



## **CITY OF YORK SAFEGUARDING ADULTS BOARD**

**Meeting held on 6 March 2015, from 9.15 am – 12.00pm  
Severus Room, West Offices, York YO1 6GA**

### **Present:**

Sian Balsom	Healthwatch York
Bruce Bradshaw	NHS England, NYY & Humber Area Team
Lindsay Britton	Head of Safeguarding (Adults & Children), LYPFT
D Supt Nigel Costello	North Yorkshire Police
Nicola Cowley	York Teaching Hospitals NHS FT
David Heywood	Stockton Hall
Kevin McAleese CBE	Independent Chair
Michael Melvin	City of York Council
Melanie McQueen	Deputy Chief Executive, York CVS
Christine Pearson	Vale of York CCG
Janet Probert	Partnership Commissioning Unit
Maggie Scott	The Retreat
Steve Wilcox	Leeds and York NHS Foundation Trust
Keren Wilson	Independent Care Group

### **In attendance:**

Cameron Brooks	CYC observer
Melanie Hopewell	City of York Council (minutes)
Nick Reading	Healthwatch York Observer

### **Apologies:**

Beverley Geary	York Teaching Hospitals NHS FT
Cllr Lindsay Cunningham	Cabinet Member for Health and Community Engagement
Eoin Rush	Assistant Director Children's Specialist Services
Guy Van Dichele	City of York Council

## **1. Introductions and Apologies for Absence**

The apologies for the meeting were noted.

**2. Minutes of the Last Board – 5 December 2014: for agreement**

The minutes of 5 December 2014 were confirmed as an accurate record of the meeting.

Matters arising:

*Item 9 from December minutes:* Query whether any family member was involved in either case 1 or 2? No family were involved in 1<sup>st</sup> case but the family were involved for 2<sup>nd</sup> case.

*Item 12:* We are getting more data

**3. Conflicts of interest in connections with any item on the agenda**

None

Standing Items

**4. CYC: A safeguarding story**

Michael Melvin, City of York Council presented the safeguarding story where he spoke about a recent case involving a family in conflict and how the safeguarding team has been involved.

This was in relation to an elderly person with mild dementia and receiving some support from a family member; concerns were raised by a family member about the level of support that is being provided. The safeguarding team worked with the elderly person to get their views on what they think may be happening and other independent views were sought. The elderly person knows there is a dispute in the family but there is nothing in the professionals' view that flags up that the elderly person would be at risk of serious harm.

The Board discussed issues around life planning, living wills and what outcomes people may want from the safeguarding process. Also discussed families in conflict and what might happen if they wanted to consult lawyers. MM advised the need to be clear about the Guidance and the Care Act moving forward.

Emerging areas for statutory board – MM would be very interested in papers from the CCG, PCU and other Safeguarding Boards.

It was agreed that Sian Balsom would deliver the next safeguarding story at the June 2015 Board.

### **Actions**

Christine Pearson/Janet P/Steve W to send their leaflets to MM to ensure they are up to date	CP/JP/SW
Sian Balsom safeguarding story for June Board	SB

## **5. Chair's Report**

KMc referred to his report which included:

- Contacts since the last Board meeting
- Agreeing new membership – agreed at sub-group meeting that current membership of the Board would be the core membership and that from 1 April 2015 a representative from Housing would join the Board
- Constitution – draft Constitution was agreed at December Board – all Board Members to sign the Memorandum of Understanding prior to 1 April 2015.

The Board were asked to note the report and in particular the conclusions from the Board sub-group. These were agreed.

## **6. Joint protocol for vulnerable adults**

Updated protocol was circulated to Board members, this has been a joint piece of work primarily led by police, which is now close to completion. Risk reduction – what we need to have in place if someone goes missing. Relationship with Care Act and section 42 enquiries – small amount to add in terms of care act. Overall a very good piece of work. To be completed by next Board in June.

Would like this to be implemented asap – before next Board if possible. This Board had already approved and given a mandate to progress.

