

<b>SAFEGUARDING ADULTS BOARD</b>		
<i>Date</i> 7 <sup>th</sup> March 2025	<i>Time</i> 9:00am	<i>Venue</i> Crosland Suite, Grimsby Town Hall
<i>Attendees</i>	<p>Paul French (PF) – Chief Superintendent, Humberside Police (Chair)            Jo Barnes (JB) – Chief Executive Officer, Nurtrio            Katie Brown (KB) - Director of Adult Services, NELC            Nicola Burnett (NB) – Detective Superintendent, Humberside Police (Scrutiny &amp; Assurance Sub-Group Chair)            Katie Chadwick (KC) – Head of Home Options, NELC            Michala Dickinson (MD) – Safeguarding Adults Lead, Navigo            Melanie Fullbrook (MF) – Local Dementia Services Manager, Alzheimer’s Society            Tracey Kendall (TK) - Prevention Leadership Manager and Designated Safeguarding Lead, HFRS            Jane Leman (JL) – Managing Director, Lincolnshire Quality Care Services            Lee Mair (LM) – Chief Executive Officer, Focus            Donna Phillips (DP) - Designated Safeguarding Nurse Adults &amp; Children, Place/NHS H&amp;NY ICB            Duncan Rossiter (DR) – Deputy Chief Officer, Citizen’s Advice Bureau, Grimsby            Tracy Slattery (TS) – Delivery Manager, Healthwatch NEL            Janine Smith (JS) – Chief Operating Officer, Navigo            Stewart Watson (SW) – Safeguarding Adults Board Manager, NELC            Julie Wilburn (JW) – Deputy Director of Safeguarding, NHS Humber &amp; North Yorkshire Integrated Care Board (ICB)</p>	
<i>Via Teams</i>	Vicky Thersby (VT) – Head of Safeguarding, Humber Health Partnership	
<i>Guest</i>	Jane Shepherd (JS) – Independent Author, SAR 02-22 AB ‘GH’ Report	
<i>Note taker</i>	Julie Hamilton (JH) – Business Support SAB Specialist, NELC	
<i>Apologies / non-attendees</i>	<p>John Allen – Principal Social Worker, NELC            Lisa Bartlett – Safeguarding Lead, Foresight            Paul Bassett – Assistant Director Adult Social Services, NELC (Adults at Risk Sub-Group Chair)            Laura Booth – Head of North &amp; North East Lincolnshire PDU, National Probation Service            Sue Bunn – Head of Safeguarding, Focus CIC            Janet Burgin – Nurtrio            Michelle Emmerson – Prevention &amp; Development Manager, HFRS            Francine Evans – Joint Service Manager, Cloverleaf Advocacy            Adam Knights – Co-Chair, NELCA            Andrew Lister – Divisional Senior Manager - Quality, EMAS            Lisa Revell – Deputy Chief Executive, Care Plus Group (CPG)            Melanie Sharp - Deputy Chief Nurse, Humber Health Partnership            Cllr Stan Shreeve – Portfolio Holder &amp; Deputy Leader, NELC            Paula South – Director of Statutory Partnership, NHS Humber &amp; North Yorkshire Integrated Care Board (ICB)</p>	

	Kim Sparks – Cloverleaf Advocacy Dr Sanjedah Zaro – Named GP Safeguarding Adults, Primary Care	
<b>1. Welcome, Introductions and Apologies</b> - Noted.		
<b>2. Minutes of Previous Meeting/Action Tracker/Matters Arising (10<sup>th</sup> January 2025) –</b> circulated with Agenda		
The Minutes of the Board Meeting held on 10 <sup>th</sup> January 2025 were accepted as a true record. There were no matters arising; all actions had been completed/ongoing or were on the Agenda.		
<b>3. Redacted Minutes of Previous Meeting/Matters Arising (10<sup>th</sup> January 2025) –</b> circulated with Agenda		
The redacted version produced for publication on the SaferNEL website was approved.		
<i>Actions Agreed</i>	<i>Lead</i>	<i>Deadline</i>
3.1 Any comments on the redacted version of the Minutes of the meeting held on 10 <sup>th</sup> January 2025 to be forwarded to <a href="mailto:julie.hamilton@nelincs.gov.uk">julie.hamilton@nelincs.gov.uk</a> by 14 <sup>th</sup> March 2025.	ALL	
3.2 The redacted version of the Minutes of the meeting held on 10 <sup>th</sup> January 2025 to be published on the SaferNEL website.	Julie Hamilton	Published on SaferNEL website 13/03/2025
<b>4. Update on Cloverleaf Advocacy – Katie Brown</b>		
<i>Discussion</i>	KB reported that the contract manager has been asked to discuss the SAB's expectations and attendance at SAB with Cloverleaf.	
<i>Actions Agreed</i>	<i>Lead</i>	<i>Deadline</i>
4.1 The importance of attendance at the SAB to be discussed/passed onto Francine Evans/Kim Sparks.	Katie Brown	Completed
<b>5. Adults at Risk Sub-Group – Katie Chadwick and Stewart Watson on behalf of Paul Bassett –</b> presentation circulated with Agenda		
<i>Discussion</i>	The presentation gave an update on the Sub-Group's work, and the key issues of homelessness within NEL which were discussed in greater detail.  An audit of ORMMs is provided every two years which illustrates that homelessness is one of the top three issues in NEL.	
<i>Actions Agreed</i>	<i>Lead</i>	<i>Deadline</i>
5.1 The revised Terms of Reference for the Adults at Risk Sub-Group to be presented to the next SAB for approval.	Paul Bassett	09/05/2025
5.2 The Adults at Risk Sub-Group Chair to provide a presentation to the next SAB on issues and support for the homeless cohort.	Paul Bassett	09/05/2025
5.3 Scrutiny of issues and support for the homeless cohort in NEL to be considered for scrutiny in conjunction with the Safeguarding Children's Partnership.	Stewart Watson	
<b>6. Scrutiny and Assurance (S&amp;A) Sub-Group – Scrutiny &amp; Assurance Framework – Nicola Burnett –</b> circulated with Agenda		
<i>Discussion</i>	NB reported that the Sub-Group: <ul style="list-style-type: none"> <li>• Is working on a schedule for the annual audit.</li> <li>• Its Terms of Reference are being revised.</li> <li>• The quality of adult safeguarding referrals is to be its next scrutiny topic.</li> </ul>	

	The Scrutiny & Assurance Framework was presented for approval.	
<i>Actions Agreed</i>	<i>Lead</i>	<i>Deadline</i>
6.1 The Scrutiny & Assurance Framework is approved.	ALL	
6.2 The proposed schedule for the annual audit to be presented to the next SAB.	Phil Booker	09/05/2025
6.3 The revised Terms of Reference for the Scrutiny & Assurance Sub-Group to be presented to the next SAB for approval.	Phil Booker	09/05/2025
<b>7. SAR 02-22 AB'GH' Report – Jane Shepherd – Executive Report and SAR Report circulated with Agenda</b>		
<i>Discussion</i>	<p>JS gave a presentation on the SAR Report, outlining:</p> <ul style="list-style-type: none"> <li>• Circumstances</li> <li>• Findings</li> <li>• Developing Learning</li> <li>• Recommendations</li> </ul> <p>KB thanked the independent author for the excellent report which was very detailed and which had been very challenging to complete.</p> <p>Learning points include MCA/MHA assessments and trauma-informed social work. The SAR Group will draft an action plan from the report's recommendations.</p>	
<i>Actions Agreed</i>	<i>Lead</i>	<i>Deadline</i>
7.1 The SAR 02-22 AB 'GH' Report and its recommendations be approved for publication.	ALL	Completed
7.2 Prior to publication of the Report, its contents to be discussed with the brother, and feedback to be reported back to Stewart Watson.	Jane Shepherd	Completed
7.3 The offer of support by Nottinghamshire County Council's Adult Social Care Team or Public Health Team to be discussed with Nottinghamshire County Council's SAB Manager.	Stewart Watson	Completed
7.4 The Report to be submitted to the Coroner, SW to draft a covering email for Paul French.	Stewart Watson	Completed
7.5 The Report to be presented to the Nottinghamshire Safeguarding Adults Board, giving them the opportunity to discuss with the NEL SAB.	Jane Shepherd/ Stewart Watson	Completed
7.6 The Report to be submitted to the ICB for information.	Katie Brown/ Donna Phillips	
7.7 The involvement of the Health & Safety Executive with the police investigation to be confirmed.	Nicola Burnett	
7.8 An action plan to be drafted from the Report's recommendations and presented to the next SAB.	Donna Phillips (SAR Group)	
7.9 The quality issues and assurances regarding Bradley Apartments to be discussed with Leigh Holton.	Katie Brown	
7.10 The publication of the Report on the Safer/NELC website to be discussed at the next SAB Executive.	Katie Brown/ Paul French/ Stewart Watson/ Julie Wilburn	Completed 04/04/2025
(Comfort break taken 10:47-11:00am.) (Vicky Thersby left the meeting at this point.)		

<b>8. Tri-Board/Multi-Board Update – Paul French</b>		
<i>Discussion</i>	PF reported that: <ul style="list-style-type: none"> <li>The Director of Children’s Services, had attended the last meeting.</li> <li>A multi-agency forum is being held next Tuesday to discuss key learning from statutory partnerships.</li> </ul>	
<i>Actions Agreed</i>	<i>Lead</i>	<i>Deadline</i>
8.1 An update from the Tri-Board/Multi-Board to be presented to the next SAB.	Paul French	09/05/2025
<b>9. Provision of Appropriate Adults – Paul French</b>		
<i>Discussion</i>	PF reported that the issue of the provision of appropriate adults is to be included in next week’s discussions with the multi-agency forum.	
<i>Agreed Actions</i>	<i>Lead</i>	<i>Deadline</i>
9.1 An update on the discussion regarding the provision of appropriate adults to be presented to the next SAB.	Paul French/ Katie Brown	09/05/2025
<b>10. National Safeguarding Week – ‘Bitesize’ Seminars – Katie Brown</b>		
<i>Discussion</i>	KB proposed developing ‘bitesize’ webinars for the Safer/NELC website, these to be promoted during National Safeguarding Week. These could include MCA, Duty to Refer, etc., and asked for people’s thoughts. KB will discuss with the Communications Team.  KB added that it is proposed to hold another Safeguarding Conference in the summer of 2026.	
<i>Actions Agreed</i>	<i>Lead</i>	<i>Deadline</i>
10.1 Suggestions for ‘bitesize’ webinars to be forwarded to <a href="mailto:katie.brown76@nhs.net">katie.brown76@nhs.net</a>	ALL	
10.2 Proposals for ‘bitesize’ webinars to be presented to the next SAB.	Katie Brown	09/05/2025
<b>11. SARs – Donna Phillips – circulated with Agenda</b>		
<i>Discussion</i>	SAR Referrals: 11.4 06-24 AG – request for SAR.  DP outlined the referral. A care package was in place and the individual known to agencies. Chronologies from agencies have been requested. It was felt that the SAR should include a wider review of domiciliary care but it was acknowledged that this is a massive area. MF felt that a pathway for supporting services e.g. dementia care, would be beneficial.  Completed SAR Action Plans for the following SARs were presented: 11.1 - 01-22 AA 11.2 - 03-22 AC 11.3 - 05-22 AE	
<i>Actions Agreed</i>	<i>Lead</i>	<i>Deadline</i>
11.1 A SAR be approved for 06-24 AG, an independent author to be sought.	Donna Phillips/ Stewart Watson	

