summarised the contents of the report and highlighted the key proposals.</p> <p>Comments and views were sought from the Board. Board members felt that partnership working, along with very strict criteria, good terms of reference and strong links into the Board is paramount. However, it was also felt that creating a forum alongside the Board is difficult to do as there would be less senior management attendance and representation could be diluted, which is a risk for the Partnership Board. Sam Atkinson commented that CCG is the key, and there are Health Sub Groups in other areas which are very effective, and that is the way forward. Sam agreed to share some terms of reference.</p> <p>Viv Culleton commented that this Board is essential to her organisation as she would not get the opportunity to discuss this with her colleagues; it is important for safeguarding across the domain.</p> <p>Tracey explained that part of the issue is the transition from non-statutory to statutory Board, effective business is difficult with so many representatives on the Board. However, a pathway to the Safeguarding Board could possibly be a joint event and a Partnership Board, it is about managing the transition. 18 months ago Halton Children's Safeguarding Board was in a similar position; however it is now much more streamlined.</p> <p>Tom raised concern in relation to Halton Healthwatch having capacity to attend meetings; Healthwatch are crucial to these meetings and Audrey agreed that she would discuss in more detail with Hitesh Patel, Chair of Halton Healthwatch.</p> <p>Members of the Board agreed in principle to the development of a streamlined SAB and a Partnership Forum; Terms of Reference to be considered. In addition a potential Health Sub Group to be developed. Timescale for the Board and Partnership Forum to be up and running by September. Katy will be sending out requests to all Board members for support in developing the new groups.</p>	<p>SAt</p> <p>AW</p> <p>KR/ALL</p>
<p>9</p>	<p>Serious Incidents Policy</p> <p>Jenny Owen was unable to attend the meeting to present the report. Sam Atkinson on her behalf explained that the Serious Incident Framework Performance, which outlines the process and procedures to follow to ensure that Serious Incidents are identified correctly, investigated throughout, and most importantly, learned from to prevent the likelihood of similar incidents happening again. Also, the Management of Serious Incidents and Never Events Policy, which outlines the NHS Halton Clinical Commissioning Group's governance</p>	

		ACTION
	<p>for the performance management of Serious Incidents/Never Events and therefore will serve to address the concerns of patients and promote public confidence.</p> <p>A Performance Framework for this Board is to be developed and this document could be used to inform the Framework.</p> <p>Discussion followed and it was highlighted that there are issues around clarity and links in serious case reviews. Provider organisations provided lots of reports basically saying the same things. Need to be identifying the themes as opposed to individual action plans. It was noted that in Children's Services there has been an active learning review; it is still an issue that needs to be resolved. Audrey agreed to raise this issue with Richard Strachan.</p>	AW
10	<p>Health Safeguarding Assurance Framework</p> <p>Sam Atkinson, Halton CCG presented Board members with the Health Safeguarding Assurance Framework, which provides a broad overview of the safeguarding assurance frameworks of all organisations commissioning NHS Health Care. It is a robust framework however, it does not provide in-depth information in relation to providers.</p> <p>Within the appendix there are lots of indicators (Denise to circulate appendix). In terms of 'red' areas for the Board this would need to be strengthened. It was noted that at the Health Sub Group in Liverpool and Sefton, this is work in progress and needs to be provided by CCG, the issue is about consent of the sharing of information.</p>	DT
11	<p>DoLS Update (Standing Item)</p> <p>Jimmy Bush updated Board members and highlighted the key issues with respect to Deprivation of Liberty Safeguards (DoLS).</p> <p>The Safeguarding Unit co-ordinates and manages the DoLS assessments and reviews and acts on behalf of the Supervisory Body (the Local Authority). The team members include a DoLS co-ordinator and two dedicated assessors to address the referrals.</p> <p>The data identifies the significant increase in the amount of requests for assessments rising by 302% from 2014 to 2015. To the end of March the Supervisory Body received 388 requests, year averaging 8 to 10 requests per week. This represents more than a 150% increase on the 2014/15 figures.</p> <p>Board members noted and discussed the contents of the report and it was noted that there is one application going to Court of Protection.</p>	

