



## MINUTES

### WOLVERHAMPTON SAFEGUARDING ADULTS BOARD

Thursday 15 September 2016 at 11.00 am in Committee Room 4,  
3<sup>rd</sup> Floor,  
Civic Centre, Wolverhampton

#### Present:

Alan Coe (Chair)	Joint Independent Safeguarding Adult's and Children's Board Chair
Sandra Ashton-Jones	Safeguarding Manager - Adults, City of Wolverhampton Council
Councillor Sandra Samuels OBE	City of Wolverhampton Council
David Baker	Operations Commander, Black Country North, West Midlands Fire Service
Tabetha Darmon	Strategic Lead for Safeguarding Children & Adults, Black Country Foundation Trust
Stephen Dodd	Wolverhampton Voluntary Sector Council
Ros Jervis	Service Director Public Health, City of Wolverhampton Council
Judith Jackson	Walsall & Wolverhampton National Probation Service
Annette Lawrence	Designated Adult Safeguarding Lead, Wolverhampton Clinical Commissioning Group
Ch. Supt Jayne Meir	West Midlands Police
Fiona Pickford	Head of Safeguarding, Royal Wolverhampton Hospital Trust
Dawn Williams	Head of Safeguarding & Quality Assurance Children & Adult's, City of Wolverhampton Council
Sam Hicks	Healthwatch Wolverhampton
Wayne Palmer	PA to Head of Service, Safeguarding & Quality Service, City of Wolverhampton Council (Minute Taker)

#### Apologies:

Kate Houghton	Partnerships Officer, West Midlands Fire Service
Manjeet Garcha	Executive Lead Nurse, Wolverhampton Clinical Commissioning Group
Kirsty Baker	Head of Probation, Walsall & Wolverhampton National Probation Service
Acting DI Mark Burnell	West Midlands Police
Simon Reeves	Black Country Partnership Foundation Trust
Paul Crawford	Senior Performance and Information Analyst, City of Wolverhampton Council
Cheryl Etches	Director of Nursing, Royal Wolverhampton Trust

Kevin Griffiths	Station Commander, West Midlands Fire Service
Anthony Ivko	Service Director Older People, City of Wolverhampton Council
Sue Kunynec	Director of People, Wolverhampton Homes
Andy Proctor	Safeguarding Manager, West Midlands Ambulance Service
Linda Sanders	Strategic Director, People Directorate, City of Wolverhampton Council
Lorraine Millard	Designated Nurse Safeguarding Children, Wolverhampton CCG
Karen Samuels	Head of Community Safety, City of Wolverhampton Council
Kathy Roper	Head of Young Adults Commissioning, City of Wolverhampton Council
Kathy Cole-Evans	Strategy Co-ordinator & Manager, Wolverhampton Domestic Violence Forum

**MINUTES FROM TODAY'S MEETING**

**Action By**

- 1 The Chair welcomed all present and introductions were undertaken and apologies noted.
- 2 The Safeguarding Adults Review meeting took place earlier today.
- 3 The minutes of the meeting on 16 June 2016 were accepted as an accurate record of the meeting.
- 4 **Matters Arising – Action Log**
  - 18.06.15 – Further update from dip sampling regarding the difference in recorded incidents of DV and the number of incidents – update from working group at December 2016 Board. **Dawn Williams**
  - 10.12.15 – Health check data to be obtained and forwarded to Paul Crawford – on today's agenda. **Kathy Roper/  
Wendy Ewins**
  - 17.03.16 - Data from GP inspections to be included in next CQC report (Dec 2016). **Emma Wynne**
  - Work plan report to next Board – on today's agenda. **Alan Coe**
  - Making Safeguarding Personal report to September Board – on today's agenda. **Healthwatch**
  - Report to September Board regarding the increase in safeguarding notifications going on to investigation. **Tabetha Darmon/Paul Crawford**
  - Work plan to be established in respect of Modern Slavery and what information is put out about it – Safer Wolverhampton Partnership to take the lead and keep WSAB informed. **Dawn Williams**
  - Executive Committee to look at the ownership of the current risks on the Risk Register. **Executive Committee**
  - Sandra Ashton-Jones advised that the CareFirst forms to capture safeguarding information have been worked on and amended and

these are currently being tested before they go live on the system.

The Chair informed the meeting that he had been in conversation with Linda Sanders, Sandra Ashton-Jones, Viv Griffin and Anthony Ivko regarding a specific event to pick up on Prevention. This is on the agenda today.

## **5 Board Priority Updates**

### **5.1 Governance**

#### **Strategic Plan update**

The Strategic Plan has been updated; the Joint Protocol has been completed and is waiting to be signed off with Linda Sanders and then the Chair.

**Action: Strategic Plan to be circulated.**

**Sandra Ashton-Jones**

#### **5.1a**

#### **Annual Report update**

This is the first annual report under the new legislation; there has been additional support from the Council's Communications Team and from an editorial group. Contributions from partners was vastly improved with a better template and guidance.

The Executive Summary will be produced as a combined document for both Boards which will be user friendly.

**Action: Comments to be submitted by next Friday at the latest.**

**Board Members**

The Governance Committee lead will need to be replaced; there has been an appointment of a new incoming Service Director to take over from Anthony Ivko; this is David Watts; he will be invited to future Board meetings.

**Action: David Watts to be invited to Board meetings.**

**Michelle Marney**

**Action: Linda Sanders and Anthony Ivko to be approached for an interim Governance lead.**

**Sandra Ashton-Jones**

Sandra Ashton-Jones introduced the reporting schedule for Board members to note.

### **5.2 Performance & Quality**

**5.2a Performance & Quality Dashboard** – A meeting took place in August, the Chair voiced concerns around the Performance Data Dashboard; this will be updated in the next two weeks. It was agreed that the Chair would meet with the priority lead. Health data is required around falls and FGM.

