



SCRUTINY BOARD (ADULT SOCIAL CARE)

Meeting to be held in Civic Hall, Leeds on
Wednesday, 10th February, 2010 at 10.00 am

(A pre-meeting will take place for ALL Members of the Board at 9.30 a.m.)

MEMBERSHIP

Councillors

J Chapman (Chair) - Weetwood;
B Chastney - Weetwood;
P Ewens - Hyde Park and Woodhouse;
Mrs R Feldman - Alwoodley;
C Fox - Adel and Wharfedale;
A Gabriel - Beeston and Holbeck;
T Hanley - Bramley and Stanningley;
J McKenna - Armley;
V Morgan - Killingbeck and Seacroft;
F Robinson - Calverley and Farsley;
E Taylor - Chapel Allerton;

CO-OPTEEES

Ms Joy Fisher – Alliance Service Users and Carers
Sally Morgan – Equality Issues

Please note: Certain or all items on this agenda may be recorded on tape

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A G E N D A

Item No	Ward/Equal Opportunities	Item Not Open		Page No
1			<p>APPEALS AGAINST REFUSAL OF INSPECTION OF DOCUMENTS</p> <p>To consider any appeals in accordance with Procedure Rule 25* of the Access to Information Procedure Rules (in the event of an Appeal the press and public will be excluded.)</p> <p>(* In accordance with Procedure Rule 25, notice of an appeal must be received in writing by the Chief Democratic Services Officer at least 24 hours before the meeting.)</p>	
2			<p>EXEMPT INFORMATION - POSSIBLE EXCLUSION OF THE PRESS AND PUBLIC</p> <p>1 To highlight reports or appendices which officers have identified as containing exempt information, and where officers consider that the public interest in maintaining the exemption outweighs the public interest in disclosing the information, for the reasons outlined in the report.</p> <p>2 To consider whether or not to accept the officers recommendation in respect of the above information.</p> <p>3 If so, to formally pass the following resolution:-</p> <p>RESOLVED – That the press and public be excluded from the meeting during consideration of the following parts of the agenda designated as containing exempt information on the grounds that it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the press and public were present there would be disclosure to them of exempt information, as follows:- No exempt items on this agenda.</p>	

Item No	Ward/Equal Opportunities	Item Not Open		Page No
3			<p>LATE ITEMS</p> <p>To identify items which have been admitted to the agenda by the Chair for consideration.</p> <p>(The special circumstances shall be specified in the minutes.)</p>	
4			<p>DECLARATIONS OF INTEREST</p> <p>To declare any personal / prejudicial interests for the purpose of Section 81 (3) of the Local Government Act 2000 and paragraphs 8 to 12 of the Members Code of Conduct.</p>	
5			<p>APOLOGIES FOR ABSENCE</p> <p>To receive any apologies for absence.</p>	
6			<p>MINUTES - 13TH JANUARY 2010</p> <p>To confirm as a correct record the minutes of the meeting held on 13th January 2010.</p>	1 - 6
7			<p>LEEDS SAFEGUARDING ADULT PARTNERSHIP BOARD - UPDATE REPORT</p> <p>To receive and consider the attached report of the Director of Adult Social Services, which updates Members with information regarding progress made against the workplan contained in the Annual Report for 2008/09 of the Leeds Safeguarding Adults Partnership Board.</p>	7 - 24
8			<p>INDEPENDENCE, WELLBEING AND CHOICE INSPECTION ACTION PLAN : UPDATE JANUARY 2010</p> <p>To receive and consider the attached report of the Deputy Director of Adult Social Services (Strategic Commissioning) updating the Board on progress against the action plan formulated from the findings of the Independence, Wellbeing and Choice Inspection carried out by the Commission for Social Care in August 2008.</p>	25 - 44

Item No	Ward/Equal Opportunities	Item Not Open		Page No
9			<p>SCRUTINY INQUIRY - SUPPORTING WORKING AGE ADULTS WITH SEVERE AND ENDURING MENTAL HEALTH PROBLEMS - WORKING GROUP UPDATE REPORT</p> <p>To receive and consider the attached report of the Head of Scrutiny and Member Development updating the Board on progress to date.</p>	45 - 58
10			<p>WORK PROGRAMME, FORWARD PLAN OF KEY DECISIONS AND EXECUTIVE BOARD MINUTES</p> <p>To receive and consider the attached report of the Head of Scrutiny and Member Development.</p>	59 - 82
11			<p>DATE AND TIME OF NEXT MEETING</p> <p>Wednesday 17th March 2010, 10.00am (Pre-Meeting 9.30am).</p>	

Agenda Item 6

SCRUTINY BOARD (ADULT SOCIAL CARE)

WEDNESDAY, 13TH JANUARY, 2010

PRESENT: Councillor J Chapman in the Chair

Councillors B Chastney, C Fox, J McKenna
and E Taylor

CO-OPTEEs Ms S Morgan – Equality Issues

77 Chair's Opening Remarks

The Chair welcomed all in attendance to the January meeting of the Scrutiny Board (Adult Social Care).

Members were advised at this juncture that the Scrutiny Board meeting was inquorate and unable to make any formal decisions. It was advised that under the circumstances, any recommendations would need to be ratified at the next Scrutiny Board meeting in February.

78 Declarations of Interest

Councillor Chapman declared a personal interest in agenda item 7, Transitional Arrangements for Disabled Young People into Adult Social Care, and agenda item 8, Scrutiny Inquiry: Personalisation Working Group – Update Report, on the basis that she had a relative who worked for Leeds General Infirmary and in private industry as a homecare worker. (Minute Nos. 82 and 83 refer)

79 Apologies for Absence

Apologies for absence were submitted by Councillors P Ewens, Mrs R Feldman, A Gabriel, T Hanley, V Morgan and F Robinson; and by Co-opted Member Ms J Fisher (Alliance Service Users and Carers).

80 Minutes - 16th December 2009

RESOLVED – That the minutes of the meeting held on 16th December 2009 be confirmed as a correct record.

(Councillor E Taylor joined the meeting at 10.15 am during the consideration of this item – The Scrutiny Board was advised that the meeting was now quorate.)

81 Matters Arising from the Minutes

Draft minutes to be approved at the meeting
to be held on Wednesday, 10th February, 2010

Scrutiny Board (Adult Social Care) – 11th November 2009

Minute No. 60 - Performance of Homecare Service Providers (Independent and Indirectly provided)

It was reported that comparative information in relation to home care provision from other similar sized authorities had been circulated by e-mail to Members on 7th January 2010.

Scrutiny Board (Adult Social Care) – 16th December 2009

Minute No. 69 – Matters Arising from the Minutes – Dignity in Care

It was reported that the Daily Telegraph article in relation to single-sex wards had been circulated by e-mail to Members on 18th December 2009.

Minute No. 71 - Recommendation Tracking – Major Adaptations for Disabled Adults

The Scrutiny Board was awaiting further information about Aire Valley Homes adaptations delivery performance, which it was reported would be provided by 15th January 2010.

Minute No. 73 – Scrutiny Inquiry – Supporting Working Age Adults with Severe and Enduring Mental Health Problems – Working Group Update

The Scrutiny Board was informed that a range of service users were due to attend the Working Group meeting on Thursday 14th January 2010.

82 Transitional Arrangements for Disabled Young People into Adult Social Care

The Director of Adult Social Care submitted a report informing the Scrutiny Board of the need for change and improvement in the transitions experience and how both Children and Young People Social Care (CYPSC) and Adult Social Care (ASC) were aiming to improve the process.

The following information was appended to the report for Members' information:

- Terms of Reference – Transitional Arrangements for Children into Adult Social Care; and
- Draft Transition Procedure for Young Disabled People in Leeds.

The Chair welcomed to the meeting, Councillor Lancaster, who had joined the meeting for this item as the Children's Services Scrutiny Board Representative.

In addition, the following officers attended the meeting and responded to Members' questions and comments:

Draft minutes to be approved at the meeting
to be held on Wednesday, 10th February, 2010

- Dennis Holmes, Deputy Director (Strategic Commissioning), Adult Social Care;
- Michele Tynan, Chief Officer Learning Disabilities, Adult Social Care;
- David Rosser, Head of Service, Learning Disability Services, Adult Social Care;
- Stephen Bardsley, Learning Disability Services, Adult Social Care;
- Barbara Shaw, Interim Head of Disability Services, Children's Services; and
- Linda Randall, Transitions Team Manager, Children's Services.

Further to the agreed terms of reference (outlined in appendix 1 of the report), the main areas of discussion were:

- Responding to individuals' needs and promoting support from within the community.
- Development of holistic needs assessments.
- Joint working arrangements (approximately 60 individuals identified to benefit from the transitions service this year.)
- Acknowledgement of the difficulties experienced by families during the transition process.
- Acknowledgement of the differences in service provision.
- Concern about individuals who did not meet the eligibility criteria when legally attaining adulthood. (it was reported that a range of support services were provided, e.g. through Children's Social Care, local voluntary and community sector provision.)
- Concern that there was a need for stronger support networks.
- The need to be creative about choices available to young people.
- The role of Social Care Workers, particularly in terms of responding to issues around employment, health and housing.
- Concerns about the time taken to find appropriate housing for young people with disabilities.
- Concerns about safeguarding arrangements (especially differences in children and adult safeguarding arrangements).
- Care planning and work being undertaken with young people in foster care (the Scrutiny Board asked to be provided with further information about this area of work.)
- Concern about the proposed membership of the Multi Agency Strategic Transitions Board, particularly relating to attendance levels and the commitment of partners.
- Acknowledgement of the need to share good practice. (It was noted that the first re-established Regional Forum meeting was taking place on 19th January 2010.)
- Funding arrangements (transitions service joint funded by Children and Adult Services.)
- Measuring success (national and local performance information to be reported back to the Scrutiny Board. Also, full review in 12 months, involving Audit. User groups to be asked for their views.)

