

Minutes of Leeds Safeguarding Adults Partnership Board  
18 February 2009  
Civic Hall  
2 – 4.30 pm

Membership	<u>Present:</u>	
Full	Dennis Holmes (Chair)	Adult Social Care, Commissioning, LCC
Full	Paul Hardy	Adult Social Care, Provider Services, LCC
Full	Dave Rosser	Adult Social Care, LD Services, LCC
Full	John Lennon	Adult Social Care, Access & Inclusion, LCC
Full	Diane Boyne	Commissioning Services, NHS Leeds
Full	Simon Atkin	West Yorkshire Police
Full	Sarah Jarvis	West Yorkshire Probation Service
Full	Jim Willson	Community Safety, Leeds City Council
Associate	Bryan Gocke	Leeds Safeguarding Children's Board
Associate	Simon Costigan	Aire Valley Homes, Housing ALMO
Co-opted	Tim Whalley	Leeds Advocacy
Co-opted	Joy Fisher	Leeds Service User & Carer Alliance
Ex-officio	Salma Bashir	Legal Services, Leeds City Council
Ex-officio	Emma Mortimer	Adults Safeguarding Unit, Leeds City Council
Ex-officio	Christine Clark	Adults Safeguarding Unit, Leeds City Council
Ex-officio	Danielle Guest (minutes)	Directorate Support Officer, Leeds City Council

Apologies:

Full	Clare Linley	Leeds Teaching Hospital Trust
Full	Michele Moran	Leeds Partnership Foundation Trust
Full	Paul Morrin	Provider Services, NHS Leeds

The Chair welcomed everyone to the first meeting of the revised Board and Members introduced themselves.

## 1.0 Introduction

This is the first meeting of the newly constituted Board and the principal focus of this meeting is to clarify, agree and seek recommended agency amendment to the Memorandum of Understanding.

There are 3 significant organisations which have agreed the Memorandum in principle, subject to detailed review and amendment. These are:

- Leeds City Council – advice has been received from Legal Services Department regarding making improvements and strengthening it
- NHS Leeds – have made observations on the content
- LTHT – no notification has been received that it has been through their governance structures

Full Members of the Board have registered their agreement to the Memorandum, in principle or in fact, in writing.

- 1.1 As this is a newly constituted Board, consideration needs to be given to our own development needs and proposals made about ways in which that can be achieved which will make the work of the Board function smoothly in the future.

The Safeguarding Adults Partnership has had a thin structure in the past but there are now a number of appointments which are in place.

There have been some amendments proposed to clarify and put into context the work of this Board, and Board members were asked to agree those amendments.

## **2.0 Memorandum of Understanding**

This has been developed using external expertise. It aims to provide more robust structure and articulate what the role of this Board should be and the accountability for its Members, how this relates to the wider structures in the city. The first observation about this is that it needs greater clarity about this Board and its role on behalf of the partnership. Leeds City Council has the lead role for safeguarding vulnerable adults within the framework of strategic policy and guidance, although there is currently no national statutory framework for Boards.

A new introduction has been produced which sets that out and copies were circulated at the meeting. Board Members were asked to give observations/comments on the proposed immediate changes to the Memorandum, to clarify and put into context the work of this Board.

### **2.1 Introduction**

A new introduction has been proposed and will replace paragraphs 1 and 2 in the copies circulated in advance to Board members.

### **2.2 Annexe 10**

A new Annexe 10 has been produced, and the existing one becomes Annexe 11.

### **2.3 There have been observations raised by partners and these were shared with the Board:**

#### **Observation from Councillor John Bale (Chair of LCC Corporate Governance & Audit Committee)**

“The Committee has taken a close interest in the constitution of this Board, and Councillor Bale has asked a question about the role of the Board – “ If this is an Adults Safeguarding Board, how does it safeguard vulnerable adults and how will I know it is succeeding or failing?” This question has been asked in relation to a report which will be considered on 18 March 2009 about how this Board is structured and how goes about this work. It is suggested that this becomes one of the Board’s guiding principles”

### **2.4 Observation from NHS Leeds**

NHS Leeds raised the following issues:

- “On the Memorandum, NHS Leeds Board members found the description of the accountability arrangements on page 18 confusing and asked for greater clarity. In particular, given that NHS Leeds is expected to contribute financially to the arrangements, what is the accountability of the Safeguarding Partnership back to

NHS Leeds? Board members asked for this to be clarified before the Memorandum can be approved at a future Board meeting. Perhaps the Council legal advisers who contributed to the JSCB framework could support this, with a view to agreeing a further draft to take back to our May Board?

- On the financial contribution expected from NHS Leeds, Board members were concerned that we need to be able to demonstrate value for money for the NHS Leeds contribution. It has not been possible to find benchmarking information from comparator cities, nor have we been able to agree a detailed understanding of the services that will be provided to NHS Leeds under the new arrangements and the financial value of that. In both of these areas I hope that you will be able to support us with some further information to help move this forward. We would like to be able to conclude this, along with our other business plans for 2009/10 at our Board meeting, which will mean having the information available in late March/April.”

Sandie Keene (Director of Adult Social Services) responded as below:

- “Statutory Guidance from the Department of Health gives Local Authorities the lead role for safeguarding Vulnerable Adults within its area. All agencies share responsibility, however, for ensuring the development, ownership and effectiveness of local policies and procedures for the safeguarding of vulnerable adults. The shared responsibility is reflected in the remit of the Leeds Safeguarding Adults Partnership Board. The LA has the responsibility for establishing the Board (through the DASS) and the Chair is responsible to the DASS. Each Agency retains the responsibility for its actions on safeguarding (eg in relation to clinical governance and HR issues) and within its own Governance framework. Members of the Board are accountable to their own organisation. However, there is a shared partnership accountability across the city for setting standards, developing procedures, monitoring performance etc. These are laid out in Government Guidance 'No Secrets' and also Statutory Guidance on the role of DASSs.
- The Board as an entity is not accountable to NHS Leeds but the work of the Board is the sum of the combined work of all the agencies represented. It reports to the constituent agencies through the publication of an annual report and business plan.
- The issue of value for money is an important one. There are a number of activities required of the 'system' in the operation of safeguarding procedures, eg professional advice and guidance re thresholds of intervention and case management, servicing strategy meetings and case conferences, developing policy and procedure, supporting training plans/initiatives, providing information for the public etc. The contribution of agencies to these activities can be both financial and 'in kind'. These are the same activities as Children's Safeguarding Boards. Experience has demonstrated that joint funding of issues where there is joint responsibility is cost effective and efficient. The oversight and performance management of the expenditure of the Safeguarding function will be through the Board. If NHS Leeds consider a separate funding agreement would strengthen this arrangement then we could consider it.”

No other comments were received from organisations which have been sent a copy of the Memorandum of Understanding.

## ISSUES RAISED FOR DISCUSSION

### 2.5 The Board Remit

Bryan Gocke suggested there needs to be clarity about the Board not being responsible for delivering services, and holding partners accountable.

## 2.6 Membership

Bryan Gocke commented that Children's Services are required to be represented, in the Annexe, Leeds Safeguarding Children's Board is nominated and this appears to be a little confusing. There have been discussions about how the Children's Safeguarding Board fits within the Children's Trust arrangements as it has to be independent and this has not yet been resolved. Brian would like to clarify that he is not representing Children's Services but is providing a link to the Children's Safeguarding Board, of which he is not a Member.

Jim Willson also commented that, as it is not a statutory body, there is a similar issue with Safer Leeds. It is about maintaining relationships with others.

John Lennon commented that there is nothing to indicate which organisations have full or associate membership status and requested that this be included in Annexe 7.

**Action:** Safeguarding Co-ordinators to amend Memorandum to include membership status

## 2.7 Paragraph 6 – Governance Co-options & Observers

The last sentence raises the issue about what confidential things might be required to be considered at this meeting and how that would be handled. For the avoidance of doubt, the Chair confirmed that there is no confidential information in this meeting and the minutes will be published in full. If someone needs to disclose something which they regard as being confidential then it should be made clear at the time so that the minutes can reflect that. Where confidential papers are being submitted it needs to be identified on the papers as it will need to be minuted in an appropriate way. The Chair proposed that Council's Standing Orders be adopted as this allows for confidential information to be submitted and permits exemption. The frameworks which sit around those Standing Orders will be circulated to Board Members for consideration.

**Action:** Chair to circulate LCC Standing Order framework

A good example, in relation to potentially confidential content, is serious case review content or proposals for serious cases which have arisen since the last Board meeting where information may be to be restricted. Everything at this meeting should be regarded as being available for publication.

## 2.8 Section 7

Jim Willson raised the issue about whether this Board is required by statute. Salma Bashir agreed to clarify with Legal Services.

**Action:** Salma to clarify and report back

## 2.9 Page 7, Para 12 Commencement & Review

The date should read today's date – 18 February 2009. It will be adopted in principle, recognising there is additional work required.

The Director of Adult Social Services needs to be added as an ex-officio member.

**Action:** Memorandum to be amended to include the two items listed above

#### 2.10 Inclusion of Non-Statutory Organisations

There was some discussion about how these organisations make nominations to be included in the work of this Board and the best way of making contact with them.

**Action:** Tim Whalley to provide guidance on involvement of representatives of non-statutory organisations

### ANNEXES

#### 2.11 P22 – Practicalities of the Board

It is the intention to make the minutes of these meetings public and the suggestion is that they are posted on the website and available to the wider public, as well as circulating to Board Members.

#### 2.12 Description of Roles & Responsibilities

The Chair reminded the full Members of the Board of the requirement for an enhanced CRB check for officers who attend this Board, including Deputies, and requested that those officers who do not already hold one request their organisation to make the necessary arrangements as soon as possible.

#### 2.13 Sub-Groups

There is work to be done to get the User & Carer group up and running. There are already arrangements in place around Serious Case Review Sub-Group and this should commence in April 2009. There is urgent need for representation on the Policies, Protocols & Procedures; Performance, Audit & QA and the Training & Workforce Development Sub-Groups and the Chair was keen that these Groups are chaired by a representative from one of the partner organisations.

There has been a limited response to the request for nominations so far. However, Members of the Board provided a number of additional nominations in the meeting.

- a) Policies, Protocols & Procedures – Jane Moran, Service Manager (ASC)  
Stuart Piper (WY Police)  
Annie French, Director Advocacy, Mental Health & Dementia (Advocacy)
- b) Training & Workforce Development – Inspector John Brady (WY Police)
- c) Serious Case Review – Detective Inspector Neil Beattie (WY Police)
- d) Performance, Audit & QA – Diane Edwards

The Probation Service is currently undergoing reorganisation so providing a nomination would be difficult at this time.

A reminder will be sent out with the minutes asking for written nominations for the Sub-Groups and also requesting partners for a chair for each group. There is a role description of the Chair and also the remit of the Groups contained within the Memorandum which may assist with making nominations.

It is intended to publish the minutes of the Sub-Group meetings alongside Board minutes.

## FUNDING AGREEMENTS

There was a discussion about partner agencies being approached to contribute resources to support the work of this Board, what form this contribution might take and what approvals may be required.

The Chair asked Members of the Board to also consider the following within their organisations and agencies:

### 2.14 Performance Management Framework

This is about how the Board tackles poor performance by a Member organisation. Once arrangements are in place to share performance of safeguarding across the city, if it becomes apparent that one of the partners is failing to adequately address safeguarding, it is appropriate that the Board takes steps to address that.

Brian Gocke advised that Children's Safeguarding already has a Performance Management Sub-Group which can identify any performance shortfall and take steps to address those issues. He agreed to share the procedure with this Board.

<b>Action:</b> Brian to provide details of this procedure to the Chair for consideration
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The Chair agreed to circulate details of this procedure to Members of the Board for consideration. This should give clarity to organisations and reinforce their responsibilities and accountability.

<b>Action:</b> Chair to circulate details to Members of the Board
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### 2.15 Financial Framework

There needs to be an open and transparent account of who is contributing what to the structure. The Board were asked for their views on how they would wish to see that information costed, either via individual agreements or within a financial framework as part of the Board's Memorandum.

### 2.16 Business Plan and Annual Report

The Annual Report is already in preparation and will be submitted to the July Executive Board of the Council. Partners should have received a copy of the report of the work of the Board in 2007/08 last year and it is hoped to build on that and provide more information about work during the course of the year. This Board needs to approve and endorse this report and also contribute towards the Business Plan for the following year.

Consideration needs to be given to a stakeholder engagement strategy with the citizens of Leeds around wider safeguarding issues and promote the activity of safeguarding vulnerable adults. There is also a need to address views on information-sharing protocols for vulnerable adults, which is still outstanding.

## 2.17 Documentation

The Board needs to agree the criteria for holding documents in relation to the work of the Board which will be maintained by the Adults Safeguarding Unit.

## 2.18 Co-operation with LCC Scrutiny Board

The Board needs to collectively come to a view about co-operation with any Scrutiny Board enquiry, as there is one with regard to Adult Social Care safeguarding responsibility, and this needs to be incorporated into the work of this Board and provide support to any enquiry.

## 2.19 Development/Training Strategy

A development strategy is required to develop Members of this Board, and their Deputies. It is proposed that a date in June be identified for some facilitated development time to develop the collective role of Safeguarding Board Members. It is proposed that the facilitator would be Michael Hake (an ex-Director of Adult Social Services in Solihull who is also acting as an advisor for CSCl) who helped to develop the Memorandum of Understanding and has national expertise in these matters. It is also proposed to hold an Annual Safeguarding Conference for the wider partnership in Leeds in October.

There are a number of issues which needs to be reflected upon and it may be that the full Members of the Board wish to come together in a separate meeting to put in place those different areas highlighted this afternoon. The proposal is to meet before the next Board to put the amendments, adjustments and additions in place to strengthen the Memorandum.

**Action:** Meeting of full member representatives to work on the MoU amendments to be arranged prior to the meeting on 15 April

## 3.0 **Board Work Programme 2009-10**

It is suggested that each of the future meetings be used to discuss a specific part of the work of the Board. It is also hoped to have a standing agenda for the work of the sub-groups

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|-------------|--|
| 15 April    | <ul style="list-style-type: none"><li>– Draft Annual Report of the work of the Board 2008/09</li><li>– Business Plan for 2009/10</li><li>– Work Programme for the year to come</li><li>– Terms of Reference for the away time in June</li></ul>  |
| 17 June     | <p>Head of Safeguarding should be in post and at this meeting (Hilary Paxton – currently Head of Performance and Policy at North Yorkshire County Council)</p> <ul style="list-style-type: none"><li>– Serious Case Reviews Sub-Group report</li><li>– Annual Report &amp; Business Plan final sign off.</li></ul> |
| 19 August   | <ul style="list-style-type: none"><li>– Training &amp; Development Sub-Group report</li><li>– Planning for Annual Conference</li></ul>   |
| 21 October  | <ul style="list-style-type: none"><li>– Performance, Audit &amp; Quality Assurance report</li><li>– Half Year Performance report</li></ul>   |
| 16 December | <ul style="list-style-type: none"><li>– Policy, Procedures &amp; Protocol Sub-Group final report</li></ul>   |

The Board are asked to provide comments/additional items for possible inclusion.

#### 4.0 Safeguarding Unit Update

In addition to the Head of Safeguarding post, it is intended to recruit 3 Independent Chairs of Adult Safeguarding Conferences which will become part of the enhanced Adults Safeguarding Unit who it is hoped will be in post by May/June. There is one further

appointment to be made and interviews will be held shortly. The Adults Safeguarding Unit currently has one part time admin officer and we are in the process of recruiting 3 full time posts to support the Independent Chairs, but will also provide extra capacity to support the work of the Unit.

