



## Leeds Safeguarding Adults Board

Minutes – 1 May 2015

Name	Agency	
Ellie Monkhouse	Deputy Chair – Leeds Safeguarding Adults Board	Attended
Cath Roff	Director of Adult Social Services	Attended
Shona McFarlane	Adult Social Care	Attended
Superintendent Sam Millar	West Yorkshire Police	Attended
Diane Hampshire	Leeds West CCG	Attended
Clare Linley	Leeds Teaching Hospitals NHS Trust	Attended
Bridget Emery	Leeds Public Health	Attended
Paul Morrin	Leeds Community Healthcare NHS Trust	Attended
Anthony Deery	Leeds and York Partnership Foundation NHS Trust	Attended
Andrew Dickinson	HMP Wealstun	Attended
Peter Turner	West Yorkshire Probation Trust	Attended
Julia Suddick	Adult Social Care	Attended
Emma Stewart	Citizen Representative	Attended
Philip Bramson	A4MHD	Attended
Hilary Paxton	Head of Safeguarding Adults	Attended
Emma Mortimer	Safeguarding Adults Partnership Manager	Attended
Kieron Smith	Safeguarding Strategy and Risk Manager	Attended
Gerry Gillen	LSAB Legal Adviser	Attended
Jayne Ogier	Leeds Safeguarding Adults Partnership Support Unit (Minutes)	Attended
Cath Johnson	NHS Leeds CCGs	Attended
Dennis Holmes	Adult Social Care	Apologies
Lisa Toner	West Yorkshire Fire & Rescue	Apologies
Susan Lines	Leeds Community Healthcare NHS Trust	Apologies
Andrew Chandler	National Probation Service	Apologies
Maureen Kelly	Leeds CCG West, South and East, North	Apologies
Suzanne Hinchliffe CBE	Leeds Teaching Hospitals NHS Trust	Apologies
Lisa Parker	West Yorkshire Probation Trust	Apologies
Tanya Matilainen	Healthwatch	Apologies
John Statham	Leeds City Council Environments and Housing	Apologies
Joy Fisher	Alliance of Service Experts and Users	Apologies

Item		Action	Responsibility and completion date
1.	<b>Welcome</b>		
	Ellie Monkhouse welcomed members to the first meeting of the statutory Safeguarding Adults Board.		
i.	<b>Introductions and Apologies</b>		
	Members of the Board introduced themselves. Ellie Monkhouse noted apologies and welcomed new members.		

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2.	<b>Minutes of 24 February 2015</b>		
	These were accepted as an accurate record		
	<b>Matters Arising/Action list from November 2014 &amp; February 2015</b>		
	<p>Item 1 ii) Matters Arising from Item 11 in Minutes November 2014</p> <p>Domestic Homicide Reviews (DHRs) - Thematic Review</p> <p>Superintendent Sam Millar informed the Board that the first full DHR, DHR 6 had been published recently and was now in the public domain. In relation to the other reviews there are several in quick succession all of which are now in the preparation stage. Superintendent Millar stated that she had been in discussion with Neil Evans, Director of Environments &amp; Housing regarding the analysis of the learning from these reviews and it was considered sensible to wait until a number had been completed later in 2015. The Board supported this view.</p> <p>Item 1 ii) Matters Arising from Item 12 in Minutes November 2014</p> <p>Savile Inquiry</p> <p>Clare Linley advised that a further report into the Savile inquiry had been published in February 2015, together with a number of further actions. Ellie Monkhouse stated that she felt it was not just for NHS colleagues to provide assurance of their learning in this matter to the Board, but that all other agencies should be accountable on this issue. Board members agreed and it was suggested that the LSAPSU should provide members with a synopsis of key learning for all agencies working with adult at risk of abuse and neglect.</p> <p>Item 13 February 2015</p> <p>Front Door Domestic Violence and Abuse Hub – Leeds Safeguarding Partnership</p> <p>An update to be provided to a future Board Meeting.</p> <p>Supt Sam Millar advised the Board that the unit was scheduled to go live on 30 May 2015. The unit includes staff from Domestic Violence, Adult and Children’s Social Care with input from Health. She advised that a full report would be provided at a future Board meeting.</p>	<p>A thematic analysis of Domestic Homicide Reviews in Leeds to be provided to the LSAB in the Autumn</p> <p>Key learning from the additional Savile Inquiry reports published in February, to be summarised and presented to the LSAB..</p> <p>A further update to be provided to a future Board Meeting</p>	<p>Supt Sam Millar 7<sup>th</sup> October 2015</p> <p>Hilary Paxton 18th June 2015</p> <p>Supt Sam Millar tbc</p>
3.	<b>Safeguarding Adults Board and Partnership Group Proposed Membership</b>		
	Cath Roff, Director of Adult Social Care presented a short paper on the Board membership in line with the Care Act 2014 requirements. Board members’ attention was drawn to the proposals for the new membership as set in item 2 of the report, Cath sought comments from Board members on the proposed new arrangements. It was felt that the balance needed to be right and that a smaller statutory board		

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	<p>with a large safeguarding partnership group was the way forward.</p> <p>Diane Hampshire advised that she welcomed the approach for the new Safeguarding Adults Board, the only comment she would like to raise would be that the column stating deputy/in attendance should be split. Hilary advised that she would make the necessary amendments to the document as per Diane's suggestion.</p> <p>Supt Sam Millar sought clarification in relation to the DASM role, she agreed in principle with the new arrangements, but expressed a view that she felt the new DASM role would be undertaken by an operational manager in the in the Police Safeguarding Unit and questioned whether or not they would sit on the Board or if would they be included in the wider safeguarding board arrangements.</p> <p>Julia Suddick advised that the local authority DASM role was seen as an operational role and would not sit on the Safeguarding Adults Board. It should be noted that clearer guidance on the DASM role is expected in due course from the DoH.</p> <p>Cath Roff stated that she felt that the DASM role was clearly an operational role and that Board members were undertaking strategic roles within the Board.</p> <p>Supt Sam Millar stated that she agreed with the membership of the Board.</p> <p>Paul Morrin advised that his membership as representative of Leeds Community Healthcare Trust was only an interim measure and that once the new Director was appointed then this arrangement would change.</p> <p>Bridget Emery advised the Board that she would be undertaking the role of representative with Lucy Jackson as her deputy.</p> <p>The Board approved the new membership.</p>		
<b>4.</b>	<b>Recruitment and appointment of new independent chair</b>		
	<p>Cath Roff, Director of Adult Social Care advised the Board of Dr Kingston's decision to resign as the Independent Chair of the Board with immediate effect.</p> <p>Due to this, the decision has been taken to recruit for a new independent chair with interviews being conducted in late May early June 2015. Cath sought clarification on whether or not any comments had been received on the draft job description. Hilary advised the Board that she had received comments from three Board members and as the closing date for comments was 1<sup>st</sup> May she was waiting for any further comments.</p> <p>Cath stated that she envisaged the advert being placed in the Guardian and local media, and welcomed comments from Board members regarding the recruitment process.</p>		

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	<p>Diane Hampshire advised the Board that Jane Held, Chair of the Children's Board had also resigned her position and wondered if a joint recruitment process would be beneficial. It was agreed that this should be pursued.</p> <p>Cath Roff led a brief debate around the recruitment process, and members expressed their views as to how it should proceed. It was proposed that the following process be followed:-</p> <ul style="list-style-type: none"> <li>• Joint recruitment process with the LSCB (if possible)</li> <li>• Informal session involving statutory members of the board together with community groups</li> <li>• Formal interviews to be undertaken – panel for interviews CCG, Police, Alliance of Service Experts, third sector representatives</li> </ul> <p>Board members approved the proposal for the recruitment of the new independent chair and to look at undertaking a joint process with the LSCB.</p>	<p>Discussion to be held with the LSCB about undertaking a joint recruitment process.</p> <p>Recruitment process to be planned as follows:</p> <p>Advertisement – May 2015 Interviews and appointment to be completed by end of June 2015</p>	<p>Hilary Paxton, Head of Safeguarding Adults 8<sup>th</sup> May 2015</p> <p>Hilary Paxton and Leeds City Council Human Resources 30<sup>th</sup> June 2015</p>
<b>5.</b>	<b>Constitution – draft proposal for development</b>		
	<p>Hilary Paxton presented a report on the draft proposals for the new constitution of the Safeguarding Adults Board.</p> <p>Cath Roff drew members' attention to the proposal regarding the new format of the sub-groups and how going forward these could look. The Board's attention was drawn to the section listing the four possible sub-groups as listed below:-</p> <ul style="list-style-type: none"> <li>• Quality Assurance, Policy and Procedures</li> <li>• Learning and Improvement which will include evaluation of training and learning from reviews</li> <li>• Citizen engagement (communications)</li> <li>• Safeguarding Adults Review</li> </ul> <p>Ellie Monkhouse stated that this was a good way to start again with different sub-groups to progress the work of the Board and that if other work is required then task and finish groups could be convened to undertake any other work.</p> <p>Diane Hampshire advised that she felt it was a good starting point.</p> <p>Ellie Monkhouse drew the Board's attention to the fact that key themes should be looked at each year, commenting that as the recently appointed chair of the P &amp; QA sub-group the group is still getting to grips with what data the Board requires to perform its role.</p>		

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	<p>Cath Roff and Ellie Monkhouse led a debate around the constitution and how it should progress members of the Board felt that it was too long and not clear around various responsibilities. The Board felt that the sections covering support to the Board should be clearer, and who has responsibility for ensuring that the work is undertaken along with the quality assurance issues.</p> <p>Members of the Board agreed with Cath's suggestion of the work being undertaken and suggestion that Hilary continues to draft the constitution with the assistance from legal colleagues as and when required.</p>	New LSAB Constitution to be drafted	Hilary Paxton, Head of Safeguarding Adults  18 <sup>th</sup> June 2015
<b>6.</b>	<b>Peer Challenge Final Report and Draft action plan</b>		
	<p>Hilary Paxton presented the final version of the LGA Peer Challenge Report together with a draft action plan response. Board Members' attention was drawn to the fact that the LGA report was late being finalised due to a variety of reasons.</p> <p>Diane Hampshire advised that she thought it was helpful to see all the recommendations together and an excellent starting point. The actions need to be taken away by the relevant agencies and looked at to ensure these are progressed.</p> <p>Ellie Monkhouse drew members' attention to the fact that the review was nearly six months ago and the Board has moved on. She asked whether this was a good time to take stock of the actions/recommendations as some of these will have changed.</p> <p>Supt Sam Millar stated that perhaps a way forward was to look at key areas and have possibly 8 themes. Julia Suddick advised that she agreed with the suggestion of 8 key themes with 2 workstreams below this to be looked at by task and finish groups.</p> <p>Cath Roff led a debate around the most effective way to undertake the work and whether it required a full day or half-day session. Diane Hampshire wondered whether or not at the next Board in June if an hour could be dedicated to this matter. Cath indicated that a half-day session would be more appropriate and the sooner this could be arranged the quicker the actions could be implemented. The suggestion was for a facilitated Board development session with an external facilitator.</p> <p>Members of the Board agreed with the suggestion.</p>	LSAB development session to be facilitated to discuss the recommendations from the Peer Challenge report and what are the actions that can be undertaken in each organisation.	Safeguarding Adults Partnership Support Unit  Before end of May 2015
<b>7.</b>	<b>Board Business Plan process</b>		
	<p>Hilary Paxton presented a report on the business planning process and drew members attention a number of points included in the report:</p> <p>Healthwatch to facilitate an event involving the community to assist in</p>		

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	<p>the development of the Annual Strategic Plan</p> <p>Another issue was attendance at sub-groups which had diminished over the last 12 months which had seen several sub-groups fold. The rebranding and refocusing of the Training sub-group to a Learning and Improvement Sub-group it is hoped will achieve greater commitment.</p> <p>The Board's attention was also drawn to the outstanding actions from the Business Plan and sought views on whether or not these should be carried forward or completed as separate actions.</p> <p>Cath Roff stated that she felt that this was a good start and welcomed the assistance of Healthwatch to make proposals from the community engagement event on how the actions plans could be drawn up for the 2015/16 work of the Board.</p> <p>After a brief debate members of the Board suggested that in order to finalise the Business plan of the Board for 2015/16 in a timely manner that the session should be held in late June or early July.</p> <p>The Board approved the draft proposals for an event facilitated by Healthwatch.</p>	<p>LSAB Strategic Plan and Revised business plan to be drafted</p>	<p>Kieron Smith, Safeguarding Adults Strategy and Risk Manager 18<sup>th</sup> June 2015</p>
8.	<p><b>Multi-agency Safeguarding Adults Policy and procedures for West Yorkshire and North Yorkshire, including the practice guidance on the role of the DASM</b></p>		
	<p>Hilary Paxton presented a report covering the new safeguarding adults procedures, highlighting to board members that North Yorkshire had now joined with West Yorkshire to produce the procedures in line with the Care Act.</p> <p>Board members were informed that due to tight timescales outside the control of Leeds it had not been possible to bring a draft to the Board as previously and hoped the Board would be able to sign off the procedures. Hilary drew the Board's attention to page 8 of the procedures which lists an email address for comments and any omissions to be sent so these can be incorporated in the review of the new procedures which is scheduled to take place in six months' time. Email address for comments: <a href="mailto:feedback.safeguardingadultswypp@kirklees.gov.uk">feedback.safeguardingadultswypp@kirklees.gov.uk</a></p> <p>As can be seen from the report there is attached the draft guidance on the DASM role for comment.</p> <p>Diane Hampshire stated that she felt it was a good starting point, but would welcome a summary document which showed the changes that have been brought in under the Care Act. In relation to the DASM role it is a good start, but she understood there is more national guidance to be circulated regarding the role.</p> <p>Hilary informed the Board that further national guidance is due from the Department of Health in the next few weeks and the guidance will</p>	<p>Policy and procedures to be published/</p> <p>Board Members to consider training and implementation requirements.</p>	<p>Kieron Smith, Safeguarding Adults Strategy and Risk Manager 15<sup>th</sup> May 2015</p> <p>All Members 30<sup>th</sup> June 2015</p>

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	<p>inform the Leeds protocol which is in the process of being drafted.</p> <p>Cath Roff led a debate regarding the implementation of the new procedures and Board member approved the new procedures with the caveat that they be reviewed in 6 months' time.</p> <p>The Board approved the new West and North Yorkshire Safeguarding Procedures with a review to take place in 6 months' time.</p>	DASM guidance to be updated, as necessary, if and when further national guidance is published.	<p>West and North Yorkshire Project group.</p> <p>Autumn 2015</p>
<b>9.</b>	<b>Any other Business</b>		
<b>i.</b>	<b>Think Family Poster and Bookmark</b>		
	<p>Emma Mortimer presented a verbal update on the Think Family, Work Family protocol on behalf of the LSCB which included designs for posters and bookmarks which included the Safeguarding Adults Board logo. The Board was asked for their agreement to the logo being included.</p> <p>The Board approved the designs.</p>		
<b>10.</b>	<b>Proposed dates of future meetings:</b>		
	<p>18th June 2015 11th August 2015 14th October 2015 10th December 2015</p> <p>All meetings scheduled at 2.00 pm – 4.30 pm at the Rose Bowl, Leeds Beckett University, Portland Crescent, Leeds, LS1 3HB</p> <p>The Board confirmed that the dates and times were acceptable and Hilary Paxton advised that electronic invitations would be circulated.</p>	Jayne Ogier	15th May 2015

## Leeds Safeguarding Adults Board

1 May 2015

### Action List

Item No.	Action	Person / organisation responsible	Deadline
Item 1 ii) Matter Arising from previous Board meeting	<p><u>Domestic Homicide Reviews</u></p> <p>A thematic analysis of Domestic Homicide Reviews in Leeds to be provided to the LSAB in the Autumn.</p>	Supt. Sam Millar	7 <sup>th</sup> October 2015
Item 1 ii) Matter Arising from previous Board meeting	<p><u>Savile Inquiry</u></p> <p>Key learning from the additional Savile Inquiry reports published in February, to be summarised and presented to the LSAB.</p>	Hilary Paxton, Head of Safeguarding Adults	18 <sup>th</sup> June 2015
Item 1 ii) Matter Arising from previous Board meeting	<p><u>Front Door Domestic Violence and Abuse Hub – Leeds Safeguarding Partnership</u></p> <p>A update to be provided to a future Board Meeting</p>	Supt. Sam Millar	18 <sup>th</sup> June 2015
Item 4	<p><u>Recruitment and appointment of new Independent Chair</u></p> <p>Discussion to be held with the LSCB about undertaking a joint recruitment process.</p> <p>Recruitment process to be planned as follows:</p> <p>Advertisement – May 2015 Interviews and appointment to be completed by end of June 2015</p>	<p>Hilary Paxton, Head of Safeguarding Adults</p> <p>Hilary Paxton and Leeds City Council Human Resources</p>	<p>8<sup>th</sup> May 2015</p> <p>30<sup>th</sup> June 2015</p>
Item 5	<p><u>LSAB Constitution</u></p> <p>New LSAB Constitution to be drafted.</p>	Hilary Paxton, Head of Safeguarding Adults	18 <sup>th</sup> June 2015
Item 6	<p><u>Peer Challenge Final report and draft action plan</u></p> <p>LSAB development session to be facilitated to discuss the recommendations from the Peer Challenge report and what are the actions that can be undertaken in each organisation.</p>	Safeguarding Adults Partnership Support Unit	Before End of May 2015

Item No.	Action	Person / organisation responsible	Deadline
	Each Member to consider which recommendations from the peer challenge are to be taken forward by their organisation and send an update to the Head of Safeguarding.	All Members	5 <sup>th</sup> June 2015
Item 7	<u>Board Business Plan Process</u> LSAB Strategic Plan and Revised business plan to be drafted	Kieron Smith, Safeguarding Adults Strategy and Risk Manager	18th June 2015
Item 8	<u>Multi-agency Safeguarding Adults Policy and Procedure for West Yorkshire and North Yorkshire, including the Practice Guidance on the Role of the DASM</u> Policy and procedures to be published/ Board Members to consider training and implementation requirements. DASM guidance to be updated, as necessary, if and when further national guidance is published.	Kieron Smith, Safeguarding Adults Strategy and Risk Manager All Members West and North Yorkshire Project group.	15 <sup>th</sup> May 2015 30 <sup>th</sup> June 2015 Autumn 2015