



CITY OF YORK SAFEGUARDING ADULTS BOARD

Meeting held on 3 March 2017, from 9.15 am – 12.00pm
Craven Room, West Offices, York YO1 6GA

Present:

Joanne Addis	The Retreat
Karen Agar (KAg)	Tees Esk & Wear Valley FT
Kyra Ayre (KAy)	Head of Service Safeguarding, MH & DoLS
Michelle Carrington	Chief Nurse, Vale of York CCG
DS Nigel Costello	North Yorkshire Police
Martin Farran	Director Adult Social Care, CYC
Beverley Geary	Chief Nurse, York Teaching Hospitals NHS FT
David Heywood	Stockton Hall
Kevin McAleese CBE	Independent Chair
Michael Melvin	City of York Council
Christine Pearson	Vale of York CCG
Fiona Phillips	Public Health, City of York Council
Cllr Carol Runciman	Portfolio Holder
Keren Wilson	Independent Care Group

In attendance:

Melanie Hopewell	City of York Council (minutes)
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Apologies:

Sarah Armstrong	Chief Executive, York CVS
Sian Balsom	Healthwatch York
John Pattinson	NHS England
Sharon Stoltz	Director Public Health
Lisa Winward	Assistant Chief Constable, NYP

1. Introductions and Apologies for Absence

The apologies for the meeting were noted.

2. Minutes of the Last Board – 2 December 2016: for agreement

The minutes of 2 December 2016 were confirmed as an accurate record of the meeting.

3. Matters arising

Update on Forensic Service in York

An update was received from NHS England on the temporary closure of a male forensic ward at Clifton before Christmas. Summary and background detailed there had been ongoing recruitment problems and that only 7 service users were transferred to beds in other Trust low secure units. The ward will re-open by April 2017.

The update does not say whether the responsible Trust had engaged with partners and the first CoY heard was through the press. The Board were in full agreement that partners should be informed before the press, and representations had been made to the Leeds and York Foundation Trust about the matter.

Statement from TEWV re Worsley Court

Acomb Garth is now fully open.

In discussion it was agreed that it would be helpful for LYPFT to join the multi agency group already in place covering mental health providers in York.

Action

DH to invite LYPFT representative to join multi agency group	DH
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4. Conflicts of interest in connection with any item on the agenda

No conflicts of interest were identified.

Standing Items

5. A safeguarding story

Kyra Ayre presented the safeguarding story which she chose from an audit she undertook recently. This was about Ms X, a woman who had a history of substance misuse and was a victim of domestic violence.

This meant that she had difficulty amongst other things organising money and keeping clean. She was befriended by a female friend of her ex-partner who moved in with her and who then assaulted her twice. Police arrested the alleged abuser and she was put on bail with conditions that she was not to come anywhere near the town where Ms X lived and they also made a referral into safeguarding.

Ms X was involved right from the start, she was supported to put in housing applications and Pathways (Richmond Fellowship – supporting people with MH issues) were involved in helping her to take her medication and feed herself.

At the outcome review meeting which was a multi agency meeting that included social care, the estate manager, Ms X, PCSO, serious crime unit, Lifeline, mental health and Pathways. Ms X had an assessment, new flat, fresh start with support workers allocated to help her to become independent and how to access community safely. Ms X was supported with access to work and volunteering opportunities. Ms X is now living in a new flat, has a dog, goes swimming and attends a number of support groups. She was involved all the way through and this was exactly what she wanted.

The Board concluded that this was fantastic multi agency work – Ms X and her mother involved in all meetings. Demonstrates the “everybody’s business” element of safeguarding.

Actions:

Establish what happened to the perpetrator, matter arising at next meeting.	KAy
ICG care home manager – Liz Hancock from Fulford care home to do the next safeguarding story in June	KW

6. Chair’s Report

The Chair’s report included:

1. Contacts since the last Board meeting
2. Safeguarding week: A Safeguarding System Leadership Group chaired by North Yorkshire Police is in place and meets twice a year. A sub-group meeting was developing proposals for activities and a County wide safeguarding week in w/c 9 October 2017. Board agreed provisionally to put in some modest funding from Board to support the event, subject to final costings.