### **Actions**

David Heywood/Steve Wilcox to write the MAPPA part of the protocol.	DH/SP
The Board agreed the joint protocol in principle and there is no need to bring the final draft back to the Board for	KMc

subsequent approval. The document will go on to SAB website once complete.	
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## 7. Preparation for Statutory Status

### 7a. Updated constitution

Two changes were accepted concerning the appointment of the Vice-Chair (para 7.2) and financial delegation (14.3). As the Constitution is now agreed it is important to implement the Memorandum of Understanding (MOU) arrangements as soon as possible.

#### Actions

Appendix 2 MOU – issue to every Board member to complete and send back to Melanie Hopewell by 31.3.15	MH
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### 7b. Proposal for community engagement in next Strategic Plan

Statutory guidance – SB produced simple and straightforward plan and the Board welcomed the approach taken. From April 2016 there would be a different strategic plan.

Board members liked the simple approach. Discussed production of a Plain English version and agreed £100 expenditure to pay for this. Input from front line staff very important and may need to have some paper copies for NHS services that may not be linked in to computerised papers.

#### Actions

SB to facilitate the production of plain English version	SB
Board to support Healthwatch implementation of community engagement	KM

## 8. Safeguarding Training Update

Key themes in the report:

- Update on training in place
- Still a lot of training taking place at level 1 & 2
- MCA Level 3 - particularly pleased about the numbers on these
- Tool to measure impact – response has been limited
- WDU will look at this again

- NYP non attendance – could MM clarify where advertising for this goes within police
- Need for greater synergies for police as they have too many meetings to service

Discussion took place about how to quantify satisfaction with training and debated whether withholding certificates until a response had been completed may work.

Training across York and North Yorkshire are there any practical ways we could make it better for people who are vulnerable?

Board asked for assurances that system is working which is not reflected in this report.

### Actions:

MM to clarify where advertising for training goes within North Yorkshire Police	MM
Prevent strategy training – bring to safeguarding board at a later date	KMc

## 9. Lessons Learned – report

SW presented his reports on the lessons learned from two cases:

### 1. “Daniel”

SW went through his report and the Board were asked to consider the following questions:

1. Are we assured that there is a common multi-agency understanding of best practice when it comes to vulnerable people with suicidal intent?
2. Are currently used risks assessments fit for purpose?
3. When risk is seen to have escalated how do we ensure its not just business as usual?
4. Is the approach ‘person centred’ enough, should there be a more defined process around how frontline staff support someone who wishes to end their life?

### Actions

SW to bring report to next Board giving necessary	SW
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assurance based on responses to questions from Board members.	
Responses to Steve in next 30 days via email	ALL

## 2. "Tracy"

Recommendations to Board arising from this report:

1. Methods of disseminating the learning from this process to be agreed and an action plan put in place.
2. Assurance or evidence to be obtained that the Psychiatric Liaison Service between YTHFT and LYPFT is of a quality, consistency and high enough profile to ensure that such an incident could not take place in future.
3. Assurance that there is a clear shared understanding within the Emergency Department and Psychiatric Liaison of the threshold when the needs of a vulnerable person become a case for high prioritisation.
4. Assurance to be obtained on training and development initiatives on psychiatric/acute liaison in LYPFT and YTHFT:
  - a. What has been delivered and what is the strategy?
  - b. How has the learning since this incident influenced practice, culture and people?
5. Assurance that effective systems are in place for access to, and sharing of, information.
6. Agree on the appropriate parties to receive the full version of this anonymised report.

### Actions

Lindsay/Nicola/Steve to meet to work on questions raised in report	LB/NC/SW
SW to bring report to next Board giving necessary assurance based on work undertaken with key partners	SW

## 10. Annual Report: proforma from all members

Board agreed the format for responses and the outline of content for the 2014/15 Annual Report. Form to be circulated for completion by 30 April.

### Action

All to complete and return to MH by 30 April	ALL
MH to send out asap	MH

## Strategic Items

### 11. Strategic Plan and Action Plan update

The Board were asked to note the content of the report. This is the fourth update arising from the plan. The Board noted the current refresh and the following actions were noted for change.

