



# **Minutes of the Nottinghamshire Safeguarding Adults Board Meeting**

## **Held on 12<sup>th</sup> October 2017**

***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  
12<sup>th</sup> October 2017**

<b>NAME</b>	<b>ORGANISATION</b>	<b>PRESENT</b>	<b>APOLOGIES</b>	<b>ABSENT</b>
Allan Breeton Chair	Independent Chair, Nottinghamshire Safeguarding Adults Board	√		
Amanda Sullivan Vice Chair	Chief Operating Officer, Newark and Sherwood Clinical Commissioning Group	√		
Bernadette Carter Associate Board Member	Senior Solicitor (Litigation), Safeguarding and Social Care, Legal Services, Nottinghamshire County Council		√	
Bob Bearne Board Member	Regional Manager, The Derbyshire, Leicestershire, Nottinghamshire and Rutland Community Rehabilitation Company Limited	√		
Claire Bearder Board Member	Group Manager, Access and Safeguarding, Nottinghamshire County Council		√	
David Pearson Board Member	Corporate Director, Adult Social Care, Health and Public Protection, Nottinghamshire County Council		√	
Deborah Kitson Associate Member	Chief Executive Officer, Ann Craft Trust		√	
Elaine Moss Board Member	Director of Quality and Governance, Newark and Sherwood Clinical Commissioning Group	√		
Hazel Roberts Board Member	Inspection Manager, Care Quality Commission		√	
Hester Kapur Associate Board Member	Evidence and Insight Officer, Healthwatch Nottinghamshire	√		
James Shutt Associate Board Member	POhWER		√	
Jean Gregory	Head of Quality and Adult Safeguarding, Nottingham North and East, Nottingham West and Rushcliffe Clinical Commissioning Groups	√		
Julie Cuthbert Associate Board Member	Senior Communications Business Partner, Nottinghamshire County Council		√	
Julie Gardner Board Member	Associate Director, Safeguarding and Social Care, Nottinghamshire Healthcare NHS Trust	√		

Marcus Callaghan	NHS England		√	
Moira Hardy Board Member	Deputy Director of Nursing, Midwifery and Quality, Doncaster & Bassetlaw Hospitals NHS Foundation Trust		√	
Nicola Ryan Board Member	Deputy Chief Nurse, NHS Bassetlaw Clinical Commissioning Group	√		
Nigel Hill Board Member	Head of Nottinghamshire National Probation Service		√	
Julie Burton Deputy for Nigel Hill	Senior Probation Officer, Nottinghamshire National Probation Service	√		
Paul McKay Board Member	Service Director, Adult Social Care, Nottinghamshire County Council		√	
Richard Cropley Board Member	Persons at Risk Team Manager, Nottinghamshire Fire and Rescue Service		√	
Emma Darby Deputy for Richard Cropley	Engagement and Partnerships Officer, Nottinghamshire Fire and Rescue Service	√		
Richard Dickinson	Acting Deputy Director of Nursing, Midwifery and Quality, Doncaster and Bassetlaw Hospitals NHS Foundation Trust		√	
Robert Griffin Board Member	Detective Superintendent, Nottinghamshire Police		√	
Mel Boden Deputy for Robert Griffin	Nottinghamshire Police	√		
Rob Morris (Dr) Board Member	Consultant Physician, Nottingham University Hospitals NHS Trust		√	
Bella Dorman Deputy for Rob Morris	Head of Safeguarding, Nottingham University Hospitals NHS Trust	√		
Ruth Hyde Board Member	Chief Executive Officer, Broxtowe Borough Council	√		
Sarah Banks Associate Member	Advanced Legal Practitioner, Legal Services, Nottinghamshire County Council		√	

