



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

**Held on 12<sup>th</sup> July 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  
12<sup>th</sup> July 2018**

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

<b>Nichola Bramhall</b> Board Member	Director of Nursing and Quality, Nottingham North & East CCG		√	
<b>Rhonda Christian</b> <i>Deputy for Nichola Bramhall</i>	Designated Nurse Safeguarding Adults, Greater Nottingham Commissioning Partnership	√		
<b>Nicola Ryan</b> Board Member	Interim Chief Nurse, NHS Bassetlaw Clinical Commissioning Group	√		
<b>Maria Stanley</b> Board Member	Head of Safeguarding, East Midlands Ambulance Service	√		
<b>ASSOCIATE BOARD MEMBERS</b>				
<b>NAME</b>	<b>ORGANISATION</b>	<b>PRESENT</b>	<b>APOLOGY</b>	<b>ABSENT</b>
<b>Deborah Kitson</b> Associate Member	Chief Executive Officer, Ann Craft Trust		√	
<b>Hester Kapur</b> Board Member	Evidence and Insight Officer, Healthwatch Nottinghamshire	√		
<b>Julie Burton</b> Board Member	Senior Probation Officer, Nottinghamshire National Probation Service		√	
<b>Hazel Roberts</b> Board Member	Inspection Manager, Care Quality Commission		√	
<b>OTHER ATTENDEES</b>				
<b>NAME</b>	<b>ORGANISATION</b>	<b>PRESENT</b>	<b>APOLOGY</b>	<b>ABSENT</b>
<b>Nick Thornley</b> Minute Taker	Nottinghamshire Safeguarding Adults Board Officer, Safeguarding Adults Strategic Team, Nottinghamshire County Council	√		
<b>Paul Hughes</b> Guest Presenter	Development Officer, Safeguarding Adults Strategic Team, Nottinghamshire County Council	√		

**Minutes of the NSAB Meeting  
12<sup>th</sup> April 2018**

Agenda Item	Discussion	Action by	By date
1.	<b>Welcome, Introductions and Apologies</b>		
	Allan Breeton welcomed all to the meeting; apologies were given as detailed above, and introductions were made.		
2.	<b>Minutes of the Board Meeting held on 12<sup>th</sup> October 2017</b>		
	<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.	<b>Sub-Group Updates</b>		
	<p><i>Each Sub-Group provided an accompanying Update Report, which were distributed prior to this meeting and so are not included in these minutes.</i></p> <p><b>3.1 Learning and Development Sub-Group Update</b></p> <p>Ruth Hyde went through the Sub-Group Update Report. She highlighted that all agreed actions in the plan have been achieved, noting one proposal being to continue the ongoing core training; since the beginning of this there has been a measured reduction in referrals that are not about abuse or neglect, and it is felt that this training has contributed to this. Claire Bearder also noted the positive point that smaller and independent agencies have reportedly found it easy to access this training.</p> <p>The Chair reminded the Board that there is a separate meeting of Sub-Group Chairs and the Board Chair to review individual Sub-Group action plans, to ensure that they are aligned and can feed into the Board's learning opportunities via the Learning &amp; Development Sub-Group. The current proposed date for this meeting is 25.09.2018.</p> <p><b>3.2 Safeguarding Adults Reviews Sub-Group Update</b></p> <p><i>Amanda Sullivan arrived later on in the meeting; Sub-Group Vice-Chair Tina Hymas-Taylor presented the information.</i></p> <p>There was a discussion about correspondence received from the mother of F13 which included information that she felt the board may not have had sight of previously. It was agreed by the SAR Sub Group that a 'deep dive' review of Annesley House would be undertaken by a task and finish group of the sub group and a date has been set for this to take place. It was also agreed that the Independent Chair and NSAB Manager would offer to meet with F13's mother and a date for this has been set. The service is unaware of this planned review. The meeting is currently set to take place on 10.08.18.</p>		

### 3.3 Quality Assurance Sub-Group Update

There was discussion around the Performance Indicators, as listed in the Board Data Analysis document as presented by Sub-Group Chair Claire Bearder:

#### Performance Indicators

##### **1a) Percentage of referrals leading to a Section 42 Enquiry**

The Board Chair feels that an increase from the previously set target of 55% is required, as this was set 3 years ago; he suggested looking to increase the target to 60% by year three (2020-21).

