

SAFEGUARDING  
**Adults**  
DONCASTER

<b>Title</b>	<b>Doncaster Safeguarding Adults Board</b>		
<b>Date</b>	<b>3<sup>rd</sup> November 2016</b>		<b>Time 13:00 - 16:30</b>
<b>Location</b>	<b>Civic Office, Meeting Room 008</b>		
<b>Present</b>	<b>Name</b>	<b>Job Title</b>	<b>Organisation</b>
<b>JW</b>	Dr John Woodhouse	Independent Chair	
<b>AC</b>	Angelique Choppin	Team Manager, Governance and Assurance	DSAB
<b>TS</b>	Tracey Slater	Senior Nurse	NHS England
<b>PH</b>	Pat Higgs	Assistant Director Adult Social Care	DMBC
<b>CLLRGJ</b>	Cllr Glyn Jones	Councillor	DMBC
<b>BH</b>	Bill Hotchkiss	Head of Service Community Safety	DMBC
<b>RF</b>	Rosie Faulkner	Board Manager	DSCB
<b>AR</b>	Andrew Russell	Chief Nurse	DCCG
<b>SJ</b>	Susan Jordan	Chief Executive	St Leger homes
<b>WJ</b>	Wendy Joseph	Deputy Director of Nursing and Quality	RDASH
<b>HJ</b>	Hywel Jenkins	Senior Legal Officer	DMBC
<b>DL</b>	Debbie Leadbitter	Deputy Team Manager, Safeguarding Adults Hub	DMBC
<b>MS</b>	Martin Slater	Principal Social Worker, Safeguarding	DMBC
<b>In attendance</b>			
<b>SO</b>	Sophie Ormshaw	Minute Taker	DSCB
<b>NWG</b>	Niall Werrett-Garfitt	Observer	DSAB
<b>EB</b>	Elizabeth Boyle <i>(Representing Moira Hardy)</i>	Named Nurse for Safeguarding Children	DBHFT
<b>Apologies</b>			
<b>KC</b>	Kim Curry	Interim Director Adults Health and Wellbeing	DMBC

<b>NT</b>	Neil Thomas	Superintendent	SYP
<b>DP</b>	Dawn Peet	Safeguarding Officer	South Yorkshire Fire and Rescue
<b>DW</b>	Darren Weaver	Head of Safety and Equality	HMP Lindolme
<b>PH</b>	Pete Horner	Public Unit Protection Manager	SYP
<b>SM</b>	Sarah Mainwaring	Head of Probation	National Probation Service
<b>MH</b>	Moirra Hardy	Deputy Director of Nursing, Midwifery & Quality	DBHFT
<b>IB</b>	Ian Boldy	Designated Nurse	DCCG
<b>AB</b>	Andrew Bosmans	Non-Executive Director	Doncaster Healthwatch
<b>Agenda Item</b>	<b>Issues</b>		<b>Actions Required by &amp; timeframes</b>
<b>1</b>	<p><b><u>Introduction and Apologies</u></b>  Welcomes and introductions were made around the table. Apologies were recorded as above.</p> <p>The Chair stated that the main items on today's agenda are regarding developing systems and processes to ensure the Board are performing as required.</p> <p>The Chair reminded members that the Board is adapting the use of a challenge log and that members should note challenges to be included within the log.</p>		
<b>2</b>	<p><b><u>Minutes of the Previous</u></b>  The minutes and the action log from the previous meeting from the 25<sup>th</sup> July 2016 were agreed as an accurate record.</p> <p><b><u>Matters Arising</u></b>  The Chair informed the members that the last meeting ended with a confidential item. This was an extraordinary item that led to this situation. The Chair is confident that this issue has been addressed and there is a record. Due to the extraordinary confidentiality issues the Chair is unable to share the detail of this item with the wider Board.</p> <p>AR added that the statutory partners were all involved within this case. Actions and a detailed plan have been produced as a result.</p>		
<b>3</b>	<b><u>Action Log</u></b>		

