



CITY OF YORK SAFEGUARDING ADULTS BOARD

**Meeting held on 4 September 2015, from 9.15 am – 12.00pm
Severus Room, West Offices, York YO1 6GA**

Present:

Sian Balsom	Healthwatch York
Richard Hattersley	Dep Head of Safeguarding (Adults & Children), LYPFT
Michelle Carrington	Chief Nurse, Vale of York CCG
Nicola Cowley	York Teaching Hospitals NHS FT
Beverley Geary	Chief Nurse, York Teaching Hospitals NHS FT
David Heywood	Stockton Hall
Caroline Johnson	Operations Director, The Retreat
Tim Madgwick	Deputy Chief Constable North Yorkshire Police
Kevin McAleese CBE	Independent Chair
Michael Melvin	City of York Council
Janet Probert	Partnership Commissioning Unit
Cllr Carol Runciman	Executive Member Health & Adult Social Care
Steve Wilcox	Leeds and York NHS Foundation Trust
Steve Waddington	City of York Council
Andy Chapman	Observing, PCU
Liz Hancock	Fulford Nursing Home

In attendance:

Melanie Hopewell	City of York Council (minutes)
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Apologies:

Lindsay Britton	Head of Safeguarding (Adults & Children), LYPFT
Melanie McQueen	Deputy Chief Executive, York CVS
Keren Wilson	Independent Care Group
Amanda Robson	NHS England
Christine Pearson	Vale of York CCG

1. Introductions and Apologies for Absence

The apologies for the meeting were noted.

2. Minutes of the Last Board – 5 June 2015: for agreement

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

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

None reported

Standing Items

4. CYC: A safeguarding story

Michelle Carrington gave the safeguarding story on behalf of Christine Pearson, Vale of York CCG. This was a story of how a 55 year old person fell at home, was admitted to hospital and discharged but then fell through the net of various agencies and was utterly reliant on a neighbour. An investigation was instigated and a safeguarding case conference convened. The person received an apology from Health staff. The Board expressed their relief that the person was supported in the end and discussed whether any changes to the process the person went through had been implemented and how the Board could assure itself that this won't keep happening?

Next safeguarding story will be from Beverly Geary, York Hospital, and will provide the perspective of a front line member of staff.

Actions

Invite a front line worker to the Board to talk about their work to the December 2015 Board	BG
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5. Chair's Report

KMc referred to his report which included:

- Contacts since the last Board meeting
- Board sub group matters re adopting the West & North Yorkshire Multi-Agency Safeguarding Policy & Procedures
- Chair's appraisal and details of areas for future focus of the Board
 - Recommendation: Asked the Board to agree to use the list detailed in the report at Para 3
- Budget for the coming year

- The Board were asked to accept the budget
- Brief report on adult suicides
 - Board were asked to support the interim position relating to reporting to the HWB by the SPIP. TM asked that the HWB report back to the SAB if any safeguarding issues emerge.
- Mental Health Crisis Concordat

The Board were asked to note the report.

Actions

Recommendations at Paras 3, 4, 6 & 7 were agreed	ALL
December agenda – agree sign off approach – Andy Chapman and Steve Wilcox to present a suicide prevention project update in December	SW

6. Board sub-group

6a. West & North Yorks multi-agency policy

This work is being led by Abby Hands and the delay in completion has been caused by concerns relating to ensuring we are fully Care Act 2014 compliant. The Board requested that the final policy document should be circulated to members as soon as possible without waiting for Board sign-off.

Actions

Policy to be circulated to all members as soon as possible	MM
Bring back to December Board to formally agree the final version	MM

6b. Draft Protocol on NHS SI's

S Wilcox presented his report to the Board on NHS Serious Incidents and the overlap with safeguarding procedures. There were a number of concerns expressed about practicalities, but it was recognised that the Board needed assurances about such matters. It was agreed that the draft report should be referred to the Lessons Learned Group for further development work to be completed.

Actions

This report to be referred to the Lessons Learned Committee	SW
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6c. Possible Board sub-groups

This paper proposed that a total of 3 sub-groups were gauged to be adequate for the Board. These to be:

- Safeguarding Adults Review & Lessons Learned sub-group – quarterly meetings unless urgent matters arise where the Chair may need advice. Chaired by Steve Wilcox with representatives from CCG, CYC, LYPFT, NYP & PCU. Terms of reference already agreed.
- Professional Practice sub-group (existing Health Improvement Group) – chaired by Steve Wilcox and attended by NHS and non NHS providers. Minutes to come to SAB.
- Training & Development sub-group – to meet quarterly. To be chaired by Michael Melvin and minutes to come to SAB. The first meeting will be held in October.

Actions

Board members to advise Mel who the rep will be from each agency for the new Training & Development sub-group by Friday 11 September	ALL
Mel to set up meeting first before end of October by surveying members (plus KM and Karen Darley) re a date	MH

7. Safeguarding Training update

MM presented the report in its new format which had been prepared by WDU. The Board wished to feed back that this was a much improved document. Discussion took place around the challenges of completing the Board skills analysis, MM advised that it was not the intention to be academic in any way but that the questions had been lifted from the Care Act as part of what we have been asked to provide.

Actions

Thanks to WDU for much more focused report	MM
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8. Lessons Learned: summary reports

The Chair expressed his disappointment that following the two deaths by suicide which had come to the Board in March 2015 and which

were referred to in the Annual Report, the Board had still not received the completed report on “Tracy” that should have come to the Board in June. He understood this was because of the failure of LYPFT to return the relevant action plan in the agreed timescale. He also thanked YDHFT for their report, but stated that it was inappropriate for the Board to discuss just one part of overall picture. The Chair asked that this should immediately be referred to the Lessons Learned sub group for discussion, and it was agreed that the final report should be brought to the Board as a matter of urgency in December 2015. The investigation and reports re “Daniel” are now closed and SW was thanked for his summative report.

