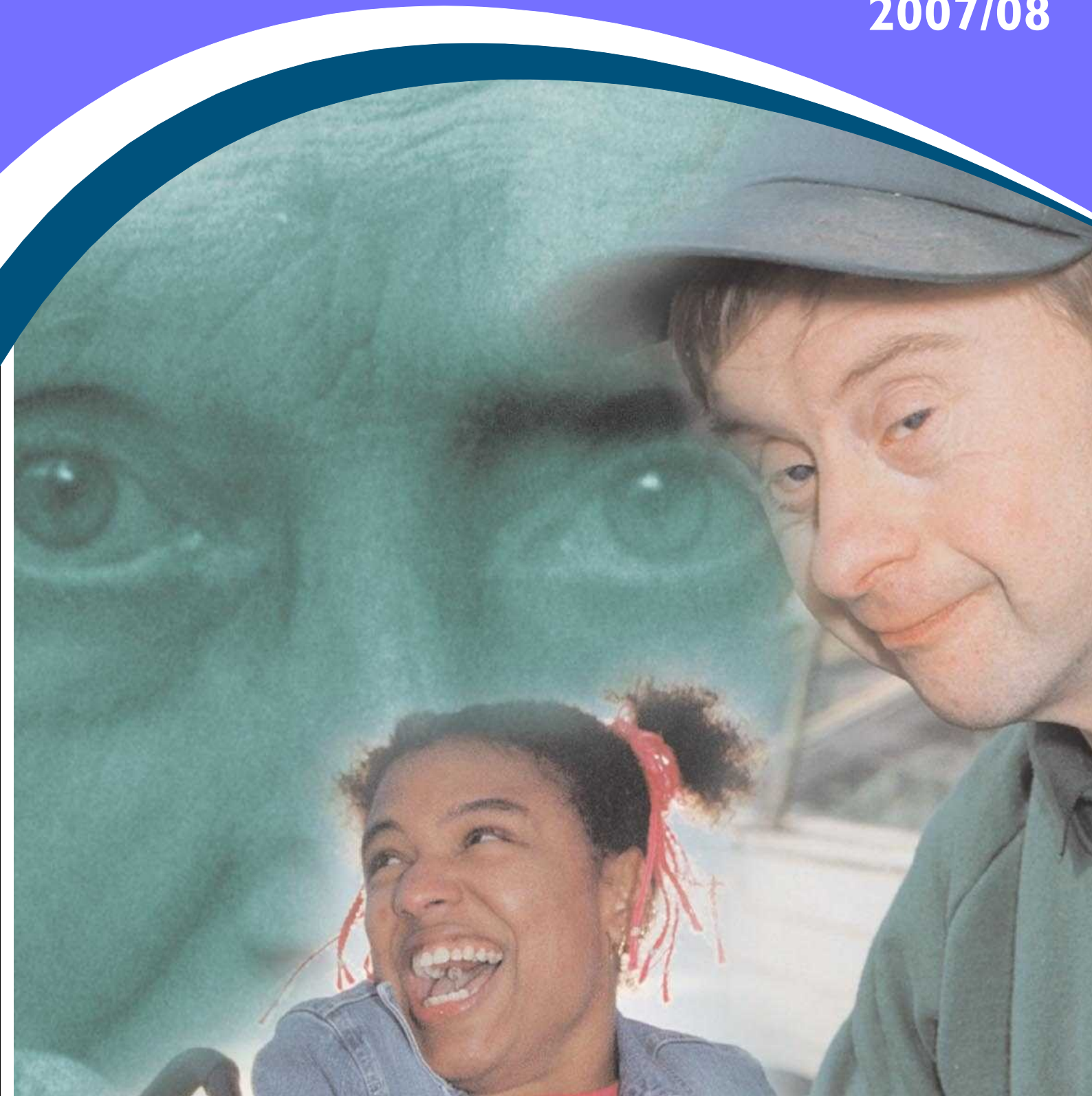




no secrets

Annual Report of
Halton's Multi-Agency
Safeguarding Vulnerable
Adults Partnership Board
2007/08



Contents

<u>Section</u>		<u>Page</u>
1	Forewords - from Chair and lead managers	3-9
2	Vision	10
3	Summary of Achievements and Actions Planned	11-14
4	Working Together	15-21
5	Training	22-25
6	Information and Monitoring	26-33
7	Policies and Procedures	34-35
8	Publicity – raising the profile and awareness	36-38
9	Prevention of Abuse	39-40
10	Resources	41
Appendix 1	Structure and reporting framework	42
Appendix 2	Safeguarding Vulnerable Adults Partnership Board (SVAPB) Terms of Reference	43-46
Appendix 3	SVAPB and Practitioners Group membership	47-50
Appendix 4	Circulation list for minutes of SVAPB meetings	51

1. Introduction and Forewords from the Chair and Lead Managers

1.1 Chair of the Safeguarding Vulnerable Adults Partnership Board

I am pleased to be able to present this Annual Report of Halton's multi-agency Safeguarding Vulnerable Adults Partnership Board, which describes how organizations, agencies and committed individuals are working together:

- To support vulnerable people who find themselves in abusive situations
- To uncover hidden abuse and encourage reporting by people who may, for a number of reasons, be reluctant to tell anyone about it, and
- To prevent abuse from happening and empower vulnerable people.

The Board is responsible for promoting and supporting an effective inter-agency framework, aimed at safeguarding vulnerable adults in Halton, and is made up of lead officers and key representatives from all sectors. Its current terms of reference and membership are attached as Appendices 2 and 3 to this Annual Report.

This has been an eventful and productive year for the Board. The annual report provides a summary and details of achievements and work undertaken in the past year (1st April 2007 to 31st March 2008) and activities planned for the next 18 months.

Central to all of this is the individuals whose continued commitment, hard work and support is pivotal to our local arrangements for safeguarding some of the most vulnerable people in society. I want to acknowledge those individuals and organizations that continue to drive forward and sustain both the adult protection and safeguarding agenda.

Particular thanks are due to Superintendent David Bertenshaw, as Co-chair of Safer Halton Partnership, who has will be leaving the Northern Public Protection Unit and moving to Constabulary Headquarters, in the near future; Dwayne Johnson, Strategic Director (Health and Community services) for Halton Borough Council, who has continued in his role as Chair of the multi-agency Safeguarding Adults National Reference Group and Lead Director for the Association of Directors of Adult Social Services (ADASS)

Protection of Vulnerable Adults Committee; Julie Hunt as our local coordinator who has worked tirelessly in supporting the partnership; and carers, volunteers and staff who continue to safeguard the well-being and interests of vulnerable adults, on a day by day basis.

I also want to thank the University of Liverpool for undertaking some groundbreaking research in Halton, which has given us a unique opportunity to learn from the people at the centre of our work and, crucially, to develop our services our services in light of their experience and comments. Crucial to the success of the research project were Joan Darwin and Lisa Pickering (research fellows) and Professor Ken Wilson of the University, and most of all, the people who gave of themselves and their time and to participate in the research and provide us with the benefit of their experience, at what is likely to have been a difficult time for them.

I am looking forward to another productive year, working together both locally and nationally with all our partners, to deliver real improvements in the lives of some of the most vulnerable people in Halton.

Peter Barron

***Chair of Halton's Adult Protection Committee and
Operational Director (Older Peoples Services) for Halton
Borough Council (Health and Community Directorate)***

1.2 St Helens & Knowsley Teaching Hospitals NHS Trust

St Helens and Knowsley Teaching Hospitals NHS Trust would like to acknowledge the enormous support from the individual agencies over the last year.

The Trust's Safeguarding Adults Committee had a busy year and continues to take positive steps to promote the Safeguarding Adult Agenda.

Over the past year the Trust have made developments in the following areas:

- Development of a database to log all recorded incidents
- Safeguarding Adult Guidelines revised and updated
- Dignity in Care Challenges reviewed
- Safeguarding Adult Awareness sessions x 2 provided by AftaThought
- Clinical Governance Audit carried out on thirteen patient records with safeguarding concerns
- First Safeguarding annual report submitted to the Trust Board

The Trust look forward to another year of Safeguarding developments and are planning to:

- Look to developing an electronic training package enabling all staff to have basic safeguarding Adult training
- Look at areas where partnership working can be developed with local Authorities
- Produce a Safeguarding Adult Alert/Body chart to be placed in the relevant patients records alerting staff of a potential Safeguarding issue

We look forward to another year and an opportunity to continue to protect vulnerable adults in our care

Tina Cavendish

Senior Nurse

Quality/Clinical Standards/ Safeguarding Adult Lead

St Helens and Knowsley Teaching Hospitals NHS Trust

1.3 North Cheshire Hospitals NHS Trust

North Cheshire Hospitals have been actively involved in vulnerable adults and safeguarding activities with Halton in the past year. During this time, the Safeguarding policy has been updated in line with Halton's inter-agency document and joint training initiatives have been undertaken.

