



Bristol Safeguarding Adults Board

Meeting:		Date:	Time:	Location:
BSAB		9 th August 2017	2pm – 5pm	Writing Room, City Hall
Attendance				
Member	Ref.	Role/Agency		Attendance
Louise Lawton	LL	Chair of BSAB		Present
Aileen Fraser	AF	Clinical Director, Bristol Community Health		Apologies
Alison Moon	AM	Transformation and Quality Director, Bristol Clinical Commissioning Group		Apologies
Anna Smith	AS	CEO, One25		Present
Anne Morris	AMo	Director of Nursing & Quality, BNSSG CCG		Present
Andy Bennett	AB	Superintendent Neighbourhoods & Partnerships, Avon & Somerset Police		Apologies
Becky Lewis	BL	Joint Safeguarding Boards Business Unit Manager		Present
Bronwen Falconer	BF	Project Support Officer, JSBU		Present
Carmel Brogan	CBr	Housing Policy & Contracts Manager, Housing Solutions, BCC		Absent
Charlie Baker	CBa	Head of Bristol & South Gloucestershire LDU, NPS		Absent
Claire Hayward	CH	Director, Freeways		Present
Claire Littlejohn	CL	HealthWatch		Absent
Colette O'Neill	CO	Safeguarding Adult and Prevent Lead, BCH – Attending for Aileen Fraser		Present
David Elson	DE	Bristol Older People's Forum		Apologies
Emma Wells	EW	Service Manager for Engagement, Bristol Drugs Project		Present
Ethera Morgan	EM	Safeguarding Adults Team Manager, BCC Attending for TJ		Present
Fiona Tudge	FT	Service Manager: Safeguarding, Care & Support-Children & Families		Apologies
Gill Brook	GB	Head of Patient Experience, NBT		Apologies
ClIr Helen Holland	HH	Cabinet Member, People		Present
Helen Morgan	HM	Deputy Chief Nurse, UHB		Present
Jan Little	JL	Care Homes Director, Brunel Care		Apologies

John Readman	JR	Strategic Director – People, BCC	Apologies
Johnson Koikkara	JK	MCA/ DoLS Co-ordinator, BCC	Apologies
Maria Hamood	MH	Adults Principal Social Worker, BCC	Present
Mark Dean	MD	Head of Safeguarding, AWP	Present
Mary Ryan	MRy	Service Director – Landlord, Housing Delivery, BCC	Absent
Matt Peskett	MP	Avon Fire & Rescue	Apologies
Nancy Rollason	NR	Service Manager – Legal, BCC	Apologies
Natalie Chamberlain	NC	JSBU Policy and Projects Officer	Apologies
Paul Chapman	PC	Inspection Manager, CQC	Apologies
Paulette Nuttall	PN	Designated Safeguarding Adults and MCA Lead Nurse, BNSSG CCG	Apologies
Pete Anderson	PA	Service Manager - Crime and Substance Misuse Service, BCC	Apologies
Pippa Stables	PS	GP Lead, Bristol CCG	Present
Sam Shanks	SS	Bristol Dementia Partnership	Present
Sarah Smith	SSm	Head of Safer Prisons and Equalities, HMP Bristol	Apologies
Simon Hester	SH	Named Professional for Safeguarding, South West Ambulance Service Trust	Apologies
Steve Cross	SCr	Governor, HMP Bristol	Absent
Sue Jones	SJ	Director of Nursing and Quality, NBT	Absent
Tammy Richards	TR	DOLS Co-ordinator, BCC – Attending for JK	Present
Terry Dafter	TD	Service Director, Care & Support, BCC	Present
Tracey Judge	TJ	Strategic Safeguarding Adults / MCA & DoLS Co-ordinator, BCC	Apologies
Victoria Caple	VC	Head of SCU, Avon & Somerset Police	Present
Kelly Brown	KB	JSBU Administrator	Present

1. Introduction

1.1 Welcome and apologies

LL welcomed the group and introductions were made. Apologies were received from John Readman, Alison Moon, Simon Hester, Paul Chapman, Andy Bennett, Aileen Fraser, Paulette Nuttall, David Elson, Sarah Smith, Pete Anderson, Tracey Judge, Fiona Tudge, Gill Brook and Jan Little.

The following amendments to the minutes were requested:

AS and HH were present at the May meeting and should be marked as present.

In relation to Page 13 of the minutes, HM advised that the full UHB report is available on the CQC website.

