

Minutes of Leeds Safeguarding Adults Partnership Board
17 June 2009
Civic Hall
2 – 4.30 pm

Membership	<u>Present:</u>	
Full	Dennis Holmes (Chair)	Adult Social Care, Commissioning, LCC
Full	Michele Tynan	Adult Social Care, Learning Disabilities, LCC
Full	John Lennon	Adult Social Care, Access & Inclusion, LCC
Full	Carol Cochrane	Commissioning, NHS Leeds
Full	Paul Morrin	Provider Services, NHS Leeds
Full	Michele Moran	Leeds Partnership Foundation Trust
Full	Gerry Broadbent	West Yorkshire Police
Full	Bridget Emery	Environments & Neighbourhoods, LCC
Full	Jim Willson	Community Safety, LCC
Full	Sally Mansfield	Nurse Consultant, Safeguarding, LTHT
Full	Kim Maslyn	Adult Social Care, LCC
Associate	Julia Preston	Leeds Voice (Gipsil)
Associate	Clare Warren	West North West Homes, Housing ALMO
Co-opted	Tim Whaley	Leeds Advocacy
Observer	Julie Mason	LPFT
Ex-officio	Hilary Paxton	Safeguarding Adults Partnership Support Unit, LCC
Ex-officio	Christine Clark (part)	Safeguarding Adults Partnership Support Unit, LCC
Ex-officio	Danielle Guest (minutes)	Directorate Support Officer, Leeds City Council
a	<u>Apologies:</u>	
Full	Paul Broughton *	Adult Social Care, Learning Disabilities, LCC
Full	Lynda Bowen	Adult Social Care, Support & Enablement, LCC
Co-opted	Joy Fisher	Leeds Service User & Carer Alliance
Ex-officio	Emma Mortimer	Adults Safeguarding Unit, LCC
Co-opted	Representative	Care Quality Commission (CQC)

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

* Paul Broughton has left membership of the Board. His place has been taken by Michele Tynan. The Board thanked Paul for his support and previous membership.

b Minutes of Previous meeting – 15 April 2009 – and Matters Arising

Arising from Action 2

Link to LCC Standing Orders to be circulated to Members of the Board

Action: 1 Chair to circulate link

Arising from Action 3

Thanks expressed to Claire for sending through confirmation of her enhanced CRB check.

Action: 2 Members of the Board are reminded to provide confirmation as soon as possible



Arising from Action 2.14 – Performance Management Framework

Performance Management Framework still to be provided

Action: 3 Hilary to contact Brian Gocke

Arising from Action 5

No meeting has been held yet as the MoU is still with the LCC Legal Services Officer for her further comment.

Arising from Action 6

Thanks were expressed to colleagues in LPFT, LTHT and NHS Leeds for returning the baseline audits. The rest need to be returned as soon as possible. Details will be reported back to the next meeting of the Board.

Arising from Action 7

The Development Day is next week.

Arising from Action 8

The amended Policy & Procedures have been circulated.

Nominations have been received for existing sub-groups and there have been some meetings of those groups. There are 3 yet to be established:

3rd Sector Sub-Group – Tim and Hilary to discuss

Serious Case Review Sub Group – to be incorporated into a new Practice Development Sub-Group made up of practitioners from the Partnership who will provide learning from those episodes

User & Carers Representation Group - Hilary will take up with Joy

Action 4: a Tim & Hilary to meet to discuss formation of 3rd Sector representation group
b Hilary to contact Joy to discuss formation of a User & Carer representation group
c Proposals to be brought back to the August meeting of this Board

Arising from Action 10

A chair for each Sub-Group will be decided once the groups are established.

Arising from Action 14

It is not clear how much organisations have proposed for inclusion in the Annual Report. This will be picked up in more detail at Item f.

It was agreed it would be helpful to circulate the membership and the Terms of Reference of the Sub-Groups with the minutes of this meeting.

Action 5: Membership and Terms of Reference for the Sub-Groups to be circulated with the Minutes (drawn from the MoU)

c Chair's Introduction

Leeds Safeguarding View – A Safe Place for Everyone

Some work has been carried out with Dr Margaret Flynn of Sheffield University, and chair of Lancaster Safeguarding Board, who has national expertise, to put together a statement of principles and overall vision for the Board which incorporates our vision as ultimate best practice for safeguarding in Leeds. A paper was circulated and the Board were asked for their views on whether it is appropriate in its current form, or requires amendment, to be included in the Annual Report this year, or whether it required further work and should be included in next year's report?

Action 6: Board members to provide comments by 24 June 2009 and offer an indication of whether it should be adopted this year and included in the Annual Report.

d Safeguarding Co-ordinators' Report

da Board Sub-Groups

dai Training & Workforce Development Sub-Group

This group is well attended. Work is being done on producing a multi-agency draft strategy, and Norman Sterling-Baxter has worked hard to ensure that the right people are attending. There have been some positive gains in different organisations and a lot of work has been carried out around awareness raising. The next steps are clearly articulated. Partnership organisations are ensuring in-house training is up to scratch and we are making sure this is a Leeds-wide strategy. There are organisations which have not yet been involved thoroughly in the process and actions to address this will be put in place in the coming year.

Action 7: A more comprehensive report to be presented at the next meeting of this Board - HP

daii Performance, Audit & Quality Assurance Sub-Group

The first meeting was held on 29 April 2009 and there is reasonable representation from across the partnership – Community Safety, ALMOs, Corporate Performance Team and NHS Leeds.

There was discussion about committing quality assurance frameworks which could be adopted in organisations and lots of discussion about performance information. Richard Graham in Adult Social Care will identify and contact other members who could potentially contribute.

daiii Policy, Protocol & Procedures Sub-Group

The agenda and Terms of Reference are going out tomorrow morning, and also forward membership. The first meeting of the new group will set future meeting dates and discuss a work programme.

e Serious Case Reviews

There are 2 independent case reviews currently ongoing.

MG case review was held this morning to discuss the findings, conclusions and recommendations. There were still 2 agencies which have not provided reports (one was CSCI) but it was felt that this should not hold up the conclusion of the review.

MW case has been delayed by not receiving reports from some agencies and is now cannot proceed. There is a lot more work to do.

There was discussion about non-compliance and the Board's stance to organisations which do not comply with requests to submit information for Serious Case Reviews, and what can be done if they do not comply. A clear directive is required from the Board. There is no statutory framework which places a duty to co-operate on partners, but it was suggested that letter should be sent by the Chair, on behalf of this Board, to hold partner agencies to account for non-co-operation. There also needs to be an escalation process during the review, possibly 2 weeks before the report is due – proactive rather than retrospective

Action 8: a Final report to be provided to the Board at the next meeting
b Escalation plan process to be adopted in any future SCR procedure

Emma is keeping a list of the learning about the procedures and this will be used when developing the SCR procedure.

There are alternatives to case reviews as a means of seeking learning from cases. A Practice Development Sub-Group will be established, which will incorporate consideration of matters reaching the Serious Case Review threshold.

f Agency Feedback

fi Baseline Audit

3 organisations have submitted information and some organisations appear not to have received the audit tool – ALMOs and Gipsil.

Action 9: a Audit tool to be sent out to those organisations - HP / CC
b Analysis of audit tool to be undertaken prior to next meeting of the Board – HP/RG

fii Safeguarding Adults Policy

The Policy document is Part 1, separate from the procedures, and will be included in the Annual Report. Only the Policy document will be considered by the Council's Executive Board. Comments have not been received yet and it was agreed to circulate the document again for comments/views, and for Board members to confirm ratification. The procedures are still being worked on.

Action 10: Policy document to be e-mailed for comment/ratification – Partners to indicate immediately any issues which would cause the policy not to be ratified by their organisation. Partners to respond within 4 weeks

The procedures will be adopted in their current form and then refined through the Sub-Group. Protocols have been developed between Adult Social Care and other Departments. John Lennon agreed to share this information.

