



# Leeds Safeguarding Adults Board

Minutes – 20<sup>th</sup> April 2016

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 & SAR Sub-group Chair)	West Yorkshire Police	✓
Jo Harding (Member)	Leeds West CCG	✓
Maureen Kelly (Member and L&I Sub-group Chair)	Leeds CCG	✓
Suzanne Hinchliffe CBE (Member)	Leeds Teaching Hospitals NHS Trust	
Clare Linley (Deputy)	Leeds Teaching Hospitals NHS Trust	
Breeda Columb (representing Clare Linley)	Leeds Teaching Hospitals NHS Trust	✓
Anthony Deery (Member)	Leeds and York Partnerships NHS Foundation Trust	
Lindsay Britton (Deputy)	Leeds and York Partnerships NHS Foundation Trust	✓
Marcia Perry (Member)	Leeds Community Healthcare NHS Trust	✓
Tanya Matilainen (Member and CE Sub-group chair)	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	✓
Jill Wildman	LCC: Environments and Housing	
Gurmeet Viridi	LCC: Environments and Housing	✓
Philip Bransom (Member)	Advonet	✓
Bridget Emery (Member)	LCC: Public Health	
Emma Mortimer (Ex officio)	LSAPSU	✓
Kieron Smith (Ex officio)	LSAPSU	✓

<b>Board Membership</b>		
<b>Name</b>	<b>Organisation</b>	<b>Attended</b>
Amanda Loftus (Ex officio)	LSAPSU	✓
Jayne Ogier (Ex officio)	LSAPSU	
Gerry Gillen (In attendance)	LSAB Legal Adviser	✓
Emma Howson (Observer)	LCC, Public Health Commissioning	

Item No.	Item	Action, Timescale and Person responsible
1.	<b>Chair's update and introduction</b>	
	<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>	
2.	<b>Domestic Homicide Reviews in Leeds: Learning the Adult Safeguarding Lessons.</b>	
	<p>Michelle Souza, Domestic Violence Manager, Leeds City Council gave a presentation of the learning from Domestic Homicide Reviews (DHRs) in Leeds. She outlined the purpose of DHRs and explained that it is to share learning, improve practice and encourage reflection. A copy of the presentation is attached.</p> <p>Discussion took place:</p> <p>Gurmeet Viridi, Head of Housing Management asked if any of the agencies had raised resources as an issue. Michelle responded that no one specific agency had done so, although it was noted that some agencies run a pending list for those clients who are difficult to engage.</p> <p>Shona McFarlane, Chief Officer Access &amp; Care Delivery, Adult Social Care, stated that the due to the relatively high number of DHRs in Leeds there is a huge data capability and this highlights that coercive and controlling behaviour is a fundamental indicator of domestic homicide. There are training questions around this along with the opportunity to maximise this data in underpinning the reviews and providing the ability to focus on 3 or 4 key themes.</p> <p>Emma Mortimer, Safeguarding Adults Partnership Manager, stated that there are very specific themes associated with consent and how people present to and engage with services and this has been identified in a number of Safeguarding Adults reviews in Leeds.</p> <p>Shona commented that this was a prevalent concern within Michelle's presentation. None of the women were easy to engage; it is a critical issue for all agencies how they deal with disengagement and with people who can be aggressive and abusive, but are also vulnerable and in need of services.</p> <p>Richard stated that it is important to focus on 4 or 5 common themes and ensure that the City comes together across all three Boards to look at these. There needs to be a shared approach. This is a critical message and</p>	

