



**North Yorkshire Safeguarding Adults Board
Notes of meeting held on 1 July 2015**

Name	Agency	Attended	Deputy present	No deputy
Jonathan Phillips (JP)	Independent Chair	✓		
Richard Webb (RW)	Corporate Director, NYCC HAS	✓		
Lincoln Sargeant (LS)	Director of Public Health, NYCC		✓	
Amanda Robson (AR)	North Yorkshire and Humber Area Team, NHS England		✓	
Tim Madgwick (NC)	DCC North Yorkshire Police	✓		
Janet Probert (JPr)	Director of Partnerships (PCU)		✓	
Nancy O'Neill (NO'N)	Director of Collaboration Airedale and Wharfedale CCG			✓
Anne Marie Lubanski (AML)	Assistant Director Adult Social Care Operations, NYCC HAS	✓		
Mike Webster (MW)	Assistant Director, Quality and Engagement , NYCC HAS	✓		
Wallace Sampson (WS)	Chief Executive, Harrogate Borough Council		✓	
Jill Foster (JF)	Harrogate District NHS Foundation Trust.			✓
Chris Stanbury (CS)	Tees Esk and Wear Valleys NHS FT (TEWV)		✓	
Keren Wilson (KW)	Chief Executive, Independent Care Group			✓
David Ita (DI)	Healthwatch			✓
Steve Wilcox (SW)	Designated Professional, Adult Safeguarding (PCU)	✓		
In Attendance				
Sally Anderson (SA)	Safeguarding Adults Policy Officer, NYCC HAS	✓		
Sheila Hall (SH)	Head of Engagement and Governance	✓		
Sarah France-Gorton	Principal Advisor Recruitment & Reward (NYCC)	✓		
Julie-Ann Mitchison	HR Advisor (NYCC)	✓		

For Note or Action by

1. Welcome/ introductions/apologies for absence

		For Note or Action by
	<p>Apologies were received from Cllr Clare Wood, Lincoln Sargeant, David Ita, Keren Wilson, Janet Probert, Wallace Sampson, Amanda Robson, and Jill Foster.</p> <p>JP noted that with regard to the Board's intention to recruit to the post of Independent Chair that he will not be applying. He reported that he currently chairs both Bradford and North Yorkshire Boards and that he has decided to continue to chair Bradford.</p> <p>In attendance to discuss the item on recruitment – Sarah France Gorton and Julie-Ann Mitchison.</p>	
2	<p>Declarations of interest</p> <p>There were no declarations of interests for this meeting.</p>	
3	<p>Safeguarding Story</p> <p>There was no story presented this time. Steve Wilcox agreed to bring one to the next meeting.</p>	SW
4.	<p>Strategic Plan 2015 – 2018</p> <p>JP introduced the draft document and noted that these are top level areas that we will talk to people about, our own Executive Boards and committees, other stakeholders and people who have care and support needs. He explained that a small group had taken the work that the Board had done in the development sessions and shaped it with additional intelligence from our self-assessment activity and feedback from the user led partnership boards. This had then been shared with executive members.</p> <p>JP asked the Board members to consider whether these are the right areas, whether they are achievable and realistic while also being stretching.</p> <p>Board members valued the simplicity, brevity and readability of the document and the 'I' statements. It was felt to cover the right issues and be a useful document to take to agency Boards/Forums to articulate our aspirations for safeguarding adults in North Yorkshire.</p> <p>Some concern was expressed about whether people picking up the document would appreciate the complexity of partnerships in North Yorkshire and responsibility of partners in the delivery arrangements. TM expressed the view that our statutory responsibilities are well known and that they do not need to be expressed in this document. It was noted however that this complexity was expressed elsewhere, in the Safeguarding policy and procedures and would also be covered in the more detailed Delivery Plan. It was agreed that it did not emphasise any specific agency and that the statements were applicable across the board.</p> <p>It was agreed to accept the strategic outcomes document with a few minor changes to ensure consistency throughout. It was agreed that it could be adjusted at a later date if any further issues were raised.</p>	
ACTION	Partner agencies to use the strategic plan to promote safeguarding	All

