



Core Priorities:  
 Risk Management and Self Neglect  
 Mental Health  
 Engagement and Participation  
 Quality assurance  
 Learning and Development Strategy  
 SAB management arrangements

**PLYMOUTH SAFEGUARDING ADULTS BOARD**  
**FULL BOARD MEETING**  
**Thursday 2 February 2017**  
**10am to 1pm**  
**WINDSOR HOUSE, TAVISTOCK ROAD,**  
**PLYMOUTH, PL6 5UF**  
**MINUTES**

**Present:**

Andrew Bickley	Independent Chair	
Cllr Lynda Bowyer	Portfolio Holder for Health and Adult Social Care	Plymouth City Council
Carole Burgoyne	Director for People	Plymouth City Council
Jane Elliott Tonicic	Adult Safeguarding Manager	Plymouth City Council
Julian Moulard	Adult Safeguarding	Plymouth City Council
Elaine Shotton	Representing Children's Services	Plymouth City Council
David Thorne	Detective Superintendent	Devon & Cornwall Constabulary
Jonathan Nason	Head of Plymouth, Cornwall & IoS Local Delivery Unit	National Probation Service
Gary Wallace	Public Health	Plymouth City Council
Geoff Baines	Director of Professional Practice, Quality and Safety	Livewell Southwest
Sue Baldwin	Designated Safeguarding Nurse	NEW Devon CCG
Jon Mcleavy	Head of Business Services	Housing Support Devon and Cornwall Housing
Megan Cleaves	Safeguarding Administrator	Plymouth City Council

**Also in attendance:**

Caroline Marr, Policy and Planning Officer, PCC for item 3  
 Katy Shorten, Strategic Commissioning Manager, PCC for item 3

<p><b>1. Welcome/Apologies</b></p> <ul style="list-style-type: none"> <li>- Andy Bickley welcomed everyone to the meeting</li> <li>- Apologies from: Lorna Collingwood-Burke, Chief Nursing Officer, New Devon CCG Kerri Nason, Assistant Chief Executive, Plymouth and Cornwall LDU Dorset, Devon and Cornwall CRC Sandy Magee, Safeguarding Service Manager, Children’s Services, PCC Chris Rogers, Named Professional Safeguarding Paramedic, SWAST Matt Garrett, Head of Community Connections, PCC Jo Renton, Inspection Manager, CQC Greg Dix, Director of Nursing, PHNT Craig McArdle, Assistant Director, PCC Phil Smale, Safeguarding Coordinator, City College Plymouth Joanna Robison, Criminal Justice, Commissioning and Partnerships Manager, Office of the Police and Crime Commissioner</li> </ul> <p><b>Declarations of Interest.</b></p> <ul style="list-style-type: none"> <li>- AB declared an interest in item 4 as he had prior involvement in his previous role.</li> </ul>	
<p><b>2. Minutes and matters arising</b></p> <ul style="list-style-type: none"> <li>- Minutes of the previous meeting were agreed.</li> </ul> <p><b>Matters Arising</b></p> <ul style="list-style-type: none"> <li>- No matters arising, all actions from previous meeting are completed.</li> </ul>	
<p><b>3. Plymouth Plan Presentation</b></p> <ul style="list-style-type: none"> <li>- Caroline Marr and Katy Shorten gave a presentation on the Plymouth Plan and its relationship to SAB priorities. Presentation will be sent out to Board members.</li> <li>- The Plan will go before Full Council on 27 February 2017 and then there will be a period of consultation before adopting the Plan in the autumn of 2017.</li> <li>- Discussion took place about the supporting narrative and how the Board relates to this. Suggestions to be considered within the narrative included capturing the Care Act definition, the priorities of the Board and Making Safeguarding Personal. Caroline explained that any changes will need to be completed by 10 February.</li> <li>- Further information regarding the Plymouth Plan can be found on the Plymouth City Council website. <a href="http://www.plymouth.gov.uk/planningandbuildingcontrol/plymouthplan">http://www.plymouth.gov.uk/planningandbuildingcontrol/plymouthplan</a></li> </ul>	MC
<p><b>4. SCR</b></p> <ul style="list-style-type: none"> <li>- Version 4 of the report is included in the agenda pack.</li> <li>- LOG reviewed all the recommendations at its last meeting on 3 December 2016. JM has received some feedback any final feedback/comments needs to be sent to JM by 10 February.</li> <li>- JM will make any final changes and send out the final version with tracked changes.</li> </ul>	All  JM