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	<p>focuses on how we engineer solutions. The opportunity to engage city wide and have this conversation is positive. The LSAB wants to engage with the domestic abuse agenda and that is a priority so hopefully it will not be too difficult to create a solution and not get siloed down different routes.</p> <p>Shona added reducing domestic violence and abuse is one of the City's seven breakthrough projects.</p> <p>Lindsay Britton, Leeds and York Partnerships NHS Foundation Trust asked how the information is collated nationally. Michelle reported that the Home Office holds lots of information around DHRs and in 2013 they published a document around themes based on 30 DHRs, but as of yet no further or more recent analysis has been published. Conversations have taken place with other local areas, and the themes that have emerged are identical and the same lessons learned for each city.</p> <p>Emma Stewart, Alliance of Service Experts, reported that she was aware that there were similar themes in Hull.</p> <p>Richard Jones thanked Michelle for her presentation.</p>	
<b>3.</b>	<b>Safeguarding Adults Review – A17</b>	
	<p>Kathy Shaw, Independent SAR Chair and Author facilitated a learning discussion regarding the care and support experienced by the person who is referred to in the LSAB SAR summary as A17. For the purpose of this discussion she is referred to as DB.</p> <p>Discussion took place about the learning that had already taken place at the multi-agency learning event held in March 2016 and board members added their views to that learning. These have been summarised and provided to Kathy Shaw who will be incorporating them into her SAR Overview Report.</p> <p>Gerry Gillen, LCC, Legal Advisor the Board, suggested that a single information sharing document across all three boards in Leeds could be drafted and used across agencies. Gerry agreed to lead this piece of work.</p> <p>Richard thanked Kathy for her hard work and the helpful session that she facilitated.</p>	Action: Information Sharing Guidance drafted – Gerry Gillen
<b>4.</b>	<b>Chairs' update and introduction to the second part of the meeting</b>	
	<p>Richard gave an update on the meetings that he had recently attended. He reported that the he had met with NHS Chief Executives and with Councillor Judith Blake, Leader of the Council and Tom Riordan, Council Chief Executive.</p> <p>He further reported that the Executive Board Group and has now met on two occasions; this group consists of Richard and the Sub-group Chairs. All</p>	Action to bring the Terms of Reference for

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	<p>five have met on the first occasion in February and three members of the group met in March. A further meeting is scheduled for May 13<sup>th</sup>, at which the group's Terms of Reference will be discussed prior to agreement by the Board.</p> <p>Richard reported that he was meeting with Third Sector Leeds to progress the Board's wish to communicate with and engage all Leeds communities.</p>	<p>the Executive Group to the June Board meeting.</p> <p>Richard to feedback to the June Board meeting.</p>
5.	<p><b>Minutes of the Leeds Safeguarding Adults Board meeting held on 23<sup>rd</sup> February 2016.</b></p>	
	<p>Minutes were agreed as correct.</p> <p>Actions from page 9:</p> <p><b><i>Draft Strategic Plan to be developed for the Board's Consideration at its April meeting:</i></b></p> <p>Richard reported that the draft plan is here to today for consideration.</p> <p><b><i>Agree an approach with the LSCB to respond to the Scrutiny Board Request for a joint response to the learning from the Savile enquiries:</i></b></p> <p>Richard reported that there is still some work to do in developing a joint approach with LSCB, but that this is being progressed by the Partnership Support Unit.</p>	
6.	<p><b>Board Member Updates</b></p>	
	<p>i) Safeguarding Adults Partnership Support Unit- Update:</p> <p><b>Shona McFarlane, Chief Officer, Access and Care, Adult Social Care</b></p> <p>Shona reported that since the last Board in February a number of meetings have taken place at which the redesign of the Partnership Support Unit has been discussed. A meeting was held with the CCG, which was a very positive meeting. Shona noted that the CCG had reduced its funding to bring it in line with the amount that it funds the LSCB.</p> <p>Shona advised that a new structure for the Unit was being progressed in line with the Local Authority managing change process.</p> <p>Shona advised that an informal meeting with staff had taken place and senior managers were scheduled to meet with the unions in early May. Shona commented that this would be followed with a formal meeting with staff, the outcome of which would be fed back to the next Board meeting in June 2016.</p> <p>Richard asked whether the Board would be in position to appoint to the</p>	

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	<p>new structure In September. Shona confirmed that this would be the case; she added that from a NHS and Local Authority perspective there needs to be agreement that the proposals are affordable and agreeable and support the strategic plan, noting that there has to be capacity to deliver, which will mean significant changes to current position.</p> <p>Shona reported that the proposals for the Unit are for it to be solely focus on policy and strategy and not operational in any way. The entire purpose of the Unit under the new proposals will be to support the Board.</p> <p>Jo Harding, Director of Nursing and Quality at Leeds West CCG highlighted the fact that the NHS CCG funds half of the Unit and naturally needs to be able to evidence value for money and the outcomes achieved by that funding. Jo asked whether it would possible for those outcomes to be more clearly evidenced in the new structure. Jo also asked whether the proposal clearly sets those out, noting that she had not received a copy.</p> <p>Richard stated that the proposal will be set in line with the strategy of the Board for the benefit of the citizens of Leeds. The reshaped resource will be to deliver the new and emerging strategy.</p> <p>Jo stated that the CGG needs to justify its spending and requested the CCGs, as joint funders need to have sight of the proposals to have the opportunity to sell the vision within the CCG Board. Jo added that the CCG would need adequate time to consider the proposals prior to the next Board meeting. Shona suggested a further conversation should take place outside the Board.</p> <p>Richard recommended that Shona bring the formal proposals back to the June Board to be signed off. Shona agreed to do so.</p> <p>Jo commented that for this to happen agencies need to have adequate time to deal with any internal bureaucracy before any agreement and needed the proposals well in advance of the Board.</p> <p>Shona stated that she had met with Maureen Kelly, but if further discussions were needed then these could be discussed off-line if helpful.</p> <p>Richard stated that the key personnel within the support unit are Emma Mortimer and Kieron smith, along with three administrative staff which, for a city the size of Leeds is not sustainable and is already impacting on the throughput of work, citing delivery of SARs as an example.</p> <p><b>Tanya Matilainen (Member) Healthwatch Leeds – Chair of the Citizens Engagement Sub Group:</b></p> <p>Tanya reported that the leaflets and posters are now available and encouraged members to order.</p> <p><b>Maureen Kelly – Chair of the Learning and Improvement Sub Group:</b></p> <p>Maureen reported that the Sub-group will be undertaking a scoping exercise of current training provision across all statutory agencies in Leeds.</p>	<p>Action: Shona to bring a formal proposal to the June Board Meeting</p>