1.2 Minutes and matters arising of meeting held on 10th May 2017

Item	Action	Lead
F030816.2.2.3	RK, MH and AM to meet to discuss core partner contributions to the BCC.	RK/MH /AM
	A joint meeting with the BSAB and BSCB is being arranged. This action can be closed.	
F010217.3.5.2	The LDSG & PISG to consider how the board can quality assure single agency training.	PN/TJ
	BL to meet with PN in relation to the action. Carry forward.	
F010217.3.6.1	JK to circulate the link to the case law and commentary in relation to the hospital sector.	JK/TJ
	Complete – in DOLS report.	
F010217.3.6.2	JK to provide a further explanation of the ethnicity data at the next board meeting.	JK/TJ
	Complete – in DOLS report.	
F010217.4.2.1	PN to circulate the NHS England mental health homicides slides.	PN
	PN sent apologies on behalf of the colleague who was to supply the slides. PN has been asked to approach Lucien Champion, Head of Investigations (Mental Health Homicides) for a more recent update and will provide this at the next meeting.	
	LL would still like slides. KB to feedback to PN – Carry forward.	
100517.2.1.1	FT/VC to jointly develop action plan to bring to BSAB. Progress will be monitored.	FT/VC
	Carry forward.	
100517.2.3.1	VC and MA to begin information sharing discussions.	VC/MA
	A meeting has been arranged for September, an update will come to the next Board. Carry forward.	
100517.2.3.2	MA and BL to discuss the development of a relationship between the BSAB and universities / other adult education institutions.	MA/BL
	On agenda. Complete.	
100517.2.3.3	LL to speak to Becky Pollard regarding strengthening links with the BSAB.	LL
	Public Health is now an Associate Member of the Board. Complete.	
100517.2.3.4	Thematic work on suicides to be brought to the HWB	BL
	BL is meeting with PA next week and the annual report will be presented in October. Complete.	
100517.2.3.5	LL to write to AWP for an update on any work done in the area of suicides	LL

	Complete	
100517.2.3.6	Suicide work to be added to the agenda for the next Board meeting for a follow up.	KB
	Complete	
100517.2.4.1	BF to incorporate DHR guidance on information sharing into the protocol.	BF
	Complete	
100517.2.4.2	A letter specifically for GPs to be developed to provide assurances regarding the Care Act requirements of information sharing in the course of a SAR.	BF
	Reallocated to PN – Carry forward PN/BF	
100517.2.4.3	The importance of proportionality in the selection of SAR methodology to be re-emphasised.	BF
	Complete	
100517.2.5.1	SAR Action plans to be brought to next BSAB. SAR 1 to be completed and signed off.	SARSG
	Complete	
100517.2.5.2	MH to bring the issue of risk assessments in assisted housing to a meeting on Friday.	MH
	KB to find out if the minutes from that meeting can be reviewed to check if it was raised. Carry forward.	
100517.2.8.1	Board members to complete the use of escalation policy audit using the agreed monitoring form once requested.	ALL
	Complete	
100517.2.8.2	'Clutter image scale rating' is ratified and will be added as an appendix to the Self neglect protocol.	NC
	Complete	
100517.2.9.1	LL to meet with Becky Pollard to discuss what is needed through early intervention.	LL
	Complete	
100517.2.9.2	LL and JSBU to discuss what an implementation plan may look like	LL
	Complete	
100517.2.9.3	Early Intervention and Prevention Implementation Plan to be added to the agenda for the next meeting.	KB
	Will come to next Board. Carry forward.	
100517.3.5.1	MH to ensure BCC commissioners have circulated information regarding the conference to providers.	MH
	Complete	
100517.3.6.1	Training strategy to be brought back to the Board for approval. Any comments to be sent to the LDSG.	PN
	Complete	

100517.3.7.1	Ensure that 'Deprivation of Liberty <u>Safeguards</u> ' is correctly referenced throughout.	KB
	Complete	

2. Business Items

2.1 BSAB Website Launch

BF confirmed that the BSAB website was now live but hasn't been publicised yet, BCC Comms are leading on creating a joint press release. BF asked that agencies promote the website on their social media accounts. The Members Area is still under development, this is due to the need to add another level of security so that there are different levels of access. Board Members were requested to review their websites if they currently link to the old site so that they now link to the new website.

LL thanked BF and others who have contributed for their hard work on the website and re-emphasised that Board Members should promote this in their agencies.

2.2 Update from University of Bristol/Public Health

BL ran through the points raised at the last board and confirmed that these were on track for completion as detailed in the report that came to the last Board. It has been agreed that the Silence of Suicide event was not the most appropriate event. They have rolled out an assist Training Programme in partnership with Samaritans, which is targeted towards professionals most likely to have interaction with at risk students. A report from the 'lessons learned' event will be produced and sent to Board Members.

