

SAFEGUARDING ADULTS BOARD		
Date 24 <sup>th</sup> July 2023	Time 11:00am	Venue via Teams
Attendees	Darren Downs (DD) (Independent Chair) John Allen (JA) – Principal Social Worker, NELC Paul Bassett (PB) – Assistant Director Adult Services, NELC Bruce Bradshaw (BB) – MCA Lead, H&NY ICB Sue Bunn (SB) – Head of Safeguarding, Focus CIC Helen Cordell (HC) – Domestic Abuse Co-ordinator, NELC Helen Davis (HD) – Place Nurse Director, H&NY ICB Michelle Emmerson (ME) – Prevention & Development Manager, HFRS Melanie Fullbrook (MF) – Local Dementia Services Manager, Alzheimer’s Society Jane Lemas (JL) – Managing Director, Lincolnshire Quality Care Services Kirsty Newson (KN) – Operations Manager Primary Care, Care Plus Group Emma Overton (EO) – Policy Practice and Development Lead, NHS H&NY ICB Cllr Stan Shreeve (SS) – Portfolio Holder & Deputy Leader, NELC Tracy Slattery (TS) – Delivery Manager, Healthwatch NEL Janine Smith (JS) – Chief Operating Officer, Navigo Mandy Sparkes (MS) – Deputy Manager, Friendship at Home Vicky Thersby (VT) – Head of Safeguarding, NLaG Rhodri Troake (RT) - DS, Humberside Police (Exploitation Sub-Group Chair) Stewart Watson (SW) – Safeguarding Adults Board Manager, NELC Julie Wilburn (JW) – Designated Safeguarding Nurse, Place/NHS H&NY ICB	
Note taker	Julie Hamilton – Business Support SAB Specialist	
Apologies	Jo Barnes – Chief Executive Officer, Nurtrio Katie Brown – Director of Adult Services, NELC Nick Hamilton-Rudd – Head of North & North East, National Probation Service Ellie Monkhouse – Chief Nurse, NLaG	
Non-attendees	Helen Allen – Named Professional Safeguarding, Navigo Lisa Bartlett – Safeguarding Lead, Foresight Stacey Chester – Manager, Cloverdale Care Home Francine Evans – Service Manager, Cloverleaf Advocacy Emma Horne – Divisional Senior Manager, EMAS Diane Moncaster – East Midlands Ambulance Service Dr Sanjedah Zaro – Named Doctor Safeguarding, Primary Care	
Observer	Jenny Swann (JS) – Designated Safeguarding Nurse, Place/H&NY ICB (will be deputising for Julie Wilburn at future meetings)	
1. Welcome, Introductions and Apologies - Noted.		
The Chair welcomed all to the meeting; introductions were made and apologies were noted.		
2. Minutes of Previous Meeting/Matters Arising (26 <sup>th</sup> April 2023) – circulated with Agenda		
The Minutes of the Board Meeting held on 26 <sup>th</sup> April 2023 were accepted as a true record; Cllr Shreeve’s apologies were noted - his attendance had been incorrectly recorded. All actions had been completed or were included in the Agenda, except Action 2.2 (see below).		

