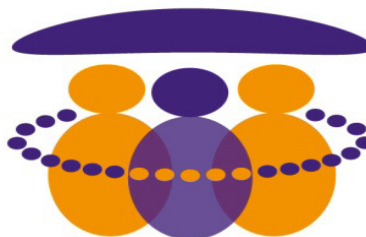


Harrow Safeguarding Adults Board (HSAB)



& our Partners,

Committed to
Safeguarding Adults



Minutes of Meeting - Wednesday 21st September 2016

HSAB Members	Organisation	In attendance? (yes/no)
Florence Acquah (FA)	London North West Hospitals NHS Trust	√
Christine Asare-Bosompem (CA-B)	Harrow (NHS) Clinical Commissioning Group	√
Cllr Simon Brown (Cllr B)	Elected Councillor (Portfolio Holder) - LBH	√
Nicky Brownjohn (NB)	Harrow (NHS) Clinical Commissioning Group	X
Karen Connell (KC)	Housing (Harrow Council)	√
Sarah Crouch (SC)	Public Health	X
Julie-Ann Dowie (JA-D)	Royal National Orthopaedic Hospital	√
Andrew Faulkner (AF)	Brent and Harrow Trading Standards	X
Bernie Flaherty (BF)	HSAB Chair	√
Mark Gillham (MG)	Mind in Harrow	√
Garry Griffiths (GG)	Harrow (NHS) Clinical Commissioning Group	√
Sherin Hart (SH)	Care Home provider representative	√
Ray Keating (RK)	Metropolitan Police – Harrow	√

Nigel Long (NL)	Harrow Association of Disability (HAD)	X
Jules Lloyd (JL)	LFB	X
Martin Machray (MM)	NHS England - North West London	X
Coral McGookin (CMcG)	Harrow Safeguarding Children's Board (HSCB)	√
Avani Modasia (AM)	Age UK Harrow	√
Cllr Chris Mote (Cllr M)	Elected Councillor (Shadow Portfolio Holder) – LBH	√
Tanya Paxton (TP)	CNWL	√
Deven Pillay (DP)	Harrow Mencap	√
Vicki Hirst (VH)	London Ambulance Service	X
Visva Sathasivam (VS)	Adult Social Care, LBH	√
Chris Spencer (CS)	Corporate Director People Services - LBH	√
Ash Verma (AV)	Healthwatch Harrow	X
Martin Delaney (MD)	Westminster Drug Project (WDP)	√
Officers supporting the Board		
Sue Spurlock (SS)	LBH - Safeguarding Adults and DoLS Service	√
Seamus Doherty (SD)	LBH - Safeguarding Adults and DoLS Service	√

<p>1. Welcome/Introductions/Apologies</p>	
<p>BF welcomed all HSAB members - introductions and apologies were made. RK and MD were welcomed to their first meeting.</p>	
<p>2. Minutes of Last Meeting and Matters Arising (not covered on the agenda)</p> <p>The minutes of the previous meeting held on 16th March 2016 and the Annual Review/Business Planning Day (3rd June 2016) were agreed.</p> <p>Matters arising:</p> <ul style="list-style-type: none"> outstanding HSAB signed partnership agreements <p>Board members present who had not signed an agreement did so at the meeting.</p> <p>Action: SS to check for outstanding agreements and email board members direct.</p> <ul style="list-style-type: none"> Police information sharing agreement update (item deferred from December 2015 and March 2016 HSAB meetings) <p>The HSAB agreed to defer this item again for discussion at the December meeting.</p> <p>Action: SS to agenda and RK to bring an update.</p> <ul style="list-style-type: none"> Safe Place Scheme update <p>SD updated the meeting. There have been two recent meetings with Creative Support and Harrow Mencap is now involved. There is a plan in place to move the scheme forward. MG reported that the MIND charity shop is checking with their head office to see if they can join the scheme.</p>	<p>SS</p> <p>SS/RK</p>
<p>3. HSAB Development</p>	
<p>3.1 Local Assurance Test – progress review</p> <p>CS presented this item which was discussed. The LAT is designed to reassure everyone that the reorganisation into People Services has not weakened the safeguarding arrangements and CS outlined the approach taken by LBH. The report sent out with the agenda is an account of how well the reviewers believe that statutory functions are being carried out. Their view is that plans are appropriate and implementation is quite good. The report has also been given to the HSCB, the Council’s Cabinet and Overview and Scrutiny committee.</p>	
<p>4. Training and Workforce Development</p>	
<p>4.1 Best Practice Forum on community safety</p> <p>SS presented this item. HSAB statistics highlighted the need for a focus on prevention and community safety, therefore SS and SD were seeking agreement from the HSAB that the next best practice forum should be on this topic.</p>	

<p>This was agreed as a good idea and it was noted that it was likely to be held in December 2016/January 2017 depending on availability of speakers, venues etc.</p>	
<p>5. Prevention & Community Involvement</p>	
<p>5.1 Vulnerable people in custody task and finish group – progress report</p> <p>SD and MG gave an update on the meeting held in July which had gone through the inspection report recommendations and any areas relevant to the HSAB. The main gap was identified as appropriate adult services. Another meeting is due to be held before the next HSAB so that options can be brought back for discussion.</p> <p>MG believed it was a productive meeting which was also attended by the London North West Custody Suite Manager.</p>	
<p>6. Quality/Performance Review</p>	
<p>6.1 Performance report quarter 1 – 2016/2017</p> <p>SS introduced the report which had been sent out with the agenda in advance. The statistics at the end of June 2016 showed another growth in concerns compared to the same period last year.</p> <p>There had been another increase in mental health concerns which is positive as numbers are now in excess of the last recorded national statistics.</p> <p>SS also updated the meeting on provider concerns, which relate primarily to a local domiciliary care agency, where there are now institutional level safeguarding concerns.</p> <p>SS tabled an additional paper which provided more in depth analysis of some of the statistics (electronic copy attached). The HSAB welcomed the more detailed analysis and noted that some further information should be available when Mosaic replaces Frameworki. It was noted with concern that the majority of abuse is taking place in users' homes and most commonly the perpetrator is a family member. SS and SD commented that a different focus may be needed for awareness raising which has historically focused on institutions.</p> <p>BF commented that all organisations and their staff can be 'eyes and ears' in the community and also recommended wide circulation of 'the little book of big scams'. Action: SS to send out an electronic copy with the minutes.</p> <p>The next training session for elected councillors is on 6th October 2016.</p> <p>It was noted that good progress has been made on the 'Think Family' agenda and that the next step was 'Think Whole Family'.</p>	<p>SS</p>

<p>6.2 IMR and learning from the Mr M case</p> <p>This topic was introduced by VS.</p> <p>The case review process has been completed and there will be a learning lessons event in a few weeks time.</p> <p>The action plan will come to the HSAB in December 2016.</p>	
<p>7. Policies and Procedures/Governance</p> <p>7.1 SAR Policy – final draft version</p> <p>SS introduced this item and the latest version was discussed. SS advised the HSAB that Dr Adi Cooper is running a group looking at producing a set of SAR procedures (linked to the London multi-agency safeguarding procedures) which it is hoped would be available this time next year. The HSAB version would be used in the interim period and could be reviewed if required after the first SAR process is completed</p> <p>The HSAB agreed:</p> <ul style="list-style-type: none"> a) to adopt the interim procedures, and b) to identify a statutory partner (not from adults) as the SAR Coordinator <p>BF agreed that there should be a dialogue outside the HSAB with relevant statutory Board members, so that the SAR Coordinator is identified before the December meeting.</p>	BF
<p>7.2 HSAB Strategic Plan 2014/2017– exception report (standing item)</p> <p>SS introduced this item. The HSAB has completed the required actions in its existing three year plan, so the main priority is progressing development of the new plan (see item 7.3)</p> <p>7.3 HSAB Strategic Plan 2017/2020 – next steps</p> <p>SS introduced this item and would be hoping to have a final draft of the new HSAB Strategic Plan available for the Board to agree at its 2017 annual review and business planning day. Given the pressure on all partners’ time, SS suggested a “virtual reference group” to receive iterations of the draft document and asked HSAB members to nominate relevant people from their organisation. This approach was agreed by Board Members.</p> <p>Action: Members to nominate a representative from their organisation for the reference group</p>	All

