



<b>Date:</b>	28 <sup>th</sup> January 2015
<b>Present:</b>	<p> <b>Mike Taylor, Independent Chair, Warwickshire Safeguarding Adults Board</b>  <b>Stephen James, Business Manager, Warwickshire Safeguarding Adults Board</b>  <b>Alison Hallworth, Law and Governance, Warwickshire County Council</b>  <b>Andrew Proctor, West Midlands Ambulance Service</b>  <b>Becky Hale, Service Manager, Strategic Commissioning, Warwickshire County Council</b>  <b>Cllr Jose Compton, Portfolio Holder for Adults, Warwickshire County Council</b>  <b>Dawn Wardell, George Eliot Hospital</b>  <b>Donald McGovern, Community Rehabilitation Company</b>  <b>Edward Williams, Adult Social Care and Support, Warwickshire County Council</b>  <b>Jamie Soden, Coventry and Warwickshire Partnership Trust</b>  <b>Jenny Butlin-Moran, Safeguarding Service Manager, Warwickshire County Council</b>  <b>Jenny Wood, Head of Service Social Care and Support, Warwickshire County Council</b>  <b>John Dixon, Interim Strategic Director, People Group, Warwickshire County Council</b>  <b>Kathy Wagstaff, South Warwickshire NHS Foundation Trust</b>  <b>Margaret Greer, University Hospital Coventry &amp; Warwickshire</b>  <b>Michael Wood, Service Manager PPG, Warwickshire County Council</b>  <b>Nick Cadd, Housing and Communities Manager, Stratford District Council</b>  <b>Nigel Jones, Warwickshire Police</b>  <b>Penny Greenaway, Coventry &amp; Warwickshire Partnership Trust</b>  <b>Phil Evans, Head of Service for Communities, Warwickshire County Council</b>  <b>Phillip Robson, Healthwatch</b>  <b>Rebecca Bartholomew, Director of Quality, Safety &amp; Personalised Care, Coventry and Rugby CCG (deputy for Jacqueline Barnes)</b>  <b>Rosslyn Tucker, Law and Governance, Warwickshire County Council</b>  <b>Steve Ecclestone, Detective Superintendent, Warwickshire Police</b>  <b>Tracey Redgate, Coventry and Rugby Clinical Commissioning Group</b>  <b>Tracy Wrench, Director of Nursing &amp; Quality, CWPT</b>  <b>Sarah Morgan, Minute taker, Warwickshire County Council</b>  <b>Liz Hill, Social Care and Support (Mental Health), Warwickshire County Council</b> </p>
<b>Apologies for absence:</b>	<p> <b>Alison Draper, George Eliot Hospital</b>  <b>Alison Walshe, South Warwickshire Clinical Commissioning Group</b>  <b>Andy Wade, National Probation Service</b>  <b>Bill Hunt, Warwick District Council</b>  <b>Carmel McCalmont, Head of Midwifery, University Hospital Cov &amp; Warks</b>  <b>Carol Schubert, Acting Inspection Manager, Care Quality Commission</b>  <b>Chris Lewington, Strategic Commissioning, Warwickshire County Council</b>  <b>Claire Bonniger, University Hospitals Coventry &amp; Warwickshire</b>  <b>Helen Hipkiss, NHS England</b>  <b>Jacqueline Barnes, Coventry and Rugby Clinical Commissioning Group</b>  <b>Jameel Malik, Warwick District Council</b>  <b>Jo Brennan, Social Care and Support (Mental Health), Warwickshire County Council</b>  <b>John Linnane, Director, Warwickshire Public Health</b>  <b>Joy Bartholomew, Coventry &amp; Warwickshire Partnership Trust</b>  <b>Kelly Starkey, West Midlands Ambulance Service</b>  <b>Liam Barry, Interim Detective Chief Inspector, Warwickshire PVP</b>  <b>Nick Gower-Johnson, Warwickshire County Council</b>  <b>Rachel Faulkner, Learning &amp; Development, Warwickshire County Council</b>  <b>Rosie McDonnell, SWFT</b>  <b>Stephen Cullen, West Mercia Police</b> </p>

