



Leeds Safeguarding Adults Board

Minutes – 10th December 2015

Board Membership		
Name	Organisation	Attended
Richard Jones CBE	Independent Chair – Leeds Safeguarding Adults Board	✓
Cath Roff (Member)	LCC - Director of Adult Social Services	
Shona McFarlane (Member)	LCC - Adult Social Care	✓
Superintendent Sam Millar (Member)	West Yorkshire Police	
DCI Mark Griffin (Member)	West Yorkshire Police	✓
Jo Harding (Member)	Leeds West CCG	✓
Maureen Kelly (Member)	Leeds CCG	✓
Suzanne Hinchliffe CBE (Member)	Leeds Teaching Hospitals NHS Trust	
Clare Linley (Deputy)	Leeds Teaching Hospitals NHS Trust	✓
Anthony Deery (Member)	Leeds and York Partnerships NHS Foundation Trust	✓
Marcia Perry (Member)	Leeds Community Healthcare NHS Trust	✓
Tanya Matilainen (Member)	Healthwatch Leeds	✓
Lisa Toner (Member)	West Yorkshire Fire and Rescue Service	
Diane Pellew (Member)	HMP Wealstun	
Andrew Chandler (Member)	National Probation Service	
Peter Turner (Member)	Community Rehabilitation Company	✓
Emma Stewart (Member)	Alliance of Service Experts	✓
John Statham (Member)	LCC: Environments and Housing	✓
Philip Bransom (Member)	Advonet	
Bridget Emery (Member)	LCC: Public Health	✓
Hilary Paxton (Ex officio)	LSAPSU	✓
Emma Mortimer (Ex officio)	LSAPSU	✓
Kieron Smith (Ex officio)	LSAPSU	✓
Jayne Ogier (Ex officio)	LSAPSU	✓
Gerry Gillen (In attendance)	LSAB Legal Adviser	✓
Bruno Rushworth (Observer)	GP, Foundry Lane Surgery, Observer	✓

Item No.	Item	Action, Timescale and Person responsible
1.	Welcome	
	<p>Richard Jones, LSAB Independent Chair welcomed members to the Leeds Safeguarding Adults Board meeting. This was his first meeting as the newly recruited Independent Chair, adding that he was looking forward to building on the good work that had already been achieved in Leeds.</p> <p>Richard commented that he considered that the Board Development session scheduled for 11th February was a good opportunity for members to scope its role, its means of assurance and its strategic plan.</p> <p>Richard provided a brief summary of his background and experience, concluding that he was looking forward to working with all partners raising the Board's profile and embedding adult safeguarding into everyday practice in Leeds.</p>	
i.	Introductions and apologies	
	<p>Members of the Board introduced themselves. Apologies were noted.</p>	
2.	Minutes of 14th October 2015 and matters arising	
Item 2.i Item 5 Item 6	<p>These were accepted as an accurate record.</p> <p>Matters arising / action list from October 2015</p> <ul style="list-style-type: none"> • Action: Revised Care and Support Statutory Guidance to be presented to the Board for Consideration when published. <p>The Board noted that this has yet to be published.</p> <ul style="list-style-type: none"> • Action: Key learning discussed in relation to Savile Inquiry and LB to be collated for the Board to consider further at the December meeting. <p>This matter was being discussed later in the agenda.</p> <ul style="list-style-type: none"> • Action: Quality Assurance and Performance Sub-group and undertake an audit in relation to case conclusion decision making. Findings will be used to inform the Board for further discussion. <p>Shona McFarlane, Sub-group chair advised that this is in the</p>	

