



## Leeds Safeguarding Adults Board

### Minutes

27<sup>th</sup> June 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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Full	Kwai Mo	Deputy Chair, Mental Capacity Act LIN Sub-group	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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, Safeguarding Adults Review Sub-group	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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	Steve Clough	Chair, 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Full	Angie Clegg	Leeds Community Healthcare NHS Trust	<input 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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Full	Clare Linley	Leeds Teaching Hospitals NHS Trust	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Full	Jeff Barlow	Leeds Teaching Hospitals NHS Trust	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Full	Michele Tynan	Leeds City Council, Adult Social Care	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Full	Lisa Parker	West Yorkshire Probation Trust	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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	Sal Tariq	Leeds Children's Social Care	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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"/>

Attendance:						
Membership	Name	Agency	Attended	Did not attend – deputy attended	Did not attend – no deputy sent	Attended as deputy
Associate	John Statham	Leeds City Council Environments and Neighbourhoods (Housing)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Associate	Tanya Matilainen	Healthwatch	<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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Co-opted	Wendy Dixon	Care Quality Commission	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Co-opted	Philip Bramson	A4mnd	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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"/>
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
<b>1.</b>	<b>Welcome</b>		
	Dr Paul Kingston welcomed members of the Board		
<b>i.</b>	<b>Introductions and Apologies</b>		
	Members of the Board introduced themselves. Dr Kingston noted apologies and welcomed new members to the Board.  Dr Kingston advised the Board that this was Steve Wilcox's last Board meeting and thanked him for all his hard work and commitment over many years and wished him well in his new position in North Yorkshire.		
<b>ii.</b>	<b>Minutes of 1<sup>st</sup> April 2014</b>		
	These were accepted as an accurate record.		
<b>iii.</b>	<b>Matters Arising / Action List from April 2014 Board Meeting</b>		
	Dr Kingston presented the action list from the April 2014 Board meeting to confirm the status of the actions. With the exception of the items listed below all were complete.  1 ii) Risk Register this will brought to the August 2014 Board	Risk Register to be	Ellie Monkhouse,

Item		Action	Responsibility and completion date
	<p>Meeting</p> <p>1 iii a) Safeguarding Adults Performance Data: Quarter 3.</p> <p>Hilary Paxton presented a short report on the Quarter 3 activity data which provided an explanation of the heading 'other'. Diane Hampshire thanked Hilary for the explanation and stated that she had found the breakdown useful, asking if these reports would be brought back to the Board each quarter. Hilary stated that Ellie Monkhouse, Chair of the Performance, Audit and Quality Assurance sub-group would be deciding how best to present performance data to the Board.</p> <p>The Board noted the report.</p>	discussed at April 2014 meeting	<p>Chair, Performance, Audit and Quality Assurance Sub-group</p> <p>August Board Meeting</p>
iv.	<b>Chair's introductions: Savile Inquiry</b>		
	<p>Dr Kingston opened his introduction to highlight the fact that the report of the investigation into matters relating to Savile at Leeds Teaching Hospitals NHS Trust had been published on 26<sup>th</sup> June 2014 (<a href="http://savilereport.leedsth.nhs.uk/">http://savilereport.leedsth.nhs.uk/</a>) . Dr Kingston informed the Board that he and Jane Held, Independent Chair of the LSCB had drafted a joint press statement on the matter.</p> <p>The Board was informed that there are three further reports to be published including those relating to Broadmoor and Stoke Mandeville Hospitals and these are expected in due course. Dr Kingston advised that further allegations regarding Savile's activity at Stoke Mandeville Hospital and these are currently being investigated.</p> <p>Dr Kingston led a short debate on the impact of these reports and lessons learned. Steve Wilcox commented that it is important to demonstrate some leadership in response to the reports, given the focus on Leeds. Clare Linley noted that the reading of the report is sobering and difficult and emphasised that lessons need to be learned across health and social care and that these lessons need to be linked to other shared agenda.</p> <p>Dennis Holmes noted that the report is published on the LTHT website and Clare Linley added that there is a helpline in place for those affected by this matter.</p> <p>Board Members agreed that a joint session should be held jointly the Leeds Safeguarding Children's Board to look at the</p>	Joint LSAB and LSCB session to be	Jayne Ogier 30 <sup>th</sup> July 2014