	Matters arising from the previous meeting were discussed and action log was updated appropriately.	
4	<p><b><u>Conflicts of Interest</u></b> There were no conflicts of interest raised.</p>	
5	<p><b><u>DSAB Strategic Areas</u></b></p> <p><u>5.1. Case presentation</u> Martin Slater (MS), Principle Social Worker and Debbie Leadbitter (DL), Deputy Team Manager from the Safeguarding Adults Hub attended the meeting to deliver the presentation of a case study Ms E.C.</p> <p>DL introduced the case and the circumstances of the incident. The first part of the referral involves ensuring that the adult is safe and the second part is to see what support is required and whether the adult is able to protect themselves.</p> <p>They explained how during the enquiry the adult was given as much control as possible. The principles of Making Safeguarding Personal are followed and the enquiries are completed in line with South Yorkshire Procedures.</p> <p>MS explained that all outcomes from the enquiries are recorded on the computerised records system however it can be difficult to demonstrate the full enquiry process on the system. Information sharing with appropriate agencies takes place throughout the process.</p> <p>It was asked what the initial allegation was? DL explained to the members that the details of the allegation changed throughout the enquiry.</p> <p>AR asked to how the carers were supported? DL confirmed they were supported through the HR process by the care homes. In this case the care workers were suspended.</p> <p>BH questioned to what the quality assurance process is throughout the enquiry? DL informed the members that there is a Safeguarding Manager who quality assures the cases and they have also begun to complete quality assurance audits.</p> <p>BH commented that there are processes in place to inform commissioners in regards to specific care homes. BH asked to what the process were for keeping records on specific individuals. MS said that a</p>	

record is kept on individuals regarding all levels of enquiries; it is mandatory for all carers to have a DBS check completed. PH also commented that DBS checks don't always provide the full history of incidents.

It was noted that the removal of a requirement for the Designated Safeguarding Adults Manager role by the Department of Health had led to confusion about how to achieve the optimum arrangements for ensuring that 'People in a Position of Trust' were suitable.

***Challenge: To ensure there are effective systems in place for recording and checking allegations against professionals.***

The Chair asked how the multi-agency working takes place in the Hub. DL commented that there is a health lead within the hub. The hub is also located closely to the Police Officers, the Children's Safeguarding Teams, as well as Domestic Violence Advocates. Conversations take place with these agencies and joint visits are arranged when appropriate.

AR commented that the Peer Review raised concerns that some referrals could have been dealt with differently and by having the health lead within the hub this appears to have resolved some of the issues successfully. DL also highlighted that they have strong links to other agencies such as DBHFT.

The Chair also asked whether links are made with Housing Services. DL confirmed that they do and they have a single point of contact for housing. MS added that this is mostly Julie Jablonski, Housing Safeguarding Partnership Manager for St Leger Homes.

The Chair commented that the presentation has been very useful in understanding the processes. The Chair thanked MS and DL for attending and suggested that it may be useful for Board members to visit the Hub, DL said to let her know and she will arrange the visits.

### **5.2 Peer Review Presentation**

AC delivered the presentation on the Peer Review follow up. AC highlighted that as informed at the previous Board meeting the Local Authority felt a follow up on the Peer Review action plan was needed to ensure that the Board has the right impact.

The Peer Review follow up took place in September 2016 and Dr Adi Cooper from the Association of Directors of Adults Social Care was commissioned to lead on the review. The review mainly focused

on the scrutiny of a range of evidence, interviews with the new Chair and key partners, discussions with operational teams and a visit to the Safeguarding Adults Hub.

AC highlighted the key findings and recommendations in the presentation. In total there were nine recommendations.

In relation to Recommendation 4: The whole process of entering the systems needs to be reviewed to ensure that when an adult exits the service they continue to be safe and consideration also needs to be given to how this is documented.

SJ commented that there may be a relationship between why people are leaving the safeguarding process before it is complete and to what is not making them feel safe.

***Challenge: Review of information as to why adults are exiting the system and why there appears to be a relatively low level of people feeling safe as a result of the safeguarding process in order to understand the underlying factors and develop a plan to improve outcomes.***

Recommendation 5 and 6: The interface between the Safeguarding Adults hub and other Adults social care services. The Chair confirmed that the presentation of the Safeguarding Adults Hub had provided assurance that this is now in place. PH noted that this is linked to using the skill sets of existing practitioners.

