

Date:	29 th January 2014
Present:	<p>Wendy Fabbro (Chair), People Group, Warwickshire County Council Stephen James, Development Manager, Warwickshire Safeguarding Adults Board Jenny Butlin-Moran, Safeguarding, Warwickshire County Council Cllr Jose Compton, Portfolio Holder for Adults Edward Williams, Adult Social Care and Support, Warwickshire County Council Tracy Redgate, Coventry and Rugby Clinical Commissioning Group Rachel Faulkner, Learning and Organisational Development, Warwickshire County Council Andy Cox, West Midlands Ambulance Service Kathy Wagstaff, South Warwickshire NHS Foundation Trust Andy Wade, Warwickshire Probation Trust Mark Ryder, Localities and Community Safety, Warwickshire County Council Jenny Wood, Adult Social Care and Support, Warwickshire County Council Sue Ross, Interim Head of Service for Safeguarding, Warwickshire County Council Nick Cadd, Housing and Communities Manager, Stratford District Council Richard Long, Warwickshire Police Mary McGorry, Adult Social Care and Support, Warwickshire County Council Rob Wilkes, Service Manager Care, Accommodation & Quality, Warwickshire County Council Amanda Burn, Commissioning Manager, Warwickshire County Council Tracey Wrench, Coventry & Warwickshire Partnership Trust Alison Hallworth, Law and Governance, Warwickshire County Council Kate Barker – South Warwickshire CCG David Skidmore – Safeguarding Adults, Warwickshire County Council (observing) Krishna Shindroja, Warwickshire County Council (minute taker)</p>

		Action
1.	Apologies & Welcome	
	<p>Apologies for absence were received from Alison Walshe (South Warwickshire Clinical Commissioning Group), John Linnane (Public Health, Warwickshire County Council), Penny Greenaway (Coventry and Warwickshire Partnership Trust), Chris Lewington (Warwickshire County Council), Jacqueline Barnes (Coventry and Rugby Clinical Commissioning Group), Elizabeth Phillips (Age UK), Bill Hunt (Warwick District Council), Claire Bonniger (University Hospitals Coventry & Warwickshire), Steve Shanahan (Rugby Borough Council), Dawn Wardell (George Eliot Hospital).</p> <p>Welcomes and introductions were made.</p>	
2.	Chair's Announcements	
	<p>i) Wendy reported that she would like to draw attention to the email from Steve James regarding guidelines attached to the Care Bill. Steve recommended the website in the link below for all updates. http://www.careandhealthlaw.com/</p> <p>ii) It was suggested that consideration be given to holding a workshop as soon as The Care Bill has been agreed, and the supporting guidance is published.</p>	

3.	Minutes of Previous Meeting, 9th October 2013	
	The Minutes from the previous meeting were agreed as a true record.	
4.	Matters Arising	
	<p>Page 3 - Francis Report Clarification required regarding the trainer being part time. Tracy Redgate to follow up with Jacqueline Barnes.</p> <p>Page 4 - Multi-Agency Vulnerable Tenants and Housing Protocol It was reported that the protocol will be amended to reflect that referrals will be made to the Police where appropriate. The next step will be to discuss and agree the training requirements.</p> <p>Page 4 - Health Transfer of DoLs to the Local Authority Tracey Redgate to follow up the figures in relation to hospital cases with Jo-Ann Brennan.</p> <p>Page 5 - Health Transfer of DoLs to the Local Authority Steve James reported that the evidence had been collected for the House of Lords Select Committee on MCA/DoLS, and a report with recommendations is expected in February/March 2014.</p> <p>Page 5 – PREVENT Strategy Mark reported that contact had been made with the health sub committee.</p> <p>Rachel Faulkner reported that the Workforce Development Sub Group are working with the Police regarding training, and an e-learning event will be taking place in February.</p>	<p>TR</p> <p>NC</p> <p>TR</p>
5.	Winterbourne View – Stocktake report and progress – Chris Lewington	
	<p>The report was noted by the Board and further progress updates will be received.</p> <p>Wendy Fabbro reported that comments had been received after the Health and Wellbeing Board workshop on Winterbourne View, and the presentation on Melvin's story had been very powerful.</p> <p>The Board were encouraged to seek further updates, and it was agreed that this should come back to the next meeting for more detail to be shared.</p> <p>The report was agreed by the Board.</p>	<p>CL</p>
6.	SCR – Review & Closure – Wendy Fabbro	
	<p>Wendy reported that it was pleasing to see the completed actions on the action plan.</p> <p>Nick Cadd confirmed that the protocol that came out of the SCR was accepted by the board. Discussions are ongoing regarding training. Mark Ryder reported that the Communications Sub Committee has drafted a very early version of a communications strategy. Rachel Faulkner reported that this would be discussed at the next Sub Committee meeting. Any particular approach favoured by the Board would be useful to inform that conversation.</p> <p>It was agreed that Steve James, Mark Ryder, Rachel Faulkner and Nick Cadd would meet and formally bring back recommendations to the next Board meeting. It was agreed that Nick Cadd would draft costings and models prior to</p>	<p>RF/NC</p>

