

Working on behalf of NHS Newark and Sherwood CCG, NHS Mansfield and Ashfield CCG, NHS Rushcliffe CCG, Nottingham North and East CCG, NHS Nottingham West CCG, NHS Bassetlaw CCG

Safeguarding Committee

Held on Tuesday, 11th July 2017 1.00pm at Hawthorn House, Ransom wood Business Park, Mansfield

Present:

Nichola Bramhall	Director of Nursing and Quality, Nottingham North & East (NNE), Nottingham West (NW) and Rushcliffe (R) CCGs (Chair)
Rosa Waddingham	Deputy Chief Nurse, Mansfield & Ashfield (M&A) and Newark and Sherwood (N&S) CCGs
Val Simnett	Designated Nurse Safeguarding Children, M&A, N&S, NNE, NW and R CCGs
Jane Brady	Associate Designated Nurse, M&A, N&S, NNE, NW and R CCGs
Sue Barnitt	Head of Quality and Adult Safeguarding, M&A and N&S CCGs
Cathy Burke	Nurse Consultant Safeguarding, Bassetlaw CCG
Kathryn Higgins	Designated Nurse for Children in Care, Nottingham City CCG and Nottingham County CCGs
Pat Higham	Lay Member
Dr Jane Selwyn	GP Safeguarding Lead, Newark and Sherwood CCG
Dr Vicki Walker	Designated Doctor for Children in Care and named doctor for M&A and N&S CCGs
Dr Fiona Straw	Designated Doctor for Safeguarding Children, South Notts CCGs
Dr Nadya James	Designated Doctor, County and South Notts CCGs
In attendance:	
Liz Broomham	Quality Support Officer, M&A and N&S CCGs (minutes)

ADULT SAFEGUARDING AGENDA

WELCOME AND INTRODUCTIONS (SG/17/50)

The Chair welcomed members to the meeting.

APOLOGIES FOR ABSENCE (SG/17/51)

Apologies were received from Elaine Moss, Amy Taylor, Nicola Ryan, Dr Melanie Bracewell and Jean Gregory. The Chair declared the meeting quorate for this section.

DECLARATIONS OF INTEREST (SG/17/52)

All members confirmed that their declaration of interests were as detailed on the register. No additional interests were declared on any items on this agenda by the rest of the Committee members.

LOCAL/NATIONAL UPDATES (SG/17/53):

NOTTINGHAMSHIRE SAFEGUARDING ADULTS BOARD (NSAB)

Jean Gregory presented the Highlight Report from the Nottinghamshire Safeguarding Adults Board meeting held on 20 April 2017. She reported that there were no issues for escalation. The paper was noted for information.

REPORTS (SG/17/54):

DNACPR PRACTICE IN CARE HOMES – CONCERNS PAPER

Sue Barnitt presented a paper relating to an issue in a County care home where there was a delay in initiating Cardiopulmonary Resuscitation due to lack of staff knowledge of the patient's DNAR status. There was also a lack of clarity in relation to the process for DNACPR. This unfortunately resulted in a patient death.

The care home made some immediate practice changes as a result of this incident. All staff are now provided with an up to date DNACPR list and an 'at a glance' list is kept on white boards within the home, however the original situation is common in most care homes and wider sharing of the learning from this incident would be beneficial.

Pat Higham reported that it has been publicised that there are poor standards of staff training in Care Home's. It was noted that Optimum Health oversees the training needs analysis.

The committee were advised that since the completion of the paper, the CCG have been alerted to a further 3 separate incidents of a similar nature. A working group has been developed to address the increasing concern. The CCG Quality Teams are currently scoping if this is a wider issue and mapping forums where this issue can be addressed. It was agreed that this should then be escalated to the Quality & Risk Committee for discussion.

- **ACTION:** SBar/ DN to scope if this is a wider issue and map forum's where this issue can be addressed. This should also be escalated to the Quality & Risk Committee

IRIS PROJECT UPDATE – DOMESTIC ABUSE REFERRAL SERVICE (SG/17/55):

Sue Barnitt presented the IRIS Project update report submitted by Jessica Whittle, Acute Commissioning Manager for Mid-Notts CCG's. It was noted that Mid-Notts CCG's previously completed a review of the IRIS service. Following recommendations from the CCG Committee Meetings, it was agreed to decommission the existing IRIS service and pursue bringing the training in-house. It was identified that there was still a need for a domestic abuse service, therefore the CCG commissioned a new Domestic Abuse Referral Service (DARS).

The DARS service will provide a dedicated referral pathway to GP Practices for support and advocacy to female patients in the practices across the Mansfield and Ashfield and Newark and Sherwood CCG localities.

It was noted that the Domestic Violence and Abuse training element of this service is unknown at this point, therefore further communication will be circulated to GP practices in due course to negotiate how this can be funded. It was agreed that this should also be communicated in the Primary Care bulletin.

