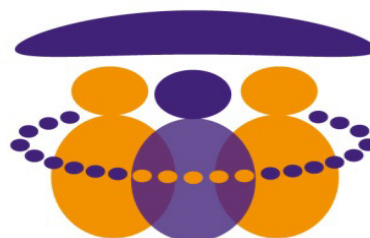


**Harrow Multi-Agency  
Local Safeguarding Adults Board (LSAB)**



& our Partners,

**Committed to  
Safeguarding Adults**



**Minutes of Meeting - Wednesday 18<sup>th</sup> March 2015**

<b>Board members present</b>	<b>Designation/Organisation</b>
Florence B Acquah (FA)	Lead Nurse (NW London Hospitals Trust)
Toni Burke (TB)	Interim Head of Resident Services - Harrow Housing Service
Cllr Margaret Davine (Cllr D)	Portfolio Holder – LB Harrow
Julie-Ann Dowie (J-AD)	Safeguarding Adults lead, Royal National Orthopaedic Hospital
Paul Fish (PF)	Executive lead - safeguarding adults nurse, RNOH
Cllr Pamela Fitzpatrick (Cllr F)	Councillor (London Borough of Harrow)
Bernie Flaherty (Chair)	Director Adult Social Services – Community, Health & Wellbeing, Harrow Council
Mark Gilham	Chief Executive – Mind in Harrow
Sherin Hart (SH)	Care Home Provider representative
Richard Metcalfe	Metropolitan Police – Harrow
Coral McGookin (CMcG)	LSCB Senior Professional
Cllr Chris Mote (Cllr M)	Shadow Portfolio Holder (LB Harrow)
Tanya Paxton (TP)	Borough Director – CNWL Mental Health NHS Foundation Trust
Deven Pillay (DP)	Chief Executive – Harrow Mencap

Visva Sathasivam (VS)	Assistant Director Adult Social Care, Harrow Council
<b>Officers supporting the LSAB</b>	
Sue Spurlock (SS)	Manager Safeguarding Adults and DoLS Services – (LB Harrow)
<b>In attendance</b>	
Mark Parkinson	Metropolitan Police (for item 3.1)
<b>Board members not present</b>	<b>Designation/Organisation</b>
Jason Antrobus (JA)	Assistant Chief Operating Officer, Harrow CCG
Paul Bushell (PB)	London Ambulance Service
Richard Claydon (RC)	Harrow Borough Commander – London Fire Service
Sarah Crouch (SC)	Public Health Consultant
Jonathan Davies	North West London Hospitals NHS Trust
Lawrence Gould (LG)	GP representative from Harrow Clinical Commissioning Group Board
Patrick Laffey (PL)	Ealing Hospitals NHS Trust (Harrow Provider Services)
Nigel Long (NL)	Harrow Association of Disability
Avani Modasia (AM)	Chief Executive – Age UK Harrow
Colin Morris (CM)	DWP
Peter Stride (PS)	Metropolitan Police – Harrow
Ash Verma (AV)	Harrow Healthwatch

<b>1. Welcome/Introductions/Apologies</b>	BF welcomed all LSAB members - introductions and apologies were made. There was no CCG representative at the meeting, so BF reminded members about the statutory nature of the LSAB from April. BF confirmed that she will write again to the CCG about the importance of their attendance.	<b>BF</b>
<b>2. Minutes of Last Meeting and Matters Arising (not covered on the agenda)</b>	The notes of the last LSAB Business meeting (8 <sup>th</sup> December 2014) were agreed as an accurate record. DP highlighted that there were two actions not completed by the CCG and SS was asked by Board members to write to JA requesting that the information be circulated.  <b>Action:</b> SS to write to JA at the CCG  <b>Matters arising:</b>  <b>(3.2) Care Act implementation – update (item for information)</b>  VS provided the LSAB with an update. He emphasised that with the Board becoming statutory from April attendance by appropriate people is critical. There is good progress underway including on carer’s assessments/services. There are a number of impacts for adult social care including changes to Ordinary Residence rules. He reminded the Board that the Care Act has lowered the threshold for safeguarding interventions and introduced new areas e.g. modern slavery. BF checked that all LSAB members felt fully briefed on the Care Act and all members agreed that there had been extensive information made available. BF agreed that an update at the next LSAB Business meeting would be helpful as it will be 5 months post implementation.  <b>Action:</b> SS to add to the agenda as a matters arising	<b>SS</b>
	<b>(4.3) File audits – confirmation of each organisation’s audit processes (item for information)</b>	<b>SS</b>
	CNWL (TP) to provide an update at the next Business Meeting	<b>TP</b>
	<b>(10.0) Budget cuts and any impact on vulnerable people (item for information)</b>  BF informed the Board that a report is being presented to Cabinet tomorrow about funding for the voluntary sector. Cllr D confirmed that she is visiting the voluntary sector personally to discuss what can be done to mitigate the effects of any decisions that might be taken by Cabinet.	

