



CITY OF YORK SAFEGUARDING ADULTS BOARD

**Meeting held on 5 June 2015, from 9.15 am – 12.00pm
Severus Room, West Offices, York YO1 6GA**

Present:

Sian Balsom	Healthwatch York
Lindsay Britton	Head of Safeguarding (Adults & Children), LYPFT
Cameron Brooks	City of York Council
Michelle Carrington	Chief Nurse, Vale of York CCG
Nicola Cowley	York Teaching Hospitals NHS FT
Guy Van Dichele	City of York Council
Beverley Geary	Chief Nurse, York Teaching Hospitals NHS FT
David Heywood	Stockton Hall
Caroline Johnson	New Operations Director, The Retreat
Tim Madgwick	Deputy Chief Constable North Yorkshire Police
Kevin McAleese CBE	Independent Chair
Melanie McQueen	Deputy Chief Executive, York CVS
Michael Melvin	City of York Council
Christine Pearson	Vale of York CCG
Janet Probert	Partnership Commissioning Unit
Amanda Robson	NHS England
Cllr Carol Runciman	Executive Member Health & Adult Social Care
Maggie Scott	Retiring Operations Director, The Retreat
Steve Wilcox	Leeds and York NHS Foundation Trust
Keren Wilson	Independent Care Group

In attendance:

Melanie Hopewell	City of York Council (minutes)
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Apologies:

Eoin Rush	Assistant Director Children's Specialist Services
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1. Introductions and Apologies for Absence

The apologies for the meeting were noted.

2. Minutes of the Last Board – 6 March 2015: for agreement

The minutes of 6 March 2015 were confirmed as an accurate record of the meeting.

Action Points: The Board Self-Assessment document will be sent out again by Michael Melvin to confirm whether positions have changed.

Matters arising: The WDU training prospectus will need to be updated and is viewable through the WDU website.

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

None reported

Standing Items

4. CYC: A safeguarding story

Sian Balsom, Healthwatch York presented a carer's story. The carer felt unsupported throughout the safeguarding process and didn't think there had been any assessment of his mental health or other needs. No-one consulted with the carer at any point all through the journey of the person he cared for. Sian read out a letter sent by the carer. The Board agreed it was a compelling and distressing story of a real life experience.

Next safeguarding story will be from the CCG

Actions

Christine Pearson, CCG - Safeguarding story for September 2015 Board	CP
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5. Chair's Report

KMc referred to his report which included:

- Contacts since the last Board meeting
- Joint Protocol for Vulnerable Adults between North Yorkshire Police and North Yorkshire County Council and City of York Council has been finally agreed and issued and will be put onto the website
- Conflict of interests to become a standing item on Board agendas

- Annual Report for discussion at Board

The Board were asked to note the report.

Actions

Register of interest form to be sent to TM	MH
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6. Preparation for Statutory Status

6a. DASMs and their role

Section 14 of the guidance this was discussed at the Board sub group.

- SW is the DASM for CCG's;
- MM is the DASM for the local authority;
- DI Karen Warner is DASM for NYP (based in WO).
- DASMs will be asked to provide an annual report to be included in the Annual Board report to present a joint view.

Actions

Chair to meet with the DASMs separately and confirm each is content with the idea of a joint annual report	KMc
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6b. Multi-agency Policy & Procedures

CYC has an updated version of the multi-agency policy and procedures. MM would circulate the draft update, which is being worked on to ensure that it is Care Act compliant. TM advised that NYP had agreed to sign up to the West Yorkshire policy. Members of the Board were asked by KM if they would agree in principle that the CoY Safeguarding Board would also sign up to using the West Yorkshire policy & procedures. This was agreed.

For the September meeting of the Board the complete West Yorkshire paperwork would be circulated for sign off. GvD clarified that concerns raised were around the MSP aspect of the policy not the remainder of the content.

Actions

Board to formally agree sign up at September meeting	KMc
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7. Safeguarding Training update

This report provided an update over the year and look forward to next year. The data shows we are doing a good job with level 1 awareness

Care Act and safeguarding training has taken place and we are now Care Act compliant. Targeted training is rolling out to residential and home care facilities. Evaluation of the training provided was rated as good or excellent (Community Links). Have increased MC training from half day to full day – major agenda item for this year.

Learning needs analysis was sent to all Board members though survey monkey – please could everyone complete this as WDU have received only 5 responses.

