



**Minutes of the meeting of the
Dorset Safeguarding Adults Board**

Wednesday 15th March 2017

14.00-17.20

Committee Room 2, County Hall, Colliton Park, Dorchester, Dorset DT1 1XJ

No	Minute	Action
A	INTRODUCTION	
A1	WELCOME AND APOLOGIES	
A1.1	BC welcomed everybody to the meeting. Introductions were made. BC asked the attendees if there was any Declarations of Interest and there was none.	
A1.2	SB said he was attending as an Elected Member but he was also representing Dorset & Wiltshire Fire and Rescue Service.	
A1.3	BC asked the meeting to note that the agenda for this and future meetings had been rearranged to give prominence to the Work Plan and Sub Groups.	
A2	MINUTES OF THE MEETING OF 6th DECEMBER 2016,	
A2.1	The minutes of the meeting of 6 th December 2016 were agreed as accurate with the exception of the second sentence in Item B2.2 which should read:-	
A2.2	"She also said that the Care Quality Commission had undertaken a thematic review in August 2016 and Dorset Healthcare were one of many trusts involved. This national report would be published on 16 th December 2016."	
A2.3	The rest of the paragraph remains the same. Item B2.2 to be amended on the Action Log too.	AS

A3	ACTION LOG AND MATTERS ARISING	
A3.1	<p>BC asked the meeting to consider the Action Log and asked for any further updates on what was published and circulated. Additional updates were as follows:-</p> <ul style="list-style-type: none"> • <u>Item B4.4 16.06.15 – Purbeck Care Legacy Group</u> – HCa reported that he and X of DCC had met about this issue. It was an overarching piece of work and would involve standard operational procedures. The responsibility for this piece of work now rested with DCC Commissioning. HCa would take over this action for the Board. • <u>Item D3.4 15.03.16 – SARs in Prisons</u> – BC has drafted a letter to the Prisons and Probation Ombudsman as the Care Act is clear on this issue but there is nothing about it in the PPO procedures. It was agreed that BC would expand the letter to include the IRC The Verne. BC to consult DV on letter. It was also agreed that the Memorandum of Understanding between Dorset Safeguarding Adults Board and the Prisons would be reviewed and updated by SWK and DB. FHa said that Dorset Healthcare were handing over the care in Prisons to Care UK. Dorset Healthcare already have procedures in place should there be a death in custody – this involves a 72-hour review and a full RCA. FHa mentioned that the Trust had done a deep dive into suicide and healthcare in prisons. She would review the report and share it with the Board. • <u>Item C1.3 – An Investigation into the Best Approach when both a SAR and a Mental Health Homicide Review are required.</u> – This included BC’s SAR Panel report today. • <u>Item B2.5 13.09.16 – Evaluation of the ABACUSS System</u> – Deferred until DSAB Meeting in June 2017. • <u>Item B1.6 06.12.16 – QA – Anonymised Care Quality Monitoring Report</u> – HC is awaiting legal viewpoint. • <u>Item C4.1 – Line of Sight Programme</u> – KM reported that there had been six responses so far and that visits to the Dorset Police were proving popular. BC asked that a reminder be sent to the Board again as the deadline was 31st March 2017 for replies. • <u>Item C6.1 6/12/16 – Draft Pan Dorset Domestic Abuse Strategy 2017-2020</u> – BC reported that this had been agreed at the last Pan Dorset Domestic Abuse Board meeting. Action plans are now being developed. This action is now closed. 	<p>HCa</p> <p>BC BC/DV</p> <p>SWK/DB</p> <p>FHa</p> <p>HC/Agenda</p> <p>HC</p> <p>KM/AS</p>
A3	PRACTIONER’S PRESENTATION	
A3.1	<p>X gave a presentation on a complex case that she had dealt with during her time with Safeguarding Adults Service where she works. She is a social worker with eleven years’ experience at Dorset County Council.</p>	

