

Date & Time: 14 September 2018 at 10.00 am
Venue: County Hall, Northallerton

Name	Agency	Attended	Deputy Present	No Deputy
Sue Proctor (SP)	Independent Chair	√		
Rachael Bumby (RB)	NHS England Yorkshire & Humber	Apols		√
Carrie Wollerton (CW)	NHS SRCCG	Apols	√	
Christine Pearson (CP)	NHS SRCCG			
Cllr Michael Harrison (MH)	NYCC Health and Adult Services	Apols		√
Elizabeth Moody (EM)	TEWV NHSFT	Apols	√	
Emma Dixon (ED)	NYCC Legal Services	√		
Jacqui Hourigan (JH)	Primary Care Lead – VoY CCG	Apols	√	
Jill Foster (JF)	Harrogate District NHSFT			
Lisa Pickard (LP)	Independent Care Group			
Leah Swain (LS)	Community First Yorkshire	Apols	√	
Lincoln Sargeant (LS)	NYCC Health and Adult Services	√		
Phil Cain (PC)	North Yorkshire Police	√		
Louise Johnson (LJ)	National Probation Service	Apols	√	
Louise Wallace (LW)	NYCC Health and Adult Services	√		
Michelle Turner (MT)	NHS AWCCG	Apols	√	
Nigel Ayre (NA)	Healthwatch North Yorkshire			
James Parkes (JP)	NYCC CYPS	√		
Rachel Bowes (RB)	NYCC Health and Adult Services	√		
Richard Webb (RW)	NYCC Health and Adult Services	√		
Sheila Hall (SH)	NYCC Health and Adult Services	√		
Tony Clark (TC)	Richmondshire District Council	Apols	√	
<i>Jane Wilkinson (Minute taker)</i>	NYCC Health and Adult Services	√		

Also in Attendance

Name	Agency
Karen Agar	TEWV (deputy for Elizabeth Moody)
Matt O'Connor	AWC CCG (deputy for Michelle Turner)
Olwen Fisher	SR CCG (deputy for Jacqui Hourigan)
Kathryn Reid	CQC
Janet Waggot	Selby District Council (deputy for Tony Clark)
Caroline O'Neill	Community First Action (deputy for Leah Swain)
Sue Peckitt	

ITEM NO.	SUBJECT AND DISCUSSION	ACTION(S)
Item 1	Welcome / Introductions / Apologies for Absence	
	<p>Sue Proctor the NYSAB Independent Chair welcomed members to her first meeting of the Board following her appointment.</p> <p><i>Declaration of Interest</i> <i>The Chair declared a personal interest in Item 10 on the agenda in her capacity as Chair of Leeds & York Partnership NHS FT which was due to be reviewed by CQC later in the year.</i></p> <p>Members of the Board introduced themselves and the following apologies were noted.</p> <p>Apologies for absence were received from Leah Swain, Carrie Wollerton, Jacqui Hourigan, Elizabeth Moody, Tony Clark, Rachel Bumby, Michelle Turner, Cllr Harrison and Louise Johnson.</p>	
Item 2	Presentation: SAFEGUARDING STORY Community First Yorkshire	
	<p>Caroline O'Neill gave a presentation on the work of Community First Yorkshire an independent charity that provided a county wide support service to VCS organisations and volunteer groups. Caroline outlined the services and activities Community First Yorkshire were able to provide and gave examples of safeguarding case studies.</p> <p>Caroline highlighted that Community First Yorkshire were able to facilitate circulation amongst the voluntary sector of media releases from Board members such as notice of forthcoming procurements and consultations and she encouraged Board members to take up this service.</p> <p>The Chair thanked Caroline for a thought provoking presentation and acknowledged the helpful insight it had provided into their work.</p> <p>The Chair invited Board members to comment on the presentation.</p> <p>RW emphasised the importance of achieving the right balance between keeping people safe and harnessing the good will of a community. RW said NYCC would be keen to work with Community First Yorkshire to achieve this modern ethical dilemma,</p> <p>KR said many Providers faced recruitment difficulties and were exploring innovative ideas around the use of volunteers. RW suggested that perhaps the Board could look at providing financial support for DBS costs.</p> <p>LW said it would be good if work of this type could be linked to work implementing the new Joint Multi-Agency Safeguarding Adults Policy & Procedures as this would demonstrate a cultural shift towards MSP as well implementation of technical procedures.</p>	