Look at format of this update. MM/KMc to look at this

A - Pick up in annual report

A5 – survey out to members re Safeguarding training

B1 – draft next week Care Act regulations- Guidance fairly light but there is ability to slot in guidance notes as we go along

B5 – Assurance and peer review – a little behind

D3 – MM to send info to SW

Significant progress made against Plan overall for 2014/2015

### Action

Format of update	MM/KMc
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### 12. Impact of 30 MSP cases

This was a good piece of work done by the CYC Safeguarding Adults team. Welcome to see that CYC is progressing this way – how we gain assurance that others focus from the outset the culture change is happening. Retreat & Stockton Hall have guidance but don't check regularly to make sure yet: they are working on this.

Discussion took place around the table about what was in place and the Board was encouraged that the culture is changing.

Performance framework is not right – making representations to make this reflect better

Action

CoY performance data	MM
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### 13. AVA data on City of York performance

The Board scrutinised the data provided and the following points were made in relation to this:

- Substantially different to last report
- End of year report will be right around people who lack capacity – skewed reports being fixed for next report
- JP raised concerns that CYC is always under scrutiny and would like to see assurances across all agencies. Perhaps we could theme an item and contribute to get a broader picture.
- Balanced scorecard may be the way forward as it would be more owned by Board and less about CYC. SW to circulate to Board the balanced scorecard (agenda item for June). New annual report will reflect.

Action:

SW to circulate to Board the balanced scorecard (agenda item for June)	SW/ KMc
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### 14: Winterbourne update

The Board was asked to note the content of the report and to accept a refresh at Board in September.

CYC leading a housing strategy including supported housing, real challenge is lack of community infrastructure when in crisis possibly no capacity locality to manage this. Bring people back into area but not really support network in place. Reassuring for the Board – move to update in 6 months.

Board welcomes the report and the update in 6 months

Action:

Update to Board in September 2015	JP
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For information (and discussion by exception)

## 15. Board Sub-Group Working notes

Notes from the sub-group were circulated for information – synopsis in Chairs report to Board

## 16. Website developments

KMc updated on the Board on some information from LC about discussions that had taken place around the migration of the current website into a more accessible format. There was concern from some Board members about the assumption that migration was sufficient, given that parts of the current website are not fit for purpose. KMc undertook to convey this concern to LC.

Actions:

Convey concerns about fitness of purpose of current website to LC	KMc
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## Any Other Business

## 17. Prison Engagement

Following a meeting by GvD at Askham Bryan it was agreed that it would not be appropriate for a representative from the Prison Service to become a Safeguarding Board member; however it had been agreed that a copy of the minutes would go to them.

Actions:

GvD to advise where the minutes should be sent	GvD
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## 18. Refresh of self assessment for June 2015 meeting

Re-issue this asap to members for updating in time for the June Board meeting.

Actions:

Self assessment paperwork to be sent to all Board Members	MH
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**19. NHS England consultation**

KMc reported that the NHS England consultation on a Revised Accountability and Assurance Framework for Safeguarding in the NHS closed on March 26<sup>th</sup>. To date he had seen the response from the PCU and assumed that other NHS members had made theirs directly back to NHS England.

**20. Draft internal audit report.**

KMc reported that the draft internal audit report on CoY adult safeguarding had given an overall assessment of “substantial assurance”. KMc thanked Board members for their contribution to this encouraging outcome. The final report is awaited in due course and KMc will report its contents to the next meeting.

**21. Horizon scanning**

Nicola Cowley advised the Board that CQC would be inspecting all York Teaching Hospitals FT sites on 17<sup>th</sup> to 20<sup>th</sup> March. The Board looked forward to hearing the outcome at the next meeting. Dols/MCA team working hard to embed necessary changes. PCU agreed to fund little pocket guide relating to MCA/DoLs.

**22. Review of Meeting**

What Went Well		Event Better If	
Vulnerable adults protocol	✓✓	AVA reflected all agency data	✓✓✓✓ ✓✓
Patient story	✓✓✓✓		
Lessons learned – non-judgemental & supportive	✓✓✓✓		
Partnership engagement	✓✓		
Open culture			
Voice valued			
Real business content – solid and positive			

There being no further business the meeting closed at 12pm.

### **Dates of future meetings**

- Friday 5 June 2015 – Severus Room
- Friday 4 September 2015 – Severus Room
- Friday 4 December 2015 – Severus Room

All the above meetings will take place at West Offices, Station Rise, York YO1 6GA.

UNCONFIRMED MINUTES