

Safeguarding adults is everybody's business

Derbyshire Safeguarding
Adults Board

Keeping People Safe

**DERBYSHIRE SAFEGUARDING ADULTS
BOARD
(DSAB)**

ANNUAL REPORT AND PRIORITIES

2015-16

Chair's Foreword



As the Independent Chair of Derbyshire Safeguarding Adults Board (DSAB) I am pleased once again to introduce and welcome all readers to our Annual Report for 2015-16. It provides information and insight to the strategic approaches adopted by the Board in our response to adult abuse and neglect referred to as 'adult safeguarding' across the County.

The Care Act of 2014 gave all Safeguarding Adult Boards statutory responsibilities, one of which is to publish an annual report detailing how we achieved our objectives and how we implemented our strategic plan.

You will find in the following pages contributions from the partners detailing what individual organisations have done in relation to our work as well as joint work.

We are required to have a strategic plan in place and, we do. Elements of the Plan will be featured in the following pages; looking back as well as forward is essential to allow our work to develop and contained in these pages is how we intend to do exactly that, move forwards. We need to be a learning partnership and our sub groups featured provide that insight in how we deliver our vision and plans.

A further requirement is to commission Safeguarding Adult Reviews (SARs). Fortunately during this period there was no such request or requirement. We are introducing a new sub group known as the Safeguarding Adult Review (SAR) Sub Group which over the next 12 months will develop processes to understand the best way to share the learning from good and poor practices. There are many different methodologies to gain this learning and we will take account of local, regional and national reviews in order to support our continual development as a Board and provide information for staff, volunteer's, families and the individuals subject to any safeguarding enquiry.

I wish to highlight that we strive to put the individual at the centre of everything we do, we continue to promote 'making safeguarding personal' and explore initiatives to assist front line staff in involving individuals and their family members as much as possible in the process.

Part of my role as Independent Chair is to gain assurances that ALL partners involved in adult safeguarding take their responsibilities seriously and do more than just talk about safeguarding, in that they actually invest and contribute to a joint approach. We have Policies and Procedures in place which are multi agency and the expectation exists that all partners work to them across Derbyshire, they are jointly written with Derby City who have their own SAB. We have a close relationship with them especially as several partners work across the 'border'

It would be remiss of me not mention the impact that Public Service Reforms continues to have across all partner organisations however I am pleased to say the level of commitment to adult safeguarding has not diminished. The closer integration of Health and Social Care I take as a positive and over the coming years a more joined up approach to issues impacting

on adults with care and support needs to be looked upon as an opportunity, so I am hopeful adult safeguarding continues to be a 'golden thread' in all that partners do.

Adult abuse and neglect is a reality and I do believe that society is recognising this fact; we have read some very unfortunate cases in the press and it is no longer a seldom occurrence and our response here in Derbyshire needs to be appropriate. There are many people supporting or working with adults with care and support needs across Derbyshire who do a difficult job and work in often very stressful situations we need to have systems in place to support them and systems in place when standards slip and robust enquiries are required. I believe in general that is the case here in Derbyshire.

Our work will always be required, I need to stress that safeguarding, be it children or adults is everybody's business and if we all recognise that and report matters that gives us concern we give others the opportunity to intervene as earliest as possible.

I take this opportunity to publically thank my fellow board members and the staff with specific roles in adult safeguarding across all agencies for their hard work and for their contributions to this report. DSAB now has during 2015-16 a Project Officer in place who provides dedicated support to all our Board work and this is an example of improvements in the world of adult safeguarding in Derbyshire

Andy Searle

Independent Chair

PS. please remember

"Adult safeguarding needs to be everyone's responsibility".

Please contact us via the following email address if you have any comments regarding this report. **derbyshireSAB@derbyshire.gov.uk**

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Demographic information

Derbyshire lies in the center of England covering 630,366 acres; it is a large diverse county with a number of heavily built up towns alongside large sparsely populated rural areas. A large part of the North and West of the county falls within the Peak District National Park.

Derbyshire's estimated population of 782,400 people in 2015 was made up of 134,700 (17%) children aged 0-15 years, 484,900 (62%) residents aged 16-64 and 162,700 (21%) individuals aged 65 and over. The latest ONS Population Projections predict that by 2039 the county's population will increase by 10% to 858,900. Two out of ten people in the county are currently aged 65 and over, by 2039, this ratio will increase to three out of ten people. The majority of the population in Derbyshire is White British. Overall Derbyshire has an increasingly ageing population, particularly in Derbyshire Dales.

<http://observatory.derbyshire.gov.uk>
(Office of National Statistics (July 2015))

Local background and context

Derbyshire is a two tier authority comprising of the county council and eight district and borough councils. There are five Clinical Commissioning Groups (CCGs). A number of key agencies work in partnership across both Derbyshire and Derby City , including the Police, Health providers, Derbyshire Fire Service, East Midlands Ambulance Service, Probation Services and the independent and voluntary sector.

Derbyshire and Derby City Safeguarding Adults Boards have joint Safeguarding Adults Policies and Procedures which were revised in light of the implementation of the Care Act on the 1st April 2015. This revision was done in collaboration with all Safeguarding Board partners. The Learning & Development Sub Group is a joint county and city group.

Derbyshire and Derby Safeguarding Adults Policy and Procedures can be found at www.saferderbyshire.gov.uk

DSAB Governance Arrangements

DSAB is attended by senior representation from key agencies with a responsibility for safeguarding adults with care and support needs in Derbyshire. From April 2015 the Local Authority, CCG's and Police are required to be core members of the SAB as per the Care Act 2014 but in Derbyshire the SAB is attended by a large number of organisations (Appendix 2).

DSAB currently meets quarterly and takes a strategic lead in the protection of adults with care and support needs adults.

DSAB voluntarily submit themselves to the Councils Improvement and Scrutiny Committee

The Independent Chair on behalf of the SAB has regular contact with Councils Chief Executive who is responsible in name for the Chairs appointment.

DSAB will:

- Coordinate what is done by each person or body represented on the Board for the purposes of safeguarding and promoting the welfare of adults in Derbyshire
- Ensure the effectiveness of what is done by each person or body for those purposes.
- Ensure that safeguarding arrangements are robust, flexible and responsive.

- Work with other Partnership groups and Boards across Derbyshire collaboratively to improve the Health and Wellbeing of our citizens including but not solely Derbyshire Safeguarding Children's Board, Derbyshire Health and Wellbeing Board, Derbyshire Community Safety Partnership, East Midlands Safeguarding Adults network and Derby City Safeguarding Adults Board.

About DSAB, the statutory and legislative context

An adult safeguarding board was established in Derbyshire in 2000 as a model of good practice and inter-agency working and co-operation although this was not a requirement of legislation at the time. The Care Act 2014 made the forming of a Safeguarding Adults Board (SAB) a statutory requirement of a local authority from April 2015

The effectiveness of the DSAB is reliant on collaborative working between board members and partner agencies and also other local and regional boards. Agencies are placed under a duty by The Care Act 2014 to cooperate with a SAB.

The Care act 2014 also requires a SAB to produce a strategic plan. Derbyshire Safeguarding Adults Board have in place a three year rolling plan which has a corresponding Business plan, reviewed on an annual basis. The strategic plan of the DSAB outlines how it will achieve its objectives and how board members and agencies will implement the strategic plan. The above is underpinned by the principles of 'Making Safeguarding Personal' which places an adult's desired outcomes and experience at the centre of all adult safeguarding. <https://local.gov.uk/web/makingsafeguardingpersonal>

The DSAB is an independent board which allows it to provide effective scrutiny of local adult safeguarding arrangements.

DSAB Priorities and Progress 2015/16

DSAB Vision

"We will all work together to enable people in Derbyshire to live a life free from fear, harm and abuse"

In 2015/16 the following work was undertaken or overseen by DSAB:

- The joint Derby and Derbyshire Safeguarding Policy and Procedures have been updated and will be continually reviewed and refreshed to reflect national guidance and policy as well as the views and experiences of adults who have a need for care and support, their families and professionals in Derbyshire
- A three year Strategic Plan detailing the priorities of DSAB has been written along with a Business Plan, both are due to be signed off in by June 2016
- The DSAB Terms of Reference has been reviewed and re-launched.

- The Terms of reference and Membership for each DSAB sub group has been reviewed and refreshed and an action plan for each sub group is in place to link in with the DSAB Business Plan.
- Monitoring systems have been put in place to check consistent attendance at the Board/sub groups by all members.
- DSAB newsletters are now widely disseminated quarterly for professionals and the public and can be used to share good news stories, new policies and procedures or to promote safeguarding initiatives.
- Work is underway to request and establish a stand-alone DSAB website
- MSP (Making Safeguarding Personal) continues to be a priority for DSAB. The Board has worked hard to ensure that safeguarding focuses on the personalised outcomes desired by people with care and support needs. Board members have provided presentations throughout 2015/16 at DSAB meetings to demonstrate how they have embedded and monitored the effectiveness of MSP and work continues to ensure that the adult is central to any safeguarding enquiries. DSAB is currently involved in a project in conjunction with Lancaster University to develop a tool to assist front line professionals from all organisations when having 'difficult' conversations with Adults and their families around safeguarding issues. This tool will be rolled out in 2017 in and it is hoped that this will benefit staff on the front line in particular.
- Work is ongoing to establish new ways to analyse safeguarding data to increase the Board's understanding of what is working well and where improvements are needed.
- A DSAB Safeguarding Adults Review (SAR) protocol and Terms of Reference for the new SAR sub group have been written and signed off by DSAB members. The SAR sub group will be fully operational by September 2016. Under the 2014 Care Act, SAB's are responsible for undertaking SAR's. The aim of a SAR is to learn lessons where there has been death, serious harm or neglect to prevent similar harm re-occurring. DSAB hope to be proactive in also commissioning learning reviews where a case does not meet the criteria for a SAR to be undertaken but it is felt that there is learning for DSAB organisations.
- Membership of the Board and sub groups has been reviewed and is being closely monitored throughout the year.
- Work is underway to prepare for multi-agency audits in September 2016 with the view to having a comprehensive multi-agency Safeguarding Audit Plan for the following year. The main focus of the September audits will be ensuring that Making Safeguarding Personal has been embedded.
- The Board has developed a wallet sized information card for staff giving clear guidance on when and how to share information.
- VARM: The Vulnerable Adults Risk Management process is continuing to prove successful in Derbyshire in supporting adults who are assessed to have mental capacity and who are at risk of serious harm/death through self-neglect, risk taking behaviours or refusal to engage with service providers. Multi-Agency VARM

briefings have taken place across the county to promote and inform people of the VARM process. 58 VARMS were initiated in the year 2015/16.

- Think Family: The Board continues to see this as a priority across all agencies. It has now become a recognised initiative and all organisations are promoting the initiative using posters and other materials.
- DSAB is particularly concerned with the increase in financial abuse cases and have begun discussions around a Board campaign to raise awareness with both the public and professionals. It is believed that around a fifth of referrals in Derbyshire relate to financial abuse.

DSAB Sub –Groups

The work of the DSAB sub-groups during 2015/2016

Terms of reference and membership details for each sub-group of the DSAB can be found on the Safer Derbyshire website –www.saferderbyshire.gov.uk

Each sub-group reports quarterly to the DSAB on activity, progress and challenges.

The sub-groups of DSAB are currently:

- **Learning and Development***
 - **Performance and Quality**
 - **Operational and Leadership**
 - **Safeguarding Adults Review (SAR)-Newly Established**
- (* Indicates a joint County and City Sub-Group)

There is also a Core Business Sub Group consisting of the three statutory DSAB agencies (Local Authority, Derbyshire Police and Derbyshire CCG) and the DSAB sub group chairs, who meet prior to each Board meeting to Plan the agenda.

Performance and Quality Sub- Group

Chair – Bill Nicol (Derbyshire CCGs)

The primary function of this sub group is to:

- Identify and analyse the safeguarding performance data for Derbyshire provided by all agencies via the operational dashboard and ongoing case file audit.
- Identify aspects of risk and thematic areas of practice performance in order to determine any priority areas for operational improvement through case file audit.
- Identify areas of work that are required to inform the practice audit and to monitor the results of such audits.

The Quality & Performance Committee focussed upon the following work streams during 2015-16;

- Revision of SAB Terms of Reference to ensure correlation and compliance with the Health & Social Care Act (2014)
- Development and scrutiny of the SABs Strategic Plan for 2016-2018

- Design of an audit tool to evaluate inter-agency working through the examination of adult safeguarding cases from referral to conclusion. 50 case files will be audited during 16-17
- Design and distribution of a Sharing Information Leaflet for all staff (Joint with Derby City)

The Learning and Development Sub- Group

Chair – Mat Lee (Derbyshire Fire and Rescue Service)

The purpose of this sub group is to respond to the needs of Derby City and Derbyshire Safeguarding Adults Boards (SABs) and provide assurance that staff are equipped to respond to safeguarding with competent and confident practice.

- To identify, develop and maintain a multi-agency safeguarding adults training programme.
- To promote a consistent approach to safeguarding adults across Derby and Derbyshire.
- To embed the principles of Making Safeguarding Personal within safeguarding training.
- To develop and maintain links with both Children's Safeguarding Boards and implement and embed the Think Family agenda across all agencies.
- To develop quality assurance tools to evaluate safeguarding training.

The group exists to build on both boards very active and collaborative multi agency approach to Adult safeguarding . Safeguarding is everybody's business. By developing effective training tools for multi agency use the group ensures that all relevant agencies are able to share knowledge and understanding of how agencies should work together to keep adults safe from abuse and keep the adults needs and wishes at the centre of all we do . A shared understanding across all agencies of the law and the importance of making safeguarding personal is a crucial part of the groups work .

This year the group have developed a training package to be delivered in a multi agency setting to provide staff groups with the skills and knowledge to undertake safeguarding enquiries as required under Section 42 of the Care Act 2014 .

The group is well attended by all key agencies and this is a positive indication of a genuine multi agency commitment to safeguarding Adults across Derbyshire and Derby City.

The Operational and Leadership Sub- Group:

Chair – Wendy Holehouse (Derbyshire County Council Adult Care)

The purpose of the sub-group is to draw on evidence of effective practice across the County and develop ways of sharing the information, to assist and support areas to prepare for the roll out of future policy developments and to promote more effective partnership working to strengthen safeguarding and improve standards and consistency across Derbyshire.

This last year has seen the membership expand and Derby City Adult Care Safeguarding leads are now included on the mailing list. The meeting have been well attended.

Colleagues are able to keep Safeguarding Leads in multi agencies updated about new areas of work. An example of this is the development of the Hoarding Protocol which has been led by the Fire Service. There have been a number successes with people who hoard in

Derbyshire where agencies work together to improve health, wellbeing and general living standards. There is now a small budget which is contributed by Clinical Commissioning Group, Derbyshire Fire & Rescue Service and the Local Authority Safeguarding budget which assist with funding small items.

The Police have presented the new Police structure which support adults who have vulnerabilities in North & South Derbyshire.

The Trading Standards team within the Local Authority have been proactive in recognising the problem with financial abuse and working with colleagues from the Operational Group to engage the wider community and safeguarding leads to embrace a Campaign against financial abuse. This will be rolled out in 2017 to general public and also to staff who work within the caring professions.

Safeguarding Adults Review (SAR) Sub Group

It is recognised that there is a need to have SAR sub group and plans have been underway since early 2016 to establish this sub group along with updated processes and procedures for the work involved. A more extensive update will be available for the next Annual Report.

Adult Safeguarding - Statistical Information

The local authority has a mandatory duty to collect safeguarding data relating to adults aged 18 and over. The SAC (Safeguarding Adults Collection) is recorded by adult safeguarding teams based in the 152 councils with Adult Social Services Responsibilities.

(www.hcis.gov.uk) This data helps to support adult safeguarding policy development and the work of the safeguarding board to understand where abuse may occur and improve services for individuals affected by abuse. The aim is to ensure that the information collected is of value to both the government, councils and SAB's.

The DSAB feels that the data currently collected in Derbyshire will continue to be of value to influence service development the future work of the DSAB, policy development ,governance and accountability and has requested that this data is still collected for use at a local level outside of SAC mandatory requirements.

Safeguarding Referrals Data

In the year 2015-16 there were **2375** Safeguarding Concerns/Referrals reported to Derbyshire County Council Adult Care (Please note that the terminology was changed from "referral" to "concern" to reflect our obligation to record at a lower threshold. This is in comparison to **1713** Safeguarding referrals the previous year.

The concerns reported related to **2158** different people.

The majority of Concerns reported were related to individuals aged 18-64 with 957 Concerns raised for this age group.

60% of Concerns related to women and **40%** related to men.

The majority of concerns raised related to people who were of White British ethnicity: **84%**.

2015/16 Safeguarding concerns

Age 18-64	Age 65-74	Age 75-84	Age 85-94	Age 95+	Age Not Known
44%	12%	19%	20%	3%	1%

Of the **2375** concerns raised, **454** concerns were categorised as meeting the threshold for a formal Section 42 enquiry to be undertaken.

Again, the majority of Section 42 Enquiries were for individuals aged 18-64 (172 Section 42's) but there was also 100 Section 42 Enquiries undertaken for individuals aged 85-94.

The majority of Section 42 Enquiries were in relation to women at **56%**.

85% of the 454 Section 42 Enquiries were in relation to people who are of White British ethnicity.

2015/16 Section 42 Enquiries

18-64	65-74	75-84	85-94	95+	Not Known
40%	12%	21%	23%	3%	0%

Source of Risk for concluded Section 42 Enquiries

Type of Risk	Source		
	Social Care Support	Other Known Individual - to	Other Unknown Individual - to
Physical Abuse	47%	36%	17%
Sexual Abuse	10%	64%	26%
Psychological Abuse	27%	60%	13%
Financial or Material Abuse	8%	63%	29%
Discriminatory Abuse	33%	67%	0%
Organisational Abuse	84%	9%	7%
Neglect and Acts of Omission	69%	17%	14%
Domestic Abuse	0%	31%	69%
Sexual Exploitation	25%	0%	75%
Modern Slavery	0%	67%	33%
totals	45%	37%	18%

Location and Source of Risk for concluded Section 42 Enquiries

	Social Care Support	Other - Known to Individual	Other - Unknown to Individual
Own Home	11%	49%	40%
Community Service	100%	0%	0%
Care Home	81%	16%	3%
Hospital	29%	37%	34%
Other	9%	49%	43%
Total	44%	33%	23%

Mental Capacity Table for Concluded Section 42 Safeguarding Enquiries							
For each enquiry, was the adult at risk lacking capacity to make decisions related to the safeguarding enquiry?	Total	18- 64	65- 74	75-84	85-94	95+	Not Known
Yes	164	37%	10%	23%	26%	3%	0%
No	145	47%	10%	21%	20%	2%	0%
Don't know	47	51%	9%	13%	21%	4%	2%
Not recorded	192	38%	10%	17%	27%	7%	1%
Total	548	41%	10%	20%	24%	4%	1%
Of the enquiries recorded as Yes in row 1 of this table, in how many of these cases was support provided by an advocate, family or friend?	83	34%	10%	22%	33%	2%	0%

MSP Table for Concluded Section 42 Safeguarding Enquiries							
For each enquiry, was the individual or individual's	Total	18-	65-	75-84	85-94	95+	Not

representative asked what their desired outcomes were?		64	74				Known
Yes they were asked and outcomes were expressed	176	45%	8%	22%	23%	2%	0%
Yes they were asked but no outcomes were expressed	72	38%	17%	10%	33%	1%	1%
No	0	0%	0%	0%	0%	0%	0%
Don't know	0	0%	0%	0%	0%	0%	0%
Not recorded	300	40%	9%	21%	23%	7%	1%
Totals	548	41%	10%	20%	24%	4%	1%
Of the enquiries recorded as Yes in row 1 of this table, in how many of these cases were the desired outcomes achieved?	Total	18-64	65-74	75-84	85-94	95+	Not Known
Fully Achieved	100	46%	6%	21%	26%	1%	0%
Partially Achieved	50	38%	12%	28%	18%	4%	0%
Not Achieved	17	65%	0%	12%	24%	0%	0%
Totals	167	46%	7%	22%	23%	2%	0%

Reports from Partner Agencies of the DSAB 2015/16.

Age UK Derby and Derbyshire

1. AUKDD reviewed its policy and procedures (for the county and city) in line with the new arrangements in each authority area. Policies and procedures are reviewed annually on a cycle by the Support and Development Programme Board and then the Board of Trustees for approval. On addition to our text policy we created a reporting flowchart to support all staff and volunteers to understand the process more easily.
2. Developed our trustee, staff and volunteer intranet resources to include a section on safeguarding and links to specialist websites, our policy and procedures. These resources are available, via login, to over 300 people.

3. Created a 'regular' slot relating to safeguarding in our staff and volunteer newsletter, linked to items on our intranet, and supported by QR code additional information. Items have included functional skill development such as identification of abuse, topical information about safeguarding issues and cases nationally, Age UK campaigns on Dignity, support for older carers etc. and practical advice to reduce the risk of abuse such as powers of attorney, and AUK resources such as guides and factsheets on managing money, carer support etc.
4. Further developed our Staff & Volunteers Induction Modules including an induction planner with Safeguarding as an 'essential' module for staff and volunteers by developing some visual presentations of our policies with flowcharts, short videos etc.
5. We have begun to introduce an 'e-learning' training system delivered by Essential Skills and working in partnership with Age UK Nottingham and Nottinghamshire. The new system will enable all staff and volunteers to access over 200 accredited training courses. Our safeguarding policy and procedure will be a bespoke course (compulsory for all staff and volunteers).
6. Achieved the Derbyshire County Council's Silver Dignity Standard for our three Day Services in Hope, Bakewell and Hlland Ward.
Our Dignity assessment considered our creative approach to living well with dementia and reducing the need to restrictions for members. Our use of reminiscence and the creation of new reminiscence tools and their use in effective behaviour management was commended.
7. Using the Charity Commission 'Good Governance Code' we further developed our Charity Governance. Trustees scheduled visits and 'drop-ins' to all our services. Formal visits were designed to utilise trustee's particular skills and their Programme Board agendas: e.g. trustees from our Support and Development Programme Board visited services and considered their quality assurance programmes.
8. Working within the Nutrition and Hydration for Older People Group in Derbyshire County Council we participated in Nutrition and Hydration Week and promoted the issue of weight loss as a sign of self-neglect in a coordinated campaign across our 8 charity shops. Shops displayed themed windows including the 'Eat Well' campaign materials.
Working with DCHS community hospitals and treatment centres we created district factsheets to support the Eat well campaign encouraging older people to consider social eating opportunities in their area at the point of hospital discharge. Social eating such as lunch clubs or social activities with food support potentially vulnerable adults providing encouragement to self-care and regular monitoring for signs of abuse.
9. We continue with a commitment to include a safeguarding alert message on all possible AUKDD resources. All our service leaflets include a standard message with links to safeguarding support. Leaflets and other resources including the safeguarding message are displayed in 14 Information Hubs throughout the county and city in public access areas (charity shops, London Road Community Hospital, day services etc. for free self-selection).

10. Our Information Roadshow visited over 70 public venues and events throughout Derbyshire (exc City) providing access to older people and carers to a wide range of information. Safeguarding information is always available at a roadshow plus contact details for our Information and Advice and Advocacy services for free, confidential and independent advice.
11. Provided 1:1 support to individual clients supported by our Day Services, Memory Lane, Befriending and Advocacy services who have been identified as at risk or experiencing abuse. This includes inter-agency working, monitoring and participating in safeguarding reviews as necessary.
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Bolsover District Council

The Council has a Safeguarding Adults Policy which has recently been amended to compliment the Derbyshire and Derby Safeguarding Policy and Procedures and to reflect the Care Act 2014.

The Policy makes it clear that all employees, Elected Members, contractors and partners have a key role to play in the safeguarding of adults from abuse. It makes explicit the responsibility of all professionals, volunteers and agencies to work together to protect those adults at risk from harm and abuse.

The Safeguarding process is supported by a framework:-

Executive Lead Officer – Paul Hackett, Executive Director of Transformation **Adult Safeguarding Lead Officer** – Diane Bonsor, Housing Needs Manager **Link Officers (five)**–

Lee Hickin, Joint Assistant Director Leisure

Dawn Clarke, Joint Assistant Director Resources

Deborah Whallett, Housing Enforcement Manager.

Alison Donahoe, Customer Services Manager.

Janice Barlthorp, Human Resources Advisor.

Melanie Osbourne, Senior Parenting Officer.

1. Governance

The Council ensures the safeguarding policies and procedures are managed and monitored through a Corporate Safeguarding Officer Group which operates jointly over Bolsover DC, North East Derbyshire DC and Rykneld Homes. This group meets bi-annually to ensure that activity around safeguarding is co-ordinated and that staff are supported to undertake their responsibilities. It also monitors:-

- Number of cases and processes
- Training requirements
- Serious Case reviews (where appropriate)

An annual report is provided to Executive Committee detailing the Safeguarding activities, approve amendments to the policy and procedures (when required) and to provide an overview of the County wide VARM process.

Safeguarding training is mandatory for all staff and is refreshed every two years. Lead Officers and Link Officers attend additional specific Derbyshire County Council training as required.

Safeguarding is included as part of the induction process for new staff.

A 'quick reference guide', jointly produced with NEDDC and Rykneld Homes has been issued to all staff.

A revised referral process is being developed to assist a staff in making referrals and raising concerns with Link Officers.

April 2015 – March 2016 there have been 9 Safeguarding referrals, to DCC:-

- 1 – Environmental Health Officer
- 2 – Domestic Abuse Officer
- 5 - Housing Officers
- 1 – Parenting Officer

All staff are encouraged to raise **any** concern with their line manager, who will then support them in either dealing with the situation or making a referral. All team meetings have Safeguarding as a standard agenda item.

We have recently revised our Safeguarding Adult Policy and procedures (April 2016), so we will continue to monitor the effectiveness of these throughout the next 12 months. A simpler referral 'script' is currently being tested to make it easier for staff to raise concerns and this will be operational during the summer.

Amber Valley Borough Council

Amber Valley Borough Council represent Environmental Health functions delivered by all the Derbyshire second tier Councils on the DSAB and CCG Boards. Amber Valley provide a link to respective safeguarding leads and specifically relating to how environmental health are supporting vulnerable people through initiatives such as VARM, adaptations in homes, licensing for taxis/premises and the enforcement of housing standards, particularly around the private rented sector. VARM has given professionals a framework to work to in order to support vulnerable adults in a multi-agency environment. Each district has a VARM champion which could be a good link to ensure that all districts are kept up to date with relevant safeguarding information. Engagement with customers and partners is sometimes a challenge and the work undertaken can conflict with MSP as an individual may have to be told that they can no longer live in their home. Addressing hoarding and the associated challenges has demonstrated some outstanding partnership working. There is a growing recognition that the condition of the home environment can have significant impact on the health of vulnerable residents. Future intentions are to reinforce and strengthen the partnership work and increase understanding of what Environmental Health and wider functions provided by the Districts and Borough Councils can do to support the work of DSAB and CCG.

Derbyshire County Council Adult Care

The last year has been an exciting year for Adult Care with the introduction of the Care Act 2015 and our new Safeguarding responsibilities within a diminishing financial budget

The way in which the local authority deals with people who are referred to the department because there are concerns for their health and wellbeing and that they may be being subjected to any type of abuse has changed. This change is for the better with local people being placed at the centre of any of the work being undertaken and is driven by the client and at the clients own pace.

The emphasis of our Safeguarding responsibilities and work we do with local people is in trying to make sure that our interventions have a positive outcome for local people and that we are able to keep people safe wherever they chose to live. This programme of work is commonly referred to as the 'Making Safeguarding Personal or MSP.

We have briefed all of our staff on the MSP principles and philosophy, we have changed our policy and procedures to reflect the changing direction of keeping people safe and have used innovative practices to make this happen including a current project with Lancaster University to develop a tool for front line staff to use. It is hoped that this tool will be launched in 2017.

Our training department are now working with our partner agencies to develop a programme of multi-agency training to continue the work we have been doing.

So what does this mean to local people in Derbyshire?

Adult care have seen our referrals for our Safeguarding interventions almost double over the last year from 1200 to over 2,300. Whilst this may seem a huge increase we do welcome this increase as a demonstration of the success of the SAB in raising awareness within partner agencies as well as in the wider communities. This means we believe that we are able to keep more local people safe within the place they call home

We have sponsored a number of initiatives across the County that assist in the prevention of abuse working with our colleagues in other agencies that have made a difference to our local residents. We are working closely with partners to tackle financial abuse, which is of increasing concern due to a significant increase in referrals. We are also pleased with the support being provided to Derbyshire residents where self-neglect has been highlighted as an area of concern via the VARM process (Vulnerable Adult Risk Management) which is a multi agency process to coordinate a support package to the individual, involving them in the process as much as possible. We have also had a small budget, funded by Adult Care, Derbyshire CCGs and Derbyshire Fire and Rescue Service to support individuals who are being supported by the VARM process and this has helped a lot of people in the last year by providing practical support in the form of skips, electrical repairs and cleaning to allow people to live safely in their own properties.

Derbyshire County Council - Community Safety Unit - Economy, Transport and Communities Department

The Council's Community Safety Unit (CSU) works to ensure that local residents and visitors are safe at home, work and when travelling around the county. This is achieved through a wide variety of community safety campaigns, partnership working with other agencies,

initiatives aimed at reducing crime and vulnerability, as well as, through the commissioning of support services for victims of crime. Most of the Unit's priorities are either adult or children safeguarding related topics.

Training awareness raising sessions are also provided around Counter Terrorism WRAP – Raising Awareness of Prevent, Hate Crime, MARAC - Multi Agency Risk Assessment Conferences, which support high risk victims of domestic abuse and Victims First project, which is a combination of risk assessment for victims and case management in relation to anti-social behaviour incidents.

Sally Goodwin, Assistant Director for Community Safety has overall responsibility for safeguarding adults at risk within a community safety context. The Unit adheres to the County Council's Adult Safeguarding policy and procedures when responding to safeguarding related issues or problems reported by the public, partners and other agencies. Staff members have also had training in relation to Safeguarding Thresholds, Deprivation of Liberty, Mental Capacity Act and Mental Health Awareness.

The Unit is part of the wider Safer Derbyshire Partnership, based at County Hall in Matlock. The Safer Derbyshire website www.saferderbyshire.gov.uk currently hosts the safeguarding policy and procedures for the Derbyshire Adults Safeguarding Board and provides details of all the priorities for community safety in the County.

The Community Safety Unit is the County Council's lead commissioner for domestic abuse services and recently procured new integrated community based outreach services, children's services and refuge accommodation services for victims of domestic abuse across the County. In addition, a new single helpline number has been established to provide advice and guidance to victims, friends and families and professionals in relation to all domestic abuse issues. The County Council spends approximately £1.4m per annum on domestic abuse support services. Where possible the Community Safety Unit works jointly with the County's Police and Crime Commissioner in order to provide victim services, ensuring that victims are able to access specialist support services, wherever possible.

The Community Safety Unit also contributes funding to the Handyvan Service (£25K) to ensure practical support such as alarms for high risk victims of domestic abuse.

The Community Safety Unit provides funding and is an associate commissioner with NHS England in providing a Sexual Assault Referral Centre (SARC) service for Derbyshire. The SARC provides emotional, practical and medical support to victims of rape and sexual assault.

Joint working and match funding with Derbyshire Fire and Rescue Service has seen the implementation of portable misting systems to protect those most at risk of harm / death through a fire in their homes. A process of regular assessment of those identified as potentially vulnerable and the deployment of misting systems is ongoing, managed by the Unit.

The Community Safety Unit is the Council's lead on the Prevent element of the national Counter Terrorism Strategy - 'CONTEST', working in partnership with the Police and Derby City Council. The Unit is responsible for briefing key partners in relation to the County's Counter Terrorism Local Profile as well as developing the local strategy and action plan. Under the action plan the Unit raises awareness of Prevent through training and briefings, seeking to provide support for people vulnerable to being drawn into terrorism. It also works closely with The Council's Emergency Planning Team and the Local Resilience Forum to ensure a joined up approach to the Protect & Prepare strands of the national Strategy.

In partnership with Adult Care, Community Safety provides £7,500 towards the Hate Crime and Staying Safe Project for People with Learning Disabilities in Derbyshire. This project is managed by McIntyre and aims to provide information about bullying, harassment, hate crime and safeguarding through a series of workshop for people with learning difficulties.

Most recently the Unit, working through a joint city and county Modern Slavery Partnership, has provided funding and developed a support service for victims of modern slavery, such as forced labour. This short term service provides an opportunity for victims to access accurate information about their circumstances and consider their future options before making any decisions.

Performance management and data analysis is undertaken on behalf the Community Safety Unit by the Safer Derbyshire Research and Information team. The information gathered is used to direct areas of work to address issues such as Domestic Abuse and Sexual Violence, Integrated Offender Management, Hate Crime, Modern Slavery, Substance Misuse and Organised Crime Groups. Most information is presented at relevant partnership boards or groups for consideration. Data and intelligence is also collected from the ECINS case management system as part of the Victims First project and shared across a multi-agency platform to support vulnerable victims of Anti-social Behaviour.

The work undertaken by the Community Safety Unit is directed through a joint strategic threat and risk process with the Police which identifies the key crime and community safety priorities for the County. These priorities are reflected in the County's partnership Community Safety Agreement. The County Council's Plan as well as the Economy, Transport and Communities Departmental Service Plan.

Future work will include developing our response to: Violence Against Women and Girls, Cohesion, Organised Immigration Crime Human Trafficking and Exploitation and Cyber Crime.

Disability Derbyshire Coalition for Inclusive Living (DDCIL)

Disability Derbyshire's Safeguarding Policy should be read in conjunction with Derbyshire and Derby Safeguarding Adults Policy and Procedures. The policy is concerned with the protection of all vulnerable adults (any person over the age of 18), supported by Disability Derbyshire. It has been designed primarily to help staff and volunteers at Disability Derbyshire recognise and respond to cases of abuse involving vulnerable people, in particular to:

- Provide mechanisms to help safeguard vulnerable people from abuse and/or exploitation,
- Reduce and prevent incidences of abuse,
- Respond quickly and sensitively to suspicions or disclosed incidents of abuse,
- Provide a process for staff that have issues of concern in respect to suspected, disclosed or observed abuse,
- Increase awareness of issues concerning the abuse of vulnerable people.

Disability Derbyshire's designated safeguarding leads will ensure that our Safeguarding Policy and Procedures are implemented consistently across the organisation.

Current DSL: Carl Bridges, Chairperson / Debbie Newton, Counselling & Advocacy Team Leader, who have responsibility for recording all instances of alleged or reported abuse.

In the past Disability Derbyshire were asked to design a leaflet for the Safeguarding Adults Board which was ultimately put into circulation. Disability Derbyshire operates as a Safe Place for people with learning Disabilities and we are intending expand our safe place to accommodate people with Dementia.

The fundamental principle that underpins our Safeguarding Policy, is that all vulnerable people have the right to live their lives free from violence, fear and abuse. Where abuse occurs, Disability Derbyshire works to ensure that people who have been abused receive support and protection from further abuse. Our Safeguarding Policy will be reviewed on an annual basis by the Board of Trustees. This policy document should be read in conjunction with Derbyshire and Derby Safeguarding Adults Policy and Procedures and has links to Disability Derbyshire's Organisational policies: Disciplinary, Confidentiality, Data Protection, and Recruitment.

Staff and volunteers must attend induction training, which gives an overview of the organisation, its purpose, values, services and structure. Mandatory training will also be given on specific areas such as health and safety, safeguarding and confidentiality, Staff working with vulnerable adults will attend local safeguarding training provided by commissioning authorities, Safeguarding refresher training will be attended. Since April 2016 to date the Counselling & Advocacy Team Leader has attended this training and one of the Receptionists working on the front line. Our other Receptionist already has a course booked for later in the summer.

The Counselling Service use Core 10 forms to assess risk. Our Practitioners in Advocacy and Direct Payments also assess risk as a matter of course and each team has regular monthly support group meetings and supervision. Safeguarding is an agenda item. The organisation operates a Depression & Anxiety Group meeting on a monthly basis for disabled people and carers.

DDCIL is part of the Derbyshire Safe Place Scheme for people with learning difficulties. We intend to support the Derbyshire Dementia Action Alliance to become a Dementia Friendly organisation. We offer a monthly Depression & Anxiety Group.

Low level concerns are reported to Team Leaders who will report to Carl Bridges, Chairperson or Debbie Newton, Counselling & Advocacy Team Leader.

Disability Derbyshire is interested in expanding our Safe Place to also accommodate people with Dementia.

Health watch

Health watch Derbyshire hears what children, young people and adults have to say about health and social care services, whether it be praise, criticism or ideas for improvement. We strengthen the collective voice of patients and the public so that service providers and commissioners listen to what people have to say.

Patient experience is often referred to as 'anecdotal' or 'soft' evidence, and invariably carries less weight than 'hard' or, 'robust evidence found in statistical measures such as key performance indicators. However, patient experience has been key to detecting patterns of

poor practice in a number of high profile cases, e.g. NHS Mid Staffordshire Trust, and recently the Southern Health NHS Foundation Trust. In both these cases there was a serious failure on the part of the trusts in not listening sufficiently to its patients.'

Health watch Derbyshire ensures that the patient voice is listened to, and is a driving force for making sure that patients, service users and carers are put centre stage, so that service providers and commissioners listen to what they have to say and use their voice to shape, inform and influence service delivery and design.

We regularly analyse all the comments we receive so that we can identify emerging issues, trends and themes. This helps us to see where service improvements are needed, and show where there is good practice which can be shared.

During the last year our engagement priorities have included, Child and Adolescent Mental Health Services (CAMHS), Cancer Services, The Autism Pathway, Young Carers, People with Learning Disabilities, People with Drug and/or Alcohol Dependency and Children and Young People.

These reports can be found on our website and contain full responses from service providers and commissioners in response to the recommendations.

We have also conducted five Enter and View visits in the last year, which is a statutory function allowing us the opportunity to see how a service is run, and gives an opportunity to hear the views of service users, carers and staff at the point of service delivery.

Safeguarding

We have attended the Safeguarding Board during the past year, and used the reports and subsequent discussions to develop as an organisation and review our policies and procedures. In particular, we have taken account of 'Making Safeguarding Personal Guidance.'

During the course of our work we are often told information that causes concern. This could be about the safety and wellbeing of an individual, or the safety and quality of service delivery. In cases such as these, we follow our Safeguarding and Escalation Policies. We have a Record of Concern and Action Form (ROCA) which supports Health watch staff to gather together information about a particular concern, and plan an appropriate course of action with support from the safeguarding leads for Health watch, who are the Chief Executive and the Intelligence and Insight Manager. Resulting action may be a referral to the Local Authority Safeguarding Team, the Care Quality Commissioning and/or the Commissioner of the service. All action is recorded, and monitored.

Derbyshire Health United

DHU exists to provide caring, high quality, safe and effective healthcare to our patients and the communities we serve.

DHU continues to prioritise safeguarding as an integral part of providing high quality care and a key component of our safe clinical practice and standards. DHU's core values revolve around putting patients' interests at the heart of everything we do, respecting individual rights to respect and dignity, demonstrating excellence in everything we do and placing patients and colleagues at the heart of the organisation. These 4 core values underpin the safeguarding criteria within the internal structures of DHU.

To support the delivery of the adult safeguarding agenda within DHU there is a clear governance and accountability framework in place. The framework provides assurance to our commissioners that whilst the ultimate responsibility and accountability for adult

safeguarding lies firmly with the Board of Directors, every member of staff is accountable and is responsible for safeguarding and protecting adults at risk.

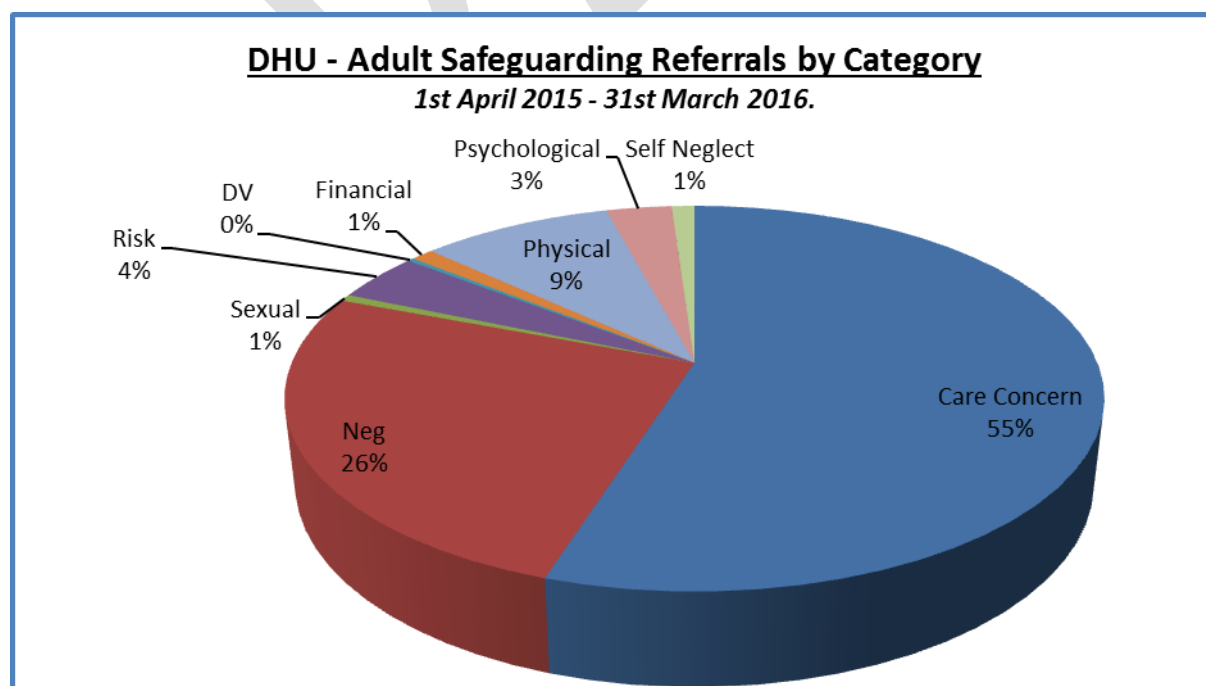
DHU is committed to the principles of multiagency partnership working and has representation on the Local Safeguarding Adult Partnership Boards and associated sub groups. As a partner agency within the Safeguarding Adults Board, the identified lead nurse within the organisation works collaboratively, supporting the development and implementation of agreed safeguarding strategies and policies that reflect both national and local guidance. Consequently, within the past year, DHU has updated all policies and procedures in relation to adult safeguarding, MCA and DOLs. The policy directly links to the Derbyshire & Derby Adults Safeguarding Boards overarching policy. Appropriate information is disseminated within the organisation through the governance sub-committee structure.

Throughout 2015/16 Safeguarding Adult mandatory training compliance has been a high priority across the organisation. DHU provides all adult safeguarding training internally for both clinical and non-clinical staff. Levels of compliance activity for safeguarding adults training is currently 84%. Training will continue to be a priority moving forward.

Due to the nature of the services provided by DHU, often low level concerns regarding care of welfare of patients are identified. The introduction of a care concern referral pathway has enabled information sharing with relevant agencies prior to escalation to safeguarding concerns.

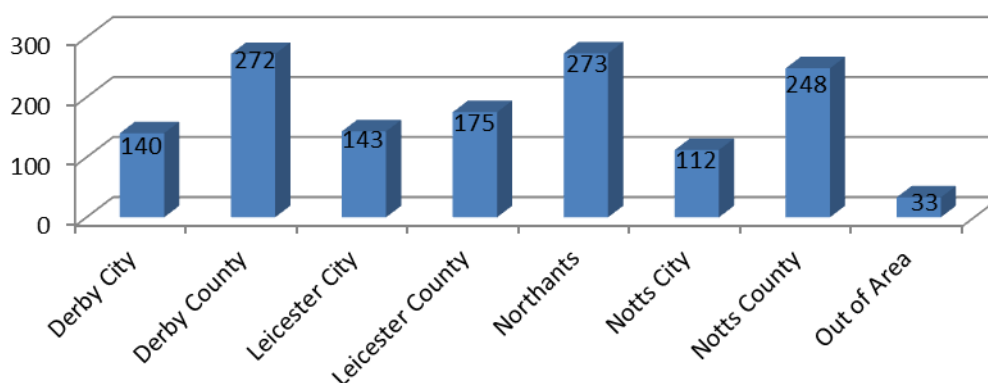
Along with the introduction of the care/welfare concern referral pathway all referrals through the NHS 111 services regarding safeguarding or care concerns are now processed electronically. The new referral process is embedded into the computer software. It is proving more efficient as it self-populates patient demographics/details onto the referral form. The referral process is 'paperless' reducing the information governance risks and easing the referral process.

The DHU Lead Nurse for safeguarding Adults will continue to monitor referral activity and analyse for trends and themes.

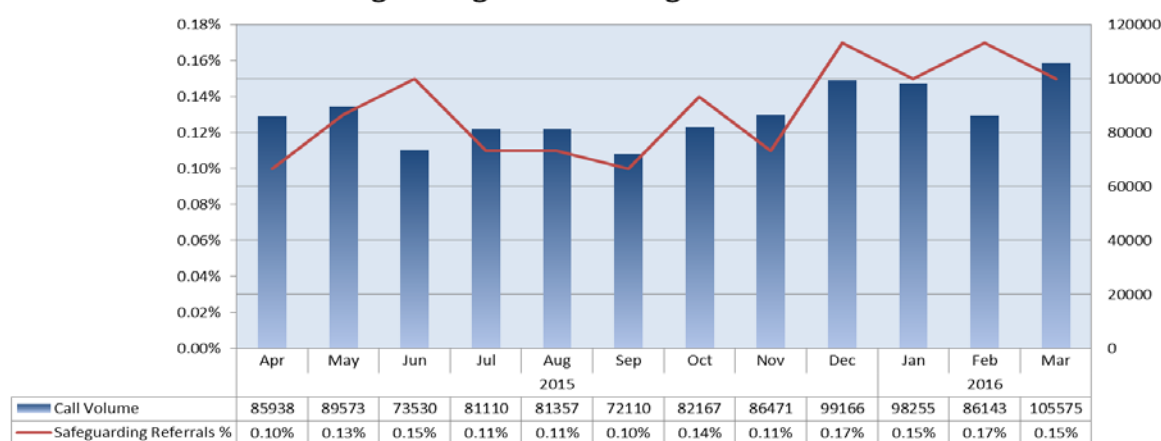


DHU - Adult Safeguarding Referral Figures

1st April 2015 - 31st March 2016



Adult Safeguarding Referrals % Against Call Volumes



In November 2015 DHU were inspected by CQC. During the inspection particular attention was paid to the safeguarding practices. The thorough inspection found that:

“The service had clearly defined systems, processes and practices in place to keep patients safe and safeguarded from abuse. Staff understood their responsibilities and had received training relevant to their role.” Also adding that – “Arrangements were in place to safeguard adults and children from abuse that reflected relevant legislation and local requirements and policies were accessible to all staff. Clear information was available outlining who to contact for further guidance if staff had concerns about a patient’s welfare. Flowcharts were available to guide staff when making a referral and contact numbers were easily accessible. Staff were supported by named safeguarding leads for children and adults. Staff spoken with demonstrated they knew who the safeguarding leads were, understood their responsibilities and had received training relevant to their role.”

Going forward DHU will continue to be vigilant about the expanding range of initiatives and disciplines that come under the ‘safeguarding’ umbrella. We aim to roll out the new e-referral system across the whole organisation within the next 6 months. DHU will continue to focus upon safeguarding practice and as a partner agency within the Safeguarding Adults Board, we will continue to work collaboratively, supporting the development and implementation of agreed safeguarding strategies and policies.

Tameside & Glossop CCG

Tameside & Glossop CCG will become a single commissioning organisation in April 2016. The emerging single commissioning function aims to ensure that safeguarding continues to be at the heart of all commissioning decisions and remains embedded in all aspects of the commissioning cycle.

Patient safety, safeguarding and quality will be at the heart of all our business and the CCG will ensure that safeguarding is embedded within its governance structure and all commissioning activity.

Leadership

The Director of Nursing and Quality leads on safeguarding arrangements and is responsible for ensuring safeguarding is a high priority within all CCG Business. This role is supported by the Deputy Director of Nursing and Quality who is also the Lead Designated Nurse for Safeguarding. Together they have developed and embedded a Safeguarding Commissioning Quality Framework which ensures we commission safe effective services for our population. Further commitment to ensuring effective Adult Safeguarding Leadership is present within the CCG has been demonstrated by the appointment of a Specialist Nurse for Adult Safeguarding and Quality in January 2016.

Partnership

The CCG continues to demonstrate its partnership working and provides representation at Adult Safeguarding Board and has made a commitment to continue to engage and commit to Safeguarding Activity in Derbyshire.

Empowerment

In 2015/2016 the CCG's revised and strengthened Quality Improvement Framework was developed this has ensured we have a more rounded and robust whole economy process for communication networks. Mechanisms are in place that enables us to actively listen to our public and ensures we capture their voice. We actively monitor compliments complaints and incidents with our providers and will endeavour to ensure they help influence future quality initiatives and commissioning decisions.

Prevention

The CCG provides Adult Safeguarding training for all staff and ensures that staff working directly with patients in our Individualised Commissioning Teams receives a higher level multi agency training in Adult Safeguarding / Mental Capacity Act and Deprivation of Liberty Safeguards. External training has also been offered to Primary Care in Adult Safeguarding, MCA & DOLS and Prevent.

In 2016/2017 the CCG will revise its training strategy to ensure it aligns with multi agency training strategy and NHS England Intercollegiate Safeguarding Adults Roles and Competencies for Health Staff 2016.

Protection and Proportionality

The CCG works closely with all Statutory and Non Statutory Partners to ensure that multiagency policies and guidelines are implemented to safeguard the public. Staffs in our Individualised Commissioning Teams are supported through training supervision and leadership from the Designated Nurse and Specialist Nurse in Adult Safeguarding.

Learning and Accountability

The CCG is committed to ensuring it continues to contribute to multiagency working in all statutory investigations and will continue to ensure that lessons learned are cascaded both internally and externally. The CCG will do this by ensuring it provides representation and contribution to all appropriate Safeguarding Adult Enquiries, Safeguarding Adult Reviews, Mental Health Reviews and Domestic Homicide Reviews.

In 2016 the Tameside & Glossop CCG will see the emergence of a stronger more collaborative single commissioning organisation with shared objectives. The CCG will commit to ensure that Adult Safeguarding Leads will continue to have influence and leadership in all aspects of commissioning functions. It will ensure and assure itself that effective safeguarding arrangements are in place to protect adults at risk.

Derbyshire Fire and Rescue Service

Derbyshire Fire and Rescue Service (DFRS) stated vision statement is “Making Derbyshire a safer place to live, work and visit”. DFRS is fully committed to safeguarding Adults and Children.

DFRS priorities are

PREVENTING fire and other emergencies
PROTECTING people, property and the environment
RESPONDING to fire and rescue emergencies

DFRS recognise that in delivering against these priorities its employees are often in a position to identify people at risk of harm or abuse. Community engagement is at the heart of all DFRS work and staff are working throughout Derbyshire every day, meeting people in their homes and workplaces, promoting safety, health and wellbeing advice as well as attending to them in emergency situations.

DFRS continues to actively promote its commitment to preventing abuse and safeguarding people at risk.

The service has a strategic manager in charge of community safety departments as designated lead with overall responsibility for safeguarding. The strategic safeguarding lead is supported by department heads of the Prevention and Inclusion department whom manage a team of safeguarding officers. DFRS provides duty officers for out of hours who are trained in safeguarding procedures.

DFRS is a regular attendee and member of the DSAB and sub groups. In 2015 DFRS accepted the chair of the DSAB Learning and Development sub group and have led on revisions to the group's terms of reference and the production of an action plan. DFRS officers have contributed to the development of the board's policies and plans and have

been actively involved in delivering Vulnerable Adult at Risk Management (VARM) refresher training to a multi-agency audience alongside partners during the year.

In 2015 DFRS revised and updated all internal safeguarding policies and procedures ensuring alignment with the DSAB policy and local authority requirements. All safeguarding concerns and alerts raised by DFRS staff are processed through a central team based in prevention and inclusion that ensure the principles of making safeguarding personnel are maintained and that referrals to Adult Care are both informed and appropriate.

DFRS district based community safety officers regularly work with people that are living at risk and always seek to do so within a multi-agency setting. DFRS staff attend safeguarding and VARM meetings and respond to regular requests for advice and support from partner agencies. DFRS prevention safeguarding managers chair and coordinate VARM/Multi-disciplinary meetings where fire risk is the primary concern.

Partners dealing with safeguarding concerns recognise that fire service intervention can often support people to remain in their own home living their lives in the way that they wish to. For example approximately 50 homes have been supplied with portable misting systems. Many of these systems are joint funded by DCC and afford fire protection to people deemed by DFRS as to be living at high risk from fire, likely to have a fire AND who are unlikely to escape their property. There have been 20 activations of these systems which have prevented serious injury or death.

Our fire safety enforcement officers inspect workplaces for fire safety compliance (which includes residential or nursing settings) and liaise with partners and commissioners where safeguarding concerns are identified. DFRS sit on an information sharing group chaired by Adult Care commissioners.

A programme of raising awareness of the work of DSAB within DFRS was undertaken in 2015 including delivering a DSAB presentation to all elected members of the Fire Authority, the Strategic Leadership Team, and Service Management and performance groups.

To complement internal safeguarding procedures and online training materials, safeguarding officers have delivered face to face Safeguarding training to approx. 700 front line fire crews and fire safety inspectors; placing an emphasis on making safeguarding personnel.

The approach to giving advice to people regarding fire safety in the home by fire crews has been improved to now include having a conversation with the occupiers about their health and wellbeing. This has enabled fire crews and other DFRS staff and agents to identify people with low lying health and/or social care and support needs. Staff are able to seek agreement and signpost people via the First Contact Scheme to support or advice services, enabling early interventions to occur that can really improve lives.

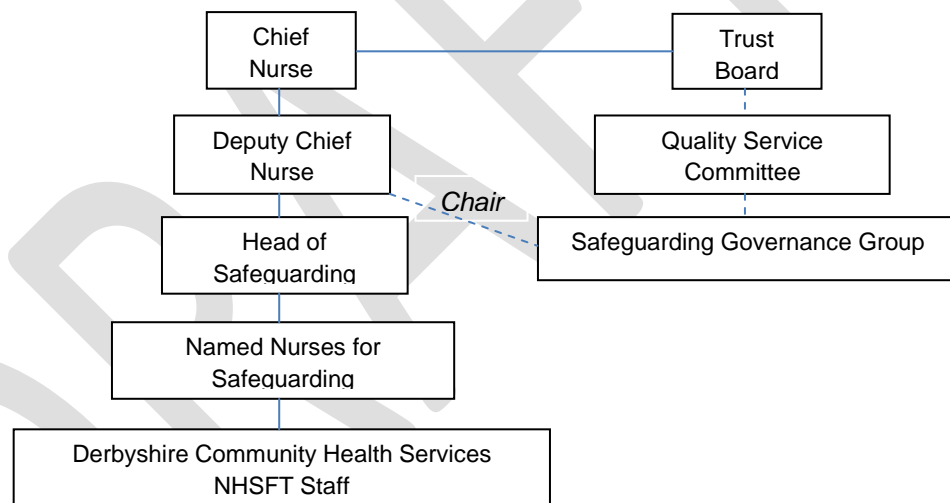
DFRS intend to continue to build on current good working relationships with partner agencies represented at the DSAB at all levels. We intend to explore improvements on sharing of information and advice with fellow professionals. By keeping the person at the centre of all we do we will continue to collaborate to prevent abuse and neglect across Derbyshire.

