

# Minutes of the Leeds Safeguarding Adults Committee Meeting

Wednesday 19 September 2007

Leeds Civic Hall, Leeds

2 pm – 4 pm

## Present:

Mike Evans (Chair)	Leeds Adult Social Care
Sandie Keene	Leeds Adult Social Care
Paul Hardy	Leeds Adult Social Care
Peter Westhead	Commission for Social Care Inspection
Julie Mason	Leeds Partnership Foundation Trust
Shola Johnson	Leeds Partnership Foundation Trust
Jim Traynor	Leeds Adult Social Care
Nancy Hill	Leeds PCT
Angela Mkandla	Older People and Disabled People
Joy Fisher	The Alliance of Service Users & Carers
Claire Shearsby	PA to Joy Fisher
Matthew Orton	Leisure and Learning
Tony Pugh	Leeds Adult Social Care
Christine Thornton	Leeds PCT
Paul Wright	Leeds Advocacy Network
Andrew Hosking	Legal Services
Ray Ellis	Age Concern
Sally Mansfield	Leeds Teaching Hospital Trust
Rosemary Young	Leeds Social Care
Christine Clark	Leeds Safeguarding Adults Unit
Norman Sterling-Baxter	Leeds Safeguarding Adults Unit
Marion Bunyan (Minutes)	Leeds Safeguarding Adults Unit

## Apologies:

Karen Goor	Ridings Law Solicitors
Andrea North	Joint Care Management Leeds PCT
Pam Wisnia	Leeds Jewish Welfare Board
Tabitha Arulampalam	Mental Health Modernisation Team
Emma Mortimer	Leeds Safeguarding Adults Unit

## **1 Welcome**

The chair welcomed members to the meeting. The welcome was extended to Sandie Keene, Director of Adult Social Care, who attended the meeting as an observer.

## **2 Minutes of the last meeting and matters arising**

### **2.1 Partnership Boards**

Invitations sent out to partnership boards and the Health Care Commission to join the Safeguarding Adults committee have yet to result in any nominations.

**Action:** Norman to chase up partnership boards again for nominations.

**Action:** Peter Westhead to chase up Health Care Commission for nomination.

The minutes of the previous meeting were agreed to be correct.

### **3 Staffing Update – Mike Evans (Chair)**

Mike Evans reported that Christine Clark has been appointed full-time as Safeguarding Adults Co-ordinator. Christine started with the unit on 17<sup>th</sup> September 07. Emma Mortimer has returned from maternity leave and is working part-time.

The Unit is now up to full strength and work is in full progress to address current and outstanding issues around the Leeds safeguarding adults agenda.

### **4 Work Programme for the Unit – Report by Emma Mortimer, Safeguarding Adults Co-ordinator**

A report by Emma Mortimer on improving the Safeguarding Adults Unit's performance was presented by Christine Clark.

The report outlines key tasks and deadlines for the completion of this work. The unit aims to work to a robust plan with key objectives and transparent deadlines. The Committee was asked to endorse this plan and recommend people within their organisations with whom Unit staff can work to achieve the planned outcomes.

Now that the Committee's name has been changed to the Safeguarding Adults Committee, its role and responsibilities also require review and therefore its terms of reference need to be revised. The Unit has begun a benchmarking exercise to compare the work, performance and funding of the Leeds Safeguarding Committee of those in comparable cities. This work will be reported to Committee together with other projects referred to within the performance improvement plan.

Sandie Keene commented that she is of the view that the status and level of importance of adult protection needs to be raised in comparison with child protection. Whilst issues in adult protection have similarities to child protection there are also significant differences and appropriate legislation is required. Sandie is supporting the work in adult protection and is keen to provide best service and support to all.

Raising awareness levels, providing clear information on contact points and services are areas requiring improvement. Development of proper clear information channels is needed to achieve this. Discussions held across all organisations must be clear about sharing a common understanding about safeguarding adults. Improving referral outcomes and the responsibility of the Committee to serious case review outcomes was also discussed.

### **5 Committee Sub-Groups – Report by Emma Mortimer, Safeguarding Adults Co-ordinator**

Norman introduced a report by Emma Mortimer about the development of sub-groups to support the work of the Committee.

Two sub-groups have been established:

- Professional Practice Sub-group
- Training Sub-group

The former has only met once and needs to be re-established; the latter is meeting regularly and reports to Committee. It is felt appropriate to re-institute the Professional Practice Sub-Group and to establish a new Performance and Improvement Sub-Group.

The sub-groups are looking for people who can give representation in specialised areas.

Membership of the groups is open to all organisations and Committee members are asked to nominate themselves or colleagues from within their organisations to become members of the sub-groups.

The next meetings of the Sub-Groups are scheduled for:

- Professional Practice Sub-group
- Training Sub-group (next meeting Wednesday 3 October 07)
- Performance and Improvement Sub-group

**Action:** Members of the Committee to e-mail nominations to the unit.

**Action:** E-mail to be send to the Leeds Care Association for nominations.

The Committee noted the lack of Police and Probation Service involvement with Committee and safeguarding adults work. This urgent issue needs to be addressed.

## **6 Training Report – Norman Sterling-Baxter, Training and Development Officer**

Norman presented his training report. This report was mailed with the agenda.

More work is required on the training agenda and a significant part of the workload is the implementation of the Multi-agency strategy.

There is a greater responsibility to monitor training across Leeds and a new training database should be in operation in April 08.

The use of an E-learning package to increase training capacity is being considered but there are some areas of concern about how to make best use of this approach. Sally Mansfield mentioned the work that LTHT had done in this area and suggested they could help address these issues. The Teaching Hospital Trust uses E-learning as an important tool to provide training across the service and would be interested in piloting an e-learning package. Norman reiterated that his is a significant piece of work and progress has been slower than anticipated due to lack of resources.

Norman has links with Domestic Violence producing and there is a plan to develop a joint piece of work on the overlap of adult protection with domestic violence. Links with the Leeds Metropolitan University are resulting in the development of a course package. A great amount of interest in training across the city is evident and more could be undertaken with provision of better resources. Tony Pugh suggested extending membership to the Committee to the Leeds Metropolitan and Leeds Universities.

Jim Traynor acknowledged and thanked Norman for his hard work and commitment. This was echoed by members of the Committee.

## **7 Training Sub-Group Report - Norman Sterling-Baxter, Training and Development Officer**

Norman presented his paper outlining the implementation of the multi-agency strategy and resource implication. The report was mailed with the agenda.

The Training Sub-Group developed a multi-agency strategy working towards the quality of training delivered by people trained through the Training for Trainers Courses. Trainers will require to observe experienced trainers, co-train and be observed delivering training. The process will take about three months.

The process has resource implications as current available resources will not cover the increase in training commitment. The Training sub-group agreed to achieve this development and therefore additional resources are required. The Group's recommendations are for an additional Training Officer and a part-time Administrative Assistant. This proposal will be taken into consideration when the Unit's performance improvement plan is concluded and referred to Committee.

Questions were raised on measuring the quality of training and feedback received. Jim Traynor said delegates speak highly of the training and feedback was good. Several members of the Committee agreed. The Training Sub-group wants to develop a feedback follow-up 2 – 3 months after training to ascertain the effect this had had on practice. The Partnerships Foundation Trust requires more training provision and has considered commissioning external training but would prefer to come to the Unit for all its training to maintain the quality. The Trust would welcome extra resources for the Training Officer.

Generating income through charging for training was discussed. Norman clarified that the independent sector already pays for training and some organisations, like the PCT and Leeds Partnership Foundation Trust receive their training free as part of their contribution to the unit. The Leeds Teaching Hospital Trust wants a more transparent view to establish where all their funding is going as they had not been receiving training. Norman reminded Committee of the difficulties in engaging with a nominated person with responsibility for training in the Trust; changes in personnel and financial restrictions had impacted on this.

Christine Thornton informed the Committee that she is now the PCT's representative to the Committee and future funding for the unit is on her agenda.

Sandie Keene suggested analysing the size and scale of the training task, starting with the time period required and then considering the money needed and how to commission it. Agencies need to realise their responsibilities and think about who pays for what in developing a strategic way forward.

## **8 National Reports and Findings – Report by Emma Mortimer, Safeguarding Adults Co-ordinator**

Christine Clark presented this news report compiled by Emma Mortimer.

The Leeds Teaching Hospital Trust Operational Group discussed the Help the Aged Survey about nurses' attitudes to reporting the abuse of older people. Joy Fisher asked how the whistleblowing policy is made evident. Sally Mansfield said that a policy is in place and staff have used it. Julie Mason is keen to work with staff through training, linking with Human Resources to ensure whistle blowing is happening in practice.

## **9 Any other Business**

The Leeds Teaching Hospital Trusts new Safeguarding Procedure has been approved with legal advice. The policy will be implemented in the next few weeks.

Paul Hardy raised membership problems with the Police and Probation Service.

Other discussions included extending responsibilities from protection to safeguarding, how to achieve this with organisations by clarifying how far safeguarding reaches out and improving recruitment and vetting of staff involved with vulnerable adults.

**10 Safeguarding, Dignity and Choice, Practitioners Conference 8 January 08 – Sue Elmer, Leeds CC Employee Development Unit**

A major conference for practitioners, their managers and colleagues from partner agencies, voluntary sector and independent sector is to be held on 8th January 08.

Sue Elmer is organising the conference and has prepared a presentation paper for the committee which will be sent with the minutes.

The conference is designed to appeal to a broad range of practitioners featuring key speakers, key note presentations and workshops from speakers from health and social care, voluntary and independent sector backgrounds. Some speakers have agreed while others are still to be confirmed.

The conference will enable practitioners to understand and reflect on the importance of ensuring dignity and choice whilst helping people to make their own choices and support them in their decision making. It is hoped that the conference will provide valuable experience and networking opportunities. Great care is to be taken in allocating the 200 places to a broad range of practitioners from a wide range of agencies. Sue Elmer is asking the committee for their views and advice on allocating places. Sue can be contacted on:

Tel. No.: 0113 247 8453

E-mail: [susan.elmer@leeds.gov.uk](mailto:susan.elmer@leeds.gov.uk)

Sue is currently talking to various organisations to contribute speakers to the workshops. Sue is interested in the views of the committee and their nominations of speakers to the workshops. Committee members are invited to contact Sue on the above mentioned contact details.

**11 Dates of Future Meetings**

Wednesday 12 December 07

2 – 4 pm, Leeds Civic Hall

Wednesday 26 March 08

2 – 4 pm, Venue to be announced