



1/18/08/10


<b>Title:</b>	<b>Adult Safeguarding Board Meeting</b>	
<b>Date:</b>	12/05/2010	
<b>Place &amp; Time:</b>	Police Headquarters, 14:00	
<b>Attendees:</b>	<p>Daphne Savage, Age Concern Suffolk (Chair)</p> <p>Martin Bedwell, Supporting People Officer</p> <p>Robert Bolas, Deputy Chief Executive</p> <p>Michael Bradshaw, Independent Consultant</p> <p>Nichola Burley, Adult Safeguarding Manager</p> <p>Kevin Burton, Area Manager, Suffolk Fire and Rescue</p> <p>Nicola Cottington, Head of Adult Services, SCH</p> <p>Janet Elliot, Safeguarding Adult Lead</p> <p>Melanie Engleton, Business Support Co-ordinator (minutes)</p> <p>Jacqui Martin, C.E.O. Suffolk Family Carers</p> <p>Dan Gaul, Head of Shelter and Safety</p> <p>Stuart McCallum, Detective Chief Inspector</p> <p>Seb Smith, Adult Safeguarding Manager</p> <p>Jim Smyth, Workforce Development</p> <p>Sarah Wardley, Director of Public Protection (Probation)</p> <p>Paula Youell, Head of Adult Safeguarding</p>	<p><a href="mailto:Daphne.Savage@ageconcernsuffolk.org.uk">Daphne.Savage@ageconcernsuffolk.org.uk</a></p> <p><a href="mailto:Martin.Bedwell@suffolk.gov.uk">Martin.Bedwell@suffolk.gov.uk</a></p> <p><a href="mailto:robert.bolas@smhp.nhs.uk">robert.bolas@smhp.nhs.uk</a></p> <p><a href="mailto:Michael.bradshaw@suffolk.gov.uk">Michael.bradshaw@suffolk.gov.uk</a></p> <p><a href="mailto:Nichola.burley@suffolk.gov.uk">Nichola.burley@suffolk.gov.uk</a></p> <p><a href="mailto:kevin.burton@suffolk.gov.uk">kevin.burton@suffolk.gov.uk</a></p> <p><a href="mailto:Nicola.cottington@suffolk.gov.uk">Nicola.cottington@suffolk.gov.uk</a></p> <p><a href="mailto:janetelliott@nhs.net">janetelliott@nhs.net</a></p> <p><a href="mailto:melanie.engleton@suffolk.gov.uk">melanie.engleton@suffolk.gov.uk</a></p> <p><a href="mailto:jacqui.martin@suffolkfamilycarers.org">jacqui.martin@suffolkfamilycarers.org</a></p> <p><a href="mailto:dan.gaul@suffolk.gov.uk">dan.gaul@suffolk.gov.uk</a></p> <p><a href="mailto:stuart.mccallum@suffolk.pnn.police.uk">stuart.mccallum@suffolk.pnn.police.uk</a></p> <p><a href="mailto:seb.smith@suffolk.gov.uk">seb.smith@suffolk.gov.uk</a></p> <p><a href="mailto:jim.smyth@suffolk.gov.uk">jim.smyth@suffolk.gov.uk</a></p> <p><a href="mailto:sarah.wardley@norfolk.probaton.gsi.gov.uk">sarah.wardley@norfolk.probaton.gsi.gov.uk</a></p> <p><a href="mailto:paula.youell@suffolk.gov.uk">paula.youell@suffolk.gov.uk</a></p>

No:	Item Description:	Record of key discussion points	Action by or attached document
	Welcome /	Welcome	