Steve Edwards Board Member	Service Director, Children's Social Care, Nottinghamshire County Council		√	
Stuart Sale Board Manager	Nottinghamshire Safeguarding Adults Board Manager, Safeguarding Adults Strategic Team, Nottinghamshire County Council	√		
Sue Matthews Associate Member	Crown Advocate, Crown Prosecution Service		√	
Tina Hymas-Taylor	Head of Safeguarding, Sherwood Forest Hospitals NHS Foundation Trust	√		
Zoe Rodger-Fox Board Member	Head of Safeguarding, East Midlands Ambulance Service	√		
Anna Jakeman Minute Taker	Nottinghamshire Safeguarding Adults Board Officer, Safeguarding Adults Strategic Team, Nottinghamshire County Council	√		
Sally Seeley Guest Presenter	Director of Quality and Personalisation, Nottingham City Clinical Commissioning Group	√		
Rachel Bussey Guest Observer	Head of Adult Nursing, Bassetlaw Clinical Commissioning Group	√		

**Minutes of the NSAB Meeting  
12<sup>th</sup> October 2017**

Agenda Item	Discussion	Action by	By date
<b>1.</b>	<b>Welcome, Introductions and Apologies</b>		
<b>1.1</b>	<p>Allan Breeton welcomed all to the meeting, apologies were given as detailed above, and introductions were made.</p> <p>Allan noted that there had been little representation from Children’s Social Care at recent meetings, and confirmed that he would liaise with Steve Edwards in this regard.</p> <p><b>Action: Allan Breeton is to liaise with Steve Edwards regarding representation at the Board Meetings from Children’s Social Care.</b></p> <p>It was also noted that Stuart Sale is currently seconded to the role of Group Manager for Access and Safeguarding in Adult Social Care at Nottinghamshire County Council during Claire Bearder’s absence from work.</p>	<b>Allan Breeton</b>	<b>11.01.18</b>
<b>2.</b>	<b>Minutes of the Board Meeting held on 13<sup>th</sup> July 2017</b>		
	<p><u>Points of Accuracy</u></p> <p>There were no points of accuracy 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>		
<b>3.</b>	<b>Sub-Group Updates</b>		
<b>3.1</b>	<b>Learning and Development Sub-Group Update</b>		
	<p>Ruth Hyde presented a report to the Board which had been distributed prior to the meeting, and is not therefore detailed in these minutes.</p> <p>The report provided information on the Referrer Training courses, the Learning and Development Programme, and the QA Training Validation Scheme. In addition, it was noted that the first of three “Learning from Recent Safeguarding Adults Reviews” events had taken place at the beginning of October, and it had been well-received by attendees.</p> <p>The report recommended that the Board noted the content of the report and the work of the Sub-Group, and this was agreed.</p>		
<b>3.2</b>	<b>Safeguarding Adults Reviews Sub-Group Update</b>		

	<p>Amanda Sullivan presented a report to the Board which had been distributed prior to the meeting, and is not therefore detailed in these minutes.</p> <p>The report provided information in relation to a recent case referral for which further information has been requested for consideration, updates on the action plans from two recent Safeguarding Adults Reviews, G15 and H16, and a discussion which had taken place around referrals being received by agencies from the Coroner's Office.</p> <p>In addition, since the writing of the report a further case had been referred to the Sub-Group for consideration, and Allan outlined the details of the case for the Board. Amanda confirmed that the Board would be updated on both case referrals in due course.</p> <p>The report recommended that the Board noted the content of the report and the work of the Sub-Group, and this was agreed.</p> <p>The report also made a recommendation with regard to the referrals being received from the Coroner. It was agreed that Allan Breeton would be invited to a future SAR Sub-Group Meeting in order for further discussions to take place on this issue in order that Allan could liaise with the Coroner directly if deemed appropriate.</p>		
<b>3.2.1</b>	<b>Action: Amanda Sullivan is to include an update on the two case referrals in the next report to the Board at the January meeting.</b>	<b>Amanda Sullivan</b>	<b>11.01.18</b>
<b>3.2.2</b>	<b>Action: Anna Jakeman is to invite Allan Breeton to attend a future Safeguarding Adults Reviews Sub-Group Meeting and ensure that the referrals from the Coroner is included as an agenda item.</b>	<b>Anna Jakeman</b>	<b>31.10.17</b>
<b>3.3</b>	<b>Quality Assurance Sub-Group Update</b>		
	<p>Stuart Sale presented a report to the Board which had been distributed prior to the meeting, and is not therefore detailed in these minutes.</p> <p>The report provided information in relation to the Board Data for the first quarter of 2017/18 (March to June 2017) and an update on the work being done with an independent hospital to address issues around the referrals they are making for safeguarding.</p> <p>With regard to the Board Data, it was noted that the risk around some of the Performance Indicators appeared to be increasing. However, Allan commented that he was not currently concerned due to the fact that the figures were varying only very slightly but that they would be kept under review.</p> <p>The report recommended that the Board notes the content of the report and the work of the Quality Assurance Sub-Group, and this was agreed.</p>		
<b>4.</b>	<b>NSAB Risk Register</b>		
	<p>Allan informed the Board that the Risk Register had originally been developed as it was deemed necessary, but there wasn't ever a specific template.</p> <p>At a meeting immediately prior to the Board meeting, it was agreed that a</p>		