Public Health are working with BCC Comms and Samaritans to work with the local press on signing up to reporting charters. This is a work in progress.

BL informed the Board that there was a lack of connectivity with adult education settings and this highlighted the need to work with higher education providers. A Working Group has been established in partnership with South Gloucestershire and BANES SABs.

LL suggested linking with Universities UK, LL could also take this to the National Chairs Meeting. BL said that she was meeting with NHS England to progress this. BL will bring this back to the board when appropriate.

2.3 Anti-Slavery Partnership Update

This item was cancelled as the presenter was unable to attend and no replacement was available. This will be rescheduled to the November Board.

2.4 BSAB Annual Report

The annual report had been circulated to the Board and BL requested that the content was agreed today. There was also an easy read summary which has been tabled.

BL highlighted that the Board hadn't received data around mental health crises to be assured and understand the system. BL has arranged a meeting with CCG to progress this. There is also a responsibility around safeguarding in prison settings. BL suggested that HMP Bristol could provide annual reports. The new models and pilots information was provided by agencies who responded to the survey. If there is anything additional to be added, agencies should let BL know.

The Board commented that it was clear, read well, was an improvement on last years and was timelier. LL has asked BL to include a key messages page at the front and add public engagement to the priorities section. Also to look at the JSBU resource and challenges faced to get work done due to people resources and SARs, which impacts on the ability to take things forward.

LL thanked BL for the report and leaflet and commented that it was well presented and coherent. The report was approved.

Action 2.4.1: Comments on the Annual Report to be sent to BL within a week.

2.5 Board Finance Report

BL said that the budget was on track for this year, due to a surplus. As the Board is aware the key issue is how the surplus from 15/16 was or wasn't carried over and reported on. This is still be investigated by the business manager in BCC. The issue of last year's surplus has been resolved. A final report will be provided at the next Board.

LL urged the Core Partners to prioritise the joint finance meeting as this links to Business Planning.

The Data Analyst due to start next week has changed their mind. LL commented that the data analyst input was important and this was a huge disappointment.

2.6 CCG Operational Changes and Structure

AMo informed the Board that Bristol, North Somerset and South Gloucestershire had been working together with NHS England to have a combined commissioning voice; the outcome is that there is a single Chief Executive Officer of BNSSG who is Julian Ross. There is also a single executive team of which AMo is a part of. AMo serves on 6 Safeguarding Boards and her intention is to come to the Board as much as she can.

LL asked if the Board could be assured of continued CCG commitment to adults safeguarding and the impact of the change of bringing the three areas together on the people of Bristol.

AMo responded that safeguarding was taken seriously and BNSSG was committed to be involved with the Board to ensure that the local population has access to services and are looked after to a high standard. There are lots of areas of good practice and this gives the opportunity to share that good practice. There are always risks to change, AMo saw this as positive change but understood the concern about what the impact might be. The impact should be to enhance good practice.

LL said that from a board perspective Bristol CGG has always provided a huge commitment to the Board and the Board didn't want to lose this.

LL asked TD if there was anything from BCC that the Board should know on change. TD has been in post for 6/7 weeks and has been focusing on local intervention centres to make them more proactive rather than reactive. TD has also been in discussions with the CCG about increasing capacity with care providers. TD said that he was happy to bring a report to the Board on the current arrangements.

Action 2.6.1: TD to bring a report to the Board on organisational changes in BCC.

LL asked VC for an update from the Police. VC said that phase 1 of the restructure was complete; phase 2 is due to be signed off and begin in November.

PS commented that it would be helpful to hear from Housing on its approach to homelessness. LL said that this is a theme that has come from an SCR and will be looked at in the action plans later in the meeting. LL suggested this was discussed then.

2.7. Board oversight of organisational change and impact

LL wanted to remind the Board that it has a range of statutory duties and also needed to concern themselves with a range of other issues that contribute to the wellbeing of the community, the safety of people using local services and the quality of care and support services. Over last 6 years there have been huge changes to services. LL questioned if the Board is sufficiently sighted on the changes and the impact on the people of Bristol.

LL felt that currently the Board had no oversight of the impact these changes were having on the people of Bristol and suggested that assurance was sought from organisations when they undertake organisational and service changes in the form of risk assessments/impact assessments. LL asked for the Boards view on this.