	<p><b>Apologies</b></p>	<p>Sarah Wardley, Director of Public Protection at Suffolk and Norfolk Probation          Robert Bolas, Deputy Chief Executive, Suffolk Mental Health Partnership is taking over from Mark Halliday on the board</p> <p><b>Apologies</b>          Mark Cooke – Lead for NHS CHC – <a href="mailto:mark.cooke@suffolkpct.nhs.uk">mark.cooke@suffolkpct.nhs.uk</a>          Cathy Craig – Area Manager, ACS – <a href="mailto:cathy.craig@suffolk.gov.uk">cathy.craig@suffolk.gov.uk</a>          David Evans – <a href="mailto:david.evans@suffolk.gov.uk">david.evans@suffolk.gov.uk</a>          Mark Halladay – SMHP – <a href="mailto:mark.halladay@smhp.nhs.uk">mark.halladay@smhp.nhs.uk</a>          Mary Newman          Gary Phillips – Suffolk Fire and Rescue – <a href="mailto:gary.phillips@suffolk.gov.uk">gary.phillips@suffolk.gov.uk</a>          Julie Sadler          Gavin Stone – Assistant Diocesan Secretary, Diocese of St Edmundsbury and Ipswich – <a href="mailto:Gavin@stedmundsbury.anglican.org">Gavin@stedmundsbury.anglican.org</a>          Peter Tempest – <a href="mailto:peter.tempest@suffolk.gov.uk">peter.tempest@suffolk.gov.uk</a>          Wendy Winchester – Administration Manager – <a href="mailto:wendy.winchester@suffolk.gov.uk">wendy.winchester@suffolk.gov.uk</a>          Karen Howman (the Board wishes her well with her operation)</p>	
<p>1.</p>	<p><b>Minutes of previous meeting / matters arising</b></p>	<p>Minutes were agreed for accuracy</p> <p><b>Item 2.1</b> SS to discuss further JM with detail regarding Family Carers statistics –The data is within the database (paid and unpaid carers are separate fields) but the level of analysis and reporting needs to be confirmed. A manual trawl of the data is possible (an option is a dip sample) but it is important that the data fields are correctly allocated in the first instance</p> <p><b>Item 2.2</b> DG to re-send the provider sub group template and a reminder to all who need to respond – This template was sent with the minutes of 17<sup>th</sup> February meeting. <b>ACTION</b> DG will ask his business support to chase those that have not been returned.</p> <p><b>Item 2.3</b> WW to arrange the next meeting of communications sub group to take place prior to the next ASB meeting. PD and MH volunteered / nominated representative – Detailed below in item 2.3</p>	<p>1/17/02/10</p>



		<p><b>Item 3.1.1</b> GS to make changes to Church of England Policy Document as per discussion – Done</p> <p><b>Item 3.1.2</b> SS/GS to discuss different faith groups – Carry forward</p> <p><b>Item 3.2</b> WW to make changes to Forced Marriage policy as per discussion – Carry forward</p> <p><b>Item 4</b> JE to raise body map – JE let the appropriate people know</p> <p><b>Item 5.2.1</b> SS to provide reports for next meeting – Detailed below in Item 2</p> <p><b>Item 5.2.2</b> PY to bring new Sexual and Personal Relationships Policy to the next meeting – the policy has come through the Policy Clearing House and some adjustments have been request - Carry Forward (<b>Action</b> NB to check with relevant colleagues)</p> <p><b>Item 7.2</b> Annual Report – First Draft detailed in Item 5</p> <p><b>Item 7.5.1</b> PY to circulate document relating to the Serious Case Review – Detailed in Item 4</p> <p><b>Item 7.5.2</b> DG to look at budgetary position with regard to possibly funding independent chair – Carry Forward</p> <p><b>Additional Item:</b> The security of the web site (changing to HTTPS). This has been raised with the Head of IT and there will be a meeting on Friday 14<sup>th</sup> May. <b>Action</b> DG to request a formal response from IT regarding timescales so that the Board can adjust their expectations in accordance.</p>	
2.	1. Reports – Sub-Groups		<p><b>2/17/02/10</b></p>  <p>ASB Subgroup Report</p>
	2. Quality and Performance	Referring to 2010-04-08 Audit Overview document within the Performance and Quality Subgroup Report:	<b>SS</b>



		<p>The data on this report shows that the uptake of Page 2: Carefirst 6 is nearly 100%; the data taken 3 weeks after this report showed that it has reached 100%. This report will therefore be replaced with figures showing data showing the rate of feedback to referrers.</p> <p>Page 2: is a reasonable figure; the dip in January is possible weather related.</p> <p>Page 3/4: Case Reviews document within the Performance and Quality Subgroup Report confirmed compliance is still an issue. In the next report the Practitioners will audit another area rather than their own. .</p> <p>DG – asked for information to the august meeting to confirm how many referrals give feedback to the CQC.</p>	
	<p><b>3. Communications</b></p>	<p>The Communications sub-group is looking for more guidance from the Board with regard to their role and their priorities for the coming year. The group would also like to have a greater representation, not necessarily board members but nominated representatives.</p> <p>The first meeting decided that a calendar of events should be drawn up and also Terms of Reference were needed; the Terms of Reference will be provided to the August Board Meeting – <b>ACTION WW</b></p> <p>JM – asked when the sub-group was first discussed was the idea to have access to all organisations to promote good communications within themselves around safeguarding; such as between ACS and the police and what could be blocking that communication. The board agreed to ask the sub group to look at both promotion of the service and internal communications between board partners.</p> <p>Thank you Wendy</p>	
	<p><b>4. Provider</b></p>	<p>DG – Not much further to add (see the report in Item 2.1)</p> <p>JM – The larger providers with more developed</p>	



