

**North Yorkshire  
Safeguarding Adults Board  
Meeting Minutes**



**Date & Time:** Thursday 15<sup>th</sup> December, 2016  
**Time:** 9:30 – 12:00  
**Venue:** Grand meeting room, County Hall, Northallerton

Name	Agency	Attended	Deputy Present	No Deputy
Colin Morris (CM)	Independent Chair	✓		
Mike Webster (MW)	NYCC Health and Adult Services	✓		
Lisa Winward (LW)	North Yorkshire Police	✓		
Victoria Pilkington (VP)	NHS PCU	✓		
Christine Pearson (CP)	NHS PCU	✓		
Richard Webb (RW)	NYCC Health and Adult Services	✓		
Lincoln Sargeant (LS)	NYCC Health and Adult Services	✓		
Emma Dixon (ED)	NYCC Legal Services	✓		
John Pattinson (JP)	NHS England Yorkshire & Humber		✓	
Wallace Sampson (WS)	Chief Exec Harrogate BC	✓		
Nigel Ayre (NA)	Healthwatch North Yorkshire	✓		
Ian Spicer (IS)	NYCC Health and Adult Services	✓		
Keren Wilson (KW)	Independent Care Group	✓		
Jill Foster (JF)	Harrogate District NHSFT	✓		
Sheila Hall (SH)	NYCC Health and Adult Services	✓		
Elizabeth Moody (EM)	TEWV NHSFT		✓	
Simon Hills (SH)	NY/York Forum			✓

**In Attendance**

Karen Agar	TEWV NHSFT	✓
Jacqui Hourigan (JH)	Primary Care Lead - VoY CCG	✓
Dallas Frank (DF)	NYCC NYCB board manager	✓
Robert Hauserman (RH)	NYCC Health and Adult Services	✓
Matt O'Connor (MO)	Airedale, Wharfedale, Craven CCG	✓

Item 1	Welcome / Introductions / Apologies for Absence	Action/FAO
	<p>The Chair (CM) welcomed everyone to the meeting.</p> <p>Apologies were received from Cllr. Clare Wood, Simon Hills.</p> <p>There were no declarations of interest.</p>	
Item 2	Safeguarding story - WS	
	<ul style="list-style-type: none"> <li>WS provided information about an individual who was in sheltered housing and used the Lifeline community service. The main issues were around potential issues caused by carers having access to financial information, and the living conditions of the person concerned</li> </ul>	

	<ul style="list-style-type: none"> <li>▪ Whilst due procedures were followed, the Board asked what the arrangements were giving feedback from a referral.</li> <li>▪ KW raised her concerns about care workers having personal financial information and stated that there should be a protocol to make sure only the relevant people are involved/informed</li> <li>▪ <b>ACTION</b> - MW added that the CQC and Care homes will have procedures in place regarding these situations and will speak to the contracting team to obtain specific details</li> <li>▪ <b>ACTION</b> – WS will send further details of the case to MW.</li> <li>▪ <b>ACTION</b> – JH to check availability of lead Safeguarding GP to do a story on the “Robert” Serious Case Review. If unavailable, Karen Agar will provide a story.</li> </ul>	<p><b>MW</b></p> <p><b>WS</b></p> <p><b>JH/KA</b></p>
<b>Item 3</b>	<b>Report from the Executive Group</b>	
	<ul style="list-style-type: none"> <li>▪ CM reported on the first meeting of the Executive, and the actions that had been agreed. These included:</li> <li>▪ A review of the delivery plan, which will be brought back to the Board in March</li> <li>▪ Review of the Local Safeguarding Adults Groups (LSAGs)</li> <li>▪ Actions to better understand some aspects of performance data, particularly around concerns that result in no further action; an initial audit of 20 cases has taken place, and more are planned</li> <li>▪ Agreement of sponsors from the Executive to take forward local recommendations from the MSP Temperature Check</li> </ul>	
<b>Item 4</b>	<b>Information Sharing Protocol</b>	
	<ul style="list-style-type: none"> <li>▪ ED discussed the legal basis for the board to share information and the North Yorkshire multi-agency Information Sharing Protocol already in place. , and a separate Annex is being developed for Safeguarding. Discussions have taken place with the Children’s Board around developing a separate Annex J around Safeguarding so that processes are aligned, and a further report will be brought back to the Board in March.</li> </ul>	<b>ED</b>
<b>Item 5</b>	<b>Scheme of Delegation</b>	
	<ul style="list-style-type: none"> <li>▪ The Board considered the draft Scheme of Delegation. It was agreed, subject to a number of changes, including involvement of the Chief Executive in complaints about the Chair, the role of the Chair and Board Manager in urgent decisions, clarification of “urgent” and that the CCGs included Airedale, Wharfedale and Craven.</li> <li>▪ It was agreed that the Scheme of Delegation be reviewed after 1 year.</li> </ul>	<p><b>ED</b></p> <p><b>ED/SH</b></p>
<b>Item 6</b>	<b>Risk Register</b>	
	<ul style="list-style-type: none"> <li>▪ The Board noted the Risk Register, which had been amended following discussion at the Executive, focusing on those risks that are “red”. It was</li> </ul>	

