



**Plymouth  
Safeguarding  
Adults Board**

**Adult Safeguarding**  
Plymouth City Council  
Windsor House  
Plymouth PL65UF

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2 October 2015

## **PLYMOUTH SAFEGUARDING ADULTS BOARD**

Thursday 8 October 2015  
10.00 am  
Conference Room 1 Ground Floor, Windsor House

**Members:**

Andy Bickley, Chair  
Councillor Tuffin, Carole Burgoyne, Gary Wallace, Judith Harwood, Craig McArdle, Matt Garrett, Jane Elliot Tonic, Tony Staunton, Julian Moulard, Roslynn Azzam, Laura Collingwood-Burke, D/Supt Paul Northcott, Karen Marcellino, Greg Dix, Geoff Baines, Dave Simpkins, Antonia Reynolds, Georgia Webb, Charlotte Coker, Sue Baldwin and Phil Smale.

For further information on attending Council meetings and how to engage in the democratic process please follow this link - <http://www.plymouth.gov.uk/accesstomeetings>

**Tracey Lee**  
Chief Executive

# **PLYMOUTH SAFEGUARDING ADULTS BOARD**

- 1. WELCOME AND APOLOGIES:**
- 2. MINUTES AND MATTERS ARISING: (Pages 1 - 8)**
- 3. DECLARATIONS OF INTEREST:**
- 4. CHAIRS UPDATE:**
- 5. SERVICE UPDATES: (Pages 9 - 16)**
- 6. CCG PRESENTATION ON MHCCC: (Pages 17 - 28)**
- 7. SAFEGUARDING MANAGER REPORT: (Pages 29 - 30)**
- 8. SAB BUSINESS 2015/16: (Pages 31 - 40)**
- 9. AOB:**
- 10. FUTURE MEETINGS:**
- 11. EXEMPT BUSINESS**

To consider passing a resolution under Section 100A(4) of the Local Government Act 1972 to exclude the press and public from the meeting for the following item(s) of business on the grounds that it (they) involve the likely disclosure of exempt information as defined in paragraph(s) 1 of Part 1 of Schedule 12A of the Act, as amended by the Freedom of Information Act 2000.

## **PART II (PRIVATE MEETING)**

### **AGENDA**

#### **MEMBERS OF THE PUBLIC TO NOTE**

that under the law, the Panel is entitled to consider certain items in private. Members of the public will be asked to leave the meeting when such items are discussed.

- 12. SERVICE UPDATE: (Pages 41 - 42)**

**Plymouth Safeguarding Adults Board****Thursday 16 July 2015****PRESENT:**

Andy Bickley, in the Chair.

Councillor Ian Tuffin, Matt Garrett, Jane Elliot Tonic, Tony Staunton, Dave Schwartz (for Kelechi Nnoaham), Julian Moulard, DS Paul Northcott, Karen Marcellino, Greg Dix, Geoff Baines, Georgia Webb, Phil Smale and Sue Baldwin.

Apologies for absence: Carole Burgoyne, Lorna Collingwood-Burke, Mandy Cox, Judith Harwood, Craig McArdle, Kelechi Nnoaham, Dave Simpkins and Antonia Reynolds.

Also in attendance: Roslyn Azzam, Rob Sowden, Megan Cleaves and Amelia Boulter.

The meeting started at 10.00 am and finished at 1.10 pm.

*Note: At a future meeting, the Board will consider the accuracy of these draft minutes, so they may be subject to change. Please check the minutes of that meeting to confirm whether these minutes have been amended.*

**1. Minutes and Matters Arising**

The minutes of 24 April 2015 were agreed subject to the following amendment:-

To note Greg Dix's apologies and the attendance of Jo Brancher from PHNT.

**Matters Arising**

Minute 38(1) - performance of partners in adult safeguarding would be covered in agenda item 6.

Minute 38(2) - EIA on adult referral was in draft and would be presented to board in July

Minute 41(1) - Links to the Domestic Homicide Review were circulated to board members by Jane Elliott Tonic.

Minute 41(2) - Feedback was received by board members on the business plan, have been incorporated and will be covered later in the agenda.

Minute 41(5) - A set of draft principles will be included in the strategic plan.

Minute 41(6) - The Chair was continuing to explore the links with the Health and Wellbeing Board and is an on-going action.

Minute 41(7) – Have received most the Declarations of interest forms and will chase outstanding forms.

Minute 41(8) - A Development day to take place in November and have had an offer from PCH for use of their boardroom on 20 November 2015. Information to be circulated to board members.

Minute 41(10) - ToR is on the agenda.

Minute 43 (1,2,3) - DoLS will be covered in an update later in the agenda

Minute 45(a) - financial contributions would be discussed later in the agenda.

Minute 45 (d) – the Chair has written a letter of thanks to Karen Grimshaw.

Geoff Baines raised an issue on defining the adult safeguarding pathway. Sue Baldwin reported that she had hoped that the CCG would fund a post help with the triage and activities of safeguarding but so far have been unsuccessful. This issue would be escalated further.

Assurance given that PCH would continue to work in partnership with PSAB, and confirmation that the issue was on the PCH corporate risk register. As this is yet to be resolved they will continue to highlight the risk. The Chair was happy to be part of any escalation process to identify a resolution, and noted that timescales were important.

**ACTION** – the Chair to support the escalation of this issue and to make contact with Rebecca Harriot, Chief Officer, NEW Devon CCG

## 2. **Declarations of Interest**

There were no declarations of interest made.