MM noted that there is a move generally to provide different forms of training. Board members queried whether we had any data about what the lasting difference to the way staff worked was some 3 to 6 months after a course had been attended. TM noted the need for assurance of training, which puts responsibility onto the person who has the training, shines a light into dark corners and rules out ignorance. Way forward may be to contact Karen Darley to put together a different approach – MM will link with TM and SW. The Board was told that WDU is looking at not issuing certificates until after 6 months after training and when feedback has been given.

GvD - Key part of our role is to be assured, so that the agenda item provides wider assurance on training and its impact. JP did not want it to come up as not assured – Board just not seen the evidence – needs to be evidenced.

MSP is a statutory part of the Care Act – a number of toolkits are being modified for staff and partner agencies. 24 people did not turn up to level 1 training these were not charged for but will in future if they don't show- The Board asked Karen Darley to comment on this in September 2015.

TM advised that a binding order had been put in place to make sure police officers & staff attend the training; the culture has been that training is not always seen as a priority. KMc thought this was helpful to know.

Actions

MM to ensure training survey sent out again today	MM
September 2015 Board report to update on effect of charging for non-attendance	MM/KD
Board members to complete training needs survey by end of next week	All

8. Lessons Learned: summary reports

The Board received a further verbal update on the Lessons Learned in June. A written response should have come back to the Board for this meeting. The draft report needed more evidence embedding and SW noted that further discussions were needed in order to finalise the report: these are being arranged. The report will be ready shortly. SW wished to assure the Board that the audit trail gave good assurance.

KMc raised concerns that the verbal update to the Board was 3 months ago – going forward would like this to move to a faster timescale, with the protocol that a written report always appeared on the agenda at the next meeting after the Board received a verbal one. SW assured the Board that this work has been done and that he was clear about timelines.

The Board then had a wider discussion about levels of suicide in the City of York. Indicative figures for the Board of suicides across the patch did not always demonstrate levels of safeguarding concern. CR recognised that the Board's role is assurance not operational detail, and whilst an analysis of ages and gender of people committing suicides would be of interest, what mattered was people who have accessed services and what then happened to them. That is where the Board's focus should be.

KMc asked how do we want suicide figures feeding in this Board? SW reported that the PCU had now appointed a suicide prevention officer. KMc undertook to raise both domestic violence and suicide at the next Board sub group and then to report back at the next meeting in the light of actions agreed there.

Actions:

Domestic violence and suicides to be on September 2015	KMc
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agenda	
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Strategic Items

9. Strategic Plan and Action Plan update

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

GvD noted the A2 changes, that A3 was undergoing a refresh currently and that the B2 are protocols in place.

KMc reminded the Board that via Healthwatch a consultation was under way with both the public and professional staff which would inform the content of the next Strategic Plan which will be effective from 1 April 2016. It is likely to look and feel very different to the present one, because it will have been drafted after “community engagement” as required in the Care Act Regulations.

SB will send out a summary of the data once it has been collated and the Board sub-group will begin work in response on the next draft Strategic Plan. KMc reminded the Board that it will need to be fully signed off in the March 2016 meeting.

Action

SB to send out responses to Board members once collated	SB
Next Strategic Plan to begin being drafted	KMc

10. AVA data on City of York Performance

The data shows we are doing better on training. The press are likely to home in on the first para where it shows 1058 compared to the previous year’s level of 912 alerts but our Annual Report press release will deal with this. The report gives no narrative about data significance and consequently it makes the various meanings difficult to assess. In the section dealing with no indication of repeats/or failures is there any value in reporting this? Further, the Board showed particular interest, following the Making Safeguarding Personal initiative, in situations where an individual did not have capacity to decide how best they wanted to be safeguarded.

Action:

KMc and MM to meet to discuss data refinement	KMc/MM
Report to September Board indicating support provided to people who lack capacity to decide how to safeguard themselves.	MM

11. Balanced Scorecard

SW shared the draft North Yorkshire report with the Board. This is a draft version based on real data and the format/presentation will change and evolve as we go forward. The draft report was brought to the Board for information and discussion.

Queries arising:

- Axis are not all correct and will be reviewed.
- Not getting how this is making it better for people – don't get the outcomes – want to know that people are safer. Need data as well as outcome to enable a balanced view. Place for raw data qualitative data also required.

