

**Safeguarding adults in care homes Guideline Committee Meeting 3**

**Date:** 1<sup>st</sup> March 2019

**Location** RCOG, London

**Minutes:** FINAL

| <b>Committee members present:</b> |                       |
|-----------------------------------|-----------------------|
| Nageena Khalique QC (Chair)       | Present for notes 1-6 |
| Rachel Fyson (Topic Adviser)      | Present for notes 1-6 |
| Sandra Murphy                     | Present for notes 1-6 |
| Dorothy Hodgkinson                | Present for notes 1-6 |
| Karen Brown                       | Present for notes 1-6 |
| Martin Sexton                     | Present for notes 1-6 |
| Linda MacDonnell                  | Present for notes 1-6 |
| Barbara Jacobson                  | Present for notes 1-6 |
| Elizabeth Walton                  | Present for notes 1-6 |
| Linda Whitworth                   | Present for notes 1-6 |
| Nadia Milligan                    | Present for notes 1-6 |
| Luke Woods                        | Present for notes 1-6 |
| Tracey Roscoe                     | Present for notes 1-6 |
| Sue Martindale                    | Present for notes 1-6 |

| <b>In attendance:</b>   |                                      |                       |
|-------------------------|--------------------------------------|-----------------------|
| Lisa Boardman           | NGA Guideline Lead                   | Present for notes 1-6 |
| William Alaran          | NGA Project manager                  | Present for notes 1-6 |
| Jennifer M. Francis     | NGA Senior Systematic Reviewer       | Present for notes 1-6 |
| Ted Barker              | NGA Systematic Reviewer              | Present for notes 1-6 |
| Ifigeneia Mavranouzouli | NGA Health Economist                 | Present for notes 1-6 |
| Elise Hasler            | NGA Information Scientist            | Present for notes 1-6 |
| Bridget Warr            | NGA Social Care Advisor              | Present for notes 1-6 |
| Jennifer Francis        | NGA Business Administrator           | Present for notes 1-6 |
| Justine Karpusheff      | NICE Guideline Commissioning Manager | Present for notes 1-6 |
| Edgar Masanga           | NICE Resource Impact Lead            | Present for notes 1-6 |

|                     |                            |
|---------------------|----------------------------|
| <b>Apologies:</b>   |                            |
| Palida Teelucknavan | NGA Project Manager        |
| Jennifer Francis    | NGA Business Administrator |
| Paul Kingston       | Committee member           |
| Ellie Zavaroni      | Committee member           |

## 1. Welcome and objectives for the meeting

The Chair welcomed the Committee members and attendees to the third guideline committee meeting on Safeguarding adults in care homes. The Committee members and attendees introduced themselves.

The Chair reminded all present that the Committee is independent and advisory, that its decisions and recommendations to NICE do not represent final NICE guidance, and that they may be changed as a result of public consultation.

The Chair informed the Committee that apologies had been received and these are noted above.

The Chair outlined the objectives of the meeting, which included: A reminder on the Financial Year Deadlines; NICE Resource Impact Assessment; Economic Plan; Review Questions 1.1 and 2.1; Drafting recommendations; Developing draft Protocols 4.1, 5.1 and 5.2; Reviewing the Guideline Committee membership and Co-opted members; Agreeing the Topic Group Leads.

## 2. Confirmation of matter under discussion, and declarations of interest

The Chair confirmed that, for the purpose of managing conflicts of interest, the matter under discussion was Safeguarding adults in care homes. The Chair asked everyone to verbally declare any interests.

| Name             | Role with NICE                                  | Type of interest        | Declarations of Interest, date declared  | Decision taken          |
|------------------|---|-------------------------|--|-------------------------|
| Elizabeth Walton | Committee member (Community or care home nurse) | Indirect, non-financial | Recently appointed as the Chair of the Greater Manchester Designated Nurse Network and as a result, I am now also the co-opted member of the Safeguarding Adults National Network (SANN) | Declare and participate |

The Chair and a senior member of the Developer's team noted that the interests declared did not prevent the attendees from fully participating in the meeting.

### **3. Minutes of the last meeting**

The Chair asked the Committee if it wanted any changes made to the minutes of the last meeting. The Committee agreed that the minutes were a true and accurate account of the meeting.

### **4. Presentations**

The Chair introduced Edgar Masanga, NICE Resource Impact Lead, who gave a presentation on Resource Impact Assessment.

The Chair introduced Ifigeneia Mavranzouli, NGA Health Economist, who gave an update on the Economic Plan.

The Chair introduced Ted Barker, NGA Systematic Reviewer, who gave a presentation on the evidence for the following Review Questions:

Q1.1 What indicators should alert people to the possibility of abuse in care homes?

Q 2.1 What indicators should alert practitioners to the possibility of neglect in care homes?

The Chair introduced Jennifer M Francis, NGA Senior Systematic Reviewer, who gave a presentation on the following draft Protocols:

Q4.1 What support and information is needed by adults accessing care and support in care homes, and by practitioners and families, when a safeguarding concern is raised?

Q5.1 What are the barriers and facilitators to effective strategic partnership working, information sharing and communication involving care homes, local authorities, Safeguarding Adults Boards and local health organisations?

Q5.2 What are the barriers and facilitators to effective multi-agency working at the individual operational level?

The Chair thanked all the presenters for their presentations.

#### **5. Questions and discussion**

The Committee discussed each presentation in relation to this guideline and were given the opportunity to ask questions. The Committee then drafted the recommendations based on the evidence heard.

The Committee also discussed the Committee membership list and agreed to appoint a Police representative as a Co-opted member to the Committee. Recruitment for this role will start soon.

#### **6. Any other business**

The Chair reminded Committee members to submit their expenses before the end of the financial year.

The Committee agreed discussed volunteers for Topic Group Leads and it was agreed that Committee members would email the NGA team if they would like to be a Topic Group Lead.

There was no other business.

**Date of next meeting:** 04/04/2019

**Location of next meeting:** Make Venues, Broadway House, Tothill St,  
Westminster, London SW1H 9NQ