11.2 The Key Lines of Enquiry (KLoE) for SAR 06-24 AG to be drafted by the SAR Group and presented to the next SAB.		Donna Phillips	09/05/2025
11.3 The completed Action Plans for SAR 01-22 AA, 03-22 AC and 05-22 AE be approved and passed to the Scrutiny & Assurance Sub-Group for audit.		Donna Phillips/ Phil Booker	
<b>12. Nurtrio Easy Read Safeguarding Adults Leaflet – Stewart Watson/Jo Barnes – final version circulated with Agenda</b>			
<i>Discussion</i>	SW presented the final version of the Safeguarding Adults Leaflet for approval. JB felt that although this would be useful for providers it is not necessarily suitable for those with learning difficulties which was the primary reach of the original 'easy read' leaflet. SW added that the photographs contained within the original 'easy read' leaflet could not be used as they identified individuals.		
<i>Actions Agreed</i>		<i>Lead</i>	<i>Deadline</i>
12.1 The final Safeguarding Adults leaflet be approved for dissemination and publication on the Safer/NELC website.		ALL	Completed
12.2 The 'easy read' Safeguarding Adults leaflet to be shared with the Learning Disabilities Board, suitable images sought/included and its content aimed at the learning difficulties cohort.		Jo Barnes	Completed
12.3 An update on the 'easy read' Safeguarding Adults leaflet to be provided at the next SAB.		Jo Barnes	09/05/2025
<b>13. NEL SAB Terms of Reference and Memorandum of Understanding – Stewart Watson – circulated with Agenda</b>			
<i>Discussion</i>	SW presented the revised Terms of Reference and Memorandum of Understanding for the NEL SAB for approval.  It was noted that the next SAB will have a new Chair.		
<i>Actions Agreed</i>		<i>Lead</i>	<i>Deadline</i>
13.1 Any comments on the revised Terms of Reference and Memorandum of Understanding for the NEL SAB to be forwarded to <a href="mailto:stewart.watson@nelincs.gov.uk">stewart.watson@nelincs.gov.uk</a> by 14 <sup>th</sup> March 2025.		ALL	14/03/2025
13.2 All NEL SAB partners to sign a copy of the Memorandum of Understanding and return to <a href="mailto:stewart.watson@nelincs.gov.uk">stewart.watson@nelincs.gov.uk</a>		ALL	Re-circulated 13/03/2025
13.3 The revised Terms of Reference for the NEL SAB to include the annual rotation of the SAB Chair.		Stewart Watson	Completed
13.4 The new Chair to be chosen at the next SAB Executive.		Katie Brown/ Paul French/ Stewart Watson/ Julie Wilburn	Completed 04/04/2025
<b>14. Forward Plan 2025 – Stewart Watson – circulated with Agenda</b>			
<i>Discussion</i>	The 2025 Forward Plan was presented for information.		
<i>Actions Agreed</i>		<i>Lead</i>	<i>Deadline</i>
14.1 Any suggestions for the Forward Plan 2025 to be submitted to <a href="mailto:julie.hamilton@nelincs.gov.uk">julie.hamilton@nelincs.gov.uk</a> by 14 <sup>th</sup> March 2025.		ALL	14/03/2025

**15. Any Other Business**

The Chair reported that the SAB Annual Report 2023/24 and the Strategic Plan had been presented to the Health & Adult Social Care Scrutiny Committee on 29<sup>th</sup> January 2025 and that it had been well received. He thanked those involved.

**16. Future Meetings 2025**

Agreed Meetings:

(first Friday of each month, except August, 9:00am-12noon, in-person at Grimsby Town Hall)

9<sup>th</sup> May

4<sup>th</sup> July

3<sup>rd</sup> October

5<sup>th</sup> December

(Executive Meetings to be held on alternate months via Teams.)

(Meeting closed at 11:27am)