





<b>Title:</b>	Adult Safeguarding Board	
<b>Purpose or Mandate:</b>	Governance Board for Multi Agency Adult Safeguarding Partnership	
<b>Date:</b>	24 August 2011	
<b>Place:</b>	Police Headquarters, Martlesham	
<b>Time:</b>	2.00pm – 4.15pm	
<b>Attendees:</b>		
<b>Chair</b>	Peter Tempest	Service Director Independence and Wellbeing <a href="mailto:Peter.tempest@suffolk.gov.uk">Peter.tempest@suffolk.gov.uk</a>
	Seb Smith	Adult Safeguarding Manager North and South <a href="mailto:Seb.Smith@suffolk.gov.uk">Seb.Smith@suffolk.gov.uk</a>
	Dan Gaul	Head of Shelter and Safety, <a href="mailto:dan.gaul@suffolk.gov.uk">dan.gaul@suffolk.gov.uk</a>
	Mark Farley	IMCA Suffolk/Voice Ability <a href="mailto:mark.farley@voiceability.org">mark.farley@voiceability.org</a>
	Nicola Cottington	Acting Head of Adult Services <a href="mailto:nicola.cottington@suffolkpct.nhs.uk">nicola.cottington@suffolkpct.nhs.uk</a>
	Terry Jones	Detective Inspector, Police HQ <a href="mailto:terrence.jones@suffolk.pnn.police.uk">terrence.jones@suffolk.pnn.police.uk</a>
	Sara Fletcher	Deputy Director of Patient Safety and Clinical Quality NHS Suffolk <a href="mailto:sara.fletcher@suffolkpct.nhs.uk">sara.fletcher@suffolkpct.nhs.uk</a>
	Janet Elliott	NHS Gt Yarmouth and Waveney <a href="mailto:Janetelliott@nhs.net">Janetelliott@nhs.net</a>
	Julie Sadler	Adult Safeguarding Lead, Ipswich Hospital <a href="mailto:Julie.Sadler@ipswichhospital.nhs.uk">Julie.Sadler@ipswichhospital.nhs.uk</a>
	Cathy Craig	Interim Service Access and Partnership Director <a href="mailto:Cathy.craig@suffolk.gov.uk">Cathy.craig@suffolk.gov.uk</a>
	Clare Hammerton	Personalisation & Partnership Development Manager <a href="mailto:Clare.hammerton@suffolk.gov.uk">Clare.hammerton@suffolk.gov.uk</a>
	Jayne Holmes	Deputy Chief Nurse, West Suffolk Hospital <a href="mailto:Jayne.Holmes@wsh.nhs.uk">Jayne.Holmes@wsh.nhs.uk</a>
	Alan Keely	Community Safety Manager <a href="mailto:Alan.Keely@suffolk.gov.uk">Alan.Keely@suffolk.gov.uk</a>
	Paula Youell	Head of Adult Safeguarding



		<a href="mailto:Paula.Youell@suffolk.gov.uk">Paula.Youell@suffolk.gov.uk</a>
	Carl Francis	Assistant Divisional Officer, Fire Service <a href="mailto:Carl.francis@suffolk.gov.uk">Carl.francis@suffolk.gov.uk</a>
	Mike Hurley	Associate Director for Education and Nursing <a href="mailto:mike.hurley@smhp.nhs.uk">mike.hurley@smhp.nhs.uk</a>
	Jacqui Martin	Chief Executive – Suffolk Family Carers <a href="mailto:Jacqui.martin@suffolkfamilycarers.org">Jacqui.martin@suffolkfamilycarers.org</a>
	Andrew Scott	Deputy Director of Governance and Social Work <a href="mailto:Andrew.Scott@nwmhp.nhs.uk">Andrew.Scott@nwmhp.nhs.uk</a>
	Lorna Jackson	Professional Advisor <a href="mailto:Lorna.jackson@suffolk.gov.uk">Lorna.jackson@suffolk.gov.uk</a>
<b>Minutes</b>	Amy Underwood	Business Support Coordinator <a href="mailto:amy.underwood@Suffolk.gov.uk">amy.underwood@Suffolk.gov.uk</a>



<b>Apologies:</b>	Phil Embrey	Assistant Chief Fire Officer
	Dominic Nasmyth Miller	Professional Advisor
	Nichola Burley	Adult Safeguarding Manager, West and East
	Tim Earl	SCC Legal
	Sarah Wardley	Probation Service
	Geoff Meech	Operations and Partnership Manager
	Gavin Stone	Assistant Diocesan Secretary, Church of England.
	Mary Newman	Suffolk Pensioners Representative
	Stuart McCallum	Detective Chief Inspector, Police HQ
	Daphne Savage	Chief Executive, Age UK
	Val Wood	Adult Safeguarding Senior Practitioner