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Item 8	<p>sub-group's work plan.</p> <ul style="list-style-type: none"> Action: Information Sharing Agreement to be included with the Board Constitution. <p>Hilary Paxton sought the Board's view about whether or not to publish the Board Constitution without details of the Board funding agreement as this has yet to be confirmed. Board Members agreed to publish without that information.</p> <p>In relation to the LSAB constitution, Jo Harding sought clarification about how conflicts of interests should be declared by Board members. Hilary Paxton advised that she would have a discussion outside the meeting with Gerry Gillen and report back to the Board in February 2016. The Board agreed that the publication of the constitution should take place regardless of the outcome of this discussion.</p> <p>Continuing Actions from Previous Board Meetings</p> <ul style="list-style-type: none"> February 2015 – Item 1 ii <p>Domestic Homicide Reviews – A thematic analysis of Domestic Homicide Reviews in Leeds to be provided to the LSAB.</p> <p>This is an ongoing action for 2016.</p> <p>DCI Mark Griffin advised that Safer Leeds is providing briefings for all agencies in early 2016 about lessons learned from Domestic Homicide Reviews. Details are set out at Appendix two of these minutes.</p> <ul style="list-style-type: none"> June 2015 – Item 7 <p>Leeds Safeguarding Adults Board Strategic Plan – Consultation event to be held considering the priorities for the 2016/17 Strategic Plan</p> <p>Shona McFarlane noted that this will be considered as part of the Strategic Planning for 2016/17. She commented that the action relates to the Care Act duty to consult with the Local</p>	<p>Action: Hilary Paxton to action publication of the LSAB Constitution.</p> <p>Action: Hilary Paxton to seek legal guidance and provide a proposal to the Board at its next meeting in February about this matter.</p>

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	Healthwatch and involve the community in devising the Board's Strategic Plan.	
3.	<p>'Justice for LB' – Reflecting on the lessons from Connor Sparrowhawk's death</p> <ol style="list-style-type: none"> 1. Update and summary of member comments following discussion on 14 October 2015 2. Group discussion: planning the Board workshop: 11 February 2016 	
	<p>Emma Mortimer, Safeguarding Adults Partnership Manager gave the Board a further presentation in relation to the death of Connor Sparrowhawk. This case had been highlighted at the October meeting and together with learning from the Savile Inquiries had provided members with an opportunity to reflect on its role, in particular in relation to assurance.</p> <p>Emma highlighted the findings of Connor's Inquest, which was held during the week of the October Board; the Inquest found that he had died due to '<i>epileptic seizure contributed to by neglect</i>'. That neglect was due to the inaction of Southern Health NHS Foundation Trust, the Coroner ruled.</p> <p>Emma highlighted the Independent Review of deaths of people with a Learning Disability or Mental Health problem in contact with Southern Health NHS Foundation Trust from April 2011 to March 2015. This report was commissioned by NHS England and conducted by Mazars UK. The report was leaked on the day of the Board meeting and it was noted that the findings in the full and final report should be considered at a future Board meeting.</p> <p>Following feedback from the discussion held on 14th October and the comments of members at this meeting, Richard Jones led a debate around the role of Board members in assuring itself and partners in respect of the achievement of the LSAB's aims and strategic plan. It was agreed that this is the area of greatest priority for the LSAB and needs to be the focus of discussion at the LSAB Development session scheduled for 11th February 2016.</p> <p>Jo Harding questioned the extent of the Board's role in relation to assurance and the interface with other assurance processes, such as those required by commissioners and she noted the complexity of processes between commissioning</p>	<p>Action: The Mazars Independent Review Report to be considered by the LSAB once published by NHS England.</p>

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	<p>agencies.</p> <p>Clare Linley added that a level of overall assurance needs to be detailed in relation to safeguarding assurance. Clare highlighted the process within the statutory governance of the LSCB regarding unexpected deaths of children; the Child Death Overview Panel (CDOP) is a useful process that combines scrutiny and learning and could be extended into adult safeguarding. The Board agreed to reflect on this approach at the LSAB development session in February.</p> <p>Emma Mortimer highlighted the view of Dr Sara Ryan, Connor Sparrowhawk's mother in relation to 'learning'. Dr Ryan had noted that since her son's death, there had been at least eleven different reviews / inquiries and said, <i>'I keep being told that organisations are learning, but they are all doing it separately and actually, how much difference does the 'learning make? how much more 'learning does there need to be? I want to see outcomes and change'</i>.</p> <p>Emma Stewart reflected on the experience of her friends, several of whom she said <i>'are dying'</i>. She emphasised that the Board needs to <i>"stop learning and start doing"</i>.</p> <p>Richard Jones thanked members of the Board for their valuable contributions to the discussion and noted that these matters would form the context of the agenda of the LSAB Development Session on 11th February.</p> <p>Post-meeting note: NHS England has published the Mazars Independent Review of deaths of people with a Learning Disability or Mental Health problem in contact with Southern Health NHS Foundation Trust from April 2011 to March 2015. It can be found here: https://www.england.nhs.uk/2015/12/17/mazars/</p>	

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4.	Tissue Viability and Adult Safeguarding	
	<p>Clare Linley, Deputy Chief Nurse, LTHT provided the Board with a presentation in relation to Pressure Ulcers and Adult Safeguarding.</p> <p>A copy of the presentation will be circulated with the minutes of this Board meeting.</p> <p>Clare described how pressure ulcers develop and how they are graded. She also explained the role of the pan-Leeds group that she is chairing in respect of this issue and it was noted that Adult Social Care needs to nominate a senior member of staff to the group. Shona MacFarlane advised that the Q & PA sub-group was also looking at this issue and would welcome a conversation with Clare outside the meeting.</p> <p>Bridget Emery congratulated Clare on an excellent presentation and stated that she felt that seeing the photographs and presentation brought this subject into perspective.</p> <p>Clare advised that awareness of pressure ulcers needs to be targeted as part of learning for providers of care services and this was agreed by the Board.</p> <p>Emma Stewart gave a brief description of her own experience of pressure ulcers, which she said are current and are acutely painful; she noted that these are classified as grade 3/4 pressure ulcers.</p> <p>Karen Sykes commented that one of the important issues was around prevention of pressure ulcers, but also advised that there is a need for a clear understanding across agencies of the threshold into safeguarding and the importance of addressing issues that do not quite meet that definition.</p> <p>John Statham stated that he considered that the approach should be intelligence- led and that organisations who work with adults with care and support needs should be trained.</p> <p>Richard Jones asked the Board to reflect on the presentation and consider how the Board should progress this matter. Richard also highlighted the need to ensure that all agencies be familiar with the multi-agency safeguarding adults policy and procedures and understand how information should be</p>	<p>Action: Shona McFarlane to nominate a senior officer to join the City-Wide Pressure Ulcer Reduction Group</p>

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	shared.	
5.	Safeguarding Adults Data for 2014-15: Comparing Leeds Performance with Fifteen Comparator Cities	
	<p>Gillian Probyn, Principal Performance and Quality Assurance Officer, ASC presented a report detailing the Leeds safeguarding adults performance data for 2014 -15, which was submitted for the annual Safeguarding Adults Return of data. Gillian outlined the key issues relating to the Leeds data in terms of comparing Leeds' performance with its 15 comparator authorities.</p> <p>Richard Jones sought clarification about how some of the data is gathered and reported, asking whether it provided the Board with the information it needed. Board members agreed that there is a need for a range of quality assurance information to be provided from a range of different sources as well as the data held by Adult Social Care and Shona McFarlane noted that this is high on the Quality Assurance and Performance Sub-group's agenda.</p> <p>DCI Mark Griffin commented that that he felt that the fully substantiated cases were more prevalent in Leeds and asked whether West Yorkshire's approach is out of kilter with other authorities. It was noted that the comparator data requires careful consideration as often different authorities' data collection processes vary significantly and so like is not being compared with like.</p> <p>Clare Linley commented that the data shows that where a concern is located in a hospital setting was lower. Board members noted that the number of referrals for Safeguarding Adults Reviews had increased and DCI Griffin, SAR Sub-group chair noted that this reflected the experience in Leeds.</p> <p>Richard Jones asked the Quality Assurance and Performance Sub-group to analyse the data in more detail and report back to the LSAB.</p>	<p>Action: QA and P Sub-group to analyse the Comparator Report detail and report back to the Board in February 2016.</p>
6.	Board Member updates	
i.	<p>Review and re-commission of Housing-related support</p> <p>Bridget Emery, Chief Officer, Strategy and Commissioning, Public Health presented a paper outlining a review of commissioned housing related support together with a brief</p>	

Item No.	Item	Action, Timescale and Person responsible
	background of the service. Bridget's report included information about the proposed approach, the timetable and key issues for adults with care and support needs. Board members will be sent a copy of the full review and are invited to provide comments to Bridget direct.	Action: Bridget Emery to forward the full review documentation to Board members.
7.	LSAB Strategy and Annual Plan - Performance	
	<p>Richard Jones presented the LSAB Annual Plan, which was approved.</p> <p>Richard asked each of the sub-group chairs to present a verbal update on their progress towards completion of the actions set out in that plan.</p> <p><u>Maureen Kelly – Chair of the Learning and Improvement Sub-group</u></p> <p>Maureen advised the Board that the first meeting of the re-formed sub-group is scheduled to take place in January; the Terms of Reference have been agreed in principle along with the work plan and the actions that are set out in the LSAB Annual Plan will be achieved by the end of the financial year.</p> <p><u>Shona MacFarlane – Chair of the Quality Assurance and Performance Sub-group</u></p> <p>Shona advised the Board that representation from the LSCB has been obtained for the sub-group and it is also hoped that Safer Leeds will provide a representative.</p> <p>The group is also looking at updating the Quality Assurance framework. Board members were reminded of the need to complete the Partner Self-Assessment.</p> <p>Shona advised that once received these will be analysed and presented to the Board. The sub-group is also looking at data quality, Making Safeguarding Personal, together with preparing the scope of the multi-agency file audit which was a recommendation from the LGA Peer Challenge.</p> <p><u>DCI Mark Griffin – Chair of the Safeguarding Adults Review Sub-group</u></p> <p>Mark advised the Board that the revised SAR Policy and Toolkit was nearing completion and would be presented to the February 2016 meeting.</p>	

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	<p>Mark reflected on the comments made by Dr Sara Ryan about the need for 'learning' to make a difference to people's lives and so proposed that the individual agency and multi-agency actions from the most recent full Review that was undertaken with an independent chair should be audited. This was the Review that was identified as VA6 and was reported to the LSAB in December 2013.</p> <p>The Board welcomed this proposal and endorsed the approach, asking that the sub-group report its findings in February 2016.</p> <p>Mark reported that the sub-group is currently reviewing two referrals for Safeguarding Adults Review.</p> <p><u>Tanya Matilainen – Chair of the Citizen Engagement Sub-group</u></p> <p>Tanya drew Board Members attention to Annual Plan action 4.1: <i>Review and develop systems to ensure that adults at risk and other relevant people are provided with the opportunity to provide feedback.</i> Tanya advised that the sub-group is working in conjunction with the Quality Assurance and Performance Sub-group to look at ways of capturing and analysing information about people's experience of the safeguarding process.</p> <p>Tanya also commented that the sub-group is looking at ways of enabling the LSAB's key messages to be disseminated via related campaigns in the City and asked that any board members with ideas should contact her direct.</p> <p><u>Sub-group Terms of Reference</u></p> <p>These were approved by the Board.</p> <p><u>LSAB Structure Chart</u></p> <p>Richard Jones drew the Board's attention to the fact that a Vice Chair needs to be appointed. It was agreed that this matter would be addressed before the first meeting of the new financial year.</p>	<p>Action: SAR Sub-group to audit the actions from the VA6 Review and report findings to the LSAB in February 2016.</p> <p>Action: Vice Chair of the Board to be appointed by April 2016.</p>
8.	LSAB Annual Report 2014-15	
	<p>Richard Jones presented the LSAB Annual report, reminding members that they should report it to their own agency executive bodies / boards and provide this assurance to the LSAB.</p> <p>The report was approved.</p>	<p>Action: Board members to provide the LSAB Annual Report to their executive bodies / boards and provide assurance to</p>

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		the LSAB.
9	Public Information	
	<p>Tanya Matilainen, Chair of the Citizen Engagement Sub-group provided a brief update on the safeguarding promotional material that had been developed. Examples of these were displayed. Tanya explained that these had been updated to reflect the requirements of the Care Act 2014 and the language that had changed in the North and West Yorkshire Safeguarding Adults Policy and Procedure. Tanya advised that all promotional material will be updated in 2016 following full consultation with user groups.</p> <p>The publicity materials in their current format were approved.</p>	
10.	Linked Strategic Partnerships	
	<p>Richard Jones led a debate around links to the related strategic partnerships in Leeds; the LSCB, Safer Leeds and the Health and Wellbeing Board. He drew members' attention to the reports and plans that had been provided to this meeting and asked for views about the LSAB should seek to work more closely with those partnerships in the future.</p> <p>Hilary Paxton drew the Board's attention to page 81 of the LSCB Annual Report for 2014 – 15 and 'challenges' that had been issued to the LSAB. These related to the Think Family, Work Family strategy and transition of young people to adult services. It was noted that the Board had not been advised of these challenges before this meeting.</p> <p>Richard Jones commented that the LSCB report highlighted the Board's principles and values and asked whether this approach would be valuable for the LSAB. Board members agreed and Richard suggested that these would help this Board establish how it would work with other partnerships.</p> <p>After a short debate, members agreed that that this should be discussed at the Board development session on 11th February.</p> <p>Maureen Kelly advised the Board that there is LSCB Executive Board Meeting scheduled for 11th February and Bridget Emery advised that the Safer Leeds Executive also had a meeting arranged for that day.</p> <p>It was agreed that this scheduled Board Development Day should go ahead as planned, but that the Safeguarding Support Unit should liaise with Safer Leeds, the LSCB and the Health and Wellbeing Board to ensure that future meeting</p>	<p>Action: LSAPSU to liaise with related partnerships and ensure future meeting dates do not conflict.</p>

Item No.	Item	Action, Timescale and Person responsible
	dates do not conflict.	
11.	Reflection	
	<p>Richard Jones asked members to reflect on the meeting and offer their thoughts about how well it had achieved its aims.</p> <p>Bridget Emery stated that she felt that Clare Linley's presentation was much more powerful than just talking about pressure ulcers; it gave a focus on the issue, which she welcomed.</p> <p>Jo Harding advised that this was her first Board meeting and she had noted a good level on engagement.</p> <p>John Statham stated that he felt that the 11th February Board Development session was extremely important that there were 3 or 4 core business items to discuss in conjunction with the Board's role in making a difference for the citizens of Leeds.</p> <p>Gerry Gillen felt that members tended to use "corporate speak" and jargon a lot and felt that this needed to change if the Board's work was to be more accessible to the people of Leeds.</p> <p>Maureen Kelly stated that she welcomed Gillian Probyn's presentation and added that she felt that the work that Clare Linley and Shona MacFarlane are undertaking with regard to pressure ulcers was an excellent way forward.</p>	
12.	Any other business	
	Richard Jones wished Board members Seasons' Greetings.	
13.	Dates of future meetings:	
	<p>These were approved, electronic invitations have been sent to Board Members.</p> <p>The Board Development Session is to be held on 11th February 2016 from 9.30 – 4.30.</p> <p>The next Board meeting is 23rd February 2016 from 2.00 – 4.30pm.</p> <p>Both will be held at the Rose Bowl, Leeds Beckett University.</p>	