3. Budget outturn for comment /agreement – Board agreed to accept the proposed 2017/18 budget and to review the figures in 12 months in terms of contribution levels, if the current surplus continued.
4. Annual Report returns for 2016/17 – request for Board members to submit their returns to Mel Hopewell by the end of April 2017. Garrow House & York House return were discussed and will no longer provide a return through the Retreat but could possibly provide assurance through the Q & P framework.

Action

Annual Report returns to be with Mel Hopewell by 30 April 2017 at the latest.	ALL
FP to pass on request for update on level of monetary support required by Public Health for suicide prevention publicity	SS

7. WDU Training Update

The update highlights safeguarding train the trainer activity. In Qtr 2 there were 16 sessions and 87 delegates trained with 64 trainers registered across York. The Impact assessment tool has been evaluated but disappointed with the response of only 3 out of 83 delegates. Board members wondered whether perhaps there should be more focus on how this supports professional registration and more input into value of doing the IAT. The Board thanked WDU for trying to measure training impact. That 50% of attendees were from care home providers was noted. MCA and DoLs training offer – lot of work recently around reviewing the offer around the training – held an event recently with 70 attendees – entirely revised offer from this. Working together safeguarding adults is up and running now. Decreasing no shows largely due to the fact that WDU now charge people or their organisations for non-attendance. The Board welcomed the clear downward trend in non-attendance.

Actions

MM to look into why the Retreat/Christine Pearson and other Board members had not received the email requesting impact assessment completion following training	MM
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Strategic Items

8. Progress on Management Plan 2016/17

The quarterly report highlighted the following :

- Some updates on website
- Leaflets (No-one should have to put up with abuse)
- Audit tool partners testing
- CP has devised an active case tracker
- Referral form on website
- Functionality of website: is this better?
- Management plan – made the right progress in year one of the strategic plan

9. Draft Management Plan 2017/18

- Empowerment – report quarterly to Board
- Prevention – report quarterly to Board
- Proportionality – report quarterly to Board (challenge for NHS as patient in care of NHS for such a short period of time)
- Protection – agreed report quarterly
- Partnership – agreed
- Accountability – agreed report

Board fully content to support new management plan

Action

In the 2017/18 Management Plan, Priority Area 3 (Proportionality), Action 1.3, “figures” to be replaced by “information”	MH
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10. Safeguarding Adults collection

Qtr 3 report – largely in line with previous returns and what we expect in terms of demographic. MC and advocacy – increase in pressure on this service – query in terms of people who not recorded as having advocates – reason for this is that people in many circumstances would have advocacy of family and friends which is not reported. Will pick up in future whether paid or unpaid advocate or if they just don't have. If unbefriended they have statutory right to advocacy but if friended they don't. Advocacy overseeing levels will come through the audit process in Q & P group. The Board was keen to have a more rounded understanding to ensure that there are no gaps in advocacy provision.

Some shift in source of safeguarding concerns – financial abuse and self neglect is somewhat higher.

Outcomes are broadly where we expect them to be.

KPI – direction of travel is neutral overall in relation to national trends and there was some discussion about seeking a more accurate term for the final two columns of data in the quarterly report.

Action

KA to check if have commissioning group for advocacy in York in same way as North Yorkshire – matter arising for June agenda	KA
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11. MSP Outcomes data

It was agreed that this item was more about information than just data. Kay briefly listed the outcomes from the original 8 cases that were audited and asked: is this what the Board would like to see? It was agreed to move to a standing item for every meeting based on the case file audit. Board would also like to know how long the outcome lasted as well as what the agreed changes were. Service user group to be initiated as part of the 2017/18 Management Plan – service users to be in majority at these meetings. There was no appetite for a single service user representative on the SAB, and the Chair saw both Healthwatch York and CVS having a key role in representing user opinions. It was also agreed that there would be three quarterly reports and then the fourth report would be more detailed about how long the planned outcomes lasted.

Actions:

Standing item for each Board – 1 side of A4. Every fourth report to summarise how long the planned outcomes actually lasted.	KA
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12. Quality & Assurance Framework

MM outlined the proposed framework on behalf of the Quality and Performance sub-group and outlined the reporting process. The Board were very impressed by the scope and quality of the proposed

QAF and were happy to support its implementation. MM was asked to thank Mike Richardson for his input on behalf of the Board.

