



Date:	30 th July 2014
Present:	<p>Mike Taylor, Independent Chair, Warwickshire Safeguarding Adults Board Stephen James, Development Manager, Warwickshire Safeguarding Adults Board Wendy Fabbro, People Group, Warwickshire County Council Rachel Faulkner, Learning & Development, Warwickshire County Council Helen Hipkiss, NHS England Cllr Jose Compton, Portfolio Holder for Adults, Warwickshire County Council Jenny Butlin-Moran, Safeguarding Service Manager, Warwickshire County Council Carol Schubert, Acting Inspection Manager, Care Quality Commission Penny Greenaway, Coventry & Warwickshire Partnership Trust Rob Wilkes, Service Manager Care, Accommodation & Quality, Warwickshire County Council Tracey Redgate, Coventry and Rugby Clinical Commissioning Group Richard Long, Warwickshire Police Kathy Wagstaff, South Warwickshire NHS Foundation Trust Alison Walshe, South Warwickshire Clinical Commissioning Group Jo Brennan Alison Hallworth, Law and Governance, Warwickshire County Council Donald McGovan, Community Rehabilitation Company Nick Cadd, Housing and Communities Manager, Stratford District Council Jenny Wood, Head of Service Social Care and Support, Warwickshire County Council Phil Evans, Head of Service for Communities, Warwickshire County Council Andrew Proctor, West Midlands Ambulance Service Will Tanser, West Midlands Ambulance Service Jill Forrest, Safeguarding Service Manager, Warwickshire County Council Sarah Morgan, Minute taker, Warwickshire County Council</p>
Apologies for absence:	<p>Margaret Greer, University Hospital Coventry & Warwickshire Jacqueline Barnes, Coventry and Rugby Clinical Commissioning Group Edward Williams, Adult Social Care and Support, Warwickshire County Council Sue Ross, Interim Head of Service for Safeguarding, Warwickshire County Council Bill Hunt, Warwick District Council Chris Lewington, Strategic Commissioning, Warwickshire County Council Claire Bonniger, University Hospitals Coventry & Warwickshire John Linnane, Public Health Kelly Starkey, West Midlands Ambulance Service Sally Wilson, George Eliot Hospital Andy Wade, National Probation Service</p>

		Action
1.	Welcome and Introductions	
	Mike Taylor introduced himself to The Board as the new Independent Chair	
2.	Chair's Announcements	
	i) Mike Taylor noted that he had invited all the Chairs of the Sub-committees to meet with him, and this was progressing well. He will be looking at the future profiles of the sub-committees	
	ii) Mike has recently attended the West Midlands Adult Safeguarding	

	Board Chairs Group, and will be attending the national group meetings.	
3.	Minutes of Previous Meeting, 30/04/14 & Matters Arising	
	<p>The Minutes from the previous meeting were agreed as an accurate record.</p> <p>Matters Arising Page 2 <u>Making Safeguarding Personal</u> Edward Williams provided feedback responses to Stephen James. Stephen has now registered WSAB for this initiative and nominated 4 people. The first meeting is in Birmingham on 8th September.</p> <p><u>Draft Prevention Strategy</u> An update paper from Sue Ross was circulated with the agenda. Sue to update on progress at the October meeting.</p> <p>Page 4 – DoLs Judgement The DoLs leaflet has been completed by Stephen James and circulated by Rob Wilkes. Jenny Wood noted that there are two aspects to the DoLs outcomes work 1. Work in the Council 2. Multi agency work</p> <p>Page 5 – Special Cases Jenny Wood reported that protocols from other Local Authorities have been looked at, in particular Birmingham's. Chair to talk to Jenny.</p>	<p>SR</p> <p>MT/JW</p>
4.	The Care Act 2014 - WSAB consultation response – Mike Taylor/Stephen James	
	<p>As part of the requirement under The Care Act, Mike Taylor & Stephen James have prepared a response for the Board's consideration.</p> <p>It was discussed as to the lack of clarity around who should be a Core SAB Member under the guidelines. All 3 CCG's acknowledged they would want to be represented as did NHS England, West Midlands Ambulance Service and Coventry & Warwickshire Partnership Trust</p> <p>Alison Walshe expressed that it needed to be clear about if representatives needed to attend sub-committees, or the full Board. Mike acknowledged this should be reflected in the guidance.</p> <p>Mike asked the Board to approve the wording around the use of Advocates. Jenny Wood expressed concern that WCC may not have the capacity for the increased use of advocates, Rob Wilkes informed that this had been looked at and WCC would have capacity to increase.</p> <p>The next steps would be for the response to come back to the WSAB for sign off, then it will go formally to the Department of Health and to the Health & Wellbeing Board</p>	<p>MT/SJ</p>
5.	CQC DoLS Report 2012-13 - Carol Schubert	
	<p>Carol ran through the Care Quality Commission's annual report on Deprivation of Liberty Safeguards, with a Power point presentation which had been circulated with the agenda.</p> <p>The main findings for Local Authorities to promote were highlighted:</p> <ul style="list-style-type: none"> • Awareness • Confidence 	

