



Leeds Safeguarding Adults Board

Minutes of a Meeting held on 14th November 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)	Leeds CCGs, Member of Executive Group, Chair of LSAB Executive Group: SARs	x
Cath Roff	Leeds City Council, Adults and Health	x
Shona McFarlane	LCC Adults and Health, Member of Executive Group, LSAB Quality Assurance and Performance Sub Group	✓
Nigel Parr	LCC, Adults and Health	✓
Max Naismith	LCC, Adults and Health, Chair of MCA LIN Sub Group	x
Philip Bransom (Member and Chair, LSAB Citizen Engagement Sub-group)	Advonet for Third Sector Leeds, Chair of Citizen Engagement Sub Group	✓
Gill Marchant	Leeds CCGs, Chair of Learning and Development Sub Group	x
Superintendent Samantha Millar	West Yorkshire Police, Member of Executive Group	x
Tim Whaley	Vice Chair, MCA LIN Sub-Group	✓
Jo Harding	NHS Leeds Clinical Commissioning Partnership	✓
Suzanne Hinchliffe CBE	Leeds Teaching Hospitals NHS Trust (LTHT)	x
Helen Christodoulides	Leeds Teaching Hospitals NHS Trust (LTHT)	✓
Richard Hattersley	Leeds Teaching Hospitals NHS Trust (LTHT)	✓
Karen Sykes	Leeds Teaching Hospitals NHS Trust (LTHT)	x
Paul Lumsdon	Leeds and York Partnership NHS Foundation Trust (LYPFT)	x
Lindsay Britton-Robertson	Leeds and York Partnership NHS Foundation Trust (LYPFT)	✓
Marcia Perry	Leeds Community Healthcare NHS Trust (LCH)	✓
Sally Morgan	Healthwatch Leeds	✓
Max Lanfranchi	National Probation Service	x
Rachel Garry	National Probation Service (North East)	x
Sandra Chatters	Community Rehabilitation Company	x
Mandy Sawyer	Leeds City Council: Housing Leeds	✓
Emma Stewart	Alliance of Service Experts	x
Emma Howson	Leeds City Council: Public Health	✓
Zoe Hiner	HMP Wealstun	x
Laura-Jane Kershaw	HMP Wealstun	✓
Kelly Pearce	HMP Leeds	x
Kathryn Richardson	West Yorkshire Fire and Rescue Service	✓
Sal Tariq	LCC, Children and Families	x
David Rickus	Leeds Safeguarding Adults Board Strategy Unit, Observer	✓

Board Membership		
Name	Representing	Attended
Emma Mortimer	Leeds Safeguarding Adults Board Strategy Unit	✓
Kieron Smith	Leeds Safeguarding Adults Board Strategy Unit	✓
Loraine Danby	Leeds Safeguarding Adults Board Strategy Unit [Minutes]	✓

Item No.	Item
1	Chair's Welcome
	<p>Richard Jones, LSAB Independent Chair welcomed members to the Leeds Safeguarding Adults Board meeting.</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)	Minutes of the Leeds Safeguarding Adults Board meeting held on 26th September 2017 and Matters arising
	<p>The minutes of 26th September 2017 were agreed as correct.</p> <p>Richard presented actions from previous meetings requesting updates.</p> <p>LSAB Meeting: 26th September 2017</p> <p>- Action: Item 2) West Yorkshire Trading Standards Safer Project to provide an annual report to the LSAB.</p> <p>Update: To report in 2018 via annual report. West Yorkshire Trading Standards Safer Project have a further two years funding.</p> <p>- Action: Item 6) Guidance to be issued and forms updated to allow removal of substantiation of abuse from Leeds safeguarding adults operational practice.</p> <p>Update: Complete.</p> <p>- Action: Item 8) Yorkshire and Humber Board Self-Assessment to be undertaken by members</p> <p>Update: On the agenda at Item 5.</p>
2	The Three Leeds Safeguarding Boards' Event – learning and next steps
	<p>Emma Mortimer spoke to a report regarding feedback from the Three Boards event.</p> <p>Richard asked for thoughts, the key points were as follows:</p> <ul style="list-style-type: none"> • There is an opportunity to do a joint campaign on prevention and awareness of harm • It was asked that there be a focus on co-production with citizens • The work around prevention / early intervention should include provision of joint communication materials. <p>It was agreed that the three Chairs will meet to discuss this work.</p> <p>The Three Boards' Managers were thanked for organising the Event and to be advised that the LSAB endorses the proposed work plans.</p>

Item No.	Item
3	Learning from citizens' lived experience – scoping proposal
	<p>Philip Bramson introduced the scoping proposal regarding learning for citizens' experiences with an ambition included to ensure that we hear and learn from the views of those citizens that have been directly involved and supported within the multi-agency policy and procedures.</p> <p>A discussion took place with members providing their views and expertise from their own agency experience.</p> <p>Philip referred to the importance of transparency and commissioning processes, and his potentially conflicted role as Chair of the Citizens Engagement Sub Group and also as Chief Exec of Advonet, a service that would potentially bid for this work.</p> <p>Richard acknowledged Philip's concerns and welcomed his ethical approach to the matter.</p> <p>A number of Board members offered to further support this project and to form a task group to progress this agenda.</p>
4	16 Days of Action / White Ribbon Campaign 2017
	<p>Kieron Smith introduced the LSAB members to the White Ribbon Campaign explaining this is a global movement that encourages men and boys to work together to end male violence against women and girls.</p> <p>The White Ribbon Campaign is being led by Safer Leeds, with support and some funding from the Leeds Safeguarding Children Board and LSAB. The Board was asked for approval of £500 from the LSAB Budget to help support the programme. This was agreed.</p> <p>Board Members were asked to consider if there are actions within their own organisations they can take to help support this campaign: The following details about the campaign were given:</p> <ul style="list-style-type: none"> ○ 16 Days of Action is a global campaign founded by the first Women's Global Leadership Institute in 1991, which strives to eliminate violence and abuse against women and girls from around the world. ○ The campaign runs every year from 25th November, the International Day for the Elimination of Violence against Women, to 10th December, Human Rights Day. The campaign has been running in Leeds since 1999. <p>Richard Jones acknowledged the £500 commitment.</p>
5	Safeguarding Adults Partner Self-assessment

Item No.	Item
	<p>Richard Jones thanked LSAB members for returning the regional Yorkshire & the Humber Safeguarding Adults Board Self-Assessment for 2017 which asked members to self-assess their organisation against a range of standards.</p> <ul style="list-style-type: none"> ○ 10 Board member organisations were able to provide a response at the time of the report being written. ○ There was no expectation that those representing citizen groups i.e. Alliance of Service User Experts or those representing sectors i.e. Third Sector, to return a submission. ○ It was also acknowledged that some members with very particular roles, such as Healthwatch Leeds find the format difficult for their organisations <p>The current format is specifically for Board Member organisations, however there has been discussion previously about adopting an alternative format in future years, akin to the Section 11 process used by the Leeds Safeguarding Children Board.</p> <p>Kieron Smith introduced the paper Safeguarding Adults Partner Self-assessment and explained member organisations responses have been collated, and the Report highlights a high level of compliance with the standards and areas of good practice have been highlighted, as have areas of organisational challenge.</p> <ul style="list-style-type: none"> ○ The self-assessment provides the Board with an assurance that a high proportion of standards are being met. ○ The report provides good assurance about the systems and processes in place amongst member organisations, and identifies some areas for potential development. ○ The self-assessment identified a number of areas of potential development for particular organisations to consider how best to improve practice in these areas. <p>Kieron Smith asked the Board members agree the following:</p> <ul style="list-style-type: none"> (i) The report could be shared with the Quality Assurance and Performance Sub-group to further explore the areas of development highlighted. This was agreed. (ii) The Quality Assurance and Performance sub-group should review the self-assessment format for use in future years, taking into consideration the Section 11 self-assessment process used by the Leeds Safeguarding Children’s Board. This was agreed. <p>Richard thanked the Board members for their contribution to this item and asked them to take forward their areas of potential development.</p>
6	Working together to make Leeds a safe city for everyone: what do we know?
	<p>Shona McFarlane introduced the paper that focussed on the use of intelligence to improve our approach to safeguarding adults in Leeds and provided a narrative and analysis of data of performance in relation to the application of the multi-agency procedures over a year, from Quarter 2 2016/17 to Quarter 2 2017-18.</p> <p>The data is constantly changing, this is just a snapshot.</p>

Item No.	Item
	<p>The following key themes were highlighted and discussed:</p> <ul style="list-style-type: none"> • Concerns are going up, Section 42 going down and ‘not safeguarding’ going up • We have to do something about ‘not safeguarding’ alerts <ul style="list-style-type: none"> ○ 90% of the ‘not safeguarding’ alerts were actioned ○ Is safeguarding a route; are people struggling, are they making alerts so as to get something done quickly? ○ Do front line staff understand? ○ Bigger organisations have advice available to them; this is not something care providers have • How do we capture BME data <ul style="list-style-type: none"> ○ Age profile, area • Sexual exploitation – negligible <ul style="list-style-type: none"> ○ Does not include trafficked ○ Modern slavery – safety and would not necessarily come to safeguarding <p>Members were asked what data is already collected by partner agencies to understand how adults in need of care and support are safeguarded from harm. The following key themes were highlighted and discussed:</p> <ul style="list-style-type: none"> • In particular, Board members were asked to reflect on information held within their own agencies. <ul style="list-style-type: none"> ○ This may not be information that is labelled as ‘safeguarding’, but could be wider evidence which could enable Board members to understand the breadth of information that already exists and to agree how to use the evidence to inform its strategic planning going forward. ○ Board Members were asked to provide this information to the LSAB Strategy Unit. <p>Shona informed the members that a country-wide analysis of data is published by the Department of Health annually and will be brought to the Board when available.</p>
7	<p>LSAB Executive & Sub Group Updates</p>
	<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 24th October 2017.</p> <p><u>LSAB Executive Group: SARs</u>- Emma Mortimer reported the group had met on 24th October and had reviewed all the current cases.</p> <p><u>Citizen Engagement</u> – Richard Bramson provided an overview. The sub-group has decided to move to quarterly meetings and so has not met since the last Board Meeting. The sub-group are looking to develop a Communications and Engagement plan that it will consider at its next meeting in December.</p> <p><u>Quality Assurance and Performance</u> – Shona McFarlane provided an update from its meeting held 12 October 2017.</p>