RESOLVED –

- (a) That the report and information appended to the report be noted;
- (b) That the service continues to be developed with new staff in place during 2010;
- (c) That the performance of the team be reviewed in January 2011;
- (d) That the service becomes involved in the Regional Transitions Forum to ensure that Leeds is embedding current practice and thinking in its transitions service;
- (e) That the service continues to develop the role of the Strategic Commissioning Board to ensure that all agencies are actively involved in the transitions process; and
- (f) That an update on development of the transitions service be provisionally scheduled into the Scrutiny Board's work programme for July 2010.

(Councillor Fox joined the meeting at 10.25 am during the consideration of this item.)

83 Scrutiny Inquiry: Personalisation Working Group - Update Report

The Head of Scrutiny and Member Development submitted a report which provided the Scrutiny Board with an update on the work of the Personalisation Working Group.

Appended to the report was the following information:

- Personalisation Terms of Reference; and
- Minutes of the Personalisation Working Group meetings of 18th September, 15th October, 11th November and 10th December 2009.

Dennis Holmes, Deputy Director (Strategic Commissioning), was in attendance to respond to Members' questions and comments.

In brief summary, the main highlighted points were:

- Whether there were any further areas that required scrutiny (Members agreed that the Inquiry had been thorough and comprehensive and that no further scrutiny was necessary.)
- Suggestion that the Chair in consultation with the Principal Scrutiny Advisor reported back to the Scrutiny Board on progress made with actions arising from the Working Group meetings.

RESOLVED –

- (a) That the report and information appended to the report be noted; and
- (b) That the Chair in consultation with the Principal Scrutiny Advisor reports back to the Scrutiny Board on progress made with actions arising from the Working Group meetings.

84 Scrutiny Board (Adult Social Care) - Work Programme

A report was submitted by the Head of Scrutiny and Member Development which detailed the Scrutiny Board's work programme for the remainder of the current municipal year.

Appended to the report for Members' information was the current version of the Board's work programme, an extract from the Forward Plan of Key Decisions for the period 1st January 2010 to 30th April 2010, which related to the Board's remit, together with the minutes from the Executive Board meeting held on 9th December 2009.

In relation to ongoing work around transitions, specifically addressing young people in foster care, it was agreed to forward a copy of the report to Scrutiny Board Members when available.

The Board was advised that approval was being sought from Executive Board in February to consult on options for future provision of long term residential care services.

RESOLVED – That subject to the comments raised at the meeting, the work programme be approved.

85 Date and Time of Next Meeting

It was noted that the next meeting would be held on Wednesday 10th February 2010 at 10.00 am with a pre-meeting for Board Members at 9.30 am.

(The meeting concluded at 12.10 pm.)

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Originator: Dennis Holmes

Tel:2474959

Report of the Director of Adult Social Services

Scrutiny Board Adult Social Care

Date: 10 February 2010

Subject: Leeds Safeguarding Adult Partnership Board Update

Electoral Wards Affected:

Ward Members consulted
(referred to in report)

Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

Executive Summary

This report updates Members with information with regard to progress made against the workplan contained in the annual report for 2008/09 of the Leeds Safeguarding Adults Partnership Board, first reported to the this Board in July 2009.

In the 6 months that have passed since the presentation of that report the Board has overseen the successful implementation of supporting infrastructures and has concluded two serious case review enquiries. Significant other developments undertaken in the last six months include the implementation of revised and updated procedures across the whole safeguarding partnership, the completion of the recruitment programme (which means that the partnership support infrastructure is now fully staffed) and finally development sessions for Board members to ensure their own leadership roles are well informed by current practice issues.

Most recently, advertisements have been placed to recruit a high calibre independent chair to take the Board forward and drive forward further improvement.

The report concludes by setting out the outline work programme for the Board for the remainder of this performance year and highlights the likely publication date of the 2009/10 annual report

1.0 Purpose of Report.

- 1.1 This report updates members on how the respective partners to the Safeguarding Board have progressed against the work programme set out in the annual report of the Board published in May 2009 and how these in turn have responded to the recommendations of the Commission for Social Care Inspection (CSCI) Independence, Wellbeing and Choice, area Inspection conducted in the late summer of 2008.

2. Background

- 2.1 Members of the Executive Board were presented with the second annual report of the Leeds Safeguarding Adults Board in June 2009. That report set out activity which had taken place in the previous year to establish steps that would need to be taken to reinforce the safeguarding partnership, augment the infrastructure supporting it and to drive up standards of safeguarding practice in front line services within all partner organizations.
- 2.2 Members will be aware from previous reports that significant deficiencies were identified in the partnership infrastructure, processes and performance management arrangements. The 2008/09 annual report, presented to Scrutiny Board members in July 2009 set out progress which had been made in addressing those deficiencies, at that time it was reported that a very significant amount of work had been undertaken to ensure that safeguarding arrangements in Leeds reflect national best practice models and aspire to excellence.
- 2.3 The report identifies the very substantial growth in numbers of safeguarding referrals and the increasing proportion of those referrals that are concluded by the establishment of a safeguarding plan for the individual concerned.
- 2.4 As reported to the December 2009 Board, against the criteria used by the Care Quality Commission, Adult Social Services have been judged in relation to its overall performance in relation to safeguarding (Outcome 7) as being adequate and therefore having demonstrated improvement over the judgment for 2007/08.

3. Current Position in Respect of Safeguarding Adults

- 3.1 Firstly, in relation to the Board, attendance has continued to be very good, with the level of seniority of partner officers at an appropriate level. The Board has now established its sub-group infrastructure with each group now meeting on a regular basis and reporting its work to the Board. The groups consist of, performance and quality, procedure and policy, training and workforce development, serious case and professional practice, each of these sub-groups is now chaired by senior officers drawn from among the statutory partners who, in turn, have taken their place as full Board members.. Three other groups are in the process of formation to inform the work of the Board, citizen reference group, carer reference group and third sector reference group.
- 3.2 The four main groups set out above have each achieved important milestones in the last 6 months. The performance and quality group has overseen the commencement of data gathering from the statutory partner agencies in relation to their safeguarding activity, this will lead to a more detailed understanding of the totality of such activity in the City. The other work of this group includes the development of a quality assurance framework for assessing the impact and efficacy of safeguarding interventions. This in turn will help to inform judgments on the efficacy of training and workforce development initiatives.
- 3.3 The procedure and policy group has overseen the successful sign-off and implementation of new inter-agency procedures for the City which have now been fully adopted by all statutory partners. The group continues to keep the procedures under review and also the constitution of the Board where it was agreed that the 'Memorandum of Understanding' (MOU) would be subject to regular revision in the light of the Board's development.
- 3.4 The training and workforce development group has overseen the commencement of a comprehensive review of the training and development needs of people working in the

respective statutory and associated partners and also specifically for members of the Board. The group has continued to oversee a significant multi agency training programme covering both general (awareness raising) issues and more specialist training aimed at those staff with specific responsibilities within the safeguarding system (for example in relation to the safeguarding aspects of capacity determinations)

- 3.5 The serious case and professional development group has overseen the completion and publication of two serious case reviews which, in turn, have resulted in two detailed action plans adopted by partners as part of their individual organizational improvement plans designed to ensure that lessons learnt from the reviews are fully and widely disseminated and adopted. Crucially, the action plans are reviewed by each of the other groups so that procedural amendments, training requirements and quality assurance measures are all developed quickly and directly in response to the review reports. Appended to this report is the Serious Case Review Procedure which details the criteria for a serious case review. The procedure lists the criteria, and provides a checklist of questions that should be asked of each suggested case for review.
- 3.6 In December, Board members attended a second development day facilitated to develop their understanding of the inter-agency procedures and their agency role as safeguarding champions. In response to these development opportunities each of the partners has now established their own internal safeguarding group specifically to ensure their readiness to respond to safeguarding episodes both strategically and practically, and to ensure their ability to implement their own organizational response to developments initiated by the Board and it's sub-groups.
- 3.7 During the latter part of 2009, the recruitment process to ensure greater capacity for the safeguarding board infrastructure and within adult social services, concluded with the remaining appointments having been made. This has ensured that all the arrangements previously highlighted to members of the Scrutiny Board have now been fully implemented, this includes the independent chairing of safeguarding conferences, administrative and specialist advisory support to the Board and it's sub-groups as well as specialist support to individual partner agencies and reference groups.
- 3.8 Finally, advertisements have been placed to formally recruit an appropriately able and experienced independent chair for the Safeguarding Adults Partnership Board. Since June 2008, the Board has been chaired by the Deputy Director (Strategic Commissioning) within a separate accountability agreement to the Director of Adult Social Services. All the developments set out above have been put into place under this arrangement, however, it is recognised that this period of stabilization and embedding of new arrangements should be a temporary one. It is anticipated that the recruitment process will conclude in time for the independent chair to take up their role in April, however, it is important to note that the strategic importance of this role within Leeds will require the recruitment of an individual with significant qualities and one recruitment round may well be insufficient.

