

SAFEGUARDING ADULTS BOARD			
<i>Date</i> 5 th January 2024		<i>Time</i> 9:00am	<i>Venue</i> Crosland Suite, Grimsby Town Hall
<i>Attendees</i>	Darren Downs (DD) (Independent Chair) Helen Allen (HA) – Named Professional Safeguarding, Navigo Bruce Bradshaw (BB) – MCA Lead, H&NY ICB (via Teams) Katie Brown (KB) - Director of Adult Services, NELC Sue Bunn (SB) – Head of Safeguarding, Focus CIC Janet Burgin (JB) – Registered Manager – Navigo Extra / Nurtrio Nicola Burnett (NB) – Detective Superintendent, Humberside Police (Scrutiny & Assurance Sub-Group Chair) Katie Chadwick (KC) – Head of Home Options Team, NELC Helen Davis (HD) – Place Nurse Director, H&NY ICB Nick Hamilton-Rudd – Head of North & North East, National Probation Service Lee Mair (LM) – Chief Executive Officer, Focus Donna Phillips (DP) - Designated Safeguarding Nurse Adults & Children, Place/NHS H&NY ICB Melanie Preskey (MP) – Humberside Fire & Rescue Service Lisa Revell (LR) – Executive Director of Operations/Chief Nurse, Care Plus Group (CPG) Tracy Slattery (TS) – Delivery Manager, Healthwatch NEL Stewart Watson (SW) – Safeguarding Adults Board Manager, NELC Dr Sanjedah Zaro (SZ) – Named Doctor Safeguarding, Primary Care		
<i>Note taker</i>	(Meeting recorded for the purpose of minute-taking)		
<i>Apologies</i>	John Allen – Principal Social Worker, NELC Jo Barnes – Chief Executive Officer, Nurtrio Paul Bassett – Assistant Director Adult Social Services, NELC (Adults at Risk Sub-Group Chair) Stacey Chester – Manager, Cloverdale Care Home Francine Evans – Joint Service Manager, Cloverleaf Advocacy Melanie Fullbrook – Local Dementia Services Manager, Alzheimer’s Society Julie Hamilton – Business Support SAB Specialist Jane Leman – Managing Director, Lincolnshire Quality Care Services Kirsty Newson – Operations Manager Primary Care, Care Plus Group Cllr Stan Shreeve – Portfolio Holder & Deputy Leader, NELC Janine Smith – Chief Operating Officer, Navigo Vicky Thersby – Safeguarding Lead, NLaG Darren Wildbore – Chief Superintendent, Humberside Police		
<i>Non-attendees</i>	Lisa Bartlett – Safeguarding Lead, Foresight Michelle Emmerson – Prevention & Development Manager, HFRS Diane Moncaster – East Midlands Ambulance Service Ellie Monkhouse – Chief Nurse, NLaG		
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 (29th November 2023) – circulated with Agenda

The Minutes of the Board Meeting held on 29th November 2023 were accepted as a true record. It was noted that all actions have been completed or were ongoing; updates were provided.

3. Redacted Minutes of Previous Meeting/Matters Arising (29th November 2023) – circulated with Agenda

A redacted version had been produced for publication on the SaferNEL website.

<i>Actions Agreed</i>	<i>Lead</i>	<i>Deadline</i>
3.1 The redacted version of the Minutes of the meeting held on 29 th November to be published on the SaferNEL website if no objections/issues have been raised by 19 th January 2024 to julie.hamilton@nelincs.gov.uk	Julie Hamilton	Completed 23/01/2024