Considerable reconfiguration has been undertaken on the part of the Hospital Trust and Safeguarding is now part of the Governance agenda, with representation from both the Head of Governance and clinical practitioners attending all multidisciplinary meetings.

Expansion of joint initiatives is anticipated in the forthcoming year and improved liaison with the Accident & Emergency department as well as risk assessment review for admitted patients will be major areas of work planned.

***Helen Crombie
Head of Governance and Quality
North Cheshire Hospitals NHS Trust***

1.4 Five Boroughs Partnership NHS Trust

The 5 Boroughs Partnership NHS Trust provides services to children and adults who have a range of psychological and psychiatric problems. As a result, many of the service users the 5 Boroughs Partnership works with are vulnerable.

The 5 Boroughs Partnership is committed to working with the Halton Safeguarding Vulnerable Adults Partnership Board, to ensure that vulnerable adults are protected from harm and supported during periods in their lives when they may be facing a number of challenges.

- During 2007/08, the 5 Boroughs Partnership NHS Trust has recruited a Lead Nurse for Adult Safeguarding.
- The Lead Nurse will work with the Halton Safeguarding Vulnerable Adults Partnership Board, to ensure that all vulnerable adults who have contact with services provided by the 5 Boroughs Partnership NHS Trust are supported and protected from abuse.

John Kelly

***Director of Operations for Adult and Children Services
Halton, Knowsley and St Helens
Five Boroughs Partnership NHS Trust***

1.5 Cheshire Constabulary and Co-Chair of the Safer Halton Partnership

Cheshire Police and the Safer Halton Partnership are committed to reducing violent crime, safeguarding the most vulnerable members of our society and bringing offenders to justice. Unfortunately, violence is a pervasive and unacceptable facet of modern living that frequently leads to tragic consequences for both the victim, perpetrator and their families. Nowhere is this situation more acute than when it affects of the most vulnerable members of our society and we must all work together to minimise this potential.

The work of the Safeguarding Vulnerable Adults Partnership Board directly addresses this need and the Board's bold and ambitious plans, combined with effective partnership working and service delivery, are delivering that meaningful contribution.

Cheshire Police is continuing to develop its service and procedures relating to the safeguarding of vulnerable adults. Halton has a Vulnerable Adult Liaison Officer dedicated to this area of work located within the Public Protection Unit (PPU) at Runcorn. The Force has recently reviewed its Vulnerable Adult Policy and Procedures ensuring they are 'fit for purpose' and continue to ensure that safeguarding vulnerable adults remains a key priority for Cheshire Police.

Halton now has a MARAC (Multi Agency Risk Assessment Conference) process firmly embedded within its domestic abuse strategy. The MARAC is held monthly and is contributing towards safeguarding vulnerable adults through a range of multi agency interventions.

Cheshire Police together with the Local Criminal Justice Board (LCJB) have recently launched an Intermediary Scheme. A registered intermediary is a neutral and impartial person who facilitates communication between the police, the prosecution, defence legal teams and the court. They provide a voice for persons who would otherwise have great difficulty in providing evidence. This scheme will significantly enhance the opportunities to ensure that vulnerable adults receive proper access to the criminal justice system and improve confidence and satisfaction in the overall criminal justice process.

We all have a duty of care to protect vulnerable adults from harm and we are resolute in our commitment to review, develop and wherever possible improve our safeguarding services in partnership with other key stakeholders over the coming year.

I would like to thank all those people who are involved in the area of safeguarding vulnerable adults for their professionalism, dedication, commitment support and hard work in making the people of Cheshire, Halton and Warrington safe and feel safe.

Gary Finchett
Chief Superintendent
Northern Area BCU Commander - Cheshire Constabulary
Co-chair of Safer Halton Partnership

1.6 Age Concern

Age Concern Halton & St Helens fully support the work undertaken by all agencies in striving to safeguard vulnerable adults. We are pleased to have contributed in the development, implementation and review of safeguarding activities and would encourage other voluntary agencies within the Halton area to join with us in this important and essential work.

Philip Longworth, Chief Executive, Age Concern Halton & St Helens

2. Vision

As a Board, our vision for adults who are vulnerable to abuse is encompassed in the following statements:

- ✓ *"A Halton where vulnerable people are safe from abuse/harm; empowered to make their own choices and to choose risks; where the professionals are supported and developed to deliver this."*
- ✓ *"The Safeguarding Vulnerable Adults Partnership Board will lead and co-ordinate multi-agency strategy and direction, with energy and commitment, to achieve our shared vision."*
- ✓ *"By working together with top-level commitment from all agencies, the Board will raise awareness and inspire positive changes in people's lives."*

3. Summary of Achievements and Actions Planned

3.1 The main areas of achievement during 2007/08 were:

- Strength of individual and agency commitment and participation continued to be demonstrated and supported through Adult Protection Committee/Safeguarding Vulnerable Adults Partnership Board and sub-groups. A sound programme and plans for development were progressed through a developing framework of inter-agency forums
- Raised awareness and profile of safeguarding/adult protection.
- Supported developments in partner agencies
- Concluded development of inter-agency protocols and set up monitoring arrangements
- Developed protocols and joint procedures and strengthened working together arrangements, including arrangements for dealing with high risk cases and 'low level' abuse
- Strengthened links with related services and agencies
- Reviewed and revised Practitioners Group terms of reference, strengthening the role and focus
- Publicity distribution and ongoing updating of website, including posting new and revised documents
- Provided good information flow in terms of national and local developments, research and new legislation
- Researched service user experience; began arrangements to publish findings and feed back to participants; actions taken in response to findings
- Utilized learning opportunities from a number of sources, to inform developments and practice
- Developed a number of opportunities to monitor, evaluate and improve quality of service
- Delivered, reviewed, evaluated and extended the training programme and took steps to further improve attendance and extend the programme

- Comprehensively revised and began evaluation of data collection arrangements to support better quality of information
- Supported the implementation of new legislation and national guidance
- Further progressed implementation of the Mental Capacity Act and Mental Health Act amendment, secondary legislation and guidance
- Developed policies, procedures and guidance, including full revision of inter-agency procedures
- Reviewed processes for referral between Police and Council, introduced secure email facility and began work on providing further definition criteria for managers assessing referrals
- Introduced services aimed at preventing, reducing and tackling abuse

3.2 Developments planned over the next 12-18 months include:

- Continue to raise awareness and profile across Halton, including consolidation of the 'safeguarding' terminology
- Further support developments with and within partner agencies, including lead roles, training, policies, procedures and practice, and data collection, analysis and reporting
- Participate in regional and national consultation on review and implementation of national standards
- Complete distribution and publication of revised inter-agency adult protection procedures
- Complete the evaluation of data collection and reporting mechanisms and action changes required to refine the system; develop IT systems that support the improved system, making best use of resources;
- Analyse data to inform performance, quality and service developments
- Further develop and consolidate quality and scrutiny mechanisms, linking with customer care services and capturing learning opportunities, implementing a supportive infrastructure and action plans to improve service provision
- Receive recommendations of local scrutiny review group of elected members, so that actions can be agreed and inform the future work-plan.
- Support use of findings of local and other research and other opportunities for learning, to inform development of the service
- Support and influence the development of the Dignity in Care campaign in Halton, which will look at the quality of experience in the whole range of health and social care settings
- Review arrangements for consultation with people who use/experience the service, and carers
- Start to consider the impact of the personalisation 'agenda' on safeguarding vulnerable adults
- Strengthen safeguarding arrangements in the commissioning of services, as part of the Commissioning Plan

- Keep protocols under review and embed in practice through on-going liaison and communication mechanisms
- Support publication and feedback of local research findings and agency responses; monitor implementation of actions arising
- Develop further supporting policies, procedures and practice guidance
- Further develop and extend the training programme including a wider range of staff from all organisations who may have contact with vulnerable adults, evaluate quality of delivery, take steps to encourage attendance, address non-attendance and extend system of recording and monitoring training needed and undertaken
- Support appropriate staff conduct through information on good and acceptable practice
- Continue to support implementation of new legislation, including the Mental Health Act 2007, Mental Capacity Act Amendment and Safeguarding Vulnerable Groups Act 2006
- Continue to strengthen links between related services and partner agencies, for example Adult Social Care, Health, Police, Probation, Independent Sector, Community Safety, Multi-Agency Public Protection Arrangements (MAPPA), Domestic Abuse, Drug & Alcohol Services and Safeguarding Children
- Provide further detailed criteria/guidance for Police, PCT, HBC managers screening possible safeguarding referrals
- Set up a conduit for referral from Police to Health & Drug & Alcohol Services, in consultation with partner agencies
- Ensure people with a learning disability receiving services know how to raise concerns, through review and revision of existing available information in consultation with stakeholders

4. Working Together

At the centre of local developments is Halton's multi-agency strategic decision-making body, the Safeguarding Vulnerable Adults Partnership Board (SVAPB), formerly known as the Adult Protection Committee (APC), and its sub-groups. The structure and reporting mechanisms, SVAPB Terms of Reference, SVAPB and Practitioners Group membership, and list of people SVAPB minutes are circulated to, appear in Appendices 1 – 4 of this annual report. Sub-groups are multi-agency and membership, terms of reference and work plans are available on request to the Adult Protection Coordinator (Tel: 01928 704523).