	<p>JP referred to a NYCSB self-assessment that had taken place earlier in the year. The audit was due to repeated in April next year and JP said he would be keen to work with Community First Yorkshire to increase the number of participating voluntary sector organisations.</p> <p>SH confirmed that NYSAB conducted its own self-assessment but that she would interested in linking with JP to see if this could be strengthened.</p> <p>ACTION / AGREED</p> <ul style="list-style-type: none"> • JW to circulate a copy of the presentation slides to Board Members. • Safeguarding week next year – PDTG to explore opportunities for promoting low level prevention work linked to stronger communities and NYCSB. • JP and SH to liaise regarding the strengthening of NYSAB & NYCSB self-assessments. 	
Item 3	CHAIR'S REPORT	
	<p>The Chair paid tribute to the legacy and work of Colin Morris.</p> <p>In introductory meetings with board members and stakeholders she said she had been impressed by the passion, energy and commitment she had witnessed. Going forward she said the Board now needed to change into a higher gear and increase the momentum.</p> <p>The Chair recorded her thanks to Lisa Winward for acting as interim Chair of the Board and congratulated her on her appointment as Chief Constable of NY Police. .</p> <p>Declarations of Interest The Chair said Board members would shortly receive a form asking them to formally record their interests. The Chair asked Board members to complete and return the form as stipulated. The Chair confirmed that going forward this would be an annual process.</p> <p>ACTION</p> <ul style="list-style-type: none"> • SH to circulate Declaration of Interest Form for Board Members to complete and return. <p>Development Event – 1 November 2018 The Chair confirmed the aim of the session was to refresh the Board's strategy and agree its Forward Work Programme.</p>	
Item 4	REPORT FROM NYSAB EXECUTIVE SUB-GROUP	
	<p>The sub-group provided a brief report with an update of current activity for the NYSAB members to note.</p> <p>RW pointed out that the new Liberty Protection Safeguards Bill contained significant MCA issues that would benefit from discussion at a future meeting.</p> <p>The Chair added that the Systems Leadership Group was next due to meet on 4 October 2018. The Chair confirmed she would be attending and that she would raise at the meeting safeguarding week planning and the development of a set of KPIs.</p> <p>ACTION / AGREED</p> <ul style="list-style-type: none"> • That the content of the report was noted. 	

	<ul style="list-style-type: none"> • That the governance arrangements and future scope of the MCA Forum were noted and will be considered further at the Board's development event. • CON to liaise with SH regarding nomination of voluntary sector representatives to join the membership of the communication and engagement task and finish group. • That an item on Liberty Protection Safeguards be added to the agenda of a future Board meeting. 	
Item 5	SAFEGUARDING ADULTS REVIEW POLICY	
	<p>The Board reviewed the content of the draft policy (copy circulated with the agenda) designed to clarify the decision making process for consideration of cases as a SAR, as well as providing practical guidance on the SAR process.</p> <p>The Chair said she had received comments from OF which she confirmed would be taken on board and incorporated.</p> <p>The Chair asked Board members if they wished to comment further.</p> <p>MOC pointed out that missing from the process was an initial scoping exercise to decide if a SAR was needed. This scoping exercise was used to define boundaries and gather information. Partners submitted a timeline which was then collated into a single timeline. It was his personal view that this was essential and ultimately enhanced the process. This view was shared by other Board members.</p> <p>OF said she had a potential SAR case, which she offered to bring to the next LIG meeting which could be used to pilot the SAR Policy. The Board agreed this was a good idea and thanked her for her suggestion.</p> <p>CON made a request for the final policy to be uploaded to the North Yorkshire Partnerships website and for this to be communicated to Board members.</p> <p>OF commented that convening a panel of 3 SAB members not involved in the case to determine SAR referrals raised questions about the transparency of decision making. Her comments were echoed by other Board members who said the proposed approach was different from what they had encountered in the past.</p> <p>SH said the draft policy had been compiled to reflect the approach adopted by other Local Safeguarding Boards but she agreed to look at the procedure used by Durham and Teesside Safeguarding Boards.</p> <p>The Chair asked Board members to submit any additional comments they wished to make to SH by no later than the middle of the following week (September 18) so the policy could then be finalised.</p> <p>RW made a request for the policy to be proof read from a plain English perspective to ensure it was user friendly.</p> <p>The Chair concluded by thanking everyone for their contribution and confirming that the necessary amendments would be made and that a communications plan would be devised.</p> <p>AGREED / ACTION</p> <ul style="list-style-type: none"> • Board members to forward any comments on the draft Safeguarding Adults Review policy to SH. 	

	<ul style="list-style-type: none"> • That the new Safeguarding Adults Review Policy will be piloted by the LIG using a case to be supplied by OF • SH to arrange for the final version of Safeguarding Adults Review Policy to be uploaded to the North Yorkshire Partnerships Website and for the link to be sent to Board Members. • That a communications plan for the Safeguarding Adults Review Policy be drawn up by SH • EO to incorporate into the policy the comments submitted by OF. 	
Item 6	IMPLEMENTATION OF NEW JOINT MULT-AGENCY SAFEGUARDING ADULTS POLICIES & PROCEDURES FOR NORTH YORKSHIRE	
	<p>LW updated the Board on progress by North Yorkshire County Council concerning the implementation of the new Joint Multi-Agency Safeguarding Adults Policies and Procedures which was signed off by the Board on 13 December 2017.</p> <p>It was recognised that as NYCC was the lead agency for safeguarding, much of the progress partners were able to make was dependent upon progress of NYCC. A further report detailing progress made by NYSAB partners was due to be submitted to the December Board meeting.</p> <p>LW urged NYSAB partners to think about the training requirements for their own staff and to organise a training plan.</p> <p>The Board was advised of the appointment of Haydn Rees Jones as shared project manager. One of his first tasks would be to support NYSAB partners in giving a progress report to the December meeting on their preparedness and to highlight any concerns they had.</p> <p>CON enquired if data was available that could provide assurance appropriate training was being delivered by the local authority and voluntary and private sectors. LW said that training data was not at present being systematically gathered but she was aware that this was being looked at the QAP who were developing a dashboard to provide reassurance.</p> <p>RW commented that he would like the Board to move towards a position where communications about training focused on good and effective practice instead of safeguarding.</p> <p>LW assured the Board these messages were being relayed to the PDTG sub-group.</p> <p>MOC provided feedback on a discussion held at the last meeting of the PDTG sub-group about the need for culture change. He advised that the sub-group had also identified a number of areas such as self-neglect and PIPoT that were not covered by the new policies and procedures. MOC said the position was unclear whether separate governance arrangements were required.</p> <p>LW acknowledged the current position was patchy and that she had made a request for it to be mapped and the results relayed to the PDTG sub-group so the Group could be reassured that implementation would not be affected.</p> <p>MOC stressed there remained a lot of work still to do and that there was a risk not all of it would be completed by April 2019.</p>	

	<p>The Chair confirmed that when the Executive had reviewed the Delivery Plan it had noted slippage around PIPot which affirmed MOC's view. The Chair requested the PDTG sub-group to agree a timescale for completion of this work at its next meeting.</p> <p>AGREED / ACTION</p> <ul style="list-style-type: none"> • NYSAB noted the progress made to date by NYCC towards the implementation of the Joint Multi-Agency Safeguarding Adults Policies & Procedures. • A further report will be presented to the NYSAB in December regarding progress towards implementation of the Joint Multi-Agency Safeguarding Adults Policies and Procedures by NYCC and other NYSAB Partners. (LW) • That a further report affirming the role of PDTG leading this work on behalf of board be submitted to the next meeting (LW) • HRJ to design a template for use by NYSAB Partners on their preparedness for implementation of the Joint Multi-Agency Safeguarding Adults Policies and Procedures that will enable the Board to have strategic understanding of the position. • The report to the December meeting of the Board to summarise the current strategic position (LW) • SP and LW to meet with LP about policies and procedures work in the independent care home sector (LW). 	
Item 7	ANNUAL REPORT	
	<p>SH introduced the draft NYSAB Annual Report 2017/18 and asked NYSAB members for their comments on the content.</p> <p>NYSAB members pointed out that comments they had made earlier at a meeting of the Executive had not been incorporated.</p> <p>SP assured NYSAB members the final draft would be proof read.</p> <p>NYSAB members endorsed the draft report and requested that a shortened version (8-10 pages) be made available and that going forward an easy ready version was also produced.</p> <p>The Chair said her aim was to produce an annual A3 single sheet of the Board's achievements from next year. A request was made for this to be done using the same template as that used to gather data on implementation of the new Joint Multi-Agency Safeguarding Adults Policies and Procedures.</p> <p>AGREED / ACTION</p> <ul style="list-style-type: none"> • MOC & KA to speak to SH outside of the meeting about amendments to the draft report. 	
Item 8	NHSE QUARTERLY UPDATE	
	<p>OF gave a verbal update on the LeDeR Programme in North Yorkshire.</p> <p>It was reported that NHSE had awarded funding to NY Clinical Commissioning Groups to progress reviews within their own areas and that Alison Brown had been appointed as the Lead.</p> <p>32 cases had been reported locally into the Programme. Of the 32 cases, 19 were male and 13 were female which mirrored the national position.</p>	