	<p>the meeting.</p> <p>The Board formally signed off the report and it was accepted.</p> <p>It was agreed that Jenny Wood's statement used in the BBC 'Inside Out' programme would form the basis for a fuller media statement.</p> <p>Action: Jenny to send the original statement to the Board for comments, and then redraft prior to publishing on WSAB website.</p>	JW
7.	WSAB Independent Chair – Stephen James	
	<p>Richard Long presented the report from Stephen James, and reported that following consultation from Jim Graham, the consensus of the Board was that the recruitment of an independent chair was favoured .</p> <p>Options discussed ;</p> <p>Option one – reciprocal arrangement with Coventry Safeguarding Adults Board Option two – appointment of independent self- employed chair Option three – reciprocal arrangements with other local authority SAB</p> <p>The options were explored in a discussion by Board members.</p> <p>Sue Ross reported that she is an independent chair who chairs an adults and children's board, and that there are some arrangements around the country where there is an independent chair for both children's and adults.</p> <p>Jenny Wood asked the board to acknowledge the work Wendy and Brian have done, and commitment shown in putting themselves forward.</p> <p>The Board unanimously agreed that –</p> <ul style="list-style-type: none"> - an independent chair should be sought. - further thought and discussion should be given to the same independent chair for both children's and adults safeguarding boards. <p>Steve James commented that decision making needs to now take place regarding the recruitment and selection process to be adopted.</p> <p>Volunteers were sought for a panel of board members to support the recruitment process – Wendy Fabbro, Richard Long, Tracey Wrench and Stephen James.</p> <p>Action: Wendy Fabbro to progress recruitment</p> <p>Action: All to forward any comments on the job description to Wendy Fabbro.</p>	<p>WF</p> <p>ALL</p>
8.	Funding of WSAB – Jenny Butlin-Moran	
	<p>Jenny Butlin-Moran presented an update on WSAB funding arrangements. Jenny reported that at the last meeting we had commitment from the District Councils and Probation Service. Funding covers staffing costs, training and the independent chair. Steve James will manage the budget and report to the Performance, Monitoring and Evaluation Sub Committee.</p> <p>Andy Wade confirmed that this is no more than a verbal commitment from the Probation Service at the moment.</p> <p>It was agreed that it would be useful to see the split for the health commitments.</p>	

	<p>Action: Health sub group to urgently propose formula regarding how they allocate responsibility.</p> <p>Action: Jenny Butlin-Moran to circulate the planned expenditure virtually.</p> <p>Nick Cadd suggested that an early start on the year 3 commitment might be useful.</p>	<p>AW/JB</p> <p>JBM</p>
9.	West Midlands Adult Safeguarding Network – Mary McGorry	
	<p>It was noted that this report had not prompted any comments.</p> <p>The Network is being led by ADASS chair Stephen Chandler and Peter Fahy.</p> <p>It was noted that the position of this paper was to invite comments on the West Midlands Procedures.</p> <p>Tracey Wrench circulated a paper from Penny Greenaway</p> <p>Mary McGorry presented her report.</p> <p>Kathy Wagstaff reported that the figure in the table for Warwick on page 3 is incorrect.</p> <p>Wendy Fabbro reported that new regulations in The Care Bill will ‘cause enquiries to be made’. The term ‘investigation’ is currently used.</p> <p>It was agreed that a small task and finish group would meet quickly to find agreement where we are as Warwickshire, and take to the regional group which Stephen Chandler chairs and through Edward Williams to the officers group. The group would be Tracey Redgate/ Penny Greenaway, Mary McGorry, Edward Williams. Once questions and concerns had been gathered legal advice would then be sought.</p> <p>It agreed that this item would come back to the next meeting. If progress is made in the meantime it should come back to Wendy virtually.</p>	<p>MM</p>
10.	Case Discussion – Issues of primacy during investigations – Richard Long	
	<p>Richard Long reported that Police and adult social care had undertaken an investigation on a home care private business. Some background was given to the case. Richard Long reported that good work was carried out locally by managing the risk. The case was presented to the Crown Prosecution Service. The CPS decision was that the Care Quality Commission should lead on it.</p> <p>Richard Long reported that there is an outstanding issue between the CPS, CQC and Police. There is not any national guidance regarding the CPS and CQC.</p> <p>It was agreed that Wendy would write to the Department of Health, and the Minister from the Board, with a summary from Richard Long.</p>	<p>WF/RL</p>
11.	Integrated Quality Assurance Framework (IQAF) update on progress and implementation – Rob Wilkes	