	<p><b>Steve Shanahan, Rugby Borough Council</b>  <b>Sue Ross, Head of Service for Safeguarding, Warwickshire County Council</b>  <b>Sue Scott, Head of Human Resources and Organisational Development</b>  <b>Dr Sukhi Dhesi, Croft Medical Centre</b></p>
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		<b>Action</b>
<b>1.</b>	<b>Welcome and Introductions</b>	
	Mike Taylor welcomed everyone Apologies and deputies were noted	
<b>2.</b>	<b>Chair's Announcements</b> The Chair stated that this would be the last meeting in the Boards current form. As from April the new format stemming from Care Act requirements will be in place.  The Chair reminded everyone about the ½ Day Workshop on 26 <sup>th</sup> February, the outcomes of which will feed into the Strategic Plan and the Learning & Development plan. The key themes will be Making Safeguarding Personal, Self-Neglect and the implications of The Care Act for Safeguarding Adults Boards.  Estimates for the annual financial contributions for 2015-16 by partner agencies to fund WSAB were being finalised. They will be the same as last year plus a 2% inflationary increase. Invoices will be issued shortly.	
<b>3.</b>	<b>Minutes of Previous Meeting, 29<sup>th</sup> October 2014 &amp; Matters Arising</b>	
	The Minutes from the previous meeting were agreed as an accurate record.  <b>Matters Arising</b> <b>Page 4</b> <u>Housing related Support Consultation</u> Cllr Jose Compton declared a conflict of interest as she was part of the Cabinet at the time of the budget discussions. Cllr Compton read a paragraph from a paper that was delivered at Cabinet on Tuesday 27 <sup>th</sup> January 2015. John Dixon, new Interim Strategic Director of People Group, WCC, commented that the reduction in the budget for this service was due to tapering of Government Grants  <b>Page 6</b> <u>WSAB Annual Report 2013-14</u> The WSAB Annual Report was delivered to Overview & Scrutiny in January and has now been signed off for publication. Stephen to place on WSAB web site.  The Chair thanked the minute taker, Sarah Morgan and acknowledged the accuracy and content of previous minutes.	<b>Stephen James</b>
<b>4.</b>	<b>The Care act 2014 – WSAB Self-Assessment – Mike Taylor/Stephen James</b>	
	The updated table showing the statutory requirements and WSAB's position on implementing them was circulated with the agenda.  Stephen James reported that all requirements were on course to be met by April 2015. Point 1 & 4: Papers are being brought to the Board later in the agenda today. Point 3: a revised constitution is being drafted and will go to Governance sub-	<b>Stephen James</b>

	<p>committee in March</p> <p>Point 6: The chair will be writing to partner agencies in March to raise awareness of the requirement of partner agencies to share information</p> <p>Point 8: WSAB membership is being reviewed as part of the Governance document and will be completed soon</p> <p>Point 14: The Strategic Plan will be constructed and informed by the Board Workshop on 26<sup>th</sup> February.</p> <p>Mike Taylor (Chair) acknowledged the work that Stephen James had done to bring together a co-ordinated action plan in response to the Care Act recommendations.</p>	<p><b>Mike Taylor</b></p> <p><b>Mike Taylor</b></p> <p><b>Stephen James/Mike Taylor</b></p>
<b>5.</b>	<b>WSAB Governance – Mike Taylor</b>	
	<p>The Chair reported to the Board on progress of the revision of the Governance document in respect of the Care Act recommendations.</p> <p>Following attending the National meeting of SAB Chairs, it was unanimously agreed that it has proved difficult to translate the recommendations to enable full Care Act compliance.</p> <p>West Midlands and National Chairs have been sharing information to assist each other in this work.</p> <p>A proposals paper went to lead agencies in December; no responses were received, so the Board will proceed with the proposals in that document.</p> <p>The revised Constitution will be circulated virtually soon and needs to be agreed and in place by 1<sup>st</sup> April.</p> <p>The first 6 months will be a learning period and a review of the working practice will take place.</p>	<p><b>Stephen James</b></p>
<b>6.</b>	<b>Vulnerable Adults Short Term Support Service – Becky Hale</b>	
	<p>Becky Hale updated the Board on the progression of the commissioning of this new service.</p> <p>It is still undecided as to how to title this project – ‘Priority Adult’ ‘Vulnerable Adults with Short Term Support Needs’</p> <p>The specifications for the framework have also been difficult to draw up as the support for each individual and/or referring agency will be so different.</p> <p>There has been a clear definition of the thresholds to show the difference from Housing Related Support</p> <p>The tender process will start in early February with a view to the framework being operational by 1<sup>st</sup> June 2015</p> <p>Discussions on funding the referrals:</p> <ul style="list-style-type: none"> <li>• Any partner agency can refer in and pay for this short-term work</li> <li>• Concerns from District &amp; Borough Councils about Housing departments referring to the service</li> <li>• The service could be a resource as part of the AiN conferencing where service users fall between the threshold gaps for other services</li> <li>• Service can be self-funded via direct payments</li> </ul> <p><b>ACTION:</b> Becky Hale to attend District &amp; Borough Councils Sub-Committee meeting in Rugby. Nick Cadd to liaise with Becky re date and time etc.</p>	<p><b>Nick Cadd</b></p>
<b>7.</b>	<b>WSAB Communications Strategy – Phil Evans</b>	
	<p>Phil Evans presented a draft Communications Strategy to the Board and asked for views and comments</p> <p>Comments were made by Mike Wood, Jenny Butlin-Moran and Jenny Wood.</p>	<p><b>Jenny Wood,</b></p>