	<p>18 cases had been allocated to Spectrum.</p> <p>Geographical spread of reported cases was as follows: 50% from York 28% Harrogate 13% Hambleton and Richmondshire 9% Scarborough and Ryedale</p> <p>Reviews had been conducted on people aged 4 years and above, - within the cohort were 3 children.</p> <p>The meeting was advised that Alison Brown had organised a LeDeR Reviewer training event for 25 October 2018. A request was made to NY SAB Partners to provide a free venue for the training event.</p> <p>Steps were being taken to build up a portfolio of LeDeR reviews across North Yorkshire. It was proposed that the first few reviews would be conducted on a 'buddy' basis. A Steering Group was being established but had not yet met. The Steering Group would be chaired by Joanne Crewe. Membership of the Steering Group was being scoped; but ideally 2 representatives from NYSAB & NYCSB would be sought. ToR would be approved by 4 NY CCGs. The Steering group would feed into the Transforming Care Partnership.</p> <p>OF reported that a formal letter would be sent to NYSAB seeking nominations to the Steering Group and asking for advice on how to engage with learning disability services. RB said NYCC no longer had specific learning disability teams and asked for all communications in this regard to be directed through her.</p> <p>In response to questions, NYSAB health partners reported the following compliance for Prevent Training: Harrogate above 85% compliance rate Craven above 85% compliance target TEWV - compliant VOY - compliant</p> <p>The Chair sought clarification of what NHSE's expectations were around Gosport Enquiry so she could ensure NYSAB was compliant.</p> <p>MOC reported that the PTDG sub group had requested the Local Health Partnership Group to look at the learning from the Gosport Enquiry and report back key issues.</p> <p>At next Board meeting the Chair said it would be helpful to have an understanding of emerging themes and lessons learnt so the Board could start to have an understanding of any changes that needed to be made.</p> <p>ACTION / AGREED</p> <ul style="list-style-type: none"> • LeDeR Programme to be a standing item at subsequent meetings of NYSAB (SH) • NHSE to produce and circulate a 7 minute briefing on the Gosport Enquiry (NHSE representative). • SH to ensure that NYSAB is compliant with NHSE expectations for the Gosport Enquiry. 	
Item 9	SAFEGUARDING WEEK 2018	