	<ul style="list-style-type: none"> • Involvement of the person concerned • Appropriate and safe use • Accurate notification • Learning from all of the above <p>It was agreed that clarification was needed on how to report to the supervisory body if a care home/hospital fails to do so themselves</p> <p>Carol reported that they do use advocates and that 3rd parties can be contacted to see if they have concerns Clarification on age range: DoLS applies to 18+ where as MCA (Mental Capacity Act) is 16+</p> <p>Helen Hipkiss reported that NHS England have signposted some funding for training. It will be allocated on a bid process beginning in September. Rachel Faulkner & Jenny Wood asked for further information on the bidding and if the training complied with the multi agency approach to DoLS.</p> <p>Carol informed the Board that the CQC website had been updated with the outcomes and information and that information leaflets had been sent out</p>	HH
6.	DoLS/MCA Report – Alison Hallworth/Jo-Ann Brennan	
	<p>Alison (Legal) ran through the report which provided information about the "Cheshire West" case and its implications, and the actions of WCC as supervisory body for DoLS and as a commissioner of care. Recommendations for the Board to consider were:</p> <ol style="list-style-type: none"> 1. To note the Cheshire west case and its implications 2. To endorse the approach taken to date 3. To discuss whether any further actions are necessary at this stage, bearing in mind any resource implications <p>Jo-Ann Brennan reported that operationally since the March judgement and subsequent ADASS agreement guidelines, there had been a review of last year's cases and 1 was being reassessed.</p> <p>Comments: CCG's have 2 dedicated DoLS Best Interests Assessors and concerns are logged in action plans</p> <p>WCC have a dedicated DoLS worker. A briefing sheet has been sent out to all care homes and hospitals. The briefing sheet is available on the website http://www.warwickshire.gov.uk/dols</p> <p>The Board asked for Training and Development to consider a refresher e-learning session on the briefing sheet</p> <p>Sue Ross is waiting for Court of Protection guidance re DoLS and Multi Agency work. Jenny Wood also noted that it would be right to let Sue Ross complete her work on the MCA report which will be brought to the next meeting</p> <p>Mike Taylor commended and endorsed the report and was reassured that the approach was being managed well operationally and from a legal aspect</p> <p>The Board agreed the recommendations</p>	RF SR
7.	Multi Agency Safeguarding Hub (MASH) update – Jill Forrest	