Item No.	Item
	<p><u>Learning and Improvement</u> – Gill Marchant 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> – Maxine Naismith’s report provided a summary overview of current work-streams. Tim Whaley spoke of improvements around advanced care and briefly mentioned the tools they are using around quality assurance.</p>
8	Board Member Updates
8 (i)	<p>Leeds Community Healthcare, Overview of safeguarding elements of CQC inspection. Marcia Perry spoke about the related learning from its CQC Inspection report published 29th August 2017.</p> <p>Richard Jones thanked Marcia for the overview and congratulated Leeds Community Healthcare on its achievement.</p>
8 (ii)	<p>NHS Leeds North, NHS Leeds South and East and NHS Leeds West Clinical Commissioning Groups will become one statutory body, they will be referred to as NHS Leeds Clinical Commissioning Group. The website is www.leedsccg.nhs.uk</p>
9	Reflection
	<p>Richard asked member’s views on the on the effectiveness of the meeting. The following comments were made:</p> <ul style="list-style-type: none"> • The partnership intelligence information discussion working together to make Leeds a safe city for everyone was good, members welcomed the informative discussion. • The proposal regarding learning from citizens’ lived experience was appreciated. • Work is ongoing around information sharing and this is an important area of development, particularly for frontline staff.



Leeds Safeguarding Adults Board

Actions from 14th November 2017

Item No.	Action	Person / organisation responsible	Target date
Item 2	The Three Boards' Managers to be thanked for organising the Three Boards Event and to be advised that the LSAB endorses the proposed work plans, asking that there be a focus on co-production with citizens and that the work around prevention / early intervention includes provision of joint communication materials.	Three Boards Managers	By:
Item 3	Citizen Engagement Sub-group to progress the 'Learning from Citizens' lived Experience' work by convening a meeting with a wider group to support the development of the project.	Citizen Engagement Sub-group	By: 31 st December 2017
Item 4	Member agencies to consider how they might support these campaigns and contact Safer Leeds as detailed in the paper.	LSAB Members	By: 25 th November 2017
Item 5	Quality Assurance and Performance Sub-group to review the 2017 self-assessment returns and consider how to support members who have recorded areas as 'amber' or 'red'. Quality Assurance and Performance Sub-group Quality Assurance and Performance Sub-group to advise the LSAB on the development of a Leeds self-assessment tool. 31 st May 2018	Quality Assurance & Performance Sub-group Quality Assurance and Performance Sub-group	By: 7 th December 2017 By: 31 st May 2018
Item 6	Board members are asked to consider information that their agency collates or is aware of that could help the Board understand how adults with care and support needs are safeguarded from harm. Board members are asked to provide this information to the LSAB Strategy Unit - lsab@leeds.gov.uk	All Board Members	By: 11 th December 2017
Item 7	The MCA LIN Sub-group will provide the Board with recommended Mental Capacity Act tools and an update on its Advanced Care Planning work.	MCA LIN Sub-group	By: 31 st March 2018



Continuing Actions from Previous Board Meetings

Board Date	Agenda Item	Action	Lead Person/ Agency	Target Date	Comments
21 st 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	Item 8 on today's agenda
15 th June 2017 and 14 th November 2017	<u>Item 4</u>	Presentation re DoLS Audit to Board. DoLS audit and the initial report is expected in December 2017, the final report will be shared with the LSAB.	Max Naismith	March 2018	Update presentation to be brought to the March 2018 meeting.
26 th September 2017	<u>Item 2</u>	West Yorkshire Trading Standards Safer Project to provide an annual report to the LSAB.	West Yorkshire Trading Standards	To a future Board meeting in 2018	Agreed - October 2018
14 th November 2017	<u>Item 6</u>	Shona informed the members that a country-wide analysis of data is published by the Department of Health annually and will be brought to the Board when available.	Shona McFarlane	To a future Board meeting in 2018	Published: safeguarding-adults-collection-sac-annual-report-england-2016-17 To LSAB in July 2018