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	<p>This will enable the sub-group to be clear in their specifications of what they want to capture, and will provide an oversight of what is happening across all statutory organisations city wide.</p> <p><b>DCI Mark Griffin – Chair of the Safeguarding Adults Review Sub-group:</b></p> <p>Mark reported that there had been an increase in the number of referrals received by the SAR Sub-group, three are currently with Richard awaiting his approval and a number of others are on-going. There are issues around the sub-group’s capacity as result of the impact of the Unit review.</p> <p>Richard stated that once the reviews are agreed there needs to be a different use of the available resource, both in the interim and what is needed in 6 months’ time. The proposal needs to ensure that the resource that we get has got some capacity within it and not to create more work – it is the responsibility of the Board to undertake reviews and there is a risk if they stack up that the learning from them is not being actioned as speedily as possible. It is about how the thinking can build into the short term resource if possible.</p>	
8	<b>Leeds Safeguarding Adults Board Strategic Plan 2016-2019</b>	
	<p>Richard stated that this was important item for discussion. He explained that a lot of work had been done already and there had been a brief discussion at the Executive Group.</p> <p>Board members were invited to review the draft plan and consider if these are the right priorities and actions for the City. The Board was asked to approve a version that could then be used for consultation purposes. The final version of this report would be submitted to the Board in June for approval.</p> <p>Each Board Member organisation is also to be asked to provide a set of commitments about how it will take forward the Board’s strategic objectives within its organisation and networks. Achievements against these would in turn form the basis of member organisation contributions to the Board Annual Report. It is considered that this approach will help connect the work of Board with that of member organisations.</p> <p>It was agreed that this feedback would be incorporated and would go to the Executive Group for final consideration.</p>	<p>Feedback to be incorporated and sent to the Executive Group for approval</p>
9	<b>Quality Assurance</b>	
	<p>i) Reflective Practice Sessions:</p> <p>Shona McFarlane, Sub-group chair explained the sub-group’s proposal to establish Reflective Practice Sessions; the terminology of ‘reflective practice</p>	

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	<p>sessions' rather than 'multi-agency audit' was felt more positive than the term 'audit', which can raise concern and anxiety amongst practitioners, when in fact sessions are intended to be opportunities for individuals from the various agencies to come together to identify learning.</p> <p>The sub-group proposed that these sessions are used to focus on specific themes, as reflected in the Board's Strategic Plan. Consistent with the strategic plan's initial draft it is proposed that the first themes should relate to:</p> <ul style="list-style-type: none"> <li>• Domestic violence and abuse</li> <li>• Pressure ulcer care</li> </ul> <p>Each reflective practice session, regardless of any overarching theme would need to include consideration of making safeguarding personalisation principles.</p> <p>Superintendent Sam Millar stated that she was not sure that the theme of pressure ulcers was wide enough and questioned if there would there be value for money from this resource, if only a very specific case was being looked at.</p> <p>Discussion took place around this:</p> <p>Shona replied that that it would not be a narrow case but the sessions would reflect on multi agency learning and what has and hasn't worked.</p> <p>Jo commented that the reflective sessions need to be multi-agency and to examine the implications City-wide, for example looking at nutritional care in relation to pressure ulcer care. They need to be broad examples.</p> <p>Shona agreed to change the wording from pressure ulcer care to something more broadly based.</p> <p>It was agreed that there would be two sessions held over the next six months. Shona agreed to bring back the learning from these sessions to the Board, through its relevant sub-groups to feed into the strategic learning.</p> <p>ii) Summary Reporting Format:</p> <p>Shona presented a new Quality Assurance reporting format. This was welcomed.</p>	
<b>10.</b>	<b>Care and Support Statutory Guidance</b>	
	Shona reported that the revised statutory guidance had been published in	