## 3. **Chair's Update**

The Chair shared with the Board his plans for the next quarter and work involved in since last meeting. It was reported –

- (a) he has been in post for 7 months now and feels progress has been made around the agenda and that PSAB has the right representation and commitment from members;
- (b) the Executive Group which sits under the Board is established now and will have oversight of and provide direction to the sub groups in regard to the work of the Board. Representation to this group will expand;

- (c) met with Carole Burgoyne to discuss the Board's challenge to other organisations, Board support and the posts that sit around this board and PSCB;
- (d) attended another Quarterly Safeguarding Assurance meeting with the Leader of the Council, Shadow Leader and Cabinet portfolio holders to give assurances on the safeguarding agenda in Plymouth, the risks and the challenges. The meeting predominately focused on children's safeguarding this time but did note the increase in safeguarding alerts, and issues around DoLS. The Chair will look for the adults agenda to feature equally in future meetings;
- (e) met with the PAUSE Group, and appreciated their energy on the ground and from service users. They found the financial abuse training very useful and that it added some real operational focus to the work of PAUSE. They received good footfall at the conference which was well received by those attending. They are looking to formalise their constitution and link with the Drake Foundation;
- (f) met with Tracey Lee, PCC Chief Executive, for appraisal, objectives were set and looked at how we assess the effectiveness of the board and demonstrate it. Annual report will identify where we are as a board and progress within the service plan;
- (g) would like to meet some front line practitioners and would welcome suggestions;
- (h) wants to develop a link between the Annual Report and appraisal of board members, recognising your work and how improvements can be made;
- (i) looking for a volunteer for the learning and development framework to set out what we need to do more of in the future. There is also an opportunity to collaborate with other boards in the peninsula. Sue Baldwin and Julian Moulard put themselves forward.

#### 4. **Safeguarding Manager Report**

Jane Elliot Tonic provided the board with the Safeguarding Manager's Report. It was reported that –

##### Adult Safeguarding Conference

The Conference in June was well received with much positive feedback. Projection so far is that we will come in approx. £1000 under budget, a lot of this being due to the support from the University. The University is very keen maintain the partnership and are suggesting holding similar events every 2 years. Positive learning

from the event raised questions over charging for attendance and focus on local or wider coverage.

The following comments were made by board members:-

- well attended event and very informative;
- to share learning from the Plymouth Safeguarding Children Board (PSCB) Conferences and the differences between the two conferences;
- the audience was regional and was a good quality conference for this region which isn't easy to get to. We need to think about own profile and the value of having a wider audience.

The Chair thanked Jane Elliot Tonic and the team for an excellent event.

**ACTION –**

- presentations from the conference to be circulated to board members and;
- for the Executive Group to take forward the conference work.

Modern Slavery

Ian Ansell highlighted to the board the issue of support for victims; this is a national issue especially with regards to housing priority. We need to share the learning from previous experience of operations and if we are identifying gaps in some services we need to know how to respond. Jim Coldwell was best sighted to look at this and provide an update at the next meeting.

**ACTION –** Jim Coldwell to attend the next meeting of the PSAB and provide the board with a presentation on modern slavery

Devon Event – Information has been circulated to members and aligned agencies regarding the Modern Slavery event in Exeter on 25<sup>th</sup> in September, Plymouth has approx. 200 places.

Devon and Cornwall Police: Central Safeguarding Team (CST) and Vulnerability Screening Tool (VIST)

DS Paul Northcott reported that this was moving at a pace along with related training. In the Torbay pilot referrals for children went down and adult referrals went up, the need to work together with partners on this is recognised. Julian Moulard is attending the local Devon and Cornwall Police workshop and will feedback to LOG.

Mental Health Crisis Concordat

Discussion took place regarding the Mental Health Crisis Concordat and that the CCG Devon wide action plan in response. We need a plan for Plymouth, and will ask for a presentation to the next meeting.

**ACTION -** The Chair will contact Paul O'Sullivan, CCG Commissioning Lead to discuss a bespoke plan for Plymouth

### Outreach to GP Surgeries

Links have been made with the local Practice Managers network to improve awareness among primary care professionals. The CCG reported that they have appointed 2 Safeguarding nurses, to be the link between primary care and safeguarding adults and children.

### Financial Abuse Training

The second financial abuse training for the VCS was well received with 40+ people in attendance.

### Care Act

Discussion took place regarding the DASM role, the need for every organisation to have one and development of a network. The new Department of Health draft guidance has been circulated to Executive Group to look into.

ADASS SW Regional Leads Group are proposing a regional conference In Exeter on the Care Act in the 2<sup>nd</sup> week November. JET will circulate details when she receives them, there will be a certain number of places for each board.

## 5. **SAB Business 2015/16**

Discussion around the final version of the Strategic Plan and the chair noted it will now be the principle document for Board members. Request for a Word version to be sent to Board Members

It was agreed that ToR should include a shared understanding of and commitment to budget. JET will add this to the ToR

### Performance

Rob Sowden provided the board with an update on performance data and the first draft of the performance framework, with a proposal to link this to a risk register.

Chair asked the Board to support Rob with access to other data to help develop the risk register, and noted that Performance management and a risk register would be a standing item on the agenda

### DoLS

- there was an increase in DoLS applications showing the impact of recent case law.
- it was reported that a small number of DoLS applications were inappropriate;

- the board were assured that there is an action plan to address increased demand;

### Concerns progressing to Enquiries

- there were a higher number of concerns in April, May and June. It was reported that this would be looked at in more detail;
- we have been notified by NHS Information Centre that we have comparatively high numbers with 'no action taken' at conclusion of enquiry. This is a process issue, there will be staff awareness sessions to address this and seek recording alternatives to 'no action taken';
- data can now be tracked monthly which means information can be populated easier.

**ACTION** - All board members to read through the performance report and to feedback to Rob Sowden and Jane Elliott Toncic on what you would like to see. Also look at how your individual organisations might be able to give support to Rob as this item will be a standing agenda item

### PSAB Budget

Presentation of the breakdown of the budget for 2015/16. JM explained that there would not be a contribution from the Community Rehabilitation Company and that next year the budget would be split 3 ways between the statutory members, PCC, New Devon CCG and Police and Crime Commissioner.

Any additional costs such as Safeguarding Adult Review (s) would be split between the 3 statutory members.

### DoLS Update

Ross Azzam provided the board with an update. It was reported that an action plan was in place, including DoLS office recruitment and commissioning of independent Best Interest Assessors. Chair requested circulation of the action plan to members;

An update was provided on the Lasting Power of Attorney and Advanced Decisions training for frontline staff; feedback from the day was very positive. Sessions are booked through to the end of March and there were still places available. All relevant agencies have been advised of the training.

Sue Baldwin had earlier asked about the number of inappropriate applications. Ros explained that the numbers are relatively small and equate to approximately 10 per cent.

Geoff Baines confirmed the MCA/DoLS task and finish group were planning to meet in August and would be developing their ToR. Sue Baldwin reported that there could be some funding available to support the work of the group and would circulate the criteria for funding.



## 6. **Service Updates**

### Engagement and participation

Karen Marcellino and Julian Mouland have met and further work to take place. More information will be provided at the October board meeting.

### SCR

Julian Mouland provided an update to the board on the SCR.

### Risk Management & Self-Neglect sub group

Julian Mouland reported that the group was well supported and well attended. There was an overarching action plan in place and will share at the next Board meeting. The Executive Group have been kept updated.

## 7. **PREVENT Statutory Duty and Counter Terrorism Local Profile (CLP) - Pete Aley**

Pete Aley, Head of Neighbourhood and Community Services provided the Board with a presentation on the new Prevent duty. Discussion and questions followed.

## 8. **Any Other Business**

There were no items of any other business.

## 9. **Future Agenda Items, Confirmation of Future Meetings**

The next meeting of the PSAB will take place on 8 October 2015.

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# Risk Management & Self-Neglect Sub-group



## Update

- 3 multi-agency monthly meetings held to date
- Agencies remain engaged and positive
- Group progressing well against action plan
- Reviewing risk management tools
- Developing a bespoke self neglect data set
- Torbay Vulnerability Forum presentation from DI Stuart Murray
- Further work on developing a Plymouth Forum planned at Octobers meeting
- Work to do – develop policy and procedures



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# Mental Capacity Act:



## Aim (Strategic Plan 1.2)

Increase awareness of Advance Decisions and Lasting Powers of Attorney within services to ensure compliance with people's rights under the Act

## Objectives

The Board has been advised agencies knowledge of *Advance Decisions and Lasting Powers of Attorney* is limited. Action for this year includes further awareness training and provision of information.

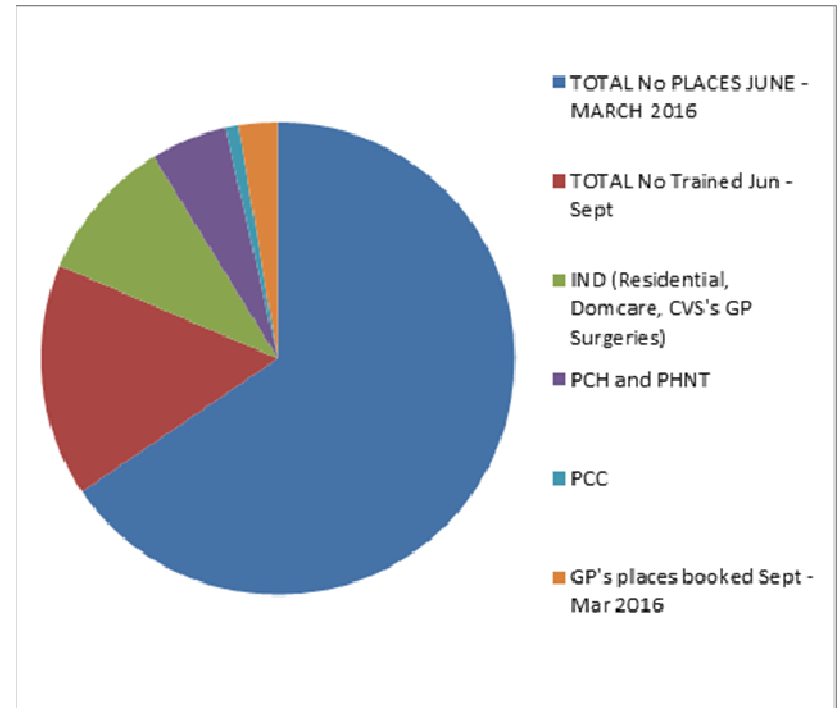
# Progress update:



Total no. of places June 15 - March 16:	440
Total no. trained June - Sept 15:	107
Ind. Sector: (residential, dom care, VCS, GPs)	66
PCH & PHNT	35
PCC	6
GP places booked Sept-March 16	18

Plans to offer further sessions to discreet groups e.g. primary and secondary care

Discussions have begun with Healthwatch regarding providing Internet based/social media and leaflet information to support awareness messages



# Engagement & Participation



## Aim (Strategic Plan 1.3)

Establish an inclusive and comprehensive engagement strategy for adult safeguarding, in conjunction with Healthwatch on behalf of local people



## Objectives

Local people are involved in the:

- safeguarding agenda
- strategic plan
- governance arrangements
- identify local groups and networks to cascade and communicate

# Engagement & Participation



## Proposal

- *What does safeguarding mean to you? (Feedback)*
- Comprehensive Communications and Involvement Strategy
- Proactive and reactive communications
- Establish the PSAB Engagement Group
- Facilitated by Healthwatch