	<p>These are to be emailed to Phil following the meeting.</p> <p><b>DECISIONS</b>  Accountability to Governance sub-committee is to be added along with re-wording following comments as mentioned above  Agreed that The Chair of WSAB will sign off final versions of any communication</p> <p><b>ACTION</b>  Comments to be sent to Phil Evans as above</p> <p>Strategy to go to March Governance sub-group for sign-off then to full Board in April</p>	<p><b>Jenny Butlin-Moran, Mike Wood</b></p> <p><b>Phil Evans</b></p>
<b>8.</b>	<b>Adult in Need (AiN) Conferences – Phil Evans</b>	
	<p>Phil Evans on behalf of the Information, Strategy and Communications Sub Committee brought this report to the board for discussion on the potential for AiN Conferences and to determine next steps.</p> <p>Discussion was held with the following comments:</p> <ul style="list-style-type: none"> <li>• With the future implementation of a MASH, would it be able to perform this function?</li> <li>• MASH could be part of an AiN conference</li> <li>• Have DHR outcomes been fed into this report?</li> <li>• Have Community Safety been consulted?</li> <li>• The AiN paper could be used to help form the look of the evolving MASH</li> <li>• Making Safeguarding Personal and Self-Neglect need to be built on within the document</li> </ul> <p><b>DECISION</b>  Progress the paper further  Form a Task &amp; Finish Group  Steve Eccleston happy to be link with AiN &amp; MASH formulation</p> <p><b>ACTIONS</b></p> <ul style="list-style-type: none"> <li>• Steve Eccleston to contact Richard Long re Adult's in Need Conferences</li> <li>• Phil Evans &amp; Stephen James to meet to plan next steps &amp; Task &amp; Finish group</li> </ul> <p>The Board noted the report</p>	<p><b>Steve Eccleston</b></p> <p><b>Phil Evans/Stephen James</b></p>
<b>9.</b>	<b>West Midlands Safeguarding Adults Policy &amp; Procedures – Ed Williams</b>	
	<p>Edward Williams updated the Board on progress of the revision of WMSAPP in light of the Care Act requirements.  Warwickshire agreed late 2014 to be part of the working group to begin this work &amp; Ed Williams was nominated as the representative for the Editorial Group.  Work is progressing well but the timescales given were challenging. Due to lack of capacity an external author has been recruited.  A working draft will be ready for 1<sup>st</sup> April 2015  The WSAB Governance sub-committee will have oversight of the changes  The committee will have an update at the end of February with a view to the final working draft being agreed at the Governance meeting on 25<sup>th</sup> March</p>	<p><b>Edward Williams</b></p>
<b>10.</b>	<b>DoLS/MCA Policies &amp; Procedures Review – Liz Hill</b>	
	<p>Liz delivered a report by Jo-Anne Brennan &amp; approved by Sue Ross giving a summary of the current position on policies, procedures and the DoLS requests.</p> <p>WCC policy and procedures and website have been reviewed to ensure that they are legally compliant and updates/amendments are being completed.</p>	

	<p>Social Care Support &amp; Management Team received an Action Plan in January.</p> <p>Following the Supreme Court judgment which lowered the thresholds for DoLs but expanded the range of services covered, there has been a large increase in referrals. This is a national and local challenge. Budget setting is being done. The waiting list is well managed and risk assessed using the ADASS tool.</p> <p>The Chair acknowledged the report and thanked the DoLs team for its good, clear communication to the Board and acknowledged the information around the waiting list.</p> <p>John Dixon, Strategic Director People Group WCC, also acknowledged the work done and congratulated the team.</p> <p>Discussion was held on the implications for Health and the costs incurred if Health refer to Court of Protection. Talks have been ongoing with CCG's. NHS England have some money for training, Tracy Redgate will link with DoLs team as more is known.</p> <p>The Chair on behalf of the Board endorsed the recommendations</p>	<i>Tracy Redgate</i>
<b>11.</b>	<b>MCA/DoLS – Supervisory Body update</b>	
	Included in minutes of Agenda Item 10	
<b>12.</b>	<b>Special Cases Sub Committee Protocol and Terms of Reference – Stephen James</b>	
	<p>Marie Seaton sent her apologies for being unable to report to the Board. Stephen James delivered the report on her behalf. He introduced Tracy Redgate as the new Vice Chair</p> <p>Two documents have been tabled regarding the WSAB Safeguarding Adults Review (SAR) Sub Committee: Terms of Reference Protocol &amp; Guidance</p> <p>The Protocol &amp; Guidance now incorporates the Legal context, revised wording on the Thresholds and states that the Chair of the SAB is the decision maker regarding completion of any Reviews.</p> <p><b>ACTIONS:</b> Copy of the approved Protocol &amp; Guidance to be sent to Coroner</p> <p>Cross reference to the protocol to be included in the Communications Strategy</p> <p>The Board noted the recommendations and approved the adoption of the two papers for use with immediate effect</p>	<p><i>Stephen James</i></p> <p><i>Phil Evans</i></p>
<b>13.</b>	<b>Integrated Quality Assurance Framework – Mike Wood</b>	
	<p>Mike Wood reported to the Board.</p> <p>There are 2 Quality Assurance Frameworks within the WCC People Group. The overarching Framework led by Mike Wood, defines quality as a combination of a positive customer experience, safety and effectiveness. The QAF has 5 standards including people are safe and their welfare promoted; and people have a positive experience of services</p> <p>The Integrated Framework has a new Service Manager, Sharon Woodcock, who is the QAF for providers. Sharon will be involving customers to develop the QAF for providers from their point of view, particularly with regard to 'what good looks</p>	