It was queried whether this denominator remains appropriate; Claire advised that to address issues within the data resulting from 1a, there is an ongoing Policy & Procedure review, referral pathways are being revisited and the Top 20 referrers (as found in the Board Data Analysis report) continues to identify the most prevalent referral organisations and leads to targeted work for said services.

Rhonda Christian suggested that if these Performance Indicators are supposed to drive behaviour, then to leave the target stationary is not useful; she accepts the context discussed here today, but asked that a small increase be considered in this target. Andy Gowan concurred with this, as did the Chair, stating that the targets sets should 'stretch' the Board.

There was a wide ranging discussion around referral pathways, which resulted in the Board agreeing to the revised target of 60% by the end of Year Three 2020-21.

##### **1b) Percentage of those who were asked their desired outcome**

Old Target: 77.5% The revised target of 80% was agreed with by the Board.

##### **1c) Percentage of those asked whose desired outcomes were fully achieved**

##### **1d) Percentage of those asked who were satisfied with their outcome**

Though the data for 1c and 1d is still pertinent to capture and analyse, there have been recent changes to the questions asked and qualitative data required within NCC's Mosaic recording system, with more changes to potentially be made; thus this will need revising once these parameters are set and known.

##### **1e) Percentage of those where risk has reduced or been removed**

This is to continue without a target percentage.

##### **1f) Percentage of enquiries that involved adults with a previous enquiry in a 12 month period**

The plan to change this to seek a 10% reduction in the *total number* of Enquiries was agreed in principle; however it was asked if 10% is an appropriate target. It was asked to compare the 2017-18 figures to 2016-17, but these figures were not available at the time. It was agreed to review this to ensure that 10% is a viable target.

<p>3.1</p>	<p><b>Action: Claire Bearder will review the figures from previous years in order to verify that the planned target of a 10% decrease (in the total number of multiple Section 42 Enquiries around the same person in a 12 month period) is an appropriate and achievable one.</b></p> <p><b>1g) Percentage of adults at risk lacking mental capacity who are supported to give their views by an IMCA, advocate, family member or friend</b></p> <p>Old Target: 77.5%. The revised target of 80% was agreed with by the Board.</p> <p><u>Service User Feedback</u></p> <p>Service User feedback is being focussed on and the QA Sub-Group is currently considering commissioning an independent service to undertake this. Claire thanked the Police for their support and model of obtaining Service User feedback, as this has been instrumental in designing the Board's strategy in this matter.</p> <p><u>Multi-Agency Audits</u></p> <p>Julie Gardner suggested that Adults Multi-Agency Audits could link in with Children's, to avoid any crossover in scheduling (i.e. avoid both audit sets being sent on a similar date)</p>	<p>Claire Bearder</p>	<p>11.10.18</p>
<p>3.2</p>	<p><b>Action: Any multi-agency safeguarding adults audit will take into account the children's safeguarding auditing schedule.</b></p> <p>It was suggested by Bella Dorman and discussed that following a Multi-Agency Audit cycle, a 'Patient Story' could be drawn up to illustrate positive practice and lessons to be learned. The Chair noted that there are video essays and short films already available online from various Local Authorities and agencies that illustrate these points. The Board agreed that a nominated short video could be selected and shared at each future Board Meeting.</p>	<p>Claire Bearder</p>	<p>Ongoing</p>
<p>3.3</p>	<p><b>Action: The Strategic Team is to look into what short videos are available from Local Authorities and other agencies which deliver a Patient/Service User Story at Each Board meeting, to illustrate both positive practice and lessons to be learned.</b></p> <p><u>Causing Others to make a Referral</u></p> <p>Claire advised that this is a newer consideration and thus not enough data is available to share at present. However it will be available and included in the next QA Report for the NSAB Meeting in October.</p>	<p>Stuart Sale</p>	<p>11.10.18</p>
<p>3.4</p>	<p><b>Action: Data from "Causing Others To Make A Referral" will be included in the QA Board Report for the Board meeting on 11.10.18</b></p>	<p>Claire Bearder</p>	<p>11.10.18</p>
<p>4.</p>	<p><b>LeDeR Update</b></p>		
	<p><i>Tina Hymas-Taylor went through the LeDeR Update report as prepared by Greater Nottingham Clinical Commissioning Partnership Director of Personalised Commissioning Sally Seeley; this was distributed prior to this meeting and so is not included here in these minutes.</i></p> <p>At present there are 22 Reviewers with 44 deaths requiring review in Nottinghamshire. One review has been fully completed.</p>		