SVAPB and sub-group members' attendance and contributions in meetings continue to be invaluable. Meetings provide a dynamic arena for developing Halton's safeguarding arrangements, and the consultation and decision-making involved in moving forward our challenging agenda to combat abuse. It is important to recognise and acknowledge that this is underpinned by a sound, ongoing commitment to effective inter-agency working and the vital contribution made by organisations and individual staff and volunteers in all sectors.

4.1 Achievements this year included the following:

- Further multi-agency sub-groups and task groups set up for specific purposes, including:
 - Implementation of the Mental Health Act 2007 and Mental Capacity Act 2005 Amendment
 - Working arrangements between four local NHS Trusts and Halton Borough Council (HBC)
 - Scrutiny, evaluation and development of service quality and performance
- Terms of reference – existing ones reviewed and revised, further ones developed
- Terminology used by the SVAPB reviewed again, in light of a number of influencing factors. A decision was taken to incorporate 'safeguarding', in recognition of the full spectrum of responsibilities that exist, developments being made, an aspiration to raise the profile and strengthen the national framework that governs protections for people who are vulnerable to abuse. This change is in line with a national trend towards using 'safeguarding' terminology. It is recognized that in the absence of any national directive, individual agencies use the terminology they determine and 'Adult Protection' also continues to be used in Halton. The terms are being explained

in training and documents.

- Continued to contribute to regional forums e.g. Adult Protection/Safeguarding Coordinators, and national consultation exercises, e.g. Independent Safeguarding Authority
- St Helens and Knowsley Teaching Hospitals NHS Trust and North Cheshire Hospitals NHS Trust have strengthened their Safeguarding/Vulnerable Adults forums
- New members joined the SVAPB and sub groups, including representatives from Housing, Commission for Social Care Inspection (CSCI), Halton & St Helens Primary Care Trust, and Halton Borough Council, and other new members replaced colleagues who had left groups.
- Work done on developing a work plan for the coming year
- Partner agencies encouraged to appoint a Safeguarding/Adult Protection lead within the agency and many of those represented on the SVAPB do so. Protocols support this good practice.
- Protocols between Cheshire Constabulary (Northern Public Protection Unit – in respect of Halton area) and Halton Borough Council (HBC), and between four NHS Trusts and Halton Borough Council, have been agreed this year and high level 'sign off' attained/sought
- Regular management meetings between the NHS Trusts & HBC and the Police & HBC have monitored the implementation of protocols and addressed other strategic and operational arrangements
- Secure email facility has been set up, to enable the Police to email Halton Borough Council's 24 hour Contact Centre
- Serious Case Review procedure devised, agreed and disseminated
- The Mental Capacity Act 2005 has been fully implemented, with the development of processes, guidance and a detailed multi-agency training programme
- A protocol between children's and adults services has been devised
- Links with Halton's Domestic Abuse Forum established to ensure close working partnerships in vulnerable adult domestic

abuse

- Safeguarding Vulnerable Adults strategies were included in the local Joint Strategic Needs Assessment
- SVAPB and Practitioners Group kept informed of significant national news and events regarding adult protection/safeguarding and those that provide potential for local learning, and developments are taken forward through the agenda and work plan
- Action plan that originated from events in Cornwall, Sutton and Merton and a local case has been updated throughout the year and continues to be carried out by a multi-agency learning disabilities quality action group.

4.1.1 Partner agencies have made significant strides in developing their internal safeguarding/adult protection arrangements. Some of these are outlined in the Forewords to this report and include the following:

- In **St Helens and Knowsley Hospitals NHS Trust:**
 - Development of a database to log all recorded incidents
 - Safeguarding Adult Guidelines revised and updated
 - Dignity in Care Challenges reviewed
 - Safeguarding Adult Awareness sessions x 2 provided by 'AftaThought'
 - Clinical Governance Audit carried out on thirteen patient records with safeguarding concerns
 - First Safeguarding annual report submitted to the Trust Board
- In **North Cheshire Hospitals NHS Trust:**
 - Safeguarding policy has been updated in line with Halton's inter-agency document and joint training initiatives have been undertaken.
 - Safeguarding is now part of the Governance agenda, with representation from both the Head of Governance and clinical practitioners attending all multidisciplinary meetings.
- In the **5 Boroughs Partnership NHS Trust:**
 - The Trust has been developing policies and procedures with partner agencies, to ensure that it plays a full part in safeguarding children and adults.
 - The Trust has recruited a Lead Nurse for Adult Safeguarding.

- In **Cheshire Constabulary and the Safer Halton Partnership:**

- Cheshire Police is continuing to develop its service and procedures relating to the safeguarding of vulnerable adults.
- The Force has recently reviewed its Vulnerable Adult Policy and Procedures ensuring they are 'fit for purpose' and continue to ensure that safeguarding vulnerable adults remains a key priority
- Halton now has a MARAC (Multi Agency Risk Assessment Conference) process firmly embedded within its domestic abuse strategy. The MARAC is held monthly and is contributing towards safeguarding vulnerable adults through a range of multi agency interventions.
- Cheshire Police together with the Local Criminal Justice Board (LCJB) have recently launched an Intermediary Scheme. A registered intermediary is a neutral and impartial person who facilitates communication between the police, the prosecution, defence legal teams and the court. They provide a voice for persons who would otherwise have great difficulty in providing evidence. This scheme will significantly enhance the opportunities to ensure that vulnerable adults receive proper access to the criminal justice system and improve confidence and satisfaction in the overall criminal justice process.

- In **Halton Borough Council**

- Continued to take a lead role in developing multi-agency arrangements, including service developments, support to SVAPB and sub-groups and their work plans, training, publicity
- Developed internal procedures, practice guidance and information to support appropriate staff conduct and produced an additional leaflet for staff
- Developed data collection arrangements with the aim of providing better quality information
- Co-ordinated action plans with the Domestic Abuse Forum to ensure joined up working
- Supported and responded to research into service user and carer experience of the adult protection service
- Strengthened links between sections within the borough council and safeguarding vulnerable adults, e.g. Human Resources, Safeguarding Children, Customer Care, 24 hour Contact Centre

4.2 Plans for the coming 12-18 months include the following:

- Contribute to national review of 'No Secrets' and debate on national standards
- Seek further membership of sub-groups to ensure adequate representation
- Further strengthen links between related services: Halton Borough Council and Community Safety, Police, NHS Trusts, Probation service, Safeguarding Children Board
- Provide further definition to inform appropriate referral of Safeguarding concerns to Adult Protection Procedures
- Provide a conduit for referral from Police to Health and Drug and Alcohol services
- Implement the changes brought in by the 2007 Mental Health Act, including the development of a new specialist advocacy service for people who are detained in hospital under the Act
- Develop and implement Deprivation of Liberty Safeguards policies and procedures across health and social care services, to ensure that vulnerable people who lack capacity to make decisions about their living circumstances have the opportunity to have their situation reviewed on a regular basis and be managed under the least restrictive regime.
- Increase the numbers of people referred to the Independent Mental Capacity Act (IMCA) service, and particularly referrals from health services, and review whether advocates' advice was taken
- Review rate of referral to mainstream advocacy services
- Start to consider the impact of the personalisation 'agenda' on safeguarding vulnerable adults
- Strengthen links between Halton Borough Council and the Probation Service
- Refine the protocol between Adult's and Children's services
- Prepare for implementation of Safeguarding Vulnerable Groups Act 2006
- Explore possibility of extending secure email facility