Standing item on the Board agenda

Actions:

QAF to be on the agenda as standing item from June 2017	KMc
Mike Richardson to be thanked for his input	MM

13. Risk Register

The draft from the Quality and Performance sub-group was outlined by MM. He explained that the Gross rating is the risk score if nothing is done in response and the net rating (current rating) is the score after controls and any other mitigations have been put in place. NHS members expressed some concerns about whether the register scores for each of the ten risks were clear and fully understood by all partners. The Board welcomed the SAB's first Risk Register and agreed to accept it in principle and seek some additional narrative around how the gross scores are mitigated and controlled.

Discussion went on to note that attendance at sub groups is sometimes poor from some member organisations. It was agreed that if no substitute is identified and attends instead, the chair of the relevant sub group should contact the relevant Board member for their intervention and action.

Actions:

MH to send out the rating matrix to Board members	MH
Sub group attendance – Chair of sub group to contact Board member for intervention when necessary	Chairs of sub-groups/ ALL

14. Peer Review Outcomes update

KAY reported that whilst there had been further progress with Board member organisations in peer reviewing their self-assessments against the Yorkshire and Humber framework, this was not fully complete. It was agreed that the remaining organisations (CCG, NYP, TEVV) would work together and complete their peer reviews in time for the matter to be confirmed at the June SAB meeting. KAG agreed to take the lead on pulling matters together.

Actions:

CCG, NYP and TEWV to complete peer reviewing of their self-assessments against the Yorkshire and Humber framework by the June 2017 SAB meeting.	KAg
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15. Update on York and North Yorkshire harmonisation

Kay reported and the Board agreed that the best way to get feedback was to start to establish a reference group for service users, as the Management Plan for 2017/18 said would be done. This would be got together asap.

KAy had just attended a working group on West, North and City of York consortium harmonisation of safeguarding policies and procedures, which were now expected to be fully redrafted by July 2017. KAy would send them out and seek responses, and she noted that most other board managers use survey monkey. There might also be individuals who would want to put their views as well. There will also be some narrative about what has changed, to save people having to compare one with the previous other. Consultation is planned for May/July 2017 and final versions should be in place by end of year. The Board accepted that there was now sufficient momentum to carry this through for it to no longer be necessary to work separately on just City of York and North Yorkshire harmonisation.

Actions:

Verbal report in September from KAy to update on progress to date, following issuing by her of the new draft documents by July 2017	KAy
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For information (and discussion by exception)**16. Highlight report on Board sub-groups**

The Board noted the report. There had been focused discussion around deaths and learning from them. Suicide element of reporting was seen on a case by case basis. The Board had accepted at the December 2016 meeting that Public Health was the lead on suicide prevention, but the Board remained unclear about arrangements with partners, like the NHS. MC to clarify with SS.

Actions:

MC to clarify with SS arrangements about suicide reporting with partners like the NHS and report as matter arising at next meeting.	MC
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17. Development Day outcomes

Scores from the feedback forms were all marked at 3 (Good) or above. Once the analysis is complete KMc will circulate.

Actions:

KMc to circulate Action Plan from 27 February Development Day plus evaluation scores form attenders.	KMc
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18. Any Other Business

Safeguarding Adults Peer Review – CYC had received the draft report which highlights partner strength, the strong sense of vision we share and our capacity for change. MM requested any responses to the draft by March 10th.

There were then a number of confidential updates for the Board concerning:

- The transfer of PCU functions back to CCGs
- Minster Grange
- The death of an individual service user
- The Retreat

The Board wished to thank Victoria Pilkington for her contribution as PCU Director and KMc undertook to do so.

19. Review of meeting

What Went Well		Even Better If	
story	✓✓✓✓ ✓	Risk register complicated – narrative required	✓✓✓✓ ✓
Coverage of issues	✓✓		
QAF	✓✓✓✓ ✓✓✓	Sub group representation	✓✓

Management plan – delivered what we said we would do	✓	The room needed to be warmer	✓
MSP	✓	Missed Healthwatch contribution to the meeting	✓✓

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

Dates of future meetings at 9.15am – 12 noon

- **Friday 2 June 2017 – Craven Room**
- **Friday 1 September 2017 – Craven Room**
- **Friday 1 December 2017 – Craven Room**

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