

Leeds Safeguarding Adults Board



Minutes – 23rd February 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)	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	
Lindsay Britton (Deputy)	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	✓
David Browne (Member)	HMP regional Prisoner Safety	
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	✓

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.</p>	
2.	Minutes of the meeting on the 10 December 2015 and matters arising	
<p>Item 2</p> <p>Item 3</p> <p>Item 4</p> <p>Item 5</p> <p>Item 6</p> <p>Item 7</p> <p>Item 8</p> <p>Item 9</p>	<p>These were accepted as an accurate record.</p> <p>Matters arising / action list from December 2015</p> <p>The LSAB Constitution was completed and published on the LSAB website. However, further amendments may be required in light of proposals for an Executive Group to be discussed in Item 4.</p> <p>The Mazars Report has been included, as previously recommended, on the Agenda for today.</p> <p>Shona McFarlane has arranged for ASC senior officer representation on the City-Wide Pressure Ulcer Reduction Group as previously agreed.</p> <p>The QA & P sub-group has undertaken further consideration of the National Comparator Report presented at the December Board, but has not identified additional issues to be brought to the Board's attention.</p> <p>Bridget Emery has arranged for the Review of Commissioning of Housing-related support reports to be shared with Board members.</p> <p>SAR Sub-group's audit of the actions from the VA6 Review has been delayed, and will be complete in April 2016 rather than February 2016.</p> <p>Richard Jones, Chair of the LSAB explained that he would be discussing with Cath Roff the appointment of a Vice Chair for the Board.</p> <p>Richard Jones asked the Safeguarding Partnership Unit to request members confirm that the LSAB Annual Report 2014-15 has been presented to their executive bodies/boards.</p>	

Item No.	Item	Action, Timescale and Person responsible
Item 10	<p>A review of Board Meeting dates has been undertaken to prevent potential clashes with other strategic Boards.</p> <p>Continuing Actions from Previous Board Meetings</p> <ul style="list-style-type: none"> • Revised Care and Support Statutory Guidance will be presented to the Board for Consideration when published. • Domestic Homicide Reviews – A thematic analysis of Domestic Homicide Reviews in Leeds will form part of the Extended Board Session in April 2016. • Leeds Safeguarding Adults Board Strategic Plan – Consultation process will be held in relation the 2016/17 Strategic Plan. To be considered further at April 2016 Board. • The Quality Assurance and Performance sub-group has developed audit tools, to support a review of case conclusion decision making. 	<p>Publication date not as yet known.</p> <p>April 2016 Board Meeting</p> <p>April 2016 Board Meeting</p> <p>Audit to be completed April/May, actions to be progressed by sub-group.</p>
3.	Leeds Safeguarding Adults Board Challenges	
	<p>Richard Jones advised the Board that he had presented the Safeguarding Adults Board, Annual Report to Leeds City Council Scrutiny Board.</p> <p>Two challenges emerged as part of the discussions.</p> <p>Firstly, the Board has been asked to consider how well it represents BME communities, and asked to consider including appropriate representation on the Board. Richard accepted this as a good challenge to the Board, and that we would need to reflect on the best way of achieving this.</p> <p>Secondly, the Scrutiny Board requested that both the LSCB and LSAB provide a joint report regarding what has been learned from the Savile enquiry. Richard asked the Partnership Support unit to liaise with the LSCB Support Unit to consider how to provide a shared response</p>	<p><u>Action:</u> Safeguarding Partnership Unit to liaise with LSCB Business unit to explore how to progress</p>
4.	Board Development Session – 11th February 2016	
	<p>Richard Jones explained that following the Board Development Session on the 11th February he had met with the sub-group chairs to reflect on the discussions.</p>	

