

Minutes of Leeds Safeguarding Adults Partnership Board  
15 April 2009  
Civic Hall  
2 – 4.30 pm

Membership	<u>Present:</u>	
Full	Dennis Holmes (Chair)	Adult Social Care, Commissioning, LCC
Full	Diane Boyne	Commissioning Services, NHS Leeds
Full	Gerry Broadbent	West Yorkshire Police
Full	Sarah Jarvis	West Yorkshire Probation Service
Full	Paul Broughton	Adult Social Care, LD Services, LCC
Full	Michele Moran	Leeds Partnership Foundation Trust
Full	Lynda Bowen	Adult Social Care, Support & Enablement, LCC
Associate	Bryan Gocke	Leeds Safeguarding Children's Board
Associate	Julia Preston	Leeds Voice Rep (GIPSIL)
Co-opted	Tim Whaley	Leeds Advocacy
Co-opted	Joy Fisher	Leeds Service User & Carer Alliance
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
Observer	Hilary Paxton	
Observer	Richard Graham	Adult Social Care, Performance & QA, LCC
<b>a</b>	<u>Apologies:</u>	
	Matthew Orton	Children's Services, LCC
Full	Carol Cochrane	NHS Leeds
Full	Jim Willson	Community Safety, Leeds City Council
Full	John Lennon	Adult Social Care, Access & Inclusion, LCC
Full	Clare Linley	Leeds Teaching Hospital Trust
Full	Paul Morrin	Provider Services, NHS Leeds
Associate	Clare Warren	West North West Homes, Housing ALMO

The Chair welcomed everyone to the meeting and Members introduced themselves.

**b Minutes of the Previous Meeting – 18 February 2009**

Arising from 2.6 – Membership

The addition of membership status to the Memorandum will be completed as soon as possible.

**Action: 1.** Co-ordinators to update Memorandum

Arising from 2.7 – Governance & Co-options & Observers

The LCC Standing Order framework has not yet been circulated. It may be easier to provide a web link and this will be circulated to Members by e-mail. The link will also be available on the Safeguarding Adults website.

**Action: 2.** Emma to check with IT how this is done  
Chair to circulate web link to Members of the Board

### Arising from 2.8 – Section 7

It has been confirmed that the Safeguarding Adults Partnership Board is not required by statute, but is regarded as Best Practice nationally.

### Arising from 2.10 – Inclusion of Non-Statutory Organisations

Some work has been done by Tim. Discussions with Co-ordinators to continue.

### Arising from 2.12 – Description of Roles & Responsibilities

The Chair reminded the Board of the requirements to provide confirmation of enhanced CRB checks.

**Action: 3.** Members to provide confirmation. Reminders will be issues periodically

### Arising from 2.14 – Performance Management Framework

Brian Gocke to provide details of the accountability framework developed by Children's Safeguarding partners to the Chair for consideration.

**Action: 4.** Brian to provide framework to the Chair

### Arising from 2.15 – Financial Framework

These issues were addressed at the last meeting of the Chief Executives of the Statutory Partners and Sandie Keene will be writing to confirm what was agreed regarding apportionment of the costs and infrastructures of the Partnership Board.

### Arising from 2.19 – Development/Training Strategy

Unfortunately, it has not been possible to hold a meeting of full members to discuss the MoU prior to today. Nicole Jackson from LCC Legal Services has been working on the MoU but has not yet provided an amended version. Attempts will be made to arrange the meeting to take place before the next Board meeting to allow Board Members to discuss these issues in detail.

**Action: 5.** Meeting to be arranged before 17 June

### Arising from 5.3 – Safeguarding Policy & Procedures

There have been further revisions made to the copies which were circulated at the last meeting. It is hoped to have the final version of the Policy to be posted on the website on 20 April 2009. It will be an "in principle" policy until it has been agreed and ratified through the governance procedures in each organisation.

The Policy & Procedures & Protocol Sub-Group will work on the detail of the procedures.

### Arising from 6.1 – Performance Across the Partnership

The baseline audit has not yet been circulated but it is hoped to send it out by the end of today. This is the first attempt to provide something for organisations, and this Board, to benchmark themselves against.

**Action: 6.** Co-ordinators to send out baseline audit today

Arising from 7.1 – any Other Business – Statement of Regret

Joy Fisher raised concern that the last sentence did not reflect what she understood to have been agreed. If the statement requires amendment she requested clarification on the amendments.

The Chair advised that it is the intention to ask the Policy, Procedures & Protocol Sub-Group to consider this, with Joy, and to agree a position which can be brought back to this Board for agreement.

Arising from 7.2 – Partnership Logo

This has been agreed.

**c Chair's Introduction**

ci Prospective Development Dates

At the last meeting there was a discussion about providing a development opportunity for Members of the Board. A date of 24 June 2009 has been offered by Michael Hake and a formal invitation will be circulated shortly. It is intended to start at 10.30 and finish at 3.30.

**Action: 7.** Invitation to be circulated to Members

cii Introduction of the Head of Safeguarding

The Chair introduced the new Head of Safeguarding, Hilary Paxton, who is due to take up her post on 8 June 2009. She is attending this meeting as an observer today.

Introduction of the Senior Quality Assurance Officer

The Chair introduced the new Senior Quality Assurance Officer, Richard Graham, who will be involved with the safeguarding data. He is also attending as an observer today.

**d Safeguarding Co-ordinators' Report**

da Multi-Agency Safeguarding Adults Procedures

There are still a few changes to be made to the procedures. Once these are made it will be published in the new format and, hopefully, circulated by the end of this week.

**Action: 8.** Co-ordinators to circulate amended procedures

db Serious Case Reviews Update

There are currently 2 reviews underway – Mr MG and Mrs MW. Internal management reviews have been received from most agencies, but there have been some delays, and the first review meeting is scheduled for late April/early May 2009. It was agreed to use the experience from these reviews to amend the procedures and the Serious Case Review Sub Group will consider this and feed into the Policies & Procedures Sub Group. More information will be available at

the Board meeting in June 2009. The report for Mr MG will be available in May but it will be the beginning of June for Mrs MW's case report.

The Serious Case Review Sub Group will be asked to consider how the learning can be filtered back to organisations to incorporate into mainstream practice and organisations will need to consider how this becomes part of day to day activity and demonstrate how this has been done. Links need to be made between the Sub-Groups. The Serious Case Review Sub-Group and the Training & Development Sub-Group will need to work together to consider how to incorporate this into the training of staff who are working with vulnerable adults. Representatives in the Training & Workforce Development Sub-Group need to know they will be informing practice.

One of the groups which still has low membership is the Serious Case Review Sub-Group and Members of the Board were asked for nominations.

dc Board Sub-Groups

Copies of the current membership of the Sub-Groups was circulated and Members were asked to check that these are correct and notify the Safeguarding Co-ordinators of any amendments.

<b>Actions: 9.</b> Members to provide nominations and to advise the Co-ordinators of any amendments
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Nominations are required for Chairs of each of the Sub-Groups. At the last meeting of the Chief Executives, Dennis was requested to select a lead to chair each group from the statutory partners, but would prefer to receive nominations. The Chair of each Sub-Group will automatically become a full member of this Board.

dci Training & Workforce Development Sub-Group

Has been running for some time and is ongoing. Graham Sephton from ASC will Chair and co-ordinate the work of this group.

dcii Performance, Audit & Quality Assurance Sub-Group

This will be set up now that the Quality Assurance lead, Richard Graham, is in post. It is hoped to set a series of dates for this group next week and the first meeting will be before the next meeting of this Board. A Chair has yet to be nominated.

dciii The Chair of the Board proposed that, for each of the remaining 3 Boards a representative from one of the other organisations be invited to become the Chair

Policy, Protocol & Procedures  
Performance, Audit & Quality Assurance  
Serious Case Review

<b>Action: 10.</b> Members to nominate a Chair for the remaining 3 Sub-Groups
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Users & Carers Sub-Group has still to be established. There is a big agenda and the challenge will be to get representative organisations together to form this group. It may be helpful to use the LD Partnership Board and other Boards to make contact with appropriate organisations.

The intention is to make this Board as inclusive as possible and there have been some discussions about how to best involve the Voluntary Sector and Third Sector. There was also

some discussion about how Children's Services use their Sub-Group to inform their Safeguarding Board. Tim Whaley has suggested the possibility of setting up a Sub-Group for the Third Sector and the Board were asked for comments on this. Tim advised that it works well for the Children's Board.