4.0 Implications for Council Policy and Governance

- 4.1 The adoption in February 2009 of improved arrangements for partnership and Board governance means that the Board now operates within a nationally recognized set of best practice arrangements designed with the assistance of leading national figures. These arrangements were twice reported, in detail, to the Corporate Audit and Governance committee.
- 4.2 As highlighted in paragraph 3.3 all the governance arrangements set out in the 'Memorandum of Understanding' are being kept under review, adjustments to the constitution will be made in order to address any anomalies or deficiencies. This is particularly important in the light of the recent Ministerial announcement, attached as appendix 2, in relation to the outcome of the Governments' review of the 2000 'No Secrets' framework, which confirms the present Government's intention to place local Safeguarding

Adult partnership arrangements on a statutory footing by the adoption of new primary legislation later this year.

5.0 Legal & Resource Implications

- 5.1 The legal implications relate to a significant array of legislation in relation to offences against the person, guidance in relation to Care Standards, the implementation of specific guidance in relation to Adult Safeguarding, Dignity in Care and the associated responsibilities for Local Authorities and their partners set out in the terms of the Mental Capacity Act 2005.
- 5.2 Paragraph 4.2 above alerts Members to the introduction of amended safeguarding law as a consequence of the Government's response to the review of the 2000 'No Secrets' guidance. The Ministerial announcement makes clear that issues like Mental Capacity will be brought into the scope of the revised safeguarding board arrangements, as such the Leeds Board has already agreed to adopt the Local Implementation Network for the implementation of the requirements of the MCA as a formal sub-group of the Safeguarding Partnership Board, this arrangement will commence in April.
- 5.3 Adult Social Care, as part of the 2009/10 budget setting process, identified a total investment package of £878K to support and augment front-line practitioners. An element of this investment has been used to ensure that the overall partnership has an effective infrastructure which is able to support safeguarding activity across the wider partnership. Elements of this investment have been offset in-year by contributions from partners, where appropriate as income (in the case of NHS Leeds, LTHT and LPFT) or in terms of time devoted by officers to supporting the work of the partnership (in the case of the West Yorkshire Police, for example).
- 5.4 The February meeting of the Board will consider the 2010/11 budget and partner contributions proposals.

6.0 Conclusions

- 6.1 Safeguarding Adults, especially vulnerable adults, is now definitely recognized in Leeds as being everybody's business. Members of the Adult Social Care Scrutiny Board will wish to continue to be assured that the system and practice of Safeguarding is kept under close and regular review to ensure that it remains responsive to national policy shifts and local organisational realignments.
- 6.2 Members will wish to be assured that the practical as well as strategic requirements of this approach are well understood by key staff from across the safeguarding partnership and, increasingly, by the wider public. Further, this report seeks to provide assurance that not only are any weaknesses in the system of Safeguarding recognised and addressed but that the partners have committed to a programme designed to achieve excellence in Safeguarding practice in Leeds. The improved rating of performance in this area by the CQC provides independent evidence of the success that has been achieved to date.
- 6.3 In support of the crucial role played by the Local Authority in ensuring the safety of its citizens, Members of the Adult Social Care Scrutiny Board have continued to retain a close interest in the development of these arrangements, their support and interest continues to be both important and welcome.

7.0 Recommendation

- 7.1 Members are requested to note the updated information contained in this report.

Documents referred to in this Report:

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Serious Case Review Procedure

A. Introduction

The purpose of this document is to ensure that there is a consistent approach to the process and practice in undertaking Serious Case Reviews (SCRs) where a vulnerable adult(s) is the victim(s) of abuse and concerns are expressed about factors in the case. For example, some safeguarding adults cases raise issues that are beyond the scope of the multi-agency enquiry, such as the potential for institutional abuse, risks to people not supported by Leeds Adult Social Care, concerns about multi-agency working and risk management, poor communication and practice. In such cases a serious case review will consider these issues and recommend actions to address them.

The overall purpose of a serious case review is to promote learning and improve practice.

There is no statutory requirement for agencies to cooperate with such reviews, but voluntary involvement will enable the partnership develop good practice.

The Association of Directors of Social Services (ADSS) published a National Framework of Standards for Good Practice and Outcomes in Adult Protection Work in 2005. Standard One states that:

There is a 'Safeguarding Adults' serious case review protocol. This is agreed, on a multi-agency basis and endorsed by the Coroner's Office, and details the circumstances in which a serious case review will be undertaken. For example: when an adult experiencing abuse or neglect dies, or when there has been a serious incident, or in circumstances involving the abuse or neglect of one or more adults. The links between this protocol and a domestic violence homicide review should be clear.

There is an agreed multi-agency protocol for the commissioning and undertaking of 'Safeguarding Adults' serious case review.

B. Purpose

Serious Case reviews are not inquiries into how a person died or suffered injury, or to re-investigate or to apportion blame. The purpose of a Serious Case Review is to:

- Establish whether there are lessons to be learnt from the circumstances of the case and the way in which local professionals and agencies work together to safeguard vulnerable adults;
- Review the effectiveness of procedures;

- Inform and improve local inter-agency practice and working together to better safeguard adults;
- Improve practice by acting on learning and developing best practice;
- Prepare or commission an overview report which brings together and analyses the findings of the various reports from agencies in order to make recommendations for future action;
- Recommend further enquiries or investigations arising from the review, preparing Terms of Reference and recommending responsible agencies for such enquiries or investigations.

It is acknowledged that all agencies will have their own internal / statutory procedures to investigate serious incidents. This procedure is not intended to duplicate or replace these, but to focus consideration of how we continually improve our partnership working to safeguard adults.

<p>C. Criteria for serious case review</p>

The Leeds Safeguarding Adults Board will undertake the lead responsibility for conducting a serious case review.

A Serious Case Review should be considered when:

a) a vulnerable adult dies (including death by suicide) *and* where abuse or neglect is known or suspected to be a factor in their death;

or,

b.) a vulnerable adult has sustained any of the following:

- A life threatening injury through abuse or neglect;
- Serious sexual abuse;
- Serious or permanent impairment of development through abuse or neglect;
- Serious inhuman or degrading treatment;
- Abuse or neglect arising from institutional factors.

and,

where the case gives rise to concerns about the way in which local professionals and services worked together to safeguard vulnerable adults.

The Safeguarding Adults Board can also consider conducting a serious case review into any incident(s) or case(s) involving vulnerable adult(s) where it is clearly in the public interest to do so.

The Secretary of State also has authority under the Local Authority Social Services Act 1970 to cause an enquiry to be held where he considers it advisable.

See Appendix 1 for a checklist to be used to help agencies consider whether a serious case review should be considered.

D. Referral of cases for a serious case review

Any agency representative or professional may refer a case believed to conform to the criteria and guidance contained in section C. Referral may be made directly to the Chair of the Safeguarding Adults Board or to the Safeguarding Coordinators. The referral should be made using the form set out in Appendix 2. Safeguarding Adults Enquiry Coordinators (SAECs) should be particularly well placed to identify cases that warrant review.

The Chair of the Safeguarding Adults Board will decide whether a case meets the criteria for a Serious Case Review. This decision will be made, where possible, in consultation with the Board. Where this is not possible, due to time constraints, the Chair will consult with appropriate Board members before deciding to commission an independent chair to lead a Serious Case Review.

E. Information sharing

The Serious Case Review Panel should bear in mind that the review is likely to handle highly sensitive information and will ensure that it is managed in accordance with the principles set out in the Data Protection Act (1998).

The Leeds Safeguarding Adults Team will provide secure and appropriate storage of all information provided to the Review Panel.

Information sharing by all agencies is covered by the Leeds Information Sharing Agreement. However, if any agency has concerns about sharing information with the Panel, or about this being recorded within the Panel's final report, its chief officer should discuss this with the Panel Chair. If the agency decides it cannot share information, this should be recorded.

F. Initiating a Serious Case Review

The Serious Case Review (SCR) Panel will be chaired by an Independent Chair who will be commissioned by the Chair of the Safeguarding Adults Board. The Independent Chair will be supported by the Leeds Safeguarding Coordinators.

The Independent Chair will lead a Panel that will comprise a representative from each of the following agencies:

- Leeds City Council Adult Social Care
- Leeds Partnership Foundation Trust
- Leeds PCT
- Leeds Teaching Hospitals Trust
- West Yorkshire Police

These will form the core membership of the Panel.

In addition to this core group additional members may be co-opted to address particular cases or issues.

Those nominated to the Panel will have appropriate levels of experience of safeguarding adults and inter-agency work and will have suitable qualifications and seniority within their agencies when contributing to a SCR. In order to enhance the independence and objectivity of the Panel, nominees selected to contribute to specific reviews will normally be chosen from an operational area having no involvement with the case in question. The selection of contributors will be the responsibility of the Chair of the SCR Panel in discussion with Panel members.

