



## Leeds Safeguarding Adults Board

## Minutes

12 August 2014

Membership	Name	Agency	
Full	Dr Paul Kingston	Independent Chair	Attended
Full	Max Naismith	Chair, Mental Capacity Act LIN Sub-group	Attended
Full	Ellie Monkhouse	Chair, Performance, Audit and Quality Assurance Sub-group	Attended
Full	Kieron Smith	Chair, Policy, Protocol and Procedures Sub-group	Attended
Full	Steve Clough	Chair, Communication and Community Engagement Sub-group	Attended
Full	Diane Hampshire	Leeds West CCG	Attended
Full	Susan Lines	Leeds Community Healthcare NHS Trust	Attended
Full	Caroline Ablett	Leeds Teaching Hospitals NHS Trust	Attended
Full	Maureen Kelly	Leeds CCG West, South and East, North	Attended
Full	Dennis Holmes	Leeds City Council, Deputy Director Adult Social Services	Attended
Full	Peter Turner	West Yorkshire Probation Trust	Attended
Full	Andrew Chandler	National Probation Service	Attended
Associate	John Statham	Leeds City Council Environments and Housing	Attended
Co-opted	Paul Belbin	Gipsil	Attended
Ex-officio	Emma Mortimer	Safeguarding Adults Partnership Manager	Attended
Ex-officio	Gerry Gillen	LSAB Legal Adviser	Attended
Ex-officio	Jayne Ogier	Leeds Safeguarding Adults Partnership Support Unit (Minutes)	Attended
Observer	Rachel McKie	Leeds and York Partnerships NHS Foundation Trust	Attended
Full	DCI Mark Griffin	Chair, Safeguarding Adults Review Sub-group	Apologies
Full	Superintendent Sam Millar	West Yorkshire Police	Apologies
Full	Angie Clegg	Leeds Community Healthcare NHS Trust	Apologies
Full	Suzanne Hinchliffe CBE	Leeds Teaching Hospitals NHS Trust	Apologies
Full	Michele Tynan	Leeds City Council, Adult Social Care	Apologies
Full	Lisa Parker	West Yorkshire Probation Trust	Apologies
Full	Munaf Patel	Leeds Community Safety	Apologies
Full	Sal Tariq	Leeds Children's Social Care	Apologies
Associate	Tanya Matilainen	Healthwatch	Apologies
Co-opted	Joy Fisher	Leeds Link	Apologies
Co-opted	Emma Stewart	Leeds Link	Apologies
Co-opted	Lizzy Mills	Crown Prosecution Service	Apologies
Co-opted	Wendy Dixon	Care Quality Commission	Apologies
Ex-officio	Sandie Keene	Director of Adult Social Services	Apologies
Ex-officio	Hilary Paxton	Head of Safeguarding Adults	Apologies
Full	Beverley Murphy	Leeds and York Partnerships NHS Foundation Trust	No Response
Co-opted	Philip Bramson	A4mnd	No response

Item		Action	Responsibility and completion date
1.	<b>Welcome</b>		
	Dr Paul Kingston welcomed members of the Board		
i.	<b>Introductions and Apologies</b>		
	Members of the Board introduced themselves. Dr Kingston noted apologies and welcomed new members to the Board.		
ii.	<b>Minutes of 27<sup>th</sup> June 2014</b>		
	These were accepted as an accurate record.		
iii.	<b>Matters Arising / Action List from June 2014 Board Meeting</b>		
	<p><b>Item 1 iii – Risk Register</b></p> <p>This is being discussed with the P &amp; QA sub-group and will be fed back to the August Board Meeting.</p> <p>Ellie Monkhouse, Sub-group Chair advised that this item was on the agenda for today's meeting.</p> <p><b>Item 1 iv – Savile Inquiry</b></p> <p>Joint LSAB and LSCB Board Development Session to be arranged and reported to the August Board.</p> <p>Dr Kingston advised Board members that the final report of the Department of Health and West London Mental Health Trust investigation into the involvement of Jimmy Savile in Broadmoor Hospital had not been completed. It is anticipated that this will be concluded in the Autumn. Dr Kingston sought member's thoughts on postponing this until the completed report is published. The Members of the Board agreed with Dr Kingston's proposal that the joint meeting should not take place until all reports have been submitted to the Department of Health and its overview report with national recommendations published.</p> <p><b>Item 1 vi – SAB and LSAPSU Reviews</b></p> <p>Terms of Reference for Independent Review of LSAPSU to be provided to Board Members for consultation and agreement at August Board Meeting.</p> <p>Dennis Holmes, Deputy Director of Adult Social Services advised that this was on the agenda for today's meeting.</p> <p><b>Item 2 – LSAB Annual Report 2013 – 14 and Business Plan</b></p> <p>Kieron Smith advised that this item was on today's agenda.</p>	This item to be placed on hold until full report published.	