4.1	<p>new template would be developed and brought to the Board's Development Day in January 2018. Going forward, agencies are to raise any risks through the Organisational Updates agenda item at Board meetings.</p> <p><b>Action: Stuart Sale and Anna Jakeman are to create a new template for the Board's Risk Register for discussion and agreement at the Board's Development Day in January 2018.</b></p>	Stuart Sale / Anna Jakeman	04.01.18
5.	<b>Independent Inquiry into Child Sexual Abuse (IICSA)</b>		
5.1	<p>Julie Gardner stated that there have been no major changes or updates since the July Board meeting, although added that hearings have now commenced in Rotherham.</p> <p>Stuart Sale stated that at the recent Survivors' Meeting, there had been some queries raise regarding terminology, and Elaine Moss confirmed that a document had been created which covered this in more detail. It was agreed that this document would be circulated to the Board.</p> <p><b>Action: Anna Jakeman is to circulate the IICSA document on "Terms and Phrases Relating to Child Sexual Abuse" to the Board.</b></p> <p>Update – the link to the document is: <a href="https://www.iicsa.org.uk/key-documents/1412/view/Independent%20Inquiry%20into%20Child%20Sexual%20Abuse%20%28IICSA%29%20VSCP%20Terms%20and%20Phrases.pdf">https://www.iicsa.org.uk/key-documents/1412/view/Independent%20Inquiry%20into%20Child%20Sexual%20Abuse%20%28IICSA%29%20VSCP%20Terms%20and%20Phrases.pdf</a></p>	Anna Jakeman	31.10.18
6.	<b>Cause to Enquiry Update – Procedures and Pathways</b>		
	<p>Julie Gardner stated that Nottinghamshire Healthcare Trust needs to consider its process in relation to Cause to Enquire, further to speaking to Bella Dorman at Nottingham University Hospitals and to Stuart Sale, to ensure that processes align. Stuart added that this will be considered as part of the review of the Multi-Agency Policy and Procedures which is scheduled to commence in January 2018.</p> <p>Bella stated that Nottingham University Hospitals used to get requests in a number of different formats, but a piece of work with the City has resulted in the creation of a pro forma which she will share with Julie Gardner. She added that a lot of the requests are not for safeguarding issues, but rather may be a complaint or a quality issue for example. All are received via a single point of contact.</p>		
7.	<b>Chair's Report</b>		
	<p>Allan informed the Board that Malcolm Dillon, the Chair of the City's Safeguarding Adults Board, had raised an issue around the Sustainability and Transformation Plan (STP) and the belief that safeguarding was not being given sufficient prominence. A letter to that effect has been sent to David Pearson at the County Council who is very involved with the STP.</p> <p>The Social Care Institute for Excellence (SCIE) is developing a SAR Library which is scheduled to go live in April 2018.</p> <p>A Making Safeguarding Personal Conference is scheduled to be held by the Police Force.</p>		