<p>MG was concerned that the equality impact assessments did not appear to explicitly cover safeguarding. BF provided reassurance that Cllr D was an LSAB member as well as a Cabinet member and will therefore have safeguarding impact at the forefront of her mind in the decision making process. Cllr D agreed.</p> <p>BF confirmed that she has written to the statutory partners on the LSAB requesting the same levels of funding contribution for next year as they make to the LSCB. She has not received any responses to date. DP requested that the effects of any funding reductions on safeguarding adults' work are monitored. BF asked that this item be discussed as a matter arising at the next Business Meeting.</p> <p><b>Action:</b> SS to add to the agenda</p>	<b>SS</b>
<h3>3. LSAB Development</h3>	
<h4>3.1 LSAB draft Communication Policy (item for decision)</h4> <p>SS had circulated the draft policy with the agenda and it was discussed and agreed with the following amendments/additions: more explicit references to mental health; actions to address scams; information for carers e.g. the importance of considering LPAs; diverting vulnerable people away from crime. All partners agreed that where they have newsletters these can be used for dissemination of information.</p>	
<h3>4. Quality/Performance Review</h3>	
<h4>4.1 Performance report quarter 3 - 2014/2015 (item for information)</h4> <p>The statistics and covering report had been circulated with the agenda and SS highlighted that the areas the Board may wish to keep under review are (as previously) the low numbers of mental health alerts, as well as the increasing numbers of DoLS cases.</p> <p>In relation to mental health alerts, TP responded that all in-patient cases are reported to Brent as the hospital is in that borough which will impact on Harrow's figures. She has also asked for independent file audit of some cases and set up training for admin staff receiving alerts following the findings of the mystery shopping exercise.</p>	

<p><b>5. Training and Workforce Development</b></p>	
<p><b>5.1 Multi-agency training programme 2015/16 (item for information)</b></p> <p>SS confirmed that discussions have started with Lowe Consultancy (LCS) about the multi-agency safeguarding adults training programme 2015/16. Many of the most popular courses will remain e.g. the basic awareness and refresher, however they will be updated to be Care Act compliant. LCS are considering some sessions on the new areas of modern slavery; honour based violence and self neglect. DP queried whether the Prevent agenda is covered in any of the sessions. It was agreed that some evaluation of impact would be helpful in the Autumn.</p> <p><b>Action:</b> SS asked that LSAB members let Seamus know asap if they have any topics they would like covered next year</p> <p><b>Action:</b> SD to set up a process for seeking impact evaluation in Autumn 2015, to be reported back to the LSAB in December 2015</p>	<p><b>All</b></p> <p><b>SD</b></p>
<p><b>6. Policies and Procedures/Governance</b></p> <p><b>6.1 LSAB Strategic Plan – action plan exception reporting (standing item) (item for information)</b></p> <p>The exception report had been circulated with the agenda and was discussed. There are a significant number of actions completed or “on track”.</p> <p>The main objectives that require further work were highlighted in red and include (i) member organisations providing updates for the Board’s business meetings (ii) the Board’s communication plan which was agreed at this meeting; and (iii) presentation of the LSAB Annual Report 2013/14 to partner organisation’s Executive or equivalent – the majority of members confirmed this action had taken place, but CNWL, RNOH and the Police representatives needed to check. The CCG were not represented at the LSAB meeting to give a response. <b>Action:</b> SS to ask for an update.</p> <p><b>6.2 Draft Escalation protocol (item for decision)</b></p> <p>The draft protocol had been circulated with the agenda and was discussed and agreed with the following amendments: clarification of timescales and Review Panel criteria i.e. how members will be selected. It was agreed to add any lessons learned from implementing the protocol in future LSAB Annual Reports.</p>	<p><b>SS</b></p>