8. Partnership Working

8.1 Feedback from the HSCB (standing item)

CMcG informed the HSAB that the HSCB annual report went to its Board meeting last week and will be sent out shortly. It was positive that it contains lots of emphasis on joint working between both Boards.

The next multi-agency statutory case audit is due to be done and will be joint with Adult Services.

The HSCB annual conference will be run jointly with adults and the focus will be either disability or domestic abuse.

The current HSCB Chair has now left Harrow. Interviews are being held on 6th October 2016 for a new Chair who will take forward the work of the Board in the context of the Wood Report.

8.2 CCG – GP representative for the HSAB (update)

GG updated the meeting. The CCG is now very close to making a decision about a GP representative for the HSAB. BF responded that a passionate and committed GP representative is welcome but that he or she must be able to attend Board Meetings and hoped that the new member would be at the December meeting.

8.3 Updates from Member Organisations

Harrow Mencap

DP reported that work on his pledge is well underway.

CNWL

TP made a pledge at the meeting to continue to maintain the numbers of safeguarding adults concerns. In addition, she wants to look at the length of time taken on the safeguarding process to avoid any “drift”. CQC are coming back to CNWL in October with a focus on the acute wards. The CNWL redesign is being embedded. TP is also reviewing the quality assurance agenda.

MIND in Harrow

MG is committed to the third mystery shopping exercise and also the ongoing work on the ‘vulnerable people in custody’ report.

MG reminded the Board that World Mental Health Day is on 10th October 2016 and MIND in Harrow is involved in the Council’s staff event.

Housing

KC has pledged that officers will promote awareness of safeguarding adults and invite SD to the Housing Department’s staff conference in January 2017. She will also add a safeguarding question to the department’s mystery shopping exercise.

London NW Hospital Trust

FA reported that monthly safeguarding adults meetings are still being held. The training programme should achieve 95% attendance by the end of 2016. The Prevent training numbers are already at 100%.

Councillor M

Cllr M pledged to continue to do the best he can for all vulnerable adults in the community.

CCG

See item 8.2 above.

Age UK Harrow

AM updated on her pledges – more training for Board Members on safeguarding and to update relevant policies and procedures.

RNOH

JA-D reported that increasing numbers of staff are attending level 3 safeguarding training and as at today's date, 100% has been achieved.

Westminster Drug Project

MD made a pledge that WDP will provide a consistent representative for MAPPA.

Cllr B

Cllr B pledged to continue to do what he can to keep safeguarding adults and children as a high priority for the Council, including encouragement to work across departments.

HSCB

See item 8.1 above.

CMcG's personal pledge relates to 'Think Whole Family'.

Private Sector Representative

SH reported that her care home is focusing on lessons learned.

Metropolitan Police

The pledge set by MP at the annual review day was: "to work with Harrow Council and other partners to raise awareness amongst more vulnerable members of the community to reduce scams, fraud and related crime, to include increasing knowledge amongst neighbours, family and community groups of how to recognise such crime, protect themselves and others and when to raise concerns with police or partners". RK accepted the pledge made by his colleague and agreed that encouraging police participation in the December / January best practice forum on community safety would be a positive next step.

<p>Adult Social Care</p> <p>VS pledged to finalise the SAR procedures and implement effectively. VS also updated the Board on the new 0-25 disability service.</p>	
<p>9. AOB (urgent items only)</p> <p>None</p>	



in partnership with:

