



Leeds Safeguarding Adults Board

Minutes – 4th August 2016

Board Membership		
Name	Organisation	Attended
Richard Jones CBE	Independent Chair – Leeds Safeguarding Adults Board	✓
Cath Roff (Member)	LCC - Director of Adult Social Services	✓
Emma Stewart (Member)	Alliance of Service Experts	✓
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	
Detective Superintendent Pat Twiggs (Deputy)	West Yorkshire Police	✓
Jo Harding (Member)	Leeds West CCG	✓
Maureen Kelly (Member and L&I Sub-group Chair)	Leeds South & East CCG	
Suzanne Hinchliffe CBE (Member)	Leeds Teaching Hospitals NHS Trust	
Clare Linley (Deputy)	Leeds Teaching Hospitals NHS Trust	
Breeda Columb (Deputy)	Leeds Teaching Hospitals NHS Trust	✓
Gill Marchant	Leeds CCGs	✓
Rachel Stanton	Leeds Teaching Hospitals NHS Trust	
Anthony Deery (Member)	Leeds and York Partnerships NHS Foundation Trust	
Lindsay Britton-Robertson (Deputy)	Leeds and York Partnerships NHS Foundation Trust	✓
Marcia Perry (Member)	Leeds Community Healthcare NHS Trust	✓
Debbie Reilly (Deputy)	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	
Sandra Chatters (Member)	Community Rehabilitation Company	
Sharna Duggan (Deputy)	Community Rehabilitation Company	✓

Board Membership		
Name	Organisation	Attended
Mandy Sawyer (Member)	LCC: Housing Leeds	✓
Philip Bransom (Member)	Third Sector Leeds and Advonet	✓
Bridget Emery (Member)	LCC: Public Health	
Emma Howson (Deputy)	LCC: Public Health	✓
Gerry Gillen (In attendance)	LSAB Legal Adviser	✓
Emma Mortimer (Ex officio)	LSAPSU	✓
Kieron Smith (Ex officio)	LSAPSU	✓
Jayne Ogier (Ex officio)	LSAPSU	✓

Item No.	Item	Action, Timescale and Person responsible
1.	Chair's update and introduction	
	<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. He also stated that he felt that the sequence of meetings should be reviewed as August was a difficult month for attendance due to holidays. It was suggested that this was undertaken by the Executive Group.</p>	Action: Executive Group to review meeting schedule and make recommendations to the Board
2.	Minutes of the Leeds Safeguarding Adults Board meeting held on 16th June 2016	
	<p>Minutes were agreed as accurate, with no amendments required.</p> <p>Richard sought updates on actions from the June 2016 meetings:-</p> <ul style="list-style-type: none"> • Item 4: – LSAB Annual Report 2015-16 <p>This report is now complete, although some further work will be undertaken in relation to the design.</p> <ul style="list-style-type: none"> • Item 5 LSAB Strategic Plan <p>Members have been provided with a template to record their commitments in relation to the strategic plan. These have now been collated and form Item 5) on the agenda for today's meeting.</p> <ul style="list-style-type: none"> • Item 6 – Executive Group <p>Discussion summaries from the LSAB Executive Group will now be provided in the subsequent Board meeting, and these are included within Item 7i) on today's agenda.</p> <ul style="list-style-type: none"> • Item 8 – Safeguarding Adults Partnership Unit: Update June 2016 <p>An update of progress in relation to the Unit review and restructure forms Item 6 ii) on today's agenda.</p> <ul style="list-style-type: none"> • Item 9 – Quality Assurance <p>Members of the Board were reminded to inform the LSAPSU of any proposed inspections of their services.</p>	

Item No.	Item	Action, Timescale and Person responsible
	<p>Richard sought updates on outstanding actions from previous meetings:-</p> <p><u>December 2015</u></p> <ul style="list-style-type: none"> Item 7 – Audit of actions from VA6 Safeguarding Adults Review <p>Richard informed the Board that discussions had taken place at the recent Executive Group meeting regarding the significant number of actions and work required in respect of SARs. This action, whilst a positive idea, is unachievable at this time given the lack of resources in the Unit and the number of actions that are more urgent.</p> <p>This action to be removed from the LSAB Forward Plan.</p> <ul style="list-style-type: none"> AOB - Vice Chair of the Board <p>Richard advised that he had not as yet spoken with Cath Roff, DASS about this matter, but did not feel this was urgent and proposed that this matter be reviewed in 2017. Members agreed.</p> <p><u>April 2016</u></p> <ul style="list-style-type: none"> Item 3 – Board membership from BAME Communities <p>Richard Jones to meet with Third Sector Leeds and provide feedback to the Board subsequently</p> <ul style="list-style-type: none"> Item 3 – Learning from Savile Enquiries <p>Agree an approach with the LSCB to respond to the Scrutiny board request for a joint response to the learning from the Savile Inquiries.</p> <p>Richard advised that this item was due to be discussed at LCC Public Health, Adult Social Care & NHS Scrutiny Board in October 2016 and work was currently being undertaken in relation to the strategy and plans.</p>	
3.	Board Member – Safeguarding Insights	
	<p>Gill Marchant, Head of Safeguarding Children and Adults/Designated Nurse, Leeds Clinical Commissioning Groups gave an overview of a current case within primary care concerning a person with a range of physical and mental health needs, and who was reportedly experiencing abuse from a family member.</p> <p>This case has highlighted the requirement for ensuring good communication between agencies involved with families in such circumstances.</p>	