A3.2	<p>X outlined the challenges in this case and others like it. She listed them as:</p> <ul style="list-style-type: none"> • Empowering the service user to challenge individuals in positions of authority. • Making the service user safe and secure after reporting. • Sharing information between agencies • Criminal prosecutions of those in positions of trust who transgress. <p>She concluded that Making Safeguarding Personal gives victims more control and that entities should embrace change and multiagency team work.</p> <p>HCa said that Dorset County Council Finance Department were very vigilant about financial abuse and have had successful prosecutions. He said that the successes should be published. Carers who abused can be prosecuted under the Deprivation of Assets.</p>	
B	BUSINESS PLAN AND SUB GROUP REPORTS	
B1	PAN DORSET QUALITY ASSURANCE SUB GROUP CHAIR'S REPORT	
B1.1	<p>SWK and KM presented this item in HC's absence and issues to note were: -</p> <ul style="list-style-type: none"> • There is a new scorecard which incorporates analysis for Dorset. This is very much a work in progress and additions and amendments will continue to be made for improvement. HC had asked the Quality Assurance Sub Group for both Bournemouth & Poole and Dorset to work towards producing a single joint scorecard by the summer of 2017. • The Quality Assurance reports for all contributors to the Quality Assurance Sub Group should from now on be more analytical and consist of both data and accompanying narrative. • HC had asked that each contributing agency be satisfied that they were quality assuring themselves. • The Dorset Clinical Commissioning Group would now be gathering all data on behalf of Health and be presenting it to the QA Sub Group on one scorecard. • Both Bournemouth & Poole and Dorset Local Authorities were not attending the NHS Quality Surveillance Group regularly. It has been agreed that Sally Shead and Vanessa Read will represent Dorset and be both the Safeguarding Adults Boards' conduits. • HC had noted that the South West Ambulance Service Trust has not sent representatives to the Quality Assurance Sub Group meetings since November 2015. SWK asked BC, as Chair of both SABs, to write formally to them about this matter. 	<p>KM/AH</p> <p>VC</p> <p>SS/VR</p> <p>BC</p>

<p>B1.2</p> <p>B1.3</p> <p>B1.4</p> <p>B1.5</p>	<p>JH asked that the Quality Assurance Sub Group share its data across Commissioning for out of area placements. JH said that service users particularly those with complex learning disabilities and from out of area, sometimes from a long way away, were being placed in Dorset and she wondered how often their wellbeing was checked. SWK agreed and said that currently there was an ongoing whole service investigation of an establishment which cared for service users with learning disabilities. The establishment was based in Dorset but had service users from other counties in the south west of England. Learning disability service users often had complex needs so specialist care was sought and choice was limited as to where they could be placed. HCa proposed market management of controlling providers by Commissioners.</p> <p>Providers with Sanctions - In Dorset, there is currently one block and three cautions on different providers.</p> <p>Care Quality Monitoring Report – SWK reported that there were no trends discernible. As described in B1.2, there was one serious situation regarding a Learning Disabilities home currently in progress.</p> <p>Revised Bexley Scorecard – VC presented this to the Board. This scorecard now included all Health. Data would be presented on the Bexley Scorecard with narrative. VC was seeking approval from the Board for implementation. EB asked for clear criteria and definitions. VC will ensure these are included. The Board approved this version for use.</p>	
<p>B2</p> <p>B2.1</p> <p>B2.2</p> <p>B2.3</p> <p>B2.4</p>	<p>SAFEGUARDING ADULTS REVIEW PANEL CHAIR'S REPORT</p> <p>KM distributed the HNH Safeguarding Adults Review (SAR) press release. She reported that BC and she had visited the home and met with key personnel to assure them that the Dorset Safeguarding Adults Board took these issues seriously. It was clear that the home was making steps to rectify problems. Positive results had come out of this SAR and this was because Dorset County Council was working positively with the provider.</p> <p>BC reported that there was a new SAR to be commissioned in relation to an alleged murder in Bournemouth where both victim and perpetrator had been in receipt of services. He was having a meeting with NHS England next week to find out if they were also commissioning a Mental Health Review.</p> <p>BC reported that Independent Chairs have now been appointed for all outstanding DHRs. GD said that the Local Safeguarding Children's Board had a small number of Independent Chairs for SCRs and asked if this list could be joined up with the Adults Boards' list.</p>	<p>BC/KM</p>