Derbyshire Community Health Services NHS Foundation Trust (DCHS)

Safeguarding adults from abuse and harm is everybody's business and is an important part of everyday healthcare practice and should be an integral part of patient care. The Safeguarding Adults Policy sets out the statutory duties of practitioners to safeguard adults and assists in preventing and responding to neglect, harm and abuse to patients who are in the most vulnerable situations. All staff working within DCHS who have a responsibility for the care, support and protection of vulnerable adults should ensure that adults at risk are safe. If staff witness abuse or neglect, they are under an obligation to report it without delay. Advice and support is provided by a Named Nurse for Safeguarding Adults followed by a referral to Adult Social Care if appropriate. It is also be reported to the staff members own line manager.

Staff are under an obligation to take advice and report their suspicions of abuse or neglect even if they have not witnessed the abuse or neglect themselves. Within DCHS we have a Safeguarding Governance Group which reports to the Quality Service Committee which in turn reports to the Board. We have Learning the Lessons Group, Clinical Safety Group, Mental Health Oversight Group and the Mental Health Act Committee. A safeguarding nurse attends and actively contributes to the groups/committees

DCHS safeguarding governance structure:



DCHS attends the DSAB. Contribute to work stream/task and finish groups. The Named Nurses for Safeguarding Adults are active members of the Sub-Groups of the Board.

The organisation has a number of policies in place in relation to Safeguarding adults

- Safeguarding Adults Policy
- Mental Capacity Act Policy
- Deprivation of Liberty Policy
- Prevent Policy
- Safeguarding Supervision Policy
- Reporting Female Genital Mutilation

Each Named Nurse for Safeguarding Adults has a locality with in Derbyshire/Derby City. This allows for close working relationship and co-location. The safeguarding team provide training, safeguarding supervision and monitor Datix incident forms. In 2015/16 staff completed 333 Datix Incident forms under the category *Safeguarding Adults*.

For any incidence relating to the development of a Grade 3/4 Pressure Ulcer a Root Cause Analysis is completed; safeguarding concerns are highlighted and addressed with the team.

No audits (internal or external) have taken place during 2015/16. Health watch Derbyshire completed an Annual Information Summary and Intelligence Report in February 2016. There focus was to explore specific topics, on this occasion collecting the experience of people with learning disabilities when using health services. From April 2015 to March 2016, a total of 124 comments were received about the Trust. Of these, the majority (115 comments) came from engagement work, although the majority of the responses were positive some demonstrated areas that required improvement. The findings were shared with the relevant services/teams. The agreed actions will be reviewed by Health watch Derbyshire in August 2016

We are also required to complete the Safeguarding Adults Assurance Framework (SAAF) for the Clinical Commissioning Group (CCG).The SAAF is undertaken on an annual basis to provide assurance that the Trust is meeting its statutory responsibility to safeguard and promote the welfare of vulnerable adults. This has recently been submitted, we are awaiting a review meeting between ourselves and the Head of Safeguarding for the CCG to discuss the report.

All staff within DCHS have a requirement to attend training. The level and the course attended are appropriate to role and responsibility. All staff (whether patient facing or not) must attend induction and essential training. Safeguarding children, adults and Prevent are incorporated into the day. The Intercollegiate Document 2014 provides guidance on the training requirements for staff. DCHS have a training matrix for Adult and Children Safeguarding for staff to refer to. DCHS hold an electronic training record for staff and managers to ensure compliance with training requirements. For 2015/16 the average up take of training for the 12 months for Safeguarding Adults Level 1 95.02% and Level 2 89.5%.

The safeguarding team provide regular safeguarding supervision to staff who works with the most vulnerable/high risk groups (learning disability, older people's mental health, minor injury units and sexual health services). This is a structured process provided to register staff either on a one to one basis in groups. The team will also visit teams whether community or hospital if incidents have occurred to facilitate learning and support.

On a quarterly basis we to provide information to DSAB in the form of a Dashboard. This has been submitted by DCHS for the period 2015/16. As a team we recognise that informatics/data collection could be improved. It is a key priority for 2016/17 to ensure that we have a robust assurance framework.

As a safeguarding team we have a Named Nurse on call each day to discuss concerns raised by staff and provide support. Calls taken and cases discussed at supervision feed into training and team meetings. The safeguarding team are very visible, on wards, in clinics and within our MIU departments. The team have very strong links with Adult Care, having access to Framework I assists safeguarding activities. Future intensions/key priorities

- Imbed MCA into all DCHS services. Ensure this is successful by the use of audit. Linking theory to practice.
- Patient inclusion and participation in all aspects of Safeguarding and MCA/DoLS. To fulfil the requirements of the Care Act 2014 to Make Safeguarding Personal.
- Provide assurance to the organisation and key stakeholders that information relating to all aspects of Safeguarding/LADO is collected, easily accessible and reportable.
- Develop a Level 3 Safeguarding Adults training programme.

Derby Teaching Hospitals Foundation Trust

The Trust's approach to safeguarding is a 'Think Family' approach. The 'Think Family' approach promotes co-ordinated thinking of safeguarding issues in the context of the wider family to safeguard children, young people, adults and their families/carers. Children, young people and adults do not exist or operate in isolation. As a Trust we recognise that the best way to assess safeguarding concerns and deliver effective safeguarding practice is to take account of the wider family and social structures in which an individual exists and for which appropriately targeted help will be more effective.

The Trust's safeguarding responsibilities are overseen and led by the Executive Director of Patient Experience and Chief Nurse who has delegated authority on behalf of the Trust Board. The Chief Nurse and her Deputy are members of the Board. The Trust Safeguarding Lead is responsible for managing and leading the Safeguarding Team comprised of a Named Doctor, Named Midwife and Named Nurse (in accordance with the requirements of Working Together to Safeguard Children 2015 and The NHS Accountability and Assurance Framework 2015. Additionally the trust has a Named Nurse and Named Doctor Safeguarding Adults. The Trust has also invested in the team to ensure a swift and accountable response to colleagues internally and externally to the trust and to ensure we can meet the responsibilities of the Trust in partnership working particularly given the impact of the Care Act 2014 and the statutory guidance relating to safeguarding adults.

The Trust has representatives on Board sub-groups and actively supports the agenda of the Board and it's subgroups

The Trust Safeguarding Committee is bi-monthly and Chaired by the Deputy Chief Nurse. The committee has membership from the internal Safeguarding Team, Named Doctors for Safeguarding Children and Safeguarding Adults, the Clinical Divisions, Trust Governors, Safeguarding Adult Officers representatives from Southern Derbyshire CCG and the Designated Nurse for Safeguarding Children in Derby City.

The committee has been well attended and reports to the Quality Review Committee. There is also a quarterly Safeguarding report submitted to Quality Committee and Safeguarding updates are included in the Chief Nurses report to Trust Board on a monthly basis

All safeguarding cases are overseen by specialists from within the team. Advice is recorded and placed within the e-record. There is an extensive audit programme and audits are reported through the governance structure. The Trust was externally audited in 2015 and the recommendations have been responded to. Additionally the Trust undertakes a Safeguarding Adult Assurance Framework processes led by the CCG

Level 1 safeguarding training is mandatory and required for all non-clinical staff.

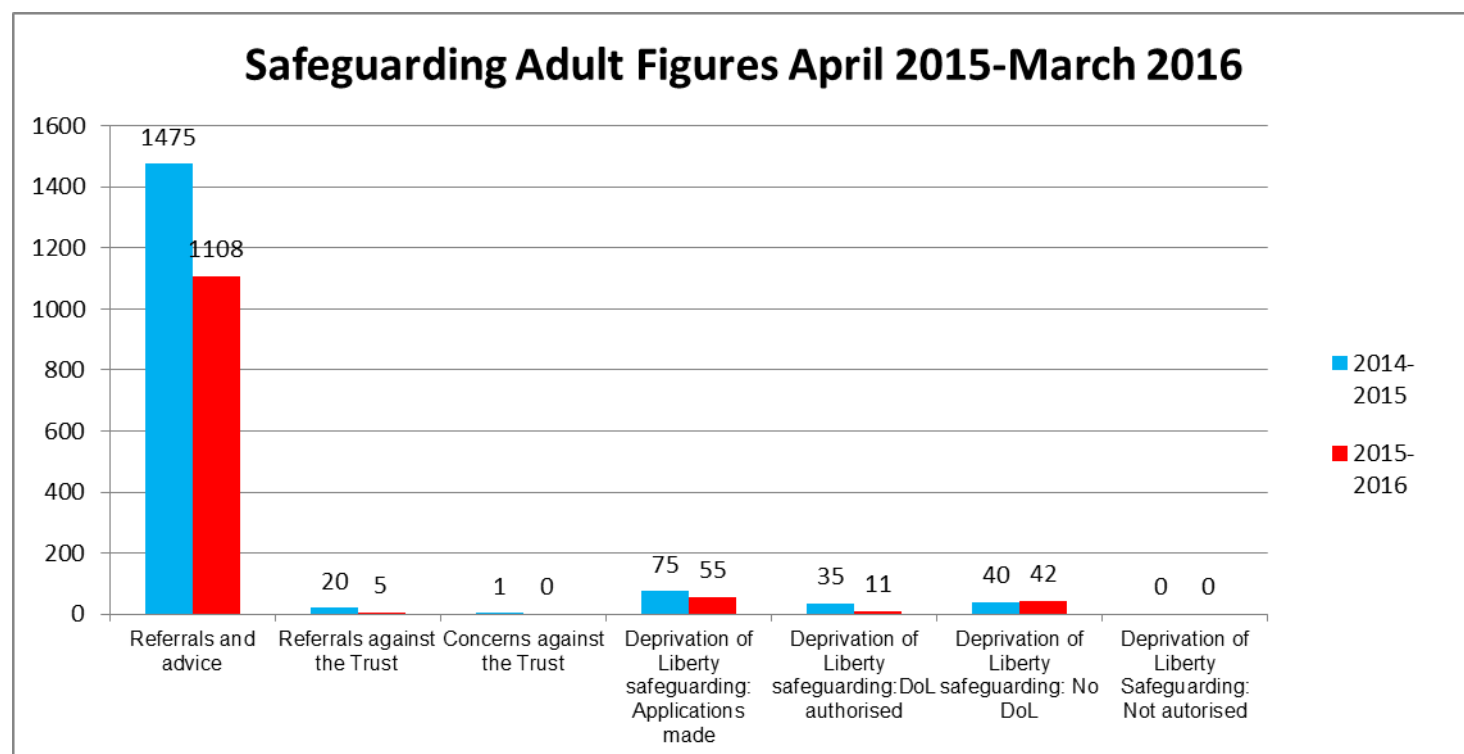
Safeguarding training is a combined package at Level 2 of the Intercollegiate competencies 2014/15. It is mandatory for all clinical staff. There are eLearning packages available.

