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| **Notes of Meeting**  **Date & Time: 28 September 2023 at 2.00 pm**  **Venue:** Microsoft Teams |

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| **Name** | | **Agency** | **Attended** | | **Deputy Present** | **No Deputy** |
| Sue Proctor (SP) | | Independent Chair | X | |  |  |
| Helen Day (HD) | | TEWV NHSFT | X | |  |  |
| Scott Bissett (SB) | | North Yorkshire Police | X | |  |  |  | |
| Emma Dixon (ED) | | NYCC Legal Services | X | |  |  |
| Olwen Fisher (OF) | | NHS Humber and North Yorkshire Integrated Care Board (ICB) | X | |  |  |
| Emma Nunez (EN) | | Harrogate District NHSFT |  | |  | X |
| Helen Hart (HH) | | NHS Bradford District and Craven Health and Care Partnership |  | | X |  |
| Kim Robertshaw (KR) | | Housing Services Manager, NYC | X | |  |  |
| Rachel Bowes (RB) | | Assistant Director, Adults Social Care |  | | X |  |
| Caroline O’Neill (CO’N) | | Community First Yorkshire |  | | X |  |
| Hannah Ellingworth (HE) | | NY Safeguarding Children’s Partnership | X | |  |  |
| Christine Pearson (CP) | | NHS Humber and North Yorkshire Integrated Care Board (ICB) |  | | X |  |
| Michelle Carrington (MC) | | Place Nurse Director for York and North Yorkshire, NHS Humber |  | | X |  |
| John Pattinson (JP) | | Independent Care Group |  | |  | X |
| Louise Wallace (LW) | | NYCC Health and Adult Services | X | |  |  |
| Richard Webb (RW) | | NYCC Health and Adult Services | X | |  |  |
| Thomas Hirst (TH) | | North Yorkshire Fire and Rescue Service |  | | X |  |
| Joseph Howard (JH) | | National Probation Service | X | |  |  |
| Ashley Green (AG) | | North Yorkshire Healthwatch |  | |  | X |
| Phil Hubbard (PH) | | Safeguarding Exec Lead, BDCFT |  | | X |  |
| **Also in Attendance** | |  |  | |  | |
|  | |  |  | |  | |
| **Name**  Zoe Metcalfe (ZM)  Sarah Arnott (SAr)  Philip Boyce (PB)  Jayne Reid (JR)  Carole Roberts (CR)  Katrina Uttley (KU)  Vicky Coe (VC)  Jo Boutflower (JB)  Rachel Craig (RC)  Sarah Abram (SA)  Janice Foxton (JF)  Claire Lindsay (CL) | | **Agency**  Police, Fire and Crime Commissioner  Commissioning & Partnership Manager, OPFCC  Senior Specialist CQC Regulatory Leadership Team  CQC Operations Manager, Humber, Coast and Vale  Community First Yorkshire  BDCFT  North Yorkshire Fire and Rescue Service  Head of Trading Standards  NYSAB Team  NYSAB Team  NYSAB Team  Care Services Manager, Adult Safeguarding | |  |  | |
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| **ITEM NO.** | **SUBJECT AND DISCUSSION** | | | | | |
| **Item 1** | **Welcome / Introductions / Apologies for Absence** | | | | | |
|  | **Apologies for absence**:  **Emma Nunez, Rachel Bowes, Caroline O’Neill, Louise Johnson, Karen Siennicki, Phil Hubbard, Sheila Hall, Ashley Green, Thomas Hirst, Michelle Carrington**  No declarations of interest  Chair welcomed members of the Safeguarding Adults Board to the meeting and thanked Zoe Metcalfe and Sarah Arnott for joining the meeting to discuss the work of Police, Fire and Crime Commissioner.  Chair noted that papers would be taken as read. | | | | | |
| **Item 2** | **Minutes of the meeting held on 21 June 2023** | | | | | |
|  | Minutes were noted and approved by the Board.  No further matters arising other than those captured on the action log and risk register. | | | | | |
| **Item 3** | **Action Log** | | | | | |
|  | The action log was noted.  With regard to outstanding actions:   * SP would discuss Modern Slavery Partnership at her appraisal in the New Year. JF to liaise with Dawn Day to set a date for SP appraisal. * Agreed that item 2022/02 with regard to ICS structure would be moved to “completed actions”. * Care Market - Share “Provider Briefing” with members of SAB. It was noted that an update had been received “The provider bulletin setting out inflationary uplifts for 2023/24 is in the process of being updated with a clarification. This will be shared with care providers and NYSAB in due course”. Chair asked if clarification could be given as to when this would be ready? RW stated that there was no specific provider briefing and asked whether the Board would like an update from Abbie Barron/Rachel Bowes at a future meeting? It was agreed that JF would liaise with Abbie Barron/Rachel Bowes/Jo Waldmeyer with regard to a combined presentation on market development/quality at Board meeting to be held on 20 December 2023. * There was no change to safeguarding structure for North Yorkshire and York other than Michelle Carrington had replaced Sue Peckitt. It was agreed that this action could be closed.   **Actions**:   * **JF to liaise with Dawn Day to arrange date for SP appraisal in early 2024.** * **Move 2022/02 regarding ICS to completed items.** * **Move 2023/04 regarding safeguarding structure North Yorkshire and York to completed actions.** | | | | | |
| **Item 4** | **Police, Fire and Crime Commissioner (PFCC)** | | | | | |
|  | The Chair welcomed Zoe Metcalfe (ZM), PFCC for North Yorkshire and York and noted that this offered an opportunity for members of SAB to understand the role of PFCC and areas where the work of safeguarding adults/PFCC might complement one another/facilitate working together.  ZM introduced Sarah Arnott (SAr), Commissioning & Partnership Manager, OPFCC, who would share the presentation.  Key points:   * Role of PFCC was to ensure that people of the region are safe/feel safe wherever they are and whatever they are doing. * Key to this role was ability to hold the Chief Constable and Chief Fire Office accountable for delivery of services/ensure compliance with legislation and guidance. * PFCC - Chair of Criminal Justice Partnership and Community Safety Partnerships for North Yorkshire and York. * Introduced Police and Crime Plan and Fire and Rescue Plan 2022-25. * All staff in fire service would have been checked, or check would be in process by DBS by end of financial year 2024. * Continued work was being undertaken with partnerships to support victims teams that aid vulnerable women and girls and those that were victims of domestic violence across the region. Additional funding had been secured to ensure that these services continued. * Joint strategy “Addressing violence against women and girls in North Yorkshire and city of York” had been published. However PFCC and partners offered supporter to all genders/sexualities that suffered violence and noted that women could be perpetrators too. * Serious Violence Duty (SVD) comprised authorities working together to prevent/reduce serious violence in the region and implement strategy to address this. * Construction of centre for victim support would commence shortly and would open early 2024.   The Chair thanked ZM for the informative presentation and requested that SAr to forward the presentation to members of SAB.  The Chair invited questions:   * JB, Head of Trading Standards at NYC – Many of the victims of crime were elderly/vulnerable and would be interested to hear more about the victim centre and what work would be undertaken there. ZM explained that the centre would be primarily for victims of sexual assault/other forms of domestic abuse, and it would house two video suites, one of which would be ear-marked for victims of sexual offences, but the other suite could be used for other vulnerable victims/witnesses. SAr reported that other sites across Yorkshire were currently undergoing refurbishment and once complete, these would be available for use by victims of fraud too. * CL was interested to hear more about DBS checks in the Fire Service and asked whether those officers that attended sites alone to undertake health and safety checks would have had the advanced DBS check? ZM noted that DBS checks for all officers had now been introduced. VC said that since 2018 North Yorkshire had been carrying out enhanced checks for firefighters. * VC offered to undertake a presentation at next SAB with regard to legislation and North Yorkshire Fire Service policy/plans with regard to DBS checks. The Chair welcomed this offer but suggested this be at Executive, rather than SAB. SA/JF to follow-up with regard to this and arrange an update for Executive in November. JF would add this item to the workplan for Executive group meeting in November. * KR noted that people were reluctant to enter refugee places, and as a result, housing had to place people in temporary accommodation that did not meet “safer accommodation” standards. It was important to gain support with this, rather than push clients into places where they did not want to be. ZM offered to be a “voice” in that domain if it would help. SAr had been working on recommissioning support services that included the provision of refuge/safe accommodation and hoped that this would assist. * Chair requested that links be strengthened between NYSAB and PFCC websites/social media accounts to enhance collaboration, for example around “Safeguarding Week” and to strengthen communication with members of the public. The Chair highlighted the presentation made by Allan Westcott at Executive meeting in August 2023,that showed that people do not know where to go to seek help with regard to domestic abuse. ZM stressed the importance of bringing details of the places/organisations that would support them to the victims and being innovative with regard to how this information is delivered. * Chair requested that members of SAB return to their organisations following the meeting and question how confident they were as partners that their staff had the right attitude to receive information from/offer support to, people that had the courage to say that something had happened to them.   The Chair thanked ZM and SAr for attending the meeting, congratulated them on PFCC achievements to date and wished the team well with their ongoing work.  ZM and SAr left the meeting.  **Actions**:   * **SAr to forward PFCC presentation to members of SAB *(Complete).*** * **VC to present to NYSAB on Wednesday 20 December 2023 at 2.00 pm with regard to legislation and North Yorkshire Fire Service policy/plans with regard to DBS checks.** * **SAr and LWa to liaise with regard to strengthening links between NYSAB/PFCC websites and social media accounts to enhance collaboration.** | | | | | |
