



## Leeds Safeguarding Adults Board

Minutes – 18<sup>th</sup> June 2015

Name	Organisation	
Ellie Monkhouse	Deputy Chair – Leeds Safeguarding Adults Board	Attended
Cath Roff (Member)	Director of Adult Social Services	Attended
Shona McFarlane (Member)	Adult Social Care	Attended
Superintendent Sam Millar (Member)	West Yorkshire Police	Apologies
DCI Mark Griffin (Deputy)	West Yorkshire Police	Attended
Diane Hampshire (Member)	Leeds West CCG,	Apologies
Maureen Kelly (Deputy)	Leeds CCG	Attended
Suzanne Hinchliffe CBE (Member)	Leeds Teaching Hospitals NHS Trust	Apologies
Clare Linley (Deputy)	Leeds Teaching Hospitals NHS Trust	Attended
Anthony Deery (Member)	Leeds and York Partnership NHS Foundation Trust	Apologies
Lindsay Britton (Deputy)	Leeds and York Partnership NHS Foundation Trust	Attended
Debbie Myers (Member)	Leeds Community Healthcare Trust	Apologies
Tanya Matilainen (Member)	Healthwatch Leeds	Attended
Lisa Toner (Member)	West Yorkshire Fire and Rescue Service	Attended
Andrew Dickinson (Member)	HMP Wealstun	Apologies
Andrew Chandler (Member)	National Probation Service	Apologies
Rachel Garry (Deputy)	National Probation Service	Attended
Peter Turner (Member)	Community Rehabilitation Company	Attended
Emma Stewart (Member)	Alliance of Service Experts	Attended
John Statham (Member)	Environments and Housing, LCC	Attended
Philip Bramson (Member)	Advonet	Attended
Bridget Emery (Member)	Office of the Director of Public Health	Attended
Gerry Gillen (Ex Officio)	LCC Legal Services	Attended
Hilary Paxton (Ex Officio)	LSAPSU	Attended
Emma Mortimer (Ex Officio)	LSAPSU	Attended
Kieron Smith (Ex Officio)	LSAPSU	Attended
Jayne Ogier (Ex Officio)	LSAPSU	Attended

Item		Action	Responsibility and completion date
1.	<b>Welcome</b>		
	Ellie Monkhouse welcomed members to the Safeguarding Adults Board.		
i.	<b>Introductions and Apologies</b>		
	Members of the Board introduced themselves. Ellie Monkhouse noted apologies and welcomed new members.		
2.	<b>Minutes of 1 May 2015</b>		
	These were accepted as an accurate record		
	<b>Matters Arising/Action list from May 2015</b>		

Item		Action	Responsibility and completion date
	<p>The Board was informed that with the exception of the following items that the actions were either on the agenda for today's meeting or had been completed.</p> <p><b>Item 1 ii – Savile Inquiry</b></p> <p>The Board was informed that the Learning and Improvement sub-group was looking at the key themes from the Savile inquiry and incorporating these into multi-agency learning events which are scheduled to start late summer 2015. This analysis will be provided to the Board for reflection and consideration prior to the learning events being launched.</p> <p><b>Item 6 – LGA Peer Challenge Final report and draft action plan</b></p> <p>The Board's attention was drawn to the Board Development Session held on 29th May 2015, from which Item 7 on today's agenda, the LSB Vision and Strategic Plan has been drafted.</p>	<p>Analysis of learning to be provided to the Leeds SAB with a view to that being rolled out across the City.</p>	<p>Learning and Improvement Sub-group</p> <p>August 2015 Board City.</p>
3.	<p><b>The National Safeguarding Adults Return for 2014/15</b></p>		
	<p>Hilary Paxton presented a report which summarised the information for the National Safeguarding Adults Return 2014/15 which was submitted in June by Adult Social Care. Hilary highlighted a number of areas within the report including the following:-</p> <p>Number of safeguarding investigations commenced in 2014/15 - 940 Number of safeguarding investigations concluded in 2014/15 - 734</p> <p>Hilary advised that in 2015/16 Making Safeguarding Personal tables will be included in the National Safeguarding Adults Return, as under Section 42 of the Care Act 2014 adults will be asked about their desired outcomes of the safeguarding episode. Members of the Board were asked for their comments and questions regarding the data presented.</p> <p>Board members led a brief discussion around the data, seeking clarification on how the data is used, how it will inform the Board of its priorities and how it can be used to target specific areas i.e. the interface between Domestic abuse and adult safeguarding. Reference was made to useful LGA / ADASS Guidance regarding the interface between domestic abuse and adult safeguarding and it was agreed that this would be forwarded to Board members. It can also be found:</p> <p><a href="http://www.local.gov.uk/c/document_library/get_file?uuid=5928377b-8eb3-4518-84ac-61ea6e19a026&amp;groupId=10180">http://www.local.gov.uk/c/document_library/get_file?uuid=5928377b-8eb3-4518-84ac-61ea6e19a026&amp;groupId=10180</a></p> <p>It was felt by Board members that comparisons with previous year's data needed to be undertaken and brought back to the Board for discussion, so that all members understood the key messages.</p>	<p>A report to be brought to the August Board providing adult safeguarding trend data for 2010-2015</p> <p>LGA / ADASS Adult Safeguarding and Domestic Abuse guidance to be circulated to Board members</p>	<p>Gillian Probyn, Principal Performance and Quality Assurance Officer, ASC</p> <p>August Board</p> <p>30<sup>th</sup> June 2015</p>

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	Hilary advised that Gillian Probyn, Principal Quality and Assurance Officer, ASC is undertaking a piece of work which looks at the data trends between 2010 – 2015, and suggested that this report be brought back to the Board in August 2015; the Chair welcomed the proposal.		
4.	<b>Leeds Safeguarding Adults Board Annual Report 2014/15</b>		
	<p>Kieron Smith presented the Draft Board Annual Report, drawing the Board's attention to the fact that a new cover design will be commissioned once the report is finalised together with an Easy Read version as in previous years. Board members were asked for their comments and thoughts.</p> <p>Cath Roff and Ellie Monkhouse led a debate regarding the content of the report and offered suggestions which were echoed by Board members. It was felt that there was no need for the LSAB's funding to be detailed, and it could be a simple pie chart.</p> <p>Members felt it could be shorter and more creative in its style. The case studies were felt to provide a good insight of the work that is being undertaken, perhaps with more photographs which would make it more accessible to the public. It was agreed that there needs to more focus on the outcomes from safeguarding.</p> <p>The Board suggested a re-worked version be circulated to all Board members for comment prior to the August Board.</p>	Draft report to be reworked in line with the comments from Board members	Kieron Smith August Board
5.	<b>Safeguarding Adults Board Constitution</b>		
	<p>Hilary Paxton presented the draft Board Constitution, drawing the Board's attention to the fact that the draft contents page had previously been presented to the 1<sup>st</sup> May Board meeting. Hilary advised that Appendix 5 the Information Sharing Agreement is currently being considered by the LCC Information Governance Team. Hilary agreed to then circulate it to all Information Governance officers within organisations represented at the Board.</p> <p>Board members, led by Ellie Monkhouse had a brief debate regarding the relevance of the Government Anti-Terrorism Prevent agenda, highlighting the fact that t Leeds is a Prevent priority area and agreed this should be referenced in the document.</p> <p>It was noted that the new sub-groups were listed and it was felt by the Board that the chairs of those sub-groups be named in the Constitution.</p> <p>Cath Roff stated that as Diane Hampshire was due to retire in August that perhaps a new chair be sought for the Learning and Improvement Sub-group, Ellie Monkhouse advised that she would take on that role going forward.</p> <p>Cath Roff asked for volunteers to chair the Citizen's Engagement sub-</p>	<p>Further work to be undertaken on the constitution to reflect comments made by Board members.</p> <p>Information Sharing Agreement to be included in the constitution after it has been circulated to all Information Governance officers within organisations represented at the Board</p> <p>A Board member organisation to nominate a chair of the Board's Citizen's Engagement sub-group.</p>	<p>Hilary Paxton August 2015</p> <p>Hilary Paxton 10<sup>th</sup> July 2015</p> <p>Board Members 30<sup>th</sup> June 2015</p>

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	<p>group*, stating that Adult Social Care would lead on Performance and Quality Assurance Sub-group.</p> <p>*PMN – Tanya Matilainen has agreed to chair the Citizens engagement sub-group</p> <p>The Board requested that a final version of the constitution be presented to the August 2015 meeting complete with the Information Sharing Agreement.</p>		
6.	<b>Recruitment and Appointment of New Independent Chair</b>		
	<p>Cath Roth provided a verbal update on the current position with regard to the recruitment of the Independent Chair of the Board. Board members were informed that the date for the interview is 14<sup>th</sup> July 2015 and will take place at the Carriageworks. The advert has been placed in the Guardian with the link to the <a href="http://www.leeds.gov.uk">www.leeds.gov.uk</a> website where the job descriptions for both the Independent Chair of the LSCB and LSAB can be found.</p> <p>The closing date for applications is 2nd July 2015.</p> <p>The interviews will consist of the following:</p> <ul style="list-style-type: none"> <li>• Media exercise</li> <li>• Informal session with Board Members</li> </ul> <p>Formal interviews will be undertaken with Cath Roff, Tom Riordan, Ellie Monkhouse and possibly the LCC Executive Member for Health and Wellbeing, Cllr Mulherin.</p> <p>Board members approved the draft programme and agreed they would inform Hilary of their availability if they wished to take part in the informal section of the recruitment.</p>	<p>Board members were asked to let Hilary Paxton know of their availability to take part in the recruitment process on 14<sup>th</sup> July 2015</p>	<p>Board Members</p> <p>3<sup>rd</sup> July 2015</p>
7.	<b>Leeds Safeguarding Adults Board Vision and Strategic Plan</b>		
	<p>Kieron Smith presented the draft Board Vision and Strategic Plan; this document has been developed from the LGA Peer Challenge Report which was discussed at a session on 29th May 2015. The Board's attention was drawn to the three strategic priorities for Leeds and a provisional Annual Business Plan.</p> <p>Board members' comments and thoughts were welcomed on the proposals.</p> <p>John Statham stated that he would like to see a two year plan in line with the strategic priorities for the year; this would enable specific actions to be undertaken and carried forward if necessary.</p> <p>Cath Roff led a debate of Board members who decided that although the vision and business plan were a good starting point, it was felt that they needed to be reworked with more emphasis on the strategic</p>		

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	<p>priorities and aims of the Safeguarding Adults Board. Cath commented that in relation to the citizens of Leeds that the campaigns should be included in the work of the Board and that these need to be looked at in greater detail.</p> <p>Maureen Kelly advised that she felt that there were plenty of opportunities for agencies to demonstrate what activities had been undertaken in the year and be reported back to the Board.</p> <p>The Board decided that this document should be re-worked and circulated back to Board Members prior to a final version being available to the August 2015 Board meeting.</p> <p>It was noted by Board members that a consultation event was planned to be arranged for the end of this month, and it was felt that in light of the changes required to the draft Vision and Business plan that this be postponed until later in the year. Board members agreed that the consultation for the Strategic Plan for 2016/17 should be scheduled for Autumn 2015.</p>	<p>The LSAB strategic plan to be re-worked and circulated to Board members for comment</p> <p>Consultation event considering the priorities for the 2016/17 Strategic Plan to be held with the support of Healthwatch in Autumn 2015.</p>	<p>Kieron Smith 3<sup>rd</sup> July 2015</p> <p>LSAPSU &amp; Healthwatch</p> <p>Autumn 2015</p>
8.	<b>Leeds Safeguarding Adults Board Learning and Improvement sub-group – Learning and Improvement Framework and Strategic Plan</b>		
	<p>Emma Mortimer presented a report on the proposed draft Learning and Improvement Framework, in the absence of the Diane Hampshire, Chair of the Sub-group. The Board was reminded of the difficulties that the training and workforce development sub-group had experienced in 2014 and the new sub-group's focus on provision of a framework for City-wide strategic training. It should be noted that the LCSB kindly shared their Learning and improvement strategy which has been adapted to support the needs of the LSAB.</p> <p>Ellie Monkhouse led a brief debate around partner agencies providing training information to the Board. Members of the Board expressed their concerns that they would be producing additional information to the LSAB to support and inform the framework. Emma advised that the sub-group would not be asking for additional information from Board members but making sure that the information currently provided is used to inform the Learning and Improvement.</p> <p>The Board approved the report.</p>		
9.	<b>Leeds Safeguarding Adults Board Safeguarding Adults Review Sub-group – Overview 2014-15 and priorities for 015-16</b>		
	<p>DCI Mark Griffin, Chair of the Safeguarding Adults Review sub-group presented an overview of the cases that have been brought to the sub-group and the progress that has been made.</p> <p>The Board noted to report.</p>		
10.	<b>Update briefing: Front Door Safeguarding Hub</b>		
	<p>DCI Mark Griffin presented a brief update report on the work in relation to the Front Door Safeguarding Hub highlighting the background of the project and the agencies involved. Board</p>		