- Consider implications for safeguarding, of personalization agenda.
- Further strengthen links between the following services and Safeguarding/Adult Protection:
 - Domestic Abuse
 - Customer Care
 - Community Safety
 - Safeguarding Children services
 - Probation
 - Halton Borough Council and Police and NHS Trusts
- St Helens and Knowsley Teaching Hospitals NHS Trust intends to:
 - Look to developing an electronic training package enabling all staff to have basic safeguarding Adult training
 - Look at areas where partnership working can be developed with local Authorities
 - Produce a Safeguarding Adult Alert/Body chart to be placed in the relevant patients records alerting staff of a potential Safeguarding issue
- North Cheshire Hospitals Trust anticipates:
 - Expansion of joint initiatives
 - Improved liaison with the Accident & Emergency department
 - Risk assessment review for admitted patients
- In the 5 Boroughs Partnership NHS Trust:
 - The Lead Nurse will work with the Halton Safeguarding Vulnerable Adults Partnership Board, to ensure that all vulnerable adults who have contact with services provided by the 5 Boroughs Partnership NHS Trust are supported and protected from abuse.
 - Policies and procedures are being developed
- In Halton Borough Council:
 - Continue to take the lead in inter-agency service developments, including the scrutiny/quality sub-group, training developments and developing a conduit for referral from Police to NHS Trusts and Drug & Alcohol Services.
 - Strengthen links with related services, e.g. domestic abuse, safeguarding children, probation service
 - Develop the client record system and provide an Eform

- Develop reporting of adult protection data, analyse the information it affords and utilise it in developing the service
- Support further independent evaluation of the safeguarding service

5. Training

5.1 Achievements this year included the following:

- Delivered, developed and evaluated a suite of courses, which are in-line with National Minimum Standards and Skills for Care Sector Skills Agreement. Courses continued to be provided by Halton Borough Council, in consultation with partner agencies
- Investigators and Chairing Skills courses provided for Halton Borough Council (HBC) staff, to prepare them to meet their particular responsibilities.
- Multi-agency Adult Protection Basic Awareness and Referrers training made widely available in all sectors, to all organizations that we are aware of and that we believe may have contact with vulnerable adults.
- Collaborated with Knowsley Borough Council in reviewing and providing the managers' Chairing Skills course.
- Domestic Abuse training course details sent out to adult services via the Domestic Abuse Forum and the Adult Protection Coordinator's membership.
- Reviewed attendance and took steps to improve it, including plans to provide on site courses for NHS Trusts
- Reviewed charging/non-charging arrangements and considered charging for non-attendance that is not notified in advance of the course start.
- Reviewed the arrangements for providing a Train the Trainer [formerly 'Facilitators'] course with view to improving content and delivery and aiming to influence quality and extent of their training delivery
- Took steps to ensure Police input on investigators and referrers courses
- Took action to remedy unsatisfactory delivery of a course on one occasion and minimize possibility of a reoccurrence.
- With the exception of the above mentioned course delivery, feedback was on the whole very positive. The following comment was made in the report of an independent piece of research conducted over a 2 year period, by the University of Liverpool, into service users' and (both paid and unpaid) carers'

experience of the adult protection service in Halton:

- "The training provided by Halton SSD is free and judged to be of a very high standard by those receiving it."

- Reviewed and revised the training course feedback form, to ensure it attracts full comment from people attending.
- Halton Borough Council took up Multi-Agency Public Protection [MAPPA] 'train the trainer' course and provided a briefing to social care staff.

5.2 Attendance

During 2007/08, multi-agency courses, particularly, proved popular as they had in previous years. Non-attendances continued to be a major concern, however, again as they had been the case in previous years, despite the adverts sent out containing a request that training section be notified of anticipated non-attendance. The following table shows the extent of the issue. The attendance rate is shown as a percentage of the total number of places booked.

Course & total places available for the year	Attendance		Attendance as % of total places booked 2007-08 <i>[2006-07 in brackets]</i>	Non-attendance	Non-attendance notified
Referrers [multi-agency]	182		71% <i>[77.5%]</i>	95	14
Chairing Skills [HBC & Knosley]	Knowsley PCT	Halton BC	114%	0	N/A
	12	2			
Investigators [HBC staff]	13		68%	6	4
Basic Awareness /induction	97		76% <i>[52%]</i>	37	11

Non-attendance carries a number of cost implications when the organisers are not notified, with training events being delivered below the intended capacity and refreshments going to waste.

- Places on the courses are wasted as they cannot be re-allocated to people on the 'waiting list'
- Direct impact on the work of the Halton Borough Council's Training Section and the Training Budget

5.3 Charging/Non-charging

During 2006-07, all courses continued to be provided free of charge, as part of Halton Borough Council's commitment to developing the skills and capacity of the workforce, protecting vulnerable adults from abuse and neglect and ensuring an effective response when abuse is suspected.

Steps were taken to encourage people to recognise the costs involved and to inform organisers of anticipated non-attendance, even if it could not be avoided and was not known until the day of the course.

Despite the above, however, and non-attendance still being an issue, Halton Borough Council agreed in principal that we need to charge for non-notified non-attendance and this will be followed up by a formal proposal and full implementation during 2008-09.

Charging arrangements pose a challenge for Halton Borough Council to administer and further thought will need to be given to this, but there will be opportunities to learn from the experience of other localities that already levy charges.

5.4 Plans for the coming 12-18 months include the following:

- Extend membership of the training sub-group
- Further develop the framework for the training sub-group's operation:
 - Terms of Reference
 - Action plan
- Devise and publicise guidance for refresher and up-date training
- Set up a new 'Train the Trainer' course and make it available on a multi-agency basis.

- Plan and provide training for Elected Members
- Review course specifications
- Provide some on site courses in partner agencies where this would facilitate attendance
- Encourage partner agencies to take up MAPPA train the trainer course where appropriate
- Seek mandatory status for safeguarding basic awareness courses in partner agencies widening the range of staff and volunteers who have had training.
- Develop electronic training packages
- Keep distribution of training adverts under review and extend where appropriate
- To present a proposal for charging for non-notified non-attendance to the training sub-group and senior managers in Halton Borough Council and to commence charging accordingly
- Continue to review and promote attendance
- Further develop arrangements for recording and monitoring attendance

6. Information and Monitoring

6.1 Data

Graphs and data do not reveal the suffering experienced by people to whom the information they provide appertains. Reliable data recording, analysis and reporting systems can, however, provide us with a picture of what abuse is being reported, how it is being dealt with and what the outcomes are for people. That, in turn, can go on to inform our developments and practice and thereby ultimately assist in improving the individual circumstances of vulnerable people in Halton.

6.1.1 Achievements this year included the following:

- Halton Borough Council (HBC) has collected data about referrals received during the year and this has informed the graphs and commentary provided below.
- A great deal of work has been carried out to develop the Council's adult protection data collection system. The revised system was implemented on 2nd April 2007.
- The system has been reviewed and further steps taken to improve data quality, including staff training and guidance.
- Police colleagues have provided a greater breakdown of data this year.
- In Halton Borough Council, monthly reports of outstanding cases and timescales for conclusion have been refined to define those open for longer than a given timescale. This aims to encourage follow up to ensure timely conclusion and closure of open records on concluded cases
- A business case has been submitted, to seek investment in developing an E-form to record adult protection data. If available, it could populate the Council's database and thereby enable best use of resources.