Item No.	Item Description	Relevant business considered, facts noted, the decision taken and its rationale	Attachments
		<b>Coffee/Welcome/Apologies</b>	
<b>Item 1.</b>	<b>Minutes of previous meeting and Matters Arising</b>	<p>The minutes from the meeting held on 25<sup>th</sup> May 2011, were agreed as an accurate account of the meeting.</p> <p>Nicola Cottington raised a question in relation to the Serious Case Review; she would like to know how the action plan is being shared with Health Visitors and Nurses in schools. Paula Youell informed Nicola that there had been a delay in the coroner's inquest and Paula felt it would be improper to hold learning seminars with colleagues</p>	


		<p>until the inquest had happened. The information has however been shared with Children's services.</p> <p>Dan Gaul informed the group that Helen Clarke will invited to the next meeting of the Adult Safeguarding Board to discuss the Inspections of Residential Care homes and Care agencies.</p>	
Item 2.	<p><b>Serious Case Review and Autism Strategy Presentation – Paula Youell and Clare Hammerton</b></p>	<p>Paula Youell reported that the Serious Case Review is making good progress and that the sub group is still meeting. All actions from the sub group will be completed by October and the next phase is to look at learning and passing information onto key agencies involved in the case. The serious case review findings are fed into the Autism Review.</p> <p>Clare presented to the group the work she has done on the Autism Strategy. Her presentation is attached.</p> <p>Peter Tempest requested Clare ensure the Mother of the young person is involved in this strategy to support direct user led input.</p> <p><b>Action: Clare and Paula to contact mother through Advocate</b></p> <p>Paula suggested that Clare should be invited to the Serious Case Review sub group to feed in some of this information to a wider audience.</p>	 2011-08-04 Autism Presentation[1].ppt
Item 4.	<p><b>Law Commission Review</b></p>	<p>Paula handed out her document which included the Law Commissions recommendations (see attached) that relate to Adults at risk of abuse. Paula reported that the template will be the focus of the Safeguarding Team meeting on 7<sup>th</sup> September. Paula would like the Board to review the document and once the Government's announcement is made, to then decide what the Board needs to do to work in line with these guidelines,</p>	 2011-08-01 Draft Template2.doc   UNTITLED.PPT

		<p>Paula gave assurances that she will be looking at the codes of practice when available and will bring information to the Board.</p> <p>Peter suggested that Paula narrow down the areas the Board needs to discuss before the meeting.</p> <p><b>Action: Paula to keep the Board updated on the progress of this.</b></p>	
Item 3.	e-safety Strategy	<p>Lorna Jackson joined the meeting at this point and handed out copies of the strategy to the group. (See attached).</p> <p>The main points for the Board to consider are:</p> <p>That all member organisations of the Board adopt and host the CEOP (Child Exploitation and Online Protection) report abuse button for online safety and security. All CEOP referrals in Suffolk are fed from the National CEOP department to Stuart McCallum's team at Suffolk Police Headquarters. If external agencies are willing to adopt the CEOP report abuse button then they can contact Lorna directly and she can send the information needed to host the button on their own individual websites.</p> <p><b>Action: All agencies to decide to adopt the CEOP button.</b></p> <p>Lorna informed the group that on 8<sup>th</sup> February 2011 Suffolk hosted a Safer internet day which was a huge success and she hoped to hold a conference for strategic leads later this year. (Invite to follow)</p> <p>Jacqui Martin suggested that Lorna meets with herself and Daphne Savage from Age UK to look at training family carers.</p> <p><b>Action: Jacqui to meet with Lorna and Daphne Savage to</b></p>	 <p>ASC e-Safety 20110628.ppt</p>

		<p><b>discuss training.</b></p> <p>Lorna did want to make clear that there is a cost implication to this strategy and that she was in discussion with Paula Youell as to where this money will come from. Payment in kind would also be required.</p> <p>Lorna would like each agency to have a e-safety lead with some safeguarding responsibility, this will involve being in a monitoring role to look at any e-safety problems that come up and feed information back to Lorna who is the e-safety lead for the County.</p> <p>Seb Smith was nominated as the e-safety lead for the Adult Safeguarding Board.</p> <p><b>Action: Each agency to determine an e-safety lead and report to Seb.</b></p> <p>The e-safety strategy is only available in hard copy at the moment but will be made available online after the official launch date.</p> <p>The ASB congratulated Lorna on all the hard work she had done on this strategy.</p>	
<p><b>Item 5.</b></p>	<p><b>Section 11 Audit</b></p>	<p>Seb Smith presented his work on the section 11 audit.( see attached)</p> <p>The audit flagged up that the Board needs to protect children who inadvertently come into Adult services. It was noted that the Board needs to properly protect family groups instead of just looking at individual adults.</p> <p>The board were asked to consider if a member from CYP should be invited to this Board as Peter currently sits on the Children's Safeguarding Board. During the course of the meeting it became apparent that Health and other agencies had completed a similar Audit template and it was requested</p>	<p> ACS sec11v3.doc</p> <p> 2011-08-01 Draft Template.doc</p>