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	<p><b>Item 3 i – Leeds Think Family Protocol</b></p> <p>Emma Mortimer advised the Board that this action had been completed.</p>		
iii.	<b>SAB and LSAPSU Reviews</b>		
	<p>Dennis Holmes, Deputy Director of Adult Social Services advised the Board that he had met with Dr Kingston prior to today's meeting to discuss the proposed Terms of Reference for the independent review of the LSAPSU. Dennis circulated to the Board draft Terms of Reference and sought comments from Board members. Dennis advised that would also be circulated electronically to members for comment by Tuesday 26th August 2014.</p>	<p>The terms of Reference for the review of the Safeguarding Adults Partnership Support Unit to be circulated electronically to all Board Members for Comment.</p> <p>All Board Members to send comments direct to Dennis Holmes Dennis.holmes@leeds.gov.uk.</p>	<p>Emma Mortimer</p> <p>18th August 2014</p> <p>All Board Members</p> <p>26th August 2014</p>
	<p>In relation to the LGA Peer Review of the Safeguarding Adults Board, Dennis advised that initial contact had been made with the DASS of Leicester County Council who will be undertaking the Review along with other colleagues. The Board was reminded by Dr Kingston that a Board self-assessment session was being planned for 23rd September 2014, to look at the LGA standards and to consider how well the Board achieves these.</p> <p>Ellie Monkhouse drew Dr Kingston's attention to the fact that there was a project launch within the NHS on that day, so considered it may be difficult for health members to attend. Several Board members added that they were on annual leave on the 23 September 2014. Dr Kingston therefore decided to look at another date and seek member's attendance or comments if they were not able to attend. Dr Kingston subsequently confirmed the Development Session will take place on the morning of 17th September 2014.</p> <p>The proposed new date of 17th September will be circulated to Board Members, together with confirmation of the location of the meeting.</p>	<p>LGA Peer Review Standards Self-Assessment standards to be circulated to Board Members prior to the pre self-assessment session scheduled for 17th September 2014</p> <p>Electronic Invitation to be sent to Board Members</p>	<p>Jayne Ogier</p> <p>5th September 2014</p> <p>Jayne Ogier</p> <p>19th August 2014</p>
<b>Part A:</b>			
2.	<b>Assessing our capacity to meet the requirements of the safeguarding elements of the Care Act 2014</b>		
	<p>Kieron Smith presented a brief outline of the purpose of the discussion around the Care Act, its accompanying guidance and the Board's capacity to meet the requirements of the Act. The Board's attention was drawn to the fact that the statutory guidance along with the practice guidance has not been finalised by the Department of Health.</p> <p>Kieron ran through the tables attached to the report as a starting point</p>		

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	<p>for the Board to consider how effective the Board is, what changes in procedures need to be undertaken and how the Care Act will impact on the work streams of the Board.</p> <p>Dr Kingston asked each table to look at the main areas of the Board and discuss which the members thought were priorities for the next year, to align with the Care Act.</p>		
<b>Part B:</b>			
3.	<b>Leeds Safeguarding Adults Board: Report of Business Management Group</b>		
i.	<b>Board Business Plan: Highlights and Exceptions Report</b>		
	<p>Emma Mortimer, Safeguarding Partnership Manager presented the Highlights and Exceptions report together with the Achievements against the Business Plan; 2014-15, the current action log and forward plan for items for future Board meetings.</p> <p>The Board noted the report.</p>		
4.	<b>Performance, Audit and Quality Assurance</b>		
i.	<b>Review of Performance, Audit and Quality Assurance Sub-group</b>		
ii. a)	<b>Quarter 4, 2013-14</b>		
ii. b)	<b>National Safeguarding Adults Return</b>		
ii. c)	<b>Quarter 1, 2014-15</b>		
	<p>Ellie Monkhouse, Chair of the Performance, Audit and Quality Assurance sub-group presented a report outlining the outcomes of the recent workshop and the current format of reporting. The Board was informed that due to the large remit of the P &amp; QA sub-group it was felt that two vice chairs would be more appropriate to both assist the Chair and provide consistency within the group if there were any changes in the Chair.</p> <p>Ellie sought comment from the Board around what data they would like reporting on, the format and any specific trends that were captured but not reported on.</p> <p>Ellie advised that the workshop also discussed the remit of the group, skillset of members and the development of a consistent reporting system to the Board which is clear and gives assurance that a difference is being made to the citizens of Leeds.</p> <p>Ellie informed the Board that the development of a Board Assurance Framework will look at the risks to the Board and ensure management of those risks.</p> <p>Dr Kingston led a debate which highlighted the need to have clear data reported to the Board, as members felt that in its current format it posed more questions about the process than gave answers. Some Board members expressed a view that although the data did show some trends, it would be helpful if there was a narrative explaining the data in more detail. Board members were made aware that of the resource issue surrounding the data being analysed and presented. Diane Hampshire noted that it would be sensible for the assurance from the sub-group to be linked to the Board's strategic priorities.</p>		

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	<p>Dennis Holmes suggested that he would speak to the Performance &amp; Quality Assurance team within Adult Social Care as there may be a resource available to undertake this work.</p> <p>The above approved the recommendations.</p>	Dennis Holmes to seek specialist resources to assist the sub-group	Dennis Holmes 1st September 2014
5.	<b>Prevention of Abuse Campaign</b>		
	<p>Steve Clough, Chair of the Communications and Community Engagement sub-group, presented a verbal update on the Prevention of Abuse Campaign which was launched on 21<sup>st</sup> July 2014. The Board was informed that the initial response had been excellent and it was hoped to run a brief campaign at Christmas to continue the work started. Dr Kingston sought clarification on whether a full evaluation would be undertaken and when could the Board expect a report. The Board was advised that it was anticipated that a full report would be available for the December meeting.</p>	Steve Clough, Chair of the Communications and Community Engagement to submit a report to the December 2014 Board which includes the evaluation of the campaign	Steve Clough December 2014
6.	<b>Training and Workforce Development Sub-group</b>		
	<p>Emma Mortimer, Interim Chair of the Training and Workforce Development Sub-group, presented an update on the current situation with the sub-group since the previous chair had stepped down. Her report set out three options to address the problems and sought Board members' consideration of each. Emma gave a brief outline of the options:</p> <p>Option 1- the sub-group is disbanded and statutory agencies be required to routinely report on safeguarding training activity to the Board.</p> <p>Option 2 – the sub-group is placed on hold and the LGA Peer Review is asked to consider this issue and in the interim all training matters are managed by the LSAPSU.</p> <p>Option 3 – the sub-group's focus is reframed with a clear emphasis on safeguarding workforce development and not on operational training matters.</p> <p>Diane Hampshire advised that she felt option 3 was the best solution as it offered a more strategic focus on training and offered her assistance to Emma to take this forward. Max Naismith added that she would support this discussion. Dennis Holmes added that he felt Jane Stageman who was undertaking a piece of work around development of staff for the future would be willing to be involved.</p>	Meeting to be arranged between Emma Mortimer, Diane Hampshire and Max Naismith to look at the options in more detail	Jayne Ogier 26th August 2014
7.	<b>LSAB Annual Report and Summary 2013-14</b>		
	<p>Kieron Smith presented an updated version of the Annual Report and its Summary report, advising the Board that he had included all the comments received.</p> <p>The Board approved the report.</p>		
8.	<b>West Yorkshire Guidance: When should I make a safeguarding alert?</b>		

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	<p>Kieron Smith presented a document outlining guidance on when to make a safeguarding alert. This guidance has been produced jointly by the five West Yorkshire Safeguarding Boards.</p> <p>The Board noted the content of the report.</p>		
9.	<b>Leeds Safeguarding Adults Partnership Support Unit Finance Report</b>		
	The Board noted the contents of the report.		
10.	<b>Partnership responses to Mid-Staffordshire NHS Foundation Trust Inquiry recommendations</b>		
	<p>Emma Mortimer presented the responses on the recommendations identified by the Government in response to the Mid-Staffordshire NHS Foundation Trust Enquiry.</p> <p>Diane Hampshire expressed the view that she had anticipated an analysis of the responses and not just the reports appended to the covering report. Dr Kingston advised that he would speak to Hilary Paxton about this being undertaken and report back to the October Board.</p>	Dr Kingston to discuss with Hilary Paxton the Board's approach to assurance in respect of the Mid-Staffordshire NHS Foundation Trust Inquiry and report back to the October Board.	Dr Paul Kingston October 2014
11.	<b>Dynamic Multi-Agency Risk Assessment and Management of Cases of Domestic Violence and Prevention and Reduction</b>		
	<p>Gail Faulkner, Head of Service, CSWS along with Jude Roberts and Louise Hackett of Leeds Community Safety presented a concept document devised with the assistance of Superintendent Sam Millar. The proposed concept document sets out the current arrangements in Leeds and the Coordinated Community Response Model developed in Wigan. Since visiting Wigan to look at the model in practice, Leeds has developed the Front Door Strategy which includes colleagues from the Police, Social work teams, and health staff. Max Naismith highlighted to the Board that she has convened a meeting in the next two weeks to take forward the adult safeguarding aspect of the Front Door project.</p>		
<b>Part C:</b>			
12.	<b>Confidential items</b>		
i.	<b>Leeds Safeguarding Adults Reviews</b>		
	<p>Emma Mortimer presented an updated overview report of the current Safeguarding Adults Reviews.</p> <p>The Board noted the report.</p>		
ii.	<b>Leeds Domestic Homicide Reviews</b>		
	<p>Emma Mortimer presented an updated overview report of the current Domestic Homicide Reviews on behalf of Munaf Patel, Leeds Community Safety.</p> <p>Emma drew the Board's attention to DHR 10, which, due to minimal involvement of statutory agencies in the lives of those involved had been recommended for a Learning Lessons Review. The Home Office has since advised that this would not meet its requirements. It</p>		

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	<p>has therefore been agreed that this, and DHR 12 will be reviewed along formal lines.</p> <p>Dr Kingston advised that he had spoken with Neil Evans and Superintendent Sam Millar regarding the number of Domestic Homicides in Leeds and they were planning to undertake an analysis of themes to enhance the City's learning and its prevention strategy.</p> <p>The Board noted the report.</p>		
<b>Part D:</b>			
<b>13.</b>	<b>Items for information and dissemination</b>		
i.	<p><b>Care Quality Commission Consultation(i)</b> Fit and proper person requirement for directors and duty of candour for NHS bodies (Closing date: Friday 5<sup>th</sup> September 2014) <a href="https://webdataforms.cqc.org.uk/Checkbox/DutyCandourFitProperPersonTest.aspx">https://webdataforms.cqc.org.uk/Checkbox/DutyCandourFitProperPersonTest.aspx</a></p>		
ii.	<p><b>Care Quality Commission Consultation (ii)</b> Guidance for all providers for health and adult social care services on meeting the fundamental standards, and on CQC's enforcement powers (Closing date: Friday 17<sup>th</sup> October 2014) <a href="https://webdataforms.cqc.org.uk/Checkbox/RegulationsAndEnforcement.aspx">https://webdataforms.cqc.org.uk/Checkbox/RegulationsAndEnforcement.aspx</a></p>		
	<ol style="list-style-type: none"> <li>1. 15<sup>th</sup> October 2014</li> <li>2. 12<sup>th</sup> December 2014</li> </ol>		

Minute agreed:

Signature:

Date:

Dr Paul Kingston, Independent Board Chair

## Leeds Safeguarding Adults Board

12th August 2014

## Action List

Item No.	Action	Person / organisation responsible	Deadline
Item 1 iii)	<p><u>Review of Leeds Safeguarding Adults Partnership Support Unit</u></p> <p>The Terms of Reference for the review of the Safeguarding Adults Partnership Support Unit to be circulated electronically to all Board Members for comment.</p>	Emma Mortimer	18 <sup>th</sup> August 2014
Item 1 iii)	<p><u>Review of Leeds Safeguarding Adults Partnership Support Unit</u></p> <p>All Board member's to send comments direct to Dennis Holmes</p> <p><a href="mailto:Dennis.holmes@leeds.gov.uk">Dennis.holmes@leeds.gov.uk</a></p>	All Board Members	26 <sup>th</sup> August 2014
Item 1 iii)	<p><u>LGA Peer Review</u></p> <p>LGA Peer Review Board Self-Assessment standards to be circulated to Board members prior to the pre self-assessment session scheduled for 17<sup>th</sup> September 2014.</p>	Jayne Ogier	5 <sup>th</sup> September 2014
Item 1 iii)	<p><u>LGA Peer Review Self-Assessment Board Development Session 17<sup>th</sup> September AM</u></p> <p>Electronic Invitation to be sent to Board Members.</p>	Jayne Ogier	19 <sup>th</sup> August 2014
Item 4)	<p><u>Performance, Audit and Quality Assurance Sub-group</u></p> <p>Dennis Holmes to seek specialist resources to assist the sub-group.</p>	Dennis Holmes	1 <sup>st</sup> September 2014
Item 5)	<p><u>Prevention of Abuse Campaign</u></p> <p>Steve Clough, Chair of the Communications and Community Engagement to submit a report to the December 2014 Board which includes the evaluation of the campaign.</p>	Steve Clough	December 2014
Item 6)	<p><u>Training and Workforce Development sub-group Options Paper</u></p> <p>Meeting to be arranged between Emma Mortimer, Diane Hampshire and Max Naismith to look at the options in more detail.</p>	Jayne Ogier	26 <sup>th</sup> August 2014



Item No.	Action	Person / organisation responsible	Deadline
Item 10)	<u>Partnership Responses to Mid-Staffordshire NHS Foundation Trust Inquiry recommendations</u>  Dr Kingston to discuss with Hilary Paxton the Board's approach to assurance in respect of the Mid-Staffordshire NHS Foundation Trust Inquiry and report back to the October Board.	Dr Paul Kingston	October Board