| **Item 5** | **CQC Annual Update** | | | | | |
|  | The Chair welcomed Philip Boyce (PB), Senior Adviser for Safeguarding and Closed Cultures and Jayne Reid (JR), CQC Operations Manager, Humber, Coast and Vale to the meeting. PB had worked as an Inspector and Inspection Manager for CQC prior to current role.  Member of NYSAB had noted the presentation.  Key points:   * Changes to CQC had been introduced to focus on care, use regulatory powers to improve care, and make regulation simpler and smarter. * Multi-disciplinary team would be aligned to Integrated Care Systems. * Four networks rather than regions. * Strategy had core ambition to tackle inequalities. Want to see equality of access, experience and outcomes from health and social care services. * Single assessment framework offered continuous assessment framework and was no longer a “snapshot” of an inspection. Framework would be applied to assess all aspects of health and social care provision. * Ongoing assessment of quality and risk. Evidence would be gathered on multiple occasions, rather than one inspection and would be scored (0-100). Short narrative would be published. * Framework would be implemented in November 2023 commencing with providers in south of England. * Online “Provider Portal” would be launched in stages with support/guidance offered to users. * Likely that assessments would commence in early 2024 subject to system roll out. * Two groups formed at CQC, Regulatory Leadership and Operations Group. * CQC now had a role in review of Integrated Care Systems (ICS) and a duty to assess how local authorities were meeting social care duties under Part 1 of the Care Act. * Five pilot assessments were underway to assess end to end process with regard to local authority assessment. * Pilots for ICS assessment had just commenced with a view to commencing formal assessments in April 2024. * CQC were reviewing their approach engagement with external bodies with regard to safeguarding, including CQC attendance at Safeguarding Boards (proposed to attend one meeting per year) and Safeguarding Adults Reviews, and partnership working with statutory bodies concerned with safeguarding.   The Chair thanked PB for the presentation.  Questions/comments:   * RW would welcome more CQC engagement with NYSAB if a way to facilitate this could be identified. * RW noted that it had been useful to hear how the provider assessment and the assessment of local authorities and how that would link to the ICS and wondered about the inter-relation between council adult social care issues and ICS assurance, for example a council was performing well but the NHS system was in significant distress. What might the impact of this be on each body? PB said that the assessment would cover the width and breadth of services. CQC would be aware of pressure points in systems, but they had to cover everything. With regard to interface between ICS/ICB reviews, it would take time to build soft intelligence and consider how it works but in time it would be apparent. PB noted that key providers could not operate in isolation in a modern world. * RW asked that it be noted by PB/CQC that the integration/partnership was not solely with the NHS and although it was a part of our caseload and important, some issues were about housing/community safety, especially in relation to younger adults with complex needs. * KU asked whether this may strengthen working/relationships with organisational safeguarding enquiry processes as it appeared that there may be an opportunity there. PB agreed that there may be an opportunity, but the CQC would remain cautious due to its regulatory role and there would need to be clear understanding of remit/role. * Chair would welcome increased engagement with Safeguarding Adults Boards but would like to know what CQC would see as their purpose in those visits in order that they could be facilitated. For example, it may be to understand the complexities of partnerships beyond health and social care, a geographical patch and the dynamics, or another subject, but partners would need to understand in what capacity CQC were attending to support constructive dialogue. It may be that CQC attend a development/strategic session and one or more meetings. PB requested that the Chair please email him with regard to thoughts on CQC/SAB engagement for further consideration.   The Chair thanked PB/JR for the excellent presentation and helpful discussion.  PB and JR left the meeting. | | | | | |