	<p>like.'</p> <p>A draft QAF for providers will be brought to a future meeting of the WSAB</p>	<p><b>Sharon Woodcock/Mike Wood</b></p>
<p><b>14.</b></p>	<p><b>Sub Committee Reports</b></p>	
	<p><b><u>Performance, Monitoring and Evaluation- Jenny Butlin-Moran</u></b></p> <p><b>Designated Adult Safeguarding Manager</b>  Jenny presented a paper on the Role of Designated Adult Safeguarding manager which is a requirement under the Care Act.  Member agencies of WSAB are asked to note the expectations of the statutory guidance and consider how the role of the DASM will be implemented within their own agency.  There is specific guidance for a Local Authority DASM but specifics around other agencies is less clear.  Recent DH clarification has been received that it should be for all core members of a SAB, though other members may want to adopt this also.</p> <p>Some agencies stated they had reference to the role in their governance documents.</p> <p><b>ACTIONS</b>  Lead agencies to send documentation to Jenny Butlin-Moran</p> <p>Report on agencies position to be completed and taken to Governance sub-committee at March meeting</p> <p><b>Q3 Dataset</b>  The Q3 data report was circulated prior to the meeting.  2 points Jenny wanted noting were the drop in referrals and repeat referrals and to note that due to changes in the way the data is recorded it is more difficult to reflect the alleged source of risk</p> <p><b>Workplan</b>  A multi-agency audit will be developed from information gathered from the WSAB workshop in February.</p> <p><b><u>Systems, Procedures and Guidelines – Mike Wood</u></b>  Next meeting in March</p> <p>The Board noted the updates</p> <p><b><u>Health – Tracey Redgate</u></b>  With the disbandment of the sub-committee work has progressed on identifying where actions from the work plan can be transferred to other sub committees.  One more meeting will be held in April and as minuted earlier, ways of continuing to link up are being proposed</p> <p>The Board noted the updates</p> <p><b><u>Strategy, Communications and Information – Phil Evans</u></b>  Safer Recruitment Policy is being developed and are linking with WSCB</p> <p>The website needs to be Care Act compliant by 1<sup>st</sup> April so the next committee meeting has been brought forward to enable this review to take place</p> <p>The Board noted the updates</p>	<p><b>ALL/Jenny Butlin-Moran</b></p> <p><b>Jenny Butlin-Moran</b></p>

	<p><b><u>Workforce Development - Rachel Faulkner</u></b> No updates</p> <p><b><u>District/Borough Councils – Nick Cadd</u></b> The WSCB Chair attended the last meeting in Dec The Board noted the updates</p>	
<b>14.</b>	<b>Agency Updates</b>	
	None to report	
<b>15.</b>	<b>AOB</b>	
	None	
<b>15.</b>	<b>Dates of Future Meetings</b>	
	Thursday 30 <sup>th</sup> April 2015, 2.00pm Saltisford Building 1 Ground Floor Conference Room 1 & 2	

**Contact Details**

**WSAB**

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**Sub-Group Chairs**

- Performance, Monitoring and Evaluation – Jenny Butlin-Moran, [jennybutlinmoran@warwickshire.gov.uk](mailto:jennybutlinmoran@warwickshire.gov.uk)
- Systems, Procedures and Guidance – Mike Wood [mikejwood@warwickshire.gov.uk](mailto:mikejwood@warwickshire.gov.uk)
- Strategy, Communications and Information – Phil Evans, [philevans@warwickshire.gov.uk](mailto:philevans@warwickshire.gov.uk)
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- Safeguarding Adult Reviews – Marie Seaton, [marieseaton@warwickshire.gov.uk](mailto:marieseaton@warwickshire.gov.uk)