

Leeds Safeguarding Adults Partnership Board

Minutes

1st April 2014

Attendance:						
Membership	Name	Agency	Attended	Did not attend – deputy attended	Did not attend – no deputy sent	Attended as deputy
Full	Dr Paul Kingston	Independent Chair	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Full	Max Naismith	Chair, Mental Capacity Act LIN Sub-group and deputy for Dennis Holmes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Full	Anna Edgren-Davies	Chair, Training and Workforce Development Sub-group	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Full	Ellie Monkhouse	Chair, Performance, Audit and Quality Assurance Sub-group	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Full	DCI Mark Griffin	Chair, Serious Case Review and Professional Practice Sub-group	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Full	Kieron Smith	Chair, Policy, Protocol and Procedures Sub-group & Communication and Community Engagement Sub-group	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Full	Superintendent Sam Millar	West Yorkshire Police	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Full	Diane Hampshire	Leeds West CCG	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Full	Angie Clegg	Leeds Community Healthcare NHS Trust	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Full	Susan Lines	Leeds Community Healthcare NHS Trust	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Full	Suzanne Hinchliffe CBE	Leeds Teaching Hospitals NHS Trust	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Full	Clare Linley	Leeds Teaching Hospitals NHS Trust	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Full	Jeff Barlow	Leeds Teaching Hospitals NHS Trust	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Full	Maureen Kelly	Leeds CCG West, South and East, North	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Full	Dennis Holmes	Leeds City Council, Adult Social Care	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Full	Michele Tynan	Leeds City Council, Adult Social Care	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Full	Kevin Ball	West Yorkshire Probation Trust	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Full	Munaf Patel	Leeds Community Safety	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Full	Cath Jones	Leeds Children's Social Care	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Full	Beverley Murphy	Leeds and York Partnerships NHS Foundation Trust	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Full	Steve Wilcox	Leeds and York Partnerships NHS Foundation Trust	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Associate	Simon Costigan	Leeds Housing Services	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Associate	John Statham	Leeds City Council Environments and Neighbourhoods (Housing)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Co-opted	Steve Clough	Chair, Communication and Community Engagement Sub-group	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Co-opted	Joy Fisher	Leeds Link	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Co-opted	Emma Stewart	Leeds Link	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Co-opted	Lizzy Mills	Crown Prosecution Service	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Co-opted	Paul Belbin	Gipsil	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Co-opted	Rod Hamilton	Care Quality Commission	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Co-opted	Karen Bell	Care Quality Commission	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Co-opted	Philip Bramson	A4mnd	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ex-officio	Sandie Keene	Director of Adult Social Services	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Attendance:						
Membership	Name	Agency	Attended	Did not attend – deputy attended	Did not attend – no deputy sent	Attended as deputy
Ex-officio	Hilary Paxton	Head of Safeguarding Adults	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ex-officio	Emma Mortimer	Safeguarding Partnership Manager	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ex-officio	Gerry Gillen	LSAPB Legal Adviser	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ex-officio	Jayne Ogier	Leeds Safeguarding Adults Partnership Support Unit (Minutes)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Item		Action	Responsibility and completion date
1.	Welcome		
	Dr Paul Kingston welcomed members of the Board		
i.	Introductions and Apologies		
	Members of the Board introduced themselves. Dr Kingston noted apologies and welcomed new members to the Board.		
ii.	Minutes of 11 February 2014		
	<p>Item 4 iii Leeds Safeguarding Adults Partnership Board Annual Report (2012-13) Easy Read Version</p> <p>Amendment to be made this was actually looked at by the Learning Disability group in Adult Social Care and not the Alliance for Service Experts as stated.</p> <p>Item 4 vi Practice Guidance: Large Scale Investigations</p> <p>Suzanne Hinchliffe, Chief Nurse, LTHT advised that she had presented some amendments at the February 2014 Board Meeting which had not been changed in the version presented to the Board today. Kieron Smith thanked Ms Hinchliffe and commented that he believed those matters had been addressed, but also asked that she send them to him in order that he can ensure they are reflected within the report. Ms Hinchliffe agreed to send this information to Kieron Smith.</p>	Suzanne Hinchliffe to forward her comments to Kieron Smith	Suzanne Hinchliffe 1 st July 2014
	Matters Arising / Action List from February 2014 Board Meeting		
	<p>Dr Paul Kingston presented the action list from the February 2014 Board meeting to confirm the status of the actions. With the exception of the items listed below all were complete:</p> <p>Item 3.3 Risk Register this is being discussed with the P & QA Sub-</p>	Item 3.3. to be brought to the August	Ellie Monkhouse,