	<p>Rob Wilkes and Amanda Burn presented the urgent actions, governance and identified themes in the report.</p> <p>The report was agreed by the Board, and it was also agreed that an update would come to the Board regularly every 6 months as part of a performance report.</p>	RW/AB
12.	Probation Service reconfiguration – Andy Wade	
	<p>Andy Wade advised that the Probation service will be split from the 1 April 2014. The Community Rehabilitation Companies are going to be outsourced to private companies from 2014. There is confirmation that both organisations will take part in both children’s and adult’s safeguarding boards, and community safety partnerships.</p> <p>The National Probation Service will deal with high risk of harm, MAPPA cases and public interest decisions. Locally, Warwickshire and Worcestershire maybe one area or Warwickshire, Coventry and Solihull, this has not been confirmed. Andy Wade reported that he would manage the service locally.</p> <p>The Community Rehabilitation Companies will hold all other cases and will also locally cover Warwickshire and West Mercia. The CRC manager is Donald McGovern.</p> <p>Andy Wade reported that the rehabilitation company will be outsourced and an event is taking place on the 6th March for bidders. Mark Ryder is completing some pre-work for the Police and Crime Commissioner Office regarding bidders. Stephen James has also submitted information to this process.</p> <p>WSAB to consider representation from CRC</p>	
13.	Recovery Partnership – Mark Ryder	
	<p>Mark Ryder provided an update and reported that there was a general lack of transparency on what was going on within the service.</p> <p>Mark Ryder to share further information virtually, as it becomes available.</p>	MR
14.	Serious Untoward Incidents – Tracey Redgate	
	<p>Tracey presented the SUIs.</p> <p>It was noted that it would be useful to have some data in the report to give context and meaning.</p> <p>It was noted that Alison Walshe is part time at the moment and Kate Barker is covering for Alison.</p> <p>It was reported that a decision from CQC regarding multiple amount of SUIs is an issue.</p> <p>Examples of SUI’s that were defined as safeguarding concerns would have been helpful.</p> <p>Tracey reported that her organisation works safeguarding arrangements robustly.</p> <p>It was noted that the Board was only seeking assurance on how definitions were being made relating to SUI’s and safeguarding.</p> <p>The Performance Sub Group was asked to look at policies that govern a SUI into a safeguarding issue.</p>	

15.	Draft Prevention Strategy – Mark Ryder	
	<p>Mark Ryder presented his report.</p> <p>The report was discussed and it was agreed that Sue Ross would lead a small group including Jenny Wood, Hugh Disley and Elizabeth Phillips, to work on the strategy. Comments would then be collected from the Board and the report will be brought back to a future meeting.</p>	SR
16.	Multi Agency Safeguarding Hub – Jenny Butlin-Moran/ Sue Ross	
	<p>Jenny Butlin-Moran explained that a report has been presented to the Warwickshire Safeguarding Children’s Board regarding the MASH event. Key members, Richard Long, Wendy Fabbro, Jacqueline Barnes and Helen Hipkiss, were going to meet to consider the MASH event and report back to the WSCB. Nick Cadd asked that the District and Borough Councils be included in the discussions. Proposals will be brought to the Adults Board to comment on.</p> <p>Steve James commented that the Home Office are about to release information regarding the national picture, which will be published by April/May 2014.</p>	JBM
17.	Redesign of Adult Social Care and Support Services – Jenny Wood	
	<p>Jenny Wood reported that the Adult Social Care and Support Business Unit are going through a redesign process. Jenny provided a brief background.</p> <p>Mary McGorry brought the evaluation report to show the work that has been done to date and to show outcomes. The paper outlines the evaluation of the model in place. The volume of referrals that are managed by the team have been looked at, and the 6 month evaluation conclusion shows that there is good practice evidenced, and it is working well.</p> <p>It was noted that Warwickshire are one of the few Local Authorities to have been recording satisfaction results, and the team are contributing to a pilot with the Department of Health.</p>	
18.	Sub Group Reports	
	<p><u>Health – Tracey Redgate</u> It was noted that Tracey Redgate would be chairing the sub group in Alison's absence. The next meeting will be taking place in February.</p> <p><u>District/Borough Councils – Nick Cadd</u> It was noted that there was nothing further to report, as the group had not met since the last Board meeting.</p> <p><u>Performance, Monitoring and Evaluation- Jenny Butlin-Moran</u> Jenny Butlin-Moran had circulated a copy of the workplan with the agenda which gives an overall summary.</p> <p>The majority of audits have been received for the Section 11 audit. Steve James will collect and look at those that might need further actions. A summary report will be brought back to the next Board meeting.</p> <p><u>Strategy, Communications and Information – Mark Ryder</u> Mark Ryder reported that work is being carried out on the harm reduction hubs and how they might work in Warwickshire. The prevention strategy will also be worked on through the sub group.</p> <p><u>Systems, Procedures and Guidelines – Mary McGorry</u></p>	SJ/JBM

	<p>Mary reported that the sub group meet as and when they need to.</p> <p><u>Workforce Development- Rachel Faulkner</u> Rachel reported the learning and development strategy would come to the next Board meeting. The resources across all agencies are being reviewed.</p>	RF
19.	Agency Updates	
	<p>Mark Ryder reported that this would be his last meeting as he is moving to be the Head of Economic Growth. Community Safety will make sure that a representative will attend.</p> <p>Ambulance service reported that the safeguarding team there are changing, and they will try to have a representative at each meeting.</p>	
20.	Forward Programme	
	The Forward Programme was agreed, including the items agreed at this meeting.	
21.	AOB	
	None reported.	
22.	Dates of Future Meetings	
	30 th April, 2pm in conference rooms 4 and 5, Saltisford Office Park.	