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	Richard thanked Gill for her informative case summary.	
4.	Local Government Association – Peer Challenge: Review	
	<p>Richard Jones presented a report outlining the LGA Peer Challenge which was undertaken in November 2014. Board members were reminded that the Review was undertaken two years ago and reported to the Board in February and May 2015. He highlighted the fact that although a number of improvements have been implemented, some may need to still be concluded.</p> <p>Cath Roff advised the Board’s current priorities were around ensuring the Safeguarding Partnership Support Unit is fit for purpose and undertakes the role required by the Board. In addition, she advised that the need to engage with communities is fundamental. Cath also asked that an audit be undertaken to look at practice issues which would indicate whether or not procedures are fit for purpose.</p> <p>Richard Jones highlighted the learning from SARs and explained the SAR Sub-group’s focus on learning, which he endorsed. However, he also drew members’ attention to challenges in achieving this learning due to both the numbers of SARs and the lack of resources within the Unit.</p> <p>Jo Harding drew the Board’s attention to the recommendations listed at the end of the report and the fact that a number of them had been concluded, but commented that some remain outstanding. Jo added that she felt that it would be beneficial to revisit these.</p> <p>Richard Jones led a debate around the quality assurance role of the Board. Cath Roff stated that she considers that all services should look at quality and safeguarding as she believes there are fine judgements in terms of roles and responsibilities in quality assurance of care and support services.</p> <p>Jo Harding stated that she believed that the Board should have a clear direction in terms of its role and its interface with other strategic groups, such as Quality Surveillance Groups and those agencies commissioning and quality assuring services.</p> <p>It was agreed that the role of commissioning of services across the Local Authority (ASC & Public Health) and the NHS were important areas of understanding in relation to the role for the Board. It was agreed that the three commissioning agencies would provide a joint presentation about roles, responsibilities to a future Board meeting.</p>	<p>Action: Adult Social Care, Public Health and Clinical Commissioning Groups to jointly present an overview of commissioning responsibilities in Leeds to the LSAB. (Date tbc)</p>

Item No.	Item	Action, Timescale and Person responsible
5.	LSAB Strategic Plan – Member Organisation Commitments	
	<p>Richard Jones presented a report regarding the LSAB Strategic Plan and the role of members in achieving its ambitions.</p> <p>The LSAB Strategic Plan was approved by the Board at its June 2016 meeting, with members agreeing to provide a commitment to how the Board’s ambitions will be taken forward within their own organisations. Richard added that if any members had not yet provided their statement of commitments, that these would still be welcomed. Lisa Toner, WY F & RS added that she would forward her organisation’s commitments shortly.</p> <p>It was noted that this is the first time as a Board had adopted this approach of seeking Board member organisation commitments. Richard advised that these commitments will be published as an addendum to the Strategic Plan on the Leeds Safeguarding Adults Board website.</p> <p>Jo Harding commented that there was as an opportunity for collaboration between partners in relation to these commitments.</p> <p>Detective Superintendent Twiggs advised that from a police perspective the work being undertaken at the Front Door Safeguarding Hub shows the benefit of good collaborative work across agencies.</p> <p>Philip Bramson advised that the Third Sector had not undertaken this exercise due to the wide range of services it offers across the City. He added that he thought it would be useful to explore how this might work in the future and report back to the Board at a later date.</p>	<p>Action: Philip Bramson, Advonet to explore how the Third Sector can participate in the Strategic Plan member commitment process and report back to a future board.</p>
6.	Board Support Arrangements	
	<p>i) LSAB Financial Management</p> <p>Richard Jones presented a report outlining the proposals relating to the financial management of the Leeds Safeguarding Adults Board, highlighting the following points:-</p> <ol style="list-style-type: none"> 1. The history of the Board’s funding and associated costs, such as the Leeds Safeguarding Adults Partnership Support Unit (the Unit) 2. The Peer Challenge in 2014 emphasised that that the Partnership required clarity around the role of the Unit and how the budget was being spent. <p>The Board was reminded that the review of the Unit was on the agenda at Item 6ii).</p> <p>Richard Jones provided the following principles, that are proposed by the</p>	