PS said that Bristol CCG would always have an impact assessment if they were putting forward changes. HH said that BCC has a major consultation underway in relation to the supporting people budget and community links. There is an Equalities Impact Assessment. HH thought it was a good idea and could flag up to the consultation team that the Board should be a consultee.

CH informed the Board of a Voice and Impact Consultation happening in Bristol and MD said that work was about to begin on transformation and would welcome the chance to report to the Board.

LL said that a paper would be brought to the next Board to say what the options were and what the key lines of enquiry could be. BL suggested that something could be added to the Constitution to ensure notification to the Board.

Action 2.7.1: BL to bring a paper to the Board on organisational change consultation and notification to the Board.

2.8 Board Policy updates and sign off

BL informed the Board that two policies had come to the Board today for approval, there is also an overview of the policies that are ongoing that has been circulated. A key policy to come to the next board is on organisational abuse and large scale investigations.

The Business Unit are moving towards working collectively across the region to produce policies that may contain local procedures but can be adopted across the region.

Joint Perinatal and Parental Mental Health Protocol

This is a combination of a protocol and guidance and has been approved by BSCB, it was undertaken in light of the 'SCR 2'. NC requested that agencies were thanked for their high level of engagement on this work.

MD informed the Board that the Protocol will need a revision early next year as the perinatal services are still in their implementation stage and this will change slightly. The implementation and roll out of the policy will be undertaken by the Health Sub Group.

HH noted that 'Bristol Women's Voice' was a BCC group and suggested this was amended so as not to confuse people as they were not involved in the policy.

The Protocol was approved.

Joint Supervision Guidance

BL said that this was also produced following 'SCR 2'. The BSCB have reviewed this Guidance and has suggested it be a good practice guide as it won't fit all agencies.

MHA confirmed that it would be helpful to be clear that it is guidance only and can be used to benchmark against.

LL said that this was an important piece of work and highlights the ongoing need for effective supervision and safeguarding. LL suggested that the next step was to review in 6 – 12 months how organisations have used the guidance to enable the Board to assure itself that this has been effective. This was accepted with the provision that it is titled guidance.

3. Standing items

3.1 SAR Sub Group

SAR Action Plans

'SAR 1' – VC informed the Board that this action plan was complete and the SAR SG were asking for sign off. The Board agreed to sign off.

LL was not sure that the evidence pack from Housing in relation to the Action Plan was sufficient. BF said that the Housing action was not something that could be easily completed and they had taken learning from this, the market position statement is evidence of the ongoing work.

'SAR 2' - There are outstanding single agency actions, VC proposed that they sit outside of the action plan and that that this is closed. LL said that as this was partially complete she did not want to sign this off.

BL said that a number of findings were specifically directed; some actions will be complete following a 12 month review and so will sit waiting until that time. MD confirmed that the dual disorder policy was reviewed and covered the learning from the SCR 1.

MHa confirmed that there was a S117 register in place and this was continuing to be updated. MD said that the biggest issue was historic cases on paper records, going forward when someone is reviewed they will be picked up and added to the electronic register if they are not already on there. Work has been done to identify those not on the register, it is also now clearer to see if someone is S117 on the electronic record.

LL said that the actions that are partially complete need to be reported on at the March 2018 Board.

Action 3.1.1: VC to bring updates on the 'SCR 1' action plan to the March 2018 Board.

'SAR 5' Publication

TJ & VC have arranged to meet with the family again, a stakeholder's publication meeting will be taking place and the prospective publication date is 28th September. A learning event will be held in the 1st week of November on risk assessment.

LL said that Board Members would have received the consultation on the publication of an 'SCR Report' rather than an Overview or Executive Summary and no dissent was received. A letter has gone to the Coroner to explain why the Board has changed its publication format.

LL asked about the issue that PS had raised earlier in relation to homelessness and it was suggested that BCC Housing be asked to attend and speak at the Board. BL will make contact with Housing to identify a representative for the Board.

Action 3.1.2: Invite BCC Housing to attend and speak to the Board.**Mate Crime Thematic Review**

Agencies will receive requests for information this week; following this there will be a wider thematic discussion in October to review expertise and practice.

Current SARs

VC gave an updated on the current SARs as detailed in her report.

3.2 Communications and Engagement sub group

CH gave a summary of her report and an overview of the Conference feedback. Positive feedback was received and an area for improvement is communication from the Board. CH thanked all those involved with supporting the conference. The Conference has also generated income for the Board.

LL expressed huge thanks on behalf of the board, the conference was very successful.

3.3 Performance and Intelligence sub group

EM has attended today's meeting on behalf of TJ and gave a summary of TJ's report.