Recommendation 7 and 8: A framework for self-neglect and hoarding. The Board discussed this recommendation and felt it was a large piece of work which spanned across both community safety and Adults agendas. This work could be progressed by the Workforce and Practice Sub Group. PH informed the Board that Chris Marsh has also been focusing on how to engage adults with complex needs. PH suggested that some of this work will link into this recommendation.

It was highlighted that the identification and management of self-neglect is a problem across other South Yorkshire areas. The Chair pointed out that this is a complex problem many Safeguarding Adults Boards are currently trying to address.

PH suggested that the self neglect plan is produced as Team Doncaster as it has implications for other teams and this Board to oversee the progress. This was agreed.

	<p>It was agreed the recommendations 7 and 8 would be shared with Safer Stronger Doncaster Partnership and Doncaster Children’s Safeguarding Board to involve them in developing a joint policy. Once the policy is in place, multi-agency training will be considered.</p> <p><b>Action: PH, AR, BH and SJ to meet to discuss a way forward for the self-neglect policy.</b></p> <p>It was said that the Peer Review report was helpful and constructive. There are some areas within the action plan that are making progress and there is now a plan in place for self-neglect. AC will update the action plan from the discussion during today’s meeting. It was noted that the main area for progress is the self-neglect policy.</p> <p><b>Action: AC to update the Peer Review Action Plan from discussions during today’s meeting.</b></p> <p>The Board members agreed to the action plan and the changes. AC will share the action plan with the sub groups.</p> <p><b>Action: AC to share the Peer Review Action Plan with sub groups.</b></p> <p>The Chair commented that there is a piece of work to take place on how learning is shared and defining what a good culture looks like. The Chair and AC will discuss this and share with the Prepare Group.</p> <p><b><u>5.3 Revised Performance Framework and Summary</u></b></p> <p>AC informed the members that Alan Wiltshire was due to attend but was unable to. AC presented the report on his behalf.</p> <p>It was a recommendation from the Peer Review to realign the Performance Report as it was previously very focused on timescales and process. The performance report will be used to improve services, provoke challenge and highlight areas of good practice.</p> <p>The performance summary is to show headline data to demonstrate how agencies are dealing with demand and where to focus improvements and celebrate successes. The Chair said that he found the performance summary very useful, but there would be a need to review the content to ensure that it is appropriate.</p>	<p><b>AC</b></p> <p><b>AC</b></p> <p><b>JW/AC</b></p>
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Key issues highlighted within the report as at quarter 2:

- 67% of Adults are defining the outcomes they want.
- A significant number of adults were not sure if they felt safer after intervention.
- Reported safeguarding concerns continue to be high, in contrast the number of section 42 enquiries is lower. In quarter 2 there were 615 safeguarding concerns. 200 of these resulted in section 42 enquiries.
- The attendance at Board is reported as 73%
- Work is being completed around repeat section 42 enquiries. This has risen from 10% to 12%, work has taken place to understand the reason for this but no trend has been identified.
- 95 adults were supported through the safeguarding process from the 200 adults who have had a section 42 enquiry completed.
- The policy of different organisations for DBS checks should be reviewed in the Prepare Group to understand when the checks are asked and by whom.
- South Yorkshire Police are recorded as having a 100% for DBS checks as they have thorough vetting of all their staff in place.
- The number of concerns dealt with within 24 hours could be improved.
- It was suggested that the actions taken as a result of the safeguarding concerns received would be useful to be included.
- In relation to falls data the Rapid Response Team and Heart Team need to be included and the DSAB need to be removed from this indicator as they do not provide health or social care services to clients.

