



Minutes of the Nottinghamshire Safeguarding Adults Board Meeting

Held on 12th April 2018

*Nottinghamshire Safeguarding Adults Board
C/o Safeguarding Adults Strategic Team
County Hall
West Bridgford
Nottingham
NG2 7QP
Tel No: 0115 977 3911*

**Attendance List for the NSAB Meeting
12th April 2018**

BOARD MEMBERS				
NAME	ORGANISATION	PRESENT	APOLOGY	ABSENT
Allan Breeton Chair	Independent Chair, Nottinghamshire Safeguarding Adults Board	√		
Amanda Sullivan Vice Chair	Chief Operating Officer - Newark and Sherwood Clinical Commissioning Group	√		
David Pearson Board Member	Corporate Director, Adult Social Care, Health and Public Protection, Nottinghamshire County Council		√	
Paul Johnson Board Member	Service Director - Strategic Commissioning, Adult Access and Safeguarding		√	
Steve Edwards Board Member	Service Director, Children's Social Care, Nottinghamshire County Council		√	
Laurence Jones <i>Deputy for Steve Edwards</i>	Temporary Service Director Commissioning and Resources, Nottinghamshire County Council	√		
Claire Bearder Board Member	Group Manager, Access and Safeguarding, Nottinghamshire County Council	√		
Stuart Sale Board Manager	Nottinghamshire Safeguarding Adults Board Manager, Safeguarding Adults Strategic Team, Nottinghamshire County Council	√		
Ruth Hyde Board Member	Chief Executive Officer, Broxtowe Borough Council	√		
Andrew Gowan Board Member	Detective Superintendent Head of Public Protection Investigation and Intelligence Command, Nottinghamshire Police		√	
Mel Bowden <i>Deputy for Andrew Gowan</i>	Nottinghamshire Police	√		
Richard Cropley Board Member	Persons at Risk Team Manager, Nottinghamshire Fire and Rescue Service		√	
Emma Darby <i>Deputy for Richard Cropley</i>	Engagement and Partnerships Officer, Nottinghamshire Fire and Rescue Service	√		
Bob Bearne Board Member	Regional Manager, The Derbyshire, Leicestershire, Nottinghamshire and Rutland Community Rehabilitation Company Limited		√	
Marcus Callaghan Board Member	NHS England		√	
Julie Gardner Board Member	Associate Director, Safeguarding and Social Care, Nottinghamshire Healthcare NHS Trust	√		
Bella Dorman Board Member	Head of Safeguarding, Nottingham University Hospitals NHS Trust	√		
Moira Hardy Board Member	Deputy Director of Nursing, Midwifery and Quality, Doncaster & Bassetlaw Hospitals NHS Foundation Trust		√	

Elizabeth Boyle <i>Deputy for Moira Hardy</i>	Doncaster & Bassetlaw Hospitals NHS Foundation Trust	√		
Tina Hymas-Taylor Board Member	Head of Safeguarding, Sherwood Forest Hospitals NHS Foundation Trust	√		
Elaine Moss Board Member	Director of Quality and Governance, Newark and Sherwood Clinical Commissioning Group		√	
Nichola Bramhall Board Member	Director of Nursing and Quality, Nottingham North & East CCG		√	
Jean Gregory <i>Deputy for Nichola Bramhall</i>	Head of Quality & Adult Safeguarding, Nottingham North & East CCG	√		
Nicola Ryan Board Member	Interim Chief Nurse, NHS Bassetlaw Clinical Commissioning Group		√	
Cathy Burke <i>Deputy for Nicola Ryan</i>	NHS Bassetlaw Clinical Commissioning Group	√		
Maria Stanley Board Member	Head of Safeguarding, East Midlands Ambulance Service		√	
Louise Clark <i>Attending for Maria Stanley</i>	East Midlands Ambulance Service	√		
Hester Kapur Board Member	Evidence and Insight Officer, Healthwatch Nottinghamshire	√		
Julie Burton Board Member	Senior Probation Officer, Nottinghamshire National Probation Service		√	
Hazel Roberts Board Member	Inspection Manager, Care Quality Commission		√	
ASSOCIATE BOARD MEMBERS				
NAME	ORGANISATION	PRESENT	APOLOGY	ABSENT
Deborah Kitson Associate Member	Chief Executive Officer, Ann Craft Trust		√	
Lisa Curtis <i>Deputy for Deborah Kitson</i>	Ann Craft Trust	√		
OTHER ATTENDEES				
NAME	ORGANISATION	PRESENT	APOLOGY	ABSENT
Nick Thornley Minute Taker	Nottinghamshire Safeguarding Adults Board Officer, Safeguarding Adults Strategic Team, Nottinghamshire County Council	√		
Mike Allen Guest Presenter	Detective Chief Inspector, Nottinghamshire Police	√		