The SCR Panel will meet to consider the SCR referral.

The Safeguarding Adults Coordinators will make relevant information available to the Independent Panel Chair and other members of the Panel either at this initial meeting or by prior correspondence.

The Panel will draw up the Review's terms of reference. The terms of reference will address the following elements:

1. What are the most important issues to address in order to learn from this case?
2. Which agencies and professionals should contribute to the review and who from other sources (e.g. proprietor of a care home) should be asked to submit management reports?
3. Which issues should each agency address?
4. Would it assist the SCR Panel to bring in an outside expert at any stage of the review process?
5. Over what time period should events be reviewed?
6. What family service history and background information will help to better understand the case?
7. Should the victim(s) or family members be asked to contribute to the review?
8. Will the case be likely to give rise to any parallel investigations? (e.g. a Serious Untoward Incident, a domestic homicide review).
9. Is there a need to involve professionals from other authorities?
10. How should the review process take account of any Coroner's enquiry and any criminal investigations or proceedings related to the case? Is there a need to liaise with the Coroner and / Crown Prosecution Service?
11. When should the review start and by what date should it be completed?
12. How should the public, family and media interest be handled, before, during and after the review?
13. Does the Safeguarding Adults Board need to gain legal advice prior to the start of the Review process?

G. Conducting a Serious Case Review

On receipt of the SCR Panel's terms of reference, the Chair of the Leeds Safeguarding Adults Board will formally request relevant agencies to prepare and submit a management report and where appropriate, a management action plan.

Guidance will be provided to agencies to enable them to focus their report on the issues requiring a response. This guidance is set out in Appendix C.

The management reports, chronology, plus any other information identified as necessary, must be sent by e-mail (marked confidential) to the Safeguarding Adults Team Administrator within 6 weeks of the report being requested.

The management reports and chronologies will be amalgamated and all the documentation will be forwarded to the Independent Chair of the SCR Panel for a draft report to be prepared. The Chair of the Panel will ask the Administrator to convene a meeting of the Panel including any co-opted members to consider the issues in the case.

The Panel will consider the draft report and review the management reports and information provided by any other source, and agree the content of the overview report. This should bring together information from the reports, analyse findings and make recommendations for future action plans.

The review process should be completed within three months of the Leeds Safeguarding Adults Board Chair recommendation to conduct the review, unless an alternative time-scale has been agreed.

H. IMPLEMENTING THE REVIEW RECOMMENDATIONS

On completion, the overview report together with an executive summary, recommendations and actions plans will be presented to the Chair of Leeds Safeguarding Adults Board who will:

- a.) Ensure contributing agencies are satisfied that their information is fully and fairly represented in the overview report.
- b.) Ensure that the recommendations and actions plans from the overview report are endorsed at senior level by each agency. The action plan will indicate:
 - Who will be responsible for various actions.
 - Time-scales for completion of actions.
 - The intended outcome of the various actions and recommendations.
 - The means of monitoring and reviewing intended improvements in practice and/or systems.
 - It must be made explicit in each case to whom the report or parts of the report should be made available and agree the means by which this will be carried out.

c.) Disseminate the report, executive summary, recommendations and action plans to interested parties as agreed and provide appropriate feedback and debriefing to staff, family members and media.

I. Annual report

All Serious Case Reviews will be included in the Leeds Safeguarding Adults Board's Annual Report along with relevant service improvements.

Leeds Safeguarding Adults Board Serious Case Review Procedure

Appendix 1

Checklist for the assessment of the suitability of a Serious Case Review

The following checklist of questions may help in deciding whether or not a case should be the subject of a Serious Case Review in circumstances, other than when an adult dies. A 'yes' answer to several of these questions is likely to indicate that a review will yield useful lessons: -

- The abuse was not recognised by agencies or professionals in contact with the adult;
- The abuse was not shared with others;
- Was not acted upon appropriately;
- The abuse happened in an institutional setting;
- Does one or more of the agencies or professionals consider that its concerns were not taken sufficiently seriously or acted upon appropriately by another?
- Does the case indicate that there may be a failing in one or more aspects of the local operation of Safeguarding Adult procedures which go beyond the handling of this case?
- Does the case appear to have implications for a range of agencies and/or professionals?
- Does the case suggest that the Safeguarding Adults Board may need to change its local protocols or procedures or that protocols or procedures are not effectively used or acted upon?

Leeds Safeguarding Adults Board Serious Case Review Procedure

Appendix 2

Referral for a Serious Case Review

The format for requesting a SCR must include the summary information listed below.
This should be sent to: Emma.R.Mortimer@leeds.gov.uk

All requests will be submitted to the Chair of the Leeds Safeguarding Adults Board for consideration.

Content of the referral:

1. Name of the person submitting the application for a SCR.
2. Position of applicant.
3. Agency of the applicant (if applicable).
4. Contact details, to include Address, Telephone Number, Fax and E-mail.
5. Brief details of the safeguarding adults concern, including:
 - a. the name(s) and date of birth of the victim(s).
 - b. the name of any service provider involved.
 - c. the name of the Safeguarding Adults Enquiry Coordinator (SAEC)
 - d. details of why the case meets the SCR criteria (see procedure, section C)

Leeds Safeguarding Adults Board Serious Case Review Procedure

Appendix 3

Management Case Review Guidance

The purpose of a serious case review management review is for each agency with involvement with the case(s) in question to detail the scope of their involvement and to provide an analysis of their actions. Each agency should remember that the purpose of a serious case review is to provide the partnership with learning.

The management review should include:

a.) A comprehensive chronology. This should be compiled to detail involvement by the agency and/or professional(s) in contact with the adult and family over a period of time set out in the review's terms of reference.

b.) A brief summary of the decisions reached, the services offered and/or provided to the adult, family/carer, and other action taken.

c.) An analysis of involvement.

Consider the events that occurred, the decisions made, and the actions taken (or not taken). Where judgements were made, or actions taken, which indicate that practice or management could be improved, try to get an understanding not only of what happened, but why. Consider specifically:

- Were practitioners sensitive to the needs of the adult in their work, knowledgeable about potential indicators of abuse or neglect, and about what to do if they had concerns about a vulnerable adult?
- Did the agency have in place policies and procedures for safeguarding vulnerable adults and for acting on concerns about their welfare?
- What were the key relevant points/opportunities for assessment and decision-making in this case in relation to the adult, family/carer? Do assessments and decisions appear to have been reached in an informed and professional way?
- Did action accord with assessments and decisions made? Were appropriate services offered/provided, or relevant enquiries made in the light of the assessments?
- When, and in what way, were the adult's wishes and feelings ascertained and considered? Was this information recorded?

- Was the person's mental capacity appropriately assessed and taken into account throughout the agency's involvement with the client?
- Where relevant, were appropriate care plans or adult protection processes in place, and care plan reviews and/ or adult protection reviewing processes complied with?
- Was practice sensitive to the racial, cultural, linguistic, age, disability and religious identity of the adult, and family/carer?

Better protection for vulnerable adults

- **Last modified date:**

19 January 2010



The most vulnerable people in society will be better protected by local agencies such as councils, the police and the NHS, Care Services Minister Phil Hope announced today.

In response to the Government's consultation on strengthening protection for vulnerable adults, new legislation will be introduced to enshrine in law the need for every local area to have in place a Safeguarding Adults Board – a body made up of the local social services authority, the police, the NHS and working with all other groups involved in protecting vulnerable adults. The board will ensure that vulnerable adults who suffer abuse will have quick and easy access to the people who can help them best.

The Government, working with stakeholders, will now set in train a programme of work to lead and support all agencies involved in safeguarding adults. It will ensure that everyone involved in the care of vulnerable adults has the skills to protect them.

There will also be a new cross Government Ministerial group which will oversee the safeguarding of vulnerable adults, set priorities, work up new policy and provide national leadership.

Care Services Minister Phil Hope, said:

'Vulnerable adults deserve the best protection we can give them - that often means many local agencies being involved in their care.

'We are going to make it law that every local area must have a Safeguarding Adults Board to look after the most vulnerable people. Some areas already do this and they do it well but I want it to be mandatory and effective for everyone.

'A new Ministerial group will oversee the safeguarding of vulnerable adults. Along with Ministerial colleagues across Government, I will set priorities, new policy and provide a strategic co-ordination role. Our first goal will be to push through legislation on Safeguarding Adults Boards and to issue new and improved guidance.

'I would like to thank all those who contributed to this work.'

Mind's Chief Executive Paul Farmer said:

'People with mental health problems can often face isolation and can be dependent upon care and support that is provided by strangers. We have seen that when agencies work together with people with mental health problems they can prevent abuse from occurring and can ensure that justice is done. By giving priority to this issue the Government is helping to reduce the risk of abuse. Mind has heard many examples where people have been exploited by those tasked with supporting them, such as the woman whose neighbour did her weekly grocery shop but also helped herself to £14,000 of her money and yet her care workers did not notice. We look forward to working with the Government to produce new guidance that will better safeguard the rights of people in vulnerable circumstances.'