- **ACTION:** Communication in relation to DARS to be included in the Primary Care bulletin for GP's

Cathy Burke reported that Bassetlaw do not have a specialist community Domestic Violence Service as this is commissioned by Public Health. They have promoted the routine enquiry model across practices and been provided with a tool to assess this against and no gaps have currently been identified.

- **ACTION:** Cathy Burke agreed to share the routine enquiry model tool with Committee members

It was noted that the Domestic Violence guidance issued from the Department of Health has been benchmarked against and no gaps have been identified, although it was agreed that this should be monitored by the Safeguarding Operational Working Group going forwards.

It was noted that options will now also be considered for South Nottinghamshire and Bassetlaw.

JOINT SAFEGUARDING AGENDA

WELCOME AND INTRODUCTIONS (SG/17/57)

Dr Vicki Walker, Dr Nadya James and Dr Fiona Straw joined the meeting. The Chair declared the meeting quorate for this section.

DECLARATIONS OF INTEREST (SG/17/58)

No declarations of interest were made in relation to the agenda.

MINUTES OF THE SAFEGUARDING COMMITTEE HELD ON 25 APRIL 2017 (SG/17/59)

The minutes of the meeting held on 25 April were agreed as an accurate summary of the discussions held subject to some minor amendments suggested.

MATTERS ARISING: ACTION LOG (SG/17/60)

(SG/17/27) 360 Assurance Internal Audit – Safeguarding Adults follow-up LB to send confirmation to the chair of the Committee that changes to the website have been made. It was agreed that the Safeguarding Operational Working Group are to complete a final review and a sign-off paper is to be submitted to the Safeguarding Committee in October.

- **ACTION:** The Safeguarding Operational Working Group is to complete a final review of the Safeguarding Adults action plan and a sign-off paper is to be submitted to the Safeguarding Committee in October.

(SG/17/28) Springwater Lodge update SBar/ JG to complete an overview of lessons learned following on from the session set up for Care Home Managers/ owners. SBar/ JG are due to meet at the end of August to discuss.

(SG/17/46) OOA and OLAC EM/ KH/ NB/ SS to meet to discuss the admin function to support both the Designated Nurse for CIC and the Designated Safeguarding Leads.

Kathryn Higgins to submit a proposal for recruitment of a Band 3 member of staff to the Exec Team. Update on admin support to be provided at the Safeguarding Committee in October.

- **ACTION:** Kathryn Higgins to provide an update on admin support for her and the Designated Safeguarding Leads at the Safeguarding Committee in October.

It was noted that all other actions were complete.

MINUTES OF THE CCG SAFEGUARDING OPERATIONAL WORKING GROUP MEETINGS HELD ON 4 APRIL AND 23 MAY (SG/17/61)

The minutes of the meetings held on 4 April and 23 May were noted for information.

ASSURANCE: RISK REGISTER (SG/16/62)

Committee members reviewed the Risk Register. It was agreed that the Safeguarding Operational Working Group would complete further work to ensure leads and timescales were identified for all risks/ mitigating actions and submit to the Committee for approval at the next meeting.

- **ACTION:** The Safeguarding Operational Working Group are to ensure that leads and timescales are identified for all risks/ mitigating actions for approval at the next Safeguarding Committee.

It was agreed that the Safeguarding Operational Working Group will consider at their next meeting whether or not a risk needs to be added in relation to the staffing issues in the Multi-Agency Safeguarding Hub (MASH). Whilst this has not impacted on the performance of the MASH the fact that CCG staff have had to provide cover may have adversely impacted their ability to undertake other duties. The Safeguarding Operational Working Group are to update the Risk Register accordingly.

A new risk in relation to the Sexual Abuse Referral Service (SARC) was proposed, however during the meeting feedback was provided from a meeting held earlier in the day where NHSE had agreed a revised operating model and funding with NUH for the service from 15 July 2017 until 31 March 2018, as an interim until the new regional service is commissioned by NHSE (due to commence on 1 April 2018). Given the previous unsuccessful procurement it was agreed that this risk would remain but would be reworded.

- **ACTION:** Val Simnett is to reword the new risk as agreed at the Committee

LOCAL UPDATES (SG/17/63)

LeDeR PROGRAMME UPDATE

Sue Barnitt provided an update in relation to the nomination of CCG local area contacts (Adult Safeguarding Leads) and planned training for reviewers. Committee members raised concerns in relation to the potential lack of capacity within CCGs to deliver this additional work given no additional resources. Sue Barnitt agreed to raise these concerns at the next Steering Group meeting.

- **ACTION:** Sue Barnitt agreed to raise concerns in relation to the potential lack of capacity within CCG's to deliver additional work at the next LeDeR Steering Group meeting.

