

Tuesday, 09 July 2013

Meeting of the Health and Wellbeing Board

Wednesday, 17 July 2013

3.00 pm

Meadfoot Room, Town Hall, Castle Circus, Torquay, TQ1 3DR

13. **Information Pack** (Pages 81 - 95)
To note the contents of the information pack which is published as a separate document to the main agenda reports pack.

For information relating to this meeting or to request a copy in another format or language please contact:

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Agenda Item 13



(Our Ref: ss/sh
Sent via email

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Gloucester Area Team
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Health & Wellbeing Board & Overview
and Scrutiny Panels (via supporting
officers)

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27th June 2013

Dear Colleagues,

Re: Review of Specialised Commissioning Service Specifications

As you know NHS England (via groups of clinical, commissioning and patient experts called 'Clinical Reference Groups') have been developing service specifications for Specialised Services, for which it holds direct commissioning responsibility. I am writing to let you know what is now being asked of providers and to seek your continued commitment to support the process.

As you may recall a range of stakeholders, including local authority colleagues, patients, carer and the public, were given the opportunity to comment on draft versions of the service specifications over the Christmas period. As a result, specifications were then refined in response to the comments that were received.

Links to the refined services specifications are below

<http://www.england.nhs.uk/npc-crg/>.

The next stage is to determine *local* compliance with each of the service specifications. Hence, providers of specialised services are now being asked to assess their services against the specifications by the 19 July 2013 and upload this information to a database called Unify2. It is appreciated that this is a tight timescale but as there has already been considerable provider involvement in the draft service specification reviews so we do not expect this to be too challenging. The Unify2 tool asks providers to answer a series of specific questions. These questions have been drawn out of the service specifications by the respective Clinical Reference Groups and are aimed at ensuring a nationally consistent assessment process.

I have attached the national timescales associated with this process, which clearly outlines the requirement for the Clinical Commissioning Groups and local authority colleagues to support the assessment and review of the local impact of any service changes required to fully implement each service specification.

As previously stated, the timescale for the initial service reviews is tight. Should there be any change to the deadline or the programme of work specified in the attached milestones outline we will let you know as soon as we can. Meanwhile, my team are available to support any specific questions that your organisation may have. In the first instance please address any question **Page 8** Head of Stakeholder Engagement, Lou

Farbus, on lfarbus@nhs.net.

Contd..

Thank you for your support in this matter.

With Best Wishes

Yours sincerely,

Steve Sylvester
Head of Specialised Commissioning
NHS England: Bristol, North Somerset, Somerset and South
Gloucestershire Area Team

cc: Linda Prosser, Director of Commissioning, BNSSSG AT
Debra Elliott, Director of Commissioning, Bath, Gloucester, Swindon & Wiltshire AT
Bridget Sampson, Director of Commissioning, Devon, Cornwall & Isle of Scilly AT
Caroline Gamlin, Medical Director, BNSSSG AT
Elizabeth Mearns, Medical Director, Bath, Gloucester, Swindon & Wiltshire AT
Graham Lockerbie, Medical Director, Devon, Cornwall & Isle of Scilly AT

Sunita Berry, Network & Senate Associate Director

Specialised Commissioning Team

Att: Project Milestone Measure

Measuring provider compliance against the service specifications within a sub-regional service plan – project milestone measures

Date of Project Board	Reporting measures
w/c 8 th July	<p>Initial assessment of provider compliance (Regional Teams):</p> <ul style="list-style-type: none"> • Number of providers that have self-assessed against the specifications. Table of providers with RAG rating indicating: green – self assessment complete; amber – self assessment underway, no problems expected; red – problems with self-assessment. For any red areas, RTs should summarise the action being taken to enable the provider to complete the self-assessment. • List of emerging potential areas for national derogation and/or where service specifications may need amendment
19 July 2013	Providers to complete template and submit and sign off to Unify 2
26 July 2013	Area Teams to review submission and sign off within Unify 2
w/c 29 July 2013	<p>Final assessment of provider compliance (Regional Teams):</p> <ul style="list-style-type: none"> • Provider compliance against the specifications. Table of providers and specifications, with each cell complete for the compliance level – from 1 to 4. Commentary to be provided for any entries at level 3 or 4. • Updated list of emerging potential areas for derogation and/or where service specifications may need amendment. [Final list to be agreed at this meeting]
w/c 5 August and 12 August – National Team to discuss areas with Clinical Reference Groups to identify whether there are common barriers or derogation actions that need to be considered	
w/c 26 August	<ul style="list-style-type: none"> • Regions to lead local process for impact assessment across CCGs with HWB and LAs
w/c 2 September to 20 September	<ul style="list-style-type: none"> • Provider based overview of specification ready for implementation with/without derogations in place • To agree with providers •
w/c 23 September	<ul style="list-style-type: none"> • Develop a work programme for the review of specifications which require national amendment

Title: Health Scrutiny Board – Update

Wards Affected: All

To: Health and Wellbeing Board

On: 17 July 2013

Contact: Kate Spencer

Telephone: 01803 207014

Email: Kate.spencer@torbay.gov.uk

-
1. Torbay Council's Health Scrutiny Board has been re-appointed with the following membership:

Councillors Bent, Davies, Doggett, Ellery, Hytche, McPhail and Thomas (J).

There is also one vacancy on the Board.
 2. At its first meeting, Councillor Davies (the Health Scrutiny Lead Member) was elected Chairman of the Board.
 3. The Board is currently determining its Work Programme for the forthcoming year with possible issues for consideration including domiciliary care, substance misuse and Devon Partnership NHS Trust.

Torbay Safeguarding Adults Board Business Plan 2013/14

Introduction

The Government has set out six principles to govern the actions of Adult Safeguarding Boards:

- Empowerment – taking a person-centred approach, whereby users feel involved and informed.
- Protection – delivering support to victims to allow them to take action.
- Prevention – responding quickly to suspected cases.
- Proportionality – ensuring outcomes are appropriate for the individual.
- Partnership – information is shared appropriately and the individual is involved.
- Accountability – all agencies have a clear role.

The Safeguarding Adults Board expects a new legal requirement to be created for health, social care and police services to work together through Safeguarding Adults Boards to achieve the principles set out in the Government's Safeguarding Adults Policy 2012.

The Experts by Experience sub group has carried out work with a range of service users which will be used to inform the TSAB of people's priorities for keeping and feeling safe from abuse and neglect. The information gained from this work, from other reports highlighting Safeguarding concerns, such as Winterbourne View and the Francis Report and from local learning from Serious Case reviews will be used to identify priorities for safeguarding vulnerable adults and protecting the human rights of people with disabilities and long term health problems.

The TSAB faces the challenge of achieving these aims in another year of major change in the NHS, and continuing financial restrictions in all public services.

Priorities

The Devon Safeguarding Adults Board has identified the following priorities for strategic development.

1. **Ensuring good governance as a statutory body**
2. **Learning, improvement and training**
3. **Prevention**
4. **Policy, performance and practice standards**

Each of these support the Governments 6 principles for Safeguarding Adults.

Work-plan from April 2013 to April 2014

1.Ensuring clear governance as the statutory body responsible for Safeguarding Adults in Torbay

	What we are going to do	Lead Responsibility/sub group	By when	Measurement of progress to be used	Strategic Outcome Demonstrator	Links to other workstreams/updates
1	To review the membership of TSAB in the light of changing organisation structures and accountabilities to ensure full representation and accountability.	Executive Group	July 2013	TSAB has commitment to representation on a regular basis from key partners to provide system wide assurance.	Confirmation of partner organizations represented at TSAB and updated terms of reference for the Board.	
2	Accountability in reporting arrangements from all membership (carried	Executive Group	July 2013	All partner organizations to provide information to	To develop a reporting scorecard that allows benchmarking against agreed standards for	Discussed at SAB, to include in 2013/14 next business plan. Develop SAB performance

	forward from 2012 Work Plan)			evidence performance against agreed standards	all agencies (Policy and Practice subgroup to develop)	metrics
3.	Develop links with the Health and Wellbeing Board	Executive Group	July 2013	Agreement in place regarding reciprocal communication and accountabilities	Shared strategy direction	
4..	Expectations of roles and responsibilities in Safeguarding 'top to bottom'	Executive Group	Sept 2013		Everyone has clarity regarding their roles and responsibilities in safeguarding ranging from that of a citizen to a member of the SAB.	Katie Ogilvie survey completed. This will inform development of revised SAB member responsibility document. To include in SAB Business plan for 2013
5.	Review business support and business management capacity	Executive Group	July 2013	Costed recommendation	TSAB will have sufficient administrative support to function effectively	

2.Learning ,Improvement and Training

	What we are going to do	Lead Person/subgroup	By when	Measurement of progress to be used	Strategic Outcome Demonstrator	
6.	MCA/DoLs Training and awareness : To deliver a training plan the aims of which are to provide appropriate levels of awareness, knowledge and expertise across all staff groups, Training will reflect national competency	MCA Subgroup Training subgroup	Sept 2013	Implementation and evaluation of training plan	A training plan provides Awareness, Introduction, Workshops, Case Law updates, Chairing skills and Best Interest Assessor qualification. A range of training methods are employed and evaluation of training undertaken MCA/MHA/Safeguarding	Draft MCA training plan developed and presented to TSDCT integrated safeguarding committee. Need to ensure CCG engagement. Meetings underway to finalise strategy.