	<p>Reviewers are not required to be from a Health background, though most reviewers are Health professionals. The numbers above (and listed in the Report) are similar to those nationally. Tina feels that it is important for the Board to support the LeDeR programme as its absence would almost certainly impact the Board, as the number of SARs would likely increase accordingly.</p> <p>Rhonda Christian advised that in other localities, NHSE is looking at desktop reviews as a means to manage resources more effectively. Attendees agreed that the relative lack of funding or operational support for LeDeR is of some concern, if it is to continue to be an effective programme.</p> <p>Tina reassured the Board that there are mechanisms in place to ensure that LeDeR cases are prioritised according to case specifics and that this will remain in place.</p>		
<b>6.</b>	<b>Modern Day Slavery</b>		
<b>6.1</b>	<p>Andy Gowan gave a verbal update on Modern Slavery:</p> <p>Modern Slavery covers the following – Labour Exploitation, Domestic Servitude, Sexual Exploitation and Criminal Exploitation. In 2013-14 there were 3 crimes in Nottinghamshire under Modern Slavery, and on 2017-18 there were 70. Reports of Modern Slavery crimes this year have doubled from last year.</p> <p>Of these recorded crimes, Labour Exploitation is the most prevalent at 40%, Sexual Exploitation is 29%, Domestic Servitude is the least prevalent and Criminal Exploitation is 6%, though it is felt that this category is under-recorded.</p> <p>Many victims are moved to other areas of the country or move themselves after claiming exploitation.</p> <p>There is a difficulty in differentiating between forced and voluntary Labour or Sexual Exploitation, often due to a fear of reprisal leading the victim to refuse to make a statement or incriminate other parties. In addition to this, many illegal residents are re-patriated once they are reported as victim to a crime and so often will not report at all.</p> <p>The current Modern Slavery team at Notts Police is made of 9 people.</p> <p>Claire Bearder asked if there were many cases of ‘home-grown’ Modern Slavery as opposed to foreign nationals; Andy advised that apart from a small number of cases involving travelling communities most do involve foreign nationals.</p> <p>Numbers for Sexual Exploitation crimes are higher in the City, whereas Labour Exploitation is higher in the County (i.e. illegal field work)</p> <p>The Chair stated that as the Care Act has specifically asked the Board to consider Modern Slavery, he had previously suggested a six-monthly update on this from the Police; the Board agreed that this should continue.</p>	<b>Andy Gowan</b>	<b>10.01.19</b>
	<b>Action: Police will continue to provide a six-monthly update on Modern Slavery to Board meetings.</b>		