Item		Action	Responsibility and completion date
	recommendations contained in the report.	arranged to consider the Savile Inquiry recommendations	
v.	<b>Board Logo</b>		
	<p>Hilary Paxton presented a short report outlining the proposed changes to the Safeguarding Board logo to reflect the terminology used in the Care Act 2014.</p> <p>The Board approved the changes.</p>		
vi.	<b>SAB and LSAPSU Reviews</b>		
	<p>Dennis Holmes, Deputy Director of Adult Social Services explained to members that he and Dr Kingston had been in discussion recently about the need to ensure that the Leeds Safeguarding Adults Board (LSAB) is prepared for its new incarnation as a statutory board on 1<sup>st</sup> April 2015, as required by the Care Act 2014. Dennis highlighted the fact that the current Board arrangements resulted from an inspection of Adult Social Services by the then Commission for Social Care Inspection, (CSCI) in 2008. Since that time, CSCI has ceased existence and its replacement, the Care Quality Commission, (CQC) has ceased inspection of Adult Social Services. Dennis commented that the emphasis nationally is on seeking feedback and continual improvement through peer review. In that context, Dennis advised that he and Dr Kingston considered it important that the LSAB undertake a Peer Review, through the established Local Government Association Peer Review process. This would take place in Autumn this year and the LGA reviewers would meet Board members and other stakeholders, looking at the Board's structure and functions, underwriting the Board's effectiveness and placing it in a good position for the coming Care Act requirements.</p> <p>Dennis also noted that since the development of current safeguarding arrangements in 2008 and the establishment of the Leeds Safeguarding Adults Partnership Support Unit, much has changed and he suggested it would be timely to review the work of the unit too. To that end, Dennis proposed that an independent person be commissioned to conduct that review in parallel with the Peer Review being undertaken by the LGA in order that there is discussion between the two.</p> <p>Board members supported both proposals. Dennis advised</p>	<p>Terms of Reference for Independent Review of Leeds Safeguarding Adults Partnership Support Unit to be provided to Board members for consultation and</p>	<p>Dennis Holmes and Dr Paul Kingston August Board Meeting</p>

Item		Action	Responsibility and completion date
	that the Terms of Reference for the LGA Peer Review were set by the LGA, but he and Dr Kingston would be consulting members about the Terms of Reference for the independent review of the Unit.	agreement at August 2014 LSAB.	
Part A:			
2.	<b>Leeds Safeguarding Adults Board Annual Report: 2013 – 14 and Business Plan 2014 - 15</b>		
	<p>Kieron Smith presented the draft Annual Report 2013-14 for the Board's consideration as to whether or not this reflected the work of the Board. The Board was also informed that summary and easy read versions would be available once the full Annual Report is finalised.</p> <p>Board members discussed the report and provided feedback to Kieron who explained that these comments would input into the final version of the report.</p> <p>Board members debated the size and complexity of the report and some felt that it needed to be considerably shorter. It was also agreed that it would be helpful if organisations submitting information about their own safeguarding activity did so on a template, with the onus being on providing assurance to the public about the safeness of their services. Board members agreed this would be positive.</p> <p>Dennis Holmes commented that the length of the report is a legacy from the 2008 inspection of safeguarding after which it was required that a detailed report be submitted to the Council's Executive and Scrutiny Boards for assurance.</p> <p>It was agreed that this year the format of the report should remain as it is, but that thought should be given to how we format the report in 2013-14. Hilary Paxton noted that the Care Act requires boards to produce an Annual Report of activity and it may be that further guidance will be provided by the DoH about the format of those reports.</p>		
	<b>Board Business Plan 2014 – 15</b>		
	Dr Kingston asked all Board members to send their comments on the Business Plan 2014-15 to Kieron by the end of July 2014	All Board Members to send comments to Kieron Smith	All Board Members By End of July 2014
3.	<b>Leeds Safeguarding Children's Board Items</b>		
i.	<b>Leeds Think Family Protocol and Practice Guidance</b>		

Item		Action	Responsibility and completion date
	<p>Karen Shinn, Assistant Manager of the Leeds Safeguarding Children's Board presented the Leeds Think Family Protocol and Practice Guidance (<a href="http://www.leedslscb.org.uk/LSCB/media/Images/pdfs/Think-Family-Work-Family-protocol.pdf">http://www.leedslscb.org.uk/LSCB/media/Images/pdfs/Think-Family-Work-Family-protocol.pdf</a>) . Karen gave a brief overview of the background of the protocol and the accompanying practice guidance which sets out a joint approach between the Leeds Safeguarding Children's Board, Safer Leeds and the Safeguarding Adults Board in supporting families.</p> <p>Each table at the meeting held discussions and provided comments. It was also noted that in relation to training that a joint approach would be looked at between the two boards.</p> <p>The Board approved the protocol.</p>	Emma Mortimer and Karen Shinn to meet to discuss the approach to training and include the Domestic Violence team	Emma Mortimer 14th July 2014
ii.	<b>Report on Care Leavers</b>		
	<p>Rob Murray, Head of Service, Looked after Children, presented a report outlining the work that had been undertaken in this area regarding care leavers and the services available to them. Rob highlighted a number of key areas of concern including the number of looked after children and care leavers that access acute services, are pregnant or young parents within a year of leaving care, care leavers are five times more likely to commit suicide in adulthood. Rob also pointed out the significant improvements that had been made in the last year regarding care leavers and the development of a multi-agency approach.</p> <p>Dr Kingston led a short debate seeking the views of members of the Board around this issue. Members of the Board were supportive of the approach, highlighting a number of areas which they felt had gaps within them, including the sharing of information between agencies, the need to build relationships with other services in order to provide the best care and support to care leavers across the city.</p>		
<b>Part B:</b>			
4.	<b>Leeds Safeguarding Adults Board: Report of Board Business Management Group</b>		
i.	<b>Board Business Management</b>		

Item		Action	Responsibility and completion date
	<p>Emma Mortimer presented a report outlining the proposed changes to the systems and processes already in place for managing the Board's business. Emma gave a brief overview of the proposal to establish a Board Management Meeting, as outlined in the report.</p> <p>The Board approved the report and appendices.</p>		
ii.	<p><b>Board Business Plan: Highlights and Exceptions Report</b>  <b>Annex: Achievements against the Business Plan: 2014-15</b></p>		
	<p>Emma Mortimer presented the Highlights and Exceptions report. Diane Hampshire sought clarification on the 2013-14 Quarter 4 performance data and asked if this would be reported at the next board meeting. Hilary advised that the submission had been made and that Ellie Monkhouse, Chair of the Performance, Audit and Quality Assurance Sub-group would be considering what would be reported to the August 2014 Board meeting.</p> <p>The Board noted the report.</p>		
5.	<p><b>Leeds Safeguarding Adults Reviews</b></p>		
	<p>Emma Mortimer presented an updated overview report of the current Safeguarding Adults Reviews.</p> <p>The Board noted the report.</p>		
6.	<p><b>Leeds Domestic Homicide Reviews</b></p>		
	<p>Munaf Patel presented an updated overview report of the current Domestic Homicide Reviews, highlighting that there had been two further domestic homicides since the last Board meeting. In relation to DHR 6 the Board were informed that this review is nearing its conclusion and that a Learning From Practice event to share learning would be held later in the year.</p> <p>The Board noted the report.</p>		
7.	<p><b>Leeds Safeguarding Adults Partnership Support Unit Finance Report</b></p>		
	<p>Hilary Paxton presented the finance report highlighting the projected outturn which shows the contribution to the prevention of abuse campaign in both income and expenditure. In relation to the training income a trial is currently being undertaken to ascertain whether training take-up improves when charges are waived. A full report on the outcome of the trial will be brought back to the Board in due course.</p>		
8.	<p><b>Prevention of Abuse Campaign</b></p>		
	<p>Steve Clough, Chair of the Communications and Community Engagement sub-group presented a report outlining proposals</p>		

Item		Action	Responsibility and completion date
	<p>for the “Prevention of Abuse” Campaign which is scheduled to take place through summer into early autumn. As part of the launch event on 21<sup>st</sup> July 2014, a breakfast meeting between Dr Kingston, Councillor Ogilvie and invited press colleagues is scheduled. Steve explained that they are also exploring a number of ways to evaluate the campaign.</p> <p>The Board approved the campaign.</p>		
9.	<b>Front Door arrangements</b>		
	<p>Hilary Paxton presented the report on the Multi-Agency Gateway for Safeguarding Adults Pathway, on behalf of Julia Suddick. Hilary gave a brief update on the work that is currently being undertaken to develop a model which supports the “Think Family” agenda. Members of the Board were asked to note the contents of the report and endorse the proposals as set out in the recommendations.</p> <p>Board members endorsed the recommendations.</p>		
10.	<b>Partner Self-Assessment</b>		
	<p>Richard Graham, Deputy Chair of the Performance, Audit and Quality Assurance Sub-group presented a report detailing the key findings from the Partner Annual Self-Assessment. This is the fourth audit since 2008 when the Leeds Independence, Wellbeing and Choice inspection took place. Richard advised that compliance had been maintained and progress been made in addressing any issues arising out of the previous audits. With the implementation of the Care Act and new statutory guidance, the sub-group is recommending that the self-assessment audit be reviewed at the same time as the Memorandum of Understanding.</p> <p>The Board noted the report.</p>		
<b>Part C:</b>			
<b>11.</b>	<b>Items for information and dissemination</b>		
i.	<p>Mental Capacity Act 2005 – Government Response to House of Lords Select Committee – June 2014  <a href="https://www.gov.uk/government/publications/mental-capacity-act-government-response-to-the-house-of-lords-select-committee-report">https://www.gov.uk/government/publications/mental-capacity-act-government-response-to-the-house-of-lords-select-committee-report</a></p>		
ii.	<p>Consultation on draft regulations and guidance for implementation of part 1 of the Care Act in 2015/16  <a href="http://careandsupportregs.dh.gov.uk/">http://careandsupportregs.dh.gov.uk/</a></p>		
iii.	<p>Modern Slavery Bill 2014  <a href="https://www.gov.uk/government/collections/modern-slavery-">https://www.gov.uk/government/collections/modern-slavery-</a></p>		

Item		Action	Responsibility and completion date
	<a href="#">bill</a>		
iv.	Anti-social Behaviour, Crime and Policing Act 2014 <a href="http://www.legislation.gov.uk/ukpga/2014/12/contents/enacted">http://www.legislation.gov.uk/ukpga/2014/12/contents/enacted</a>		
v.	Orchid View Serious Case Review: West Sussex County Council, June 2014 <a href="http://www.westsussex.gov.uk/living/social_care_and_health/adults_looking_for_support/keeping_safe/safeguarding_adults_at_risk/adult_safeguarding_information/adult_safeguarding_board.aspx">http://www.westsussex.gov.uk/living/social_care_and_health/adults_looking_for_support/keeping_safe/safeguarding_adults_at_risk/adult_safeguarding_information/adult_safeguarding_board.aspx</a>		
vi.	Scrutiny Report: Tackling Domestic Violence and Abuse – Leeds City Council Scrutiny Board (Safer and Stronger Communities) June 2014 (attached)		
	Hilary Paxton drew the Board’s attention to this report and advised that Bridget Emery, Chief Officer, Strategy and Commissioning, Public Health Leeds would be attending a future Board meeting to discuss the content of this report.		
	<ol style="list-style-type: none"> <li>1. 12<sup>th</sup> August 2014</li> <li>2. 15<sup>th</sup> October 2014</li> <li>3. 12<sup>th</sup> December 2014</li> </ol>		

Minute agreed:

Signature:

Date:

Dr Paul Kingston, Independent Board Chair

**Leeds Safeguarding Adults Board**  
**27<sup>th</sup> June 2014 - Action List**

Item No.	Action	Person / organisation responsible	Deadline
1 iii.	<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, Audit and Quality Assurance Sub-group	August 2014
1 iv.	<u>Savile Inquiry</u> Joint LSAB and LSCB Board Development Session to be arranged and reported to August Board.	Jayne Ogier, Safeguarding Administrative Coordinator	August Board
1 vi.	<u>SAB and LSAPSU Reviews</u> Terms of Reference for Independent Review of LSAPSU to be provided to Board Members for consultation and agreement at August Board meeting.	Dennis Holmes and Dr Paul Kingston	August Board
2	<u>LSAB Annual Report 2013 – 14 and Business Plan</u>  All Board members to send comments to Kieron Smith.	All Board members	31 <sup>st</sup> July 2014
3 i.	<u>Leeds Think Family Protocol</u> Emma Mortimer and Karen Shinn to meet to discuss the approach to training.	Emma Mortimer	14 <sup>th</sup> July 2014