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12th April 2018**

Agenda Item	Discussion	Action by	By date
1.	Welcome, Introductions and Apologies		
	Allan Breeton welcomed all to the meeting; apologies were given as detailed above, and introductions were made.		
2.	Minutes of the Board Meeting held on 12th October 2017		
	<p><u>Points of Accuracy</u></p> <p>There were no points of inaccuracy raised, and the minutes were agreed to be a true and accurate record of the meeting.</p> <p><u>Matters Arising</u></p> <p>The actions from the meeting held in July are detailed on the attached Action Log.</p>		
3.	Sub-Group Updates		
	<p>Allan Breeton first thanked all Sub-Groups and their Chairs for completing and feeding back regarding all actions on the NSAB Action Plan.</p> <p><u>3.1 Learning and Development Sub-Group Update</u></p> <p>Regarding LeDeR, it was noted Sally Seeley presented regarding this matter in a past Board meeting. Tina Hymas-Taylor advised that the LeDeR Steering Groups subsequent to the last Board Meeting had all been cancelled or postponed, thus no feedback was available.</p> <p>It was agreed that Tina Hymas-Taylor, as agreed liaison between the Board and LeDeR, would liaise with Sally Seeley and ask that she link in with the Board for the next meeting, as well as ensure that LeDeR annual reports continue to be provided to the Board. These reports would, among other information, provide a breakdown of open and planned LeDeR cases in Notts.</p> <p>Allan Breeton thanked Ruth Hyde and the L&D Sub-Group for their continued work.</p>		
3.1	Action: Tina Hymas-Taylor is to liaise with Sally Seeley to continue to provide Annual Reports around LeDeR progress to the Board which will be raised at subsequent Board Meetings.	Tina Hymas-Taylor; Sally Seeley	12.07.18
3.2	Action: Tina Hymas-Taylor is to present an update at the next Board Meeting around LeDeR as part of the agreed ongoing 6-monthly LeDeR updates to the Board.	Tina Hymas-Taylor	12.07.18

	<p><u>3.2 Safeguarding Adults Reviews Sub-Group Update</u></p> <p>The 'RN' case has raised discussion in the SAR Sub-Group around improving or further focussing guidance & framing for families and carers, and GP record-keeping, particularly in cases where Service Users have LD and care & support needs. There is a Task & Finish Group being coordinated to further consider key learning areas from this, and RN's family is being involved in this process. MP Anna Soubry has been informed of the reasoning behind the decision for this case to not be picked up as a SAR.</p> <p>Julie Gardner raised with the Board a case where an elderly lady with LD and care & support needs had died. A Serious Incident Review was undertaken by Notts Healthcare NHS Trust, but the restrictions within that process meant that it was not possible to include other agencies in the review process. Considering this, Julie Gardner asked how best to then make a decision whether such a case met the criteria for a DHR. It was suggested that the local in-agency complex cases panel might have been an appropriate referral. Tina Hymas-Taylor suggested that this could be referred (either as real-time referral or as a subsequent learning process) to the SAR Sub-Group which could assess and signpost as appropriate. Allan Breeton accepted that the 'current model is not perfect' and requires further thought. Stuart Sale added that the Care Act allows for some flexibility in such inter-agency processes and that learning in this area does still come back into the SAR Sub-Group. Julie Gardner will consider this case further and make a decision on how best to forward this matter as a case for learning opportunities.</p> <p>Allan Breeton thanked Amanda Sullivan, Tina Hymas-Taylor and the SAR Sub-Group for their continued work.</p> <p><u>3.3 Quality Assurance Sub-Group Update</u></p> <p>Claire Bearder went through the QA Sub-Group Board Data Analysis document. Regarding Graph 1, noted factors in the data changes are the improved MASH triage process as well as Referrer Training and the raised public profile of the Safeguarding Adults referral process. Regarding Graph 2, there has been significant focussed support for Care/Nursing Homes that has resulted in positive outcomes. The Secondary Health data set is going to be split out into its constituent elements in future reports, to afford greater detail.</p> <p>The QA Action Plan has been completed and all QA related actions in the NSAB Action Plan have been addressed or brought forward to the next plan.</p> <p>Under Independent Health Care Providers, a particular focus is being put on Calverton Hill Hospital; there are a high number of S42 referrals being made and further work is underway to identify what factors might be leading to this and whether there is developmental work required to address this.</p> <p>Allan Breeton thanked Claire Bearder, and the QA Sub-Group for their continued work.</p>		
4.	NSAB Strategic Plan 2015-2018		
4.1	<p><u>Year Three 2017-2018</u></p> <p>Action: Nick Thornley is to add 'Incomplete', 'Ongoing' and 'Complete' text in R, A & G cells in the Strategic Action Plan 2017-18.</p> <p>All attendees confirmed to Allan Breeton that they were happy with the detail in the action plan and therefore this can now be signed off as complete, with any outstanding actions being carried forward to the new plan.</p>	Nick Thornley	12.07.18