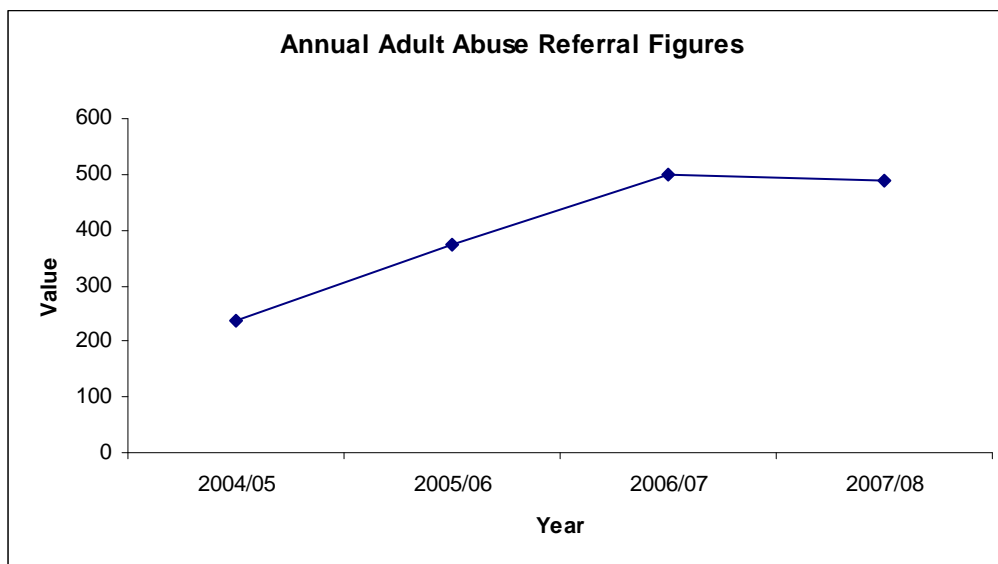
6.1.2 Plans for the coming 12-18 months include the following:

- Support and encourage improved data collection and reporting in partner agencies, specifically the Police, NHS Trusts and Halton Borough Council

- The method of collection and analysis of data provided by the Police will be reviewed.
- Set up a Halton Borough Council Safeguarding Performance Group, with the following aims:
 - Ensure adequate mechanisms are in place to measure, control and assure quality of Halton Borough Council's safeguarding service, relating to referral, assessment & care management
 - Support the ownership and understanding of Safeguarding service performance
 - Identify service quality issues and make recommendations to the multi-agency Scrutiny/Quality sub-group (of the Safeguarding Vulnerable Adults Partnership Board)
 - Ensure compliance with national data collection standards when introduced
- Develop an E-form in Halton Borough Council which will:
 - help to make best use of resources by avoiding duplication, automatically populating the client record system
 - provide an electronic audit trail of recording each case
 - introduce mandatory 'fields' into the electronic system, to ensure that essential and available data is recorded
- Further work will be done to provide data on timescales for completion of cases and which agency's processes are not concluded after a given period

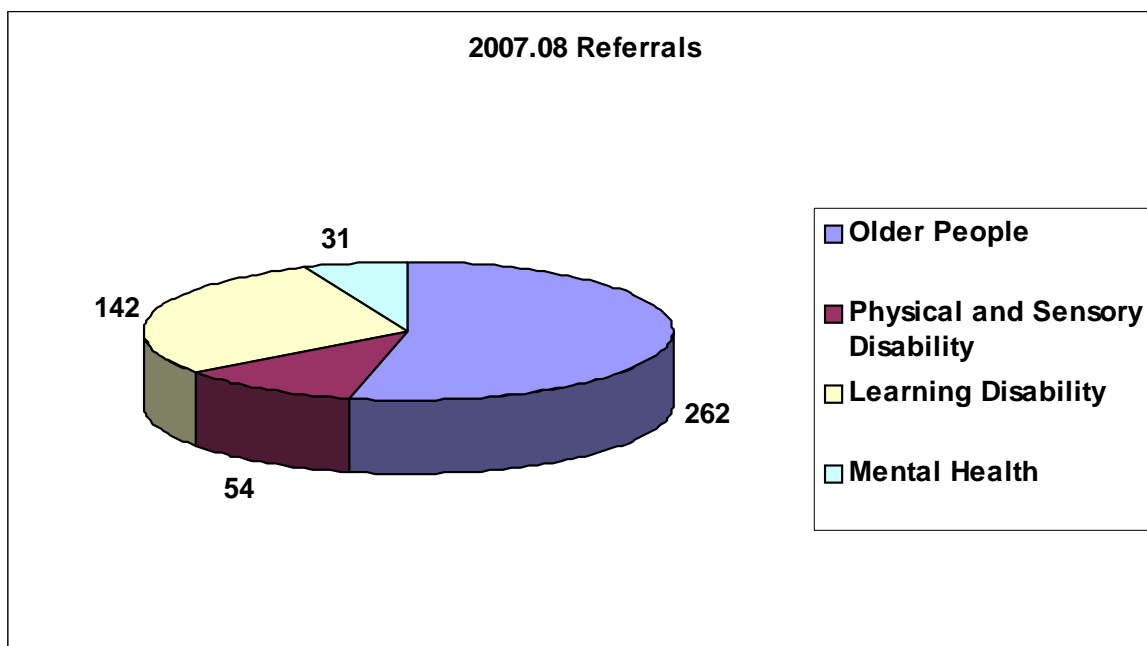
6.1.3 Presentation of Local Data and Commentary

The following table shows the **total number of referrals in Halton** rose over a 3-year period 04/05 to 06/07, but have fallen slightly in the past year:



On the face of it, the rise in referrals could be a cause for significant concern. Comparable information from the development of child protection, however, which is several years ahead of the adult agenda, shows that high reporting levels do not necessarily mean higher prevalence and is more a reflection of local action on raising the profile. Our analysis of the reason for the increase in referrals suggests that a number of factors have influenced the increase, such as awareness- raising through publicity and staff training. The decrease this year could be ascribed to work done with the assessment and care management teams on screening referrals to ensure that those that turn out not to be adult protection matters (e.g. some injuries) are dealt with via a more appropriately route or procedure (e.g. care management).

Halton's referral numbers by service user group during 2007-08 show the greatest number of alleged victims to be older people, followed by people with learning disabilities followed by those with physical & sensory disabilities and people with mental health issues:



The pattern of relative proportions of referral by **service user group in Halton** see a slight variation **from 2006-07 to 2007-08**:

	2006-07		2007-08	
	Referral No.	% of Total Referrals	Referral No.	% of Total Referrals
Older People	263	52%	262	54%
Learning Disabilities	136	27%	142	29%
Physical/Sensory Disabilities	59	12%	54	11%
Mental Health	43	9%	31	6%
TOTAL	501			

Other localities have continued to see an increase in **overall referral numbers**. The relative proportions of referrals by service user group vary slightly: in all but Knowsley, the majority of alleged victims were older people, followed by people with learning disabilities. The quality of information available for direct comparison is doubtful, due to the lack of national standards, and resulting variables such as data source, collection method and definition of 'referral'. Also, we do not know the population of people by service user group in each locality:

AUTHORITY	POPULATION	OLDER PEOPLE	LEARNING DISABILITY	MENTAL HEALTH	PHYSICAL/ SENSORY DISABILITY	TOTAL	REFERRAL RATE PER 100,000 OF THE POPULATION
CHESHIRE	680,000	769	203	68	78	1118	164
WIRRAL	310,000	457	459	73	54	1043	336
HALTON	118,000	262	142	31	54	489	414
ST HELEN'S	170,000	187	59	15	46	307	180
WARRINGTON	200,000	184	79	36	25	324	162
SEFTON	280,000	219	116	58	25	418	150
KNOWSLEY	150,000	54	62	5	12	133	89

(NB Data for Liverpool was not available)

A national project is being set up as part of a move to devise national standards for data collection and they will be piloted in a number of localities during 2008. Halton did not volunteer for the pilot, as we are already collecting most of the data included in the pilot standards and it was felt locally that our priority is to refine our data collection methods to improve quality of the data, in preparation for the imposition of common standards that are expected to be agreed in 2009.

Data provided by Halton Police (Public Protection Unit) shows the following **Criminal Justice System involvement** during **2007-08**:

	Police Involvement *	Police Investigation *	Crown Prosecution Service (CPS) Advice	Court/Alleged Perpetrator Charged
Runcorn	12	21	3	0
Widnes	6	11	3	1
TOTAL	18	32	6	1

(* **Police involvement** means specialist Police Officer has given advice only and not physically left the office).

(* **Police Investigation** means specialist Police Officer attended strategy meetings or case conference or the alleged perpetrator voluntarily attending the Police station for an interview under caution).

Police colleagues have explained that the above data supplied from their records cannot be guaranteed totally accurate, but if

anything is likely to be an under-estimate rather than an over-estimate. More reliable data is anticipated next year.

The data provided in the above table relates only to **Public Protection Unit investigations** and does not reflect investigations across other policing departments, that will at various times deal with vulnerable adult victims.

The method of collection and analysis of data provided by the Police will be reviewed.