	framework for MCA				interface is an integral part of this training	
7	Best Interest Meetings: Put in place guidance and templates for Best Interest Meetings that enable clarity and aid decision making.	MCA Subgroup Training subgroup	Sept 2013	Clarity about when there is a need for Best Interest meetings	There will be guidance and templates for Best Interest Meetings that enable clarity and aid decision making.	Progress report received in June. Delia and Nicky Griffin to update Link to CQUIN 13/14 regarding Shared Decision Making
8	DoLs screening tool. Put in place DoLs screening tool for use in assessments and reviews to improve identification of concerns about individuals..	MCA Subgroup Training subgroup	Sept 2013	Screening tool in place and evidence of use	SAB will be assured that DoLs applications will be made whenever appropriate.	
9	Police Safeguarding review Implementation	Policy and Practice subgroup	Dec 2013	Options to be clarified and presented to full SAB for decision about future service direction.	Agree strategic direction for Safeguarding Adults Services in the light of the findings of the Police Review	

3. Prevention

	What we are going to do	Lead Person/subgroup	By when	Measurement of progress to be used	Strategic Outcome Demonstrator	
10	Ensure that information and advice is available to citizens to enable them to take appropriate action to safeguard	Prevention	March 2013	Alerts regarding financial abuse will reduce	SAB will have confidence that there is appropriate support available for citizens to protect themselves better.	

	<p>themselves eg Lasting Power of Attorney</p> <p>11</p> <p>Ensure access to appropriate training and advice and opportunity to share best practice amongst independent providers.</p>	Prevention	Sept 2013	<p>There will be a forum to promote best practice and sharing of expertise for quality assurance of independent care providers. Evidence of learning</p>	<p>Assurance that independent sector provides have opportunity to develop best practice</p>	<p>Link to Winterbourne View Action Plan</p>
	<p>12</p> <p>Prevention through commissioning, provision and monitoring of high quality care</p>	Prevention	Sept 2013	<p>Implement a joint health and social care system for assurance of independent care providers, supported by audit and measurement delivered in partnership</p>	<p>Assurance that independent sector provides have opportunity to develop best practice</p>	<p>Link to Winterbourne View Action Plan</p>
	<p>13</p> <p>Develop strategy to tackle hate and mate crime</p>	Prevention	Dec 2013	<p>Measures in place to increase awareness and establish mechanisms for reporting and investigation.</p>	<p>Assurance that this aspect of Safeguarding is receiving due attention and action.</p>	

4. Policy, Performance and Practice Standards

	What we are going to do	Lead Person	By when	Measurement of progress to be used	Strategic Outcome Demonstrator	Jan 2013 update
14	Consistency in reporting tools/templates/guidance	Policy and Practice subgroup	Sept 2013	Reporting scorecard for all organisation to enable a consistent approach to monitoring quality and performance.	The Board and members will be able to review performance and share any learning with others in key performance initiatives creating a continuous cycle of quality improvement.	Work underway to review SAB reporting template
15	Adapt and take account of new and emergent recommendations and guidance from local, regional and national reports	Policy and Practice subgroup	Ongoing	Evidence from partner organisations that recommendations from Winterbourne View and Francis reports are included in practice and policies. Audit requirement to be put in place	Policy and practice guidance across all partner organizations will be updated on a regular basis to reflect recommendations.	

Systems and practice group 17.1.1.12

16	Recognition of: Sub-cultures Ethnic diversity Religious diversity Cultural diversity	Policy and Practice subgroup	Sept 2013	To undertake a robust equality impact assessment on a sample of 5 policies to ensure compliance with equality impact assessment requirement.	Policies and practice recognize sub cultures	Update from SAB members required
17	Understand the experience of individuals who have been part of Safeguarding Adults procedures	Experts by Experience	Oct 2013	Report and recommendations of improvements required	Experience understood and used to inform practice	
18	Use the outcomes of the Experts by Experience Group to improve Safeguarding Adult services	Policy and Practice subgroup Experts by Experience	Jan 2014	Implement recommendations of improvements into practice guidance as appropriate	Experience understood and used to inform practice	

Stronger Communities Board Update July 2013

End of Year Performance Summary 2012 / 13

Both crime and ASB fell in 2012/13, crime by 6% to 9535, and ASB by 23% to 5330.

Most crime types fell but there were increases in violent crime (increase of 196 offences to 2651) and sexual offences (increase of 48 offences to 222). Domestic abuse incidents (3146) and crime (937) remained at a similar level. Positive outcomes for domestic abuse crimes fell slightly to 36%.

Repeat cases at MARAC were up to 38%.

Data for alcohol related admissions and adult and youth reoffending is subject to delays due to the way it is analysed. Latest data in all cases showed small reductions, the adult reoffending rate was 27% and the youth rate 33%..