| **Item 6** | **Verbal Updates from Partners** | | | | | |
|  | Chair enquired whether members of SAB had any updates:   * SB noted that a significant investment of £2.9m had been made in North Yorkshire Police safeguarding, which included support for adult safeguarding. SB suggested that NYP present to SAB to offer an overview as to where the investment had gone and noted that this may prompt partners to think about how our teams work together to provide the best safeguarding possible with resources that we have. The Chair thanked SB and suggested that the presentation be made to SAB that would be held at 2.00 pm on 20 December 2023. SB noted that the proposed date was fine. JF would add this to agenda planning for December. * KU noted that West Yorkshire ICB had commenced a consultation period with regard to their operating model and the process would be completed in November. KU would share details in December. JF to add this to the agenda for December. * OF reported that the doctors’ surgery in Ampleforth had been subject to arson attack and noted that the case would be referred for “safeguarding adult review” as areas for multi-agency learning had been identified. The practice had been closed and every effort had been made to ensure to ensure that people were not too inconvenienced. Briefing had been shared with NYC. SP thanked OF for the update. * Chair had met with a number of colleagues following her return to the role of Chair; Tim Madgwick, Chair of York SAB, ACC Scott Bissett and Michelle Carrington to date. SP explained that there was an appetite for closer collaboration/joint working, e.g., share learning and to avoid repetition. A request had been made to business managers across the two authorities, North Yorkshire, and York to work together to consider smarter/joint working for safeguarding matters. Proposals would be collated and presented at NYSAB December meeting. * Chair reported that a meeting had been held with Chairs of the regional LSP’s at which a discussion was had with regard to how connections could be strengthened between LSP’s, county-wide Boards and partners at local level. There would a joint annual meeting of Chairs of LSP’s, Chair of NYSAB, Chair of York SAB, Chair of Children’s Partnership, Chair of Community Safety Partnership, and equivalent representatives from City of York. We would aim to strengthen “buddying partnerships” with business managers and encourage regional visits to understand local issues. Outcomes of further discussions would be reported to NYSAB early in 2024 for consideration/approval. * Chair noted that we would be scheduling a budget meeting with partners to discuss budget contributions for 2024/25. It was likely that the meeting would be held in November and the team would aim to coincide this with a scheduled meeting, for example the development session on 17 November 2023 or the Executive meeting on 21 November 2023. * Chair requested that members of NYSAB ensure that the development session scheduled for the morning of 17 November was in their diaries. This would be a face-to-face meeting and would be held in Northallerton. Topics for discussion would be the CQC self-assessment and imminent inspection, refreshing strategic priorities as we move into 2024 and to discuss the potential for joint learning/engagement events for the coming year. | | | | | |
| **Item 7** | **CQC Assurance Framework (Preparing for CQC Assurance of Adult Social Care).** | | | | | |
|  | Members of SAB had noted the presentation that had been circulated prior to the meeting.  Key points:   * LW noted that the team worked to provide good to outstanding social care every day. * CQC had advised that it would not only be responsibilities of adult social care under the Care Act that would be assessed, but integrated care systems would be assessed too. * Partners would be involved in the assessment process and their views would be sought. * Quality statements would be checked and evidence of that triangulated. * Care provided would be underpinned by best practice standards/guidance. * Five pilots had been undertaken during summer 2023 and work was being undertaken to understand learning from those and the experience for those involved. * CQC would provide a report and indicative scores for all quality statements following the pilots and it was likely that these would be published on CQC website in November 2023. * Formal assessments would commence later this year, but no dates had been advised to date. * CQC was still working on how the first authorities to be assessed would be selected. * The following themes had been the major focus for those pilots; quality and safety, integration, and leadership. * A key theme