Item		Action	Responsibility and completion date
	<p>group and will be fed back to the August Board meeting.</p> <p>Item 4.4 Safeguarding Adults Performance Data: Quarter 3 – Query about categories included in the heading “Other”. Details will be presented to the June 2014 Board meeting</p> <p>Item 4.5 Safeguarding Adults surveys – the questionnaires have been finalised and will be rolled out in 2014.</p> <p>Item 4.vi Large Scale Investigations - Suzanne Hinchliffe to provide Kieron with information</p> <p>The actions were accepted as complete</p>	<p>2014 Board meeting.</p> <p>An explanation of the categories included in “Other” to be brought to the June 2014 Board meeting.</p>	<p>Chair, Performance and Quality Assurance Sub-group</p> <p>Ellie Monkhouse, Chair, Performance and Quality Assurance Sub-group</p>
iii.	Outline of the purpose of the meeting and specific outcomes sought		
	<p>Dr Kingston gave a short presentation on the remit and proposed rearranged format of the Board in anticipation of the implementation of the Care Act (2014). Dr Kingston advised that Part A is the discussion section of the meeting and Part B is where reports for information are brought to the Board, with the remaining items for information only.</p>		
Part A: Discussion Items			
2.	The Future Statutory Safeguarding Adults Board Structure: Consultation		
	<p>Dr Paul Kingston gave a short presentation on the proposed new remit of the board under the Care Act 2014.</p> <p>It was noted that this legislation will have significant implications for the Board. Dr Kingston advised that as yet it is not clear who will make up the new Boards across the country but he highlighted the fact that there is a statutory requirement for membership from the local authority, the Police and the NHS Clinical Commissioning Groups.</p> <p>Dr Kingston advised the Board that he had written to the Chief Executives of the three CCG’s, the Police and the Local Authority to discuss Board membership and structure from April 2014.</p> <p>Dr Kingston advised that he is in discussion with Sandie Keene, as DASS and Dennis Holmes her deputy about a review of safeguarding arrangements in Leeds in anticipation of the Care Act 2014.</p>		
i.	The Care Bill – implications for safeguarding and the future statutory Safeguarding Adults Board		

Item		Action	Responsibility and completion date
	Hilary Paxton gave a short presentation highlighting the stages of the bill and what stage it is currently at. Hilary highlighted a number of points within the Care Act 2014 that impact on adult safeguarding.		
ii.	Board Member Consultation: Board Structure		
	<p>Kieron Smith gave a short presentation regarding the themes from the Board Development Day in February 2014. The Board Development Day focused on the effectiveness of the Board structure and that of the sub-groups. Kieron highlighted the following points that were raised in discussion regarding the Board itself:</p> <ul style="list-style-type: none"> • The approach we needed in 2009, is not necessarily the approach we need in 2014. • The Board agenda is focused on approving the implementation of the Business Plan • This operational quality/development focus can be at the expense of the strategic agenda and does not always require the expertise of senior representatives that work at a strategic level. • Large, inclusive Board, that due to its size (and the environment) does not promote debate of issues • A more appropriate environment is required, (especially if meetings are to be accessible to the public). <p>Board members also highlighted these issues in relation to the Board's sub-groups:</p> <ul style="list-style-type: none"> • There has been variation across the sub-groups as to their effectiveness. Need to consider if all the sub-groups are required or should continue in same format. More task and finish groups may be appropriate. • Attendance and participation has been variable. Some sub-groups need greater support/resources to achieve their aims. • A greater focus is required in relation to Performance, Audit and Quality Assurance • Sub-groups could have greater authority to agree actions, and their focus should be on providing assurances to the Board. <p>The Board was asked to discuss four alternative models of Board arrangements and make suggestions on whether or not they felt that these would work for Leeds, or if there was a way of combining different elements to make the Board more effective.</p> <p>The Board were informed that the discussions and suggestions would be collated and will influence discussions around the Board's readiness for the Care Act 2014.</p>		
iii.	Board Member Consultation: Board Meeting Structure		
	Kieron Smith and Emma Mortimer gave a short joint presentation on		

Item		Action	Responsibility and completion date
	the consultation section of the Board Agenda. The Board were informed that any suggestions from the discussions would be collated and used to drive the next stage of development.		
iv.	Review of Safeguarding Arrangements in Leeds: Terms of Reference		
	This item was not discussed, as outlined in the Chair's introduction.		
Part B: For Information			
3.	Leeds Safeguarding Adults Partnership Board Business Planning		
i.	Leeds Safeguarding Adults Partnership Board Business Plan: 2013 – 14 & Appendix: Board Business Plan Highlights and Exceptions Report		
	The Board's attention was drawn to the fact that this business plan is the end of the year plan for 2013-14. The plan provides an overview of the business achievements and the priorities for this year.		
ii.	Leeds Safeguarding Adults Partnership Board Business Plan: 2014-15		
	Kieron Smith gave a brief update on the Business Plan 2014-15 highlighting the fact that the bullet points are for discussion. This is in preparation for more conversations, within the sub-groups about the work streams and what actions should be taken forward. It was noted preparations for the Annual Report are underway and that is due to be considered by to Partners' Executive Boards during the summer.		
iii.	Leeds Safeguarding Adults Partnership Support Unit Finance Report		
	Hilary Paxton informed the Board that agreement had been given from CCG to carry the budget for the prevention of abuse campaign into the new financial year.		
iv.	Leeds Safeguarding Adults Reviews Overview		
	Emma Mortimer presented the Safeguarding Adults Reviews overview.		
v.	Leeds Domestic Homicide Reviews Overview		
	The Overview of Domestic Homicide Reviews was presented. It was noted that DHR6 will report in the next few months.		
vi.	Practice Guidance: Large Scale Investigations		
	This item was approved.		
vii.	Financial Abuse: LSAPB Resource Guide		
	This item was not discussed.		
viii.	Government consultation: ill-treatment and wilful neglect – Leeds Response		

Item		Action	Responsibility and completion date
	<p>Hilary Paxton gave a short update to the Board on the response that was prepared and submitted on behalf on the Leeds Safeguarding Adults Board to the consultation by the Department of Health on the New offence of ill-treatment or wilful neglect. It was noted that the consultation deadline preceded the Board and therefore the response had been sent in order to meet that deadline.</p> <p>Board members thanked Hilary for the submission to the Department of Health, which they supported.</p>		
4	National Safeguarding Adults Developments		
i.	Managing Medicines in Care Homes – National Institute for Clinical Excellence March 2014 http://www.nice.org.uk/guidance/sc/SC1.jsp		
ii.	Care Quality Commission https://www.gov.uk/government/consultations/fundamental-standards-for-health-and-social-care-providers		
iii.	The Sixth Year of the Independent Mental Capacity Advocacy (IMCA) Service: 2012/2013 https://www.gov.uk/.../The_Sixth_Year_of_the_Independent_Mental_Capacity_Advocacy_v6.pdf		
iv.	Supreme Court judgment in Cheshire West and MIG & MEG. http://supremecourt.uk/decided-cases/docs/UKSC_2012_0068_PressSummary.pdf		
v.	Anti-social Behaviour, Crime and Policing Act 2014 http://www.legislation.gov.uk/ukpga/2014/12/pdfs/ukpga_20140012_en.pdf		
vi.	Government consultation: ill-treatment and wilful neglect https://www.gov.uk/government/consultations/ill-treatment-or-wilful-neglect-in-health-and-social-care		
5.	Dates of Future Meetings: 2 – 4.30 pm		
	<ol style="list-style-type: none"> 1. 12th June 2014 2. 12th August 2014 3. 15th October 2014 4. 12th December 2014 		

Minute agreed:

Signature:

Date:

Dr Paul Kingston, Independent Board Chair

**Leeds Safeguarding Adults Board
1st April 2014 Action List**

Item No.	Action	Person / organisation responsible	Deadline
1 ii)	<u>Practice Guidance: Large Scale Investigations</u> Suzanne Hinchliffe to forward comments to Kieron Smith.	Suzanne Hinchliffe	30 th April 2014
1 ii)	<u>Risk Register</u> This is being discussed with the P & QA Sub-group and will be fed back to the August Board meeting.	Ellie Monkhouse, Chair, Performance and Quality Assurance Sub-group	August 2014
1 ii)	<u>Safeguarding Adults Performance Data: Quarter 3</u> Further detail to be provided to the next Board meeting.	Ellie Monkhouse Chair, Performance and Quality Assurance Sub-group	June 2014