***Challenge: Detailed information to be provided on the action taken as a result of a contact made in regards to a safeguarding concern for an adult in relation to the outcome, the adult's perception of being safer and the engagement of the adult in deciding their desired outcomes.***

- The indicator on the type of concerns is useful and would be for the Prepare Group to review any concerns around the data.
- Other/Private sector is the highest referrer of safeguarding concerns.
- The blank category for the referrer needs to be reviewed. AC commented that this is down to agencies not recording correctly.
- It was suggested that demonstrating the multi-agency partnership would be useful to include. It was agreed this would be discussed in the Prepare Group.
- The self-assessment indicator demonstrates the actions outstanding from the self-assessment

	<p>and challenge process. This process will be re-commencing in April 2017. It was commented that it is important to understand why any actions have not been completed. AC confirmed that outstanding actions will be incorporated into the next challenge process.</p> <ul style="list-style-type: none"> <li>The Board currently has five risks that are scored between a risk score of 12 to 15. There are no risks scored between 20 to 25. A more detailed risk register is included in the papers for information.</li> </ul> <p><b>Actions:</b></p> <ul style="list-style-type: none"> <li><b>AC to contact Sarah Smith for data regarding falls from the Rapid Response Team and Heart Team.</b></li> <li><b>AC to review the falls data in relation to DSAB</b></li> <li><b>The blank category for the referral to be reviewed by the Safeguarding Adults Hub.</b></li> <li><b>Demonstrating multi-agency partnership within the performance report to be discussed at the Prepare Group</b></li> </ul> <p>AR commented that we need to acknowledge thanks to AC and Alan Wiltshire’s team. We now need to agree how to filter the information into the relevant groups. AR believes that we have the right balance of information but this is not to mean that it cannot be improved and it should remain under review.</p> <p>It was observed that the Quality and Performance Sub Group and the Board need to understand the relevance of the data and spend time understanding what it really telling us.</p> <p>The Chair thanked AC, AR and Alan Wiltshire for their work on producing the performance report. It was agreed that the framework should be accepted and that the summary should be presented at the Prepare Group to analysis the data before being presented at Board.</p> <p><b>Action: The Performance Summary to be presented to the Prepare Group for analysis.</b></p>	<p>AC</p> <p>AC TM/DL</p> <p>JW/AC</p> <p>JW/AC</p>
6	<p><b><u>Governance</u></b></p> <p><b><u>6.1 Board Budget Position Statement Q2</u></b></p> <p>The Board budget report is for information. There are no key areas to highlight.</p> <p>AR added that AC is currently in the process of meeting with partners to review the budget and will share any further information following this. AR referred to the changes of the restructure and the</p>	

change in the Board's support. The model and the cost of these will need to be considered.

It was highlighted that there is currently no contribution from SYP. SYP are also not in attendance at today's meeting. The Chair highlighted that a letter has been sent to SYP regarding the funding and the Board is currently awaiting a response.

The Chair also added that the Board's structure is under review by DMBC, the Chair noted his concern that not having adequate Business Support capability and capacity in place would lead to the Board members having difficulty in progressing Board Business.

### **6.2 Risk Register**

The risk register is for information and there are no new risks for this quarter.

### **6.3 Safer Stronger Doncaster Partnership (SSDP) and DSAB Protocol**

BH informed the members that SSDP has an aim to make the partnership safer. SSDP is part of Team Doncaster. It was agreed that a protocol was needed to cover some of the themes. There is reference to the Board, communication and the arrangements to a supported coordinated approach. The protocol sets out to what each partnership does and how we are going to link and interact.

The Chair commented that in his view this agreement is the foundation that will support many processes to protect and improve the lives of people in Doncaster. Board members approved the protocol.

### **Safer Stronger Doncaster Partnership update**

BH presented the update in regards to the SSDP. BH highlight the following updates:

- The Police Crime Commissioner (PCC) strategic planning is underway
- The PCC also recently gave some funding for a Police Officer in the town centre. Following the success of this, this has now resulted in a full team of Officers for the Town Centre area.
- SSDP are also looking into recruiting an Analyst as we are struggling with data analysis. This Analyst will be dedicated to supporting the SSDP.
- The revision of the SSDP Hate Crime Strategy has been completed and it has highlighted that we need to identify and support victims earlier.
- The Domestic Abuse Strategy which is being produced by the Doncaster Children's Service Trust (DCST). The vision of the strategy is 'Life does not have to be like this'. The strategy will