6.2 Quality Monitoring and Reporting

One of the main mechanisms for checking standards of safeguarding/adult protection work in operation is individual agency line management and supervision. For example, in Halton Borough Council:

- Cases will be considered in individual, formal supervision and managers consider the record of cases before they are concluded and 'signed off'.
- Managers are informed of 'open' cases (i.e. those not yet concluded), on a monthly basis. The detail of which cases and how long they have been outstanding is available to inform the supervision and line management process.
- Some cases can be concluded quite quickly, whilst other investigations are lengthy and if criminal proceedings are involved, lengthier still.

The Safeguarding Vulnerable Adults Partnership Board reports into the Safer Halton Partnership (<http://www.haltonpartnership.net/site/>) where support for adult protection/safeguarding activities has continued to be demonstrated.

The Annual Report of the Safeguarding Vulnerable Adults Partnership Board is also presented to and scrutinised by a Policy and Performance Board of Elected Members.

6.3 Achievements this year included the following:

- The University of Liverpool has undertaken independent research, over a 2-year period, into service users' and carers' experience of Halton's multi-agency safeguarding service. The researchers have provided periodic feedback throughout the 2 years, to the Safeguarding Vulnerable Adults Partnership Board [and formerly the Adult Protection Committee], which has enabled partner agencies, particularly the Council, to respond in a timely way to the findings. On the whole, these were positive. The research and the researchers' commentary have

provided an invaluable opportunity to see the service from the perspective of those who experience it and to use this knowledge to develop the service. The research project was supported and directed by a multi-agency steering group.

- The Scrutiny/Quality sub-group has been set up and a framework for operation is being developed.
- The multi-agency Quality Group for Adult Learning Disability services, which evolved out of Halton's desire to learn from events in Cornwall and Sutton & Merton, will be reviewed with the aim of extending its remit to cover other service user group services
- The Safeguarding Vulnerable Adults Partnership Board considered whether an adult protection/safeguarding complaints procedure would be useful, to bridge any gaps in the statutory process. It was agreed that this was not necessary.
- Halton's Policy and Performance Boards have set up a Topic Group of Elected Members with a brief to scrutinise the Safeguarding/Adult Protection service.

6.4 Plans for the coming 12-18 months include the following:

- The final report of the independent research is being concluded and Halton Borough Council and Cheshire Police [Northern Public Protection Unit] are preparing written responses.
- A conference is being planned, to feedback the outcome of the research and Halton Borough Council's and the Police response. All participants in the research will be invited, along with key people in partner agencies.
- Plans are being made to publish key learning points from the research.
- The independent researchers will be asked to monitor the implementation of actions arising from their research findings.
- The supporting framework for the Scrutiny/Quality sub-group is being developed and the group will start to operate during 2008
- Operation of the Quality group for Adult Learning Disability services will be reviewed, with the aim of considering whether other service user group services could be incorporated into the

process

- The arrangements for the Scrutiny Topic Group of Elected Members to report their findings and recommendations to the Board will be considered, so that actions can be agreed and inform the future work plan.
- Links between Halton Borough Council's Customer Care service and Safeguarding/Adult Protection service will be further strengthened.
- The trigger/monitoring case recording form used in Halton Borough Council will be revised to add in further details relating to service quality, e.g. learning points arising from individual cases and how these are actioned and disseminated.

7. Policies, Procedures & Documents

7.1 Achievements this year included the following:

- 'Adult Protection in Halton – Inter-agency Policy, Procedures and Guidance' has been comprehensively revised, and agreed by the Board
- An inter-agency Serious Case Review Procedure has been agreed
- Cheshire Constabulary's Safeguarding/Adult Protection Policy & Procedure is under review
- NHS Trusts are continuing to develop their internal policies, procedures and practice guidance
- The Board considered whether a Complaints Procedure specific to Safeguarding/Adult Protection needed to be set up. It was agreed that this was not necessary, but links between Halton Borough Council's Customer Services arrangements and Adult Protection/Safeguarding were strengthened.
- The Restrictive Physical Interventions Policy, Procedure and Guidance created last year, in consultation with PCT & Board members is being developed to apply in all service user groups.
- A Pressure Sore 'protocol' in use in another locality was considered for application in Halton. Although it was not adopted in the form it was received, NHS Trusts took the document for further consideration.
- A handbook for Halton Borough Council employees of working with vulnerable adults, regarding appropriate professional boundaries, conduct and practice in relation to safeguarding, is being developed.
- A leaflet was produced in Halton Borough Council, that is prepare 'front line' staff for what happens when allegations are made and to help ensure that they are appropriately informed and supported in these circumstances.
- Letter templates have been devised for Halton Borough Council's assessment and care management teams to use, to provide feedback to appropriate individuals, on the progress and outcome of adult protection referrals.
- Guidance on information sharing and confidentiality has been devised to support the use of the above letter templates.

- Development of criteria/guidance for Halton Borough Council managers screening possible safeguarding referrals
- The Board is often consulted in the development of policies, procedures and guidance that developed and intended for internal application only in Halton Borough Council, and final documents are shared to enable them to adopt or adapt them where applicable.

All relevant documents are available on the Internet, via Halton Borough Council's website at: <http://www.halton.gov.uk/adultprotection> and links from partner agencies that similarly make documents available on their intranet WebPages.

7.2 Plans for the coming 12-18 months include the following:

- Further support the development of internal and inter-agency policies, procedures and guidance, ensuring that the former ties in appropriately with the latter.
- Distribution and publication of revised document 'Adult Protection in Halton – Inter-agency Policy, Procedures and Guidance'.
- Review and where appropriate extend the distribution of the above document
- Develop / conclude development of further policies, procedures, practice guidance and other documents, including the following:
 - Handbook for Halton Borough Council employees working with vulnerable adults, regarding appropriate professional boundaries, conduct and practice in relation to safeguarding
 - Mental Health Act 2007 and Mental Capacity Act Amendment supporting documents
 - Detailed criteria/guidance for Halton Borough Council managers screening possible safeguarding referrals
 - Inclusion in the 2009 Guidance document for domestic abuse – there will be a section dedicated to safeguarding vulnerable adults.

8. Publicity – raising the profile and awareness

Getting the message across continues to be one of the most important elements of our safeguarding/adult protection work. It can:

- Raise awareness of what constitutes abusive behaviour
- Help people to know what they can do to prevent abuse from happening and what to do if they believe someone is being abused
- Act as a gateway to empowering vulnerable people to keep safe and to seek help when abuse happens
- Support other people, including carers, in fulfilling their responsibilities.

8.1 Achievements this year included the following:

- The Halton Borough Council's (HBC) Internet and intranet Adult Protection WebPages are updated on an ongoing basis. They containing general information and documents, and provide links to related sites such as Domestic Abuse, Safeguarding Children/Child Protection, Consumer Protection, Commission for Social Care Inspection (CSCI), and the Protection of Vulnerable Adults [PoVA] site.

(The following links can be used to access the Safeguarding Vulnerable Adults/Adult Protection Webpages):

(a) The **Internet**:

<http://www.halton.gov.uk/adultprotection>

<http://www.halton.gov.uk> - access via the A-Z index under 'Adult Protection' or 'Safeguarding Vulnerable Adults'.

(a) **Halton Borough Council's (HBC) intranet** Webpage can be accessed by HBC staff by using the following routes:

Follow the link:

<http://intranet/content/directorates/healthandcommunity/adultprotection/?a=5441>

Or:

Home page > Health and Community > Safeguarding/Adult Protection, where a link to the Internet Webpage can also be found.

NB - Cheshire Police and NHS Trusts have links to the HBC Webpage

- Access to the Webpage has been extended via the A-Z index, by adding a link through 'S' Safeguarding', taking into account the new terminology used locally.
- The general staff leaflet has been reviewed and updated
- Leaflets, posters, good practice guidance and a covering letter giving details of training and other information, including the website and contacts, was widely distributed to all agencies, organisations and groups that might have contact with vulnerable adults
- A publication group has been set up to oversee the publication of key points from the research conducted by Liverpool University, into service users' and carers' experience of the adult protection service in Halton, and to arrange a conference to feedback the findings and agencies' response.