TM raised the matter of a death in custody case which has never been to the Board, and it was agreed that it needed to be brought at the earliest opportunity.

Actions:

Next Lessons Learned sub-group to complete the work on “Tracy”	MH
Lessons Learned sub-group to be convened in October 2015	MH
Death in custody report to be brought to the Board at the earliest opportunity	SW

Strategic Items

9. Strategic Plan and Action Plan update

The Board were advised that this would be the last action plan to come to the Board in this format.

The following actions were discussed:

- A5 – complete
- B5 – DASM’s network up and running
- C1 – new website in development
- C3 – Refresh offer re MSP

The Board were asked to note the content of the report. The Board welcomed the proposed new approach which was different in that it is based on the six principles in the Care Act. This plan will cover 2016 – 2019 and will contain an annually reviewed and updated Action Plan.

Action

Draft of new action plan for next meeting in December	KM
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10. Safeguarding Adults Collection

This was the first of the new reports where we have cut data to reflect current practice. The language and terminology which refers to concerns and completed enquiries as determined by the Care Act (please direct any queries to Abby Hands). A new suite of forms is currently under construction which means we will use an interim set of forms while the reporting system is being overhauled.

Para 3a of the report is new in response to enquiries made at the last Board meeting.

The Board were asked to give their feedback and the following comments were made:

- Case examples were really useful
- Impressed
- Could we add demographic percentage by %age in the age band section of Section 3?
- Huge improvement
- Potential for spotlight issues
- Strategic themes
- Is it possible to record customer satisfaction around the outcomes?

Action:

Feedback to data team with minor improvements suggested for December report	MM
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11. Mental Health Crisis Care Concordat

This report provided an update on the Mental Health Crisis Care Concordat and the Board were asked to note the report and agree the recommendations contained within it.

The Board agreed the recommendations

- To consider utilising the checklist described to enable the Board to assess local implementation of the Concordat
- To receive the minutes from the Gold Group meetings for assurance.

Action:

Board to receive six-monthly updates, next due in March 2016	JP
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12. Feeding back to GP's raising concerns

At a recent quarterly performance meeting between the CCG and GPs; GPs reported that they don't hear back after making a safeguarding referral. PCU and CCG members recognised that they need to continue working with GPs and to ensure they are included in safeguarding procedures/pathways. GPs do not appear to be fully linked into the safeguarding agenda and discussion of the issue revealed that there are probably larger gaps within the GP cohort than other health professionals.

Action:

GP engagement in safeguarding agenda item	S Wilcox/ MC
Further report to March 2016 Board with evidence of improved GP engagement	JP

13. Winterbourne update

This report is an update from the Board held in March 2015. The report details the key updates from the last 6 months in respect of new national guidance relating to monitoring and assessment of hospital admissions.

The Board were asked to:

- Note the report
- Continue to promote integrated multi-agency working on the Winterbourne agenda and support the joint commissioning plan
- The Board to receive an update in March 2016

The Board agreed the recommendations.

The Board asked how it could be assured that in-area placements from elsewhere were also being monitored and whether there is a gap in the process. An update to the Board in December 2015 was requested.

Actions:

Update on out of area placements for December	JP
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Board meeting	
Next Winterbourne update to March 2016 Board meeting	JP

14. Update on East Riding Self-Assessment

Not all responses were received in time for the report to be updated completely – MM will circulate a revised report to Board members once completed.

Overall this presented a positive picture across the area. MM advised the Board that we would welcome a challenge through peer review as there would always be queries around the validity of self assessment.

Action:

Board members interested in a peer review of their Self-Assessment return should notify Mel as soon as possible	MH
Updated Self-Assessment to December 2015 Board	MM

For information (and discussion by exception)

15. Board Sub-Group Working notes

Notes from the sub-group were circulated for information

16. Health Partnership Group

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

17. Website developments

KMc advised that work on the website was going well and it was hoped to be up and running by Christmas.

Actions:

Sample new site to be provided to Board members as soon as available	KM
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18. LGO role in complaints re SABs or SARs

The Casework Guidance statement relating to the LGO role was provided for information. The Board agreed to note this guidance.

Any Other Business

19. (If time) Horizon scanning by Board members

- S Wilcox advised that the Law Commission had opened a consultation on DoLs to review and make less bureaucratic
- TM advised that he was picking up inspection themes locally and asked whether these should be considered on a 6 monthly basis by the Board

Action:

Board to receive a report on where we are for the March 2016 meeting	All/KM
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20. The Chair wished to record the thanks of the Board to Guy van Dichele for his involvement with the Board and his active role as interim DAS.

21. Review of meeting

What Went Well		Even Better If	
Number of figures/graphs on demographics	✓✓	Primary care as well as GPs	
Level of interest by Board members	✓	Front line involvement	✓
Well chaired		More time on interesting items (not a criticism)	
Shared learning & honesty		Explain better what we are about	
Information on training – progress as a Board		More challenge – guard against “cosiness”	

Giving challenge	✓	Temperature check	✓✓
Stretched thinking of items		Out of area - not clear	
GP comments really useful		Observers – insight into what we do	
Relevant – kept awake and interested		Length of papers	✓✓
Reports are better			
Safeguarding story	✓✓		

There being no further business the meeting closed at 11.45am

Dates of future meetings at 9.15am – 12 noon

- 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.