5.	NSAB Strategic Plan 2018-2021		
5.1	<p><u>Members Consultation Feedback</u></p> <p>Allan Breeton spoke of the very positive work at and feedback from the Development Day on 11th January 2018 and stated that it has directly informed the Strategic Plan for 2018-2021. All Members have had the chance to feed back on the proposed new three-year plan.</p> <p>Julie Gardner feels that there is currently very little in place strategically to represent Adults work around Service User feedback in MSP. Laurence Jones advised that there is business planning in this area undertaken within Children's Services, but it is on a broader scale. It was agreed in the room that there is a lack of significant connectivity between Adults and Children's at a practice and strategic level. Laurence Jones agreed, adding that he will ensure this is challenged at the Children's Board too. Allan Breeton agreed that Service User feedback is a weaker element of the Strategic Board's work thus far and that this is to be a key area of focus in Year 1; after this, workforce feedback can be considered as a next step. Stuart Sale added that the planned Prevention strategy will also factor in these areas of consideration and will ensure they remain as such through the three-year plan.</p> <p>Ruth Hyde agreed that there are valuable discussions ongoing around boundaries and areas of overlap between agencies, but also voiced agreement with and support of the new plan's approach of doing 'fewer things very well'.</p> <p>The Board ratified the strategic plan 2018-2021 and asked for an update on action plans from the sub groups at the next meeting.</p> <p>Action: Sub-Group Chairs are to bring an update on their respective Action Plans, updated against the Strategic Plan 2018-2021 as part of their Sub-Group updates.</p>	All Sub-Group Chairs	12.07.18
7.	Update from the Nottinghamshire Police Anti/Counter Corruption Unit: Countering abuse by staff for sexual gain or inappropriate relationships		
	<p>DCI Allen gave a short presentation around the risks, factors and recommended steps to take when a Police staff member is suspected or found to be abusing their position to gain sexual or emotional favour from a member of the public. DCI Allen has been giving this presentation to County agencies at similar levels throughout the last year. He explained that this was brought to the Board to raise awareness of this issue and ask that any staff from any Board Member here report any such concerns directly to the Counter-Corruption Unit or directly to himself if required.</p> <p>Members were asked to note the information for their own organisations.</p> <p>Allan Breeton thanked DCI Allen for his attendance and guidance.</p>		
8.	Update on the GP Safeguarding Toolkit		
	It was advised that GPs have only very recently become subject to CQC review.		

	<p>A Powerpoint presentation was given to the room, covering some basics around GP role expectations around Safeguarding Adults as per the Safeguarding Toolkit. This self-assessment tool is voluntary at present, but due to the newly-begun and ongoing CQC inspections for all GPs, they will be aware that this toolkit is a mutually beneficial process as it also safeguards the GP.</p> <p>Cathy Burke asked if this was the Tool set up by NHS England; this has been set up by the RCN and is separate from the NHS England tool, though the content may be similar. Allan Breeton voiced concern over potential confusion between the 2 tools and asked that Members be vigilant around this matter.</p> <p>Cathy Burke reported that the GPs who have completed the RCN toolkit have found it beneficial. Allan Breeton asked how the Board can be assured that GPs are following this toolkit effectively; Amanda Sullivan noted that the CQC oversight and regulatory quality assessments will ensure this. It was estimated there are currently around 99 GP surgeries in Notts and Allan Breeton asked if there were a way the Board could support them in this area, and to be assured of a minimum level of compliance in Safeguarding referrals made by GPs.</p> <p>8.1 Action: Amanda Sullivan will prepare an overview paper detailing GP engagement with CQC and ways in which the Board can be assured that GPs are meeting minimum standards when making S42 referrals. This paper will be brought to the next Board Meeting on 12th July.</p> <p>Jean Gregory also noted that new Safeguarding Adults guidance is available through (health data recording) System One, which will provide another level of awareness and learning.</p> <p>8.2 Laurence Jones will check the guidance and protocols with Children's Services for safeguarding referrals for GPs and bring this information back to the next Board Meeting.</p>	<p>Amanda Sullivan</p> <p>Laurence Jones</p>	<p>12.07.18</p> <p>12.07.18</p>
<p>9.</p>	<p>Chair's Updates</p>		
	<p><u>EMSAN</u></p> <p>Allan Breeton advised that the East Midlands Safeguarding Adult Network is a practice-sharing group run by Helen Jones every two months. From this there has been a Thematic SAR Review as well as a list of IMR Authors for the area.</p> <p>9.1 Action: Nick Thornley is to circulate to Board Members copies of the EMSAN Thematic SAR Review and the List of IMR Authors.</p> <p><u>National Chairs Forum</u></p> <p>Allan Breeton reported that MSP workshops were held recently, reports of which will be made available to Members.</p> <p>9.2 Action: Nick Thornley is to circulate to Board Members copies of the NCF MSP Workshop Reports.</p> <p>Allen Breeton noted other ongoing work, including:</p> <ul style="list-style-type: none"> • Children's Services – Laurence Jones is to bring an update to the next NSAB Meeting • Police update on Modern Slavery is coming up • National SAR Library is under continued development 	<p>Nick Thornley</p> <p>Nick Thornley</p>	<p>12.07.18</p> <p>12.07.18</p>