		<p>systems were willing to share their information with the smaller providers. The benefit of picking up ready made systems and adapting them to their smaller units was a key benefit of the process.</p> <p><b>Action</b> – JS present Ipswich Hospital DVD at August Meeting</p> <p>RB – An employment tribunal has been lost recently which involved 4 members of staff, 2 of which were nurses, dismissed for illegal restraints (they used sheets to tie an elderly man to a chair. The tribunal to accept what happened but concluded that the response was not proportional as it did not take into account the unblemished records of the staff and previous supervision and training. The tribunal did not seem to understand adult safeguarding principles There are lessons to be learned.</p> <p><b>Action – SMHP to</b> present a report to the August Board</p> <p>JE – The Norfolk Adult Safeguarding Board have a health sub-group which includes Kings Lynn, Norfolk and Norwich, James Paget, Mental Health and Community Health as well as other health providers which has proved useful <b>Action</b> Health Colleagues to consider organising a health sub-group. DG/PY to consider member of safeguarding team to support</p>	
<p>5. <b>Locality review</b></p>		<p>This review should be available at the end of May.</p> <p>It was discussed whether the locality committee arena was the best place for service user representation. Whether this should be those who have used the service or whether they should be champions of safeguarding.</p> <p>JM – The original purpose of the committees was to set up an effective safeguarding system and they have served that purpose.</p> <p><b>Action</b> MB and PY discuss options regarding dissemination of information to partner organisations. Come back to service user representation at a later date.</p>	
<p>3. <b>Training Update</b></p>		<p>PY - The sub-group has produced a 2011 plan.</p>	<p>3/17/02/10</p>



		<p><b>Action</b> – JS to disband training sub-group and reconvene if a new batch of training is required. Give the board a training quality review and outcomes achieved on an at least an annual basis.</p>	
4.	<p><b>Serious Case Review Policy and current review update</b></p>	<p>PY- The serious case review on a young man who was seriously assaulted would not progress the man refused to allow his personal information to be shared between agencies. An audit of the case with each agency concerned would be progressed from the data readily available.</p> <p>The Serious Case Review Policy will be on the web site shortly.</p> <p>Training has been carried out on the Serious Case Review information. It was decided that a dedicated training day was needed for all board members. .</p> <p><b>Action</b> PY and ME to circulate 3 days in October for a possible SCR training day fro the board and the board to report back other developmental issues required.</p> <p><b>Action</b> All on the board to email PY if they are happy to be on a sub-group that meets to agree whether a case meets the criteria for a serious case review.</p> <p>The Board thanked PY for her hard work and the development of very professional documentation</p>	<p>4/17/02/10</p>
5.	<p><b>Annual Report</b></p>	<p>The first draft (attached). The report will go to the Suffolk County Council cabinet in July at the same time as the Children’s report.</p> <p>There is still some work to be done on this report but it will be completed by the end of May.</p> <p>DG - It is important for all Board Members to look at the business plan and see how it fits in with their own plans and what items may be wrong.</p> <p><b>Action</b> Email any comments or further contributions to MB:  <a href="mailto:Michael.bradshaw@suffolk.gov.uk">Michael.bradshaw@suffolk.gov.uk</a>  The Board thanked MB for all the work done</p>	<p>5/17/02/10</p>
6.	<p><b>Board member presentation – Age Concern</b></p>		<p>6/17/02/10</p>



# Suffolk County Council

7.	<b>Police Protocol</b>	<b>Action</b> All board members check through the protocol and let SM know of any problems with it as soon as possible	7/17/02/10
8.	<b>Joint Improvement Program – Safeguarding Review</b>	<b>Action</b> All board members read through the Joint Improvement Program and provide comments for the meeting in August.	8/17/02/10
9.	<b>Information items To be tabled</b> CQC SAS submission		
	Newsletter	Available at <a href="http://www.onesuffolk.co.uk/NR/rdonlyres/93C64886-56C7-43EE-B547-A787F5EE95F4/0/20100412Newsletter.pdf">http://www.onesuffolk.co.uk/NR/rdonlyres/93C64886-56C7-43EE-B547-A787F5EE95F4/0/20100412Newsletter.pdf</a>	
	ISA road-shows and implementation	ISA Registration Fees: Age Concern and Suffolk Mental Health Partnership are asking potential employees to fund the registration as this is something that the employee can take with them to future employment. .  PY – It may be good to revamp application forms to have a box to record the ISA registration number of the applicant on the form so that it can be checked prior to interview.	
	Dignity in care awards	The winner of the Individual Dignity in Care Award was from Angel Court, the runner up was from Rushmere Community Resource Centre. The awards to be presented at the Independent Provider conference on May 26th	
10	<b>Development day to consider</b>	<b>Action</b> PY to put together a question and answer sheet to be emailed by ME to all Board Members with regards to what the day could consist of.	
11	<b>Next Meeting</b>	14:00 – 16:00 18/08/2010 <b>Action</b> Change the time to 2.5 hours  <b>Action</b> Nicola Cottingham report on Suffolk Community Healthcare at the August meeting	
12	<b>Future Meeting Dates</b>	14:00 – 16:00 10/11/2010	