<ul style="list-style-type: none"> <li>- Discussion took place regarding the action plans and whether they should be included in the final report. It was decided that they would be removed but the recommendations in appendix 9 would remain.</li> <li>- Chris Gomm has completed a draft Comms Plan and electronic copy will be sent out. Any feedback regarding this to be sent to JM.</li> <li>- The family will receive the report one week before publication with JM and JET being available for any questions.</li> <li>- The media will be invited to a briefing the following day. All agencies will be invited to attend and will be individually represented. Carole Burgoyne will represent the SAB as Vice Chair with either Cllr Bowyer or Craig McArdle representing the Council.</li> <li>- Discussion took place regarding the length of time required to complete the SCR. Delays included the length of time the IPCC took to conclude their enquiry, the delay in the Coroner's Inquest and the challenges the family made after the Inquest.</li> <li>- JM had been told that the IPCC report was not going to be published DT said he would clarify this.</li> <li>- The meeting discussed how the Board would seek assurance that the recommendations were completed. This will be covered in two stages: a letter will be sent out to all SAB Partners requesting a date where appropriate evidence and assurance in the areas can be identified, then LOG will evaluate the information provided by agencies and report to SAB.</li> </ul>	<p>All</p> <p>DT</p>
<p><b>5. Sub Group Updates</b></p> <p><b>SAR for RM</b></p> <ul style="list-style-type: none"> <li>- Agencies' briefing took place in November 2016. Reports have been submitted and they are currently being quality assured by the lead reviewer KS.</li> <li>- KS will speak to agencies during February for any further questions and clarification.</li> <li>- SAR Sub Group meeting on 1 March 2017 for updates with a learning event proposed later in March.</li> <li>- KS will produce a formal written report after the learning event.</li> <li>- Discussion took place regarding sign off by PSAB as the report would not be completed by the next meeting in April; decision to be made by the SAB Executive Group.</li> </ul> <p><b>Quality Assurance</b></p> <ul style="list-style-type: none"> <li>- The first cut of data was available 31 January 2017. It shows clear indicators of those most at risk and the top areas of risk. The majority of the information collected is the data for the LA annual Safeguarding Adults Collection. This information should help focus the PSAB priorities.</li> <li>- GB will provide a full update at the PSAB Executive Group meeting on 7 March 2017.</li> </ul> <p><b>Learning and Development Strategy</b></p> <ul style="list-style-type: none"> <li>- The Learning &amp; Development Competency Framework was sent out in the agenda pack. For agencies to look at the framework to see what is achievable and feedback to JM by the 28 February.</li> </ul>	<p>All</p>

<ul style="list-style-type: none"> <li>- For agenda PSAB Executive Group meeting 7 March 2017.</li> </ul> <p><b>Risk Management and Self Neglect</b></p> <ul style="list-style-type: none"> <li>- The Risk Management &amp; Self Neglect group has now completed this piece of work. The policy is ready to be signed off and included in the online policy and procedures manual. LOG will plan awareness strategy for all agencies.</li> <li>- The Creative Solution Forum has been a result; the pilot took place June, July and August last year and meetings have continued monthly.</li> <li>- There has been interest in this from other Local Authorities and Torbay has recently attended a meeting. GW will produce an evaluation paper which will include some case studies.</li> <li>- There has been excellent engagement from agencies especially Livewell staff from Harbour who have provided a number of the solutions. JM suggested a letter from PSAB to CEO Steve Waite in recognition.</li> </ul>	AB/JM
<p><b>6. Budget</b></p> <ul style="list-style-type: none"> <li>- Not expecting any substantial changes to the budget.</li> <li>- CCG and OPCC have committed the same amount for the 17-18 budget.</li> </ul>	
<p><b>7. PSAB Strategic Plan 2016-19</b></p> <ul style="list-style-type: none"> <li>- There will be an update on the Mental Health Crisis Care Concordant in papers for April SAB meeting</li> <li>- There will be an update on Engagement and Participation work in April</li> <li>- The Communication strategy is ongoing</li> <li>- Consideration is being given to models for member's reviews.</li> </ul>	
<p><b>8. Safeguarding Managers Report</b></p> <ul style="list-style-type: none"> <li>- Any questions regarding the report please contact JET.</li> <li>- JET reminded the board of the half day event on 14 March to raise cross-sector awareness of modern slavery; speakers to include police leads, National Crime Agency, Gangmasters Assoc. and Restore. Please send expressions of interest in places, or any contacts in other sectors or agencies to <a href="mailto:mel.hayward@plymouth.gcsx.gov.uk">mel.hayward@plymouth.gcsx.gov.uk</a></li> <li>- AB asked for further information on the implications of the County Lines agenda for Plymouth. JET to source from Devon &amp; Cornwall police contacts</li> </ul>	
<p><b>9. AOB</b></p> <ul style="list-style-type: none"> <li>- None raised</li> </ul>	
<p><b>10. Future Meetings</b></p> <ul style="list-style-type: none"> <li>- Thursday 27 April 2017</li> <li>- Thursday 20 July 2017</li> <li>- Thursday 12 October 2017</li> <li>- Thursday 18 January 2018</li> <li>- Meetings are 10:00 to 13:00 and are held at Windsor House</li> </ul>	