

Minutes of the Leeds Safeguarding Adults Board Meeting

Wednesday 18 June 2008

Leeds Civic Hall, Leeds

2 pm – 4 pm

Present:

Dennis Holmes (Chair)	Chief Officer, Social Care Commissioning
Paul Hardy	Head of Service Delivery, Leeds Adult Social Care
Jim Traynor	Service Delivery Manager, Leeds Adult Social Care
Christine Thornton	Practice & Professional Development Facilitator, Leeds PCT
Julie Mason	Clinical Nurse Advisor, Leeds MH Partnership Foundation Trust
Nancy Hill	Previously PCT & LDPB
Matthew Orton	Child/Adult Protection Co-ordinator, Children's Services
Joy Fisher	Service User, The Alliance of Service Users & Carers
Claire Shearsby	Personal Assistant, Leeds Involvement Project,
Clare Linley	Deputy Chief Nurse, Leeds Teaching Hospital Trust
Diane Boyne	Head of Continuing Care, Leeds PCT
Pam Wisnia	Community Care Manager, Leeds Jewish Welfare Board
Karen Goor	Solicitor, Ridings Law Solicitors
Karen Bell	Vulnerable Victims Co-ordinator, West Yorkshire Police
Helen Turner	Head of Psychology, HMP Leeds
Mick Ward	Head of Strategic Partnership, Strategic Partnership (Older People & Disabled People)
Karen Graig	Sheltered Services Team Leader, Aire Valley Homes Leeds
Tabitha Arulampalam	Head of Strategic Commissioning, Leeds PCT
Paula Gardner	Deputy Manager, Leeds Inter-Agency Project
Nahim Mehmood-Khan	Commissioning /Contracts Manager Leeds E&N Department
Emma Mortimer	Safeguarding Adults Co-ordinator, Leeds Safeguarding Adults Team
Norman Sterling-Baxter	Training and Development Officer, Leeds Safeguarding Adults Team
Christine Clark	Safeguarding Adults Co-ordinator, Leeds Safeguarding Adults Team
Marion Bunyan (Minutes)	Safeguarding Adults Administrative Officer, Leeds Safeguarding Adults Team
Danielle Guest (Minutes)	Directorate Support Officer

Apologies:

Mike Evans (Former Chair)	Leeds Adult Social Care
Sally Mansfield	Leeds Teaching Hospital Trust
Margaret Coxon	CSCI
Carol Cochane	Leeds PCT
Rob Kellett	HMP Leeds
Lorna Robbins	Leeds MH Partnership Foundation Trust
Paul Wright	Leeds Advocacy Network

1 Welcome

Dennis Holmes introduced himself as the new chair of the Safeguarding Adults Board, formerly known as the Safeguarding Adults Committee. Dennis Holmes welcomed members

to the meeting and everybody introduced themselves. Mike Evans, former chair of the Safeguarding Adults Committee has retired and sent his apologies. Members of the Board wished its thanks for his hard work and commitment to be formally noted.

The Chair informed members that they may be approached in relation to an inspection of ASC by the commission for Social Care Inspection. The inspectors will be undertaking the inspection in late July, early August. It is possible that members of this Board could be invited to meet with the inspectors as part of this process. Invitations are going to be sent out shortly.

2 Minutes of the last meeting and matters arising

The minutes of the previous meeting were agreed as correct and no matters arising were discussed.

3 Partnership Action Plan and establishment of sub-groups

The Chair introduced the Safeguarding Partnership Action Plan which was mailed with the agenda. The following areas were discussed.

A. Partnership Arrangements

An audit of safeguarding work in the City has been carried out. Sandie Keene, Director Adult Social Care chaired a meeting attended by Chief Officers from key partner organisations. The purpose of the meeting was to make a more strategic connection between safeguarding functions across the City. These individuals are to form a time limited safeguarding Executive to oversee the reinforcement of Board arrangements. The plan outlines the findings of the recent audit work and summarises the key areas of action to be taken. The aim is to develop a performance assurance function and consider different elements and contribution of each agency. All agencies are to outline an agreement for the Safeguarding Adults Executive who will meet in July to sign off this agreement. The principle is to establish the Safeguarding Adults Board as the engine to safeguarding in Leeds and to create links within the partnership to ensure good practice. The Executive has requested that all agencies reflect on and feedback their safeguarding arrangements, common agreed standards and overall quality of work.

B. Performance Management / Assurance (sub-group to be established)

It is not currently clear how safeguarding episodes and incidents are recorded and handled within individual agencies. There needs to be an understanding of how safeguarding works in all agencies to set a benchmark to meet and serve the people of Leeds. All agencies involved in safeguarding in Leeds need to have an input to ensure performance management happens across the partnership. In establishing the Safeguarding Unit as a partnership unit, agencies are encouraged to closer work together with the unit to gaining a better understanding of individual agencies' agreements and safeguarding activities. A sub-group is to be established to carry out this work and nominations are sought from organisations. Please contact Emma Mortimer: - emma.r.mortimer@leeds.gov.uk

A paper went to the Corporate Leadership Team of the Council and they have asked for a focused piece of work in relation to adults. A more joined up safeguarding infrastructure is required throughout the Council.