Leeds Safeguarding Adults Board

Actions from 10th December 2015

Item No.	Action	Person / organisation responsible	Deadline
Item 2 Minutes of the LSAB – 14 th October 2015	Action: Hilary Paxton to action publication of the LSAB Constitution.	Hilary Paxton	23 rd February 2016
	Action: Hilary Paxton to seek legal guidance and provide a proposal to the Board at its next meeting in February in relation to Board members reporting conflicts of interest.	Hilary Paxton	23 rd February 2016
Item 3	Action: The Mazars Report of its Independent Review of Independent Review of deaths of people with a Learning Disability or Mental Health problem in contact with Southern Health NHS Foundation Trust from April 2011 to March 2015 to be considered by the LSAB once published by NHS England.	LSAB	23 rd February 2016
Item 4	Action: Shona McFarlane to nominate a senior officer to join the City-Wide Pressure Ulcer Reduction Group	Shona McFarlane	23 rd February 2016
Item 5	Action: QA and P Sub-group to analyse the Comparator Report detail and report back to the Board in February 2016.	QA and P Sub-group	23 rd February 2016
Item 6	Action: Bridget Emery to forward full documentation in respect of the Review of Commissioning of Housing-related support to the LSAPSU for dissemination to Board members.	Bridget Emery	22 nd January 2016
Item 7	Action: SAR Sub-group to audit the actions from the VA6 Review and report findings to	SAR Sub-group	23 rd February 2016

Item No.	Action	Person / organisation responsible	Deadline
	<p>the LSAB in February 2016.</p> <p>Action: Vice Chair of the Board to be appointed by April 2016.</p>	LSAB	1 st April 2016
Item 8	Action: Board members to provide the LSAB Annual Report 2014-15 to their executive bodies / boards and provide assurance to the LSAB.	All Board members	23 rd February 2016
Item 10	Action: LSAPSU to liaise with related partnerships and ensure future meeting dates do not conflict.	LSAPSU	8 th January 2015



Continuing Actions From Previous Boards Meetings

Board Date	Agenda Item	Action	Lead Person/ Agency	Agreed Date	Comments
February 2015	Item 1 ii	Domestic Homicide Reviews A thematic analysis of Domestic Homicide Reviews in Leeds to be provided to the LSAB	Supt Sam Millar		Timescale to be agreed 10 December 2015 - update To be reported back to the February 2016 Board meeting
June 2015	Item 7	Leeds Safeguarding Adults Board Strategic Plan Consultation event to be held considering the priorities for the 2016/17 Strategic Plan	Partnership Support Unit & Leeds Healthwatch		To be considered as part of Strategic Planning for 2016/17 Action relates to the new Care Act duty to consult with the Local Healthwatch and involve the community in devising the Board's Strategic Plan. 10 December 2015 – update To be organised for 2016

Board Date	Agenda Item	Action	Lead Person/ Agency	Agreed Date	Comments
October 2015	Item 2i	Revised Care and Support Statutory Guidance Revised statutory Guidance to be presented to the Board for Consideration when published.	Partnership Support Unit		To be published in due course
October 2015	Item 6	Quality Assurance and Performance Sub-group to undertake an audit in relation to case conclusion decision making. Findings will be used to inform Board for further discussion.	Shona MacFarlane		To be presented the February 2016 Board meeting

Appendix two



**Domestic Homicide Lessons Learned Briefings 2016
Delivered by the Safer Leeds Domestic Violence Team**

The Safer Leeds Domestic Violence Team are offering multi-agency briefings to raise awareness of the Lessons Learned in Leeds Domestic Homicide Reviews. This briefing is focussed on the combined lessons from a number of reviews: (DHRs 6,8,9,10,12,17)

The briefings will provide you with:

- An outline of the cases
- An overview of the key lessons learned from these reviews
- The chance to explore some of the key issues in more depth
- An opportunity to consider the recommendations and how you might implement them in your agency
- An opportunity to discuss practice issues in relation to domestic violence

Dates and Times of Briefings:

10 am to 12 pm - Wednesday 20 th January 2016	~	Headingley Carnegie Stadium
9.30 am to 11.30 am - Wednesday 3 rd February	~	Leeds Civic Hall
10 am to 12 pm - Tuesday 9 th February	~	St George's Centre, Middleton
2 pm to 4 pm – Wednesday 10 th February	~	Reginald Centre, Chapeltown

Please e-mail dvteam@leeds.gov.uk to book a place asap as availability will be limited