ACTION	within their own agencies. Delivery Group to consider the strategic outcomes and develop a fuller Board Delivery Plan.	For Note or Action by Delivery Group
5	<p>Governance and structure of Board.</p> <p>JP introduced the revised structure and asked if members were satisfied that it did not contain any fundamental flaws.</p> <p>VP asked what the process of development had been since the Board away day as it did not appear to completely reflect the input at that time. JP reported that there was not a workable model at the end of the development day so other work was done since involving the Safeguarding Unit and Executive members. SA noted that the model presented attempted to address the requirements identified in the following way.</p> <ul style="list-style-type: none"> • A clear strategic assurance role for the Board • A clear focussed delivery vehicle for the strategic plan which can provide assurance to the Board and with the freedom to set up any sub groups/task and finish groups to carry out this function. • Reduction in the number of groups reporting directly to the Board • Building practice assurance, training and learning lessons into the structure. • Acknowledgment that sector forums such as the Health Partnership Group and District Council Liaison Group have an important role which does not necessitate being part of the formal accountability of the Board. <p>SW commented that it was important to have a clear route for Safeguarding Adults Reviews and case reviews. SA noted that there are roles for both the Executive and the Practice Assurance and Training Group.</p> <p>AML raised the question of reviewing the LSAGs, with consideration given to operational communication and sign up. TM reported on planning for local operational hubs which may include safeguarding. AML and TM agreed to keep the local arrangements under review and report back in 6 months' time.</p> <p>JP agreed that there needed to be a local tier of the partnership but that models may differ across the county.</p> <p>TM noted that the Board needs to keep any structure under review to challenge whether it is as lean and effective as it can be and question whether it can respond to crossover agenda such as domestic abuse.</p> <p>Following discussion the following was agreed</p> <ul style="list-style-type: none"> • Second tier group to be called the Board Delivery Group. Membership to be the smaller group of safeguarding leads nominated by SAB members plus 1 person to represent the four LSAGs. As with Safeguarding Board it will be supported by Safeguarding Adults Policy Officer and Head of Engagement and Governance; both from NYCC. JP was uneasy that the voluntary sector was not represented in the proposals and it was agreed that a vol. sector rep would be invited onto the SAB and Delivery Group. Other relevant partners will be brought in as required and included in Task and Finish groups as applicable, e.g. FRS and Trading Standards. 	

		For Note or Action by
	<ul style="list-style-type: none"> Practice Assurance and Training group – chair Anne Marie Lubanski. Sally Cox to continue to manage the business of the group around training. Budget – agreed £20K from LA/CCG/Police (police – 2 years). Budget details to come to next Board/Exec. Additional capital costs are likely to be available for the conference. Annual Conference – to be arranged by Delivery Group/Practice Assurance and Training Group. Dates for 2016 – 3 SAB meetings a year of two hour duration, 3 Delivery Groups a year. 	
ACTION	Implement Board governance and structure as agreed.	Delivery Group
ACTION	Delivery Group to be arranged for 29 July – names to SA. This takes the place of the Operational Board which will now be stood down.	SA
ACTION	Review role and position of LSAGs and report back in 6 months' time.	AML/TM
ACTION	Set up Practice Assurance and training sub group	AML/SA
6	<p>Quality and Performance framework</p> <p>MW presented the report and recommendations of the Quality and Performance sub group, including the Balanced scorecard for 2014/15 which has been reviewed by the QAP group. He noted that there had been a very limited time to present the data following the data return mid-June.</p> <p>MW noted that there was increased confidence about what we know but that there is further work to do to determine the meaning. TM asked whether these figures reassure the Board or not.</p> <p>The key issues identified that represent a significant shift from previous reports are as follows;</p> <ul style="list-style-type: none"> Significant increase in the number of alerts between 2013/14 and 2014/15. Significant increase in the number of referrals from residential care staff and social workers. <p>MW/SW suggested that this is more likely to reflect an increased awareness of abuse rather than an increased incidence. AML noted that changes to decision making processes for responders and within the Customer Contact Centre could impact on this level in the future.</p> <ul style="list-style-type: none"> Higher percentage of alerts that have been progressed to strategy and case conference, particularly in Selby. AML noted that an audit had been carried out and she was reassured that decision making was appropriate. Greater percentage of cases resulting in no further safeguarding action once they have progressed to strategy /case conference More individuals assessed as lacking capacity but a decline in the number of individuals assessed as lacking capacity being supported by an advocate. 	

