



Leeds Safeguarding Adults Board

Minutes – 16th June 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	✓
Gill Marchant	Leeds CCG	✓
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	
Emma Stewart (Member)	Alliance of Service Experts	✓
Mandy Sawyer (Member)	LCC: Housing Leeds	✓
Philip Bransom (Member)	Advonet	✓
Bridget Emery (Member)	LCC: Public Health	
Emma Mortimer (Ex officio)	LSAPSU	✓

Board Membership		
Name	Organisation	Attended
Kieron Smith (Ex officio)	LSAPSU	✓
Jayne Ogier (Ex officio)	LSAPSU	✓
Gerry Gillen (In attendance)	LSAB Legal Adviser	✓
Irene Crawshaw	Advonet (Item 3)	✓

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. Richard welcomed Irene Crawshaw an advocate from Advonet who would be presenting an insight into the work of the advocacy service.</p>	
2.	Minutes of the Leeds Safeguarding Adults Board meeting held on 20 April 2016	
	<p>Minutes were agreed as correct.</p> <p>Richard presented the actions from previous meetings providing updates:-</p> <ul style="list-style-type: none"> • Item 4 – April 2016 <p>Terms of Reference for the Executive Group – Agenda Item 16th June</p> <p>Meeting with Third Sector Leeds – Richard advised that the Safeguarding Support Unit is liaising with Norma Thompson, Third Sector Leeds - Doing Good Leeds to set up a meeting with the most appropriate representative.</p> <ul style="list-style-type: none"> • Item 3 – April 2016 Board meeting <p>Approach with LSCB to respond to Scrutiny Board request for a joint response to the learning from the Savile enquiries</p> <p>Emma Mortimer noted that she has had discussions with the LSCB and a joint paper will be prepared.</p> <p>Jo Harding advised that there has been an overall report undertaken by NHS England which had been presented to the WY QSG group, a copy of which could be obtained from NHS England.</p> <p>Richard Jones advised that he was meeting with Moira Dumma, from NHS England on 23rd June 2016 and would discuss this matter with her.</p> <ul style="list-style-type: none"> • Item 7 - December 2015 Board Meeting <p>Vice Chair of the Board – Richard advised that he had not as yet spoken with Cath Roff, DASS about this matter, but felt that unless members of the Board felt that it was necessary at present to have a Vice Chair, suggested this matter be looked at again later in the year. Members agreed.</p>	

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3.	Board Member – Safeguarding Insights	
	<p>Philip Bramson, CEO of Advonet gave a brief summary of the work that Advonet undertake in relation to advocacy, introducing Irene Crawshaw and her role as an IMCA and advocate. Philip drew member’s attention to the fact that the service covers a wide spectrum of work, and highlighted the importance of advocacy within safeguarding.</p> <p>Irene described situation where she had supported a woman who had a number of health challenges and a learning disability, highlighting the importance of the advocate’s role in enabling those with challenges in communicating to have their voice heard.</p> <p>Richard thanked Irene for her informative insight into the Advocacy role and for her hard work in undertaking that role.</p>	
4.	Leeds Safeguarding Adults Board Annual Report 2015-16	
	<p>Kieron Smith presented the draft Annual Report 2015-16 which following the Care Act 2014 being enacted is a statutory requirement.</p> <p>The Board was advised that the six safeguarding principles had been used to keep the report outcome focused realistic and accessible to the public.</p> <p>Gill Marchant stated that she considered that the report is easy to read, with good case examples, which she felt showed the work of the Board.</p> <p>Richard Jones advised that there were two issues that were not included in the report:-</p> <ol style="list-style-type: none"> 1. The review of the Safeguarding Partnership Unit 2. The Peer Challenge Review of the which the latter provided an action plan <p>The LSAB Annual Plan 2015-16 provided the basis for the reconstitution of the board and the development of the new strategic plan. The annual report does not currently provided assurance that all the actions have been concluded and Richard asked members whether they were going to be concluded during 2016/17. It was agreed that some areas were not going to be achieved and that these needed to be included in the Strategic Plan 2016-17.</p> <p>Shona McFarlane added that it was worth referring to what had been achieved this year, what the Board is hoping to achieve in the next 3 years and what is left to do.</p> <p>Jo Harding added that this report showed an audit trail aligned to the strategic plan. It would be helpful if a position statement which could be</p>	<p>Actions:</p>

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	<p>carried forward into the strategic plan be included.</p> <p>Richard Jones stated that he agreed with the suggestions put forward by Board members, to include these in the Annual submission that the Board is assured of the work being undertaken and that it fits with the Board's vision. This includes engagement with citizens, which was a key objective two years ago.</p> <p>Kieron Smith asked for any amendments or contributions to be received by 24th June 2016 and advised that an easy-read version would be published as well.</p>	<p>Any amendments to be forwarded to Kieron Smith by 24 June 2016</p> <p>Kieron Smith to circulate the final draft to the Board for sign off with an Easy Read version to be undertaken in due course</p>
5.	Leeds Safeguarding Adults Board Strategic Plan 2016-19	
	<p>Richard Jones presented the draft strategic plan indicating to Board Members that there still needs work to be undertaken to finalise this document. This includes work around the proposed strap line for the Board and whether or not this plan is achievable.</p> <p>In light of the amount of work to be undertaken by the LSAPSU this strategic plan is not deliverable. Richard commented that as a Board it is important to be honest.</p> <p>Kieron Smith advised Board members that the draft plan has been consulted on and each of sub-groups have made proposals on how to take these forward in their respective work plans which ultimately will feed into the work plan for the Board. It should be noted that these work plans are draft at presented and could change due to additional actions being allocated to relevant sub-group.</p> <p>Richard Jones reminded Board members that the Care Act requires the Board to have a strategic plan and has to provide evidence of what each member is doing to implement the strategy. Richard added that this is critical to the Board's commitment to an intelligence-led approach to safeguarding and embedding this approach into front line services.</p> <p>Jo Harding stated that there were many differing roles with partner agencies that would need to be better aligned in order for safeguarding to become more person centred.</p> <p>Debbie Reilly stated that the safeguarding team within Leeds Community Healthcare use data concerning patients and safeguarding that is used to plan service delivery. This approach could be developed within the LSAB.</p> <p>Clare Linley added that she considered the analysis needed to be undertaken at a higher level and that these ambitions should be aimed at the higher level of staff within organisations. Clare commented that she considers that the current ambitions and outcomes could be clearer and stronger in order for partners to provide good evidence of how safeguarding is working.</p>	

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	<p>Richard Jones stated that once the final analysis had been undertaken that the Board will be able to support the strategic plan within their organisations with a better understanding of what the Board is trying to achieve. Jo Harding added that this meant evaluating what responses are received from the 'So What?' question. Anthony Deery stated that the Board needs to be clear about what assurance it requires and what evidence is required to support it.</p> <p>Richard Jones reminded Board members that Tissue Viability was a particular concern for members and that good work had been undertaken by Clare Linley and others in the health and social care sector and this was starting the process of eradicating the high levels that are been alerted through safeguarding.</p> <p>Shona McFarlane drew the Board's attention to one of the comments in the peer challenge was that safeguarding had become more process driven and not person centred in its approach. She advised that Adult Social Care is currently in the process of undertaking a strengths-based social work approach which will ensure that Making Safeguarding Personal is embedded into all aspects of its work.</p> <p>Richard concluded that this discussion had been helpful.</p> <p>The Strategic Plan and sub-group work plans were approved.</p> <p>Richard asked that all members provide information to the Board about how they intended to support the plan. A template will be provided to all partners to enable them to submit their commitments. These are required by 31st July 2016</p>	<p>Action: A template to be provided to all partners to enable them to submit their commitments to progressing the Board's Strategic plan by 31 July 2016</p>
6.	Leeds Safeguarding Adults Board Executive Group	
	<p>Richard Jones presented the Terms of Reference for the Executive Group of the Board. The Board was reminded that this group is not a decision-making group, but its aim is to support the Board's work plan. The Executive Group consists of the four sub-group chairs, the Independent LSAB Chair with support from the LSAB support unit.</p> <p>Shona McFarlane stated that that although she is not usually in favour of these types of groups, this one was a good forum for sharing information,</p>	

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	<p>swapping actions and assisting each other in supporting the Boards work.</p> <p>Gill Marchant added that she felt this was an excellent way of sharing ideas to support the Board. She also asked if there were any minutes available from the last meeting that could be circulated to Board Members. Emma Mortimer advised that discussion summaries would always be shared and that it was an oversight that had yet to happen. The summary will be made available at the next Board meeting.</p> <p>Richard reiterated the fact that this group is not a decision-making forum and that the Board had the ultimate responsibility for any decisions that are made. He proposed that the approach be reviewed at the end of 2016-17. This was agreed.</p> <p>The Terms of Reference were approved with the caveat that the Executive Group would be reviewed at the end of 2016/17.</p>	<p>Action: Discussion summaries from LSAB Executive Group to be provided to the Board.</p>
7.	<p>Leeds Safeguarding Adults Board Sub-Group Chairs' Updates</p>	
	<p>Tanya Matilainen (Member) Healthwatch Leeds – Chair of the Citizens Engagement Sub Group:</p> <p>Kieron Smith advised the Board that the sub-group had been concentrating on the work plan together with trying to establish links to campaigns that are taking place around the city. These include the 'Mate Hate Campaign' which was brought to the group's attention. Kieron advised that he had met with Stop Hate UK in relation to this and other campaigns in order to work more closely together.</p> <p>DCI Mark Griffin – Chair of the Safeguarding Adults Review Sub-group:</p> <p>DCI Mark Griffin advised that the Board that there had been three more requests for SAR's which are currently with Richard Jones awaiting decision. In relation to the presentation at the last board, three staff learning events have been organised for late June/July. The Board's attention was drawn to the fact that were three SAR's to be undertaken, but that the capacity to support these within the support function was limited.</p> <p>Richard advised that this would be discussed in the next item on the agenda.</p> <p>Shona McFarlane – Chair of the Quality Assurance and Performance Sub-group</p> <p>Shona advised the Board that the sub-group that the information that has been gathered for the National Return this year is not satisfactory, this is down to a number of factors within the Local Authority, including changes in the computer recording system. The sub-group is also looking at what information is held within partner agencies and considering how this can be collated to give a broader understanding of the issues in the City.</p>	

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	<p>Clare Linley stated that the information should be presented to the Board so that it could understand the areas of concern and what is being undertaken to provide assurance to partners.</p> <p>Kieron Smith advised that lengthy quarterly reports have been to previous Board meetings, but that members felt these were too detailed and the sub-group were looking at different methods of sharing this complex information.</p> <p>Clare added that the role of the Board is to quality assure and the previous approaches were mainly aimed at re-assurance and not assurance.</p> <p>Richard Jones stated that the Board requires a set of data which provides an intelligence-led approach to give meaning to what the Board is trying to achieve.</p> <p>Clare Linley advised that she could provide the data that is collated for the CCG's which would provide a picture of what health provides to commissioners of services.</p> <p>Anthony Deery added that within LYPFT there were concerns about the administration of the data, due to the challenging and complexity of the data gathered.</p> <p>Jo Harding expressed the view that once the data is presented how it is used and whether or not we are looking at qualitative data or quantity is a matter for discussion.</p> <p>It was agreed that this matter required further discussion and links to the agenda item considering the QA role of the Board. (Item 9)</p> <p>Maureen Kelly – Chair of the Learning and Improvement Sub-group:</p> <p>Emma Mortimer stated in Maureen's absence there was nothing further to add to the report tabled.</p>	
8	Board Member Updates	
	<p>i) Safeguarding Adults Partnership Support Unit- Update:</p> <p>Shona McFarlane, Chief Officer, Access and Care, Adult Social Care</p> <p>Members of the LSAPSU left the meeting at this point to enable confidential discussions to take place on the paper tabled to Board Members on the future structure of the Safeguarding Adults Partnership Support Unit.</p> <p>Shona provided a tabled structure proposed for the unit. This was not costed. Shona advised that a meeting is scheduled for 28th July with unions and that the restructure would be formally progressing through the usual channels at that stage.</p>	

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	<p>Board members asked that funding partners, as a minimum receive detailed information about the decision-making process, the costs in detail and an outline of how it is envisaged that the restructure will achieve the required outcomes for the Board. In addition, Jo Harding noted that the Board requires a clear timetable.</p> <p>It was agreed that all this information would be provided by Shona McFarlane before 28th July.</p> <p>ii) LTHT Quality Assurance Committee Feedback</p> <p>Clare Linley, Nurse Director (Corporate Nursing)/Deputy Chief Nurse The Leeds Teaching Hospitals NHS Trust</p> <p>Clare Linley advised the Board that at a recent meeting of the Quality Assurance Committee at LTHT, concerns were raised by members of the group regarding the length of time it takes to undertake SARs, LSCB SARs, DHRs and the organisation of Learning the Lessons Reviews. Clare drew the Board's attention to the number of SARs that were started in 2013, which had not been concluded and sought clarity around how the Board could quality assure itself that the learning from these cases was being implemented with partner agencies.</p> <p>Richard Jones stated that he was aware of the current issues around the capacity to undertake these reviews and provide the learning, adding that the discussions that had taken place in the previous item would assist in taking this forward.</p> <p>It was noted by Board members that there were occasions when the length of time to conclude a SAR/DHR was outside the Board's control ie with CPS for decisions to be made.</p> <p>Clare stated that the proposals in the previous item would go towards the Quality Assurance committee being assured that this matter was being dealt with appropriately.</p> <p>iii) Board member verbal updates</p> <p>None</p>	<p>Action: Shona McFarlane to provide detailed information about the Unit Review decision-making process, timetable, costs in detail and an outline of how it is envisaged that the restructure will achieve the required outcomes for the Board</p>
9	LSAB Assurance	
	<p>Kieron Smith presented a report in relation to the Board's assurance of process. It is proposed to extend these assurances to including findings from inspections, learning from local, national and regional events. Board members were reminded that a number of national safeguarding reports had been presented including Mazars, and Savile both of which have implications for this Board.</p>	

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	<p>Kieron highlighted the following extract from the report:-</p> <p>Alongside an agreement to formally establish processes for routinely seeking such assurances, this paper identifies the need for specific assurances to be provided in relation to:</p> <ul style="list-style-type: none"> • The implementation of the current multi-agency safeguarding adults policy and procedure • The implementation of learning in relation to the Savile enquires • The implementation of learning in relation to the Mazars review <p>It is proposed that assurances in relation to the implementation of the multi-agency policy and procedures be sought in advance of the August Board and assurances in relation to Savile enquiries and Mazar’s review be sought in advance of the October Board.</p> <p>Richard Jones led a debate around the Board’s assurance that partners are held to account and gain assurance of the effectiveness of these arrangements and how this process can be improved.</p> <p>Board members provided a number of occasions where they were involved with inspections relating to either themselves or other organisations and felt that if these were routinely shared with Board member this would provide an indication of what need to be done to support partners in these inspections.</p> <p>A discussion took place around the safeguarding procedures with member’s expressing concerns that in some areas these may not be suitable and suggested a review be undertaken. Kieron indicated that a review was scheduled to take place later in the year.</p> <p>Board members expressed their concerns that there was a great deal of duplication in what was being asked for by the various board within Leeds and that there needs to be a clearer understanding of each other’s assurance systems.</p> <p>Jo Harding advised that the three CCG’s in Leeds are provided with reports from the service is commissions from patients, providers and staff and added that she would be willing to bring a report to the Board. Richard thanked Jo for her suggestion and member’s agreed that this was a worthwhile suggestion.</p> <p>Shona McFarlane stated that as part of the assurance for the Quality assurance and performance sub-group of the board a number of reflective practice sessions were being organised to look at cases from start to completion to ensure that the process is correctly followed and how we can learn from errors within the system.</p>	<p>Actions: All members to provide dates of inspections to the LSAPSU</p>

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	Richard added that he felt CQC should provide assurance around inspections in undertakes with the city. Shona advised board member's that for the 200 services commissioned by the local authority a report is submitted to the Directorate Leadership team of the local authority around the quality of the services highlighted any suspensions and provides a mechanism for monitoring these closely.	
10.	Reflection	
	Members reflected on the meeting, with Richard Jones noting that the Board needed to address the challenge that was present in several discussions about delivering outcomes that make a difference.	
11.	Any Other Business	
	None	
12.	Proposed Dates of future meetings	
	<p>4th August 2016 2.00 – 4.30pm</p> <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 16th June 2016

Item No.	Action	Person / organisation responsible	Target date
Item 4	<p>Actions: Any amendments to be forwarded to Kieron Smith by 24th June 2016</p> <p>Kieron Smith to circulate the final draft to the Board for sign off with an Easy Read version to be undertaken in due course</p>	<p>All Board Members</p> <p>Kieron Smith</p>	<p>24th June 2016</p> <p>4th August 2016</p>
Item 5	<p>Action: A template to be provided to all partners to enable them to submit their commitments to progressing the Board's Strategic plan by 31st July 2016</p>	LSAPSU	31 st July 2016
Item 6	<p>Action: Discussion summaries from LSAB Executive Group to be provided to the Board</p>	LSAPSU	To be presented to each Board
Item 8	<p>Action: Shona McFarlane to provide detailed information about the Unit Review decision-making process, timetable, costs in detail and an outline of how it is envisaged that the restructure will achieve the required outcomes for the Board</p>	Shona McFarlane	28 th July 2016
Item 9	<p>Actions: All members to provide dates of inspections to the LSAPSU</p>	All Board Members	4 th August 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	Action: SAR Sub-group to audit the actions from the VA6 Review and report findings to the LSAB in February 2016.	SAR Sub-group	23 rd February 2016	Action delayed and postponed. Action to be reviewed at August 2016 Board
		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. This has not been discussed as yet felt more appropriate to review in 2017.
December 2015	Item 8	Action: Board members to provide the LSAB Annual Report 2014-15 to their executive bodies / boards and provide assurance to the LSAB.	All Board Members	23 rd February 2016	This is now complete.
April 2016	Item 4	Action: Richard to meet with Third Sector Leeds and provide feedback to the June Board meeting.	Richard Jones	August 2016	Richard Jones is due to meet with 3 rd Sector representatives in the near future
April 2016	Item 3	Actions: 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	16 th June 2016	This is an on-going action