A revision of the terms of reference for the Board is required to clarify the membership and size of the Board and a better understanding of the role of the Board. A draft terms of reference will be sent to all members for agreement at the next meeting.

C. Safeguarding thresholds / frameworks and procedures (two sub-groups to be established)

It is not clear if there is a common view of safeguarding thresholds or whether each organisation has its own. A more creative view may be required. This will provide a starting point to analyse gaps and priorities where the greatest difference is needed first.

Two sub-groups are to be formed; the first sub-group is to work towards finding a common collective view, prioritising changes and establishing thresholds.

The second sub-group is to work towards frameworks and revise and refine the multi-agency safeguarding procedures. Lack of clarity and self awareness are issues that are to be addressed and basic values and a common language are to be found. Nominations are sought from agencies to the sub-groups. Please contact Emma Mortimer (emma.r.mortimer@leeds.gov.uk) for the Thresholds Group and Christine Clark (christine.clark@leeds.gov.uk) for the procedure group.

D. Safeguarding Unit infrastructure

Are the safeguarding arrangements we have at the moment fit for purpose? As part of this review process, we need to look at whether our infrastructure arrangements are sufficient to accommodate the safeguarding needs of a city the size of Leeds.

E. Monitoring and recording

Having recognised a safeguarding incident it should be recorded and reported as such. Often incidents are not recorded as safeguarding even though they are. If these incidents are not recorded as such, they cannot be picked up and dealt with correctly. This has come to light from a recent ASC audit and needs to be addressed. This might also be an issue for the wider partnership.

F. Strategy

The Leeds Partnership safeguarding adults strategy needs to be developed with links into other policy issues, such as, the implementation of the Mental Capacity Act, which exist across the City. A clear link needs to be made between safeguarding and dignity. A strategy already exists for safeguarding children. Closer alignment needs to be established with the Safer Leeds Partnership.

G. Training and Workforce Development

Training has already been successfully delivered in various settings reaching many people. At this time there is no adequate feedback or monitoring received from training delivered and in view of establishing satisfactory performance management this needs to be addressed. Organisations are already training their own staff which raises questions whether organisations have got adequate capacity to train their own staff and what contribution organisation's own training makes to safeguarding training. Training is about raising awareness thus creating a better safeguarding environment but at the present time there is no sufficient data available as to whether this is being achieved or if different approaches are needed.

H. Communications

This will be added to the Plan for the next meeting. Resources are to be identified for a

communication strategy. Capacity is to be found within organisations to communicate with the Safeguarding Board and sub-groups.

Action : The Safeguarding Annual Report is to be circulated to organisations to be repeated through their governance strategically.

Action: Emma Mortimer and Christine Clark, Safeguarding Adults Co-ordinators are to seek organisations views and practical support on the action plan and proposed sub-groups.

Action: An outline of the terms and conditions of the sub-groups are to be distributed including invitations to members of the board for nominations to the sub-groups.

The result of the more detailed work within the sub-groups is to be brought to the Safeguarding Board in three months time.

4 Steven Hoskin Serious Case Review – Lessons for the Leeds Partnership

The Steven Hoskin Serious Case Review was tabled and Emma Mortimer gave a summary of the report. The report raises key points, detailed findings and recommendations. Serious case reviews are an important part of the process of learning lessons and the issues raised in the report are significant to Leeds and other authorities. The Board is to reflect back upon the recommendations of the report in the September meeting and views are sought from organisations for the adoption of the recommendations in Leeds.

The murder case of Pat Regan was tabled. Investigations are still ongoing into the case and members discussed the proposal to adopt the case for a serious case review. It was decided that the current terms of the serious case review procedure do not meet the nature of this case. It was agreed not to review this case.

5 Dignity in Care – Mick Ward, LCC Head of Strategic Partnerships and Developments

Mick Ward delivered a presentation on 'The Dignity Challenge' for information. The presentation will be distributed with the minutes.

6 Any other business

The Safeguarding Co-ordinators' report was tabled for members to review at leisure. Matters arising from the report can to be discussed at the next meeting.

Joy Fisher raised concern about service users' vulnerability to potential abuse/infringement of privacy in relation to unauthorised use of their own IT equipment by others. A strategy has been formulated for children and will be used to produce a strategy for adults.

Dennis would like to advise the Board that Nancy Hill submitted her wish to retire from the board and would like to record his thanks to Nancy for all the work and support she has given to the board over the past years.

7 Date of Next Meeting

Wednesday 17 September 08
2.30 – 4.30 pm
Venue to be announced