		For Note or Action by
<p>The Board considered the balanced scorecard for 2014/15 and directed the QAP group to look in more detail at key issues 3-5 and, if needed, report back to the Board.</p> <p>It was agreed that “substantiated abuse” should continue to be collected locally for 15/16 as it may be an indicator of practitioner behaviour, although it was no longer required for the national data return (SAC) and has limited meaning in terms of effectiveness of impact.</p> <p>For 2015/16 it was agreed that the extended list of types of abuse should be added to the balanced scorecard. It was also agreed that the QAP Group should develop measures around Making Safeguarding Personal, to include qualitative data.</p>		
ACTION	QAP group to look in more detail at key issues 3-5 from 2014/15 and, if needed, report back to the Board.	MW/SW
ACTION	QAP Group to develop measures around Making Safeguarding Personal, to include qualitative data.	MW/SW
7	<p>Annual Report</p> <p>The Board reviewed the draft Annual Report and indicated approval subject to a few changes.</p> <ul style="list-style-type: none"> • Addition of Strategic plan to document. • Further case studies to be added to illustrate arrange of safeguarding responses. <p>It was agreed that once these changes had been made JP would sign the report off on behalf of Board.</p>	
ACTION	Continue to progress the completion of the Annual Report with a view to Chair sign off.	JP/SA
8	<p>Links with other partnerships</p>	
8a	<p>Protocol with HWB and SCB</p> <p>The draft protocol was received and the Board was satisfied that it reflects SAB relationships with HWB. It was agreed to take to next HWB on 30 September alongside the Annual Report. RW asked for it to be checked to ensure that partnership names were accurate.</p>	
8b	<p>Joint work with children’s Board</p> <p>JP reported from his meeting with the chair of the Safeguarding Children Board where they explored shared themes such as domestic abuse and sexual exploitation. JP reported that he and Nick Frost had agreed to write asking for reassurances regarding safeguarding during transition to adulthood.</p>	
ACTION	Ensure that protocol is presented to HWB on behalf of SAB	JP

		For Note or Action by
9	<p>Policy and Procedures</p> <p>SA presented a proposed implementation plan with recommendations to delegate responsibility to the Delivery Group. SW noted that CYC have agreed in principle to adopt the WY/NY procedures.</p>	
ACTION	Ensure that Delivery Group considers policy and procedure implementation plan at its first meeting on 29 July	SA
10	<p>Communication and engagement</p> <p>SA reported an update on communication /engagement activities which included a proposal for a voluntary sector communication plan from NYFF.</p> <p>The report was noted and supported. It was agreed that communication would be considered as part of policy and procedure implementation.</p>	
ACTION	Ensure that communication is considered as part of policy and procedure implementation.	Delivery Group
11	<p>Minutes of previous meetings</p> <p>Minutes from 21 January and 22 April were approved and minutes from 18 March noted.</p> <p>Prevent – RW noted that there was still a requirement for the Board to take forward an approach to PREVENT. It was agreed that recommendations from the Prevent Steering Group would be considered at the September meeting. JP noted that there had been a presentation at the March Operational Board and that there was a joint task group looking at the referral pathway.</p>	
ACTION	Report on PREVENT to September meeting	RW
12	<p>AOB /Items for information</p> <p>Local Government Ombudsman report on Safeguarding Adults Boards. SAB expressed concern about this and agreed to note our disquiet. It was proposed that LGA talk to LGO about boundaries for implementation and that we consider a legal view.</p> <p>Care and Treatment Reviews report This report was welcomed for information/reassurance about the Transforming Care reviews. The Board was reassured that assessors were independent.</p> <p>Police request for Board support. TM sought Board support for the police aspiration that no person with care and support would be held in custody purely for reasons of mental health by March 2017. This support was given. It was noted that this relates to Mental Health Crisis Concordat and feeds into the mental health strategy working group.</p> <p>At this point JP left the meeting and handed the chair to MW</p>	
13	<p>Recruitment of Independent Chair</p> <p>Board members received a report regarding proposed timetable and recruitment process. It was agreed to have wider stakeholder stage including people who use services.</p>	

Unconfirmed minutes August 2015

	<p>It was agreed that a small task group would continue the work. NYCC HR will arrange dates for interview panels – involving RF, RW and TM and appropriate Health nomination.</p>	<p>For Note or Action by</p>
<p>ACTION</p>	<p>Executive to progress recruitment.</p>	<p>MW</p>
	<p>Meetings for 2015: SAB 13:30 to 16:30</p> <p>North Yorkshire Police, Newby Wiske, Northallerton, DL7 9HA</p> <p>23 September 2015</p>	