for both assessments, ICS and Adult Social Care is about ensuring that the “voice of people” is evident and should be at the heard of all that we do. * Adult Social Care assessment would comprise four domains and nine quality statements. * One quality statement related to “safety” and ensuring that there are safe systems, pathways and transitions and another to “safeguarding”. * We would consider; What is our ambition and how are we performing? How do we know - what makes us confident about understanding our performance? What are our plans to maintain or improve performance in this area? * Session would be held within Board Development Day on 17 November 2023 to consider Ensuring Safety domain of draft self-assessment, with focus on: * Implementation of Making Safeguarding Personal (MSP). * Our approach to quality audits of MSP and safeguarding practice. * Work with Community safety Partnership and Children’s Safeguarding Partnership; and * How the Board receives and acts on feedback from people with lived experience and representative groups for people (e.g. advocacy and Healthwatch) * Phase two of mock inspection would be held in November 2023 undertaken by Dr Carol Tozer. Phase one had been held in June 2023. * A number of areas for improvement had been identified and work was underway with regard to those.   RW thanked LW for the presentation/update.  RW highlighted:   * Dr Carole Tozer (CT) was former Local Government Director and Joint Reviewer/Inspector and has worked with a number of councils to offer an experience of what it would be like to be inspected. * CT’s work with NYC included desk top exercise/six hours of interviews and the next stage would be undertaken at the end of November and would comprise focus groups and further interviews. This would likely include a meeting with Chair of NYSAB and may involve meeting other members of SAB/partner organisations, people with “lived” experience and front-line colleagues. * CT would return with a team that would include representatives from councils in Yorkshire and Humber in February 2024. * CT had been quite positive with regard to NYC safeguarding following the desktop exercise, was generally positive with regard to prevention and work with partners and liked some of the market development work and quality within the care sector . It was felt that with regard to the work of NYSAB that there should be as much focus on younger adults as on older adults and had suggested that a close watch we kept upon the cost of “care market intervention”. * CT noted good examples of work undertaken with people with “lived experience” but wanted to ensure that the voice of the people was evident in both practice and in service development. * Whilst these exercised offered a good foundation, the team could not be complacent.   Chair thanked LW for the presentation/update and RW for the insight into the work undertaken by Dr Tozer and stressed the importance of the forthcoming NYSAB development session to be held on Friday 17 November in preparedness from the point of view of members of NYSAB as this was the week before the next mock inspection.  Chair noted that with regard to the point about “younger adults” she had met with Heather Pearson, Chair of Children and Young People’s Partnership and had discussed becoming more strategic with regard to data that they had, and that we need, for service planning, e.g., levels of autism, rates of learning disability and ADHD in 18–25-year-olds across North Yorkshire. Chair felt that there were a number of opportunities for the Board to challenge how business was undertaken and to plan for the future. | | | | | |
| **Item 8** | **Report from Executive** | | | | | |
|  | The Report from Executive meeting held on 22 August had been noted.  Chair reported that at PQI group a significant increase (38%) in safeguarding concerns raised compared to the previous year had been noted and that a HAS audit was underway with regard to this and a further update would be given at the next Executive meeting in November. | | | | | |
| **Item 9** | **Delivery Plan 2023/24** | | | | | | |
|  | Members of SAB had noted the contents of the Delivery Plan and progress.  Chair wished to record her thanks for the work that had been undertaken on the plan in the past year. | | | | | | |
| **Item 10** | **Risk Register** | | | | | | |
|  | Members of SAB had noted the contents of the Risk Register.  Chair noted that this document was reviewed by the Executive group and had been updated to reflect changes in partnerships, stability within the ICS and ongoing workforce challenges across the system. | | | | | | |
| **Item 11** | **NYSAB Annual Report** | | | | | | |