It was also agreed that the steering group should consider the potential impact on providers who may be required to input and how information about this programme is communicated.

NHS ENGLAND SAFEGUARDING ASSURANCE TOOL – RISKS AND BENEFITS SUMMARY

Val Simnett provided feedback on early experience of using this tool. It was noted that whilst potential benefits could be seen, there was agreement that this replicates other assurance processes. Concerns were also raised regarding how time consuming the use of this tool is. It was agreed that the Safeguarding Operational Working Group would write up an evaluation so that this could be fed back to NHSE during the pilot to influence future use and development.

- **ACTION:** The Safeguarding Operational Working Group to draft an evaluation of the Safeguarding Assurance Tool to be fed back to NHSE to influence future use and development. This response should be submitted to the next Safeguarding Committee for sign off and approval.

IICSA EQUINOX BRIEFING

Rosa Waddingham provided an update on the local aspect of the Operation Equinox National inquiry. She reported that a number of listening events had been held to support the Truth Project. These were attended by survivors who were met by leads from health.

It was noted that the information leaflet developed for survivors has received positive feedback.

SAFEGUARDING TRAINING NEEDS ANALYSIS (SG/17/64):

Sue Barnitt presented that Safeguarding Training needs analysis. It was noted that this had been updated to reflect the latest Nottinghamshire Safeguarding Adults Board (NSAB) competency framework.

It was reported that a recent review of all ESR individual CCG staff compliance with safeguarding adults training highlighted that:

- A number of roles have training requirements incorrectly assigned. This includes both staff that require higher level training than currently indicated and staff that have completed training to a higher level than required for their role.
- There is inconsistency in assigned training requirements for identical and similar roles.
- A number of CCG staff are showing as having not completed any safeguarding adults training.

It was also noted that there is discrepancy in ESR reporting as some staff report having completed training that is not recorded on the system.

It was agreed that the Safeguarding Operational Working Group will prepare a template for a regular report on both adults' and children's safeguarding training compliance Countywide for the Committee to receive quarterly. This should include Bassetlaw data.

- **ACTION:** The Safeguarding Operational Working Group are to prepare a template for adult and children's safeguarding training compliance for the Safeguarding Committee to receive quarterly

It was discussed and agreed that Governing Body intake to complete Safeguarding training needs to be promoted. It was suggested that a Governing Body Development Session could be scheduled for Safeguarding training to take place.

- **ACTION:** Sue Barnitt to discuss the options of a Governing Body Development Session for Safeguarding training to take place with the Corporate Governance Team

MASH (MULTI-AGENCY SAFEGUARDING HUB) TEAM (SG/17/65)

OPTIONS APPRAISAL UPDATE

Jane Brady provided an update on the MASH Team options appraisal. It had been agreed that a contract variation should take place with providers instead of re-procurement. It was

noted that although a meeting with providers to discuss this had not taken place, Jane has been in discussions with Neil Moore, Associate Director of Commercial Development and is awaiting approval of the service specification which will be shared with providers.

It was reported that another member of the MASH Team is due to leave in early August, this will therefore cause further gaps in staffing.

ACCESS TO HEALTH RECORDS OPTIONS APPRAISAL

Jane Brady presented a paper to the Committee in response to a request from the Nottinghamshire Safeguarding Adults Board for MASH health staff to have access to patients' GP records. It was noted that the MASH receives safeguarding referrals from professionals as well as from the public and family members. Where concerns meet the threshold for Children's or Adult Social Care involvement a request is made for health to share adequate, relevant and not excessive identifiable health information.

Over recent months representatives from Local Authority Social Care and Nottinghamshire Safeguarding Adults Board have questioned the inequity in terms of access to children's and adult records. The CCG have been requested to consider the possibility of the health team accessing adult records.

Two options were identified in relation to access to adult health records. These were:

1. Full access to SystmOne records for adults
2. Continue with current system of contacting GP's / health providers

Option 2 was identified as the preferred option by the Safeguarding Operation Working Group. Justification for this recommendation was that there are often complex issues regarding capacity and consent. It was identified that the best source of information regarding adult health information is from the professionals who are working directly with the patient and know them best.

Following consideration and discussion, it was agreed by Committee members that the current process of contacting GPs for information should continue as this had not presented any issues to date and resolved issues in relation to proportionality of access. It was however agreed that further work should be done to support GP's in understanding consent requirements and making it easy for them to document discussions.

- **ACTION:** Nichola Bramhall agreed to submit feedback of the decision made by the Committee to continue with the current system of contacting GP's/ health providers for adult health records, to Alan Breeton.
- **ACTION:** Sue Barnitt/ Jane Brady/ Jean Gregory agreed to create a template/ checklist for MASH enquiries to support GP's in documenting decisions.