	<p>NYSAB reviewed feedback from this year's Safeguarding Week and considered the approach for 2019.</p> <p>The Board favoured safeguarding week in 2019 being held in the same week in June as it had been in 2018.</p> <p>NYSAB Members commented that the Safeguarding Conference in 2017 had been very well received and had provided lots of networking opportunities and that they supported another event being held. Place numbers at the conference had been limited and it was suggested that thought needed to be given to how to widen availability.</p> <p>The Chair said she would feedback the comments made by the Board to the meeting of the Systems Leadership Group on 18 October.</p> <p>ACTION / AGREED</p> <ul style="list-style-type: none"> • NYSAB welcomed the demonstration of partnership working in the run up to and during Safeguarding Week. • That NYSafeguarding Week 2019 be agreed with as much notice as possible for partners to prepare • NYSAB supported agreement of a mechanism to measure the impact of safeguarding week including targets to be set for the LSAGs. • NYSAB endorsed holding a further county wide conference similar to that held in 2017. 	
Item 10	Presentation : Safeguarding In CQC - ANNUAL REPORT	
	<p>Kathryn Reid gave a presentation on the regulation work carried out by the Care Quality Commission. The work fell broadly into the following 4 categories:-</p> <ul style="list-style-type: none"> • Register • Monitor Inspect & Rate • Enforcement • Independent Voice <p>Kathryn advised that the CQC had completed a review of local health and social care systems in 20 local authority areas and that a further 3 were planned. Kathryn summarised the findings of completed reviews and offered to come to talk to groups or individuals if they wanted further information.</p> <p>RW thanked Kathryn for her presentation and said that the Directorate was working with the CQC on a number of different areas and that this joint work was proving very productive. Kathryn confirmed that the joint work had resulted in a number of significant changes being made and the meetings had proved to be very valuable.</p> <p>Reference was made to the performance data in the presentation and that in North Yorkshire most care providers were rated above average. Difficulties recruiting staff meant that Providers faced an increasing challenge to provide safe quality care.</p> <p>AGREED / ACTION</p> <ul style="list-style-type: none"> • Copy of presentation slides to be circulated to NYSAB members. 	
Item 11	SAFEGUARDING ADULTS REVIEW PROGRESS REPORT	

	<p>LW updated the Board on progress implementing the action to address recommendations in the Safeguarding Adults Review Report (SAR).</p> <p>LW said this was the first SAR (Mrs A) undertaken by NYSAB. There were 15 recommendations in the SAR report. LW emphasised that not all of the learning was case specific which had made it difficult to distil the report recommendations. The Board was advised that the Action Plan would benefit from further refinement to make it SMART and RAG rated.</p> <p>The Chair said she wanted the Board to be assured that learning from the SAR report had been embedded into county wide practice.</p> <p>ACTION / AGREED</p> <ul style="list-style-type: none"> • NYSAB said it was reassured that the LIG was monitoring and challenging where necessary implementation of the action plan to deliver the recommendations in the SAR (Mrs A) report. • NYSAB noted that the LIG was developing a RAG rating tool for this action plan and requested that when finalised this was referred to the Executive (LW) • That the Executive in its quarterly update report to the Board makes reference to the RAG rating tool. (LW) 	
Item 12	QAP Sub-group – Update on NEW PERFORMANCE REPORT	
	<p>OF reported that it was proving difficult to finalise a template for the new performance report on account of the large volume of data that needed to be processed and because it was also proving difficult to link performance indicators to the Board’s strategic outcomes .</p> <p>OF said that health professionals were in the process of developing a standard form on which to submit their data.</p> <p>OF said she had arranged to meet with the Chair to discuss a set of Key Performance Indicators after which she had arranged to meet with EO and SH to finalise a new performance report template.</p> <p>The Chair acknowledged the large volume work that had gone into the development of a new improved report template and thanked all those involved for their efforts.</p> <p>PC said that at present NY Police were in receipt of requests to produce 200 separate performance reports. NY Police were therefore looking at how they could continue to support the requests they received without having to produce bespoke reports.</p> <p>LS said it would be helpful if the Board could be advised of the data being requested by other local safeguarding boards.</p>	
Item 13	Minutes of the North Yorkshire Safeguarding Board meeting held on 20 June 2018 and Matters arising	
	<p>The minutes of the meeting held on 20 June 2018 were agreed as a correct record.</p> <p>Actions and updates from the previous meeting</p> <p>Item 7 – LeDeR Programme Action - This to be a standing item on future agenda.</p>	

	Action – Appointment of lead for LeDeR reviews – OF to cover in her update under item 8	
Item 14	AOB	
	<p><u>NYSAB Development Event – 1 November 2018</u> The programme for the day will consist of the following 3 themes:-</p> <ul style="list-style-type: none"> • Membership and role of NYSAB and NYSAB Sub Groups • Self-assessment and appraisal of achievements from NYSAB Delivery Plan including accountability and transparency and the interface between the Board and members of the public • Risk – review NYSAB operational and strategic risks and the action the Board can take to mitigate them. <p><u>NY Police – Action Plan</u> To be submitted to the December Board meeting – if not complete defer to March meeting.</p>	
	Date of Next Meeting	
	<ul style="list-style-type: none"> • 12th December, 2:00 – 4:30pm, North Yorkshire Police HQ, Alverton Court, DL6 1BF 	

End 12.25pm