Action:

Agenda item: Could CYC create a scorecard with data/activity/alerts on outcomes/risk register for the Board?	KMc/MM
Bring to Board in September for further discussion (look at what practitioners are doing) for first look and refine	SW

12. Draft Annual Report

The Chair thanked the Board for their contributions to the report. He explained this was a different report to those gone before and for the first time we had declared 2 case studies as well as the details of two Lessons Learned.

CR asked whether an Executive summary may be useful, with links to the main report. KMc will undertake the Executive summary

Board agreed to sign off based on the proviso that an Executive Summary was produced.

Action:

Any final corrections or typos to Mel within 5 days.	ALL
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Executive Summary to be produced and issued.	KMc
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For information (and discussion by exception)

13. Board Sub-Group Working notes

Notes from the sub-group were circulated for information – synopsis in Chairs report to Board and discussed in agenda items 6a and 6b above.

14. Health Improvement Group

No minutes were provided, to be addressed for next meeting.

Actions:

Provision of outstanding minutes	SW
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15. Website developments

KMc explained that the latest plan is to have a stand-alone website linked to the corporate website.

Actions:

Update to next SAB meeting	KMc
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Any Other Business

16. Audit outcomes at PCU and City of York for SAB

CoY Internal audit report – significant assurance
KMc also asked the Board to congratulate the PCU, whose audit had also achieved significant assurance for Care Act readiness.

Actions:

SW to send audit report to Mel for circulation	SW
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17. (If time) Horizon scanning by Board members

NC – DoLs has had a massive impact on hospital/LA/care homes – more risks through ambiguity in guidance. Wanted to raise awareness of the issue with the Board because there is simply not enough resource to carry out the work.

MM: advised there was a huge impact on staffing at CYC but currently they are keeping on top of the paperwork – no backlog.

CP: is there any appetite to train our own best interest assessors – MM advised that CYC already have these in place.

TM: advised there is a coroner's case regarding a death in custody several years ago coming up and he wanted to make the Board aware of the significant impact this may have. Also, TM acknowledged the huge progress with mental health through the place of safety initiative, with the final one in Harrogate due to open within a fortnight. He asked the Board to support a shared aspiration that no individual should be held in custody solely because of mental health issues from 16/17 onwards, and this aspiration was strongly supported by Board members.

MC reported briefly on a death on the A64 which is the subject of a serious incident review co-ordinated by NHS England. KMc asked relevant Board members, who had been advised in advance, to remain behind briefly to share intelligence.

The Chair of the Board then thanked Maggie Scott for her contributions to the Board and wished her a well-earned retirement. He also noted the gratitude of the Board to Linsay Cunningham for her involvement as the Portfolio holder in the previous administration.

18. Review of meeting

What Went Well		Event Better If	
Most people contribute aspirations	✓✓	Data – would like more narrative	✓✓✓✓ ✓✓
Data isn't everything – make sure look at outcomes	✓✓✓	Better if people able to contribute their reactions to a safeguarding story	✓
Discussion training useful	✓		
Story very moving	✓✓✓✓✓ ✓		

Outcomes	✓		
All partners round the table	✓✓✓✓	Impact of training – outcomes	✓
Work across boundaries	✓✓✓✓✓	Statutory involvement – translate policy into practice	✓
Horizon scanning	✓		
Participation & respectful discussion	✓✓✓✓		
Agreed position West Yorks	✓	Outcomes against risk understand better	✓✓
Doing more things together	✓	Smarter about updates	✓✓✓
Meeting energised Assurance discussions	✓✓✓		
Contributions	✓		

17: York safe places scheme

KMc noted the launch on Friday 19 June 1.30pm to 4pm at Priory Street and commended the initiative to Board members.

18. KMc explained that the LGA had produced an adult safeguarding improvement toolkit, which would be taken to the Board sub-group for discussion before making a decision about whether to bring to Board in September

19. Prisons

GvD reported that LAs have responsibility for prisoners under the Care Act – their lead will receive the minutes from the Board. Clear link through GvD with Askham Bryan.

There being no further business the meeting closed at 11.45am

Dates of future meetings at 9.15am – 12 noon

- Friday 4 September 2015 – Severus Room
- Friday 4 December 2015 – Severus Room
- Friday 4 March 2016
- Friday 3 June 2016
- Friday 2 September 2016
- Friday 2 December 2016

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

UNCONFIRMED MINUTES