Item No.	Item	Action, Timescale and Person responsible
	<p>Richard introduced a report that summarised key issues that the Board needed to consider going forward. The report was considered in small groups with feedback.</p> <p>Executive Group –</p> <p>Members of the Board supported the establishment of an Executive Group, comprising the Independent Chair and sub-group chairs. The Executive Group would meet to support the Board agenda and lead on the development of the strategic plan.</p> <p>Board Vision –</p> <p>Members of the Board discussed the need to revise the Board Vision ‘Leeds – A safe place for everyone’. Some members supported the development of a revised version; others felt that this was less important than the Board priorities that sat underneath it. There was however agreement that the Board Vision should form part of the consultation process for the Board’s strategic plan.</p> <p>Priorities -</p> <p>Richard Jones asked members to identify the key areas that we want to focus on in Leeds over the next 3 years.</p> <p>Responses to domestic violence, reduction in pressure ulcers, engagement with our communities in Leeds, making safeguarding personal were considered. There was some debate about whether we should identify the most significant areas of harm and focus on these.</p> <p>There was also some debate as to whether there was a benefit in having a 5 year plan rather than a 3 year one.</p> <p>The new Executive Group will review these discussions and lead the development of strategic plan for the Board’s consideration.</p> <p>Timescales –</p> <p>Board members approved the proposed timescales for the development of the strategic plan. This would involve a draft proposal being brought to the April Board for consideration, prior to a consultation period and a finalised plan being considered for approval at the June 2016 Board meeting.</p>	<p><u>Action:</u></p> <p>Richard Jones to bring a draft Strategic Plan to the April Board for consideration.</p>

Item No.	Item	Action, Timescale and Person responsible
5.	<p>Independent Review of Deaths of People with a learning Disability or Mental Health Problem in Contact with Southern Health NHS Foundation Trust April 2011 to March 2015: Mazars UK, 16th December 2015</p>	
	<p>Hilary Paxton, Head of Safeguarding Adults provided the Board with a presentation on the findings of the Mazars Report which was published in December 2015. The presentation is attached to these minutes.</p> <p>Richard Jones led a discussion about the learning and implications for the Safeguarding Adults Board.</p> <p>Richard Jones asked for an assurance by members about how member organisations were taking forward the learning, and embedding this within their organisations.</p> <p>NHS partners, Adult Social Care and Public Health provided commentary on the learning and discussed the implications for their organisations.</p> <p>This led to a wider discussion on the required relationship between the Board and its member organisations, and the kind of assurances required. It was identified that these discussions would inform the development of the Board going forward.</p>	
6.	<p>LSAB Strategy and Annual Plan - Performance</p>	
6.1	<p>Annual Plan 2015-16</p>	
	<p>Board members noted progress towards current objectives as set out in the Annual Plan for 2015-16</p>	
2.	<p>Sub-group activity – chairs’ updates</p>	
	<p><u>Maureen Kelly,</u> <u>Chair of the Learning and Improvement Sub-group</u></p> <p>Maureen advised the Board that the group has had its first meeting, and time was spent reviewing its focus and approach. Following these discussions the sub-group has proposed a new Terms of Reference for the sub-group, which was approved by the Board.</p>	

Item No.	Item	Action, Timescale and Person responsible
	<p><u>Tanya Matilainen – Chair of the Citizens Engagement Sub-group</u></p> <p>Tanya advised the Board that current progress was set out in the written report. Tanya highlighted that the sub-group is newly reformed and this was the first one where there was full representation from partners, and this was a positive step in progressing this work.</p> <p><u>DCI Mark Griffin – Chair of the Safeguarding Adults Review sub-group</u></p> <p>Mark advised the Board that there had been an increase in the number of referrals received by the SAR sub-group, 5 in the last 3 months. These are currently with agencies as part of the scoping exercise process and updates will be provided to further Board meetings.</p> <p><u>Shona McFarlane – Chair of the Quality Assurance and Performance Sub-group</u></p> <p>Shona stated that the action plan for the sub-group was progressing well as set out in the sub-group chairs report, and work is currently being undertaken in relation to develop multi-agency file audit approaches to support the development of good practice.</p>	
7.	Leeds Safeguarding Adults Board, Partner Self-Assessment	
	<p>Shona McFarlane, Chair of the Quality and Performance sub-group presented a report which summarised the findings from the Annual Partner Self-Assessment.</p> <p>Shona noted that 3 submissions were not received at the time the report was finalised. These were Public Health, the Prison Service and Children’s Services.</p> <p>Hilary Paxton drew the Board’s attention to the fact that the Prison service and Children’s services have had changes of membership or representation during the year.</p> <p>Shona proposed that this self-assessment be undertaken yearly therefore it will be circulated to all partners again in September 2016.</p> <p>Richard Jones presented the recommendations, which comprised:</p> <ul style="list-style-type: none"> • QAP sub-group to review the approaches taken by children 	

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	<p>services in their S11 audit</p> <ul style="list-style-type: none"> • Partner self-assessment reports to be shared with the Independent Chair • Use of provided best practice examples within the Board's Annual Report • Partnership Unit to make the self-assessments available to the Independent Chair, such that he could use these as part of his discussions with member agencies. • The Citizen Engagement sub-group to consider the best ways of engaging with BME communities <p>Tanya stated that she felt this was not just about engaging with BME Communities but with the wider community. With this amendment, the recommendations were agreed.</p>	
8.	Tissue Viability and Adult Safeguarding: Update	
	<p>Clare Linley, Nurse Director/Deputy Chief Nurse LTHT, advised the Board that since the last Board meeting a representative from ASC had been nominated by Shona McFarlane to attend the Pressure Ulcer group.</p> <p>This work is progress with multi-agency representation and Clare will keep the Board informed of developments</p>	
9	Board Member Updates	
9i)	Front Door Safeguarding Hub – update	
	<p>Bridget Emery, Chief Officer Strategy and Commissioning, Office of Public Health presented a report updating the Board on progress in relation to the development of the multi-agency Front Door Safeguarding Hub (FDSH).</p> <p>It is noted by the Board that the hub is prioritising medium and high risk cases of Domestic Violence.</p> <p>Board members noted a number of key themes that were emerging from this work these include:</p> <ul style="list-style-type: none"> • High levels of Drug & Alcohol Abuse • High prevalence Mental Health issues • Significant number of victims over the age of 60 • Incidents where perpetrators were children/grandchildren of the victims <p>Bridget added that it is hoped to develop a 7 day per week FDSH which includes an out of hour's response. Bridget will keep the Board informed of developments.</p>	

Item No.	Item	Action, Timescale and Person responsible
9ii)	Safeguarding Adults Partnership Support Unit - update	
	<p>Shona McFarlane, Chief Officer Access and Care Delivery reminded Board members that both the Local Government Association Peer Challenge and an Independent Review had recommended revising the role and function of the Safeguarding Adults Partnership Support Unit.</p> <p>Shona explained that a proposal is being presented to DLT on Friday 26 February 2016. If agreed at DLT, statutory partners and the Independent Chair will be consulted, and subsequent discussions held with members of the Unit. It is hoped that the consultation will be concluded at the end of April 2016.</p>	
10.	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>Richard felt there had been a good productive reflection on the Mazars report.</p> <p>Clare Linley stated that she felt that the Board now had more energy than previously but needed to keep focussed on key issues, although she appreciated that the Board does have a lot of wider business to discuss.</p> <p>Tanya Matilainen advised that she felt the shared messages were now being embedded into the process and that this will in time shape what the wider picture is for the Board.</p> <p>Maureen Kelly advised that she felt there needed to be a more balanced agenda, sometimes this feels more NHS focused and there is a need for a wider, broader approach to understanding the issues in the city.</p>	
11.	Any Other Business	
	None	
12.	Dates of future meetings:	
	<p>The next Board meeting is 20th April 2016; this is an extended Board meeting from 1 – 5 pm.</p> <p>The meeting will be held at the Rose Bowl, Leeds Beckett University.</p>	



Leeds Safeguarding Adults Board

Actions from 23rd February 2016

Item No.	Action	Person / organisation responsible	Target date
Item 4	<p>Actions:</p> <p>Draft Strategic Plan to be developed for the Board's consideration at its April meeting.</p> <p>Proposal to include consultation process to be followed.</p>	Richard Jones, Independent Chair	20 th April 2016
Item 3	<p>Actions:</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	20 th April 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	An extended Board meeting is Planned for April 2016 Board, to accommodate this agenda item.
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		Not yet published
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>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>	<p>SAR Sub-group</p> <p>LSAB</p>	<p>23rd February 2016</p> <p>1st April 2016</p>	<p>Action delayed. To be presented to the 20th April 2016 Board</p> <p>Richard Jones, Independent Chair to discuss with Cath Roff, DASS.</p>
December 2015	Item 8	<p>Action: 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 rd February 2016	Partnership Support Unit to contact members seeking assurance that this has been completed.