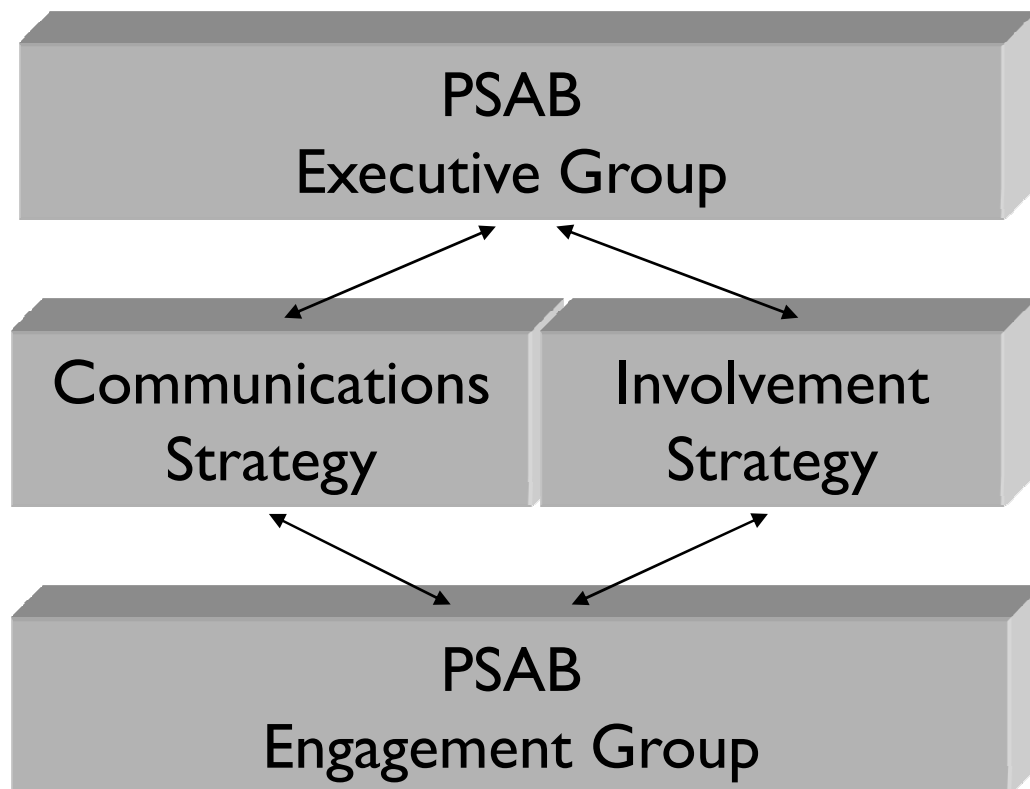
## Outcomes

In addition to meeting the objectives

- Supporting increased engagement
- Dissemination of good practice



# Engagement & Participation Model



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# PLYMOUTH SAFEGUARDING ADULTS BOARD



## Report to Meeting

### Section 1 – General

Type of meeting	<b>Safeguarding Adults Board</b>
Date of meeting	8 October 2015
Title of report / agenda item	Presentation regarding the Mental Health Crisis Care Concordat
Author / Presenter	Gavin Thistlethwaite

### Section 2 – Report detail

<p><b>Report is for:</b></p> <p><input checked="" type="checkbox"/> Information      <input type="checkbox"/> Discussion      <input type="checkbox"/> Endorsement      <input type="checkbox"/> Decision</p>
<p><b>Is this item confidential?</b></p> <p><input type="checkbox"/> Yes      <input checked="" type="checkbox"/> No</p>
<p><b>Are there any communication and/or media implications?</b></p> <p><input type="checkbox"/> Yes      <input checked="" type="checkbox"/> No</p> <p>If yes, please state below:</p>
<p><b>Should this report be disseminated further?</b></p> <p><input type="checkbox"/> Yes      <input checked="" type="checkbox"/> No</p> <p>If yes, please state where and how:</p>
<p><b>Brief summary of report:</b></p> <p>The presentation will bring the Board up to date with progress on delivering the Mental Health Crisis Care Concordat requirements, plans for service redesign and the assurances required for the LDA/ADASS Guidance Note to Safeguarding Boards.</p>

**Section 3 – Equality Impact Assessment**

Who does the proposed agenda item affect?	Employees and volunteers of any agency: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
	Public: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
		Yes	No
Will the agenda item and/or proposal have any impact on discrimination, equality of opportunity or relations between groups?			X
Is the agenda item and/or proposal controversial in any way? (including media, academic, voluntary or sector specific interest)			X
Will the users or workforce be disadvantaged as a result of the agenda item and/or proposal?			X
It there doubt about answers to any of the above questions? (e.g. there is not enough information to draw a conclusion)			X
<b>If the answer to any of the above questions is yes, or you are unsure of your answers to any of the above, you should provide further information using the full Equality Impact Assessment Form</b>			

**Section 4 – Evidence of impact on safer outcomes for adults at risk**

<p>Please indicate below how the content of this report will have a direct impact on safer outcomes for adults</p> <p>This programme of work is aimed at specifically improving outcomes for people experiencing mental health crises. There is both a national imperative for the work (the MH Crisis Care Concordat) and a local drive for improved services from our stakeholders. Particularly people with lived experience of mental health crisis.</p> <p>The Action Plan and proposed models are based on tested and robust approaches and are being tested to ensure they are effective in Devon and Plymouth.</p> <p>All of this work involves people with lived experience and has done so from the inception of the programme. Success for the delivery of the Concordat action plan and an improved crisis care pathway will only be confirmed by improved and sustained patient experience and the consistent evidence of this being shared with all stakeholders.</p>
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Northern, Eastern and Western Devon  
Clinical Commissioning Group

# Mental Health Crisis Care Concordat – A System Wide Response in Devon and Plymouth



# Mental Health Crisis Care Concordat

- MH Crisis Care Concordat published in February 2014
- Required all relevant agencies and organisations to sign up to the principles of the Concordat and produce an action plan for delivery.
- Sign up was achieved in Devon in November 2014
- Action plan was created and delivered in March 2015