	<p>considered that, with the mitigating actions identified, some risks should move to amber within the next six months.</p> <ul style="list-style-type: none"> <li>▪ It was agreed that any further mitigating actions be sent to Sheila Hall for inclusion on the register.</li> </ul>	<b>ALL</b>
<b>Item7</b>	<b>Multi-Agency Policy &amp; Procedures</b>	
	<p>The Board noted the discussions with West Yorkshire authorities and City of York to review the current policy and procedures.</p> <p>CM informed the Board that, closer working between North Yorkshire and City of York was a priority for both Boards.</p> <p>The Board agreed that alignment with City of York was a priority, but recognised the benefits of aligning with West Yorkshire authorities if this were possible.</p> <p>RW stated his desire to have a more fundamental review of safeguarding practice in 2017, resulting in a proportionate focus on process.</p> <p>It was agreed that:</p> <ul style="list-style-type: none"> <li>▪ the review of the multi-agency policy and procedures to promote the development of good practice be agreed;</li> <li>▪ the idea of an overarching Safeguarding Policy across West &amp; North Yorkshire and City of York be welcomed;</li> <li>▪ the North Yorkshire SAB's preference be for local procedures sitting under that overarching Policy, due to the real challenges in being able to agree the same detailed practices and procedures across the entire patch in a reasonable timescale;</li> <li>▪ the Board Manager and Policy Officer support work on the development of the revised multi-agency policy and procedures;</li> <li>▪ as a matter of priority, work continue with all statutory partners and other SAB members across the North Yorkshire and City of York patch to harmonise our practices and procedures as fully as possible;</li> <li>▪ a further report be brought to the Board at its meeting in March 2017; and</li> <li>▪ consideration to be given as to how best review safeguarding practice in 2017</li> </ul>	<b>MW/SH</b>
<b>Item 8</b>	<b>DASM Protocol</b>	
	<p>The Board considered this report updating work on the future role and shape of North Yorkshire DASM arrangements. This includes involvement in a Regional group to focus on Persons in a Position of Trust. A further report will be brought back to the Board in March.</p>	<b>MW/IS</b>
<b>Item 9</b>	<b>Safeguarding Week 2016 and 2017</b>	
	<ul style="list-style-type: none"> <li>▪ The Board heard that the week helped to showcase good partnership work in setting up the event and getting people involved on a local level – over 300 staff had attended local events.</li> <li>▪ A proposal for safeguarding week 2017 is to have a county wide event for HAS staff at one location followed up with face to face events in the local areas</li> </ul>	

	<ul style="list-style-type: none"> <li>▪ VP added that the event was well received on social media platforms too.</li> <li>▪ It was agreed that: <ul style="list-style-type: none"> <li>a. the feedback and lessons learned from Safeguarding Week 2016 be noted;</li> <li>b. the Board take part in Safeguarding Week 2017, and agreement on the level of budget be delegated to the Chair and the three statutory representatives;</li> <li>c. Board members have a responsibility to cascade information across their organisations and ensure key leads within their organisations are empowered to support local events; and</li> <li>d. further reports be received as necessary.</li> </ul> </li> </ul>	<b>CM/LW/ MW/VP</b>  <b>ALL</b>
<b>Item 10</b>	<b>Strategic Board meeting notes from 21<sup>st</sup> September and matters arising</b>	
	<p>The notes were agreed as a correct record.</p> <ul style="list-style-type: none"> <li>▪ <b>NHSE Safeguarding Inspection</b> <b>ACTION</b> - MO'C to bring a report to the next meeting in March 2017</li> <li>▪ <b>Human Trafficking</b> - LW informed the Board that it was likely there would be an Inspection by HMIC in the Spring on the effectiveness of anti-trafficking arrangements. <b>ACTION</b> It was agreed that Nigel Costello do a presentation for the next meeting of the Board in March.</li> <li>▪ <b>LeDeR Programme</b> - JP clarified that any LD deaths will have a multi-agency review</li> <li>▪ <b>ACTION</b> – RH via CP is to circulate to members the report by John Pattinson regarding LD deaths in the Yorkshire area</li> </ul>	<b>MO'C</b>  <b>LW</b>  <b>RH/CP</b>
<b>Item 11</b>	<b>Confidential Cases</b>	
	<p>MW updated the Board on two cases. One is still under investigation by the police. Information on the second will be submitted to a Panel to make a recommendation to the Chair as to whether a SAR should be considered. It was agreed that VP would chair the Panel. NA would be a member and LW to nominate a Police representative.</p>	<b>VP/NA/ LW</b>
<b>FOR INFORMATION</b>		
<b>Item 12</b>	<b>Self-Assessment</b>	
	<ul style="list-style-type: none"> <li>▪ SH asked for the self-assessments to be returned asap, made the group aware that meeting invitations have now been sent out for all relevant groups and that the Executive meeting start time has changed from 2:30pm to 2:00pm</li> </ul>	<b>ALL</b>

<b>Item 13</b>	<b>Development Session – 16<sup>th</sup> January</b>	
	The programme for the session was noted.	
	<b>Any Other Business</b>	
	<p>CM informed the Board of discussions he has held with Louise Johnson from the National Probation Service and their representation at NYSAB and sub-groups. MW informed the Board of the success of the Trading Standards Multi-Agency team won a recent Innovation Award within the County Council.</p> <p>RW asked that contact be made with CQC to ask for ongoing membership on the Board.</p> <p>CP drew the Board’s attention to a CQC document Learning Candour and Accountability - a review of the way NHS Trusts review and investigate the deaths of patients.</p>	<p>SH</p> <p>MW</p>
<b>Item 14</b>	<b>Calendar of Meetings</b>	
	<p>22<sup>nd</sup> March, 2:30 – 5:00pm, County Hall</p> <p>21<sup>st</sup> June, 2:30 – 5:00pm, County Hall</p> <p>20<sup>th</sup> September, 2:30 – 5:00pm, County Hall</p> <p>13<sup>th</sup> December, 2:30 – 5:00pm, County Hall</p>	