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	<p>member's attention was drawn to how the Safeguarding Hub operates; formulating plans to safeguard vulnerable people and children, and providing a way of sharing information.</p> <p>It should be noted that the Safeguarding Hub is prioritising high risk and medium risk cases at present of domestic violence which are reported to the Police. It is the intention to expand this over time to include responses to all reported incidents.</p> <p>Bridget Emery stated that she had visited the Safeguarding Hub and advised Board Members that if they wished to do so a visit was an extremely good way of seeing the work of the Front Door Safeguarding Hub at first hand.</p> <p>Board Members noted the report.</p>		
11.	<b>Any other Business</b>		
	<b>Accident on the A64 involving a Private Ambulance (11th April 2015)</b>		
	Lyndsey Britton referred to an operational matter concerning agencies in Leeds and North Yorkshire. Cath Roff assured members that this was being addressed as necessary through the usual processes.		
12.	<b>Dates of future meetings:</b>		
	<p>11th August 2015 14th October 2015 10th December 2015</p> <p>All meetings scheduled at 2.00 pm – 4.30 pm at the Rose Bowl, Leeds Beckett University, Portland Crescent, Leeds, LS1 3HB</p>		

## Leeds Safeguarding Adults Board

18<sup>th</sup> June 2015

Action List

Item No.	Action	Person / organisation responsible	Deadline
Matters arising: May 2015			
	Savile Report  Summary of learning to be provided to the Leeds SAB with a view to that being rolled out across the City.	Learning and Improvement	August Board
June 2015, Item 3	<b>The National Safeguarding Adults Return for 2014/15</b>		
	A report to be brought to the August Board explaining adult safeguarding trend data for 2010-2015  LGA / ADASS Adult Safeguarding/Domestic Violence guidance to be circulated to Board members	Gillian Probyn, Principal Performance and Quality Assurance Officer, ASC LSAPSU	August Board  30 <sup>th</sup> June 2015
Item 4	<b>Leeds Safeguarding Adults Board Annual Report 2014-15</b>		
	Draft report to be reworked in line with the comments from Board members	Kieron Smith	August 2015
Item 5	<b>Safeguarding Adults Board Constitution</b>		
	Further work to be undertaken on the constitution to reflect comments made by Board members.  Information Sharing Agreement to be included in the constitution after it has been circulated to all Information Governance officers within organisations represented at the Board  A Board member organisation to nominate a chair of the Board's Citizen's Engagement sub-group.	Hilary Paxton  Hilary Paxton  Board Members	August 2015  10 <sup>th</sup> July 2015  30 <sup>th</sup> June 2015
Item 6	<b>Recruitment and Appointment of the LSAB Independent Chair</b>		
	Board members were asked to let Hilary Paxton know of their availability to take part in the recruitment process on 14 July 2015	Board Members	3rd July 2015
Item 7	<b>Leeds Safeguarding Adults Board Vision and Strategic Plan</b>		
	The LSAB strategic plan to be re-worked and circulated to Board members for comment  Consultation event considering the priorities for the 2016/17 Strategic Plan to be held with the support of Healthwatch in Autumn 2015.	Kieron Smith  LSAPSU & Healthwatch	3 <sup>rd</sup> July 2015  Autumn 2015