



Leeds Safeguarding Adults Board

Minutes – 11th August 2015

Name	Organisation	
Ellie Monkhouse	Interim Chair – Leeds Safeguarding Adults Board	Attended
Cath Roff (Member)	Director of Adult Social Services	Apologies
Shona McFarlane (Member)	Adult Social Care	Attended
Superintendent Sam Millar (Member)	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
Karen Sykes (Deputy)	Leeds Teaching Hospitals NHS Trust	Attended
Anthony Deery (Member)	Leeds and York Partnerships NHS Foundation Trust	Apologies
Lindsay Britton (Deputy)	Leeds and York Partnerships NHS Foundation Trust	Attended
Paul Morrin (Member)	Leeds Community Healthcare Trust	Attended
Tanya Matilainen (Member)	Healthwatch Leeds	Attended
Lisa Toner (Member)	West Yorkshire Fire and Rescue Service	Attended
Andrew Dickinson (Member)	HMP Wealstun	Attended
Andrew Chandler (Member)	National Probation Service	Apologies
Peter Turner (Member)	Community Rehabilitation Company	Attended
Emma Stewart (Member)	Alliance of Service Experts	Attended
John Statham (Member)	Environments and Housing, LCC	Attended
Philip Bransom (Member)	Advonet	Apologies
Bridget Emery (Member)	Office of the Director of Public Health	Attended
Hilary Paxton (Ex Officio)	LSAPSU	Attended
Emma Mortimer (Ex Officio)	LSAPSU	Attended
Kieron Smith (Ex Officio)	LSAPSU	Attended
Lorraine Danby (Ex Officio)	LSAPSU	Attended
Richard Graham (In attendance)	ASC QA and Risk Manager	Attended

Item		Action	Responsibility and completion date
1.	Welcome		
	Ellie Monkhouse, Interim Chair welcomed members to the Leeds Safeguarding Adults Board meeting.		
i.	Introductions and Apologies		
	Members of the Board introduced themselves. Ellie Monkhouse noted apologies.		
2.	Minutes of 18 June 2015		
	These were accepted as an accurate record with the exception that Paul Morrin had given his apology for the meeting held 18 June 2015, but this was not recorded as such. The minutes will be amended to reflect this.		

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	Matters Arising/Action list from June 2015		
	<p>The Board was informed that with the exception of the following items that the actions from June 2015 were either on the agenda for today's meeting or had been completed.</p> <p>Item 1 ii – Recruitment and Appointment of LSAB Independent Chair. Shona McFarlane provided a verbal update on the position with regard to the recruitment of the Independent Chair of the Board. Three candidates were shortlisted, two interviewed; the third candidate could not attend on the day. Formal interviews were held on 14 July 2015 with Cath Roff, Tom Riordan, Ellie Monkhouse and the LCC Executive Member for Health and Wellbeing, Cllr Mulherin. It was not possible to appoint.</p> <p>Further interviews will take place and the candidate unable to attend on the 14 July will be invited to interview. The interview process itself was successful and will be used again. Shona informed the Board they are now canvassing a panel, planning to use specialist recruitment services, with interviews likely to be held at the end of September.</p> <p>Item 5 – Safeguarding Adults Board – Constitution Hilary Paxton provided a verbal update in relation to the Information Sharing Agreement. Hilary advised that all amendments have been completed by the LCC Information Governance Team. She noted that it is ready to circulate to all Information Governance officers within organisations represented at the Board and confirmed that Board members will also receive a copy. The final version will be included in the Board's Constitution.</p> <p>Item 5 – Safeguarding Adults Board – Learning and Improvement Sub-group Ellie Monkhouse advised that she is leaving her post in October 2015 and will therefore be unable to chair the sub-group as originally proposed following Diane Hampshire's retirement.</p> <p>Item 6 – LGA Peer Challenge Final report and draft action plan Hilary Paxton provided a verbal update. The LGA / ADASS Adult Safeguarding/Domestic Violence guidance has been circulated to Board Members as requested.</p>	Draft Information Sharing Agreement to be circulated to Board Information Governance Officers and Board Members.	Hilary Paxton 30 th September 2015
2.	Safeguarding Adults Data Trends		
	<p>i. Five Year Safeguarding Adults Trend Data 2010-15</p> <p>Richard Graham, ASC Senior Quality Assurance Officer at the request of the Board presented a report prepared by Gillian Probyn, ASC Principal Performance and QA Officer summarising the five year Safeguarding Adults Return Trend Data (from 2010-2015). Richard spoke around the slides alerting the Board Members to specific</p>		

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	<p>patterns.</p> <p>Board members led a brief discussion around the data.</p>		
	<p>A table discussion followed, the Board Members were asked to consider three questions. Consideration was given to the following questions and answers followed.</p> <p>A. What information is most useful to enable the Board to assure itself that Safeguarding Adults in Leeds is achieving –</p> <p>a) Outcomes for service users b) Compliance with procedures c) Good quality decision making d) Consistency across partners</p> <ul style="list-style-type: none"> • Consider strategic priorities, does the data set allow us to say if we can achieve these • ESCR/CIS data may not be enough to reassure the Board, need to consider information from other sources • Location and source of risk may be vital in identifying targeted approaches • Need the work to not be just that of the QAP sub-group, actions owned by all, including L&I for example. • What information is already collated by each organisation, can this be collated and surmised to give understanding of key issues. • Self-assessment used to assure the Board of actions of partner organisations • Need to consider what we have, before adding more requirements – gather from partners to give more rounded picture. <p>B. What information is most useful to enable the Board to assure itself that the Board Business plan is progressing and having the desired impact?</p> <ul style="list-style-type: none"> • Need to know hotspots – so as to take on targeted work • Need to be confident that citizens know what abuse is and how to refer • People need to receive feedback about what has happened in relation to concerns raised. • Data set needs to reflect the Board's strategic priorities (including MSP) and annual plan. More clearly around requirement of Care Act • Need to know how long the process is, how many cases come to case conference meetings. <p>C. What information is most useful to enable the Board to assure itself that there is adequate horizon scanning to</p>		

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	<p>prevent the Board being caught out:?</p> <ul style="list-style-type: none"> • Horizon scanning • Triangulation of information from other sources, e.g. provider services • Benchmarking data – how compare nationally • Why Leeds may be different to national picture, e.g. Different services, population • Information from news/social medial • Information about other related agendas CSE, FGM, Hate Crime, • How related agendas e.g. prevent – e.g. how included with safeguarding training • Quality of service provision in the city, e.g. risky homes • Issues of reputational damage to the Board <p>Superintendent Sam Millar commented that Board needs more analysis rather than the data set, emphasising the need for the sub-group to focus on this level of detail. She said that she considers that the Board needs to know the resulting priorities to determine the right response.</p> <p>Shona McFarlane stated that she felt it was useful for this discussion to provide a steer for the work of the Quality Assurance and Performance Management sub-group.</p> <p>Richard Graham advised that the source of risk is key in the analysis of information in order to have targeted actions.</p> <p>Ellie Monkhouse advised that she considered that the Board needs to understand what the problems in Leeds are, and to revisit this issue with answers to these questions.</p> <p>Clare Linley agreed and commented that the Board needs assurance via analysis of the data.</p> <p>It was agreed that the Quality Assurance and Performance Management Sub-group would focus on these issues and report back as required.</p>		
3.	Leeds Safeguarding Adults Board Learning and Improvement Sub-Group		
	<p>i. Learning and Improvement Plan for 2015-16</p> <p>Diane Hampshire presented a report on the LSAB Learning and Improvement Framework prepared by Emma Mortimer and Diane Hampshire. Board members noted the approach for City-wide strategic learning and the requirement for organisations to provide the Board with assurance of the learning having been disseminated within</p>		

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	<p>their organisations.</p> <p>ii. Learning from local and national Savile inquiries The sub-group is developing Learning Packs; the first of these Learning Packs relates to the learning from the Savile Inquiries and will be launched in Autumn 2015.</p> <p>Board Members, led by Hilary Paxton had a brief debate on the usefulness of bringing the learning from the Savile enquiry back to a Board session. The Learning and Improvement sub-group has looked at key themes from the Savile inquiry and is incorporating these into multi-agency learning events. Board Members agreed the approach by the Sub-group is a sensible approach to any further learning. Shona McFarlane expressed her view that the Board needs to be assured learning is being embedded into practice and there is a need to know this is been done. It was agreed that this would be discussed at further meetings.</p> <p>The Board approved the report.</p> <p>PMN - Diane Hampshire is retiring; Maureen Kelly has offered to Chair the LSAB Learning & Improvement Sub-Group..</p>		
4.	Leeds Safeguarding Adults Board Annual Report 2014-15		
	<p>Kieron Smith presented the re-worked version of the Draft Board Annual Report, drawing the Board's attention to it focusing less on detail, making it more accessible to the public. Board members were asked for their comments and thoughts.</p> <p>Board members, led by Ellie Monkhouse led a brief debate regarding contributions to the report.</p> <p>Agreed that if any member wished to amend their contribution that this should be undertaken within the next week.</p> <p>Board members, led by Ellie Monkhouse agreed that the report is factually accurate and commented that the case studies are good. It was noted there had been difficulties identifying priorities for the year.</p> <p>Agreed the LSAB Annual Report for 2015-16 would be shared with partners prior to it being brought to the Board.</p>	Any amended contributions to be forwarded to Kieron Smith.	18 th August 2015
5.	Leeds Safeguarding Adults Board Annual Plan 2015-16		
	<p>Kieron Smith presented the draft Annual Plan. The Board's attention was drawn to the four strategic priorities.</p> <p>Board members' comments and thoughts were welcomed on whether the draft Strategic Plan reflects the key priorities for Leeds at this time.</p> <p>Board Members expressed their view that the report is a good</p>		

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	<p>reflection of priorities and liked the format. Elle Monkhouse spoke of the Sub-groups and the work they bring into this Board. Ellie Monkhouse and the four Sub-group Chairs to meet; a cycle of dates will be agreed.</p> <p>Brief discussion followed on 3.1A - Develop and embed 'front door safeguarding hub' working arrangements to provide coordinated responses to adults at risk.</p>		
6.	Case Reviews: Safeguarding Adults Reviews and Domestic Homicide Reviews		
	Board Members noted A17 has now been recommended by the LSAB SAR Sub-group to be undertaken solely as a Safeguarding Adults Review as the Person Alleged Responsible was not charged by the CPS for homicide. The change is supported by Neil Evans Chair of the Safer Leeds Executive.		
7.	Care Act 2014 matters:		
	<p>i) Adult Social Care/NHS Trust Safeguarding Adults Enquiry Protocol</p> <p>Members of the Board approved the Draft Safeguarding Adults Enquiry Protocol with the following exception:</p> <p>Page 2 Leeds Teaching Hospital NHS Trust – first bullet point to read</p> <ul style="list-style-type: none"> • The adult at risk is or was an in-patient at time of allegation or attending a service provided by LTHT, and: <p>ii) Designated Adult Safeguarding Manager (DASM) role – update:</p> <p>Hilary Paxton led a discussion about the role of the Designated Adults Safeguarding Manager. Comments were received from Board members. The National Guidance is in its final draft and is expected to be ready by end of September 2015. The CCG, Police and LA will all have a DASM. Hilary Paxton to circulate to national guidance to Board members once this is finalised.</p> <p>An update will be brought to a future Board.</p>	<p>Hilary Paxton to make changes</p> <p>Hilary Paxton to bring National Guidance to a future Board once available</p>	<p>Hilary Paxton</p> <p>Hilary Paxton</p>
8.	Any other Business		
	<p>Ellie Monkhouse brought to the attention of the Board members items for information and dissemination.</p> <p>Ellie Monkhouse on behalf of the Board members, thanked Dennis Holmes, Susan Lines and Diane Hampshire for their contribution to the work of the Board and wished them well for the future.</p>		
9.	Dates of future meetings:		
	<p>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

11th August 2015

Action List –

Item No.	Action	Person / organisation responsible	Deadline
Matters arising: August 2015	Matters arising Draft Information Sharing Agreement to be circulated to Board Information Governance Officers and Board Members.	Hilary Paxton	30 th September 2015
Item 4:	Leeds Safeguarding Adults Board Annual Report Agreed that if any member wished to amend their contribution that this should be forwarded to Kieron Smith within the next week.	Board members	18 th August 2015
Item 7:1	Adult Social Care/NHS Trust Safeguarding Adults Enquiry Protocol Amendment required: Leeds Teaching Hospital NHS Trust – first bullet point to read <ul style="list-style-type: none"> • The adult at risk is or was an in-patient at time of allegation or attending a service provided by LTHT, and: 	Hilary Paxton	
Item 7:2	Designated Adult Safeguarding Manager (DASM) role – update: Hilary Paxton to bring National Guidance to a future Board as soon as it is available	Hilary Paxton	