Chief Constable Richard Crompton, the Association of Chief Police Officers' lead on vulnerable adults said:

'On behalf of the Police Service, ACPO made a major contribution to the 'No Secret' consultation. We are pleased to see that many of the points we made are reflected in the Government announcement and look forward to continued work with Government and partners to improve safeguarding adults from abuse.'

Kathryn Stone, Chief Executive of Voice UK said:

'Voice UK welcomes the announcement that safeguarding boards are to be made statutory. This is a clear signal from government that adults at risk will be prioritised and protected.'

Today's announcement builds on previous measures which include making every independent care home subject to the Human Rights Act and giving the Care Quality Commission tough powers to penalise or close down care providers who offer substandard care.

The Government is also working with the General Social Care Council on a system of registration for home care workers. This will strengthen protection of vulnerable people, raise the quality of care provided and help prevent abuse.

Legislation that can, and is, being used to safeguard adults includes the Criminal Justice Act 1988, the Mental Capacity Act, 2005, the Fraud Act, the Mental Health Act 1983, the Domestic Violence, Crime and Victims Act 2004, as well as health and safety at work legislation.

By enabling adult services to work more effectively together, the Government is tightening the net so that more offenders are caught and punished within existing law. This approach takes into account the views of many older people and many people with disabilities who say they do not want social workers, police or any other professionals making decisions about their lives.



Originator: Stuart Cameron-Strickland
Tel: 07891276578

Report of the Deputy Director Adult Social Services – Strategic Commissioning

Adult Social Care Scrutiny Board

Date: 10th February 2010

Subject: Independence Wellbeing and Choice Inspection Action Plan: January 2010

Electoral Wards Affected:

All

Ward Members consulted
(referred to in report)

Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

1.0 Purpose Of This Report

- 1.1 The purpose of this report is to update the Adult Social Care Scrutiny Board with information relating to the performance of Adult Social Services against the action plan, formulated from the findings of the Independence Wellbeing and Choice Inspection undertaken by the Commission for Social Care Inspection in August 2008.

2.0 Background Information

- 2.1 On the 3rd of December 2008 the Executive Board received the Independence, Wellbeing and Choice report. Associated with the reports is an action plan defining targets for improvement by Adult Social Services in order to resolve the problems raised by the inspector. In response the Executive Board resolved that the report and associated plan be referred to Scrutiny Board (Adult Social Care) for their oversight of performance against the targets set out in the action plan.
- 2.2 This matter was brought to the Adult Social Care Scrutiny Board on the 10th of December 2008 for discussion. The board recommending that the Proposals Working Group (ASC) meet on a monthly basis to monitor overall progress of Adult Social Services' performance against the objectives set out in the action plan and report directly to the Scrutiny Board. The Independence Wellbeing and Choice summary and progress report for September October and November 2009 was brought before the Proposals Working Group on the 17th December 2009. Draft minutes of the working group are attached as appendix 1.

2.3 The updated Independence Wellbeing and Choice Progress Report for December 2009/January 2010 is attached as appendix 2.

3.0 Recommendations

3.1 The Adult Social Care Scrutiny Board is asked to note the draft minutes from the Proposals Working Group 17th December 2009 and the summary and progress report for December 2009/January 2010.

3.1 In addition, the Adult Social Care Scrutiny Board is specifically asked to:

3.1.1 Consider the outcome of the December 2009/January 2010 summary and progress report, commenting on any specific aspects included.

3.1.2 Determine if there are any specific / further areas that require additional scrutiny by the Proposals Working Group.

4.0 Background Papers

4.1 None.

Scrutiny Board (Adult Social Care) Proposals Working Group

17th December 2009, 2pm
Democratic Services Meeting Room, Civic Hall, Leeds

MINUTES

ATTENDANCE

Members:

Cllr. Judith Chapman (JC) (Chair)
Cllr Clive Fox (CF)
Cllr Penny Ewens (PE)

Officers:

Dennis Holmes (DH) - Deputy Director Strategic Commissioning
Ann Hill (AH) - Head of Finance
Julie Hatton (JH) - Head of Passenger Transport
Richard Mills (RM) Principal Scrutiny Advisor

Interests Declared – None

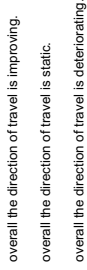
NO.	ITEM	ACTION
1	<p>Independence Wellbeing and Choice Inspection Action Plan</p> <p>DH reported that all the indicators in the Independence Wellbeing and Choice Inspection Action Plan were either completed or on target.</p> <p>DH stated that this will now be subsumed into the Case Quality Commission (CQC) in March 2010.</p> <p>He reported that the Safeguarding Board was operating extremely well. It was planned to expand its membership by adding a representative from the clinicians and the fire service. This initiative had caused a ripple effect with a number of organisations establishing internal safeguarding groups. He made particular reference to the West Yorkshire Police Authority which had established an overarching internal Safeguarding Board for children and adult services covering all 9 police areas.</p> <p>Members felt that other departments could learn from the actions and initiatives undertaken by the department including the establishment of a scrutiny working group to monitor and press progress to achieve the targets set. Members thanked everyone concerned for such a positive outcome.</p> <p>It was agreed that (DH) continue to provide the Chair of the Scrutiny Board (Adult Social Care) with a monthly report on the Independence Wellbeing and Choice Inspection Action Plan until it is subsumed into the CQC in March 2010.</p>	<p>DH JC</p>

<p>2</p>	<p>Passenger Transport - Day Centres</p> <p>Members considered a report by the Director of Resources in response to queries raised by Members of the Working Group with regard to costs for transport to day centres.</p> <p>The report also provided members with information on progress to date on delivering value for money in Passenger Transport Services and options for further improvements.</p> <p>(JH) and (AH) introduced the report and responded to Members questions.</p> <p>CF asked whether the figure he had seen of £92,000 for transporting people to Otley day centre was a correct figure as this worked out at a cost of £80 a journey. AH responded and said that the actual projected cost for 2009/10 was £9,000 as shown in the report. Historically, she explained there were a number of part time day centres operating in the city and the total cost before apportionment was around £90,000. There were issues about the accuracy of the figures and some chargeable costs were disproportionate to the true activities. CF accepted the explanation.</p> <p>It was agreed to note the report and in particular that the method of apportionment was to be revised during the 2010/11 budget setting process to reflect a more accurate service provision.</p>	<p>AH</p>
<p>3</p>	<p>Attendance /Introductions /Apologies</p> <p>The above attendance was noted.</p> <p>Apologies were received from Joy Fisher (JF)– Co – opted member and Sally Morgan (SM) – Co- opted member</p>	
<p>4</p>	<p>Minutes of the Previous Meeting</p> <p>The minutes of the meeting held on 29th September 2009 were received and approved.</p> <p>Comments on the Minutes</p> <p>None</p>	
<p>5</p>	<p>Proposals Working Group</p> <p>It was agreed that no further meeting of this Working Group was necessary at the present time.</p>	

Leeds Independence, Wellbeing and Choice Inspection Action Plan: Summary Report December'09 /January 2010

This Period	
Completed Actions this Reporting Period	
7.2	The serious care review process is effective & the partnership evidence learning and dissemination of good practice. Options which will maximise effective joint working to best meet the needs of people and deliver outcomes are identified.
14.5	Develop formal joint commissioning frameworks with health to extend the range of options for delivering personalised services
This Period	
Overdue Actions this Reporting Period	
Next Period	
Actions due for completion by the next Reporting Period	
3.3 (b)	Specify and implement a comprehensive communications and social marketing strategy in relation to adult safeguarding. Surveys and quality assurance establish baseline and targets relating to outcome measures. QA framework to incorporate analysis of risk management
3.4	Develop a Safeguarding Adults Charter for Leeds 11.2 Agree quality outcome focused standards for reviews to incorporate personalisation and risk factors.
Actions commencing in the next Reporting Period	
There are no actions to commence in the next Reporting Period.	
Overview	
<p>All actions are progressing well with some actions completed well in advance. It is becoming increasingly apparent that actions which are jointly owned by ASC and NHS Leeds must go through their individual governance systems which delays in completing these actions on target. Work on some actions have exceeded the original requirements.</p> <ul style="list-style-type: none"> - Service Users and Carers involvement in majority of actions has given a new dimension to the service provision. - Different methods are being used to ensure greater and more meaningful involvement of citizens to develop Adults Safeguarding Charter for Leeds. - Leeds has attained a rating of excellent for it's involvement of people in planning services. - The Auditing undertake so far has set a baseline with regards to quality of recording and provided a foundation for measuring quality improvement. - Independent File Auditing has been commissioned and commenced. - Performance and Quality Assurance systems are developed and baseline agreed to ensure all services are provided to the set standards and vigorous monitoring systems are strengthened internally and externally with other partners. - Accessibility review has been completed and final report with recommendations was presented to the ASC Commissioning Board. A group is being established to progress these recommendations. - Communication and Marketing Strategy is being implemented. Improved carers website and marketing has resulted in 300% increase in web hits. - To ensure Carers Strategy is widely publicised, carers special news pages will be added to Spring edition of 'About Leeds' which will go to every household in Leeds 	
Risks	
<p>There are some actions which might not be completed in the set target time due to:</p> <ul style="list-style-type: none"> - Partners such as NHS - Leeds required to seek approval of procedures, system, protocols and joint policies through their own governance system. - Participation of all parties (service users, carers, staff and other partners) to gain comprehensive and meaningful reviews. - Whilst working to progress some actions other issues have come to light which needs to be resolved before work could be completed on some of these actions. 	
Amendments to the Action Plan	
No amendments are requested	
Guidance on RAG Reporting	
Green	Action completed and success criteria met.
Orange	Action on track but not completed.
Red	Either the action is not on track for completion and/or there are significant risk to completion time and/or meeting the success criteria.
Yellow	Not due to commence
Blue	Direction of travel