7.	<b>IICSA Update – SMG Reports</b>		
	<p><i>The report for this was distributed prior to this meeting and so is not included in these minutes.</i></p> <p>There is a hearing regarding Operation Equinox in October 2018. This will be split, for 2 weeks in Nottingham and 2 weeks in London, in order that the victim's voices are heard appropriately. Select frontline Officers and staff have been asked for statements around this, and more are expected to be asked ongoing.</p>		
8.	<b>Countywide Governance Structures</b>		
8.1	<p>The Chair advised a mapping exercise is underway to record the purpose and relationships between the various boards that exist in Nottinghamshire and when this is completed it will be shared with board members</p> <p><b>Action: Strategic Team is to liaise Policy, Planning and Corporate Services and request that when completed, a copy of the mapping of current Boards and Groups is to be shared with the Board.</b></p> <p>It was queried whether Partners should provide similar information; the Chair appreciated the potential value of this information but felt the work underway is sufficient, and that this can be considered at a later date.</p>	Nick Thornley	11.10.18
9.	<b>Safeguarding Adults Awareness Surveys</b>		
	<p><b>Healthwatch Safeguarding Adults Survey Report</b></p> <p><i>Hester Kapur gave a PowerPoint presentation which was a truncated version of the report that was distributed prior to this meeting; hence it is not included in these minutes.</i></p> <p>The Chair thanked Hester for the work Healthwatch has undertaken to prepare this report, describing it as a really helpful piece of work.</p> <p><b>Findings &amp; Outcomes from Combined Survey Reports</b></p> <p><i>Paul Hughes read through the "findings and outcomes from combined survey reports" document which was distributed prior to this meeting; hence it is not included in these minutes.</i></p> <p>There was a noted difference in some key areas between the Healthwatch and NCC Surveys. Paul Hughes made the point that NCC's survey was undertaken online and in libraries, and has a higher likelihood of the person completing the survey either being or knowing a person who has care needs. Whereas the Healthwatch survey was undertaken in public, sometimes targeting seldom heard groups.</p> <p><u>Discussion on Recommendations from the Healthwatch Report</u></p> <p><i>Recommendation 3: "Raise awareness that safeguarding concerns should be reported directly to Social Care and how to do so, reassuring people that they report in confidence."</i></p>		



	<p>Claire Bearder noted that, having heard direct feedback from Service Users at the last Partnership Event in May, Service Users sometimes do not want to talk to Social Care; so she suggested that further work be done to ensure that the message is that people should tell <i>somebody</i> if it is not to be Social Care. Ruth Hyde agreed, but asked that the 'somebody' still be identified, as many Service Users or family members may not know enough to know who that might be without some guidance.</p> <p>Deborah Gray advised that earlier today she had attended the Leicestershire Safeguarding Adults Board and had sight of a draft 'introductory guide' leaflet to making referrals, which she showed at the meeting. This contained a simple flowchart that could be followed to identify next steps in making a concern known.</p> <p><b>9.1 Action: Deborah Gray will liaise with the Leicestershire Safeguarding Adults Board to get permission for their recently-drafted 'introductory guide' leaflet around making concerns known to be shared with the Board. This can then be considered as part of the board's procedure review.</b></p> <p><i>Recommendation 5: "Raise awareness amongst faith leaders of what constitutes adult abuse and how to raise a safeguarding concern."</i></p> <p>It was noted that the wording currently assumes that the faith leaders have no awareness or knowledge of Safeguarding. It was suggested that the language could be shifted (e.g. "The Board should assure itself that...")</p> <p>Rick Dickinson also suggested that it could be further altered to add leaders of charities and other voluntary organisations.</p> <p><i>Recommendation 6: "Increase awareness about Adult Safeguarding by putting accessible information in GP surgeries, libraries and leaflets through the post [...]"</i></p> <p>It was agreed that this should state "...GP surgeries, <u>hospitals</u>, libraries..."</p>	Deborah Gray; Stuart Sale	11.10.18
9.2	<p><b>Action: Stuart Sale to agree changes to recommendations 3, 5 and 6 with Healthwatch.</b></p>	Stuart Sale	11.10.18
10.	<b>Chair's Updates</b>		
	<p><u>Risk Register</u></p> <p>The Chair noted that this document has yet to be used since its creation and wanted to remind all Members that this document is to be used if any appropriate risk is identified.</p> <p><u>EMSAN</u></p> <p>The Chair spoke about citizens' voice through the EMSAN and that NSAB is keeping an eye on the recent and planned changes made by NCC Children's Services.</p> <p><u>MSP</u></p> <p>NSAB is volunteering to be part of the National MSP pilot and this requires a nomination for a SAR Champion – this is in process and volunteers/nominations are welcomed as this is due in by Monday 16.07.18.</p>		