10.	Organisational Updates		
10.1	<p><u>Sherwood Forest Hospitals NHS Foundation Trust</u></p> <p>Tina Hymas-Taylor advised that Sherwood Forest Hospitals NHS Foundation Trust has an upcoming CQC review.</p> <p><u>EMAS</u></p> <p>Louise Clarke advised that EMAS has changed its referrals process: where before staff physically called the EMAS Safeguarding Team for advice and referrals, staff are now expected to complete an online form and submit it to the Safeguarding Team. This is expected to lead to a shift in the referrals data from EMAS, as utilised by the QA Sub-Group. This will be monitored ongoing.</p> <p><u>Police</u></p> <p>Mel Bowden advised that Police have just undergone a restructure of senior officers and their responsibilities. This will be made available in due course.</p> <p>Action: Mel Bowden is to send the Board an up-to-date breakdown of senior staff roles and Nick Thornley will distribute this to Members when received.</p>	Mel Bowden; Nick Thornley	12.07.18
10.2	<p><u>Healthwatch</u></p> <p>Hester Kapur advised that 243 Healthwatch Safeguarding surveys have been completed in the County and a Draft Report for this is expected in April 2018.</p> <p>Action: Hester Kapur will give a short presentation on the Healthwatch Safeguarding Surveys Report at the next NSAB Meeting; this will be added as an Agenda Item for the 12th July 2018 meeting.</p>	Hester Kapur; Nick Thornley	12.07.18
11.	AOB and Closing Remarks		
	<p><u>Rob Morris</u></p> <p>Both Allen Breeton and the Board thanked Rob Morris, Consultant Physician, Nottingham University Hospitals NHS Trust, who has left his post as Board Member. Allan Breeton particularly wanted to highlight Rob for his excellent contributions to the Board and wished to show appreciation for his work over the last few years. Both Allan Breeton and the Board wished Rob well, as well as to thank Bella Dorman for agreeing to take over his role as Board member for NUH NHS Trust.</p>		
12.	Future Meeting Dates		
	<p><u>NSAB Meetings:</u></p> <ul style="list-style-type: none"> • 12th July 2018 2:00pm to 5:00pm Nottinghamshire Fire and Rescue Service HQ, Bestwood Lodge, Arnold, NG5 8PD • 11th October 2018 2:00pm to 5:00pm Nottinghamshire Fire and Rescue Service HQ, Bestwood Lodge, Arnold, NG5 8PD 		

- 10th January 2019 – NSAB Development Day
9:00am to 4:00pm (tbc)
Rufford Mill, Ollerton, NG22 9DG
- 11th April 2019
2:00pm to 5:00pm
Nottinghamshire Fire and Rescue Service HQ, Bestwood Lodge, Arnold, NG5 8PD (tbc)

NSAB Partnership Events:

- 22nd May 2018
9:00am (for a 9:30am start) to 12:30pm
The Talbot Suite, Rufford Mill, Ollerton, NG22 9DG
- 20th November 2018
9:00am (for a 9:30am start) to 12:30pm
The Talbot Suite, Rufford Mill, Ollerton, NG22 9DG
- 21st May 2019
9:00am (for a 9:30am start) to 12:30pm
The Talbot Suite, Rufford Mill, Ollerton, NG22 9DG (tbc)
- 19th November 2019
9:00am (for a 9:30am start) to 12:30pm
The Talbot Suite, Rufford Mill, Ollerton, NG22 9DG (tbc)