# Delivering the Action Plan

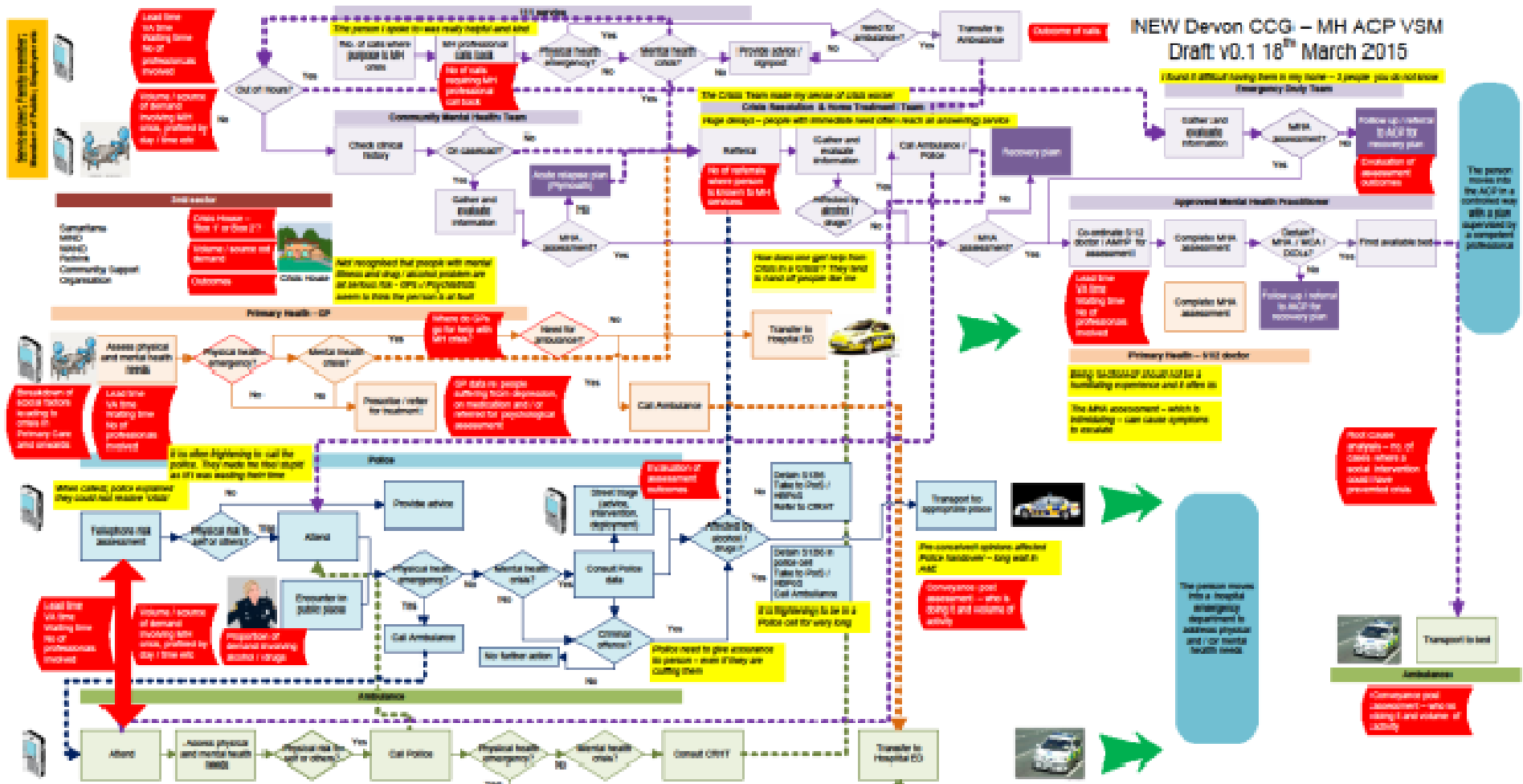
- The Concordat action plan is a high level description of how mental health crisis care will be addressed in Devon
- Key issues are:
  - Access to support before crisis point
  - Urgent and emergency access to crisis care
  - The right quality of treatment and care when in crisis
  - Recovery and staying well and preventing future crises
- First priority is access – both to preventative support and emergency help

# System Redesign

- The map of the current crisis care pathway demonstrated the challenges for all stakeholders.
- This chaos represents waste, failure demand and very poor patient experience.
- Proposed model is a serious attempt to rationalise the system and prioritise swift access and a coherent response