Actions Agreed		Lead	Deadline
2.1 The Minutes to be amended to include Cllr Shreeve's apologies.		Julie Hamilton	Completed
2.2 (26.04.2023) A link to NHS England's information on the Significant Incident (SI) process and its changes to be circulated.		Helen Davis	
<b>3. Redacted Minutes of Previous Meeting/Matters Arising (26<sup>th</sup> April 2023) – circulated with Agenda</b>			
A redacted version had been produced for publication on the SaferNEL website.			
Actions Agreed		Lead	Deadline
3.1 The redacted version of the Minutes of the meeting held on 26 <sup>th</sup> April to be published on the SaferNEL website if no objections/issues have been raised by 28 <sup>th</sup> July 2023 to <a href="mailto:julie.hamilton@nelincs.gov.uk">julie.hamilton@nelincs.gov.uk</a>		Julie Hamilton	Posted on SaferNEL website 01/08/2023
<b>4. Workshop held on 5<sup>th</sup> June 2023 – Darren Downs – report and Action Plan circulated with Agenda</b>			
Discussion	The Chair presented a report on the workshop held on 5 <sup>th</sup> June 2023 where the two new sub-groups had been proposed, Adults at Risk and Scrutiny & Assurance, to replace Neglect and Exploitation, this to reflect the SAB's revised priorities. The MCA and SAR Sub-groups are to continue. All four sub-groups have now met. A draft Action Plan for the NEL SAB was also presented.		
<b>5. Update on Patient Safety Incident Response Framework (PSIRF) – Helen Davis</b>			
Discussion	HD advised the Board that the PSIRF was published in August 2022 and replaces the current Serious Incident Framework which has been used since 2015. Providers are currently in a transition period which could last up to two years to allow for the conclusion of existing Serious Incidents (SIs).		
Actions Agreed		Lead	Deadline
5.1 A presentation on the Patient Safety Incident Response Framework (PSIRF) to be given to the next Board Meeting.		Helen Davis	29 November 2023
<b>6. Domestic Abuse Annual Report – Helen Cordell – report and NEL Domestic Abuse Governance Structure circulated with Agenda</b>			
Discussion	HC gave an update on progress relating to the Domestic Abuse Agenda including developments over the last 12 months such as implementation of the Domestic Abuse Strategy via the Domestic Abuse Delivery Plan, implementation of the Domestic Abuse Act 2021 and 'Safe Accommodation' Duty, and commissioning of new domestic abuse service provision.  Formal agreement was sought for the Safe & Together model which is designed to keep the child and non-abusive parent together. Pilots are taking place across 40 practitioners. Presentations on the model are being made to various bodies and an event is taking place on 3 <sup>rd</sup> July 2023 to showcase the model.		
Actions Agreed		Lead	Deadline
6.1 The issue of SAB representation at the DA Strategic Board to be discussed with the Tri-Board chairs.		Darren Downs	11 September 2023

6.2 The issue of SAB representation at the DA Operational Group to be discussed at the next SAB Executive.	Sub-Group Chairs	27 September 2023
6.3 A meeting to be arranged to discuss the SAB's needs in respect of DA (Darren Downs / Helen Davis / Lisa Hilder / Helen Cordell).	Helen Cordell	
6.4 The SAB endorses the Safe & Together model.		Completed
6.5 Information on the Safe & Together model to be circulated to the Board members.	Helen Cordell	Circulated 01/08/2023

(Helen Cordell left the meeting at this point.)

## 7. Updates from Sub-Groups on Terms of Reference and Action Plans – sub-group Chairs

<i>Discussion</i>	<p><b>7.1 Adults at Risk Sub-Group</b> – Paul Bassett The Sub-Group met on 12<sup>th</sup> July, chaired by Katie Brown who handed over to PB. The membership and Action Plan is currently being drafted and will be circulated to sub-group members for comments. The Senior Responsible Officer (SRO) is Helen Davis who is meeting with PB before the end of July.</p> <p><b>7.2 Scrutiny and Assurance Sub-Group</b> – Rhodri Troake The Sub-Group met on 27<sup>th</sup> June with good attendance. The membership and Action Plan were circulated to sub-group members for comments, specifically asking for substitutes for members, together with other questions – no responses had been received by the deadline of 21<sup>st</sup> July. Darren Downs is the SRO.</p> <p>The Chair felt the 'audit' element needs to be included in this Sub-Group.</p> <p><b>7.3 MCA Group</b> – Bruce Bradshaw/Emma Overton (Terms of Reference and Action Plan circulated with Agenda) A recently held workshop was well attended, at which revised priorities were agreed. It was felt that the membership of the Group is correct but it was recognised that there is a need to reach out further to achieve changes. Some members are moving to other roles but replacements have been found. The Terms of Reference include core and associate members, and responsibilities for members. As the transition from DoLS to LPS remains on hold nationally, it may be possible to use funding for this for other actions.</p> <p>EO added that the draft Multi-Agency Learning &amp; Workforce Development Strategy 2023 – 2026 had been circulated for information/comments and subsequent approval (see Agenda Item No. 16).</p> <p><b>7.4 SAR Group</b> – Julie Wilburn The SAR Group last met on 11<sup>th</sup> July. The Terms of Reference will be revised at its next meeting, this to include an interface with the other sub-groups and to maintain learning outcomes from the SARs. JW is starting a new role on 1<sup>st</sup> August but will continue to chair the SAR Group until her replacement is in post. The new person may have different ideas, hence the delay in the revision of the Terms of Reference.</p> <p>All Sub-Group Chairs were asked to consider Communications and Engagement; also are any additional resources needed for specific task and finish groups and/or projects/pieces of work?</p>
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<i>Actions Agreed</i>	<i>Lead</i>	<i>Deadline</i>
7.1 The 'audit' element to be included in the remit of the Scrutiny & Assurance Sub-Group.	Darren Downs / Stew Watson / Rhodri Troake	
7.2 The name of the substitute from the Alzheimer's Society to be forwarded to <a href="mailto:bruce.bradshaw@nhs.net">bruce.bradshaw@nhs.net</a>	Melanie Fullbrook	
7.3 Confirmation as to what MCA training is undertaken by frontline HFRS staff to be provided to <a href="mailto:bruce.bradshaw@nhs.net">bruce.bradshaw@nhs.net</a>	Michelle Emmerson	
7.4 The 'red' actions within the MCA Group's Action Plan to be considered by the SAB Executive.	Darren Downs	27 September 2023
7.5 Any issues e.g. lack of resources, to be forwarded to <a href="mailto:darrendowns@live.co.uk">darrendowns@live.co.uk</a>	Paul Bassett / Rhodri Troake / Bruce Bradshaw / Julie Wilburn	End July 2023