BL said that it had been agreed through the Executive in relation to the Partner Audit that the next self-assessment will be done with the neighbouring authorities with an aim to build a cycle of bi-annual assessments. In the interim they will look at challenge and support events in creative ways for 2018.

EM then moved on to discuss the data report. BCC are planning to launch a new referral form in two weeks, which will help towards gathering the data that is needed, it is hoped that there will be an improvement in the data following this.

LL noted that there had been an increase in the recording of Hate Crime in June and EM said it would be useful to look at this data; they have been promoting awareness and recording of Hate Crime.

3.4 S.42 Referral and Threshold Audit

BL said that the PISG had completed their first multi-agency audit and that report had been circulated to the Board today. BL gave a summary of the findings.

PS asked if the threshold criteria could be embedded in the referral form and BL explained that the referral form review was an action from the audit.

BL said that they would ask commissioning bodies to think about the use of the Safeguarding Adults Team as a notification service. LL suggested a letter could be sent to

CQC to draw this to their attention. CH and EW reported that if they put in a notification then they will be told to make a referral.

Action 3.4.1: Letter to be sent to the CQC Board representative in relation to audit findings.

3.5 Learning and Development sub group

SS gave a summary of PNs report.

MD said that BANES had recently done work on hoarding and self-neglect work and suggested that they could be contacted to see if this could be shared.

3.5 Training Strategy

The Training Strategy has had the recommended changes made following the last Board.

3.6 Risk Register

BL said that there had been a reduction in risk following the launch of the website, improved reporting of action plans and new project management.

Since the Risk Register was circulated BL has been informed that there is a BCC training offer available in three areas on awareness of safeguarding adults and self-neglect that is open to all partners. Therefore this risk will also be reduced slightly.

3.6 Services of Concern

EM had tabled this report, which needed to be collected back at the end.

The Services of Concern include services who are in organisational safeguarding, have been rated inadequate or with warning notices. All have risk assessments in place.

TD said that he was happy to bring a paper to the next Board in relation to this. They are looking to create mitigation around this and need to invest in proactive work with some homes.

Action 3.6.1: TD to bring a paper to the November Board in relation to Services of Concern.

3.7 Deprivation of Liberty Safeguards

TR has attended today's meeting on behalf of JK and gave a summary of her report.

TR said that the data needs to be cleansed, the overall number of applications is correct but the breakdown is not.

LL asked if the Board could have more assurance on this in between now and the next Board as there has been a historical issue with the DOLS figures.

Action 3.7.1: TR/KJ to provide confirmation by email on the DOLS figures between now and the next Board.

TR gave a summary of the case detailed in the report, which will have implications for hospitals. TR suggested that the ethnicity data could be broken down further by age.

4. Any other Business

4.1

1. LL thanked Alison Moon on behalf of the Board for all her work and contributions to the board and wishes her well for the future.

2. Terry Dafter has kindly agreed to continue the Vice Chair position of the BSAB that Mike Hennessey had been fulfilling.

Action Grid

Item	Action	Lead
F010217.3.5.2	The LDSG & PISG to consider how the board can quality assure single agency training.	PN/TJ
F010217.4.2.1	PN to circulate the NHS England mental health homicides slides.	PN
F100517.2.1.1	FT/VC to jointly develop action plan to bring to BSAB. Progress will be monitored.	FT/VC
F100517.2.3.1	VC and MA to begin information sharing discussions.	VC
F100517.2.4.2	A letter specifically for GPs to be developed to provide assurances regarding the Care Act requirements of information sharing in the course of a SAR.	PN/BF
F100517.2.5.2	MH to bring the issue of risk assessments in assisted housing to a meeting on Friday.	MH
F100517.2.9.3	Early Intervention and Prevention Implementation Plan to be added to the agenda for the next meeting.	KB
090817.2.4.1	Comments on the Annual Report to be sent to BL within a week.	ALL
090817.2.6.1	TD to bring a report to the Board on organisational changes in BCC.	TD
090817.2.7.1	BL to bring a paper to the Board on organisational change consultation and notification to the Board.	BL
090817.3.1.1	VC to bring updates on the 'SCR 1' action plan to the March 2018 Board.	VC
090817.3.1.2	Invite BCC Housing to attend and speak to the Board.	BL
090817.3.4.1	Letter to be sent to the CQC Board representative in relation to audit findings.	LL/BL
090817.3.6.1	TD to bring a paper to the November Board in relation to Services of Concern.	TD
090817.3.7.1	TR/JK to provide confirmation by email on the DOLS figures between now and the next Board.	TR/JK