Annette Lawrence advised that the CCG's Quality Nurse Advisor Team have carried out nineteen pressure injury investigations at thirteen nursing/residential homes during the first quarter of the year.

Sixteen of these were avoidable pressure damage and three were unavoidable.

The CCG is launching the Prosper programme which a number of homes will sign up to, as yet there is no data or evidence of its effectiveness.

A discussion took place regarding partner data; it was recognised that there needs to be clear parameters of what is needed. It was noted that other Boards have dedicated people to collate all of the information, but in Wolverhampton the local authority support this, it's not a requirement, it is goodwill. Councillor Samuels queried whether the Combined Authority may be able to provide a combined post for this to enable comparison across the region.

#### **5.2b Think Family**

The Chair read to his report and recommended that information is gathered of what is already being done and identify any gaps and promote what is good practice. The recommendations were accepted and a short questionnaire will be developed and sent to Board partners.

#### **5.2c Annual Assurance Statement**

The Performance and Quality Committee will look at the assurance tool and this will be sent out, responses will be expected by early December and will be reported on at the March Board.

#### **5.3a Prevention**

A meeting has taken place to look at Prevention and what is happening within the City and mapping this.

The Prevention strand and work plan has been achieved; trigger work has not been completed but dip sampling is being carried out by the MASH and the trigger work will be picked up and developed.

#### **5.3b Event – Feeling Safe and Keeping Well in the City of Wolverhampton**

An event will take place on 14 February, this will be led by the Health & Well Being Board.

#### **5.4a Communication & Engagement**

**Website** – training is now on the website. The Adults section of the website is to be developed further; a member of staff is working five hours per week to update/support the website. The Communication & Engagement Committee will be looking at 'hits' on the website and auditing this.

**Faith Group** Engagement - Sixty faith groups have replied to the mail out. Organisations are being risk assessed by Lay Member of the Children's Board and the Chair; this will give them a 'RAG' rating and will feed into a colour coded document.

**Action: A brief report to be compiled re: Risk Assessment of Alan Coe**

**organisations.**

Ch. Supt. Jayne Meir informed the meeting that the Police try to do a lot of mapping and they have a list of organisations; she added that she can support with joined up working.

**Campaigns**

Violence Against Women & Girls (VAWG) – 25 November to 10 December; information will be sent out to Board partners this week.

CSE Campaign – across the summer – new communities/trafficking.

**5.4b Making Safeguarding Personal**

Sam Hicks talked to her report giving an overview of the outcomes. A short discussion took place regarding the report, during this it was suggested that it is referred to the Communication and Engagement Committee. A verbal update to be brought to the next Board meeting regarding plans to take it forward.

**Communication  
& Engagement  
Committee**

**5.4c Safeguarding week** – this will be spread out, councillor's want to be involved.

Monthly safeguarding updates are being progressed.

**5.5 Workforce Development**

The Learning & Development meeting in July was cancelled, the Workforce Development Committee have met within the time frame. Task & finish groups have been set up to look at adults/children's training. The joint training strategy has been sent to both committees for comment and a joint work plan has been developed. The first joint meeting is due to take place in November.

**Action: Written update to be provided at the next Board meeting. Lorraine Millard**

**6 Strategic Development**

**6.1 Safeguarding Adults Review Update**

The Committee has an on-going work plan; two significant cases have been added; the Committee is currently waiting for the outcome of the Police investigations to see if SAR's are required.

All of the historic Serious Case Reviews have been reviewed; all actions have been taken over by events and closed down.

The Fire Service are to do some work looking at Beatties car park; the Police have produced some data for this too. Suicide prevention will be joined up working with Public Health and the Samaritans.

**7 Reports**

**7.1 Regional West Midlands Safeguarding Policy & Procedure update**

The updated policy and procedure was presented for information and endorsement. It will be submitted to all fourteen regional Boards to

be signed off.

## **7.2 DoLS Annual Report**

The DoLS report was introduced to the Board, it was noted that there has been progress against the priorities last year. The number of referrals has increased and there is a significant backlog; only Sandwell has declared a zero backlog. The Supervisory Body is in breach of its responsibilities, but this is the same across the country and there are legal challenges to the Government regarding resources. A report is due to go to senior management regarding DoLS and options on how to manage the increase in referrals. The average number of DoLS applications has gone up from 57 to 70 per month.

**Action: Feedback to be given to Board.**

**Sandra Ashton-  
Jones/Linda  
Sanders**

## **7.3 SAR Evaluation Report**

This report is for information purposes; the repository is not yet live, a date for this is awaited.

## **8 Chairs Report**

The Chair read to his activity report; there were no comments or questions from the members present. The Chair advised that his current contract expiry date is February 2017; following a meeting with Keith Ireland this has been extended to August 2017.

## **9 Any Other Business**

Stephen Dodd informed the Board that Michaila Tope from The Haven has stepped down from the Board. It was felt that the Board needs to be specific about expertise from third sector partners; gaps need to be identified.

Councillor Samuels suggested carrying out a skills audit of Board members to identify any gaps.

**Action: Both Board managers to meet with Councillor Samuels to discuss skills audits.**

**Sandra Ashton-  
Jones,  
Councillor  
Samuels, Gillian  
Ming**

Thanks were extended to the Chair for accepting the offer of the extension to his contract.

## **10 Date of Next Meeting**

The date of the next meeting is 15 December 2016 at 11.00 am, venue Committee Room 4, 3rd Floor, Civic Centre.

Agenda Item 1

**Independent Chair: Alan Coe, Joint Independent Safeguarding  
Adult's & Children's Board Chair**

**Signature:**

**Date:**