Independence, Wellbeing & Choice Inspection Action Plan



DECEMBER/JANUARY PROGRESS REPORT





Recommendation 1: The Council should urgently ensure that concerns are investigated, strategy meetings and protection plans devised and implemented where necessary											
Aim/Outcome	Action	Last Month RAG	This Month RAG	Plan Start	Plan Finish	Actual Finish/ Ongoing	Success Criteria: How will you know that the action has achieved its intended aim? i.e. task complete, measures in place.	Lead: Who will be responsible for delivering the work?	Chief Officer: Accountable for achieving the aim	Report of Progress	Risk Report
1.1	Multi-Agency arrangements for Safeguarding meet national standards and protect vulnerable adults.			Sep-08	Nov-08	Nov-08	All statutory agencies formally committed via written Memorandum of Understanding (MOU) which is signed by all partners	Dennis Holmes, Deputy Director (Strategic Commissioning)	Director of Adult Social Services	COMPLETED	COMPLETED
1.2	Multi-Agency arrangements for Safeguarding meet national standards and protect vulnerable adults.			Sep-08	Nov-08	Nov-08	Safeguarding Partnership Board and sub group structure is established with new MOU. These provide the governance to ensure and monitor that all relevant agencies and staff are equipped to safeguard vulnerable adults across Leeds. Improvements to be measured by the QA sub-group. Baseline & targets to be established.	Dennis Holmes, Deputy Director (Strategic Commissioning)	Director of Adult Social Services	COMPLETED	COMPLETED
1.3	Leadership of Adult Safeguarding Board is effective and arrangements ensure that vulnerable adults are safeguarded.			Oct-08	Jan-09	Jan-09	Head of Adult Safeguarding is jointly appointed.	Dennis Holmes, Deputy Director (Strategic Commissioning)	Director of Adult Social Services	COMPLETED	COMPLETED
1.4	Staff engaged with the delivery of protective action to safeguard vulnerable adults are provided with immediate advice on minimum standards of practice			Jan-09	Jan-10	Jul-09	All key stages of the Adult Safeguarding plan 2008/09 are completed & plan for 09/10 published and actioned.	Brian Ratner, Nyoka Fothergill, Phil Schofield, Jane Moran, Graham Heffernan, Steve Bardsley (Service Delivery Managers)	Chief Officer (Access and Inclusion) Chief Officer (Learning Disability)	COMPLETED	COMPLETED
1.5	Management action ensures that frontline management quality assurance is effective in supporting good practice			Sep-08	Dec-08	Dec-08	All staff are aware of and understand expectations regarding the safeguarding procedures and the need for effective outcomes evidenced via audit of enquiries post Sept 08 by independent auditor.	Brian Ratner, Nyoka Fothergill, Phil Schofield, Jane Moran, Graham Heffernan, Steve Bardsley (Service Delivery Managers)	Chief Officer (Access and Inclusion) Chief Officer (Learning Disability)	COMPLETED	COMPLETED
1.6	Frontline staff are equipped to safeguard vulnerable adults and have competencies to do so effectively.			Dec-08	Mar-09	Mar-09	Independent Audit report defines further action required and Chief officer action with fieldwork staff to embed requirements	Brian Ratner, Nyoka Fothergill, Phil Schofield, Jane Moran, Graham Heffernan, Steve Bardsley (Service Delivery Managers) Hilary Paxton (Head of Adult Safeguarding)	Chief Officer (Access and Inclusion) Chief Officer (Learning Disability)	COMPLETED	COMPLETED
1.7	Independent audit undertaken & establishes that vulnerable people in Leeds are being effectively safeguarded			Oct-08	Dec-08	Dec-08	Roll out to fieldwork staff a supervision checklist as an aide memoire including key issues for frontline managers to consider in supervision in relation to safeguarding practice.	Brian Ratner, Nyoka Fothergill, Phil Schofield, Jane Moran, Graham Heffernan, Steve Bardsley (Service Delivery Managers) Hilary Paxton (Head of Adult Safeguarding)	Chief Officer (Access and Inclusion) Chief Officer (Learning Disability)	COMPLETED	COMPLETED
				Oct-08	Dec-08	Dec-08	Each social work team has undertaken a workshop training session on roles and responsibilities in relation to safeguarding.	Graham Septon (Deputy HR Manager)	Chief Officer (Access and Inclusion) Chief Officer (Learning Disability)	COMPLETED	COMPLETED
				Oct-08	Dec-08	Dec-08	Review 20 sampled safeguarding cases by external consultant to ascertain progress in improvement of standards.	Stuart Cameron - Strickland (Head of Performance)	Deputy Director (Strategic Commissioning)	COMPLETED	COMPLETED
				Oct-08	Dec-08	Mar-09	Establishes a baseline of current practice.			COMPLETED	COMPLETED

	Aim/Outcome	Action	Last Month RAG	This Month RAG	Plan Start	Plan Finish	Actual Finish/ Ongoing	Success Criteria: How will you know that the action has achieved its intended aim? ie, task complete, measures in place.	Lead: Who will be responsible for delivering the work?	Chief Officer: Accountable for achieving the aim	Report of Progress	Risk Report
1.8	Fieldwork Structures are reinforced to coach, support and monitor quality of practice	Establish 10 Senior Practitioner posts with associated administrative support to coach, support, audit and assure quality of practice concentrating initially on safeguarding work in front line adult social care teams.			Jan-09	Jun-09	Jun-09	Future monitoring demonstrates improved outcomes for people. Baseline measures to be established.	Hilary Paxton (Head of Adult Safeguarding)	Chief Officer (Learning Disability)	COMPLETED	COMPLETED
1.9	Independent Quality Assurance Processes are implemented and ensure timely and effective safeguarding.	Establish 3 independent specialist chairs in the city to independently manage all case conferences and strategy meetings. Establish appropriate administrative support to these posts.			Oct-08	Jan-09	Feb-08	Additional specialist resources are in place to support existing fieldwork in ensuring that vulnerable adults are safeguarded.	Hilary Paxton (Head of Adult Safeguarding)	Deputy Director (Strategic Commissioning)	COMPLETED	COMPLETED
<p>Recommendation 2: The Council should strengthen frontline quality assurance arrangements to ensure that minimum standards of practice and recording are implemented routinely in responding to adult safeguarding alerts.</p> <p>Recommendation 6: The Adult Safeguarding Board should prioritise the development of the Quality Assurance sub-group.</p>												
2.1	Expectations about the quality of practice reflect those of service users and stakeholders. Services can be evidenced as meeting these expectations and services are committed to meeting the expectations.	Establish practice standards and competencies in relation to: - adult safeguarding practice. - inter-agency work - communications, recording and information sharing with partner agencies - case management: referral, assessment, care planning and review			Oct-08	Jun-09	Jun-09	A clear basis for measuring and managing performance is established which will demonstrate best practice and outcomes for service users and carers.	Stuart Cameron-Strickland (Head of Performance) Richard Graham (Quality Assurance Manager)	Deputy Director (Strategic Commissioning)	COMPLETED	COMPLETED
2.2	Independent Quality Assurance Processes are developed and effective in improving performance	Specialist consultant audits practice standards to inform and establish an ASC independent quality assurance systems (See 1.7)			Oct-08	Mar-09	Mar-09	A systematic approach to assuring safeguarding practice is established informed by independent expertise in safeguarding practice. Compliance with practice standards evidenced. A baseline needs to be established.	Stuart Cameron-Strickland (Head of Performance) Richard Graham (Quality Assurance Manager)	Deputy Director (Strategic Commissioning)	COMPLETED	COMPLETED
2.3	Independent Quality Assurance Processes are developed and effective in improving performance	Establish regular detailed quality reporting and review to: - DMT Board (monthly) - Operational managers - Safeguarding Board via Performance Monitoring & Quality Assurance subgroup - Scrutiny board Setting out the effectiveness of intervention and achievement of standards.			Feb-09	Apr-09	Apr-09	A monthly schedule for quality reports and action plans established and monitoring of progress ongoing Baselines are established from which to measure practice improvement. Improvements in practice and outcomes for people are evidenced by the reports.	Stuart Cameron-Strickland (Head of Performance) Richard Graham (Quality Assurance Manager)	Deputy Director (Strategic Commissioning)	COMPLETED	COMPLETED
2.4	Frontline quality assurance ensures improvements in compliance with safeguarding standards and delivery of safeguarding outcomes for vulnerable adults.	Develop processes of peer file audits against an agreed checklist by frontline practitioners and managers.			Oct-08	Dec-09	Dec-09	Frontline managers undertake audits and provide quarterly report to DMT performance board. (see 2.3) Baselines for performance established and reports show improved performance.	Richard Graham (Quality Assurance Manager) Brian Ratner, Nyoka Folberg, Jim Traynor, Phil Schofield, Jane Moran, Graham Heffernan, Steve Bardsley (Service Delivery Managers) Hilary Paxton (Head of Service-Adult Safeguarding).	Chief Officer (Access and Inclusion) Chief Officer (Learning Disability)	COMPLETED	COMPLETED

