

DEVON SAFEGUARDING ADULTS BOARD

MEETING HELD 01 MARCH 2011 (10.00 – 13 00) – Action Minutes

VENUE COAVER CLUB, COUNTY HALL, EXETER

PRESENT Stephanie Long, Independent Chair; Jennie Stephens (Strategic Director, DCC); Paul Grimsey (ACS); Sally Foxhall (Non Exec Director; NHS Devon); Linda Bellshaw (Devon PCT); DS John Clements (D&C Police); Jenny Winslade (NHS Devon); Dr Vaughan Pearce (RD&E); Tom Woodward (ACS L&D); Liz Davenport (DPT); Delia Gilbert (NHS Devon); Helen Brookes (HBr) Minutes; Annette Hammett (Devon Doctors Ltd); Mandy Sharp (CQC); Jackie Perry (RD&E); Philip Sadeghi (Provider Rep); Phillip Hartley (Provider Rep); Nick Payne (SH&WD DC); Debbie Avery (Fusion)

APOLOGIES Roy Tomlinson (Safer Devon Partnership); Jan Ingram (ACS); Sue Gubb (Supporting People); Angela Edmunds; (Devon PCT); Carolyn Mills (N Devon HCT); Liz Steele (Devon Strategic Housing Officers Group); Karen Grimshaw (Plymouth Hospitals NHS Trust); Carolyn Elliott (ACS); Geoffrey Cox (SC Provider Rep); Liz Childs (SD HC NHS Foundation Trust); Hazel Ball (HBall) (Exeter City Council); (Mary Smeaton (SW Ambulance Service); Piers Tetley (ACS L&D)

No	Decision/Action Message Meeting 1 ST MARCH 2011	Who will action?	When?
1	<p>Matters arising / Action Log of 07/12/10</p> <ol style="list-style-type: none"> 1. New start / finish time (09.30 – 12.30) to be trialled at next SAB to ensure all attendees can stay for the whole meeting to avoid disruption. 2. All members to ensure that papers for the SAB meetings are provided for distribution at least two weeks before the SAB. HBr to circulate a list of dates for papers to be sent to her for this year's SABs. 3. Use the front page of the SAB report template to add to front of reports already completed to avoid duplication of work. 4. SL congratulated JS on her new post as Director for People. There are many changes happening at the moment therefore the SAB annual development meeting arrangements to be considered at the next SAB 5. Consider how future Safeguarding is funded before agency budgets are set. 6. Funding of safeguarding training – ACS and D&C Police are the only two member organisations to have returned signed memos or agreement at present. RD&E, DPT, and NHS providers for Northern and Eastern Devon (NDHCT) and Southern Devon (Torbay Care Trust) to be approached by commissioners 	<p>HBr</p> <p>All / HBr</p> <p>All</p> <p>SL HBr</p> <p>All</p> <p>JS / JW / TW / PG</p>	<p>07/06/11</p> <p>Circulated 07/03/11</p> <p>On Agenda 07/06/11</p>

2	<p>Learning Lessons Process</p> <ol style="list-style-type: none"> 1. Members to bring relevant information from other SABs they are members of. 2. Recommendations in paper agreed. Groups to be formed and process to be implemented by May 2011. Update on implementation to next SAB. 3. Independent Providers may also be a source of identifying learning in relation to safeguarding that the Safeguarding Improvement Panel can consider. 4. Service Improvement learning that is identified and managed through this process will need to be linked to other service improvement processes such as complaints 	<p>All PG / JW PG</p>	
3	<p>Learning from DPT Responsive Review (DPT presentation attached)</p> <ol style="list-style-type: none"> 1. The report from the planned review will be published 4th March 2011. 2. Key learning points include <ol style="list-style-type: none"> a. A shift to outcomes rather than process. This is supported by CQC outcomes framework. b. PI – shift to monitoring being more about quality. c. A practice development lead is being appointed. d. Enabled individual staff to understand what their individual contribution is. 3. Tools which the DPT used may be shared with SAB members. Organisations need to consider their own priorities. 4. LD & PG to possibly do a joint workshop/presentation to the County Provider group conference in October. Paul Giblin and Piers Tetley (DCC) are helping coordinate the Conference 	<p>LD PG / LD</p>	
4	<p>Service User Involvement</p> <ol style="list-style-type: none"> 1. DA from Fusion was invited to the SAB to consider how SU views can contribute to the work of the SAB as a strategic planning and governance Board. 2. Fusion is a consortium consisting of three organisations: Living Option, Westbank Carers and Devon Link Up. Fusion links with a network of 400 groups therefore they are able to relay information instantly. 3. Next steps -Communication, Involvement and Equalities sub group, to work with DA on developing proposals for Service user involvement in the work of the SAB 	<p>JC / PG / DA</p>	
5	<p>Business Planning, Annual Report and EINA</p> <ol style="list-style-type: none"> 1. JC and PG thanked for completing Draft report. The draft Business Plan was agreed by the Board 2. Progress on compiling the Annual Report was reported and is on schedule. 3. The following additions to be made to the Business Plan: <ul style="list-style-type: none"> - Section on Leadership to include Strategic Governance - Red, Amber Green (RAG) progress / risk rating column to be added to Annual Work Plan 		