Item No.	Item	Action, Timescale and Person responsible
	<p>Executive Group in order that full transparency and mutual trust is achieved:</p> <ul style="list-style-type: none"> (i) All spending will be agreed by the Board. (ii) No member organisation will commit to spending from the LSAB budget without the agreement of the Board. (iii) Any proposed changes to funding arrangements should be raised with the Board to ensure that implications can be discussed and understood. (iv) The LSAB budget be moved to Leeds City Council corporate budget holding, rather than within ASC; (v) All Board financial decisions will be signed off by the Board but will explicitly require the agreement of the three statutory/funding partners (NHS CCG, West Yorkshire Police and the Local Authority) (vi) The Board will receive twice yearly financial statements and the Executive Group will receive these on a quarterly basis. <p>Richard Jones noted that the Board was being asked to: The Board is asked to:</p> <ul style="list-style-type: none"> (i) Agree the principles outlined above; (ii) Accept the proposal that the LSAB reflect the approach taken by the LSCB in relation to underspends; (iii) Endorse the proposal to have the LSAB budget held corporately within the City Council. <p>Richard Jones led a debate around the report and sought members' agreement to the proposals contained within it. Jo Harding sought clarification on whether the current budget was mainly staffing costs. Shona McFarlane advised that in the current structure this was the case, adding that some staff costs for the Head of Service secondment has been recouped, and a number of staff vacancies had led to an underspend.</p> <p>Gerry Gillen, Legal Advisor to the Board sought clarification around risks associated with being an employer, e.g. redundancy costs. Gerry queried if these risks would be split between the funding partners, or be the responsibility of the Local Authority. This matter required further consideration and would be reflected in the future LSAB Memorandum of Understanding.</p> <p>Board Members approved the report and supported the principles within.</p> <ul style="list-style-type: none"> ii) Leeds Safeguarding Adults Partnership Support Unit <p>Shona McFarlane, Chief Officer, Access and Care, Adults Social Care provided members with a tabled paper setting out the future plans for the</p>	<p>Action: Memorandum of Understanding to be developed and brought to the Board for approval at a future meeting.</p>

Item No.	Item	Action, Timescale and Person responsible
	<p>Unit.</p> <p>Members of staff from the Unit left the meeting at this point to enable confidential discussions to take place.</p> <p>Questions were raised with regard to the future plans relating to the LSAB Training and Workforce Development Officer post. Richard Jones asked that the Learning and improvement Sub-group be asked to review the learning and development needs of the partnership, and identify the role of the Board and individual agencies. This was agreed and the sub-group was asked to report back to Richard after its next meeting on 4th October 2016.</p> <p>Board members commented on the time taken to resolve the restructure and the impact on the Unit staff and its ability to deliver the Board's plans and priorities.</p> <p>Shona McFarlane agreed to further update the Board in relation to the timetable the restructure of the Unit.</p>	<p>Action: Learning and Improvement Sub-group to review the learning and development needs of the partnership, and the role of the Board and individual organisations, reporting back to Richard Jones, Independent Board Chair by 5th October 2016.</p>
7.	<p>Leeds Safeguarding Adults Board Sub-Group Chairs' Updates</p>	
	<p>i) Executive group meeting 27th July 2016 – discussion summary</p> <p>The summary of discussions record was noted by Board Members. Richard reminded Board members that the Executive Group is not a decision-making group and that all decisions were ultimately made by the Board.</p> <p>ii) Sub-group chairs' updates</p> <p>Shona McFarlane – Chair of the Quality Assurance and Performance Sub-group</p> <p>Shona advised the Board that it would appear that there had been a period of downward trend in the data in relation to concerns raised with adult social care in 2015/16. There are a number of explanations for this that are being explored, and that the trend was being monitored.</p> <p>Tanya Matilainen (Member) Healthwatch Leeds – Chair of the Citizens Engagement Sub-group</p> <p>Tanya advised the Board that the sub-group is currently developing ways of engaging with BME communities in Leeds.</p> <p>DCI Mark Griffin – Chair of the Safeguarding Adults Review Sub-group</p> <p>Emma Mortimer, on Mark's behalf, reiterated the fact that there had been a significant increase in the number of referrals to the sub-group. A number of workshops have been held to analyse the learning and how this learning is disseminated through the various agencies involved.</p>	