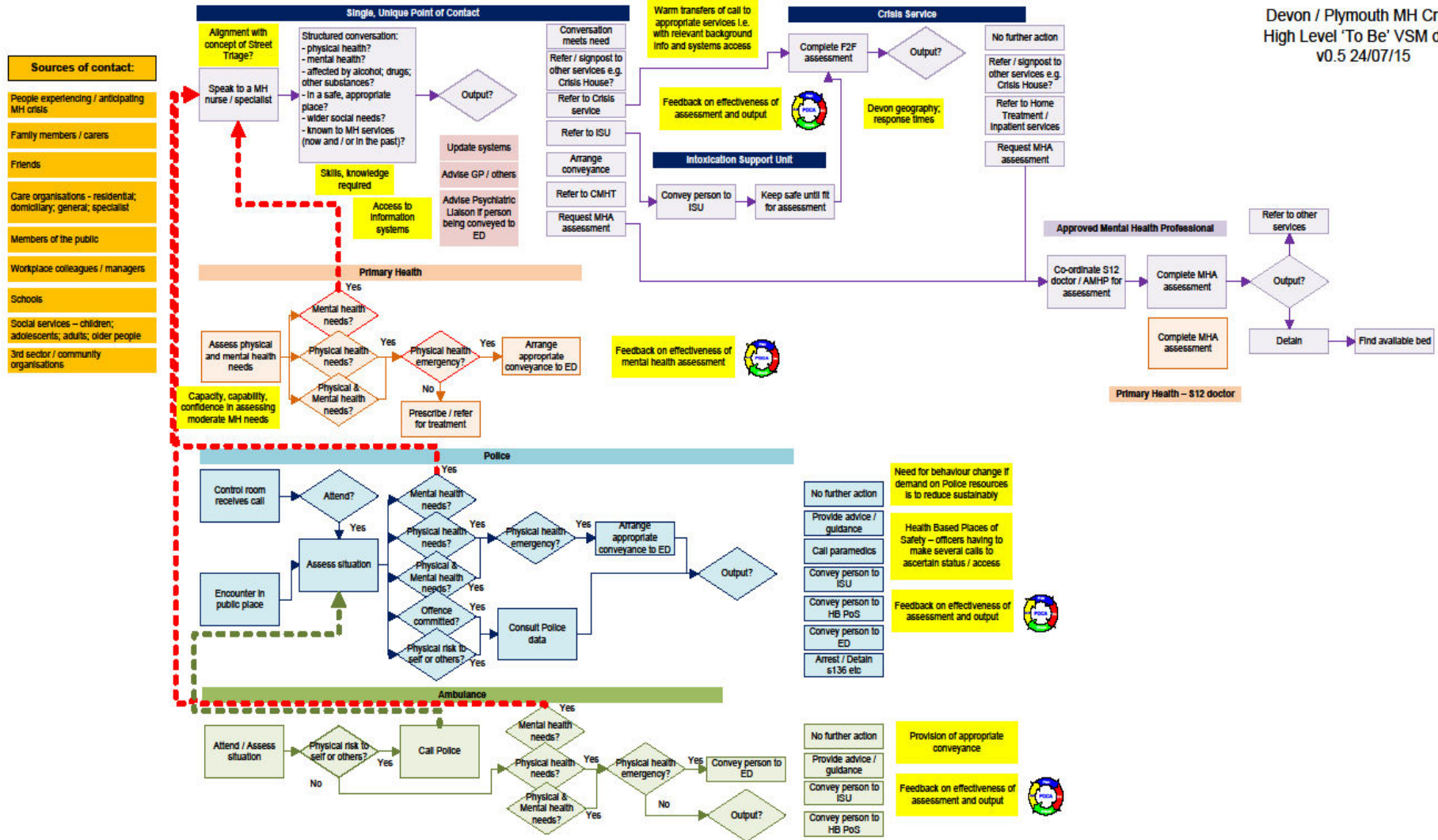
# “As-is” Map



# System Redesign

- The map of the current crisis care pathway demonstrated the challenges for all stakeholders.
- This chaos represents waste, failure demand and very poor patient experience.
- Proposed model is a serious attempt to rationalise the system and prioritise swift access and a coherent response

# “To-be” Map



# System Variance

- There is currently significant variance across Devon, Plymouth and Torbay
- It is at the heart of the redesign process to ensure there is:
  - Consistency
  - Resilience
  - Effective outcomes
- There is room for local variation in the model of service and the role definitions
- Key indicator of success is patient experience.

# LGA/ADASS Note

- LGA/ADASS have issued guidance to Safeguarding Boards
- Scrutinise local declaration
- Scrutinise action plan
  - Both on concordat website
- Scrutinise commissioning plan
  - Plans in place and being tested
- Performance indicators
  - Activity data monitored
  - Patient experience measures to be developed
- Local governance
  - Devon Mental Health Steering Group

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## **SAFEGUARDING MANAGER'S REPORT**

### **Plymouth Safeguarding Adults Board October 2015**



#### **MODERN SLAVERY**

**1) Devon Modern Slavery Event 25 September:**

PCC co-hosted the event with D&C Police, Devon & Torbay Councils, and representation for the faith community. There were excellent speakers from Unseen, a charity working directly with exploited people and part of the Anti-Slavery Partnership, the Gangmasters Licensing Authority, the Association of Labour Providers, and the lead for D&C Police. It was well received by between 300-400 delegates, and presentations will be available for distribution; if PSAB members require copies, please email me direct.

**2) Devon & Cornwall Police Peninsula Overview of Modern Slavery:**

The original D&C Police presentation gives a comprehensive overview of the issue. Following contribution from local authorities and a number of partnership agencies, the Plymouth Local Profile is nearing completion and will be available for circulation before the January Board meeting for discussion at the meeting as required.

**3) Home Office SW regional pilot in response to their review of the National Referral Mechanism:**

The local training for the Safeguarding Slavery Leads (SSLs), or agency referral points of contact, is taking place at the end of October, the multi-agency decision making panel reps have now been trained and are undertaking final checks and agreements of data sharing etc. The first panel is due to take place shortly to consider modern slavery cases from the pilot areas. There are likely to be panels held every two weeks or so, to discuss approximately 12 referrals from across the pilot areas. We are awaiting full details of next steps from the Home Office in order that the pilot work can begin in full.

**4) Anti-Slavery Partnership (ASP):**

Further links were made at the Devon event to look at replicating the partnership arrangements achieved in the Avon & Somerset police force area. Local meetings are in planning, with a view to establishing:

- Forums and training for NGOs, community and faith groups, frontline health and social care workers to enable staff to spot the signs of modern slavery and know where to go for help
- Problem Profile Groups targeting specific sectors
- A Champions network of individuals from a range of sectors who are points of contact for their organisation and who receive training and support direct from ASP.