Compliance at level 2 for end of April is 99%.

All wards and departments have a clear notice at the entrance of the ward about adult safeguarding and who to contact if concerned. Much advice work is around preventative work and the team support with discharge planning meetings and multi-agency liaison to ensure packages of care are available to prevent deterioration in care and circumstances. The Trust has adopted a proportionate response to DoLS in line with national guidance.

However within that it is recognised that there is a lower than expected number of DoLS applications and Trust approaches to the authorisation process are currently being reviewed.

Priorities for the coming year are in relation to embedding Making Safeguarding Personal, maintaining a rigorous response to Managing Allegations, disclosures of historic abuse and Domestic Violence



Derbyshire Clinical Commissioning Groups

Throughout 2015 – 16 the CCGs Adult Safeguarding Team have been available to provide operational and referral advice across the healthcare sector. The past year has once again seen an increase in staff seeking guidance and in particular those calls received from General Practice.

- 2012 - 13 14 advice requests
- 2013 - 14 35 advice requests
- 2014 - 15 68 advice requests
- 2015 –16 93 advice requests

This increase in referral activity correlates with each GP Practice now having nominated an Adult Safeguarding Lead. Awareness of adult safeguarding roles and responsibilities are also likely to have increased as a direct result of a comprehensive staff training programme, e learning, and regular adult safeguarding information bulletins and initiatives.

A quality assurance programme and template (Joint Safeguarding Assurance Framework) was developed in conjunction with colleagues from the 4 Derbyshire based CCGs Children's Safeguarding Service. This is aimed at Independent Contractors and all Derbyshire GP Practices. The programme for completion, submission, and evaluation will be completed by October 2016.

The Safeguarding Adult Assurance Framework has also been revised to reflect changes to national policy and local strategic priorities. All Derbyshire NHS Trusts are participating in the submission and evaluation programme. A report providing a thematic overview will be submitted to the Safeguarding Adult Board in due course.

Some Key Priorities during 2015 – 2016

Ensuring ongoing CCG compliance with the Care Act (2015) and the Safeguarding Vulnerable People in the NHS - Accountability and Assurance Framework

Ensure CCG compliance with national legislation including Mental Capacity Act, Female Genital Mutilation, and Modern Slavery, Prevent, MAPPA, and Mental Capacity Act

Coordinate, deliver and evaluate the staff training programme in accordance with the Department of Health Inter Collegiate Document

Develop and adult safeguarding App

Commence, with key stakeholders, a Derbyshire adult safeguarding case file audit to assess levels of inter-agency collaboration and outcomes for adults at risk

Collaborate with key stakeholders to implement the Adult Safeguarding Boards strategic objectives

Maintain active participation in shaping local partnership strategies, priorities, and arrangements by fully supporting, and actively engaging with relevant inter-agency work streams

Chesterfield Royal Hospital NHS Foundation Trust

The Executive Lead for Safeguarding is the Director of Nursing and Patient Care. The Safeguarding Adults Lead (SAL) reports to the Deputy Director of Nursing and Patient Care. The SAL and Learning Disabilities Lead (LDL) work in the same office with an Administration Assistant who also provides administrative support to the Named Nurse Safeguarding Children (NNSC) and Named Midwife Safeguarding Children (NMSC). The SAL and LDL both carry beeps and are accessible to staff for immediate support and advice.

The safeguarding leads for children and adults work closely together and in conjunction with medical/nursing staff and operational matrons/senior matrons/managers who manage the care of patients every day. There is also a wide range of specialist clinical staff to support and advise in meeting the specific needs of the patients: Learning Disabilities Lead, Nutrition Support Nurse; Tissue Viability Nurses; Dementia Lead & Older People's Team; Speech and Language Team, Dietetics, Physiotherapy & Occupational Therapy, Manual Handling Advisors and Matrons with specialist clinical knowledge. The Liaison Team based at the Hartington Unit provide a service for the assessment of patients with mental health needs and with drug and/or alcohol dependency. The Independent Domestic Violence Adviser (IDVA), funded by the Derbyshire Domestic Violence and Sexual Abuse Service, works at the Trust four days a week with patients at risk of or experiencing domestic violence. Where legal advice may be necessary the concern will be escalated and advice sought from the Trust solicitors.

The Director of Nursing and Patient Care or, in her absence the Deputy Director of Nursing and Patient Care attends the Derbyshire Safeguarding Adults Board (DSAB), contributing to the agenda, providing updates, learning and to embed the DSAB strategy within the Trust. The Safeguarding Adults Lead attends the DSAB sub-groups and the MCA/DoLS group.

The Trust's Safeguarding Adults Policy incorporates the Derbyshire and Derby Safeguarding Adults Policy and Procedures. In addition, there are policies covering: Mental Capacity Act,

Deprivation of Liberty Safeguards, Mental Health Act, domestic violence, female genital mutilation, deliberate self-harm, learning disability, managing violence, aggression and challenging behaviour in adults, enhanced nursing support. The procedures for Prevent and modern slavery are included in the Safeguarding Adults Policy.

Making safeguarding personal is a principle that continues to be emphasized through the essential training programme and in practice when a safeguarding concern arises either as a result of a patient disclosure or concern raised by Trust staff. The SAL reviews the safeguarding referral forms completed by staff and provides feedback to the member of staff and/or matron/manager of the area via the Datix® incident reporting system of the outcome and quality of the referral. Where there may be a concern about practice within the Trust this is escalated within the division and to the Deputy Director/Director of Nursing and Patient Care with referral to Human Resources where required/necessary and to the Trust solicitor for legal advice where appropriate.

The Safeguarding Adults Lead meets weekly with the hospital Adult Care Service Manager to review safeguarding referrals and follow-up on the outcome of investigations. The Adult Care Service Manager and Safeguarding Manager for Derbyshire County Council (north) are members of the Trust's bi-monthly Safeguarding Adults Operational Group (SAOG). The SAOG is chaired by the Deputy Director of Nursing and Patient Care. Membership also includes divisional representatives, Human Resources and Dementia / Safeguarding / Learning Disabilities Leads. Safeguarding referrals, DoLS, discharge concerns, action taken/plans and learning points are discussed in the context of the wider safeguarding agenda and feedback from regional safeguarding meetings. The SAOG will escalate associated risks and trust-wide learning from key investigations to the Safeguarding Adults and Children Committee.

There was a new system that alerted staff to patients with a learning disability, in line with national recommendations. This made sure staff were aware of their individual needs and were able to support them appropriately. The trust employed a liaison nurse for patients with a learning disability and we saw her supporting patients and staff on the wards we inspected.

360 Assurance completed a Review regarding Safeguarding Adults, reporting in October 2015. Nine of the eleven recommendations have been completed, including the development of key performance indicators, strengthening divisional governance/learning and implementation of a new Safeguarding Adults and Children Safeguarding Committee. The committee's aim is to provide strategic direction and objective review of safeguarding assurance processes; is chaired by the Director of Nursing and Patient Care and membership includes the Non-executive Director with responsibility for safeguarding.

The Mental Capacity Act/Deprivation of Liberty Safeguards, safeguarding adults is provided annually via the Trust's essential training programme. From January 2016 Prevent is also included on the essential training programme. The Trust has recently moved to the skills passport and it is anticipated this will improve the retrieval of training data and monitoring of e-learning session uptake via the Trust's new e-learning platform.

Risk assessments are undertaken by nursing staff on admission to identify the specific needs of the patient, develop a care plan and prompt contact with specialist staff e.g. the Dietitian, Speech and Language Therapy. In addition, a safeguarding alert system has been developed on the electronic administration system. The alert prompts staff to check the

available patient information for specific care needs/risk. The staff will take the appropriate action as directed, for example, contact the Tissue Viability Nurse due to high pressure ulcer risk.

14 safeguarding referral were raised against the Trust relating to: discharge (8), pressure ulcer (4), care delivery (2). In 11 cases there was no safeguarding concern, however, two broad themes emerge in the learning from these referrals: the importance of effective communication and good documentation.

Staff raised over 100 safeguarding referrals; the most frequently reported categories of abuse are physical, neglect financial, self neglect.

176 Deprivation of Liberty Safeguards authorizations were completed: 170 urgent authorizations; 6 standard authorizations

The three key priorities for the Trust over the next 12 months are to:

1. Implement and develop the new safeguarding governance arrangements
 2. Develop the safeguarding training in conjunction with the NHS Safeguarding Adults: roles and competences for healthcare staff-intercollegiate document
 3. Implement an effective, sustainable audit for MCA/DoLS and build the Matrons' capability to complete urgent authorisations.
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Derbyshire Constabulary

Safeguarding Adults remains a key priority for Derbyshire Constabulary and is embedded within our force purpose. Although the police response to Safeguarding Adults is managed by the Public Protection Unit, officers and staff members in many other departments are committed to protecting the most vulnerable in our society. From 1 April 2015 the Care Act placed adult safeguarding on a statutory footing for the first time and the police are a statutory partner.

Safeguarding referrals from our partners have been managed by a Central Referral Unit with dedicated, experienced staff. The Unit will evolve to create Multi Agency Safeguarding Hubs (MASH) for Derby City and the County. These will promote our pursuance of providing a high quality service with dedicated staff from other statutory partners. The hubs will also provide advice and guidance for our officers and staff based in our two operational divisions based at Chesterfield and Derby which cover the North and South of the county respectively

In addition to this, the Constabulary host a self-service intranet based system, which contains all relevant material, policies, procedures, partnership arrangements, roles and responsibilities to all employees 24 hours a day 7 days a week.

Derbyshire Constabulary works in partnership at both operational and strategic levels contributing to and addressing the strategic priorities set by the Safeguarding Adults Board. This promotes the operational priorities for the police and partner agencies. Strategic responsibility is managed and represented by the Head of Department.

It is the commitment of the Constabulary to provide a high quality policing service to everyone in Derbyshire and will always strive to achieve this. Over the previous 12 months each of the Divisions (North & South) which cover the entire county now have dedicated

Vulnerability Teams which comprise of both police staff members and police officers. It is their role to protect and support through the safeguarding process those most vulnerable. There is also a function to offer support and prevention advice utilising agencies including Mental Health, Housing Departments and Derbyshire Fire and Rescue Service.

Derbyshire Constabulary operate a “THRIVE” (Threat, Harm, Risk, Investigate, Vulnerable, Engage) assessment tool within our contact centre. This ensures that at the very first point of contact, vulnerability is a priority to identify and address regardless of the nature of the report.

All levels of vulnerability are assessed and appropriately and proportionately managed. This could include home visits and support from early intervention teams.

From April 2015 to March 2016 Derbyshire Constabulary recorded 981 safeguarding referrals.

Our Safer Neighbourhood Teams monitor all anti-social behaviour; identify vulnerable victims and record relevant information on a multi-agency access system called Empowering Communities Inclusion and Neighbourhood- Management System (E-CINS), which facilitates better case management.