	BC also gave an update on the X case. The Home Office will not be looking at the report submitted by Bournemouth & Poole until August 2017. Publication will therefore be delayed.	
B3	PAN DORSET TRAINING AND WORKFORCE DEVELOPMENT SUB GROUP CHAIR'S REPORT	
B3.1	BC announced that AH of the Bournemouth and Poole Safeguarding Adults Board, is taking over as Chair of the Training and Workforce Development Sub Group (T&WD). He thanked VC very much for holding the fort in X absence and for preparing today's report.	
B3.2	The T&WD Sub Group have now scoped the requirements to identify enhanced arrangements to disseminate and monitor the impact of learning from SARs.	
B3.3	VC said that there had been a general decline in the level of Safeguarding training. The T&WD Sub Group will monitor this to see if it is a trend.	AH
B3.4	VC said that the T&WD Sub Group were to examine the differences between the Bournemouth & Poole and Dorset Training Co-ordinators' roles.	AH
B4	PAN DORSET POLICY AND PROCEDURES SUB GROUP CHAIR'S REPORT	
B4.1	BC presented this report for DV as he had sent his apologies for this meeting.	
B4.2	Areas to note in further actions planned are: <ul style="list-style-type: none"> JC is leading on the new risk stratification model to consider the small number of high-risk victims/perpetrators and then share information on a multi-agency basis at a "professionals meeting". The Safeguarding Adults posters will be printed and distributed and easy-read leaflets. The Work Plan will be finalised and submitted for agreement. The P&P Sub Group will launch the updated B&P and DSABs Policy. 	JC AH DV DV
B4.3	HCa asked KM to invite the Programme Manager to the DSAB meeting in June 2017 to discuss the Dorset Care Record.	KM/Agenda
B4.4	DSAB were asked today to approve changes to the Bournemouth, Dorset and Poole Multi-Agency Safeguarding Adults Policy. These were agreed.	
B4.5	KM reported that Statutory Guidance had been issued in March 2016 and she asked for consistency in the naming of both Boards in joint documents issued. It should be either "Dorset	AH

	and Bournemouth & Poole” consistently throughout the document or “Bournemouth & Poole and Dorset”.	
B5	BOURNEMOUTH & POOLE AND DORSET SAFEGUARDING ADULTS BOARDS JOINT WORKPLAN 2016-2017	
B5.1	BC said that this document still had a number of items in train. He referred the Board to the Governance Section 4, Page 12.	
B5.2	BC said that there was the need to improve the Line of Sight for Board members.	
B5.3	BC also said that appraisals for Board members are to be implemented and this would prove beneficial.	
B5.4	<u>Item 4.4 - Strengthen the Boards’ ability to deliver the business plan by improved business risk planning</u> – This RAG rating should be green.	AH/KM
B5.6	<u>Item 4.6 – Improved liaison with LSCB.</u> BC said that there would be a joint Autumn conference with the Children’s Board during 2017-2018 – the theme would be “Think Family”.	AH/KM
B5.7	<u>Item 4.8 – Improve the efficiency and effectiveness of the Boards and their Sub Groups – Support and Challenge health check to take place.</u> This will be carried forward to the Autumn of 2017 as both Boards will be entering the third year of the three year strategic plan. The timing would also allow the Boards to take account of Local Government Reorganisation. DSAB agreed for this to happen.	AH/KM
B6	DRAFT BOURNEMOUTH & POOLE AND DORSET SAFEGUARDING ADULTS BOARDS JOINT BUSINESS PLAN 2017-2018	
B6.1	This document had been written by KM on behalf of both Boards. It is a strategic document which outlines achievements and carried over outstanding actions from last year’s Work Plan. KM had used a range of sources to contribute to the Business Plan for 2017-2018. Key areas to focus on were listed under four strategic headings: - <ol style="list-style-type: none"> 1. Effective Prevention 2. Effective Safeguarding 3. Effective Learning 4. Effective Governance 	
B6.2	Items to note were: - <ol style="list-style-type: none"> 1. Better links with MARAC. 2. Better engagement with Carers and Service Users (Line of Sight Programme). 3. Revised Resourcing of Boards. 4. Consistent Training - £10,000 had been received from NSH England for Mental Capacity Act Training. 	
B6.3		

B6.4	For the first time, an Equality Impact Assessment has been included in Section 6.	
B6.5	HCa stated that it will be important to also demonstrate how the Board measures effectiveness	
B6.6	BC asked if there were any amendments and whether the Board was supportive of this Business Plan's priorities. GD said that it stated it was a one year plan and that this was a very short time horizon. 2017-2018 is the third year for the Boards of the three-year strategic plan and BC suggested a paragraph be included to explain this.	KM
B6.6	FHa said that this was going to be published on both the Boards' websites in the public domain. She suggested that there was signposting within the Business Plan to the associated source documents available to read. BC said that the primary audience was the Safeguarding Adults Boards and their Sub Groups.	KM
B6.7	BC said that the document had been approved by the Bournemouth & Poole Safeguarding Adults Board last week. He also asked that X be consulted on the final version. KM will make amendments as suggested.	KM