8.2 Plans for the coming 12-18 months include the following:

- Update the Halton Borough Council Safeguarding/Adult Protection webpage to incorporate new terminology and provide easier access to documents.
- Review the Webpage usage
- Place an advertisement in Halton 'Community Safety / Crime Reduction' Booklet 2008/09, which is delivered to over 42,000 addresses in Halton
- Widely distribute information about publicity materials, training and contacts, along with the revised document 'Adult Protection in Halton – Inter-agency Policy, Procedures and Guidance, to all agencies, organisations and groups that might have contact with vulnerable adults
- Place an article on Basic Awareness training in Halton Borough Council's staff magazine and a link on the intranet front page
- Publicise key points from the research conducted by Liverpool University, into service users' and carers' experience of the adult protection service in Halton, and to arrange a conference to feedback the findings and agencies' response

- Ensure people with a learning disability receiving services know how to raise concerns through review and revision of existing available information in consultation with stakeholders

9. Prevention of abuse

The Safeguarding Vulnerable Adults Partnership Board's vision is of a Halton where vulnerable people are safe from abuse/harm, whilst being empowered to make their own choices and to choose risks.

Crucial to working towards achieving this aim are the actions that we take to prevent abuse from happening. Many of the developments outlined in this annual report will take us nearer to our goal, but there is still more to be done. In the coming year, we will continue to review what preventative measures are in place and consider how we support their continuity and further develop safeguarding mechanisms.

The following list brings together a picture of some of the work being done to reduce vulnerability and prevent abuse:

- Implementation of measures to minimise risks posed people who have a known history of abuse or who are likely to pose such risk, such as the Multi-Agency Public Protection Arrangements [MAPPA], Multi-Agency Risk Assessment Conference [MARAC], referral to the Protection of Vulnerable Adults [PoVA] Scheme.
- The Safeguarding Vulnerable Groups Act 2006 [to be implemented in 2009] strengthens arrangements for ensuring the safe recruitment and selection of staff and volunteers. The Board will promote a pro-active approach to planning and its effective implementation within agencies governed by the legislation.
- Effectively supporting people at home or in other settings, promoting independence and options whilst putting safeguards in place, as part of quality care planning and service provision. Direct Payments recipients, for example are offered the opportunity to take up Criminal Records Bureau checks on people whom they seek to employ. Appointee and Receivership arrangements are pursued where indicated.
- Providing effective support arrangements to prevent abuse from occurring, especially where there is potential for it to occur as a result of ignorance, poor practice or lack of support for carers.
- Promoting effective quality assurance mechanisms, through contractual arrangements and the scrutiny and action planning supported by the Scrutiny/Quality sub-group.

- Implementing effective policies and procedures that seek to prevent abuse as well as act upon concerns and disclosures, for example, restrictive physical interventions and exclusion policies and procedures. The staff leaflet, handbook on appropriate professional boundaries, conduct and practice for social care staff, and restrictive physical interventions policy and procedure are examples of these.
- Through training and publicity, seeking to raise the awareness of vulnerable people, the public, staff and volunteers, to enable them to recognise what constitutes abuse, how it can be prevented and what are the consequences of abuse, both for the victim or survivor, for the perpetrator and for those who have been culpable in abusive situations.
- Provide a conduit for referral by the Police into, for example, drug and alcohol, bereavement and health services, will be sought. This will help to ensure that people who do not need the adult protection service at the time they become known to the Police have access to other support services that they need at that time, to prevent their level of vulnerability from increasing.
- Develop detailed criteria/guidance for Halton Borough Council managers screening possible safeguarding referrals
- Striving to operate and develop our arrangements for effectively working together and seeking to learn from past events in both adults' and children's services.
- Promoting a culture of zero tolerance of abuse, by ensuring that all referrals of alleged or suspected abuse are acted upon effectively and as a priority.

10. Resources

- 10.1 Safeguarding/Adult Protection developments in Halton have been supported through a joint funding initiative between the Neighbourhood Renewal Fund, Primary Care Trust and the Local Authority. This programme is lead through the Vulnerable Adults Task Force (VATF). The Safeguarding/Adult Protection element of the VATF budget is £50,000.
- 10.2 Halton and St Helens NHS Primary Care Trust and North Cheshire Hospitals NHS Trust and 5 Boroughs Partnership NHS Trust have contributed to the training budget.
- 10.3 The Training Strategy Grant ends in 2008.
- 10.4 Halton and St Helens NHS Primary Care Trust and North Cheshire Hospitals NHS Trust have also contributed to the budget to fund the Adult Protection Coordinator post.

APPENDIX 1 – Structure & Reporting Framework



APPENDIX 2

HALTON SAFEGUARDING VULNERABLE ADULTS PARTNERSHIP BOARD

TERMS OF REFERENCE

1. PURPOSE

The purpose of Halton's **Safeguarding Vulnerable Adults Partnership Board** (SVAPB) is to:

- 1.1 Act as a multi-agency management committee of lead officers and key representatives, which takes strategic decisions, aimed at safeguarding vulnerable adults in Halton.
- 1.2 Determine and implement policy, co-ordinate activity between agencies, facilitate training and monitor, review and evaluate the adult protection service.
- 1.3 Promote inter-agency cooperation, to encourage and help develop effective working relationships between different services and agencies, based on mutual understanding and trust.
- 1.4 Develop and sustain a high level of commitment to the protection of vulnerable adults.
- 1.5 Ensure the development of services to support people from hard to reach groups

* The terms "vulnerable" and "adult" are as defined in "Adult Protection in Halton – Inter-agency Policy, Procedures & Guidance" available at www.halton.gov.uk/adultprotection.

2. RESPONSIBILITY, ACCOUNTABILITY and REPORTING

- 2.1 Local agencies should work together within the overall framework of Department of Health guidance on joint working. The lead agency with responsibility for the establishment and effective working of the SVAPB is Halton Borough Council's Health and Community Directorate.
- 2.2 All agencies should designate a lead officer and, if necessary, a nominated other representative.
- 2.3 All main constituent agencies are responsible for contributing fully and effectively to the work of the SVAPB.
- 2.4 The SVAPB reports to the Safer Halton Partnership, which is chaired by the Chief Executive of Halton Borough Council and the Superintendent of Halton Police.
- 2.5 A formal report of the SVAPB will be compiled annually and presented to the Safer Halton Partnership and other forums by agreement.

3. FUNCTIONS

The functions of the SVAPB are to:

- 3.1 Ensure that there is a level of agreement and understanding across agencies, about operational definitions and thresholds for intervention.
- 3.2 Develop, monitor, review and evaluate the implementation and effectiveness of Halton's Safeguarding Vulnerable Adults Business Plan and associated procedures, guidance, policies, systems and protocols.

- 3.3 Vulnerable adults, regardless of their age, gender, race, sexuality, disability, religion or belief, who may experience discrimination and disadvantage.
- 3.4 Ensure that service developments take into account current legislation, including the Human Rights Act 1998 and the Mental Capacity Act 2005.
- 3.5 Review national guidance and research information as it is issued, consider the implications and make recommendations for local implementation. Action and monitor such implementation.
- 3.6 Respond to consultation exercises where appropriate.
- 3.7 Commission serious case reviews where a vulnerable adult has died or, in certain circumstances, is seriously harmed, and abuse or neglect are confirmed or suspected, acting in accordance with Halton's Serious Case Review Procedure.
- 3.8 Improve local ways of working in the light of knowledge gained through national and local experience, research, Serious Case Reviews, internal and external inquiries, investigations and case studies. Ensure that practitioners benefit from learning and development attained through the APC and that lessons learnt are shared, understood and acted upon.
- 3.9 Link with other agencies, sectors and forums that have a responsibility for protecting those at risk, such as Halton's Safeguarding Children Board, Halton's Domestic Abuse Forum and the Safer Halton Partnership, to ensure that both adult and child protection arrangements benefit from the learning, developments and work undertaken by the other, where appropriate.
- 3.10 Raise awareness within the wider community, of the need to safeguard vulnerable adults, explain how the community can contribute to this process, and facilitate such involvement.
- 3.11 Support and ensure the implementation of the development of quality standards for vulnerable adults, both locally and nationally.
- 3.12 Carry out an annual audit of alleged adult abuse and adult protection in Halton, through analysis of data and outcomes; report these and forecast developments, through the Annual Report of the Adult Protection Committee.

4. MEETINGS

- 4.1 The SVAPB will meet on a quarterly basis, with the schedule of meetings published in advance for a year. Meetings can be called more frequently as circumstances dictate.
- 4.2 The agenda will be prepared by the Adult Protection Coordinator, in consultation with the Chair of the SVAPB, and will be issued to all members at least one week before the meeting takes place.
- 4.3 All SVAPB members will be able to bring appropriate items to the agenda, through the Chairperson or Adult Protection Coordinator. Standing items on the agenda will be by agreement of SVAPB members.
- 4.4 The chairperson will arrange for minutes of meetings to be taken and a copy of the minutes sent to each SVAPB member and other people by agreement, including the Chairs of the Safer Halton Partnership, Practitioners Group and senior managers of public sector partner agencies.
- 4.5 The accuracy of minutes will be checked at the subsequent meeting.