4. Updates from Sub-Group Chairs –

<i>Discussion</i>	<p>4.1 Adults at Risk Sub-Group – Katie Chadwick in the absence of Paul Bassett (Revised Terms of Reference/Membership had been circulated with Agenda)</p> <p>The Sub-Group met yesterday (04/01/2024) and was well attended. There was much discussion around the collection of data. Other issues were discussed. Priorities for the Sub-Group going forwards include:</p> <ul style="list-style-type: none">• Clear pathways – to reduce risks and prevent future complex cases• Wrap around services for individuals – to be proactive rather than reactive• Collection and utilisation of data e.g. HFRS – hoarders, Home Options – why a person has lost their tenancy <p>A learning event on Neglect is proposed for practitioners.</p>
	<p>4.2 Scrutiny and Assurance Sub-Group – Nicola Burnett</p> <p>The Sub-Group is due to meet in the near future; the last meeting was cancelled due to a high number of apologies. The membership has recently been expanded and the Terms of Reference are to be revised, together with the Sub-Group's priorities and the way forward. It was noted that members will be asked to send a deputy if they are not available.</p>
	<p>4.3 MCA Group – Bruce Bradshaw</p> <p>It was noted that future reports should only include data relating to MCA and not DoLS, although this will continue to be provided for the ICB.</p> <p>Updates included:</p> <ul style="list-style-type: none">• Both operational and strategic action plans have been revised to be achievable.• MCA/DoLS resources for professionals are now available on the 'Live Well' website: Health and Social Care Professionals - LiveWell (nelincs.gov.uk)• The backlog of DoLS applications is being reduced by using a desk top approach; a pilot is currently ongoing.• The pilot also includes an equivalent assessment for DoLS which has had good support from Focus and Principal Social Workers.

	<ul style="list-style-type: none"> • Additional administrative support for the MCA Group has been discussed. • The BI Conference was well attended and good feedback has been received. • The MCA Training Sub-Group met yesterday (04/02/2024) and discussed links to the ICB and how the Training Strategy can be embedded across partners. • The costs of training may be forcing agencies to either utilise cheaper training packages or devise/utilise in-house training. • Some partners undertake little MCA training. • Feedback from some of the training offers was that it was too health and social care focused but the adaptation of training for wider groups would have additional costs. 	
	<p>4.4 SAR Group – Donna Phillips</p> <p>The Group is due to meet on 15/01/2024 and this will be the last to be chaired by Julie Wilburn.</p> <p>The Group will focus on:</p> <ul style="list-style-type: none"> • Reviewing its Terms of Reference and revising its priorities. • How the embedding of learning outcomes can be measured e.g. monitoring action plans. • How can SARs be undertaken differently? <p>Suggestions/comments included:</p> <ul style="list-style-type: none"> • A revision of the referral process. • The SAB has a collective accountability for embedding learning. • Information needs to be presented differently to be memorable e.g. it needs to be “brought to life” and practical, as opposed to academic. • Ways to cascade learning downwards through an organisation. 	
<i>Actions Agreed</i>	<i>Lead</i>	<i>Deadline</i>
4.1 Attendance records for the Sub-Groups to be presented at six-monthly intervals to the SAB Executive, records to commence from January 2024.	Paul Bassett / Nicola Burnett	
4.2 Sub-Group Chairs to report back to the next Board Meeting as to what data is required and what this will achieve.	Paul Bassett / Nicola Burnett	01 March 2024
4.3 All agencies to provide contact details for their performance representative / data analyst to stewart.watson@nelince.gov.uk	ALL	01 March 2024
4.4 Contact details for a representative from the Care Association to be forwarded to nicola.burnett@humberside.police.uk	Bruce Bradshaw	
4.5 A discussion on the Training Strategy to be held at the next Tri-Board.		11 January 2024
4.6 A task for the additional administrative support is to ask partners what MCA training is delivered, to ensure that it meets the required standard.		Future SAB Executive Meeting
(Comfort break taken 10:25-10:40am)		