**Action: 11.** Members to provide comments on creating a Third Sector Sub-Group

dciv Board Governance Sub-Group

This will be a time-limited group to get the Memorandum finalised for the constitution of the Board.

**e Multi-Agency Safeguarding Policy**

There has been a lengthy process to produce the policy and procedures for safeguarding adults. At the Chief Executives' meeting their main concern was the policy element of the 3 part protocol. They requested that the leads for each of the member organisations be given the opportunity to review the policy element, but for work to continue on the detail of the procedures. The latest draft of the policy was circulated with the minutes of the last meeting but there have been some minor amendments since then and a revised version will be sent out after this meeting. Members were asked to indicate at the earliest opportunity whether there are any "show stoppers" which need to be amended, revised or changed, and to indicate their agreement, or not, to the Safeguarding Co-ordinators within a week of the revised policy being sent out. Once this is agreed it will be published on the web site as an "in principle" document and will allow the roll-out of the multi-agency policy and procedures for staff to adopt.

It would be helpful to be clear about the ratification process for member organisations, whether it needs to go through board structures/governance process or through the Directorate Management Teams. Members are requested to confirm the policy has been ratified as soon as possible, in order to allow publication on the web site

**Action: 12.** Members are requested to provide comments & confirm agreement to the policy  
**13.** Members are requested to provide confirmation that the policy has been ratified

Examples of the new branding for Partnership documents was circulated. There will be 2 versions of each document. One will be enabled with hyper-links and there will be a version without the links.

Michele Moran raised concern that the colours chosen might be difficult for people with a visual impairment to use.

Brian Gocke raised the issue of the potential difficulties of ensuring that the most up to date version of a document is available. Children's Services do not provide hard copies of documents, it is an individual's duty to ensure they have the most up to date copy.

Paul Broughton suggested that it might be appropriate to include the logos of member organisations within the new branding.

Emma Mortimer advised that the Memorandum will include a list of organisations but agreed that including the logos may be helpful.

Hilary Paxton advised that the "Putting People First" documentation includes signatures from all the Government Departments which have signed up to, or have been supportive of, it and suggested it might be helpful to include signatures in the Memorandum.

**f Annual Report 2008/09, Business Plan & Work Programme 2009/10 – Ratification, Adoption & Monitoring**

Annual Report

Preparation of the 2007/08 Annual Report was the first time the Partnership has produced an Annual Report. It provides very basic information, and some limited performance information, which is all that was available at the time. It sets out some priorities for the work of the Co-ordinators and this Board through the course of the last year. This year the aim is to include more detail and ensure it is more inclusive of the member organisations of the Partnership and Members were asked to indicate what they would like to see included. More work will be done on the performance information but it may not be possible to get information from all organisations in the time available.

The aim is to publish the Annual Report in May 2009. It will be considered by the Council's Executive Board in July 2009 and it may be that the Report should be considered through Member organisations' governance structures. The Annual Report and Business Plan will be adopted by the Council at that point. Adoption is a critical thing for the next financial year and formalises the work of the Partnership. If it is to be produced by May the earliest possible indication of requests or requirements would be welcome.

**Action: 14.** Members to provide items for inclusion as soon as possible

Richard explained that his role is to look at performance data and produce information on which decisions can be based, providing the data together with the context around it.

As there is a very short timescale for producing the Annual Report, and it is unlikely that data from partner organisations will be available, Members were requested to provide information about what happened last year and what is planned for the coming year.

LTHT have established their own safeguarding function and there has also been some work in NHS Leeds to establish an internal structure to address safeguarding issues and these developments should be included in the Report.

Forward Work Programme & Business Plan

The two documents for 2008/09 were prepared prior to the ASC Inspection and have been superseded by the ones produced for Adult Social Care following the Inspection. These now require review to ensure they include the work of the Board and all safeguarding activity. There is also a need to address policy and practice issues for next year. Any comments or additions from Members need to be provided by the end of April, or immediately after the Bank Holiday – by 8 May. Organisations not represented at this meeting will also be requested for their views.

**Action 15.** Members to be invited to provide comments as soon as possible

**g Any Other Business**

None

The Chair thanked members for attending. It is hoped to circulate the minutes in a timely fashion, hopefully in the next two weeks.