Aim/Outcome	Action	Last Month RAG	This Month RAG	Plan Start	Plan Finish	Actual Finish/ Ongoing	Success Criteria: How will you know that the action has achieved its intended aim? ie, task complete, measures in place.	Lead: Who will be responsible for delivering the work?	Chief Officer: Accountable for achieving the aim	Report of Progress	Risk Report
2.5 Managers can evidence that care packages are creative, personalised, informed and contribute to safeguarding awareness and prevention.	Establish quality circle for managers - sharing learning. agencies governance processes			Jan 09	Jun-09	Jun-09	Managers are able to operate to minimum standards and are developing more creative, personalised ways of interagency working. This is evidenced in QA of case work. Baseline measures to be established (see 1.7)	Brian Rather , Nyoka Fothergill, Jim Traynor, Phil Schofield, Jane Moran, Graham Hefferman, Steve Bardsley (Service Delivery Managers) Hilary Paxton (Head of Adult Safeguarding) - Richard Graham (Quality Assurance Manager)	Chief Officer (Access and Inclusion) Chief Officer (Learning Disability)	COMPLETED	COMPLETED
2.6 Improvements in safeguarding work and outcomes can be shown to flow from management action and governance arrangements put in place by the safeguarding partnership.	The partnership board to establish a Performance, Audit and Quality Assurance (PAQA) sub group with representation from key agencies.			Jul-08	Dec-08	Mar-09	A core group with TOR defining governance and reporting arrangements is approved by the Safeguarding Partnership board.	Hilary Paxton (Head of Adult Safeguarding) Stuart Cameron Strickland (Head of Performance)	Deputy Director (Strategic Commissioning)	COMPLETED	COMPLETED
2.7 Improvements in safeguarding work and outcomes can be shown to flow from management action and governance arrangements put in place by the safeguarding partnership.	An audit of existing arrangements is undertaken by PAQA. Recommendations for improvements are made. A report of this is submitted to the board for agreement.			Oct-08	Jun-09	Jun-09	Audit report completed and recommendations approved by Safeguarding Partnership board.	Hilary Paxton (Head of Services Adult Safeguarding)	Deputy Director (Strategic Commissioning)	COMPLETED	COMPLETED
<p>Recommendation 3: The Council and its partners should agree and implement improved procedures, ensuring that these:</p> <p>- Set out specific and monitorable expectation on staff from all agencies.</p> <p>- Infringe a system of compliance monitoring processes that ensure consistent practice.</p>											
3.2 Arrangements for safeguarding vulnerable adults are effective across agencies and disciplines.	Stage 1: Revise multi-agency safeguarding procedures. Stage 2: Ratify procedures through all agencies governance processes			Oct 07	Dec-08	Dec-08	Procedures agreed by partners and agencies.	Deputy Director (Strategic Commissioning) Hilary Paxton (Head of Adult Safeguarding)	Deputy Director (Strategic Commissioning)	COMPLETED	COMPLETED
3.2 Arrangements for safeguarding vulnerable adults are coordinated across agencies and disciplines	Agree protocols for Joint Working with Adult Social Care across partner agencies, and with particular regard to identified vulnerability, i.e., homeless unit, community safety, domestic violence leads, etc.			Oct-08	Jan-09	Jan-09	Protocols are in place and agreed	Hilary Paxton (Head of Adult Safeguarding)	Deputy Director (Strategic Commissioning)	COMPLETED	COMPLETED
3.3 Increase awareness and understanding of issues and arrangements regarding safeguarding vulnerable adults.	Specify and implement a comprehensive communications and social marketing strategy in relation to adult safeguarding.			Jun 09	Jan 10	Jun-09	Surveys and quality assurance establish baseline and targets relating to outcome measures.	Mike Sells (Communications Manager)	Chief Officer (Resources)	COMPLETED	COMPLETED
3.4 Develop a Safeguarding Adults Charter for Leeds	Partners, agencies, service users, carers and public have information that is accurate, accessible & appropriate in terms of safeguarding standards & are able to take action to shape policy and hold the partnership to account.			Jun 09	Jan 10	Jun-09	Charter is developed by Adult Safeguarding Partnership board sub-group and ratified by board by Jan 2010 for adoption by partners	Hilary Paxton Head of Service Adult Safeguarding Deputy Director (Strategic Commissioning)	Deputy Director (Strategic Commissioning)	COMPLETED	COMPLETED

Aim/Outcome	Action	Last Month RAG	This Month RAG	Plan Start	Plan Finish	Actual Finish/ Ongoing	Success Criteria: How will you know that the action has achieved its intended aim? ie, task complete, measures in place.	Lead: Who will be responsible for delivering the work?	Chief Officer: Accountable for achieving the aim	Report of Progress	Risk Report
Recommendation 4: The Council and partners should progress the emerging multi-agency training strategy and link this development with the agreed set of minimum competencies from specific roles within the adult safeguarding process											
4.1	Everyone involved in safeguarding understands the partnership's vision and has the knowledge and skills to deliver effective safeguarding practice			Oct-08	May-09	Aug-09	Establish and fund a plan which demonstrates a multi-agency commitment and reflects cross-agency training requirements resulting in the effective safeguarding of adults across Leeds	Hilary Paxton (Head of Adult Safeguarding) .. Graham Septon (Deputy Head of HR)	Deputy Director (Strategic Commissioning)	COMPLETED	COMPLETED
4.2	Everyone involved in safeguarding understands the partnership's vision and has the knowledge and skills to deliver effective safeguarding practice			Jan-09	May-09	Aug-09	Interagency strategy for safeguarding training established. A rolling programme is implemented and targets for numbers to be trained across agencies are met. Targets to be defined and agreed. X-ref 4.1	Hilary Paxton (Head of Adult Safeguarding) Graham Septon (Deputy Head of HR)	Deputy Director (Strategic Commissioning)	COMPLETED	COMPLETED
4.3	Everyone involved in safeguarding understands the partnership's vision and has the knowledge and skills to deliver effective safeguarding practice			Apr-09	Sep-09	Sep-09	Establish baseline and agree targets for training key staff across agencies based upon 4.1 which evidences that all frontline internal and external staff are aware of how to identify vulnerable adults and respond appropriately to concerns. User experience.	Hilary Paxton (Head of Adult Safeguarding)		COMPLETED	COMPLETED
				Apr-09	Sep-09	Sep-09	Yr 1: 90% of respondents feel safe.	Stuart Cameron Strickland (Head of Performance) Richard Graham (Quality Assurance Manager)	Deputy Director (Strategic Commissioning)	COMPLETED	COMPLETED
				Oct-09	Mar-10		Yr 2: 95% of respondents feel safe.	Stuart Cameron Strickland (Head of Performance) Richard Graham (Quality Assurance Manager)		COMPLETED	COMPLETED
Recommendation 5: The Council should ensure that staff are alert to potential risk factors where people live in situations of ongoing vulnerability and that appropriate contingency plans are put in place.											
5.1	Risk factors are managed consistently in accordance with policies and staff respond effectively to mitigate risks effectively in relation to safeguarding concerns			Dec-08	Sep-09	Sep-09	Establish a risk management protocol and standard for protection of people living in vulnerable situations including partner agencies - A) Differentiate risk, monitor and manage this. B) Establish an information protocol around risk and vulnerability. C) Establish agreed process and standard for contingency planning.	Hilary Paxton (Head of Adult Safeguarding) Chief Officer (Access & Inclusion) Chief Officer (Learning Disability).	Chief Officer (Access and Inclusion) Chief Officer (Learning Disability)	COMPLETED	COMPLETED
5.2	Risk factors are managed consistently in accordance with policies and staff respond effectively to mitigate risks effectively in relation to safeguarding concerns			Sep-09	Jan-10		Baseline activity on risk assessment and use of contingency plans to be established from Sept 09	Stuart Cameron-Strickland (Head of Performance) Richard Graham (Quality Assurance Manager)	Deputy Director (Strategic Commissioning)	COMPLETED	COMPLETED