The Constabulary is represented in a number of partnership arrangements which include Multi Agency Protection Panel Arrangements (MAPPA) the Multi Agency Risk Assessment

Conference (MARAC) processes and the Domestic Violence/Serious Sexual Violence Board & Co-ordination Group

Derbyshire Constabulary has been recognised nationally as leading the way in the fight against Cybercrime with the introduction of a team Digital Media Investigators (DMI's) who offer a range of services from communications data strategies to internet evidence and intelligence gathering. Within this work stream is a recognised requirement to offer support and protection for vulnerable people. The concept of physical reassurance and presence in the community holds a very valid place in policing and can be achieved through the digital world. Our Digital Police Community Support Officer offers prevent and protect messages which in the previous six months have reached a total of 3.1 million people via social media. Bespoke interaction has also taken place with The Deaf Community, vulnerable domestic violence victims and the elderly delivering cyber security presentations.

We know that Fraudsters deliberately target the elderly and vulnerable and combined with Society's increasing use of the internet and social media, which are significant enablers of fraud, they make Economic Crime a relatively easy offence to commit.

The Care Act 2014 provides guidance and procedures designed to protect adults who may be susceptible to abuse or neglect and within that guidance falls financial or material abuse.

Derbyshire Police plays an important role, as a safeguarding partner, in preventing people with care and support needs becoming victims of this form of abuse and the Economic Crime Unit contributes to the safeguarding of adults in the following ways:

- A comprehensive crime prevention campaign “Stamp Out Fraud” which has seen joint working with both the City and County Council Community Safety Partnerships. Together we have produced leaflets, banners, attended Community Safety events and issued press releases in order to distribute our prevention message across Derbyshire.

- The analysis of monthly victim data received from the National Fraud Intelligence Bureau (NFIB) to establish if there are any victims across Derbyshire who are vulnerable in such a way that they may require Local Authority intervention. Should the Unit identify such a victim a referral will be made to our City or County Referral Unit who will generate a vulnerable adult referral and involve the relevant agency.
- The NFIB may identify a victim as being vulnerable following receipt of their report of fraud. They NFIB will then disseminate these as a package to the Economic Crime Unit for action. These packages may lead to safeguarding referrals.

Whether the police deal with traditional crimes and incidents or new and emerging threat and risk, safeguarding adults will always be a priority and continually be assessed throughout all incidents, reports and daily community interaction.

East Midlands Ambulance Service

East Midlands Ambulance Service NHS Trust (EMAS) provides emergency 999 and urgent care services for a population of approximately 4.86 million people within the East Midlands region. This region, which covers approximately 6,425 square miles, includes the counties of Derbyshire, Leicestershire, Lincolnshire, Nottinghamshire, Northamptonshire and Rutland. EMAS continue to remain engaged with the safeguarding agenda with a raise in referrals during 2015-2016 from 11413 to 12539 for the whole of the area EMAS cover. We continue to promote a “think family” perspective towards safeguarding providing integrated training and bulletins to our staff. EMAS staff are engaged with the safeguarding training with high scores and positive responses being attained on feedback forms. Attendance at boards across EMAS is a standard monitored by the EMAS board ensuring that we engaging with all out partners with a minimum of 80% compliance expected. This year EMAS managed to attend 95% of the Derbyshire boards and are engaged in the multi-disciplinary arena working closely with our partner agencies. EMAS have developed a fire service pathway with Nottinghamshire Fire and rescue to support patients who are at high risk of fire through Neglect and Self Neglect following learning from fatal fire reviews. EMAS have contributed to the SCR process and have shared learning and themes with frontline staff via the safeguarding bulletin.

DSAB Priorities for 2016/2017

DSAB will focus on the following areas in conjunction with the 3 year strategic Plan and Business Plan to be reviewed on a yearly basis. Significant progress has already been made in most areas and a full update will be available for the next Annual Report.

Priority 1:

Safeguarding Adult Reviews SAR's) and Serious Incident Learning Reviews (SILR's).

‘We will review serious incidents in the appropriate way in accordance with the Care Act 2014, highlighting good practice and implementing learning to improve practice.’

Priority 2:

Audit and Performance:

'We will monitor and audit the performance of DSAB organisations and identify ways to improve practice

Priority 3: Training:

'We will support and develop the multi-agency safeguarding training across Derbyshire to ensure that our workforce has the appropriate knowledge, skills and confidence to protect vulnerable people

Priority 4:
Effectiveness of DSAB

'We will have an effective SAB that makes a difference to the people of Derbyshire'

Concluding Statement

Derbyshire Safeguarding Adults Board has individuals and organisations from across the County of Derbyshire; who work to the following 6 principles of good adult safeguarding which if embraced will support them to be an effective Board;

- Empowerment
- Protection
- Prevention
- Partnership
- Proportionality
- Accountability

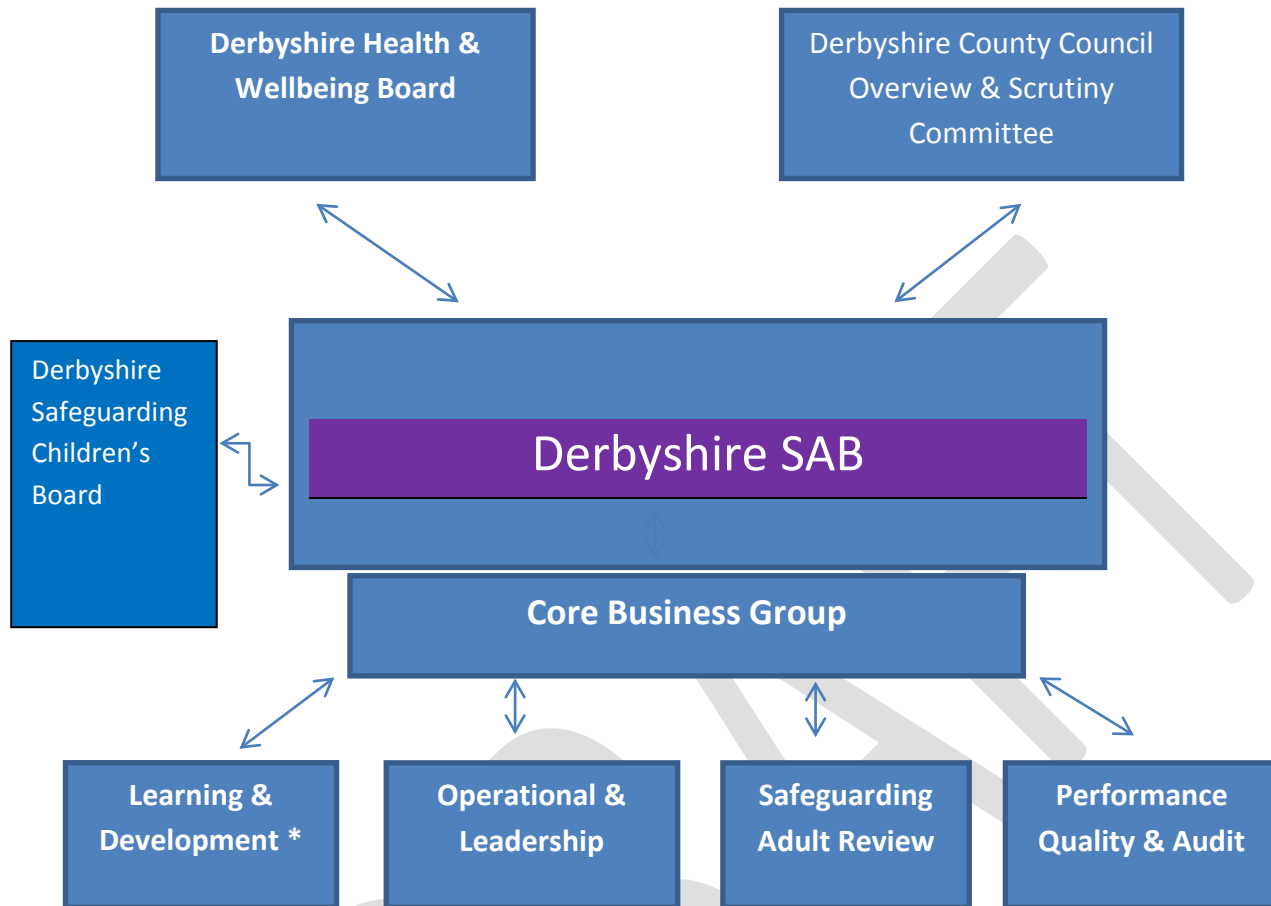
If we continue to take account of the above at all times it is the belief of the partnership that we will be working together and working well to address the issues of abuse and neglect.

The next 12 months will once again see challenges and changes, we need to adapt and embrace these changes and look to them as opportunities we should not be complacent there will always be more we can do to improve the partnership and the way we work together.

Our overarching purpose is to help and support adults with care and support needs who have difficulty in keeping themselves safe we will adopt a proportionate response which will be the least intrusive to gain the best outcome for the individual.

Derbyshire Safeguarding Adults Board

Appendix 1 Structure Chart



- * Indicates a joint sub-group with Derby City

Appendix 2: Partner Organisations Represented at DSAB 2015 – 16

There are three statutory partners to the DSAB these being

- Derbyshire County Council
- Derbyshire Clinical Commissioning Groups Hardwick, Erewash, Southern Derbyshire, North Derbyshire and Tameside and Glossop.
- Derbyshire Constabulary

It is recognised both nationally and locally that to be effective the Board needs to have wider membership and currently DSAB has the following representation;

- Office of the Police and Crime Commissioner
- Healthwatch
- Derbyshire Carers
- Derbyshire Community Health Services
- Derbyshire County Council - Community Safety
- Age UK Derby and Derbyshire
- Counselling and Advocacy - Disability Derbyshire
- HMP Foston Hall & HMP Sudbury
- Derbyshire Mind
- Derbyshire Health United
- Housing/Environmental Health, (represented by Bolsover District Council)
- Tameside, Glossop CCG
- Stockport NHS Foundation Trust
- Hardwick CCG
- Erewash CCG
- Southern Derbyshire CCG
- North Derbyshire CCGs
- Derbyshire Fire Service
- East Midlands Ambulance Service
- NDVA
- Chesterfield Royal Hospital NHS Foundation Trust
- Royal Derby Teaching Hospitals
- Amber Valley Borough Council Housing (representing Housing/Environmental Health)
- Derbyshire Healthcare Foundation Trust
- National Probation Service.

Advisors to the Board

- Care Quality Commission - Central
- Derbyshire County Council Legal Department

	DSAB Meeting Attendance																													
Date	Derbyshire Police	DCC Adult Care	Community Safety	Derbyshire Probation (NPS)	DCHS	Derbyshire CCGs (x4 CCGs)	DHCFT	NHS England	DCC Legal	DHU	EMAS	Age Uk	Derbyshire Fire and Rescue	Housing/ Environmental Health	North Derbyshire Voluntary Action	DCC Mental Health	Chesterfield Royal Hospital	Derby Hospitals	Erewash CCG	North Derbyshire CCG	Tameside and Glossop CCGs	Southern Derbyshire CCG	Hardwick CCG	CQC	Probation CRC	Disability Derbyshire (DCIL)	PCC	Health Watch	Prison Service	DCC Contracts Team
02/03/15																														
01/06/15																														
07/09/15																														
07/12/15																														
08/03/16																														

Appendix 3 : DSAB meeting attendance monitoring form