	<p>A single agency review into an adult who died in a fire will be completed over the next four months this is to ensure that the Board has gathered information and learned lessons in the most effective way. There are areas of learning from this case. The Board and partners will need to consider how this information is disseminated.</p>	
<p><b>8</b></p>	<p><b><u>Procedural Documents/SARs for Approval/Sign</u></b></p> <p><b><u>8.1 Revised DSAB Constitution</u></b>  AC informed the members that the constitution has been revised, mainly in terms of the sub group restructure.</p> <p>AR suggested that the constitution is re-signed due to the turnover of staff since the first signing. TS also suggested that a control sheet is included so that we are aware that changes that have been made. AC agreed to both these additions.</p> <p><b>Actions:</b></p> <ul style="list-style-type: none"> <li>• <b>AC to request a signature from Board representatives for the constitution.</b></li> <li>• <b>AC to include a control sheet in the constitution.</b></li> </ul> <p>RF highlighted that within the DSCB Constitution the partnership links are demonstrated. AC agreed to look into this.</p> <p>The members approved the constitution along with the above amendments.</p> <p><b><u>8.2 Safeguarding Adults Decision Support Guidance</u></b>  This guidance was developed in response to a recommendation from the peer review. This document is to ensure those who are safeguarded received the appropriate level of support. This guidance has been developed by a multi-agency group.</p> <p>The guidance is in line with the South Yorkshire Procedures for Safeguarding Adults and should be familiar to practitioners. The guidance is said to be easy to read and practical. The guidance will be reviewed in three months' time to ensure the appropriateness.</p>	<p>AC AC</p>
<p><b>9</b></p>	<p><b><u>Items For Information and New Publications</u></b></p>	

	<p><b><u>9.1 Yorkshire and Humber Regional Check updated</u></b>  AC informed members that an update has been provided from October 2016. There are four actions still under progress.</p> <p>All members accepted the update. The Yorkshire and Humber Regional Check paper will return to the Board at a later date to ensure the Board continues to make progress.</p> <p><b>Action: Linking to the Yorkshire and Humber Regional Check, a report is to be provided to the Board when further information is available.</b></p> <p>Persons in Positions of Trust (PPT), due to a lack of clarity as to what can be done it is proposed that a letter is sent to the Department of Health seeking advice. AC has assessed this situation as an amber risk because of the Designated Nurse being in place in DCCG and there are Named Nurses and Named Professionals in place. AR commented that there is a still a frustration of not having the equivalent of a Local Authority Designated officer (LADO) in place for adults.</p> <p><b><u>9.2 Making Safeguarding Personal (MSP) Temperature Check</u></b>  This is an overview and resource for agencies and members to access themselves. The outcomes and impact to date have been described. The report states that MSP is reasonably embedded in the practice of local authorities, but less well embedded in other agencies. There is a useful ‘road map’ which supports the MSP journey for organisations. When undertaking the peer review this was discussed with Dr Adi Cooper. Dr Cooper agreed that the Board partners were at stage 7.</p> <p><b><i>Challenge - The Chair agreed that the Board is in the third quartile of performance. It was noted that it has been a significant task embedding it into social care. The Chair will ‘challenge’ this with Health Services and SYP to how they plan to deal with this agenda.</i></b></p> <p><b><u>9.3 Board Away Day</u></b>  Members agreed that the Board away day would take place on the 1<sup>st</sup> February 2017, 10am – 1pm with lunch and an external facilitator would be and an external facilitator would be commissioned.</p> <p><b><u>9.4 Keeping Safe Conference</u></b>  This is to inform members that this conference is taking place on 22<sup>nd</sup> November and there are still places available.</p>	<p>AC</p>
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	<p>The Chair will be opening the event. The Chair will outline what the Board does and that they are there to listen. PH suggested that it would be important to say that there is a strategy in place and to share the feedback of reviews and the positive steps taken from the review although the learning is still taking place.</p> <p><b><u>9.5 Review of South Yorkshire Procedures</u></b>  The procedures have been in place for twelve months and it has been agreed that review would take place across South Yorkshire. The review of the procedures will include the front door timescale to ensure it is practical for agencies to apply in practice; AR noted whether this is what we want to aspire to achieve, even if we cannot meet the current timescale we should be looking at what we can do support and improve this.</p> <p>PH queried why we need to have local procedures when agencies are signed up to the South Yorkshire procedures as a significant challenge had been raised within the self-assessment and challenge process. RF commented that the local procedures would be specifically related to internal agencies in addition to the South Yorkshire Procedures. PH agrees with this but commented that this should be clearer within the challenge meeting.</p>	
10	<p><b><u>Confidential Items</u></b>  There were no other confidential items to discuss.</p>	
11	<p><b><u>Any Other Business</u></b>  There were no any other business items to discuss.</p>	
12	<p><b><u>Date and Time of Next Meeting</u></b>  31<sup>st</sup> January 2017, 13:00-16:30</p>	
	<p><b><u>Date Checked by Chairperson:</u></b>  <b><u>Signature:</u></b> Dr John Woodhouse</p> <p><b><u>Date minutes distributed:</u></b> 30<sup>th</sup> November 2016</p>	