<p><b>7. Prevention and Community Involvement</b></p>	
<p><b>7.1 “Human Trafficking - Safeguarding Adults and Children</b></p>	
<p>Mark Parkinson from the Met Police attended for this item and made his presentation which was discussed in detail. The Police are keen that all voluntary and statutory sector organisations understand the issue so that a fuller picture of what’s happening in London can be formed. LSAB organisations’ staff are well placed to identify “at risk” individuals or to interrogate the data they collect to identify a local problem.</p> <p>Mark asked that information is cascaded down to front-line staff and offered to attend any relevant meetings/sessions to present the issues if that would be helpful. It was agreed that a Best Practice Forum (possibly joint with Children’s Services) would be beneficial in increasing knowledge and assisting staff to manage cases.</p> <p><b>Action:</b> SD to schedule a Best Practice Forum in to the calendar for later this year and to consider development of a simple information sheet for staff</p> <p><b>7.2 “Making Safeguarding Personal” (item for information)</b></p> <p>SS updated the meeting on progress with the action plan and it was agreed to bring a written update to the September Business meeting.</p> <p><b>Action:</b> SS to agenda</p>	<p><b>SD</b></p> <p><b>SS</b></p>
<p><b>8. Partnership Working</b></p>	
<p><b>8.1 User input to the work of the Board – and recommendations</b></p> <p><b>(standing item) (item for information)</b></p> <p>Update from “mystery shopping” exercise</p> <p>See also item 4.1 above. TP confirmed that she has fed back the “shopper’s” findings to relevant staff. MG asked whether it can be an annual event and it was agreed to have a quality assurance item on the LSAB Business Meeting agenda in December which can include discussion about another mystery shopping exercise.</p> <p><b>Action:</b> SS to agenda</p>	<p><b>SS</b></p>

<p>Feedback from the “Keeping Safe” event in December 2014 (item for information)</p> <p>SS updated the meeting in relation to the event held at Choices for All in December, co-hosted between the Safeguarding Adults Service and the Harrow Police. It was attended by Simon Ovens (the Borough Commander) and a number of his colleagues who talked about keeping safe and answered attendee’s questions. There was also an update on the Safe Place Scheme and some discussion about safeguarding.</p>	
<p><b>8.2 Feedback from the LSCB (standing item) (item for information)</b></p> <p>Sexual exploitation (item for information)</p> <p>CMcG updated the meeting on the work being taken forward by the LSCB in Harrow. Because of the Rotherham lessons and thematic CSE inspections UK wide, the LSCB now leads. There are 2 main drivers (i) scope the nature and scale of the issues/map service provision, and (ii) raise awareness. Action will include working into local business e.g. taxi firms and there are opportunities for joint work with the LSAB in relation to vulnerable adults at risk of exploitation. There was a discussion about young people in transition and use of vulnerable adults’ houses by perpetrators – therefore the need for all staff to “think family”.</p> <p>Joint Protocol between the LSAB and LSCB (item for information)</p> <p>The draft protocol had been circulated in advance of the meeting and was discussed and agreed with one minor amendment – the LSAB/LSCB sub-group has now become a business liaison meeting.</p>	
<p><b>9. Updates from member organisations</b></p>	
<p><b>CNWL</b> – covered in other items above</p> <p><b>MIND in Harrow</b> – working with TP from CNWL on a range of issues including safeguarding</p> <p><b>Police</b> – changes in local structure and unlikely to be senior officers designated for Harrow in future, therefore a representative for the LSAB may become an issue</p> <p><b>Action:</b> the LSAB asked BF to write to the Police about representation in future</p> <p><b>Harrow Mencap</b> – in the next few months will be having an independent audit of the organisation’s safeguarding processes and policies and DP will feedback to the LSAB</p> <p><b>Housing</b> – TB is leaving Harrow and will be replaced on the LSAB by Karen Connell. BF thanked TB for her commitment on behalf of the LSAB</p> <p><b>Action:</b> SD to add KC to the LSAB circulation list</p>	<p><b>BF</b></p> <p><b>SD</b></p>

**RNOH** – working on Care Act implementation and improving the training offered to staff at the hospital

**NWLHT** – there is now a team of 3 people at the hospital covering safeguarding adults work and developing partnerships

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**10. Any Other Business**

None.



in partnership with:

