

# Leeds Safeguarding Adults Board

Minutes – 15<sup>th</sup> June 2017

Board Membership		
Name	Organisation	Attended
Richard Jones CBE	Independent Chair – Leeds Safeguarding Adults Board	✓
Maureen Kelly (Member and, Deputy Board Chair and Chair – Executive Group: SARs)	Leeds South & East NHS Clinical Commissioning Group (CCG)	✓
Cath Roff (Member)	Leeds City Council (LCC) - Director of Adult Social Services	✓
Cllr Rebecca Charwood (Observer)	Leeds City Council Executive Member for Health, Wellbeing and Adults	✓
Shona McFarlane (Member)	Leeds City Council (LCC) – Adults and Health	✓
Nigel Parr (Deputy)	Leeds City Council (LCC) – Adults and Health	✓
Max Naismith (Member and Chair - MCA LIN Sub-Group)	Leeds City Council (LCC) – Adults and Health	✓
Superintendent Sam Millar (Member)	West Yorkshire Police	✓
Detective Chief Inspector Dave Cowley (Deputy)	West Yorkshire Police	✓
Jo Harding (Member)	Leeds NHS Clinical Commissioning Group (CCG)	
Gill Marchant (Member and Chair – Learning and Improvement Sub-group)	Leeds NHS Clinical Commissioning Group (CCG)	✓
Suzanne Hinchliffe CBE (Member)	Leeds Teaching Hospitals NHS Trust (LTHT)	
Helen Christodoulides (Member)	Leeds Teaching Hospitals NHS Trust (LTHT)	✓
Richard Hattersley	Leeds Teaching Hospitals NHS Trust (LTHT)	✓
Karen Sykes (Member)	Leeds Teaching Hospitals NHS Trust (LTHT)	
Anthony Deery (Member)	Leeds and York Partnership NHS Foundation Trust (LYPFT)	
Lindsay Britton-Robertson (Deputy)	Leeds and York Partnership NHS Foundation Trust (LYPFT)	✓
Marcia Perry (Member)	Leeds Community Healthcare NHS Trust (LCH)	✓
Tanya Matilainen (Member and CE Sub-group chair)	Healthwatch Leeds	✓
Max Lanfranchi (Member)	National Probation Service	
Sandra Chatters (Member)	Community Rehabilitation Company	
Mandy Sawyer (Member)	Leeds City Council: Housing Leeds	✓
Emma Stewart (Member)	Alliance of Service Experts	✓
Philip Bransom (Member)	Third Sector Leeds and Advonet	✓
Emma Howson (Member)	Leeds City Council: Public Health	✓
Kathryn Richardson	West Yorkshire Fire and Rescue Service	✓
Zoe Hiner	HMP Leeds	
Sal Tariq	LCC (Children and Families)	
Tony Westwood (Ex-officio)	Leeds City Council, Board Legal Adviser	✓
Emma Mortimer (Ex officio)	Leeds Safeguarding Adults Partnership Support Unit	✓
Kieron Smith (Ex officio)	Leeds Safeguarding Adults Partnership Support Unit	✓
Loraine Danby (Ex officio)	Leeds Safeguarding Adults Partnership Support Unit [Minutes]	✓

Item No.	Item	Action, Timescale and Person responsible
1	<b>Chair's Welcome</b>	
	<p>Richard Jones, LSAB Independent Chair welcomed members to the Leeds Safeguarding Adults Board meeting, extending a particular welcome to Liam Dodds of NHS England who was attending to provide a presentation regarding the LeDeR process (see Item 2).</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>	
1.ii)	<b>Minutes of the Leeds Safeguarding Adults Board meeting held on 19<sup>th</sup> April 2017 and Matters arising</b>	
	<p>1.i) The minutes of 19<sup>th</sup> April 2017 were agreed as correct.</p> <p>Richard presented actions from previous meetings requesting updates.</p> <p><b>LSAB Meeting: 19<sup>th</sup> April 2017</b></p> <p>~ <b>Action:</b> Item 2) It was noted that Howard Beck was unable to attend the meeting due to being unable to access a BSL interpreter. To be invited to a future Board.</p> <p><b>Update:</b> In discussion with Howard Beck, it became clear that his feedback was most suited to the Citizen Engagement Sub-group and so he has been in touch with that group.</p> <p>~ <b>Action:</b> Item 3) Annual Report - Any outstanding submissions to be sent to Kieron Smith.</p> <p><b>Update:</b> Complete. Annual Report 201-17 ready to be published. Easy Read version being developed with the support of LYPFT.</p> <p>~ <b>Action:</b> Item 4) Learning from 3 Boards Development session to be added to the Agenda for the June Board.</p> <p><b>Update:</b> This session was postponed to September 29<sup>th</sup> due to the Manchester bombing.</p> <p>~ <b>Action:</b> Item 5) Strategic Plan: to bring back to the June Board:</p> <p><b>Update:</b> On the agenda at Item 3.</p> <p>~ <b>Action:</b> Item 8) Members wishing to be considered as LSAB Deputy Chair to contact Richard Jones.</p> <p><b>Update:</b> Maureen Kelly, NHS Leeds CCGs has been appointed as Deputy-Chair.</p> <p>~ <b>Action:</b> Item 8) Funding Partners to work together to develop a service specification for the new Strategy Unit.</p>	<p><b>Action:</b> LSAB Constitution to be developed. <u>By:</u> November Board <u>Lead:</u> Richard Jones CBE</p> <p><b>Action:</b> Budget Statement. <u>By:</u> September Board <u>Lead:</u> Richard Jones CBE</p>

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	<p><b>Update:</b> Discussed at Executive Group meeting on 17<sup>th</sup> May. The Board needs a refreshed constitution. Scheduled for November 2017.</p> <p>~ <b>Action:</b> Item 9) Budget statements to be brought to a future Board for update.</p> <p><b>Update:</b> LSAB members found the Budget Statement helpful. Richard Jones to bring an update to the September 2017 Board.</p>	
2	<p><b>Presentation : Learning Disability Mortality Review Programme</b></p>	
	<p>The presentation Learning Disabilities Mortality Review (LeDeR) Programme was introduced by Maureen Kelly who has lead for the programme in the City. Maureen explained the programme was set up as a result of one of the key recommendations of the Confidential Inquiry Into Premature Deaths of People with Learning Disabilities (CIPOLD) (2013). (<a href="http://www.bris.ac.uk/cipold/">http://www.bris.ac.uk/cipold/</a>)</p> <p>CIPOLD reported that people with learning disabilities are three times more likely to die from causes of death amenable to good quality healthcare than people in the general population. A key recommendation was the establishment of a national learning disability mortality review to understand the circumstances leading to a death and whether such deaths could potentially be avoided in the future through improvements to health and care services.</p> <p>Maureen noted that NHS England is committed to making sure that people with learning disabilities receive the right care in the right settings, with the right support. This is one of their national priorities. NHS England knows that they urgently need to understand and reduce health inequalities amongst this group, which is why, as part of their programme of work they have commissioned the Learning Disabilities Mortality Review (LeDeR) Programme.</p> <p>Liam Dodds Learning Disability Project Officer, NHS England gave a presentation on the LeDeR programme. Information about the programme can be found here: <a href="https://www.england.nhs.uk/learning-disabilities/improving-health/">https://www.england.nhs.uk/learning-disabilities/improving-health/</a> and his presentation is attached.</p> <p>The LeDeR programme is the first of its kind in the world and is managed by the Norah Fry Research Centre at the University of Bristol, under contract to the Healthcare Quality Improvement Partnership (HQIP). Funding is provided by NHS England for an initial three year period to June 2018.</p> <p>Liam explained the LeDeR programme has very clear aims to help reduce health inequalities. Following successful pilots it is being rolled out across the country with the view to it being embedded by the end of 2017.</p> <p>Liam mentioned it is important to recognise this programme as a service improvement initiative that is about learning lessons and making changes. The programme aims to make improvements in the quality of health and social care for people with learning disabilities, and to reduce premature deaths in this population. It will do this primarily by supporting local agencies to conduct reviews of the deaths of people with learning disabilities and to take account of the learning that comes from these reviews in order to improve their service provision. It will also contribute to</p>	

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	<p>national and international evidence about mortality in people with learning disabilities.</p> <p>Liam explained the first pilot site was North East and Cumbria and the learning that they took from this first pilot site is now helping their 'second wave' of pilot sites to test whether what works in one area of the country will do so in others.</p> <p>Liam noted that these reviews would complement statutory review processes. A briefing can be found here: <a href="http://www.bristol.ac.uk/media-library/sites/sps/leder/5.%20Briefing%20paper%20-%20Working%20with%20other%20investigation%20and%20review%20processes%20v1.pdf">http://www.bristol.ac.uk/media-library/sites/sps/leder/5.%20Briefing%20paper%20-%20Working%20with%20other%20investigation%20and%20review%20processes%20v1.pdf</a></p> <p>The LeDeR has a nationwide data sharing agreement under section 251 of the NHS Act 2006. Liam explained the programme links with existing processes; there is no duplication. He mentioned the end review notification will be made; it will be meaningful with an action plan signed off by a nurse at executive level in the CCG.</p> <p>Liam advised that following the Learning, candour and accountability review by CQC in December 2016 (<a href="http://www.cqc.org.uk/publications/themed-work/learning-candour-and-accountability">http://www.cqc.org.uk/publications/themed-work/learning-candour-and-accountability</a>) which looked at the way NHS trusts review and investigate the deaths of patients in England, CQC is planning to add how Trusts review and investigate deaths into their inspection criteria.</p> <p>Maureen explained local reviewer training is being held on 5<sup>th</sup> July 2017 and the purpose of the training is to enable reviewers to feel skilled, confident and competent to undertake reviews of the deaths of people with learning disabilities aged 4-74. It aims to enable reviewers to identify potentially avoidable factors that may have contributed to a person's death and develop plans of action that individually or in combination, will guide necessary changes in health and social care service in order to reduce premature deaths of people with learning disabilities.</p> <p>Richard Jones asked Maureen how as a Board we stay engaged and how will NHS England get the information to the Board? Maureen offered to keep the Board updated as the programme and system unfolds. Maureen mentioned the CCG has a backlog of cases. Gill Marchant asked for clarity on the number of backlog cases. Liam suggesting 5 per area.</p> <p>Maureen explained there is further work to be done and invited LSAB members to get in touch with her should they require more information.</p> <p>Cllr Charwood asked about comparisons in Leeds against other areas. Liam responded that Bristol is working on this and will be issuing reports.</p> <p>Richard spoke about commissioning and questioned how this programme would influence commissioning plans. Cath Roff mentioned about work underway in Adults and Health, developing a Quality and Care Team.</p> <p>Cath Roff asked Liam whether oral care, nutrition and bowel problems were being looked at as well in the reviews and he answered that all circumstances and life of individuals would all be looked at.</p> <p>Richard spoke about the development of the work ongoing and of building on what is</p>	

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	<p>working. Emma Stewart said that she was really pleased about the work of the LeDeR Programme as she felt this to be very important.</p> <p>Richard Jones thanked Liam Dodds for the presentation to the Board.</p>	
3	<p><b>LSAB Strategic Plan and Annual Plan 2017/18 Consultation Draft paper</b></p>	
	<p>Kieron Smith introduced the LSAB Strategic Plan and Annual Plan 2017/18 Consultation Draft paper. Kieron mentioned the LSAB Strategic Plan 2016/19 sets the focus of the Board's work over the next three years, based around the Board's four ambitions. Kieron explained the document has been refreshed and includes an Annual Plan for 2017/18.</p> <p>Kieron reminded the LSAB members that the plan was presented to the April Board as a consultation draft, and that it is being presented to the June 2017 Board as a final proposal for approval.</p> <p>Kieron explained the plan had been on the LSAB website for consideration. Kieron asked members for their initial thoughts on a) the plan and b) last year we set out what we can do as a Board – with the Board agreement.</p> <p>Richard referred to objective 5.3 within the plan, 'develop a broader understanding of vulnerability issues in the city' and, as an example of questions board members need to ask around the plan, questioned what the board knows and how might it develop that knowledge?. Richard asked the LSAB members for responses on the Plan and asked whether it was being endorsed.</p> <p>Tanya spoke about the Citizen Feedback received at Appendix 1 of the Board papers.</p> <p>The Citizen's Feedback made the following suggestions:</p> <ul style="list-style-type: none"> <li>• Better signposting on the LCC website</li> <li>• Utilising BME services in Leeds/more events</li> <li>• Promote the success of the Board</li> </ul> <p>Tanya referred to the feedback from one citizen about challenges in finding safeguarding adults information on the LCC website. Cath Roff agreed to take this away as an action with an update at the September Board.</p> <p>Max referred to the work of MCA/LIN and discussion ensued about how this important area of work is reflected in the plan. Kieron noted that the plan is necessarily and constantly evolving document, responsive to change and therefore the MCA LIN actions etc. could be fed into plan at any time.</p> <p>Richard spoke about the template that the Board used previously to enable agencies to feed back on their activity related to the Board's plans and ambitions. It was agreed that this was helpful and useful and would be replicated this year.</p>	<p><b>Action:</b>            Enquire about accessibility of information on the LCC website regarding safeguarding adults.  <u>By:</u> September Board  <u>Lead:</u> Cath Roff</p>

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4	<b>Presentation : MCA Local Implementation Network / DoLS</b>	
	<p>Max Naismith introduced the MCA Local Implementation Network / DoLS paper outlining the MCA/LIN Terms of Reference as a sub-group of the LSAB. Max asked LSAB members to take back the MCA/LIN Terms of Reference into their own organisation and provide any feedback.</p> <p>Max explained the MCA/LIN is a multi-agency steering group which oversees the ongoing implementation and operation of the Mental Capacity Act 2005 including DoLS. Max informed members that the steering group is well-attended and is lively. Members of the LSAB welcomed Max as chair of the MCA/LIN back to the LSAB.</p> <p>Max outlined the recommendation that the LSAB takes a keen interest specifically in the transitions of young people into adulthood, with a particular focus upon the juxtaposition of the legal parameters relating to the Mental Capacity Act and young people, specifically 16-17 year olds and certainly those young people at risk of Child Sexual Exploitation. This particular area of work spans the Adult and Children's Safeguarding Boards. Max will update the LSAB members on young people in transition at the January 2018 Board.</p> <p>Max highlighted the significant work undertaken in relation to the annual Department of Health DoLS return; any feedback from the Government will be reported to the Board.</p> <p>Max also highlighted the fact that a DoLS audit is being undertaken in September / October and will report to the LSAB in March 2018.</p> <p>Richard Jones reiterated the welcome-back to Max and thanked her for the informative update.</p>	<p><b>Action:</b> Young People in Transition <b>By:</b> January 2018 Board <b>Lead:</b> Max Naismith</p> <p><b>Action:</b> DoLS Audit to the Board <b>By:</b> March 2018 <b>Lead:</b> Max Naismith</p>
5	<b>Presentation : Development of multi-agency policy and procedures</b>	
	<p>The presentation, 'Development of Multi-agency Policy and Procedures' was introduced by Kieron Smith. Kieron reminded members that a number of multi-agency workshops were held September and early October 2016 with front line staff, 1st tier managers, safeguarding leads, commissioned providers, commissioners and community groups.</p> <p>The workshops looked at what works well in adult safeguarding in Leeds and sought to understand where we can improve. One of the actions from the workshops was to revise the multi-agency policy and procedures to ensure that they actively promote person-centred approaches throughout.</p> <p>The Board agreed that the Safeguarding Strategy Unit should conduct further conversations across the partnership and with citizens about what good practice looks like in Leeds. This is with a view to us developing the Leeds Approach to Safeguarding Adults. This approach is intended to incorporate local revised multi-agency procedures and a shift in culture, enabling the whole partnership to work inclusively and together with a focus on citizen voices and learning from experience.</p>	

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	<p>Kieron highlighted the fact that there is regional work underway at the moment, reviewing the regional approach to safeguarding adults. Richard Jones explained to the Board that work that was being undertaken in this summer's workshops would need to take precedence over the regional approach and explained that he would be explaining this to his regional colleagues.</p> <p>Kieron referred to the current, highly complex safeguarding adults procedure flowchart and the challenge in moving from that to something much more straightforward as here:</p> <div data-bbox="443 645 1008 945" data-label="Diagram"> <p style="text-align: center;"><b>The experience of the adult at risk</b></p> <pre> graph LR     A[Tell us your concern] --&gt; B[We will consider how best to help you]     B --&gt; C[We will take agreed actions to support you to be safe]     C --&gt; D[We will check that we have addressed your concerns]   </pre> </div> <p>Richard commented that he supported a move to a more accessible approach and considered that the diagram is realistic and understandable, focusing on the purpose of safeguarding.</p> <p>Kieron explained that there are a number of issues to explore, the LSAB Support Unit are running a number of workshops in July 2017 to look at what would best practice look like.</p>	<p><b>Action:</b> Workshops to be led and feedback to be brought to the Board <b>By:</b> September 2017 <b>Lead:</b> Kieron Smith / Emma Mortimer</p>
6	<b>LSAB Executive &amp; Sub-group Updates</b>	
	<p>The LSAB sub-groups provided a report with an update of the current activity of the Board's Executive groups and its sub-groups for the LSAB members to note.</p> <ul style="list-style-type: none"> <li>• <u>LSAB Executive</u> Richard provided an overview of discussions from the Executive Group on 15<sup>th</sup> June 2017. No questions were raised.</li> <li>• <u>LSAB Executive: SAR Group</u> Maureen Kelly reported the group had met on the 19<sup>th</sup> April and today (15<sup>th</sup> June 2017) when the group reviewed all the cases. Maureen mentioned a SAR update would be sent to members. Maureen spoke briefly giving key updates on A17 and A37. The workshop for the 3 thematic cases will be held on 28 July 2017.</li> <li>• <u>Citizen's engagement</u> Tanya Matilainen mentioned that lots of progress had been made.</li> <li>• <u>Quality Assurance and Performance</u> – Shona reported that Quality Assurance and Performance sub-group are to provide an analysis of ethnicities of individuals subject to safeguarding adult's process within its quarterly reports. Shona's update was there are challenges; interests and these are ultimately beneficial.</li> </ul>	<p><b>Action:</b> SARs update to members <b>By:</b> Monday 19 June 2017 <b>Lead:</b> Emma Mortimer</p>

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	<ul style="list-style-type: none"> <li>• <u>Learning and Improvement</u> – Gill Marchant gave a brief update explaining that the group has not met since the last Board. Management in the LSAB Support Unit are interviewing for the role of Learning and Improvement Officer in July 2017.</li> </ul>	
7	<b>Board arrangements for 2018/19</b>	
	<p>Emma Mortimer introduced the paper on LSAB arrangements. Emma asked the members to note the proposed dates for 2017 and 2018 and to check that these dates are suitable at this stage and to contact the Partnership Support Unit with any questions or areas of concern.</p> <ul style="list-style-type: none"> <li>• 2pm – 4:30pm Tuesday 14 November 2017</li> <li>• 10am – 12:30pm Friday 19 January 2018</li> <li>• 10am – 12:30pm Friday 23 March 2018</li> <li>• 10am – 12:30pm Friday 25 May 2018</li> <li>• 10am – 12:30pm Friday 20 July 2018</li> <li>• 10am – 12:30pm Friday 21 September 2018</li> <li>• 10am – 12:30pm Friday 16 November 2018</li> </ul> <p>Emma mentioned consideration will be given to community and third sector sites to hold the meetings to demonstrate the Boards wish to engage with the citizens of Leeds; to save money, to enable community and third sector groups to participate in Board meetings with greater ease and to allow Board members to hear the views of communities across the City.</p> <p>Emma gave the LSAB members assurance that the dates proposed had been proposed on the basis of checking for conflicts with :</p> <ul style="list-style-type: none"> <li>• The LSCB Schedule</li> <li>• The Safer Leeds Executive Schedule</li> <li>• Diaries of Board members for the three statutory agencies</li> <li>• The Director of Adult Social Services' schedule</li> <li>• Leeds school holidays</li> <li>• National public and statutory holidays</li> </ul> <p>The sites will be booked and members advised by the end of June 2017.</p>	
8	<b>Safeguarding Partnership Support Unit Restructure Update</b>	
	<p>Shona provided members with an update in relation to the Unit restructure. She explained recruiting to the new posts has commenced and currently advertised with LCC, NHS and the Police service with a closing date of Monday 19 June 2017. It was noted that interview panels have been identified.</p>	
9	<b>Board Member Updates</b>	
	<p>(i) Tanya Matilainen informed the LSAB members that she would not be the main representative from Healthwatch Leeds that it would be Sally Morgan</p>	

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	<p>a Healthwatch Leeds Board Director attending; Sally is new and dedicated.</p> <p>Richard on behalf of the LSAB members thanked Tanya for all the work she had done for both the Citizen’s Engagement sub-group and the LSAB.</p> <p>(ii) DCI Dave Cowley gave an update. He mentioned there are:</p> <ul style="list-style-type: none"> <li>• three Syndicate teams – deal with child abuse, rape involving vulnerable victims and adult at risk investigations</li> <li>• A CSE/Human Trafficking Unit – deal with Human Trafficking and Abusive Images Unit; investigates allegations of online child abuse</li> <li>• Domestic Abuse Team – deal with all domestic abuse up to attempt murder</li> <li>• Public Protection Unit (PPU) – managing registered sex offenders</li> <li>• Integrated Offender Management Unit (IOM) – responsible for managing offenders including CSE and DA perpetrators.</li> </ul> <p>Richard Jones thanked DCI Cowley for his helpful presentation.</p> <p>(iii) Other members’ updates – none noted.</p>	
<b>10</b>	<b>Reflection</b>	
	<p>Richard asked the LSAB members whether time had been spent purposely and the following perspectives were raised:</p> <ul style="list-style-type: none"> <li>• The presentations were good</li> <li>• LSAB members welcomed Max back and had welcomed the informative discussion her presentation provided</li> <li>• Appreciated the information about LSAB sub-groups and how they are re-defining.</li> <li>• Welcomed about the Board’s review and new approach to safeguarding – this was felt to be a positive move forward.</li> </ul> <p>Richard thanked members for their contributions to the Board and wished all a very good summer break.</p>	
<b>11</b>	<b>Next meeting</b>	
	<p>Tuesday 26<sup>th</sup> September 2017</p> <p>Bridge Community Church, Rider Street, Leeds LS9 7BQ</p> <p>Please note this is a <b><u>new venue for the Board’s meeting.</u></b></p> <p>As the building is newly built, some Sat Navs do not recognise the postcode, so please also enter RIDER STREET.</p>	





## Leeds Safeguarding Adults Board

### Actions from 15<sup>th</sup> June 2017

Item No.	Action	Person / organisation responsible	Target date
1ii)	LSAB Constitution to be drafted	Emma Mortimer with Executive Group	November 2017
1ii)	Budget Statement to be brought to the Board	Richard Jones CBE	September 2017
3)	Review accessibility of LCC Website re: safeguarding	Cath Roff	September 2017
4)	Provide a presentation re: Young adults in transition	Max Naismith	January 2018
4)	Presentation re DoLS Audit to Board	Max Naismith	March 2018
5)	Workshops to be led and feedback brought to the September Board meeting.	Kieron Smith/Emma Mortimer	September 2017
6)	Refreshed SARs update to members	Emma Mortimer	Monday 19 June



## Continuing Actions from Previous Board Meetings – update in red as at 15/06/2017

Board Date	Agenda Item	Action	Lead Person/ Agency	Target Date	Comments
13 <sup>th</sup> October 2016	<u>Item 3</u>	<u>Board Member Updates</u>  Domestic Violence and Abuse Routine Enquiry Pilot and Film to be brought to December Board for review and discussion.	Gill Marchant	Deferred to the Board meeting that considers the A 17 SAR.	Deferred to the Board meeting in November 2017.
4 <sup>th</sup> August 2016	<u>Item 4</u>	<u>Local Government Association – Peer Challenge: Review</u>  Adult Social Care, Public Health and Clinical Commissioning Groups to jointly present an overview of commissioning responsibilities in Leeds to the LSAB.	Adult Social Care, Public Health and Clinical Commissioning Groups	To a future Board meeting in 2017-18.	Commissioning – approached across Health & Adult Care
21 <sup>st</sup> February 2017	<u>Item 1.ii</u>	It was noted that LCH is still awaiting the CQC report. LCH to report safeguarding – related learning from its CQC Inspection at the Board meeting following publication of the inspection report	Marcia Perry	TBC	Update – published 29 <sup>th</sup> August 2017. Item 11 September 2017 Board Meeting