#### **ADASS SW REGIONAL SAFEGUARDING LEADS GROUP:**

- 1) As previously reported, the group had proposed a regional conference in Exeter in November but due to various clashes this is now proposed for March 2016. The focus will be 'developing effective and efficient multi-agency responses to self neglect', and it will aim 'to provide members of SABs and safeguarding leads an opportunity to explore in depth a key issue facing SABs in implementing the Care Act, to promote inter-Board learning, and to initiate development of common protocols if needed across SAB partnership areas.' There will be six places per SAB available, and while we will be emailing for expressions of interest nearer the time, it would be useful for PSAB members to consider this in advance.
- 2) Following regular discussion regarding shared issues across the local authorities and SABs, the ADASS/LGA Adult Safeguarding Policy Network (ASPN) is taking a number of them forward:

- Quality and safeguarding:
    - To identify the key factors (and their interdependencies) that impact on quality and safeguarding
    - To ensure priorities have clear synergies with existing work streams ie commissioning, personalisation and Care Act
  - Making Safeguarding Personal:
    - Respond to RiPFA's recommendations from evaluation of MSP 2014/15
    - Repackage MSP for partner agencies and support adoption of the principles
    - Publicise examples of good practice in specific areas of work (or develop them where there are gaps)
    - Promote MSP at conferences, webinars etc
  - Care Act implementation:
    - Ensuring DASSs know what they must do and can be compliant with new and revised duties
    - Help outlying councils become Care Act compliant
    - Work with DoH on revision of statutory guidance – including clarification of DASM role
    - Work with NHS and Police to coordinate approaches
    - Work with the SAB Chairs Network to ensure Boards are up to date
- 3) The group has shared experience of challenges relating to referrers' interpretation of 'vulnerability' and the consequent safeguarding concerns raised. In one example, it has been agreed for a task & finish group to meet with reps from the ambulance service to discuss the best way to facilitate joint working.
- 4) It has been agreed that, with the sanction of the relevant SAB Chair, there would be much to be learnt from each other's Safeguarding Adults Reviews, and that in future, when a SAR was published the group would share the learning points.

### **LINKS WITH ADVICE PLYMOUTH**

We are establishing links with the public advice agencies in the city in an effort to ensure that all are aware of the available safeguarding training and changes following the implementation of the Care Act and recent local processes. We are presenting to the Senior Connections group and Plymouth Guild's CEO group to similarly raise awareness and to aid discussions of any issues from their provider agencies' perspective. Plymouth Guild have raised a question regarding providers' role on the Board which it would be useful for us to discuss.

### **LINKS BETWEEN CHILD SEXUAL EXPLOITATION & SAFEGUARDING**

In August a successful pilot of four 90 minute sessions was delivered by one of our safeguarding trainers to 60 taxi drivers and operators. The course content covered CSE and child and adult safeguarding in an interactive workshop style.

Plans are now being made to roll out the training to all drivers and companies in Plymouth. Over the next 18 months or so a further 1200+ people will be invited to attend the sessions funded by the Taxi Licensing Committee using appropriate centrally located venues. There are current discussions with the Taxi Licensing Committee with a view to make this session mandatory by March 2016, and they are working with us to design a credit card size safeguarding information card for drivers with key messages and Council contact numbers to raise child/adult safeguarding concerns. It has been suggested that SCB and SAB can request updates from the Taxi Licensing Committee on a yearly basis as part of the assurance process.





**Plymouth  
Safeguarding  
Adults Board**

**Scheme of Delegation 2015 / 16**

## **Scheme of Delegation**

### **Authority to Make Decisions**

Recognising the importance of being explicit about who has the authority to take a variety of decisions, in a manner that ensures both transparency and accountability in decision making is important. One way to do this is to have a scheme of delegation, and this is now generally accepted as good practice in governance.

Whilst Local Safeguarding Adults Boards are now Statutory Bodies, they are not a legal entity and so are unable to enter into financial arrangements, such as contracting or the procurement of services, in their own right. For this reason Plymouth City Council acts as the host contracting authority and body through which all financial or legal transactions are carried out. Any contracts or financial transactions carried out on behalf of the Board must therefore be undertaken by an employee of Plymouth City Council on behalf of the Board.

All financial transactions are therefore underwritten by Plymouth City Council but the Board has a responsibility to ensure the Local Safeguarding Adults Board secures adequate funds to manage the service.

### **Specific delegation to the PSAB Executive Group**

- Discussion and sign off of final Safeguarding Adults Reviews (SARs), Multi-agency Partnership Reviews (MAPRs), Overview Reports/Internal Management Review Reports in conjunction with the Independent Chair;
- Sign off of a collective Government consultation response on behalf of the PSAB in conjunction with the Independent Chair but only after all Board members have had the opportunity to provide comments (where they wish to) on such consultation.
- Sign off new or amended multi-agency policies, procedures or working practices in conjunction with the Independent Chair but only after all Board members have had the opportunity to provide comments (where they wish to) on such proposals. Where the unanimous agreement of all agency members of the PSAB for such action has not been reached, the matter must be referred to the Full PSAB meeting for further discussion which can involve a voting exercise and final agreement by majority decision.
- Agreement of all new membership requests for Board and Sub Groups in conjunction with the Independent Chair.
- Agreement of sub group action plans and work programmes.

### **Agreement**

The following list (not exhaustive), gives an overview of who has been given delegated authority to make decisions and undertake actions on behalf of the Local Safeguarding Adults Board for the areas identified. All actions taken under this delegated authority must be properly recorded and dated.

The scheme will be reviewed at least annually to ensure it is still fit for purpose, meets the procurement rules of the Local Authority and that Board Members are confident that it still provides transparency and accountability for decisions being made.

Where additional decision areas are identified by Board Members or staff, they will be shared with the Executive Group of the Local Safeguarding Adults Board for consideration of inclusion within the Scheme of Delegation. Following a recommendation from the Executive Group that a decision area should be included as part of the Scheme of Delegation, the said recommendation will be made to the Full Board for final agreement.

The Scheme of Delegation will be reviewed annually.

