



Leeds Safeguarding Adults Board

Minutes – 13th October 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	✓
Maureen Kelly (Member and L&I Sub-group Chair)	Leeds South & East CCG	
Suzanne Hinchliffe CBE (Member)	Leeds Teaching Hospitals NHS Trust	
Gill Marchant	Leeds CCGs	✓
Rachel Stanton	Leeds Teaching Hospitals NHS Trust	✓
Anthony Deery (Member)	Leeds and York Partnership NHS Foundation Trust	
Lindsay Britton-Robertson (Deputy)	Leeds and York Partnership 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	
Max Lanfranchi	National Probation Service	✓
Sandra Chatters (Member)	Community Rehabilitation Company	
Sharna Duggan (Deputy)	Community Rehabilitation Company	
Mandy Sawyer (Member)	LCC: Housing Leeds	✓
Philip Bransom (Member)	Third Sector Leeds and Advonet	
Bridget Emery (Member)	LCC: Public Health	
Gerry Gillen (In attendance)	LSAB Legal Adviser	
Emma Mortimer (Ex officio)	LSAPSU	✓
Kieron Smith (Ex officio)	LSAPSU	✓
Amanda Loftus (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.</p> <p>Matters Arising:</p> <ul style="list-style-type: none"> <p>• LSAB Memorandum of Understanding</p> <p>Richard noted that the Board had agreed previously that while this is an important area of work, it is not a current priority but would be useful if developed in time for the new financial year.</p> <p>• Yorkshire and Humber ADASS Safeguarding Group</p> <p>Cath Roff reported that the regional ADASS Safeguarding Strategic Group is in need of Police representation. It was agreed that Supt. Sam Millar and DCI Mark Griffin would take this forward and provide a nomination to Cath.</p> <p>• Yorkshire and Humber ADASS Self-assessment</p> <p>Leeds has participated in the ADASS Yorkshire and Humber Performance Self-Assessment in recent years and this piece of work is now due. Richard noted that the self-assessment is intended as a tool for boards to use to identify areas of development and it is not analysed regionally and comparators are not published. In the light of this, together with the Board's significant workload, coupled with capacity challenges in the Unit, he proposed that the Board should not undertake the self-assessment. He suggested that this would allow the Board to focus on the outcomes from the Board Development day and the significant work plan already in place. Discussion took place and Cath Roff asked about other activity being undertaken by the Quality Assurance and Performance Sub-group. Richard referred Cath to the actions described in the LSAB work plan. Cath Roff supported the proposal and other members concurred.</p> <p>• Board Members - Safeguarding reflection</p> <p>Richard reminded members the Board has recently sought to begin meetings with a presentation by a member, focusing on safeguarding in their organisation and sharing learning. This approach has helped the Board to focus on the experience of citizens of Leeds. It had not been possible for a member to undertake this role at this meeting and Richard asked members for their views about continuing; members confirmed that they supported this approach.</p> 	<p>Action: Supt. Sam Millar WYP Nomination to Y&H ADASS Group</p>

Item No.	Item	Action, Timescale and Person responsible
	<p>Minutes of the Leeds Safeguarding Adults Board meeting held on 8th August 2016</p>	
	<p>Minutes were agreed as correct.</p> <p>Richard presented the actions from previous meetings providing updates:-</p> <p>It was agreed that the Executive Group will review the scheduling of Board meetings and would ensure that it does not meet in August.</p> <p>August 2016 Minutes: Actions</p> <p><i>Item 4) Local Government Association - Peer Challenge Review:</i> ASC, PH and NHS CCGs to jointly present an overview of commissioning responsibilities in Leeds to the LSAB.</p> <p>Richard noted that this would be brought to a future board.</p> <p><i>Item 5: LSAB Strategic Plan Member Organisation Commitments</i></p> <p><i>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.</i></p> <p>Members agreed that this is not an immediate priority and as such should be brought back to the December Board.</p> <p><i>Item 6ii) Leeds Safeguarding Adults Partnership Support Unit</i></p> <p><i>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.</i></p> <p>Richard reported that the Learning and Improvement Sub-group had met and the needs of the Board had been discussed. Maureen Kelly, Learning and Improvement Sub-group Chair was not in attendance as she is on Jury service. When she has returned, a paper will be presented to the Board from that sub-group.</p> <p>On-going Actions:</p> <p><i>Item 1) Vice Chair of the Board to be appointed by April 2017.</i> It was agreed that this is not a current priority and as such will be looked at again in 2017.</p> <p><i>Item 4) Richard to meet with Third Sector Leeds</i> Richard reported that he had met with Third Sector Leeds and</p>	<p>Action: Executive Group: Scheduling Board Meetings</p> <p>Action: L&I Sub-group: Review Learning Needs of Partnership</p>

Item No.	Item	Action, Timescale and Person responsible
	<p>Voluntary Action Leeds. This had been a very helpful and productive meeting. Following on from this meeting Richard reported that he will be also meeting with the Leeds BME Hub. He will report back to the Board once this meeting has taken place.</p> <p>Organisations subject to inspections:</p> <p>LYPFT: Lindsay Britton-Robertson reported that the inspection took place last week. Report pending. It was agreed that any issues relating specifically to adult safeguarding will be fed back to the December Board.</p> <p>Gill Marchant reported that Leeds Community Healthcare NHS Trust will be inspected on 31st January 2017.</p>	
2.	LSAB Learning	
	<p>i) Savile Inquiries:</p> <p>Richard explained that Emma Mortimer and Kieron Smith have developed a Learning Pack to assist agencies and individuals to learn the significant lessons from all the inquiries that have taken place since Jimmy Savile's death and the disclosure of the abuse that he had perpetrated.</p> <p>Richard emphasised that the Learning Packs are designed for agencies share within their organisations; members are asked that they provide assurance that the pack has been disseminated.</p> <p>Emma Mortimer explained that the lessons learned in all the Savile inquiries translate across all organisations who work with vulnerable adults. Emma highlighted learning in respect of Issues around:</p> <ul style="list-style-type: none"> • Access • Enabling people to speak up • Complaints and advocacy protocols . <p>Richard commented on the importance of the Board providing a clear message to the citizens of Leeds that abuse is not tolerated.</p> <p>It was noted that the pack is not intended to be onerous or to be a duplication of work already undertaken, rather to be helpful, to enable organisations to say, in Leeds this is what we've done, and that we have done it properly, so that the Board can be assured that learning has been disseminated across all partner organisations.</p> <p>Richard sought reflection on the Learning Pack Individual and</p>	

Item No.	Item	Action, Timescale and Person responsible
	<p>Organisational Checklists. Gill Marchant asked if the checklist for individuals required them to complete it. Emma reported that this was not a requirement; the checklists are simply a means by which people can self-assess. .</p> <p>Lindsay Britton-Robertson reported that in relation to LYPFT a lot of the learning has been about how staff manage visitors, what the prompts are etc. and how to act in relation to celebrities or people in positions of power where staff may feel intimidated. She explained that there are now posters in all reception areas and as a result, staff have sought advice from the safeguarding team.</p> <p>Cath referred to the importance of creating a climate where it is expected that questions will be asked, even when an individual is an elected members or other people in positions of power.</p> <p>Richard summarised that, there appears to be some examples of good practice that have come directly from the learning. The Board's role now is about asking, in the wider context, what are the on-going needs for member organisations.</p> <p>Sam Millar commented that she liked the checklist and that it would be a very useful tool for the Police both for the organisation and the individual. She emphasised that she considers that there is no point in undertaking DHR's etc. if the learning doesn't impact. She commented, 'the question is has this Board, this city, learnt from Savile'? Sam reflected that she wasn't confident that it had and felt that this type of abuse of power could still be happening. She asked other members whether they can demonstrate to each other that the learning had been embedded. 'We have to be able to evidence that we have made a difference otherwise what is the point?'</p> <p>The DHR/SAR process has to hold agencies to account. The learning has to be tangible. We have to be able to demonstrate that all of us have made a difference and are able to celebrate that out of something so horrendous some good has come. If we don't deliver that it will be a waste. We need to be excited about what we have done. Sam added that Lindsay has given a clear example of something that has made an immediate difference.</p> <p>Richard agreed, reiterating that it is about ensuring that organisations' leaders take away the learning from this and ensure it makes a difference. 'At Board level we need to provoke thinking about further actions needed and how we ensure that good practice such as that that Lindsay has described is embedded across all agencies. We need to engage with it with an honest and open approach defining what has been done'.</p> <p>Lisa Toner added that the feedback from the Fire Service is that the Learning Pack is very useful. 'This type of document is very useful to encourage thinking about safeguarding'.</p>	

Item No.	Item	Action, Timescale and Person responsible
	<p>Marcia Perry stated that the Savile case has led to a fundamental review of policy within LCH around allowing access. Cath Roff emphasised the need to think the unthinkable.</p> <p>Emma Mortimer added that one of the main areas of learning from one of the Safeguarding Adults Reviews, which is currently being undertaken, is the need for professional cynicism i.e. thinking the unthinkable.</p> <p>Rachel Stanton commented that she felt that times had changed and that organisations now take people’s concerns seriously and people can speak up.</p> <p>Sam stated that she wasn’t sure that this is entirely true, commenting that power can still corrupt. Cath agreed and reiterated Sam’s view that organisational cynicism is essential. Sam stated that this cynicism needs to be personal, professional and organisational.</p> <p>Marcia added that it is also about having the freedom to speak up to partners and promote the culture. To develop strategies and to never be complacent.</p> <p>Richard summarised the feelings in the room as being:</p> <ol style="list-style-type: none"> 1) It’s a useful pack. 2) A powerful conversation has been achieved, with lots of resonance for us to go off and consider across our individual agencies. <p>Richard reflected that the meeting had heard some examples of a change in culture and practice and commented that members now needed to use this to reflect back on identify themes to consider at the Board Development day on 25th October 2016. Richard said that he considered that these need to encompass: Enabling staff to feel confident and competent in their role For staff and their leaders to be brave and open.</p> <p>Richard emphasised that It is very much more than ticking boxes.</p> <p>Cath asked when this information was required back as she was of the opinion that a longer time period was needed to engage with staff groups. It was agreed that the assurance would be brought back to a future board meeting; Emma Mortimer would send out revised packs and advise of the response date.</p> <p>Gill asked if these forms had been shared with LSCB and city-wide. Emma confirmed that there were plans to do so.</p>	<p>Action: Emma Mortimer to redevelop the pack on the basis of comments and share with LSCB.</p>

Item No.	Item	Action, Timescale and Person responsible
	<p>ii) Mazars Review:</p> <p>Richard referred to the Mazars Learning Pack that Emma and Kieron had developed.</p> <p>Emma explained that this Learning Pack is not designed to focus on any single agency, rather, the messages relate to any organisation where an adult unexpectedly dies in their contact.</p> <p>Mazars' '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' was published in December 2015. The review resulted from the death of Connor Sparrowhawk who died while in the care of Southern Health NHS Trust. Lessons relate to engagement with families, transparency and a commitment continual learning and review.</p> <p>Marcia advised that the CQC is undertaking a lot of work around the review's findings it is due to publish a report and guidance in December 2016. This is from a project working with 12 NHS Trust and 4 Community Trusts of which LCH is one. NHS England is also developing a new framework and monthly reporting is now taking place.</p> <p>Sam commented that she was not sure that this case has been discussed at LSCB, commenting that it raises questions about definitions of abuse, neglect and unexpected death.</p> <p>Emma agreed to contact the LSCB and share the Learning Pack.</p> <p>Richard reflected that more work was underway in respect of this review, as described by Marcia. Cath pointed out that there is an issue around the timeframe and felt it would be prudent to respond properly and to do so; organisations need the capacity to respond thoroughly.</p> <p>Richard agreed to defer learning from this review until after the CQC report and NHS England guidance has been published.</p> <p>Cath highlighted the need for a City-wide understanding of the untoward death definitions and of associated reviews. Members agreed that when there is an unexpected death there needs to be clarity in relation to which pathway to take, Coroner, SAR, DHR etc. Currently, at a city level we do not have a clear landscape mapped and this is necessary.</p> <p>Cath suggested that the Safeguarding Unit undertake a horizon scan of good practice around untoward deaths. She also referred to Sheffield as having undertaken some work around this topic. It was agreed that a piece of work be undertaken that demonstrates good practice both locally and nationally, mapping terminology, definitions and legal duties. This should be brought back to the Board.</p>	<p>Action: Emma Mortimer to share the Mazars Reviews Learning Pack with the LSCB</p> <p>Action: Emma Mortimer to review Learning Pack after publication of guidance and reports.</p> <p>Action: Safeguarding Unit to lead a review of good practice in learning from untoward deaths</p>

Item No.	Item	Action, Timescale and Person responsible
3.	Board Members Updates	
	<p>i) LSAB Partnership Support Unit Richard explained that Shona McFarlane is leading on this and detailed discussions took place at the August Board. He asked that Cath provide an update in Shona's absence</p> <p>Cath reported her concern that the change process had taken so long. She noted that Shona McFarlane was on leave but would be progressing the matter with unions on her return.</p> <p>ii) Other Members Updates</p> <p>Marcia reported that a CQC Inspection of York Street Practice will be taking place next week with a full three day focussed- inspection scheduled to take place at end of January 2017.</p> <p>Mandy Sawyer reported that LCC Housing is continuing to deliver safeguarding training, promote safeguarding and provide feedback to the safeguarding team. She added that more information from Adult Social Care in relation to outcomes of safeguarding referrals would assist in terms of learning and sharing risk.</p> <p>Cath reported that it is has been identified from feedback that people want to know more – to know what happened after a referral has been made and we are taking a look at that. Yorkshire and Humber ADASS Group is undertaking a survey with a number of local authorities around MSP and the report will pull out key themes. The report will be available for purposes of learning in early 2017.</p> <p>Lindsay reported that LYPFT now has a new chief executive, Dr Sara Munro who previously worked in Cumbria. Operationally LYPFT is focussed on the outcomes of the CQC Inspection.</p> <p>Sam reported that following the recent homeless protest in the city, dubbed as 'Homeless City', West Yorkshire Police has decided to undertake a learning review. Sam noted that significant safeguarding issues will be a feature of this review and that there will learning for the city as a whole, Sam invited agencies to participate and Cath agreed, suggesting that Max Naismith, Head of Service in ASC would be the right person to be contacted. In addition, Mandy Sawyer, (Housing), Gill Marchant (CCG) and Rachel Stanton (LTHT) offered involvement.</p> <p>Sam welcomed the offers and agreed to bring the learning back to the Board.</p>	<p>Action: Supt. Sam Millar to bring the 'Homeless City' Review Learning back to the Board.</p>

Item No.	Item	Action, Timescale and Person responsible
	<p>Rachel reported that it has been difficult for LTHT to recruit to the safeguarding team, but that this had now been successful and recruitment is underway.</p> <p>Gill reported that the Domestic Violence and Abuse pilot of GP's undertaking a routine enquiry with all female patients has been very successful and NHS England is looking to roll out across all of the north Leeds regions. This should be happening in the next few weeks and is excellent news.</p> <p>Lisa Toner reported that a pilot scheme is running in Leeds around the rise in non-domestic building fires, especially prisons and YOI's which have significant implications for crews. A full time person has been seconded to work on these issues.</p> <p>DCI Mark Griffin noted that HMIC is inspecting West Yorkshire Police in early November 2016. He also advised that Leeds will experience a Joint Targeted Area Inspection of Children's experience of domestic abuse, noting that although focused on children, this will also have implications for adult safeguarding.</p>	
4.	Leeds Safeguarding Adults Board, Strategic Plan	
	<p>i) Sub-groups Chairs' updates</p> <p>Mark reported that a number of Safeguarding Adults Reviews are underway and highlighted that Review A17, (formerly DHR 7) is due to be concluded. The final report will be presented at the February Board. Mark noted that the current unprecedented number of reviews being handled by the Unit (four active, two due to commence, three under consideration) is an enormous resourcing challenge that is exacerbated by a lack of personnel and the delay in completing the Unit restructure.</p> <p>Richard acknowledged the difficulties and assured the Board that the challenges are not for want of effort in the Unit, commenting that until new staff are in post to meet the level of work required, there will a challenge in progressing the Board's work. Richard also advised that it was unlikely that the review would enable new staff to be in post before April 2017.</p> <p>Emma provided an update on the Learning and Improvement Sub-group in Maureen Kelly's absence. She reported that the Sub- group had met last week and discussions had taken place around the role of the sub-group and what the Board wants from it.</p>	
5.	Leeds Safeguarding Adults Board, Annual Reports 2015/16	

Item No.	Item	Action, Timescale and Person responsible
	<p>Kieron Smith reported that an easy-read version of the annual report is now available.</p> <p>This was welcomed by all members.</p>	
6.	Leeds Safeguarding Week, 2016	
	<p>Richard reported that Safeguarding Week would be taking place in Leeds from 17th – 23rd October. It was hoped that this would be extended, in terms of activity in 2017-18.</p>	
7	Board Development Day – 25th October 2016	
	<p>Emma and Kieron outlined the purpose of the day. Emma explained that a number of workshops had been held over the last 6 weeks, asking the questions in relation to safeguarding what works well, what doesn't, what needs to be improved.</p> <p>She explained that a wide range of different stakeholders across the city have been consulted with, and as a result we have received feedback from a wide range of people along with ideas about what could be done as a city to meet the needs of citizens, commenting that there have been lots of creative ideas. Eight workshops have been held and there have been over 200 participants. Clear themes have emerged across all consultation groups.</p> <p>Board members have been asked to complete their own assessment and survey have been sent to related organisations e.g. Karma Nirvana. Healthwatch has been asked to undertake interviews of citizens who have experienced the process, nominated via ASC.</p> <p>The Board Development day will be an opportunity for Board members to hear these voices and messages. Representatives from organisations who attended the workshops are being invited to come to the session and talk to the Board. This will be an opportunity for small group discussions around the safeguarding principles and there is an offer from the Learning Disabilities Partnership Board to come and talk from a service user's perspective</p> <p>Richard stated that this is a real opportunity to hear a range of perspectives and engage with what people want to say to us.</p> <p>Discussion took place about the date of Board Development Day being during half-term week. It was noted that this was agreed at the August Board meeting. Cath commented that the date also conflicts with the Council Scrutiny Panel and requested that in future the council calendar be consulted in the first instance. She also has the Corporate Leadership Team meeting in the morning, but will try to attend for at least half of the day. Shona McFarlane will be in attendance from ASC as well.</p>	

Item No.	Item	Action, Timescale and Person responsible
	<p>After discussion, the overriding opinion was to go ahead and start the process. All members felt that it was important not to lose momentum.</p> <p>Cath requested that attendees be encouraged to bring someone with them. For example, Shona could bring a Head of Service. Richard said this this was a good idea.</p> <p>It was agreed to make the Board Development Day a half-day session.</p>	
8.	<p>For information</p> <p>Safeguarding Adults, Annual Report, England 2015-16, NHS Digital</p> <p>Web address</p>	
	For information only.	
9	Reflection	
	<p>Mandy stated that the mortality work is very interesting and the lessons learned are important.</p> <p>Sam commented that she had not attended the last couple of Board meetings due to other conflicting commitments, but considered that this had been a positive discussion.</p>	
10.	Proposed Dates of future meetings	
	<p>Richard concluded: those that can attend the Board development Day it would be very much appreciated and we will use the Board in December to feedback on the day and discuss further.</p> <p>Next Meeting: 8th December 2016</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 13th October 2016

Item No.	Action	Person / organisation responsible	Target date
<u>Item 1</u>	<p><u>Matters Arising</u></p> <p>ADASS Y&H Safeguarding Froup Supt Sam Millar to nominate an officer from WYP to join the group.</p>	Supt S Millar	31/10/16
<u>Item 1</u>	<p><u>Minutes: 4th August 2016</u></p> <p>LYPFFT to report any findings from the recent CQC Inspection of its services that relate to safeguarding to the LSAB.</p>	Anthony Deery	December Board
<u>Item 2</u>	<p><u>LSAB Learning</u></p> <p>i) Savile</p> <p>Learning pack to be updated as discussed and redistributed</p> <p>ii) Mazars</p> <p>Review of all death reporting processes in Leeds to be undertaken aping links and highlighting statutory requirements.</p>	<p>Emma Mortimer Safeguarding Adults Partnership Support Unit</p> <p>Emma Mortimer Safeguarding Adults Partnership Support Unit</p>	<p>15/11/16</p> <p>December Board</p>
<u>Item 3</u>	<p><u>Board Member Updates</u></p> <ul style="list-style-type: none"> West Yorkshire Police <p>WYP Homeless City Learning Review to include</p>	Supt Sam Millar, WYP	Tbc

Item No.	Action	Person / organisation responsible	Target date
	<p>statutory partners, particularly ASC, CCGs and Public Health and to link through the Partnership Support unit and the Learning and Improvement Sub-group to the Board, to ensure safeguarding learning is encapsulated.</p> <ul style="list-style-type: none"> • NHS CCGs <p>Domestic Violence and Abuse Routine Enquiry Pilot and Film to be brought to December Board for review and discussion.</p>	Gill Marchant	December Board
<u>Item 4</u>	<p><u>LSAB Strategic Plan</u></p> <p><u>i) Sub-group chairs updates</u></p> <p>Sub-group chairs to report to the December Board on outstanding actions, likelihood of achievement in the financial year and level of associated risk.</p> <p>Learning and Improvement Strategy and Quality Assurance Framework to be reported to December Board.</p>	<p>Sub-group chairs</p> <p>Learning and Improvement Sub-group</p>	<p>December Board</p> <p>December Board</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.