Item No.	Item	Action, Timescale and Person responsible
	<p>Maureen Kelly – Chair of the Learning and Improvement Sub-group</p> <p>Emma Mortimer stated that in Maureen’s absence there was nothing additional from the report to highlight to the Board at this stage.</p>	
8	Board Development Day – 25th October 2016	
	<p>Richard Jones reminded Board Members that a full Board Development Day is scheduled for 25th October 2016. He presented a proposal for a review of the City’s current safeguarding adults practice and procedures concentrating on three specific questions:-</p> <ol style="list-style-type: none"> 1. What works well? 2. What are the things that are not working? 3. What could we improve on in Leeds? <p>Richard Jones commented that the Board has a responsibility to ensure that the safeguarding adults practice and procedures continue to meet the needs of citizens in Leeds.</p> <p>Richard Jones led a debate around the review of the procedures which could involve continuing to be a part of the regional approach or alternatively having Leeds multi-agency procedures.</p> <p>Cath Roff suggested that that it may be worth looking at the Pan-London Procedures which cover 32 separate authorities. Cath added that Yorkshire Ambulance Service could assist as they were currently undertaking a piece of work around improving their relationship with Safeguarding Adults Boards and Local Authorities.</p> <p>Philip Bramson added that it would be positive to gain the views of communities and people who have experienced the safeguarding process. Tanya agreed with the suggestion and offered Healthwatch as a resource to undertake some interviews with citizens about their experiences.</p> <p>Emma Stewart added that if interviews were to be conducted then it would be important to tell people how their information was being used. This suggestion was endorsed by Richard Jones.</p> <p>Members of the Board supported the proposed approach to the Board Development Day.</p>	
9	Board Member Updates	
	None	

Item No.	Item	Action, Timescale and Person responsible
10.	Reflection	
	Detective Superintendent Twiggs stated that he had not attended for some time, he had noted the difference in the direction the Board is taking and how it is developing its role, which was welcome.	
11.	Any Other Business	
	None	
12.	Proposed Dates of future meetings	
	<p>13th October 2016 2.00 – 4.30pm</p> <p>8th 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>http://www.leedsbeckett.ac.uk/conferencing/our-venues/rose-bowl/</p>	



Leeds Safeguarding Adults Board

Actions from 4th August 2016

Item No.	Action	Person / organisation responsible	Target date
Item 1	<p><u>Safeguarding Adults Board meeting schedule</u></p> <p>Executive Group to review meeting schedule and make recommendations to the Board</p>	Executive Group	December 2016
Item 4	<p><u>Local Government Association Peer Challenge: Review</u></p> <p>ASC, PH and NHS CCGs to jointly present an overview of commissioning responsibilities in Leeds to the LSAB. (Date tbc)</p>	ASC, NHS CCGs and PH	Tbc
Item 5	<p><u>LSAB Strategic Plan Member Organisation Commitments</u></p> <p>Philip Bramson, Advonet to explore how the Third Sector can participate in the Strategic Plan member commitment process and report back to a future board.</p>	Philip Bramson	Tbc
Item 6	<p><u>Board Support Arrangements</u></p> <p>i) LSAB Financial Management</p> <p>Memorandum of Understanding to be developed and brought to the Board for approval at a future meeting.</p> <p>ii) Leeds Safeguarding Adults Partnership Support Unit</p> <p>Learning and Improvement Sub-group to review the learning and development needs of the partnership, and the role of the Board and individual organisations, reporting back to Richard Jones, Independent Board Chair.</p>	<p>Richard Jones CBE, Independent Chair</p> <p>Maureen Kelly, Chair, Learning and Improvement Sub-group</p>	<p>Tbc</p> <p>5th October 2016</p>



Continuing Actions from Previous Board Meetings

Board Date	Agenda Item	Action	Lead Person/ Agency	Target Date	Comments
December 2015	Item 7	Action: Vice Chair of the Board to be appointed by April 2017.	LSAB	1 st April 2017	Richard Jones, Independent Chair to discuss with Cath Roff, DASS.
April 2016	Item 4	Action: Richard to meet with Third Sector Leeds regarding BAME representation on the Board	Richard Jones	August 2016	Richard Jones is due to meet with Third Sector representatives in October 2016.
April 2016	Item 3	Action: Agree an approach with the LSCB to respond to the Scrutiny Board request for a joint response to the learning from the Savile enquiries.	Safeguarding Adults Partnership Support Unit	30 th October 2016	Completion required by 30th October 2016
June 2016	Item 9	Action: Members of the Board were to inform the LSAPSU of any proposed inspections of their services; and provide a summary of relevant safeguarding learning to the subsequent Board.	All Board Members		