	<p>Allan stated that he had suggested to the Regional Chairs that the NSAB's three priorities (Making Safeguarding Personal, Assurance and Prevention) are used for regional strategic plans.</p> <p>Leicester City Council has appointed an Engagement Officer, and Allan suggested that the Safeguarding Strategic Team should make contact – he confirmed he would liaise with Stuart Sale away from the meeting in this regard.</p> <p><b>7.1 Action: Allan Breeton is to liaise with Stuart Sale regarding making contact with the new Engagement Officer appointed by Leicester City Council.</b></p> <p>There is an event scheduled for February which will be run by Dr Adi Cooper – Allan confirmed that there are five places available to NSAB Members, and asked that if anyone wished to attend they should contact the Safeguarding Team by email.</p> <p><b>7.2 Action: Board Members who wish to attend the event run by Dr Adi Cooper in February 2018 should email the Safeguarding Adults Strategic Team on <a href="mailto:safeguarding1.adults@nottsc.gov.uk">safeguarding1.adults@nottsc.gov.uk</a> to register their interest.</b></p> <p>Allan also informed the Board that a safeguarding tool kit is being developed for use by GPs, and it would be useful if the Board could be assured that it is being used. Elaine Moss confirmed that some work is required to cross-reference the tool kit with procedures, and stated that she would provide feedback to the Board at the April 2018 meeting.</p> <p><b>7.3 Action: Elaine Moss is to provide feedback to the Board on the safeguarding tool kit being developed for use by GPs at the April 2018 Board meeting once work to cross-reference the tool kit with procedures has been completed.</b></p> <p>A recent Local Government Association-funded Peer Review has taken place, with the first results from Leicestershire and Lincolnshire due. Allan confirmed that he would request information and share with the Board.</p> <p><b>7.4 Action: Allan Breeton is to request the results of the Leicestershire and Lincolnshire Peer Review and share them with the Board at the January 2018 Board meeting.</b></p>	<p>Allan Breeton/ Stuart Sale</p> <p>All</p> <p>Elaine Moss</p> <p>Allan Breeton</p>	<p>31.12.17</p> <p>30.11.17</p> <p>12.04.18</p> <p>11.01.18</p>
8.	<b>Learning Disability Mortality Review (LeDeR)</b>		
	<p>Allan Breeton welcomed Sally Seeley to the meeting.</p> <p>Sally informed the Board that she was attending in order to raise awareness of LeDeR and to raise awareness of the governance arrangements. She presented a report to the Board which had been distributed prior to the meeting, and is not therefore detailed in these minutes.</p> <p>Further to Sally's presentation of her report, Allan invited questions from Board members.</p> <p>Ruth Hyde queried the definition of "Learning Disability" for the purposes of the LeDeR and Sally confirmed that it would include anyone who is known to GPs by virtue of being on the Learning Disability Register. If an individual is not on the register they may still be reviewed subject to hitting other criteria.</p>		



	<p>Nicola Ryan added for information that there is a specific process for diagnosing learning disabilities.</p> <p>Amanda Sullivan felt it was important in relation to Safeguarding Adults Reviews that it is identified in some cases which process will be required. Sally responded that there would need to be flexibility, although added that the LeDeR process is quite rigid. Allan stated that any decisions made would need to be well-documented for any auditing process, and Elaine Moss added that there would not be an “either / or” process, but existing processes should be aligned as much as possible.</p> <p>The report recommended that the LeDeR process in Nottinghamshire reports via the Safeguarding Adults Board. Sally confirmed that an annual report will be required, but suggested a more frequent report (for example every six months) is provided to the Board for assurance. Allan stated that the governance arrangements can be built into the Board’s Strategic Plan, and asked that any major issues are flagged as and when necessary.</p> <p>It was also agreed that as Tina Hymas-Taylor sits on both the Board and the LeDeR Steering Group, she will be able to act as the Board Representative at the Steering Group, and provide feedback to the Board when necessary.</p> <p>Allan thanked Sally for her attendance and for presenting her report.</p>		
<b>9.</b>	<b>New Response Times Standards – East Midlands Ambulance Service</b>		
	<p>Allan reminded the Board that there had been an action from the July Board meeting for information on the new response times in EMAS to be provided to the Board.</p> <p>Zoe Rodger-Fox gave a presentation to the Board, which has not been detailed in these minutes.</p> <p>Following Zoe’s presentation, Allan invited questions from Board members.</p> <p>Ruth Hyde queried whether the information on the new response times has been made public, and Zoe confirmed that information went out from Health nationally, rather than direct from EMAS. She added that work by the communications and media teams has promoted messages to the public. Some of the information contained within the presentation was to assist call handlers in responding to calls, rather than being public information.</p> <p>Zoe confirmed that the new process focuses on outcomes for patients, adding that a high percentage of calls received do not require emergency ambulances, and education of the public is still needed in this regard.</p> <p>Allan thanked Zoe for her presentation.</p>		
<b>10.</b>	<b>Safeguarding in East Midlands Ambulance Service</b>		
	<p>Allan confirmed that he had met with Zoe Rodger-Fox at her base, and asked her to provide information on safeguarding within EMAS.</p> <p>Zoe Rodger-Fox gave a presentation to the Board detailing the work undertaken by EMAS on safeguarding, which has not been detailed in these minutes.</p>		