5. Focus – Safeguarding Data Assurance – Sue Bunn – report circulated prior to meeting

Discussion	<p>Following concerns at the last SAB that there had been a drop in referral activity for safeguarding since 2018/19, a report was presented which analysed data from 2016/17 to 2022/23, comparing local statistics to national statistics. The statistics for NEL correlate to the conversion rate. It was also noted that a 'safeguarding note' on SystmOne had changed the way that safeguarding concerns are recorded. Previously, any safeguarding concern received through the Single Point of Access (SPA) was recorded as a 'safeguarding contact' but often advice was given and the case closed; not all were progressed as a 'safeguarding concern'. Table 2 of the report provided more accurate data.</p>		
	<p>SB added that the fluctuation could be accounted for by the recording of concerns in NEL differing to recording in different local authority areas. In some areas, all individuals involved in a care home are counted as individual concerns; in NEL a care home is counted as a single concern. Any significant risk is reported to the CQC and escalated appropriately e.g. joint approach, improvement notice, etc. Development work by Bradford Council meant that the 'safeguarding note' became available on SystmOne; the use of this was shared with the SAB initially. More recent statistics exclude referrals from the Police as these are now discussed at PitStop meetings; if these had been included then the statistics would be comparable to previous years. The criteria for a S42 enquiry has not changed but a 'low level' box is used for incidents within the care sector where there is little impact and the situation was resolved immediately, so these are recorded elsewhere.</p>		
	<p>Comments included:</p> <ul style="list-style-type: none">• How does the threshold in NEL compare to other local authority areas?• Appropriate training will ensure that referrals are made correctly.• A clear safeguarding pathway showing what action is required would negate the need for a referral.• Nationally, there is a lack of consistency regarding the recording of safeguarding datasets.• The number of safeguarding referrals for NEL compares with other areas which have similar demographics and levels of deprivation.• How many agencies/individuals are not aware of the process for reporting a safeguarding concern?		
	<p>It was noted that managers within the HFRS triage the referrals received, and that all safeguarding referrals made to the Police are submitted to the Vulnerability Hub.</p>		
<p>The Chair thanked Sue Bunn for her work involved in the report.</p>			
Actions Agreed		Lead	Deadline
5.1 The next quarterly safeguarding data report for the SAB to provide assurance about safeguarding practice in Focus, and to include: <ul style="list-style-type: none">• All referrals made to the Single Point of Access (SPA).• Data which is no longer included e.g. Police PitStop referrals, referrals closed after triage, and what their impact may have been.• Any data on complaints received.		Sue Bunn	03 May 2024

5.2 A discussion on safeguarding data and changes in practice to be held at a future SAB Executive Meeting.		Future SAB Executive Meeting
6. Cloverleaf Advocacy – Quarterly report on Safeguarding Referrals and Overview of Service – deferred to next SAB Meeting (01/03/2024)		
7. Migration/NRPF Annual Report – deferred to next SAB Meeting (01/03/2024)		
8. National Probation Service – Case Study – deferred to next SAB Meeting (01/03/2024) [20 minutes required]		
9. Proposals for SAB Conference – Darren Downs – circulated prior to meeting		
Discussion	DD presented a draft Agenda for the learning event to be held at Healing Manor on 17/04/2024. A national speaker is being sought for the Neurodiversity & Intersectionality slot. Suggestions were made and discussed.	
Actions Agreed	Lead	Deadline
9.1 The conference Agenda to be amended, as discussed, and re-circulated for any comments/suggestions to be made to darrendowns@live.co.uk	Darren Downs / ALL	
9.2 The invitation list and requirements at Healing Manor to be discussed and confirmed.	Darren Downs / Stewart Watson / Julie Hamilton	
10. Forward Plan 2024 – Stewart Watson - circulated with Agenda		
Discussion	The revised Forward Plan for 2024 was presented for discussion. Any additional items can be suggested to stewart.watson@nelincs.gov.uk	
Actions Agreed	Lead	Deadline
10.1 Any comments on the Forward Plan and/or additional items to be submitted to stewart.watson@nelincs.gov.uk	ALL	End January 2024
11. MCA Q3 2023-24 Report – not yet available, deferred to 01/03/2024 meeting		
12. Performance Report (Trends) – Sue Bunn– circulated with Agenda		
Discussion	The Performance Report for Quarter 3, 2023-24 was presented for information.	
13. Training Report – Sue Bunn/Emma Overton – circulated with Agenda		
Discussion	The Training Report for Quarter 3, 2023-24 was presented for information.	
14. Any Other Business: SAB Membership – letter from Chief Superintendent Darren Wildbore – circulated with Agenda		
Discussion	It was noted that Darren Wildbore is to be replaced on the SAB by Paul French with effect from 15/01/2024. [Amanda Sparkes (Deputy Manager, Friendship at Home) – voluntary sector rep – has also recently resigned from the SAB.]	
Actions Agreed	Lead	Deadline
14.1 DD/SW to meet with Paul French once in his new role.	Darren Downs / Stewart Watson / Paul French	February 2024
14.2 A discussion to be held at the next SAB Executive Meeting on the stability of the SAB and its membership.	SAB Executive Members	02 February 2024

15. Future Meetings 2024 – Meetings have been arranged for the following dates/times:

(first Friday in each month, except August, 9am-12noon, in-person)

Board – Friday, 1st March, 9am-12noon – Heritage House, Grimsby

CONFERENCE – Wed 17th April – Healing Manor

Board – Friday, 7th June, 9am-12noon – Grimsby Town Hall

Board – Friday, 6th September, 9am-12noon – Heritage House, Grimsby

Board – Friday, 1st November, 9am-12noon – Grimsby Town Hall

(Meeting closed at 11:44am)