

*The main object for which the Company is established is to promote safeguarding of adults who may be vulnerable, protect them from all forms of abuse by persons, organisations and institutions and develop a national plan for promoting their welfare. This will be achieved by promoting inter-sectoral collaboration, developing public and professional awareness and education, and undertaking research to inform policy, practice and legislation in the Republic of Ireland.*

*Subsidiary Objects*

*As objects incidental and ancillary to the attainment of the Main Object, the Company shall have the following subsidiary objects: -*

*To do the following for the benefit of adults in the Republic of Ireland who may be vulnerable:*

- (a) To raise public understanding of attitudes, behaviours, circumstances and systems that create vulnerability that may result in abuse and that may require a safeguarding response.*
- (b) To promote the protection and rights of people who may be vulnerable by encouraging organisations and services to recognise, prevent and deal with exploitation and abuse effectively*
- (c) To inform and influence Government policy and legislation to safeguard the rights of people who may be vulnerable.*

**Safeguarding Ireland**

**Approved Minutes of Board Meeting**

**By VideoConference – Zoom**

**On**

**13<sup>th</sup> September, 2022.**

NAME	PRESENT	APOLOGIES	INITIALS
Patricia Rickard-Clarke.	X		PRTC
David Byrne.	X		DB
Colm Nolan		X	CN
Annmarie O'Connor	X		AMOC
Louise O'Mahony	X		LOM
Nora Owen.	X		NO
Amanda Phelan.	X		AP
Phelim Quinn.	X		PQ
Mervyn Taylor.	X		MT

**IN ATTENDANCE:**

NAME	POSITION	PRESENT	APOLOGIES	INITIALS
Tim Hanly.	GM, HSE NSO		X	TH
Celine O'Connor	PSW, HSE	X		COC
Ronan Cavanagh	Cavanagh Communications.		X	RC
Paschal Moynihan.	Safeguarding Ireland.	X		PM

## ISSUED IN ADVANCE:

- **Board Documents.**

- Agenda.
- Activities Update.
- Draft Minutes of meeting 26<sup>th</sup> July, 2022.
- Final approved Minutes Board Meeting 23<sup>rd</sup> May, 2022.
- Draft Complaints Policy.
- Draft Template record Deleted Files.
- Finance Report Sept. 2022.
- Record of Concerns Jan-Aug., 2022.
- Risk Register Update Aug., 2022.
- SI Submission on Homecare Regulations Aug., 2022

- **Correspondence.**

- Letter from SI to Min. Health 11<sup>th</sup> July, 2022.
- Email from Minister Butler, 2<sup>nd</sup> August, 2022.
- Email from DoJ 3<sup>rd</sup> Aug., 2022.
- Letter to Min. Comms 8<sup>th</sup> Aug., 2022.
- Email from Min. Comms office 9<sup>th</sup> Aug., 2022.
- Letter to Min. Finance 8<sup>th</sup> Aug., 2022.
- Letter from SI to Liam Woods, HSE, 12<sup>th</sup> Aug., 2022.
- Email from Min Finance 30 Aug., 2022.
- Email from SI to DoJ 3<sup>rd</sup> Aug., 2022.
- Letter from SI to ComREG 3<sup>rd</sup> Aug., 2022.
- Email from ComREG 3<sup>rd</sup> Aug., 2022.
- Letter from ComREG 18<sup>th</sup> Aug., 2022.
- Letter from SI to JP Nolan HSE re Five Nations Conference Series 12<sup>th</sup> Aug., 2022.
- Letter from JP Nolan, HSE re Five Nations Conference Series 29<sup>th</sup> Aug., 2022.
- Letter from SI to Min. Finance 8<sup>th</sup> Aug., 2022.
- SI Submission on Retail Banking Review.
- Letter from Sinn Féin re its Ard Fheis.

### Actions from meeting 26<sup>th</sup> July.

No.	Action	Status.	Resp.
1	File amended and approved Minutes of Board Meeting May 23rd.	Completed.	PM.
2.	Write letter to Minister for Health in relation to representation on the Mental Health Commission.	Incomplete – Minister responded prior to SI writing its letter.	PTRC, PM.
3.	Continue to engage with the Department of Justice in relation to extension of the provisions of the Domestic Violence Act.	Ongoing.	PTRC, PM.
4.	Write follow up letter to Mr. Liam Woods HSE in relation to adult safeguarding and the Regional Health Authorities.	Complete.	PTRC, PM.
5.	Continue preparations for National Adult Safeguarding Day, including engagement with PA Reference Group, An Garda, clarification from HSE on its requirements.	Ongoing.	PTRC, CN, RC, PM
6.	Read and know the SI Memorandum of Understanding and Articles of Association, the SI Risk Register and the Charities Governance Code.	Complete and ongoing.	All Board members.
7.	Clarify if SI hard copy file, previously held in HIQA office, had been destroyed.	Complete.	PM.
8.	Update Risk Register in light of no. 7 above.	Complete.	PM.
9.	Maintain register of deleted/destroyed SI records.	Ongoing.	PM.
10.	Update Complaints Policy to comply with Board requirements under AOB in minutes above.	Complete.	PM.
11.	Provide summary to Board of adult safeguarding concerns received by SI.	Complete.	PM.
12.	Complaints to be standing item on Board agenda.	Ongoing.	All.
13.	Succession Planning to be on Agenda for next Board meeting.	Agenda item.	PM
14.	Agenda item for next Board meeting – consider representation by the people that SI represents.	Agenda item.	PM

## 1. Welcome.

- The Chair opened the meeting and welcomed all to the meeting and noted apologies as above.
- The Chair and Board members extended their condolences to RC on the recent passing of his father.

## 2. Conflicts of Interest.

- The Chair asked if Board members had any conflicts of interest to declare. There were no declared conflicts of interest.

## 3. Draft Minutes of Meeting of July 26th.

- The Chair suggested amendments to the draft minutes of the meeting of July 26<sup>th</sup> as follows – amend 2<sup>nd</sup> sentence, first bullet point under Item no.10 AOB to read *‘These included the SI Memorandum and Articles of Association, the SI Risk Register, the updated SI Complaints Policy and the Charities Governance Code...’* and amend item no. 6 under Actions from meeting to read *‘Read and know the SI Memorandum and Articles of Association, the SI Risk Register and the Charities Governance Code’*.
- These proposed amendments were agreed by the Board. There were no other suggested amendments to the draft minutes.

## 4. Actions from previous meeting.

- The Chair referred to the proposed actions from the previous meeting as highlighted in the table above.
- SI had not issued a further letter to the Minister for Health as the Junior Minister Anne Rabbitte had written an email to SI in relation to its proposal on the membership of the Mental Health Commission.
- All of the other proposed actions had been completed, are ongoing or are an agenda item for the meeting today.

## 5. Correspondence.

- The Chair referred to recent correspondence, copies of which were included with the Board papers for the meeting.
- Among the correspondences, the Chair noted particularly that S.I. had made a submission on the draft Homecare Regulations to the Department of Health.
- The Chair also noted that SI had made a submission on the Review of the Retail Banking sector to the Department of Finance and she thanked AMOC in particular for her contribution to this. She pointed out that SI had been invited to a meeting with the Dept. of Finance following this submission and this meeting had taken place on 6<sup>th</sup> September with PTRC, AMOC and PM in attendance.

## 6. Activities.

- The Chair referred to the Activities Report update which had been circulated with the documents for the meeting.
- The Chair highlighted the meeting with the Dept. of Finance referred to above and invited AMOC to update the Board regarding the meeting.
- AMOC said that it was good to get the opportunity to make the submission and to meet with the representatives from the Dept. of Finance. She said that SI had raised many issues which may not have been considered by the Department as part of its review. These included a need to include consideration of vulnerable people in any review. There is also a need to see the emergence of suitable online products for vulnerable customers. She said there is also a need to strengthen the vulnerable customer units and the BPFi have done quite a bit of work in relation to this.
- The Chair also confirmed that SI had raised the issue of ID in order to open a bank account, stating that many people do not possess a driver's license or passport and consideration that the Public Services card might be accepted as proof of identity.
- The Chair also confirmed that SI was scheduled to meet HIQA on 14<sup>th</sup> September in relation to outstanding debt for residents in long term residential care and the possibility of financial abuse of such residents. The meeting would also include representatives from the HSE and Sage Advocacy.
- PQ suggested that, at the meeting, SI might query the status of a report being compiled jointly by HIQA and the NTPF.
- The Chair also confirmed that SI was scheduled to meet with the Department of Health on 14<sup>th</sup> of September. This meeting is in relation to the Department's drafting of its safeguarding policy and the Chair confirmed that she will update the Board at its next meeting.
- The Chair referred to an approach made to SI by Dr. Sarah Donnelly, Assistant Professor in Social Work / Director of Graduate Studies in UCD. Dr Donnelly had asked if SI would collaborate with UCD in hosting an adult safeguarding conference in Q1 next year. The Board agreed in principle on this and the Chair will follow up with Dr. Donnelly.

## 7. Public Awareness.

- The Chair stated that the September public awareness campaign in relation to planning ahead and the making of Enduring Powers of Attorney had commenced on 12<sup>th</sup> September.
- Safeguarding Ireland has called for a major increase in the number of adults making an Enduring Power of Attorney (EPA), in order to safeguard and reduce adult abuse.

- She said that research by RED C has found that just 6% of Irish adults have an EPA in place.
- The Chair also stated that plans were continuing in relation to National Adult Safeguarding Day scheduled to take place on 11<sup>th</sup> November. She referred to a commitment to part fund activities associated with the Day and invited PM to update the meeting in relation to the funding.
- PM stated that the HSE had indicated that it would provide funding of €50k towards the Day.

#### **8. Finance Update.**

- The Chair referred to the Finance update circulated with the Board documents for the meeting. She asked if there were any questions in relation to the finance update and there were none. She noted that CN was unable to attend today's meeting and suggested to Board members that if they had any follow up questions that they might contact CN.

#### **9. Training.**

- The Chair stated that SI receives many requests in relation to adult safeguarding training and invited PM to update the meeting in relation to some of these.
- PM confirmed that a lot of training requests have been received. SI plans to deliver a basic introduction to adult safeguarding training programme to members of The Wheel in mid-October. This follows some work by MT and discussions he had with members of The Wheel approximately one year ago.
- In addition to the above, PM confirmed that Safeguarding Ireland will deliver an adult safeguarding presentation to members of the ICGP early next year. SI had been contacted by the ICGP requesting adult an safeguarding training presentation.
- COC said that, while the HSE provides safeguarding training to HSE and HSE funded organisations, any organisation can access adult safeguarding training on HSEland.
- PM suggested that he would send a copy of the presentation that SI had prepared for The Wheel to COC for any suggestions she might have in relation to it.
- AP said that the programme in TCD on adult safeguarding was fully subscribed but that uptake is mainly among staff working in the health and social care setting even though it was established to cater for students across all sectors.

#### **10. Adult Safeguarding Concerns.**

- The Chair noted that SI receives a number of adult safeguarding concerns and it was agreed at the July Board meeting that PM would outline a summary of these for 2022 for this meeting. The Chair invited PM to update the meeting on these.

- PM referred to the summary of concerns which had been circulated with the Board documents. He said that the document contained only safeguarding concerns which had been notified to SI and did not contain general information requests. He also said that, in some cases when he had contacted the HSE Safeguarding and Protection Teams, some of the concerns had already been notified to the Teams or, in a small number of cases, had already been assessed by them.
- PQ said that it was important, from a governance perspective, that the Board have some sight of these concerns and suggested that this be an agenda item for each Board meeting. This was agreed.

### **11. Complaints.**

- The Chair noted that, at the July Board meeting, it was agreed that 'Complaints' be a standing item on the Board meetings agenda. She confirmed that there had been no complaints received.
- PM confirmed that the Complaints policy had been updated to reflect that complaints would be a standing item on the agenda of each Board meeting.
- PQ suggested that even if there are no complaints, this should be recorded at the meetings and that this be reflected in the Complaints Policy. This was agreed.

### **12. Board Membership and Succession Planning.**

- DB stated that he would like to raise an issue in relation to this. Specifically, he referred to the Articles of Association which had been amended last year specifically in relation to the tenure of office of the Chair of SI. He said that under the current Articles of Association, the Chair of the Board of Directors shall be for an initial period of three years and the chairperson may be re-elected for one additional period of three years only. DB said that he had spoken to other Board members and all agreed that because of the enormous contribution of the current Chair and the fact that her tenure of office is due to expire next year, SI would suffer if the current Chair retired from her post. It is his strong view that SI should amend its Articles of Association to facilitate a longer tenure of office to ensure that the good work of SI continue under the current Chair.
- It was agreed to arrange an EGM of members in advance of the next Board meeting and DB and PM to arrange this.
- PQ also said that it is important that the Board membership be reviewed from time to time to ensure that new membership can be sought to bring new ideas and skills to the Board. The Chair confirmed that a sub-group be set up to look at this issue.



**13. AOB.**

- **Risk Management** – PM said that the Risk Register had been updated to reflect the fact that hard copy SI files were no longer held in multiple locations. He noted that the date on the Risk Register needed to be updated.
- **Template record of deleted files** – this template agreed by Board.
- AP referred to a recent case in the UK where a lady with dementia and living in the UK wished to return home. However, it appears that the UK authorities were having difficulty with trying to get engagement from the Irish services to accommodate this lady. AP said that she would send a link to PM on this matter for circulation to the Board.

**Actions from meeting.**

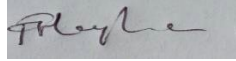
No.	Action	Timeframe	Resp.
1	File amended and approved Minutes of Board Meeting July 26th.	End September.	PM.
2.	In meeting with HIQA, ask about status of report being conducted jointly by HIQA and the NTPF.	End Sept.	PTRC, RC, PM.
3.	Follow up with Dr. Donnelly UCD in relation to conference in Q1 2023.	End Sept.	PTRC, PM.
4.	Continue with plans for National Safeguarding Day.	Ongoing.	PTRC, RC, PM.
5.	Follow up with HSE in relation to funding National Safeguarding Day.	Ongoing.	PM.
6.	Send a copy of the SI presentation prepared for The Wheel to COC for any suggestions she might have in relation to it.	Immediate.	PM, COC.
7.	Safeguarding Concerns notified to SI be standing item on Board meetings agenda.	Ongoing.	PM.
8.	Complaints to be a standing item on agenda for Board meetings.	Ongoing.	PM.
9.	Complaints policy to be updated to reflect agenda item for each Board meeting to include nil complaints also.	Ongoing.	PM.
10.	Organise EGM to consider amendment to A of A.	End Sept.	DB, PM.
11.	Set up sub group of Board to consider Board membership.	End Nov.	PTRC.
12.	Update Risk Register.	End Sept.	PM.
13.	Circulate link to case in UK.	Immediate.	AP, PM

**Meeting Concluded at 17.45**

**Next Meeting: November 1<sup>st</sup>.**

**Signed: Patricia Rickard-Clarke.**

**Paschal Moynihan.**



**Chair.**

**Secretary.**