



# Leeds Safeguarding Adults Board

Minutes of a Meeting held on 26<sup>th</sup> September 2017

Board Membership		
Name	Representing	Attended
Richard Jones CBE	Independent Chair – Leeds Safeguarding Adults Board	✓
Maureen Kelly (Member and, Deputy Board Chair and Chair – Executive Group: SARs)	LSAB Executive Group, LSAB Executive Group: SARs NHS Leeds Clinical Commissioning Partnership (CCG)	✓
Cath Roff (Member)	Leeds City Council (LCC) - Director of Adult Social Services	✓
Cllr Rebecca Charlwood (Observer)	Leeds City Council Executive Member for Health, Wellbeing and Adults	✓
Shona McFarlane (Member and Chair, LSAB Quality Assurance and Performance Sub-group)	LSAB Executive Group, LSAB Quality Assurance and Performance Sub-group and Leeds City Council (LCC) – Adults and Health	✓
Max Naismith (Chair, LSAB MCA LIN Sub-Group)	LSAB MCA LIN Sub-Group	x
Philip Bransom (Member and Chair: Citizen Engagement Sub-group)	LSAB Citizen Engagement Sub-group and Advonet for Third Sector Leeds	✓
Gill Marchant (Member and Chair – Learning and Improvement Sub-group)	LSAB Learning and Improvement Sub-group and NHS Leeds Clinical Commissioning Partnership	x
Superintendent Samantha Millar (LSAB Executive Group and Board Member)	LSAB Executive Group and West Yorkshire Police	✓
Tim Whaley (Deputy Chair, LSAB MCA LIN Sub-group)	LSAB MCA LIN Sub-Group	✓
Jo Harding (Member)	NHS Leeds Clinical Commissioning Partnership	x
Suzanne Hinchliffe CBE (Member)	Leeds Teaching Hospitals NHS Trust (LTHT)	x
Helen Christodoulides (Member)	Leeds Teaching Hospitals NHS Trust (LTHT)	x
Richard Hattersley (Deputy)	Leeds Teaching Hospitals NHS Trust (LTHT)	✓
Karen Sykes (Member)	Leeds Teaching Hospitals NHS Trust (LTHT)	x
Anthony Deery (Member)	Leeds and York Partnership NHS Foundation Trust (LYPFT)	x
Lindsay Britton-Robertson (Deputy)	Leeds and York Partnership NHS Foundation Trust (LYPFT)	✓
Marcia Perry (Member)	Leeds Community Healthcare NHS Trust (LCH)	x
Sally Morgan (Member)	Healthwatch Leeds	✓
Max Lanfranchi (Member)	National Probation Service	✓
Sandra Chatters (Member)	Community Rehabilitation Company	x
Mandy Sawyer (Member)	Leeds City Council: Housing Leeds	✓
Emma Stewart (Member)	Alliance of Service Experts	✓
Emma Howson (Member)	Leeds City Council: Public Health	x
Kathryn Richardson	West Yorkshire Fire and Rescue Service	x
Isabel Hampson	HMP Leeds	✓

<b>Board Membership</b>		
<b>Name</b>	<b>Representing</b>	<b>Attended</b>
Sal Tariq	LCC (Children and Families)	x
Linda Davis (Observer)	West Yorkshire Trading Standards	✓
Tracey Ward (Observer)	West Yorkshire Trading Standards	✓
Tony Westwood (Ex-officio)	Leeds City Council, Board Legal Adviser	✓
Emma Mortimer (Ex officio)	Leeds Safeguarding Adults Strategy Unit	✓
Kieron Smith (Ex officio)	Leeds Safeguarding Adults Strategy Unit	✓
Lorraine Danby (Ex officio)	Leeds Safeguarding Adults Strategy Unit [Minutes]	✓

Item No.	Item	Action, Timescale and Person responsible
1	<b>Chair's Welcome</b>	
	<p>Richard Jones, LSAB Independent Chair welcomed members to the Leeds Safeguarding Adults Board meeting, extending a particular welcome to Tracey Ward and Linda Davis who was attending to provide a presentation regarding Safeguarding Insights West Yorkshire Trading Standards Safer Project.</p> <p>Richard welcomed Sally Morgan Board Director at Healthwatch Leeds to her first meeting of the LSAB.</p> <p>Richard informed members that the new Chair of the Citizen Engagement Sub-group is Philip Bransom. Richard thanked Philip for taking up the role.</p> <p>Members of the Board introduced themselves and apologies were noted.</p> <p>Richard introduced the agenda and the issues for consideration at today's meeting.</p>	
1.ii)	<b>Minutes of the Leeds Safeguarding Adults Board meeting held on 15<sup>th</sup> June April 2017 and Matters arising</b>	
	<p>1.i) The minutes of 15<sup>th</sup> June 2017 were agreed as correct.</p> <p>Richard presented actions from previous meetings requesting updates.</p> <p><b>LSAB Meeting: 15<sup>th</sup> June 2017</b></p> <p>~ <b>Action:</b> Item 1ii) LSAB Constitution to be drafted.</p> <p><b>Update:</b> On target for the November Board.</p> <p>~ <b>Action:</b> Item 1ii) Budget Statement to be brought to the Board.</p> <p><b>Update:</b> Work ongoing with regard to reporting lines. Not presenting today and update will be brought to the November 2017 meeting.</p> <p>~ <b>Action:</b> Item 3) Review accessibility of LCC Website re: safeguarding.</p> <p><b>Update:</b> Cath Roff advised that an extra tab has been added which makes it more accessible.</p> <p>~ <b>Action:</b> Item 4) Provide a presentation re: Young adults in transition.</p> <p><b>Update:</b> On target, presentation to be brought to the January 2018 meeting.</p> <p>~ <b>Action:</b> Item 4) Presentation re DoLS Audit to Board.</p>	<b>All actions noted on the LSAB Forward Plan</b>

Item No.	Item	Action, Timescale and Person responsible
	<p><b>Update:</b> On target, presentation to be brought to the March 2018 meeting.</p> <p>~ <b>Action:</b> Item 5) Workshops to be led and feedback brought to the September Board meeting:</p> <p><b>Update:</b> On the agenda at Item 6 Appendix 2.</p> <p>~ <b>Action:</b> Item 6) Refreshed SARs update to members.</p> <p><b>Update:</b> On the agenda at Item 5.</p>	
2	<p><b>Presentation : Safeguarding Insights</b> West Yorkshire Trading Standards Safer Project</p>	
	<p>Tracey Ward (seconded social worker) and Linda Davis (Manager) gave a presentation on the work of the West Yorkshire Financial Exploitation &amp; Abuse Team. Linda explained earlier this year they were successful in securing funding from the West Yorkshire Police and Crime Commissioner to support the creation of a new team, a task force, to tackle the growing issue of financial exploitation and abuse of adults at risk from scams, frauds and doorstep crime.</p> <p>Linda explained the funding has meant they could appoint a police officer and social worker into their team, and work better together to identify and tackle offending and to more effectively support victims and protect potential victims.</p> <p>Linda and Tracey gave a very helpful presentation. This is attached to this document for reference.</p> <p>Linda referred to the 5,200 vulnerable West Yorkshire residents on the so-called 'suckers list', list created by those targeting vulnerable people. She advised that 20% of which are already known to safeguarding teams across the region.</p> <p>Tracey spoke of the negative impact on people's economic, social, physical &amp; mental wellbeing. She advised that being scammed can lead to increase in health &amp; social care needs and financial abuse is specifically identified in the Care Act 2014 and is the 2<sup>nd</sup> most common form of abuse among older adults.</p> <p>Linda noted that her team's work with banks and building societies to identify customers who are vulnerable is critical.</p> <p>Tracey and Linda advised that the impact from falling victim to mass marketing fraud or doorstep crime is the same as that of violent crime, and victims are <b>2.4</b> times more likely to die or go into residential care as a result, compared to their non-victim peers. Linda commented that, '<i>to put it in</i></p>	

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	<p><i>perspective, if only 10% of our victims from the sucker's list went into residential care a year early, this represents an additional £27 Million for the social care purse in West Yorkshire'.</i></p> <p>Linda mentioned victims from the so-called 'suckers list' they have engaged with, so far have sent £1.8 million to scammers. A key success story for the team is that with their intervention they have so far saved the victims £941,689.</p> <p>Supt Sam Millar advised that approximately 20% of the 5,200 vulnerable people on the so called 'suckers list' are being visited by West Yorkshire Police.</p> <p>Discussion took place about the need for LSAB member agencies to share information to prevent harm to these individuals. Discussion took place about information held by West Yorkshire Police, Adult Social Care and LCC Housing. The role of NHS front line staff in supporting people was also noted to be important. Members also noted the importance of ensuring that individuals' capacity to make relevant decisions were considered by all agencies.</p> <p>Richard Jones emphasised the important role of West Yorkshire Trading Standards in prevention harm and the role of all agencies in early intervention and having a collaborative and cohesive approach. Cllr Rebecca Charlwood talked about the need to ensure that all practitioners "make every contact count".</p> <p>Richard Jones thanked Tracey and Linda for their presentation and acknowledged the really helpful insight into their work and the role of services in preventing as well as addressing harm.</p> <p>Linda highlighted the importance of ensuring that the work of her team is high on the Board's agenda and asked the Richard Jones if it would be helpful to bring an annual audit / report to the Board; this was welcomed by the Board as a whole.</p>	<p><b>Action:</b> West Yorkshire Trading Standards to provide an annual report to the LSAB</p>
3	<b>LSAB Annual Report 2016-17</b> Easy read version	
	<p>Kieron Smith introduced the LSAB Annual Report 2016-17 Easy read version and asked the LSAB members for comment. No comments were made. Kieron informed the members the easy read version will be available on the LSAB website.</p>	
4	<b>LSAB Strategic Plan: Member Organisation Commitments</b>	
	<p>Kieron Smith introduced the LSAB Strategic Plan Member organisation commitments paper. Kieron thanked members for the contributions made to date.</p>	

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	Kieron explained member organisation commitments will be published on the Board website as an addendum to the Board's Strategic Plan.	
<b>5</b>	<b>Learning Reviews</b>	
	<p>Maureen Kelly, Chair, LSAB Executive Group: SARs introduced the Learning Reviews papers.</p> <p>Maureen explained that the report referred to at item 5i) provides members with a report of a Learning Lesson Review (LLR) for A18 and this review was held some significant time ago. Maureen explained this LLR was significantly delayed, that the reasons had been addressed by the Executive Group: SARs and the report had been accepted by that group. The report was endorsed by members of the LSAB.</p> <p>Maureen referred to item 5 ii) the Joint Statutory Review A (JSRA) document which sets out the principles and process that support the review, which is being held across the three safeguarding boards in Leeds. Maureen noted that governance and support for the JSR A is being shared between Safer Leeds Community Safety Partnership, Leeds Safeguarding Adults Board and Leeds Safeguarding Children Board and is owned by their respective chairs. The Review has an Independent Chair (Richard Burrows) and Author (David Ashcroft); both were appointed by Richard Joes and the chairs of the other two boards.</p>	
<b>6</b>	<b>The Leeds Approach to Safeguarding Adults</b>	
<b>6.i)</b>	<p>Kieron Smith introduced the Leeds Approach to Safeguarding Adults report, explaining the paper seeks to achieve several aims.</p> <p>Firstly, it seeks to clarify the Board's views on how it wishes to work and develop as a Board, its scope of interests and its approach to developing safeguarding. The proposed approach going forward from the Board's discussions over the last year were summarised as:</p> <ul style="list-style-type: none"> <li>• Co-production - For people and with people; focusing on those people who are at the core of the process. Empowerment; developing strategic plans, developing multi-agency policy and procedures, producing engagement materials and developing learning and improvement plans.</li> <li>• A systemic approach – Considering how we understand the whole system for supporting people to be safe in Leeds. Focusing on prevention, partnership, protection, understanding safeguarding and multi-agency working.</li> </ul>	

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6.ii)	<ul style="list-style-type: none"> <li>• People before processes – Citizens of Leeds’ experience; understanding individual views to inform safeguarding adults proportionality &amp; accountability.</li> </ul> <p>Kieron explained the diagrams provided in the report seek to explain where we are on the journey and the principles drive that work.</p> <p>Sam Millar commented that the diagrams are helpful and she supported the approach being taken by the Board.</p> <p>Kieron also highlighted that the report provides an update on work to develop the multi-agency safeguarding procedures and sought the Board’s approval for a Project Plan and Reference Group to bring the plan into action.</p> <p>Kieron noted that the multi-agency procedures in the past had been produced by one or two people. The potential membership of the Reference Group being from a range of services, including the third sector, domestic violence specialists, advocacy leads, LCC Adults and Health, West Yorkshire Police, NHS Trusts, and regulated providers. Members will act as a reference group providing their expertise and understanding of best practice to support the development of Leeds Approach to Safeguarding multi-agency policy and procedures.</p> <p>Kieron advised that the first multi-agency reference group meeting would be taking place on 31<sup>st</sup> October 2017. Shona welcomed this approach and the development of the reference group.</p>	
6.iii)	<p>Tim Whaley commented that reference groups need to have the right people around the table. Kieron explained that great thought and consideration had gone into developing the group to ensure multi-agency representation and also inclusion of individuals with enthusiasm for the role. Kieron also noted that the group would be supported by the new specialist staff in the Strategy Unit, David Rickus, Citizen Engagement Officer and Mandy Loftus, Learning and Review Officer.</p> <p>Richard Jones referred to the outline project plan and noted the Quality Assurance Framework that will be developed and put into practice in late Spring and Summer 2018.</p> <p>Thirdly, the paper recommended immediate changes required to safeguarding practice in Leeds, based on learning from the Board’s developing practice workshops in August 2017. Each workshop provided valuable feedback around the development needs of the various stages of our current policy and procedures.</p> <p>Kieron referred to the outcomes from feedback received at the workshops. One of the key messages from the workshops was that people felt that safeguarding needed to focus on enabling the person (and others) to be safe, and leave other systems to address service quality / organisational issues, rather than focusing on whether or not abuse had been</p>	<p><b>Action:</b> Remove substantiation from the Leeds safeguarding adults</p>

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	<p>'substantiated' or not. It was noted that this inclusion had contributed to a negative safeguarding culture that is focused on blame, not on restorative practice.</p> <p>Members agreed that the decision-making around substantiation of abuse should be removed from the Leeds procedures from 16<sup>th</sup> October 2017. The Strategy Unit will ensure that guidance and for s reflect this decision and messages are sent to relevant agencies for dissemination to frontline staff.</p>	<p>process from 16<sup>th</sup> October 2017, and change relevant multi-agency forms and report templates.</p>
<b>7</b>	<b>Quality Assurance &amp; Performance Audit: 'Not Safeguarding' Audit</b>	
	<p>Shona McFarlane introduced the LCC Adults and Health 'Not Safeguarding' Audit paper. Shona mentioned the paper had been shared with the Quality Assurance and Performance Sub-group at its meeting in August 2017. The audit looks at concerns raised within the multi-agency adults' policy and procedures and what actions were taken at the safeguarding/not safeguarding decisions. Specifically, where the decision was not safeguarding with respect to i) did the individual receive an intervention which ensure their safety and ii) was the decision as to the intervention defensibly recorded.</p> <p>Shona explained Richard Graham, ASC Senior Quality and Assurance Officer had done a significant amount of work and that she was reassured by the findings. Shona noted that in all cases the audits found that the individual was either safe or made safe. There were no incidents where an individual was left at risk other than where the individual refused services and in those cases seen there was evidence of capacity to make relevant decisions.</p> <p>Emma Stewart spoke of the requirement to know what outcome has taken place and that people need reassurance. It was mooted that people have been known to make a new referral.</p> <p>Lindsay Britton-Robertson mentioned LYPFT look at data received through children's 'front door' and offered to do the same with adults' data.</p> <p>Richard Jones thanked Shona for the report and acknowledged the work of Richard Graham.</p>	
<b>8</b>	<b>Yorkshire and Humber Board Self-Assessment</b>	
	<p>Richard Jones asked LSAB members whether or not they would want to participate in the regional Yorkshire &amp; the Humber Safeguarding Adults Board Self-Assessment for 2017.</p> <p>Cath Roff asked whether the Board had completed the self-assessment before. Richard informed the members it was last completed in 2015.</p>	<p><b>Action:</b> Copy of 2015 Y&amp;H Board Self-Assessment to members By: October 2017 <u>Lead:</u> Emma Mortimer</p>

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	<p>It was agreed that while members were not sure that the format of the report was exactly what is needed for the City, this year it would be helpful. Discussion took place about the potential of the LSAB to join with the LSCB's online S11 audit and Kieron explained that work to achieve this is underway.</p> <p>Members who submitted a return for the 2015 audit will be sent a copy for their reference and to enable their completion of the return. .</p>	
<b>9</b>	<b>LSAB Executive &amp; Sub-group Updates</b>	
	<p>The LSAB sub-groups provided a report with an update of the current activity of the Board's Executive groups and its sub-groups for the LSAB members to note.</p> <p><u>LSAB Executive</u> - Richard Jones provided an overview of discussions from the Executive Group on 5<sup>th</sup> September 2017.</p> <p><u>LSAB Executive Group: SARs</u>- Maureen Kelly reported the group had met on 5<sup>th</sup> September and had reviewed all the current cases.</p> <p><u>Citizen Engagement</u> - Kieron Smith provided an overview of discussions from the Citizen Engagement which met on 6<sup>th</sup> September 2017.</p> <p><u>Quality Assurance and Performance</u> – Shona McFarlane provided an update at Item 7 of this meeting's agenda</p> <p><u>Learning and Improvement</u> – Emma Mortimer gave a brief update explaining the plans for the future of this group. No questions were raised.</p> <p><u>MCA Local Implementation Network</u> – Richard Jones thanked the MCA LIN sub group for the full summary of how its work relates to the LSAB strategic Plan and its ambitions. No further questions were raised.</p>	
<b>10</b>	<b>LSAB Strategy Unit: Recruitment and Posts Update</b>	
	<p>Richard Jones introduced the LSAB Strategy Unit posts and recruitment paper and asked the LSAB members to note the update on recruitment. Cath Roff cited the need to for parity of terms and conditions across boards.</p> <p>The LSAB members agreed the proposed revision of posts in relation to the Unit restructure.</p> <p>Richard Jones thanked Kieron Smith and Emma Mortimer for the report.</p>	
<b>11</b>	<b>Board Member Updates</b>	

