



Minutes

Title of meeting	Senior Safeguarding Board		
Date	7 November 2019		
Venue	Waterside Court, Leeds		
Chair		Secretary	
Attendees		Copies to	All invitees

xx opened the meeting and all attendees introduced themselves, it was explained that going forward all meetings will be face to face and will be in different locations, they can be hosted by providers.

Terms of Reference

The group previously had a ToR which will be reviewed, developed and agreed across the group.

The purpose of the group is to oversight across all contract areas, both AASC and AIRE, establish a safeguarding framework & provider strategy documents and to look strategically at safeguarding issues.

There was a discussion about whether the group should be extended to include NHS/police/LA colleagues but it was decided that currently should be just between HO & providers. Once we have a strategic framework in place we can present a structured picture to external stakeholders.

xx pointed out that while we are developing a joint framework it was important that we don't make assumptions around LA expectations and policies and we need to be comfortable with what LAs can and are prepared to deliver

As we develop the framework we can ask LAs to fill gaps as they are discovered.

xx informed the group that there is currently a cross BICS review of safeguarding and we may want to share some of the work we are doing with them. She also suggested that we express what we want to achieve with the group in terms of what our successes will be.

xx suggested that once the group has developed the framework we can meet with operational parts of the business and explain what we need them to do to ensure that the HO and providers can deliver what is needed.

Safeguarding Framework & Documentation

This will demonstrate a joined up approach and will consist of;

- A short framework which introduces strategies that all will sign up to and sets out core principals
- Provider safeguarding strategies

The contracts do not explicitly states what is expected in terms of safeguarding.

xx have started to draft a document which explains safeguarding principals.

AP 1 – xx to share draft with the group and request framework & provider documents in time for the next meeting

The framework will be very high level as the detail will be contained within the individual strategies and will be a living document which can be changed and adapted.

AP2 –xx to provide feedback on the safeguarding document provided by Serco.

xx informed the group that Migrant Help have just been through a safeguarding audit and their strategy is being amended in line with that.

It was explained that the documentation will provide the basis of discussion for future meetings.

There should be a risk & issues log for the group that will be different from the log circulated for CMG & SRMB meetings. Contingency is currently a big risk and there are some stand out safeguarding risks involved in this such as communicable diseases so it is important to have a dedicated risk record.

Xx suggested that there should be a working group that can report to this board which we can task some actions to. It could involve safeguarding people, SDMs, operational staff and look at who owns what and how different scenarios should be dealt with. It would help the board understand regional issues that are replicated across the country, would help with local engagement and enable us to share examples of good practice.

AP3 – xx – establish working groups in each region and feedback membership at the next meeting.

AP4 – xx – conduct review of HO & providers risk registers (specifically around safeguarding), ensuring they capture what is needed and provide feedback.

The working group will also look at how the framework cascades down into their business area policies & practices, identify gaps and for a CI program. Conduct a gap analysis across the contracts to make sure nothing is being missed.

Specific Accommodation Requirements

Accommodation requests can be hit & miss and we should take opportunities to apply the “no choice basis” rule more robustly, If we make consistent specifications when dealing with vulnerable people we can ensure that the important information is being shared

Caseworkers and provider staff often have different understanding of terminology so an agreed way of communicating will have a big impact. Information being provided should be specific, measurable, concise and able to be acted upon.

xx circulated a proposal and has requested feedback from the providers. The proposal will be used alongside existing policy.

AP5 – xx – to share proposal and policy to providers and ask for comments by end of next week.

xx suggested that it might be helpful for HO caseworkers to shadow provider staff to see how requests are dealt with from their side so can see the impact of the requests that are being made and pointed out that we need to be aware how the requirements impact on how LAs deal with these cases at the end of the process which can also create challenges with the providers.

xx pointed out how we are currently being inundated with PAPs & JRs around accommodation requests and getting this process right will help us reduce these be arranging suitable accommodation or being able to confidently push back on accommodation requests

This will be added as an agenda point for next month’s meeting.

AOB

SDMs to be involved in working group and job shadowing.