SAFEGUARDING SUPERVISION STRATEGY AND GUIDANCE (SG/17/66)

Committee members reviewed the Safeguarding Supervision Strategy and Guidance. It was noted that this had been developed for adoption Countywide. It was agreed that the Safeguarding Operational Working Group would consider how this should be shared with providers and included in quality schedules in future.

After discussion the Committee felt that given financial pressures in provider organisations, it is important that we seek assurance that supervision is not being adversely impacted.

The Committee agreed that the strategy and guidance should be circulated for use.

REVIEW OF IAPT RE SEXUAL VIOLENCE/ HISTORICAL ABUSE (SG/17/67)

Rosa Waddingham presented the report in relation to the review of provision of therapeutic support/therapy to Sexual Violence and Historic Sexual Abuse Survivors in Nottinghamshire.

It was noted that in response to concerns raised by the Equinox Senior Management Group about the CCGs' decision not to commission bespoke IAPT services for this cohort, a review of current provision and how Individual Funding Requests/ potential future Personal Health Budgets can be used to meet the needs of those individuals for whom core commissioned services are not effective has been undertaken. Consideration has also been given to the wishes of survivors and experiences from elsewhere.

It was agreed that the CCGs will ensure that the route for requesting IFR/special cases approval for cases that cannot be met within current commissioned services is shared. It was agreed that this should be communicated within GP newsletters and bulletins.

- **ACTION:** Rosa Waddingham/ Cathy Burke to ensure that information on IFR/ special cases for cases that cannot be met within current commissioned services is included on GP newsletter/ bulletins

In conclusion it was noted that the CCGs have upheld the decision not to commission bespoke services but will undertake further work (with Public Health Commissioners) to monitor the quality of providers and will ensure that patients and clinicians are aware of the services available and how to request bespoke services if required.

CHILDRENS SAFEGUARDING AND LOOKED AFTER CHILDREN AGENDA

The Chair declared the meeting quorate for this section.

360 ASSURANCE SAFEGUARDING CHILDREN S11 ACTION PLAN (SG/17/70)

Progress against the action plan was provided showing actions complete or on track. The Chair agreed to enquire as to when the re-visit will take place.

- **ACTION:** The Chair agreed to enquire as to when the 360 Assurance Safeguarding Children re-visit will take place

NAMED DOCTOR OPTIONS APPRAISAL UPDATE (SG/17/71)

Val Simnett reported that the favoured option chosen by the Committee in January to transfer this function from named doctors in the acute trusts to a named professional working across the CCGs with support from Named GPs, was still the proposed way forward but that the timescale for implementation has been deferred to April 2018 to align with changes to SARC provision.

This will enable recruitment and to enable negotiation of termination of contracts and withdrawal of funding to take place.

It was agreed that an update on this should be provided at the Safeguarding Committee in January.

- **ACTION:** Val Simnett to provide an update on the named Doctor options appraisal at the Safeguarding Committee in January.

LOCAL UPDATES (SG/17/72)

NSCB HIGHLIGHT REPORT

The group reviewed the highlight report from the Nottinghamshire Safeguarding Children's Board held on 7 June 2017. The paper was noted for information.

YOUTH OFFENDING TEAM PUBLIC PROTECTION INSPECTION FEEDBACK

It was noted that although the formal report is awaited, informal feedback given from the Youth Offending Team public protection inspection was very positive with only a couple of areas for improvement. The areas for improvement were noted to be:

- scope for further development in terms of understanding of social media and its role in offending and monitoring risk
- The Management Board should do more in terms of fully understanding the complexity work of practitioners and be more engaging of the Youth Offending Team workforce.

LOOKED AFTER CHILDREN/ CHILDREN IN CARE ANNUAL REPORT (SG/17/73)

Kathryn Higgins presented the Looked After Children/ Children in Care Annual Report.

The Committee noted the comprehensive report received providing good assurance in relation to progress in this area. It was agreed that, following minor amendments to formatting, the report should be presented in full to Governing Bodies.

- **ACTION:** Kathryn Higgins to make minor amendments to the formatting of the Annual Report. This should then be presented to all Governing Bodies.

CONSIDERATION OF RISKS IN LIGHT OF AGENDA ITEMS (SG/17/75)

It was agreed that the risk in relation to the Sexual Abuse Referral Service (SARC) should be added to the risk register.

AGREEMENT OF KEY MESSAGES FOR FEEDBACK TO GOVERNING BODIES (SG/17/76)

- Concerns regarding the Learning Disability Mortality Review (LeDeR) programme additional activity
- SAT Tool formal response to NHSE
- IICSA/ Equinox Report
- Named Doctor Options Appraisal
- Access to Adult Health Records favoured option
- Approved Safeguarding Supervision Guidance and Strategy

The next meeting will be held on Tuesday 10 October 2017 1pm, Meeting Room 1, Hawthorn House.