Action 11: Hilary to liaise with John Lennon

g Multi-Agency Safeguarding Procedures

The first draft of the procedures should be available next Monday (22 June) and will be a work in progress which will be validated twice a year. National guidance is expected which will need to be incorporated, and also any learning, from Serious Case Reviews for example.

h Safeguarding Adults Annual Report 2008-09 & Business Plan & Work Programme 2009-10

Annual Report

A draft version of the Annual Report was circulated. This is based on the structure of the first Annual Report, but with more detail about the last 12 months – Memorandum of Understanding; revised membership of the Board; member development programme; specific reference to the work programme for this financial year. Membership of the Sub-Groups will be included with an indicative work programme for the coming year; a review of activity undertaken in 2008/09; the work of the Training & Workforce Sub-Group; achievements made against the action plan last year. It is also important to include information about national safeguarding developments, particularly around LD services and the prospective amendments to the “No Secrets” guidance. Finally, key targets and the action plan for this year - some targets were set at the Board, targets set across organisations and agencies - and some of the actions which were set for last year and need to be completed. This should be completed at the end of next week and will be submitted to the Council’s Executive Board on 22 July 2009. It is hoped to publish the final version by 2 July 2009. Further comments were invited from the Board.

Action 12: Members of the Board are asked to provide comments to HP/EM by 2 July

Terms of the MoU to be regarded as agreed in principle, subject to further amendment by the partnership over the coming year, and subject to matters raised at this meeting.

The Board were asked to provide anything they wish to showcase in this report as it is a partnership document, eg examples of best practice undertaken in the last 12 months, to be provided in a form which can be included. This needs to be provided by a week today – 24 June.

There was some discussion about amending the style and presentation of the graphs and charts in the report and it was agreed to undertake these and circulate to the Partners.

The deadline for final comments is tomorrow, with the opportunity to edit the document up to 2 July 2009. At the next meeting the Board will be asked to ratify the report, as a partnership, and the document should then go through their respective governance structures.

It was agreed that an “easy read” version would be helpful.

Action 13: PDF/final “word” version to be circulated for comment – HP/EM

i Development Day – June 24th 2009

Papers for the Development Day were circulated, and will also be sent out via e-mail for Board members who were not present

Action 14: Papers to be circulated electronically - MB

Summary of actions discussed at this meeting:

- Comments to be incorporated into the Annual Report
- Update to be provided on all the work of the Sub-Groups to the next meeting, and membership to be circulated with the minutes of this meeting
- Commitment given from the Board to exercise an escalation protocol and notification to Chief Executives for non-compliance in providing documents to any Serious Case Review
- Highlight learning in development of procedures/workforce development
- Baseline audit information needs to be collated
- The Policy will be circulated as soon as possible with the objective of all organisations indicating their ratification, or any “show-stoppers” within 4 weeks
- Revised final procedures will be circulated for final ratification and the date for adoption and the plan to destroy existing copies of the pre-existing multi-agency procedures will be advised
- The new procedures to be revised bi-annually, the Policies & Procedures Sub-Group will undertake that work
- Board members were asked to produce examples of their best practice, by 24 June, to be incorporated into the Annual Report. The amendments discussed at this meeting today will also be incorporated
- Development Day information circulated

j Any Other Business

Jim Willson gave his congratulations for the work done to produce the 4 week Induction Programme for the new Safeguarding staff.

Hilary provided an update on the recruitment of safeguarding staff:

- Head of Safeguarding appointed and in post – Hilary
- 3 Independent Safeguarding & Risk Managers appointed and in post
- 2 Senior Practitioners started the week before and 2 started last week
- 2 further Senior Practitioners have yet to start
- 2 further appointed, subject to checks
- 2 further posts vacant

The Chair thanked everyone for attending

k Date & Time of Next Meeting

19 August 2009
2 – 4.30 pm
Civic Hall

Reminder

The Safeguarding Adults Conference for Leeds takes place at the Andrew Sims Centre on 20 October 2009 – details to follow.