		ACTION
	Jimmy said that they are currently in the process of planning a number of applications for tenancies.	
12	<p>Hartlepool Murder Case</p> <p>Audrey and Tracey alerted the group to the Hartlepool case and asked members of the Board for their views. A proposal was put forward to set up a Children’s and Adults joint Task and Finish Group to examine if there are similar cases in Halton where a vulnerable adult is being exploited by young people.</p> <p>This case was shocking on a number of different levels, what that individual adult experienced is beyond what any adult what expect. It raises issues for Boards, and how can we as a Board ensure that vulnerable adults are appropriately supported. Helen informed the Board that she has already met with the Police to agree a policy.</p> <p>Board members discussed a way forward and it was agreed that a report and proposals in relation to Self-Neglect is prepared highlighting the top five of the most vulnerable people in the community. Helen would arrange to meet with Mark Antrobus to request attendance at a Panel meeting.</p>	HM
13	<p>Updates from Partner Agencies / Information Exchange</p> <ul style="list-style-type: none"> • Mark Bradley - Kev Bennett has been seconded to another role within the service – Denise to follow-up representation at this Board • Jane Baker advised that key members of staff have been instructed in relation to the Domestic Violence Training • Helen Moir – Liverpool City Region are currently working on a publicity campaign in relation to Safeguarding, advertisements on busses in Liverpool to Runcorn • Tom Baker – Healthwatch Event published reports on Urgent Care and Hospital Discharge as part of SLA remit • Tracey Coffey informed the Board of an Unannounced Inspection; the framework for Inspection Joint Targets Inspections (JTIEs) includes Ofsted, Inspectorate for Police, Probation and CQC, 10x per year around a themed inspection, e.g. how you work with parents who have drug and alcohol issues - Tracey will send members of the Board a short briefing • Danielle Whitwell – advised that this is her first day in her position in the National Probation first and her first meeting, Audrey on behalf of the Board welcomed Danielle • Sam Atkinson – Assurance Framework - Halton process is due end of May and will bring to the next Board meeting. Jimmy and Sam attended Anti-slavery event – next Anti- slavery event on 18 	<p>DT</p> <p>TC</p> <p>SAt</p>

		ACTION							
	<p>October; it links across with the Children's Board</p> <ul style="list-style-type: none"> • Phil Dearden – Cheshire & Merseyside dealing with Lesbian and Gay set of standards – working towards end of September • Deana Perchard – Informed members that there is a Project on Scam victims; a Scams Awareness training has been offered to agencies of what to look out for, this is open to any agency, however it is under resourced. The Training Standards team can provide free training to teams - Deana will circulate link to the Board for wider circulation and provide names of teams members for in-house training. Deana is currently writing a regional door step crime notice and will include a section on Safeguarding • Fiona Tate – Domiciliary Care Providers - highlighted the impact of minimum wage, an agency handed back 900 hours; some of the challenges to provide good and reliable services 	DP							
14	<p>Information Items</p> <p>For information only.</p>								
15	<p>Any Other Business</p> <p>15.1 <u>Annual Report</u>: Katy will be writing to SAB members shortly requesting contributions to the Annual Report.</p>	ALL							
16	<p>Date & Time of Next Meeting</p> <p style="text-align: center;">Friday, 15 July, 2016 10am Halton Suite, Suite, Select Security Stadium</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>Date</th> <th>Time</th> <th>Venue</th> </tr> </thead> <tbody> <tr> <td>Fri, 21 October</td> <td rowspan="2" style="text-align: center;">10am – 12noon</td> <td rowspan="2" style="text-align: center;">Halton Suite, Select Security Stadium</td> </tr> <tr> <td>Fri, 20 January, 2017</td> </tr> </tbody> </table>	Date	Time	Venue	Fri, 21 October	10am – 12noon	Halton Suite, Select Security Stadium	Fri, 20 January, 2017	
Date	Time	Venue							
Fri, 21 October	10am – 12noon	Halton Suite, Select Security Stadium							
Fri, 20 January, 2017									
<p>Audrey thanked members of the Board for their contribution into the meeting.</p>									