## **8. DASM Report – Stew Watson** - circulated with Agenda

<i>Discussion</i>	<p>The DASM Report for 2022/23 was presented. Highlights included:</p> <ul style="list-style-type: none"> <li>• 144 referrals received of which 122 were closed</li> <li>• 79% were safeguarding enquiries</li> <li>• 28% were psychological in nature</li> <li>• 72 unsubstantiated, 49 substantiated, 1 malicious</li> <li>• 50 required no further action, 36 required Police action</li> </ul> <p>A comparison with previous years going back to 2018 was also given.</p>
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## **9. SARs Thematic Review Report – Julie Wilburn** – circulated with Agenda

<i>Discussion</i>	<p>Following the presentation of the SAR 'JC' Report at the last Board Meeting, JW presented a thematic review report which had collated the learning outcomes from the last seven years, including 8 SARs, 2 SIRs and all the 7-minute briefings. Seven recurring themes were identified and these were outlined in further detail in the report.</p> <p>It was noted that Focus do utilise the outcome of SARs in the training they provide, most of which is face-to-face.</p>
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<i>Actions Agreed</i>	<i>Lead</i>	<i>Deadline</i>
9.1 The SAB notes the thematic review and agrees the next steps.		Completed
9.2 The SAR Group to revise the Terms of Reference to strengthen how assurance of learning from reviews is sought and revisited.	Julie Wilburn	10 October 2023
9.3 The SAB to seek assurance from, and establish the mechanism by which, each agency shares the learning from completed SARs.	Darren Downs / Stew Watson	
9.4 The SAB to consider hosting a NEL safeguarding adults multi-agency learning and networking event built around the SAR identified themes. This would enable agencies with the opportunity to build relationships and understand roles and responsibilities among professions, providers and the voluntary sector.	Darren Downs	10 April 2024

9.5 Safeguarding supervision policies to be considered as an area of focus for all agencies within the SAB. Assurances to be explored regarding supervision structures, policies and expectations.	Stew Watson	
9.6 The current safeguarding adult training offer for SAB partners to be reviewed.	Sue Bunn	
9.7 The pooling of statutory and “light bite” learning available across agencies to be considered, to draw on the expertise of specialist professions.	Sue Bunn	
9.8 The SAR Thematic Review Report to be discussed at the next meeting of the SAB Executive.	Darren Downs / Stew Watson	27 September 2023
<b>10. SAR Group Report – Julie Wilburn</b> – circulated with Agenda		
Discussion	The SAR Group Report was presented for approval. All positions were noted.	
<b>11. Risk Register – Stewart Watson in the absence of Katie Brown</b> – circulated with Agenda		
Discussion	The revised Risk Register (V29) was presented for approval.  It was felt that the Risk Register, as presented, was too lengthy and requires “slimming down” and/or aligning to the other Sub-Groups. HD added that there were commonalities with the Safeguarding Children’s Partnership Risk Register. SS suggested filtering the risks into operational and strategic risks, also allocating the risks to the partnership or partner agencies.	
Actions Agreed		Lead
11.1 The revised Risk Register to be discussed.		Stew Watson / Katie Brown
11.2 The revised Risk Register to be considered at the next meeting of the SAB Executive.		Darren Downs / Stew Watson
11.3 Future reports to the SAB to include a covering report which highlights the key risks/issues.		Katie Brown
<b>12. Budget Report – Stewart Watson</b> - circulated with Agenda		
Discussion	The Budget Report was presented for approval. SW reported that there are three sources of funding which totals £144K. £12K is being allowed for three SARs per year. There is an earmarked reserve of £64K. Going forwards over a three-year plan, there will be no surplus.  It was suggested that the earmarked reserve could be used to access training and/or the conference planned for next April.	
Actions Agreed		Lead
12.1 The SAB to endorse the use of the current funds to enhance the Safeguarding Adults Board’s status and comply with its statutory duties within NEL.		Completed
<b>13.MCA/DoLS – Bruce Bradshaw/Emma Overton</b> – circulated with Agenda		
Discussion	The MCA/DoLS Report was presented for information, together with the statistics report for Quarter 1, 2023-24. The LPS Action Plan was also presented for information.	
Actions Agreed		Lead