Peninsula Strategic Assessment / Torbay Strategic Assessment

Strategic priorities for Torbay and the Peninsula were agreed at the SCB meeting in June and remain unchanged from previous year. These are: Abuse in the Family (inc Domestic Abuse); Alcohol, and the Night Time Economy; Anti Social Behaviour; Reoffending. The Torbay Strategic Assessment is due for completion by the end of August and the Peninsula Strategic Assessment due for completion in November.

Police and Crime Commissioner

Relationships continue to build with the PCC and his office. There is a peninsula commissioning event planned for the 18th September, to help support and build further good relations with the PCC and his team.

Cllr Robert Excel has formally replaced the Mayor on the Police and Crime Panel – which is the scrutiny process for the Police and Crime Plan.

Key Activity since Last Report

vS@fe

Virtually S@fe is a new project in Torbay that offers practical online safety advice for local people and aims to keep children safe in cyberspace.

Virtually S@fe does two things:

1. Gives 'hands on' online safety advice for parents and carers
2. Provides special presentations for children in schools

Virtually S@fe is a project delivered by Safer Communities Torbay and Hele's Angels. It's funded by Police and Crime Commissioner and the Torbay Safeguarding Children Board.

14 Virtually S@fe events were delivered between March and April 2013. The total number of people accessible via these events totals 3138. 112 parents have been

actively engaged with (i.e. provided with demonstrations/full discussions) and 288 children have received presentations.

The project has been recognised as excellent practice by MP Sarah Wollaston, MP Adrian Sanders, and the Police and Crime Commissioner and the project team have been invited to speak at a national conference on their work.

Visit www.torbayvirtuallysafe.co.uk/virtually-sfe-a-bit-of-a-project-update/ for further project updates. Follow the team on Twitter @VirtuallySafe1

Domestic Homicide Reviews (DHR)

Torbay is currently processing two DHRs in relation to homicides on 7 March 2013 (in Torbay) and 28 December 2011 (in Dorset). The decision to review the Dorset 2011 homicide was taken because the perpetrator resided in (and accessed a range of services from) Torbay.

A criminal outcome has been achieved for each homicide (i.e. the court process is complete and each perpetrator convicted).

To date the process has been steered by a small 'Core Group' of multi-agency senior managers and the Chair of the Community Safety Partnership and an initial information gathering activity has taken place.

A review panel is now set up to collate further and more detailed information to enable reports to be created to demonstrate the findings of each DHR.

Each review will:

- Seek to establish the sequence of agency contact
- Invite the involvement of the family (and, if appropriate, friends) to provide a robust analysis of events.
- Consider whether, under the circumstances, agency intervention potentially could have, or would not have, prevented the victim's death, given the information that comes to light through the review.
- Provide a report for each DHR which summarises the chronology of events, analyses and comments on the actions of the agencies involved, and makes any required recommendations for improving the way agencies, singly and together, respond to domestic abuse.
- Identify how and within what timescales any recommendations will be acted on, and what is expected to change as a result.

Bob Spencer has been appointed as the Independent Chair of the Review Panel for each DHR and will be supported by Vicky Booty, Project Manager, Safer Communities.

Agenda Item 13

Appendix 5

Youth Offending Team Management Board Update June 2013

The Stronger Communities Board has fulfilled Torbays Statutory Duties by acting as the management board for the Youth Offending Team

At the Stronger Communities planning event in April 2013 it was agreed there were deficits in the Stronger Communities Board ability to meet the demands of the YOT management board statutory duties. The partnership took the view that to enable a stronger focus on Youth Justice the YOT management Board should become a separate entity. This in turn will enable a stronger focus on the work of the YOT and increase the overview and scrutiny in line with the expectations of Her Majesty's Inspectorate of Probation.

In June a YOT Management Board planning event was undertaken with all statutory partners represented, to discuss the current arrangements and the way forward. The board has considered the findings from other local authority inspections and the HMI Probation Inspection Framework which will form part of a work plan for the board within the Youth Justice Plan.

The YOT management Board **must** as a minimum have representation from the following:-

- Local Authority
- Police
- Health
- Probation

The Torbay YOT Management Board also has representation from Community Safety, Youth Court and the Police and Crime Commissioner (PCC)

New terms of reference have been drafted (attached) and circulated ready for sign off at the next meeting in September.

The Management Board will meet on a quartley basis immediately proceeding or following the Stronger Communities Board.

The chair of the YOT management board must be a director level from one of the Statutory partners, this is currently held by the Director of Public Health.

Priorities for the Board for the next three months:-

- Agree and sign off new terms of reference
- Agree 'champions' for areas of business
- Sign off annual Youth Justice Plan

Areas of focus for the YOT will include:-

- Sexually inappropriate/harmful behaviours
- Restorative Justice
- Wider use of volunteers
- Young perpetrators of domestic abuse