**MEMBERSHIP and ATTENDANCE LIST**

<b>Key</b>	<b>Name</b>	<b>Service</b>	<b>18/01/16</b>	<b>25/04/16</b>	<b>25/07/16</b>	<b>03/11/16</b>
JW	Dr John Woodhouse	Independent Chair	\	\	✓	✓
RT	Thompson, Roger	Independent Chair	✓	\	\	\
KC	Kim Curry	DMBC	\	✓	<b>A</b>	<b>A</b>
AC	Choppin, Angelique	DSAB	✓	✓	✓	✓
AG	Graves, Anne	DSAB	✓	\	\	\
PH	Higgs, Pat	DMBC	✓	✓	✓	✓
BH	Hotchkiss, Bill	DMBC	✓	✓	✓	✓
HJ	Jenkins, Hywel	DMBC	✓	✓	<b>N</b>	✓
JW	Wiltchinsky, Jacqui	DMBC	✓	\	\	\
AR	Russell, Andrew	Doncaster CCG	✓	✓	✓	✓
MS	Shepherd, Mary	Doncaster CCG	✓	\	\	\
DOu	Oughtibridge, Deborah	DBHFT	✓	\	\	\
RF	Rosie Faulkner	DSCB	<b>A</b>	<b>A</b>	<b>A</b>	✓
AB	Andrew Bosmans	Healthwatch	<b>A</b>	✓	✓	<b>N</b>
AP	Anna Parish	HMP Lindholme	✓	<b>A</b>	✓	<b>N</b>
CP	Prewett, Chris	RDaSH	✓	✓	✓	✓
MT	Maryke Turvey	SYCRC	✓	<b>X</b>	<b>N</b>	<b>N</b>
DP	Dawn Pete	S Y FIRE	✓	✓	<b>A</b>	<b>A</b>
PHo	Pete Horner	SYP	\	\	✓	<b>N</b>
PN	Peter Norman	SYP	\	\	✓	\

NT	Neil Thomas	SYP	✓	✓	R	A
SJ	Jordan, Susan	St.Leger Homes	✓	✓	✓	✓
GJ	Glyn Jones	Cllr , DMBC	✓	✓	✓	✓
MH	Moira Hardy	DBHFT	\	\	✓	R
TS	Tracey Slater	NHS England	\	\	✓	✓
SM	Sarah Mainwaring	SY Probation	\	A	✓	N

Key	
✓	Attended
\	Not applicable
A	Sent Apologies
R	Sent Representative
N	Non-attendance, no apology or representative

### **Glossary**

CQC – Care Quality Commission

DBHFT – Doncaster and Bassetlaw Hospital NHS Foundation Trust

DCCG – Doncaster Clinical Commissioning Group

DMBC – Doncaster Metropolitan Borough Council

DSCB – Doncaster Safeguarding Childrens Board

DSAB – Doncaster Safeguarding Adults Board

HMPS – Her Majesty’s Prison Service

RDaSH – Rotherham Doncaster and South Humber NHS Foundation Trust

SYF&R – South Yorkshire Fire and Rescue Service

SAR – Safeguarding Adults Review

SYP – South Yorkshire Police