10.1	<b>Action: Any Members interested in volunteering as a SAR Champion as part of the national MSP Pilot is to contact the Strategic Team by 16.07.2018</b>	All	16.07.18
11.	<b>Organisational Updates</b>		
	<p><u>Police</u></p> <p>A significant structural change is underway at Police. The chain of command will remain similar for the moment, with Kate Meynell taking over as Assistant Chief Constable soon. As more changes are made, Andy will ensure that the Board remains informed.</p> <p><u>Nottinghamshire Healthcare NHS Trust</u></p> <p>Chief Executive Ruth Hawkins has left post and the recruitment process is underway. The Chair is happy to meet with the successful candidate once they are in post.</p> <p><u>Doncaster and Bassetlaw Hospitals NHS Foundation Trust</u></p> <p>A CQC inspection has just been undertaken and there were no major concerns found for Safeguarding.</p> <p><u>Adult Social Care &amp; Health</u></p> <p>David Pearson is leaving his role as Corporate Director for Adult Social Care, Health and Public Protection, Nottinghamshire County Council in January 2019. Recruitment will begin accordingly.</p> <p><u>Nottinghamshire Fire and Rescue Service</u></p> <p>The Portfolio Holder for Safeguarding is due to change to Craig Parkin by the end of July.</p> <p><u>Mansfield &amp; Ashfield CCG</u></p> <p>Amanda Sullivan advised of a significant systems architecture change; she will provide more information once it is completed in October 2018.</p> <p><u>National Probation Service</u></p> <p>Some organisational changes are due in the future and will be shared with the Board when set.</p>		
12.	<b>AOB and Closing Remarks</b>		
	There were no further points raised. The Chair thanked everyone for their attendance and work.		

13.	<b>Future Meeting Dates</b>
	<p><u>NSAB Meetings:</u></p> <ul style="list-style-type: none"> <li>• 11<sup>th</sup> October 2018 2:00pm to 5:00pm Nottinghamshire Fire and Rescue Service HQ, Bestwood Lodge, Arnold, NG5 8PD</li> <li>• 10<sup>th</sup> January 2019 – NSAB Development Day 9:00am to 4:00pm (tbc) Rufford Mill, Ollerton, NG22 9DG</li> <li>• 11<sup>th</sup> April 2019 2:00pm to 5:00pm Nottinghamshire Fire and Rescue Service HQ, Bestwood Lodge, Arnold, NG5 8PD (tbc)</li> <li>• 11<sup>th</sup> July 2019 2:00pm to 5:00pm Nottinghamshire Fire and Rescue Service HQ, Bestwood Lodge, Arnold, NG5 8PD</li> </ul> <p><u>NSAB Partnership Events:</u></p> <ul style="list-style-type: none"> <li>• 20<sup>th</sup> November 2018 9:00am (for a 9:30am start) to 12:30pm The Talbot Suite, Rufford Mill, Ollerton, NG22 9DG</li> <li>• 21<sup>st</sup> May 2019 9:00am (for a 9:30am start) to 12:30pm The Talbot Suite, Rufford Mill, Ollerton, NG22 9DG (tbc)</li> <li>• 19<sup>th</sup> November 2019 9:00am (for a 9:30am start) to 12:30pm The Talbot Suite, Rufford Mill, Ollerton, NG22 9DG (tbc)</li> </ul>