|  | Members of the SAB had noted the content of the final draft report.  Approval was sought from SAB for the draft report.  Comments:   * OF referred to page 18 and text under the “Performance Quality Improvement Group” and noted that it stated, “emerging themes and trends will be duly examined”. OF requested that this statement be revised to say, “are duly examined”. JF would amend the text accordingly. * Chair would compile “Chair’s Introduction” and submit to SA/JF.   Members of SAB approved the report.  Chair thanked all partners for their contributions to the report.  **Action:**   * **JF to amend text in PQI section of report on page 18 to read as requested by OF *(Complete).*** | | | | | | |
| **Item 12** | **Quality Pathway Update** | | | | | | |
|  | Chair welcomed Julie Dalton and James Harris to the meeting.  Members of SAB had noted the content of the presentation that had been circulated with the agenda and papers.  Key points:   * Evaluation of Integrated Quality Team was complete. * Good practice/evaluation feedback had been shared, workplan was in place to ensure execution of actions and management structure had been revised. * PAMMS quality assessments commenced in March 2023 and 29 completed to date. * Care Connected was relaunched - City of York Council and ICB have joined, with sessions held fortnightly via Teams. * PERSON Form launched in April 2023 with quarterly reviews undertaken. Seventy respondents to date.   Chair thanked JD for the presentation and noted the considerable progress that had been made and asked JD to pass on the Board’s thanks to all those involved.  Chair asked that an update be presented to NYSAB in September 2024.  **Action:**   * **JF add Quality Pathway Update to agenda/work plan for meeting in September 2024. *(Complete).*** | | | | | | |
| **Item 13** | **LeDeR Annual Report** | | | | | | |
|  | Members of SAB had noted the report.  OF requested that the Board receive the report and highlighted one recommendation that was relevant to the work of SAB:  “Continued work is required with regard to health and social care staff in the understanding and use of the Mental Capacity Act, Deprivation of Liberty Safeguards, capacity assessments and best interests, including completion of robust documentation”  and stressed the importance of this continued work.  Questions:   * Chair enquired whether there was benchmarking of data undertaken at national or local level and whether there were any concerns that the Board should be aware of? OF report that benchmarking undertaken was against national information but there had been some changes in the way data was collected, e.g., York and North Yorkshire information had been combined. In view of this it could take longer as this was now ICB wide piece of work and there was the requirement to ensure that we were comparable with other areas. OF would feed the Chair’s query back to the ICB.   The Chair thanked OF for the report and the “easy read” version thereof and requested an electronic copy of the report final report/s when available, to be shared on NYSAB website. | | | | | | |
| **Item 14** | **Anne SAR** | | | | | | |
|  | Members of NYSAB had read the reports with regard to Anne SAR.  LW requested that members of SAB noted the external reports along with the recommendations and accept those and noted that SAB may wish to instruct LW, as Chair of LAR to seek further assurance from partner agencies with regard to actions taken to ensure that recommendations in the Housing Review and Drugs and Alcohol Recovery Service review had been met. LW noted that the action plan had been closed and data from actions had been incorporated in the Annual Report.  Questions/comments:   * Chair noted the rigour that had been applied to the original recommendations from the SAR was commendable and congratulated all concerned. * Chair suggested that LAR Group obtained written confirmation from the Drug and Alcohol Service and Supported Housing to confirm that the recommendations had been adopted to ensure that the audit trail was completed. Members of SAB approved this approach.   **Action:**   * **LAR Group to obtain written confirmation from the Drug and Alcohol Service and Supported Housing to confirm that the recommendations had been adopted. LW/RC.** | | | | | | |
| **Item 15** | **James SAR Action Plan update** | | | | | | |
|  | Members of NYSAB had noted the action plan.  RC noted:   * Work had commenced on the action plan. * Task and finish groups had been set-up.   Chair thanked RC for the update and the team for their work with regard to James SAR. | | | | | | |
| **Item 16** | **Any other business** | | | | | | |
|  | There was no further business and the meeting closed at 4.30 p.m. | | | | | | |
| **Calendar of Meetings** | | | | | | | |
|  | * Wednesday, 20 December 2023, 2.00 pm, Microsoft Teams * Wednesday, 20 March 2024 at 2.00 pm, Microsoft Teams * Wednesday, 19 June 2024 at 2.00 pm, Microsoft Teams * Wednesday, 18 September 2024 at 2.00 pm, Microsoft Teams | | | | | | |