		<p>that this information could be sent to Seb Smith to make sure there is a consistent response .</p> <p><b>Action: Section 11 Audit templates to be sent to Seb Smith.</b></p> <p>This audit has full support of the board.</p>	
Item 6.	<b>Winterbourne View Programme</b>	<p>Paula presented her report of the Winterbourne View programme (see attached). She informed the group that this was an awful experience and that the Board needed to reflect on the issues it raises for Suffolk . Two weeks after the programme was aired on BBC1 there was a huge increase in the number of referrals. Suffolk has one similar facility to Winterbourne View in the county. A Police Community Support Officer has been trained in restraint is now accompanying all visits to this hospital.</p> <p>Paula reported that Suffolk is developing a peer review process which has had a successful trial in older people residential homes and that the group were now looking into training and development further.</p> <p>Paula also informed the group that she would be taking a 10 point plan to the Learning Disability Partnership Board.</p>	 2011-08-01 Draft Template1.doc
Item 7.	<b>Information items</b>	<p><b>DVD Launch-</b> Dan Gaul reported that this DVD had been commissioned over a year ago and has now been distributed and has been very well received especially in the learning disability community with a successful recent launch.</p> <p><b>Safeguarding Newsletter-</b> A copy of the newsletter was handed out at the meeting (see attached)</p> <p>Stay Safe Cards are being piloted in</p>	 P:\Management\ Management Teams\

		<p>Felixstowe.</p> <p><b>Southern Cross Update-</b> Dan had received the following update from Robin Guy, Head of Risk Business and Information, Suffolk County Council,</p> <p>Southern Cross are working to transfer all their care homes to landlords and new care operators by 31st October. SCC continues to work with East of England councils and Southern Cross. Whilst we are unable make any promises on behalf of Southern Cross, we can assure people that we will continue to be engaged in the process and that we are fully committed to providing our help and expertise, wherever it is required, during this process.</p> <p>The current information can be summarised as follows;</p> <ul style="list-style-type: none"> <li>• Business transfer documents are with the new care operators, but details have not been published</li> <li>• Staff consultations are in progress such as payroll information etc. Formal consultation will start when the business transfer documents are completed.</li> <li>• A list of new operators/landlords will be published on a website hosted by the Guardian newspaper and the ADASS website. Residents will be informed at that time.</li> <li>• CQC have confirmed they are prepared to receive new registration applications form operators.</li> </ul> <p>There are four care homes in Suffolk operated by Southern Cross. The Suffolk landlords are:</p> <p>Barleycombe (Long Melford) -  Four Seasons  Nayland -  London &amp; Regional  Drummond Court (BSE) -  Prestbury  Lombardy Park (Ipswich) -</p>	
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		<p>Prestbury</p> <p>All Southern Cross Suffolk homes are owned by landlords with a substantial portfolio, and Four Seasons are themselves care operators</p> <p><b>Budget Review-</b> The budgets for Safeguarding at Suffolk County Council are to be reviewed across adult and children's services to see if any joint projects and systems can reduce costs.</p>	
<b>Item 8</b>	<b>Updates from Board Members</b>	<p>Nicola Cottington informed the group that Suffolk Community Healthcare needs their staff to have more skills and support and she will be identifying a link between Safeguarding and Mental Capacity soon.</p> <p>Jacqui Martin wanted to thank Seb Smith for coming to the Suffolk Family Carers Team Meetings to discuss Safeguarding. Suffolk Mental Health Partnership Trust informed the Board that Homicides had increased and they were currently being reviewed by CQC (Care Quality Commission) working alongside Community Health Teams.</p> <p>Dan announced that Paula Youell had been made permanent Head of Adult Safeguarding at the County Council. The board congratulated Paula on her appointment.</p> <p>Janet Elliott updated the group on the last meeting of the Health Sub Group. (See minutes attached)</p>	 <p>Health AS Report for ASB.doc</p>
	<b>Next Meeting</b>	<b>23<sup>rd</sup> November , Police Headquarters, Ipswich</b>	

	<b>Future Meeting Dates</b>	<p>It was agreed that meetings would continue quarterly on a Wednesday afternoon. - The following dates are proposed for 2012</p>	
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