C	LEARNING AND INFORMATION	
C1	SCAMMING – PRESENTATION BY X OF DCC TRADING STANDARDS	
C1.1	<p>JH introduced himself. He works for Dorset County Council Trading Standards in the team which combats scamming. It is a national, regional and local issue. There are several different ways the criminals target potential victims. It can be:</p> <ul style="list-style-type: none"> • Postal scams • Telephone scams • Doorstep scams • Online scams 	
C1.2	<p>The average age of persons who are victims of postal scams in Dorset is 74 years old.</p>	
C1.3	<p>53% of 65 years and older reported that they have been targeted by scams and Trading Standards think this is the tip of the iceberg. Anyone can be a victim – 95% of victims do not report that they have been financially abused. It is estimated that scamming costs the United Kingdom £5-£10 billion per year and the estimate for Dorset is £35 million per year. Once victims have responded to the scams their personal details are put on a “suckers list” and this list is sold on to other criminals.</p>	
C1.4	<p>Trading Standards are now using demographic mapping to work smarter. Dorchester for example has 15 different groups each with common threads. Mapping helps to identify potential victims and what type of scams they are susceptible to. This helps Trading Standards decide where to target the most effective advice and help. The software is called MOSAIC.</p>	
C1.5	<p>Trading Standards is now part of the Friends Against Scams initiative. There are Scam Champions and Scam Ambassadors. Training for other groups for this initiative is available from Training Standards.</p>	
C1.6	<p>JH was asked if Royal Mail could desist from delivering scam mail. He said legally at the moment they cannot intercept it. This has caused an uproar and the Royal Mail was called to account in Parliament. Royal Mail are now looking at ways to address the issue. They are not the only mail company in the UK delivering scam letters. They are looking at ways to cancel delivery contracts.</p>	
C1.7	<p>AS was asked to email JH's presentation on scamming to Board members with these minutes.</p>	AS

C2	MORTALITY GOVERNANCE REPORT – CQC THEMATIC REVIEW – RECOMMENDATIONS AND HIGHLIGHTS	
C2.1	<p>FHa introduced her report. The CQC Thematic Review had been published on 16th December 2016 following the Mazars Report. It goes beyond the Community Mental Health Teams and FHa described the headlines and key learning.</p> <ul style="list-style-type: none"> • Overall, the review found that families and carers often reported a poor experience of investigations. • There was no single framework for NHS Trusts that sets out the approach to learning. • Elements of promising practice could be demonstrated by some of the trusts, but none could demonstrate good practice across all aspects. 	
C2.2	There were seven recommendations by CQC which are listed in FHa's report. There will be a national approach to process or framework.	
C2.3	FHa said that Health would keep the Safeguarding Adults Boards briefed.	FHa
C2.4	A national team has now been set up for mortality investigations.	
D	ROUTINE	
D1	REVIEW OF THE DORSET SAFEGUARDING ADULTS BOARD BUSINESS MANAGER ROLE	
D1.1	SWK presented this report. She was seeking to increase the Business Manager's hours from 18.5 to 22 per week. KM was already working overtime to meet expectations of the Board. SWK wanted the post to be comparable with the Business Manager's post at Bournemouth & Poole Safeguarding Adults Board. Costs were attached to the report. The Board asked for this request to be considered with the next item – the Dorset Safeguarding Adults Board Finance Statement 2016-2017.	
D2.	DORSET SAFEGUARDING ADULTS BOARD FINANCE REPORT MARCH 2017	
D2.1	The Board considered the financial statement for the year 2016-2017. DSAB is not a well-resourced Board and it would appear that outgoings will exceed income at 31 st March 2017. The Board will be obliged to draw on reserves.	
D2.2	As it stands, it does not take into account any unforeseen spending on Safeguarding Adults Reviews.	
D2.3	BC said that the resourcing of both Boards is being reviewed this year with a view to implementing changes in the year 2018-2019.	