13.1 The Multi-Agency Learning & Workforce Development Strategy and Focus training pathway to be linked into the outcome of the SAR Thematic Review Report. A meeting to be arranged to discuss this further (Darren Downs / Sue Bunn (and/or Steph Tyson) / Jenny Swann / Emma Overton).		Julie Hamilton	End August 2023
14. Forward Plan 2023 - Stewart Watson – circulated with Agenda			
Discussion	The Forward Plan for 2023 was presented for information.		
15. Performance Report (Trends) – Sue Bunn– circulated with Agenda			
Discussion	The Performance Report for Quarter 1, 2023-24 was presented for information.		
16. Training Report – Sue Bunn/Emma Overton – circulated with Agenda			
	The Training Report for Quarter 1, 2023-24 was presented for information.		
Discussion	The Multi-Agency Learning & Workforce Development Strategy 2023-26 was also presented for information and subsequent approval (Minute No. 7.3 and Action 13.1 refers).		
17. Any Other Business			
Discussion	<b>17.1 Task &amp; Finish Group for 2024 Conference</b> The Chair asked for volunteers to join a task and finish group to organise the SAB Annual Conference which has been set for 10 <sup>th</sup> April 2024. Apparently this date will clash with the Easter school holidays in NEL so it was thought that this should be delayed by a week. [Good Friday = 29 <sup>th</sup> March 2024, schools re-open on 16 <sup>th</sup> April 2024]		
	<b>17.2 Offers of accommodation for future meetings</b> The Chair asked partner agencies for any offers of venues for future meetings as he would like to hold all the Board Meetings in person. There are currently no rooms available at Grimsby Town Hall for 29 <sup>th</sup> November 2023.		
	<b>17.3 Julie Wilburn</b> HD thanked JW for her work over the years whilst in her current role, particularly with regard to the SAB and the SAR Group, and wished her well in her next role.		
Actions Agreed		Lead	Deadline
17.1 Consideration to be given to the proposed date for the SAB Annual Conference in April 2024 to avoid any clash with the Easter school holidays in NEL.		Darren Downs / Stew Watson	End July 2023
17.2 Any offers of venues for future meetings to be forwarded to <a href="mailto:julie.hamilton@nelincs.gov.uk">julie.hamilton@nelincs.gov.uk</a>		ALL	Ongoing
18. Future Meetings 2023 – Meetings have been arranged for the following dates/times:			
Wednesday, 29 <sup>th</sup> November 2023, 9.30am-12noon - via Microsoft Teams, although it is hoped that a venue will be found to hold this meeting in-person			
Agreed Dates for 2024 Board Meetings: (first Friday in each month, except August, 9am-12noon, in-person) Board – Friday 5 <sup>th</sup> January 2024, 9am-12noon Board – Friday, 1 <sup>st</sup> March, 9am-12noon CONFERENCE – Wed 17 <sup>th</sup> April – revised date Board – Friday, 7 <sup>th</sup> June, 9am-12noon Board – Friday, 6 <sup>th</sup> September, 9am-12noon			

Board – Friday, 1<sup>st</sup> November, 9am-12noon

<i>Actions Agreed</i>	<i>Lead</i>	<i>Deadline</i>
18.1 Any potential clashes with future dates to be forwarded to <a href="mailto:julie.hamilton@nelincs.gov.uk">julie.hamilton@nelincs.gov.uk</a> by 28 <sup>th</sup> July 2023.	ALL	Completed

(Meeting closed at 13:06pm)