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	<p>March 2016. There were a number of changes, the most significant of which being in relation to safeguarding. She reported that the DASM role has now been removed, along with a number of other changes. Members noted the information and the accompanying report.</p>	
<b>11.</b>	<b>Reflection</b>	
	<p>i) Leeds Safeguarding Adults Board</p> <p>Sam commented that today's Board had been in her opinion, the healthiest for a while, having not attended for a few months the conversations have been open and that is a step-change from previously.</p> <p>Breeda Columb, Head of Nursing LTHT stated that she had found the meeting to be very productive. She welcomed the fact that everyone had ambition to make changes and not just talk; commenting that she saw there is a want and a will in the room.</p> <p>ii) Messages for linked strategic partnerships:</p> <p>Richard plans to meet with the chairs of the LSCB and Safer Leeds to have a three-way conversation around our mutual development themes and to consider how we develop these together and not separately.</p>	
<b>12.</b>	<b>Any Other Business</b>	
	<p>Tanya reported that Healthwatch has two new joint chairs; his name John Beale and Lesley Sterling-Baxter.</p>	
<b>13</b>	<b>Proposed Dates of future meetings</b>	
	<p>16<sup>th</sup> June 2016 2.00 – 4.30pm</p> <p>4<sup>th</sup> August 2016 2.00 – 4.30pm</p> <p>13<sup>th</sup> October 2016 2.00 – 4.30pm</p> <p>8<sup>th</sup> December 2016 2.00 – 4.30pm</p> <p>All at:</p> <p>The Rose Bowl, Leeds Beckett University, Portland Crescent, Leeds LS1 3HB</p> <p><a href="http://www.leedsbeckett.ac.uk/conferencing/our-venues/rose-bowl/">http://www.leedsbeckett.ac.uk/conferencing/our-venues/rose-bowl/</a></p>	



## Leeds Safeguarding Adults Board

### Actions from 20<sup>th</sup> April 2016

Item No.	Action	Person / organisation responsible	Target date
Item 4	<p><b>Actions:</b></p> <p>The Terms of Reference for the Executive Group to be brought to the next Board.</p> <p>Richard to meet with Third Sector Leeds and provide feedback to the June Board meeting.</p>	<p>Richard Jones, Independent Chair</p> <p>Richard Jones, Independent Chair</p>	<p>16<sup>th</sup> June 2016</p> <p>16<sup>th</sup> June 2016</p>
Item 3	<p><b>Actions:</b></p> <p>Agree an approach with the LSCB to respond to the Scrutiny Board request for a joint response to the learning from the Savile enquiries.</p>	Safeguarding Adults Partnership Support Unit	16 <sup>th</sup> June 2016
Item 6	<p><b>Actions:</b></p> <p>Safeguarding Adults Partnership Support Unit - Update. Shona to bring formal proposal back to next Board Meeting</p>	Shona McFarlane	16 <sup>th</sup> June 2016



## Continuing Actions From Previous Boards Meetings

Board Date	Agenda Item	Action	Lead Person/ Agency	Target 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	April 2016	Complete – April 2016
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		Complete – April 2016
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		Action to be discontinued from this action list. Audit tools completed. Audit once completed will determine need for item to be placed on the Board agenda.

Board Date	Agenda Item	Action	Lead Person/ Agency	Target Date	Comments
December 2015	Item 7	<p><b>Action:</b> SAR Sub-group to audit the actions from the VA6 Review and report findings to the LSAB in February 2016.</p> <p><b>Action:</b> Vice Chair of the Board to be appointed by April 2016.</p>	<p>SAR Sub-group</p> <p>LSAB</p>	<p>23<sup>rd</sup> February 2016</p> <p>1<sup>st</sup> April 2016</p>	<p>Action delayed and postponed. Action to be reviewed at August 2016 Board</p> <p>Richard Jones, Independent Chair to discuss with Cath Roff, DASS.</p>
December 2015	Item 8	<p><b>Action:</b> Board members to provide the LSAB Annual Report 2014-15 to their executive bodies / boards and provide assurance to the LSAB.</p>	All Board Members	23 <sup>rd</sup> February 2016	Partnership Support Unit to contact members seeking assurance that this has been completed.