5. SUB GROUPS

- 5.1 The Practitioners Group is a main, regular sub-group of the APC and meets quarterly, made up of practitioners and operational managers.
- 5.2 A Scrutiny/Quality sub-group will play a major role in monitoring the quality of the adult protection service and report into the SVAPB as a standing item on agendas.
- 5.3 A subgroup of the SVAPB has also been established to implement the Mental Capacity Act 2005 and the Deprivation of Liberty Safeguards introduced by the Mental Health Act 2007
- 5.4 Other sub-groups may be set up for particular purposes on a short term or standing basis, by agreement of SVAPB members, to:
 - Carry out specific tasks;
 - Provide specialist advice;
 - Represent a defined geographical area within Halton's boundaries.
- 5.5 All groups working under the auspices of the SVAPB should be established by the APC and should work to agreed terms of reference or a specific, stated purpose and lines of reporting to the APC.

6 CHAIRING

- 6.1 The SVAPB will be chaired by a senior manager of Halton Borough Council's Health and Community Directorate, as the agency with lead responsibility for adult protection in Halton.

7 ATTENDANCE CODE OF CONDUCT

Members of the SVAPB make the following undertakings:

- 7.1 To demonstrate a commitment to attend the meetings.
- 7.2 To submit apologies if they cannot attend.
- 7.3 To seek to arrange for an agreed representative to attend if the SVAPB member is unable to do so.
- 7.4 To send any agenda items to the chairperson at least two weeks before the meeting. Urgent items that arise outside this timescale can be raised through any other business on the agenda or as agreed by APC members.
- 7.5 To feed back to their department/organisation/agency/sector and canvas views to bring to meetings where appropriate.
- 7.6 To act as a conduit between the SVAPB and the department/organization/agency/sector they represent or whose views they reflect, to further the adoption of policies, procedures, guidance, protocols and other items endorsed by the SVAPB.
- 7.7 To listen to SVAPB members and other attendees and address comments to all attending.
- 7.8 Comments made by anyone attending the SVAPB, that contribute to any form of discrimination in respect of the age, gender, race, sexuality, disability, religion or belief of others, or the bullying or victimisation of others, are not acceptable and will be challenged by the chairperson and other SVAPB members.

8. MEMBERSHIP

- 8.1 In order to carry out its responsibilities effectively, the SVAPB will seek to have members from each of the main agencies in the public, private

and voluntary sectors responsible for working together to safeguard vulnerable adults.

- 8.2 Members' roles and seniority will enable them to contribute to developing and maintaining strong and effective adult protection policies, procedures and protocols.
- 8.3 The APC will arrange to involve others in its work as needed, where they have a relevant interest.

9. REFERENCES

No Secrets – Department of Health - 2000

Adult Protection in Halton – Inter-Agency Policy, Procedures and Guidance

Working Together to Safeguard Children – Department of Health, Home Office, DfES 1999

DATE OF TERMS OF REFERENCE: May 2008

TERMS OF REFERENCE REVIEW DATE: November 2009

APPENDIX 3

Safeguarding Vulnerable Adults Partnership Board and Practitioners' Group Membership

31/03/2008

New membership since 1.4.07

		Safeguarding Vulnerable Adults Partnership Board	Practitioners Group
Halton Borough Council	Chair	Peter Barron – Operational Director	Julie Hunt – Adult Protection Coordinator
	Adult Protection Coordinator	Julie Hunt	[Julie Hunt]
	Adults' Services	Audrey Williamson - Operational Director	
	Legal Services	Lesley Baker – Solicitor	
	Contracting, Commissioning & Supporting People Section	Angela McNamara – Divisional Manager	Benitta Kay – Contracts Officer
	PSD Services	Ruth McDonogh – Divisional Manager	
	ALD Services	Marie Mahmood - Divisional Manager	Helen Moir – Principal Manager
	MH Services	Lindsay Smith - Divisional Manager	
	OP Services	Jacqui Maguire - Divisional Manager & A/P Lead for Social Services	Lyn Gifford [Principal Manager] or John Patton [Practice Manager]

			or Eddie Moss [AHT] Principal Manager
	Rapid Access Rehab Service		Jane English – Principal Manager
	24 Hour Contact Centre		Caroline Spruce
Halton and St Helens Primary Care Trust		Joan Pickett - Director of Adult Services and Continuing Health Care Margi Daw – Acting Team Manager and Acting Trust Social Care Manager	Barbara Langford – Specialist Nurse
North Cheshire Hospitals NHS Trust		Helen Crombie – Head of Quality and Governance	Anthony Murphy – Emergency Care Manager
St Helens and Knowsley Hospitals NHS Trust		Tina Cavendish - Senior Nurse Quality/Clinical Standards	Fiona Twemlow – Matron, A&E Dept
5 Boroughs Partnership		John Kelly – Director of Adult Services Mike Kenny - Head of Service for Adults of Working Age	Kevin Bailey - Ward Manager – Brooker Centre Zena Dickson – Community Psychiatric Nurse

<u>Cheshire Constabulary – Northern Public Protection Unit</u>		Detective Inspector Nigel Wenham [or Detective Sergeant Paul Hughes] Detective Inspector Mark Tasker	Police Constable Elaine Flynn [or DS Paul Hughes]
<i>Halton Drug Action Team</i>		Steve Eastwood - Drug Action Team Coordinator	
Halton Domestic Abuse Forum		Sally Clarke – Domestic Abuse Coordinator	
Education [Halton Borough Council]		Teresa Miskimmon - Inclusive Learning Co-ordinator (Alison Bowen for temporary period)	
Riverside College			Stephen Bailey - Learner Services Manager
Employment - Job Centre Plus			
Consumer Protection		Gary Baskott – Trading Standards Officer	
	Warden Service		Chris Durr - Warden Services Manager
	Sheltered Housing - Independent Sector	Alison Adzobu – Sheltered Accommodation Court Manager [Housing 21] Nicola Cagliarini – Team Leader – Liverpool Housing Trust	Mike Angell – Assistant Manager – Halton Housing Trust

Voluntary Sector		Lyn Williams - Health & Community Care Worker - Halton Voluntary Action	
		Melissa Critchley – Chief Officer - Age Concern	Sue Molyneux - Home Support Coordinator - Age Concern
	Carers	Diane Smith – Carers representative - Carers Umbrella Group	
	Drug & Alcohol Services	Sian Kavanagh – ARCH Initiatives	
Day Services			Eileen Clarke – Performance Manager – Halton Day Service Alison Waller – Practice Manager – Halton Day Service
Residential Services	ALD	Stiofan O'Suillibhan – Divisional Manager	Jean Connolly – Halton Supported Housing Network
	MH	Andrew Lyons - Manager – Woodcrofts Care Home	
	OP	Sheila Wood-Townend – CLS Care Services - Operations Manager, CLS Care Services	Janet Leatherbarrow – Care Home Manager - CIC Mabel Lewis – Care Home Manager - CLS Care Services
Domiciliary Care		Andrew Bain - General Manager Carewatch	Pauline Blinston – Registered Branch Manager - Medico
Regulation	Commission for social Care Inspection (CSCI)	Dave O'Connor – Regulation Manager	

APPENDIX 4

Safeguarding Vulnerable Adults Partnership Board Minutes also copied to:

- Chief Executive, Halton Borough Council (also Co-Chair, Safer Halton Partnership)
- Superintendent of Police (also Co-Chair, Safer Halton Partnership)
- Strategic Director, Health & Community Directorate, Halton Borough Council
- Chief Executive – Halton and St Helens Primary Care NHS Trust
- Chief Executive – 5 Boroughs Partnership NHS Trust
- Chief Executive – North Cheshire Hospitals NHS Trust
- Chief Executive – St Helens & Knowsley NHS Hospitals Trust
- Louise Wilson - Policy & Support, Halton Borough Council
- Siobhan Saunders – Adult Learning, Halton Borough Council
- Chris Gwenlan – Cheshire Probation Service (Halton)
- John Gibbon - Principal Manager - Office Services, Customer Care & Information, Halton Borough Council
- Gerald Meehan - Strategic Director, Children & Young People's Directorate, Halton Borough Council
- Debbie Westhead - Business Relationship Manager - Commission for Social Care Inspection (CSCI)
- Howard Cockcroft – Culture & Leisure – Halton Borough Council