	<p>Jill updated the Board. Following comments from Sue Ross, Wendy Fabbro and the People Group amendments had been made and Jill is waiting for final sign off. Jill has arranged a MASH Strategic Working Group meeting on Wednesday 6th August and is hoping the report will go out before then. NHS England (Helen Hipkiss) asked to attend the workshop and Richard Long suggested inviting the West Mercia Police & Crime Commissioner.</p> <p>Wendy Fabbro commented that WCC was taking a cautious approach to MASH as there is a need to make sure that everyone concerned is aware of what is involved and there is a need to get things right from the outset</p> <p>Mike noted that from a WSAB view point, it needed to be clear about the Board's role in MASH, and to be assured that it would help and enhance safeguarding for both adults and children in Warwickshire so was therefore grateful for the cautious approach.</p> <p>Richard Long agreed with the statement from the Police point of view</p> <p>The recommendations were agreed by the Board</p>	JF
8.	Integrated Quality Assurance Framework (IQAF) – Rob Wilkes	
	<p>Rob outlined the beginnings of this framework.</p> <p>Its name had changed and the 'Integrated' had been removed</p> <p>The initial document is nearly complete, and will go through WCC internal process for agreement before coming to the WSAB. A lot of work was needed to develop a quality assurance monitoring system. A spreadsheet has been developed by Rob for use in Google Drive so it is a "live" updated document. It has been confirmed that it can also be integrated into the new electronic recording system that is replacing Care First. The ability to record customer satisfaction is being worked on, this is a difficult area to quantify, but work has been done on the Warwickshire Direct site</p> <p>Alison Walshe commented that she hadn't realised it was now a single agency document. Mike Taylor noted that he felt it should stay as an Integrated QA Framework.</p> <p>Alison noted that it was important that Health was included in the Framework</p> <p>Mike said WSAB need to look via the sub-committees at how the Board will best use the information</p> <p>Rob will present an update to the Board in 6 months</p>	<p>RW</p> <p>RW</p>
9.	PREVENT Action Plan – Phil Evans	
	<p>Phil Evans presented the draft action plan in the absence of Hugh Disley</p> <p>He asked the Board members to individually feedback to himself and Hugh on the Plan and specifically if anyone felt there were any organisations missing.</p> <p>It was agreed that SAB will not have an individual representative, as WSAB was an assurance Board of which members were already on the list of members for the Prevent Working Group. CCG's and CWPT Trust asked to be represented</p> <p>Phil noted that there is an e-learning module on Wilma, endorsed by the Home Office, which was available for agencies too.</p>	ALL

	An update will be brought to the Board in 6 months	PE/HD
10.	Workforce Development Strategy - Rachel Faulkner	
	<p>Rachel reported that the Strategy was not yet complete. The Vision & Core Principles based on The Care Act were agreed in the sub-committee and guidelines will be given on appropriate skills levels. The final Strategy document will be ready in 2 or 3 weeks, and will be circulated virtually.</p> <p>The Board asked for the following:</p> <ol style="list-style-type: none"> 1. Re-wording of 'The Vision' text. 2. A reference to The Care Act 3. A comment on how the Strategy will be evaluated, and how this will be fed back to the Board. <p>The Board endorsed in principle the key vision and components with the amendments above. The Strategy is then to be circulated virtually with a view to it being brought to The Board in October for ratification and agency sign up</p>	<p>RF</p> <p>RF</p>
11.	West Midlands Adult Safeguarding Network - update - Mike Taylor/Edward Williams	
	<p>Mike Taylor reported that he had attended the West Midlands Adult Safeguarding Chairs meeting, and that the WM Adult Safeguarding Network had been discussed. There was an agreement that there is a lack of consistency, and there is need for a clear governance and accountability structure between the Network and the Chairs Group.</p> <p>The editorial Group in WMASN is working on updating the WM regional Procedures. Ed Williams is part of this group.</p> <p>It was questioned if there were representatives of Health & Police on the WMASN, Stephen responded that there were not. Mike asked if he should ask for representation. It was agreed that no, but to make sure that there was a line of communication to feedback to them.</p> <p>Wendy Fabbro offered to talk to Stephen Chandler – ADASS lead on adult safeguarding for WM to seek further clarity on the role and remit of WMASN and membership etc</p>	WF
12.	Sub Committee Reports	
	<p><u>Performance, Monitoring and Evaluation- Jenny Butlin-Moran</u> Jenny reported that due to the last meeting of the sub-committee being unavoidably cancelled, the work plan was delayed.</p> <p>The Q4 report was sent out with the agenda. There were no concerns. Stephen reported that they will be looking at producing a more refined report in future, and if anyone had any suggestions on it then to contact him within the next 2 weeks</p> <p><u>District/Borough Councils – Nick Cadd</u> Nick reported that the Sub Committee work plan was progressing well and it had been revised because of The Care Act The Safer Places Strategy had been rolled out. Customer Services had received refresher training Contributions had been made to the MASH Action Plan</p>	ALL