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	<ul style="list-style-type: none"> <li>(i) Cath Roff mentioned The LSAB Annual Report 2016-17 received positive comments from the LCC Executive Board, which found the report comprehensive</li> <li>(ii) Cath Roff referred to the LCC Scrutiny Board and challenges around under-representation of BAME groups on the LSAB. Cath also referred to the importance of the Board understanding how adults from the LGBTQ community experience or are at risk of abuse and neglect.</li> <li>(iii) Tim Whaley referred to the 13<sup>th</sup> Programme of Law Reform shaping the work programme for 2017 to 2020 and the LIN standard on Advance Care.</li> <li>(iv) Richard referred briefly to the 3 Board Development Session held 29<sup>th</sup> September 2017 and explained that this is an important session that intends bringing the strategic agenda of safeguarding across the city together.</li> <li>(v) Supt Millar highlighted the development of the LCC Cross Council Safeguarding Group, which she is due to begin chairing.</li> </ul>	
<b>12</b>	<b>Reflection</b>	
	<p>Richard asked the LSAB members whether time had been spent purposely and the following perspectives were raised:</p> <ul style="list-style-type: none"> <li>• The presentation Safeguarding Insights was good members welcomed the informative discussion the presentation provided.</li> <li>• Appreciated the information 'Not Safeguarding' Audit carried out by LCC's Adults and Health.</li> </ul> <p>Richard thanked members for their contributions to the Board.</p>	
<b>13</b>	<b>Next meeting</b>	
	<p><b>Tuesday 14<sup>th</sup> November 2017</b></p> <p>St George's Centre, 2 Great George Street, Leeds LS1 3DL Please note this is a <b><u>new venue for the Board's meeting.</u></b></p>	



## Leeds Safeguarding Adults Board

### Actions from 26<sup>th</sup> September 2017

Item No.	Action	Person / organisation responsible	Target date
2)	West Yorkshire Trading Standards Safer Project to provide an annual report to the LSAB	WYTS	tbc
6)	Guidance to be issued and forms updated to allow removal of substantiation of abuse from Leeds safeguarding adults operational practice	Kieron Smith	October 2017
8)	Yorkshire and Humber Board Self-Assessment to be undertaken by members  Data submitted in 2015 to be sent to members	Board members  LSAB Strategy Unit	3 <sup>rd</sup> November 2017  10 <sup>th</sup> October 2017



## Continuing Actions from Previous Board

## Meetings –

Board Date	Agenda Item	Action	Lead Person/ Agency	Target Date	Comments
13 <sup>th</sup> October 2016	<u>Item 3</u>	<u>Board Member Updates</u>  Domestic Violence and Abuse Routine Enquiry Pilot and Film to be brought to December Board for review and discussion.	Gill Marchant	Deferred to the Board meeting that considers the A 17 SAR.	Deferred to the Board meeting in November 2017.
4 <sup>th</sup> August 2016	<u>Item 4</u>	<u>Local Government Association – Peer Challenge: Review</u>  Adult Social Care, Public Health and Clinical Commissioning Groups to jointly present an overview of commissioning responsibilities in Leeds to the LSAB.	Adult Social Care, Public Health and Clinical Commissioning Groups	To a future Board meeting in 2017-18.	Commissioning – approached across Health & Adult Care
21 <sup>st</sup> February 2017	<u>Item 1.ii</u>	It was noted that LCH is still awaiting the CQC report. LCH to report safeguarding – related learning from its CQC Inspection at the Board meeting following publication of the inspection report	Marcia Perry	TBC	Update CQC report published 29 <sup>th</sup> August 2017. On the agenda at Item 11.