#### 5.0 Safeguarding Co-ordinators' Report

##### 5.1 Sub-Groups

The Training & Workforce Development group has met on a number of occasions and has been focussing on the multi-agency training strategy. The work is going well. A further report will be provided to the next meeting of the Board for discussion prior to inclusion in the Annual Report.

##### 5.2 Serious Case Review Update

There are currently 2 reviews underway in Leeds. Panel members have been nominated and they will meet in March and April. One relates to an elderly person who died in a fire and the other relates to young adults who has physical disabilities and, as a result of a choking event, is now in a vegetative state. Nominations have been received from statutory partners for the Review Board which will be considering these cases and they will meet in March/April 2009. A management report is currently being produced and should be available at the end of next week. The Review Board report will report back to the April meeting of this Board with full details of the progress and any early learning from the reviews.

##### 5.3 Safeguarding Policy & Procedures

These were updated recently, subject to further updating, and some work still needs to be done. Once this is complete the documents need to be passed through LCC Legal Services and also through the Policy, Procedures & Protocol Sub-Group. The next meeting of this group will be re-arranged from 23 February. It remains the intention that the full document set will be published in April, with a strategy for dissemination through the Partnership.

Tim Whalley suggested that as it is difficult to make contact with all independent and third sector organisations, these documents could be launched at the Annual Conference in October.

The Chair advised that a target was set in the Business Plan last year for revising the multi-agency policies and procedures and the latest draft will be circulated to Members of the Board for consultation within their organisations. The content needs to be ratified and a roll-out programme agreed. Consideration needs to be given to the best way of ensuring that independent providers and Third Sector organisations receive and adopt these procedures and understand their responsibilities in relation to safeguarding adults.

<p><b>Action:</b> Copies of the current version of the policies and procedures were made available for Members of the Board to take back to their organisations.</p>
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Tim Whalley suggested that as it is difficult to make contact with all independent and Third Sector organisations, these documents could be launched at the Annual Conference in October.

## 6.0 Performance Across the Partnership

- 6.1 There is still only limited management information available but work has been done in Adult Social Care with the IT Section to improve the recording of safeguarding. More detailed information should be available from April this year.

Number of referrals and the referring organisation

Of the 97 referrals received by Adult Social Care since the last meeting of the Board in December::

23	Health
6	Police
12	Housing agencies (including ALMOs and Housing Associations)
6	CSCI
18	Third Sector
38	Other

It is proposed to conduct a baseline audit of performance across all agencies in the partnership and the Adults Safeguarding Unit have produced a draft document which will look at

- strategic arrangements
- internal arrangements
- training/workforce arrangements

**Action;** Draft document to be e-mailed to members of the Board for completion and return by their organisation.

Jim Willson suggested that Members of this Board should be actively including safeguarding issues in any other meetings they attend and this would hopefully raise the profile, and also circulate information to any Third Sector organisations which may be represented at those meetings. This was agreed

**Action:** Board members are requested to provide their views/comments on the width of circulation required for the baseline audit to the Safeguarding Co-ordinators.

## 7.0 Any Other Business

- 7.1 Joy Fisher has contacted Adult Social Care on behalf of service users and carers with a request that they sign up to a “statement of regret” in relation to safeguarding episodes which have occurred in the past. She has drafted a letter which is to be shared with the wider Partnership. It is proposed that the Policy, Procedures & Protocol Sub-Group be asked to consider the content of the letter and report back to the April meeting of this Board on their view of the form of words which might be used. Legal Services have expressed few issues with this proposal in principle but have suggested some amendments.

**Action:** Sub-Group to be invited to consider this and report back to this Board at a future date

## 7.2 Partnership Logo

The Board was circulated 4 versions of a new logo proposed to be adopted to “brand” the new Board arrangements. After some discussion it was agreed to adopt the logo on the bottom right of the page (3D, tilted logo with words below).

The Chair thanked everyone for their attendance and participation in the meeting.