	<p>Health – Alison Walshe Alison reported that the action plan had been refreshed with The Care Act implementation</p> <p>Strategy, Communications and Information – Phil Evans Phil reported that the Sub Group hadn't met since the last Board meeting. As discussed earlier, the Prevention Strategy would be picked up by Sue Ross The Communication Strategy is being aligned with the Care Act and is on-going, also looking to align with the Children's Safeguarding Board. The work on the Vulnerable Adults Conference needs to link in with the work on MASH The sub-committee is also seeking to set out some activities and focus for the forthcoming year</p> <p>Systems, Procedures and Guidelines – It was noted that Mary McGorry has now left WCC. Replacement Chair for this sub committee needs to be identified. Nothing further to report.</p> <p>Workforce Development - Rachel Faulkner Rachel reported that the Workforce Development Strategy was progressing as discussed earlier. The Sub-Committee were looking at what training provision and resources were in place across agencies Once the Strategy was in place agencies would give updates to the sub committee Looking at the need to take a thematic approach to learning and development</p> <p>Comment from the Chair that he was concerned and aware of the work load of the subcommittees and will be looking at this. Mike also stated that he is happy for sub-committees to work alongside WSCB</p>	<p>MT/JW/SJ</p> <p>MT</p>
13.	Agency Updates	
	<p>Donald McGovern reported to the Board that the Probation Trust no longer existed. There were now two services: National Probation Service - Andy Wade Community Rehabilitation Service - Donald McGovern An update will be given to the Board in October on the ownership of the CRS</p>	DM
14.	AOB	
	<p>Stephen James thanked those agencies who had supplied information for the Annual Report, and asked for all outstanding reports to be sent to him as soon as possible.</p> <p>Stephen asked Wendy Fabbro if she would kindly write the Chair's introduction, as she was the incumbent for the period the report covers. Wendy agreed</p>	<p>ALL</p> <p>WF</p>
15.	Dates of Future Meetings	
	Wed 29th October, 2.00pm Saltisford Office Park, Building 3, Ground Floor, Conference rooms 4 & 5	

Contact Details

WSAB

Mike Taylor, Chair, WSAB miketaylor@warwickshire.gov.uk

Richard Long, Vice Chair, WSAB richard.long@warwickshire.pnn.police.uk

Stephen James, Development Manager, WSAB stephenjames@warwickshire.gov.uk

Sub-Group Chairs

- Performance, Monitoring and Evaluation – Jenny Butlin-Moran, jennybutlinmoran@warwickshire.gov.uk

- Systems, Procedures and Guidance – Vacant TBC
- Health – Alison Walshe, Alison.Walshe@southwarwickshireccg.nhs.uk
- Strategy, Communications and Information – Phil Evans, philevans@warwickshire.gov.uk
- Workforce Development – Rachel Faulkner, rachelfaulkner@warwickshire.gov.uk
- District/Borough Councils – Nick Cadd, Nick.Cadd@stratford-dc.gov.uk
- Special Cases – Jenny Wood, jennywood@warwickshire.gov.uk

DRAFT