	<p>Following the presentation, Allan invited any questions from the Board members, but there were none.</p> <p>Allan commented that he had not been aware of the breadth of the work being undertaken, and it had reassured him how seriously safeguarding is taken by EMAS. He confirmed that going forward he would be asking other agencies to provide similar information at Board meetings. He thanked Zoe for the information she had given to the Board.</p>		
<b>11.</b>	<b>Organisational Updates</b>		
<b>11.1</b>	<p>Ruth Hyde stated that there had been a tragic drowning of a young boy at Beeston Weir in the Summer after he had succeeded in rescuing some of his peers. An inquest is due to be held in January 2018. There is now multi-agency working looking to address water safety. There is a Water Safety Partnership in place but it does not include all agencies. Ruth was raising the issue at the Board, as she believed that there are likely to be some actions stemming from the inquest. Allan asked that Ruth kept the Board updated going forward.</p> <p><b>Action: Ruth Hyde is to provide the Board with updates on the inquest into the drowning of a young boy at Beeston Weir and any actions stemming from it that may be relevant to the Board.</b></p> <p>Mel Boden stated that the initial feedback on Nottinghamshire Police Force's "vulnerability strategy" was good, and a report is due soon. In addition, feedback on the MARACs has been good.</p>	<b>Ruth Hyde</b>	<b>11.01.18</b>
<b>12.</b>	<b>Any Other Business</b>		
	<p>Elaine Moss stated that there is a lot of work ongoing across the CCGs, Local Authority and CQC in relation to a corporate body of care homes, and she will notify Allan Breeton if there is any specific information that the Board needs to be aware of.</p> <p>Allan reminded the Board that the Partnership Event on 21<sup>st</sup> November 2017 will be the final SAR Learning Event. The Board's Development Day will take place on 11<sup>th</sup> January 2018.</p>		
<b>13.</b>	<b>Close</b>		
	<p>There being no further business, Allan thanked the Board members for their attendance and input and closed the meeting.</p>		
<b>13.</b>	<b>Future Meeting Dates</b>		
	<p><u>NSAB Meetings:</u></p> <ul style="list-style-type: none"> <li>• 11<sup>th</sup> January 2018 – NSAB Development Day 9:00am to 4:00pm (tbc) The Talbot Suite, Rufford Mill, Ollerton, NG22 9DG</li> <li>• 12<sup>th</sup> April 2018</li> </ul>		

2:00pm to 5:00pm  
Nottinghamshire Fire and Rescue Service HQ, Bestwood Lodge, Arnold, Nottingham, NG5 8PD

- 12<sup>th</sup> July 2018  
2:00pm to 5:00pm  
Nottinghamshire Fire and Rescue Service HQ, Bestwood Lodge, Arnold, Nottingham, NG5 8PD
- 11<sup>th</sup> October 2018  
2:00pm to 5:00pm  
Nottinghamshire Fire and Rescue Service HQ, Bestwood Lodge, Arnold, Nottingham, NG5 8PD

NSAB Partnership Events:

- 21<sup>st</sup> November 2017  
9:00am (for a 9:30am start) to 13:00pm  
The Talbot Suite, Rufford Mill, Ollerton, NG22 9DG
- 22<sup>nd</sup> May 2018  
9:00am (for a 9:30am start) to 12:30pm  
The Talbot Suite, Rufford Mill, Ollerton, NG22 9DG
- 20<sup>th</sup> November 2018  
9:00am (for a 9:30am start) to 12:30pm  
The Talbot Suite, Rufford Mill, Ollerton, NG22 9DG