**PLYMOUTH SAFEGUARDING ADULTS BOARD (PSAB)**  
**SCHEME OF DELEGATION 2013/2015**

DECISION AREA	LOCAL AUTHORITY CHIEF EXECUTIVE	LOCAL AUTHORITY DIRECTOR FOR PEOPLE	BOARD CHAIR	FULL BOARD	EXECUTIVE GROUP	LOCAL AUTHORITY ADULT SAFEGUARDING MANAGER	SUB GROUP CHAIR	OTHER	COMMENTS
Agree the Scheme of Delegation				√					
Appoint PSAB Chair	√	√							
Appoint PSAB Vice Chair				√					
Remove Member of PSAB			√						
Determine Board Agenda			√			√			
Approve Board & Exec Minutes before circulation			√			√			
Redact Minutes where required prior to being made public			√			√			
Approve PSAB Service Plan				√					
Determine Sub Group Agenda							√		
Agree schedule of Meetings			√			√	√		
Determine Priority Work Areas for Board				√					
Request Sub Groups to undertake specific task			√	√	√				
Freedom of Information Requests Response			√			√			
Decide criteria for SAR is met or not met			√			√	√		

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Agree SAR/SCR Final documents			√			√	√		
Sign off SAR/SCR final documents			√		√				Must be agreed with Chair before signed off by the Executive Group
Approve new or amended policy and procedures				√	√				Must be agreed with Chair if unanimous agreement by agencies to sign off being made by Executive Group
Investigate General PSAB Complaints			√			√			Where the complaint is about the Chair or the ASM, the complaint will be investigated by the Vice-Chair or their nominated representative from the Board
Agree to release/advertise for staff				√					
Appoint interview Panel					√				
Appointment of Staff			√			√			
DBS Verification						√			
Annual Appraisal of Chair	√								Chief Executive or their delegated representative
Management Support to Chair						√			
Agree level of funding contribution to the PSAB				√*					*in association with their agency

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Agree PSAB Budget				√					
Issue & sign contracts on behalf of the Board e.g. Independent Chair, Safeguarding Adult Review		√				√			
Authorise purchase orders in accordance with Local Authority Procurement Rules						√			
Order stationery & equipment						√			
Agree Charging Policy for Training				√					
Ensure Multi Agency Training Courses are quality assured before delivery							√		Lead Officers Group
Determine Annual Training Programme							√		Learning & Professional Practice Sub Group
Agree Annual Training Programme					√				
Agreement of Sub Group Action Plans and Work Programmes					√				
Agreement of all new membership request, for the Full Board or Sub Groups					√				Executive Group but only in conjunction with the Independent Chair



**Plymouth  
Safeguarding  
Adults Board**

## **Annual Report Planning**

Board development objective 2.3: To develop and agree an annual report framework; October 2015. It was agreed at Executive Group to consider the SCIE guidance, and this will be progressed at the Executive Group Meeting in November following any discussion at this meeting.

### **SCIE : Safeguarding Adults Boards – Annual reports**

The Care Act 2014 requires each SAB to publish an annual report. Most SABs already produce annual reports, although their content and format vary. The Care Act (Schedule 2.4 (1) a – g) defines the minimum content of an annual report thus:

As soon as is feasible after the end of each financial year, a SAB must publish a report on:

- what it has done during that year to achieve its objective
- what it has done during that year to implement its strategy
- what each member has done during that year to implement the strategy
- the findings of the reviews arranged by it under section 44 (safeguarding adults reviews) which have concluded in that year (whether or not they began in that year)
- the reviews arranged by it under that section which are ongoing at the end of that year (whether or not they began in that year)
- what it has done during that year to implement the findings of reviews arranged by it under that section
- where it decides during that year not to implement a finding of a review arranged by it under that section, the reasons for its decision.

The performance of member agencies and how effectively, or otherwise, they are working together should be included in the report. Questions for consideration include the following:

- Are adequate resources being committed by each agency?
- Is there effective collaborative working?
- Is the sum of their efforts greater than the parts?
- Is the service model in place fit for purpose and the best available?
- What examples are there of a culture of challenge to performance across the SAB?

The annual report must be sent to:

- the chief executive and leader of the local authority which established the SAB
- any local policing body that is required to sit on the SAB
- the local Healthwatch organisation
- the chair of the local health and wellbeing board.

It is good practice for the SAB's strategic plan to be sent with the annual report and for the SAB chair to attend relevant forums to speak about both.

Annual reports should form the basis for the consultation on the strategic plan for the coming year. There are practical difficulties completing annual reports at the end of the financial year due to the need to collect, analyse and present data, so their completion will usually be at a point following the financial year-end.

A SAB may develop a strategy for the dissemination of its annual report that is broader than the minimum required by the Care Act. Most SABs already have their own website that can be used for this purpose.

A SAB should consider the target audience of its annual report. The report should be seen as a key part of its strategy to promote its profile with the public and other local multi-agency partnerships as well as the profile of safeguarding adults in its area. It may be appropriate to publish an executive summary and versions targeted at specific audiences. The annual report should be publicly available on, and remain on, the SAB's and members' websites and made available on request in alternative formats, such as Easy Read, other languages and Braille. A SAB should seek assurance from its members that the annual report has been considered within their internal governance processes. Issues to consider include:

- Is the board clear about the purpose and the target audience for the annual report? If there is more than one audience, do they need separate reports?
- Who 'owns' the annual report – who has the final say in what it contains?
- Do individual agencies submit reports for inclusion or should their activity on behalf of the SAB be identified through reports from the SAB's subgroups?
- What is the relationship between safeguarding activity recorded in the annual reports of the SAB's member agencies and the SAB's annual report?
- Should the annual report be considered by the local authority's overview and scrutiny panel and its cabinet as well as the clinical commissioning group and any police governing bodies?
- Should the annual report be considered by district/borough councils in non-unitary authorities?
- Should SABs produce collated reports for agencies such as NHS provider trusts that operate across several local authorities?
- Should the annual report in all its formats only be disseminated electronically?



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