	<ul style="list-style-type: none"> - Strategic lead and governance section - Involvement of Carers to be specified in the report. <ol style="list-style-type: none"> 4. Member organisations to be asked to provide examples of outcomes for people of implementation of current Business Plan 5. Terms of reference for Executive Group to be developed 6. Communications, involvement and equalities subgroup to be formed. 7. South West Safeguarding Quality Framework – SL to work with the other independent SAB chairs to ensure a unified approach. 8. JW to clarify the position of the SHA on the use of the SW SA Quality Framework 9. SW SA Quality Framework to be re circulated to members with these minutes 	<p>PG</p> <p>PG PG / JC</p> <p>SL JW H Br</p>	<p>Circulated 07/03/11</p>
6	<p>Reports from each agency, quarterly performance and activity</p> <p>North Devon Healthcare Trust</p> <ol style="list-style-type: none"> 1. SL to contact CM to discuss North Devon report, safeguarding training and the number of alerts remain low and below comparators <p>Exeter CC report and South Hams. DC and West Devon BC</p> <ol style="list-style-type: none"> 2. Exeter CC report and South Hams. DC and West Devon BC report both highlight need to focus on training and awareness for staff. 3. SL to contact HBa to discuss the Exeter CC report and the relevance of comments on Supporting People funding to safeguarding as opposed to wider service funding level issues and service responsibilities. <p>RD&E</p> <ol style="list-style-type: none"> 4. RD&E to identify ways of documenting compliance with the MCA <p>DCC</p> <ol style="list-style-type: none"> 5. One of the aims of the new structural approach in DCC is to provide a joined up approach across children and adult services. An update will be included in the next update report from DCC to the SAB <p>Police</p> <ol style="list-style-type: none"> 6. There has been an increase in referrals and additional staff have been taken on to reflect the resulting increase in demand. Training continues to be rolled out. 7. It was highlighted that a recent SA case in North Devon demonstrated an excellent piece of partnership work. The Serious Case Review Group are still in the process of identifying Health 	<p>SL / CM</p> <p>HBa / NP</p> <p>SL / HBa</p> <p>JP</p> <p>JS</p>	<p>Training figures found to be incorrect</p> <p>07.06.11 – paper sent to SL by HBa and SL will discuss.</p>

	Service learning points. A joint presentation to be given to the SAB on 07/06/11 re lessons learned from this case and how to take these lessons forward.	JC / JW	
7	<p>AOB</p> <ol style="list-style-type: none"> 1. SAB members to read the papers for information distributed to them and comments to be taken back to the presenter or authors. 2. SCRG to be in the business section of the SAB meeting not the information section 3. PG to explore ways of clarifying, for independent providers, the thresholds for safeguarding investigations. This could include offering a workshop at the October Providers event. 4. There are capacity issues for medication management reviews by NHS Devon Commissioning requested as part of safeguarding investigations. Guidance on thresholds for medication management reviews to be developed. . 5. Issue raised by Torbay SAB where a FOI request was made in relation to a whole home scenario. JC to send an electronic copy of this report to HBr to distribute. 	<p>All HBr PG</p> <p>JW / PG</p> <p>JC / HBr</p>	
8	<p>Date of next meeting:</p> <p>7th June 2011, 09.30 – 12.30, Creber Room, Coaver Club. PLEASE NOTE THE EARLIER STARTING TIME</p> <p>Dates of future meetings in 2011</p> <p>6th September 2011 6th December 2011</p> <p>All am. Specific timings to be confirmed Venue, Creber Room, Coaver Club.</p>		

Signature of Chair