<p>D2.4</p> <p>D2.5</p>	<p>SWK asked that the extra £4K for the Business Manager’s additional hours be included in the expenditure for 2017-2018. HCa agreed with this in principle but said that a balanced budget was required to implement this or otherwise more efficiencies were needed. The decision was deferred until the DSAB meeting in June 2017. SWK and KM said that if the cost of extra hours was not agreed, then the Business Manager’s job description needed to be rationalised.</p> <p>It was agreed that annual increases in agencies contributions would be linked to the budget. SWK would draft a letter to DSAB partners to ask for an increase in contributions. Helen Coombes, Director of the hosting organisation (Dorset County Council) would sign the letter. Increases would be based on proportionality.</p>	<p>KM/Agenda</p> <p>SWK HC</p>
<p>D3</p> <p>D3.1</p>	<p>ANY OTHER BUSINESS</p> <p><u>Keeping Safe Sub Group</u> – KM reported that this group felt that the word “safeguarding” did not encourage reporting of incidents. She also reported that Dorset Police had advised that they had received some additional funding to enable them to carry out victim profiling work with individuals who have a learning disability which has resulted in a successful prosecution. X of Dorset Police would be submitting the case study to the Pan Dorset Safeguarding Adults Boards Quality Assurance Sub Group.</p>	<p>AS/Agenda</p>
<p>D4</p>	<p>DATES OF NEXT MEETINGS</p> <p>Dates of Board Meetings for 2017</p> <ul style="list-style-type: none"> • Tuesday 20th June 2017 14.00-17.30 in Committee Room 1, County Hall • Wednesday 27th September 2017 14.00-17.30 in Committee Room 2, County Hall • Tuesday 12th December 2017 14.00-17.30 – Durweston Village Hall, Church Road, Durweston, Blandford, Dorset DT11 0QA • <p>Date for DSAB Development Session 2017</p> <ul style="list-style-type: none"> • Tuesday 12th December 2017 09:00-13:00 - Durweston Village Hall, Church Road, Durweston, Blandford, Dorset DT11 0QA 	

PRESENT

- Barrie Crook (BC), Independent Chair, Dorset Safeguarding Adults Board (Chair)
- Steve Butler (SB), Safeguarding Lead, DCC Member for Cranborne Chase Division
- Jill Haynes (JH), Elected Member, DCC Member for Three Valleys Division
- Harry Capron (HCa), Assistant Director - Adult Care, Dorset County Council
- Joan Carmichael (JC), DCI, Dorset Police
- David Bourne (DB), Governor, IRC The Verne
- Stuart Legg (SL), Area Manager – Dorset, Dorset & Wiltshire Fire and Rescue Service
- Sally Wernick (SWk), Service Manager – Safeguarding Adults and Quality, Dorset County Council
- Karen Maher (KM), Business Manager, Dorset Safeguarding Adults Board
- Sarah Cake (SC), Safeguarding Adults Lead, Dorset County Hospital NHS Foundation Trust
- Graham Duggan (GD), Head of Community Protection, Dorset Councils Partnership
- Verena Cooper (VC), Designated Safeguarding Adults Manager, Dorset Clinical Commissioning Group
- Fiona Haughey (FHa), Director of Nursing and Quality, Dorset Healthcare
- Ellen Bull (EB), Deputy Director of Nursing, Royal Bournemouth and Christchurch Hospitals NHS Foundation Trust
- Alison Sandford (AS), Note taker - Dorset County Council

IN ATTENDANCE

- Angie Miller, Safeguarding Practitioner, Triage, Dorset County Council

APOLOGIES

- Helen Coombes (HC), Interim Director of Adult and Community Services, Dorset County Council
- Kevin Connolly (KC), Detective Superintendent, Dorset Police
- Sally Shead (SS), Director of Nursing and Quality, Dorset CCG
- David Vitty (DV), Head of Adult Social Care, Poole Borough Council
- Jackie Allen (JKA), Chair, Dorset Age Partnership
- Tina Ridge (TR), Head of Dorset National Probation Service
- Sarah Thompson (STh), Safeguarding Manager, South West Ambulance Service NHS Foundation Trust
- Debbie Bilton (DB), Named Professional, South West Ambulance Service NHS Foundation Trust
- Brian Westlake (BW), Chair, The Bournemouth Dorset and Poole Care Providers Federation
- Elaine Morgan (EM), Assistant Chief Executive, Dorset, Devon & Cornwall Community Rehabilitation Company Limited
- Oliver Topliss (OT), Operational Manager, Dorset, Devon & Cornwall Community Rehabilitation Company Limited
- Ruth Williams (RW), Director of Nursing, NHS England
- Nicola Priest (NP), Assistant Director of Nursing (Patient Experience), NHS England
- Nicola Lucey (NL), Director of Nursing, Dorset County Hospital NHS Foundation Trust
- Paula Shobbrook (PS), Director of Nursing, Royal Bournemouth and Christchurch Hospitals NHS Foundation Trust
- Fiona Brown (FB), Housing Manager, Purbeck District Council

- Denise Richards (DR), Assistant Director of Nursing (Safety), Poole Hospital NHS Foundation Trust
- Marie Waterman (MW), Manager, Dorset Volunteer Centre, Dorchester