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Recommendation 7: The Adult Safeguarding Board should agree an adult safeguarding serious case review process and mechanisms for sharing performance issues and learning with partner agencies.												
7.1	The serious case review process is effective & the partnership evidence learning and dissemination of good practice	Ensure final draft of serious case review procedure is agreed by the board Ensure final draft of serious case review procedure is taken through governance structures of statutory partners.			Jul-08 Sep-08	Dec-08 Sep-09	Agreed Sept-08 Sep-09	1/ The procedure is formally agreed by the board 2/ The procedure is formally adopted within all partner agencies. Future arrangements for the review of potentially serious cases & criteria are managed within the Partnership Board (see Rec 1.2)	Deputy Director (Strategic Commissioning)	Director of Adult Social Services	COMPLETED	COMPLETED
7.2	The serious case review process is effective & the partnership evidence learning and dissemination of good practice.	Safeguarding Partnership Board conducts serious case reviews using new procedures and revise procedures in line with learning. (See recommendations 4 & 6).	↑		Nov-08 Mar-09	May-09 May-09	Dec-09 Dec-09	A pilot of two serious case reviews will have been conducted Findings and action reported in report to the board	Hilary Paxton (Head of Adult Safeguarding)	Deputy Director (Strategic Commissioning)	COMPLETED	COMPLETED
Recommendation 8: The safeguarding board should strengthen its leadership role and processes for informing and reporting practice issues to elected members.												
Recommendation 25: The Council and its partners should strengthen governance arrangements so that elected members and relevant Chief Officers in partner organisations have a clear understanding of the performance of adult safeguarding arrangements.												
8.1	Leadership of Adult Safeguarding Board is effective in ensuring delivery of appropriate safeguarding activity & outcomes for people.	Accountability arrangements for Adult Safeguarding are established through a distinct formal delegation arrangement between the Director of Adult Social Services and The Chair of the Safeguarding Board			Sept-08	Oct-08	Oct-08	Accountability for safeguarding vulnerable adults in Leeds is clear, transparent and unambiguous to partners and other stakeholders	Director of Adult Social Services	Director of Adult Social Services	COMPLETED	COMPLETED
8.3	Performance of the board and its subgroups meets the requirements of the Good Governance Standard in Public Services adopted by the partnership	Safeguarding Board approves revised terms of reference and membership The work of the Board is reported through the governance structures of the respective partners. Elected members will receive reports through the Adult Social Care Scrutiny Board. The reports to include progress against the plan, the business plan and work programme for the following year.			Jun-08 Sep-08	Nov-08 May-09	Nov-08 May-09	Revised terms of reference adopted and ratified by statutory partners Annual audits & good governance review, all sub groups have work plans and deliver them. Annual Report is produced in May accompanied by a business plan for the following year. 1/4 Performance reports are available for examination by agency and Local Government overview and scrutiny arrangements. (see Rec 2.3).	Chief Executives/ Officers of safeguarding partners	Deputy Director (Strategic Commissioning)	COMPLETED	COMPLETED
8.4	Performance of the board and its subgroups meets the requirements of the Good Governance Standard in Public Services adopted by the partnership.	The annual report is ratified by the governance structures of safeguarding partners including the Executive Board of the Council and its Overview and Scrutiny Board(s).			Dec-08	May-09	Jun-09	The work of the board is open to challenge by established group of service users and their carers. Annual Report contains details of volume of activity and quality of outcomes from all partners. Performance improvement and learning points are incorporated into future action plans.	Adult Safeguarding Board	Deputy Director (Strategic Commissioning)	COMPLETED	COMPLETED

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<p>Recommendation 9: The Council should ensure more inclusive and individualised assessments.</p> <p>Recommendation 10: The Council should promote more ambitious, outcome focused care planning.</p> <p>Recommendation 12: The Council should ensure that opportunities to promote individualised care plans utilising direct payments are always seized</p>											
9.1	Personalised services deliver greater choice and control as evidenced in delivery and feedback			Apr-08	Mar-11		30% of services are delivered through individual budgets. Satisfaction and outcomes surveys show increased levels of choice and control including increased opportunities for self-assessment.	Jemima Sparks (Business Change Project Manager)	Chief Officer (Access and Inclusion) Chief Officer (Learning Disability)	<p>Early implementer initiated in January 2009 to test methodology prior to wider roll out from April 2010. Currently, 68 customers are part of this pilot, of whom 62 have completed SDAQs and had their indicative budgets calculated. 39 support plans have been completed, of which 32 have been approved. 27 service users are now in receipt of their personal budgets and using these to meet their support needs. An independent evaluation of the EI was commissioned, led by internal audit. Phase One of this was to evaluate systems and processes, and this has now completed. Phase two is focusing on the outcomes for customers, and this is expected to complete by the end of Jan 2010. An action plan has been developed based on the recommendations of Phase One and progress against this is monitored on a monthly basis by DMT PPF Board.</p> <p>In terms of wider roll out, existing customers are now being offered choice of moving to SDS as part of their annual FACS review. New customers will be assessed and have services provided under the SDS model from 1 April 2010. Systems and processes are in the final stages of being developed and approved; the majority of this work is complete, and we are on track to deliver within agreed timescales, and achieve the targets around NI150. Training plan for assessment and care management staff has been developed and approved. This involves all staff attending culture change training (Nov 09 - Feb 10), and a 2 day course on systems and processes (Feb 10 - Apr 10).</p> <p>Issues are being reported to DMT PPF Board, Project Board and Project Team on a monthly basis. Regular updates are also being provided to SDM meetings. A Scrutiny working group has been running throughout 2009; these meetings have now completed, and the group are preparing a report. The project manager will attend Scrutiny Board in March. A report is also being prepared for Exec Board in March.</p>	COMPLETED
9.2	Personalised services deliver greater choice and control as evidenced in delivery and feedback.			Oct-08	Mar-09	Mar-09	Frontline staff understand and apply to practice the principles of personalisation as evidenced by 1/ Delivery 2 / Feedback Delivery Targets:09/09 759 recipients, 09/10 2,417 recipients. Feedback baseline:43% survey respondents report being offered DP. Targets to be agreed.	Jemima Sparks (Business Change Project Manager)	Chief Officer (Access and Inclusion) Chief Officer (Learning Disability)	COMPLETED	COMPLETED

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9.3 Personalised services deliver greater choice and control as evidenced in delivery and feedback	Join 'In Control' Programme.			Oct-08	Mar-09	Oct-08	Leads has joined the 'In Control' Programme	Jemima Sparks (Business Change Project Manager)	Chief Officer (Access and Inclusion) Chief Officer (Learning Disability)	COMPLETED	COMPLETED	
9.4 Almost all service users report that they have accurate accessible information and that care processes are undertaken with respect to the person, in a timely manner, the range of services met preferences and they consider they are more in control	Agree measurable standards for outcome focused assessments and care planning and communicate to staff. These include: 1/ Timeliness 2/ Choice and Control 3/ Respect for the person including who fund their own care and support. Nil 100% of social care clients receiving self directed support. The target for 2009/10 is 15%	↑	↑	Dec-08	Aug-09	Sept-09 Ongoing	Measurable standards for outcome focused assessment and care planning which include respect for the person and timeliness have been communicated to all staff and are being used as evidenced by measures including targets 08/09/Older people assessed in 4 weeks - 85% Survey respondents happy with the assessment process - 90% Survey respondents report that the assessing SW is courteous and helpful	Jane Moran, Brian Rainer, Nyoka Fothergill, Jim Traynor, Phil Schofield, Graham Heffernan, Steve Bardsley (Service Delivery Managers)	Chief Officer (Access and Inclusion) Chief Officer (Learning Disability)	COMPLETED	COMPLETED	
9.5 Assessments and care plan are inclusive, individual, ambitious and outcome focused.	Ensure Single Assessment Approach (SAP) is in line with an enablement approach and personalisation is embedded in all policies, procedures, tools and methodology relating to assessments.	↑	↑	Dec-08	Mar-10		All agencies and professionals using or contributing to SAP focus on outcome based assessment and care planning. Evidenced by the file audit process.	Jemima Sparks, Programme Manager	Deputy Director (Partnerships & Organisational Effectiveness)	A 'hybrid' of Easycare and the SDAQ has been completed in preparation of city wide roll out in April has been completed. This is currently being trialled within the early implementer and challenged by stakeholders. It will ensure the principles of SAP are retained whilst ensuring that assessment is also directed by the customer. Work commencing within the multi agency group to look at a longer term solution for all organisations involved in SAP, taking into account the integration agenda.	COMPLETED	COMPLETED
Service users and carers have appropriate access to information.	The infrastructure is established to support service users and carers with partners, including access to accessible and timely information. (See recommendation 13).	↑	↑	Mar-09	Jun-09	Oct-09	Evidence shows effective support for service users and carers in the provision of accurate, accessible and appropriate information. Targets 08/09/Older people assessed in 4 weeks: 85% Survey respondents happy with the assessment process 90% Survey respondents report that information is adequate.	Mike Sells (Communications Manager)	Chief Officer (Access and Inclusion) Chief Officer (Learning Disability)	COMPLETED	COMPLETED	
Almost all service users report that they have accurate accessible information, advice and advocacy supported when needed to make choices and exercise control.	The infrastructure is established to support service users and carers with partners, including access to accessible and timely advocacy services. (See recommendation 13).	↑	↑	Mar-09	Jun-09		Evidence shows effective support for service users and carers in the provision of accurate, accessible advocacy services.	Mike Ward (Head of Strategic Partnerships and Development)	Chief Officer (Social Care commissioning)	Review of Advocacy service completed. Commissioning Strategy for future advocacy services now to be developed. Carers Internet Site established and well used. X-ref 13.1 <i>This action is now completed.</i>		
9.7	Establish internal and public communication strategy to raise awareness and expectations of self directed care in current and potential service users	↑	↑	Apr-09	Sep-09	Sept-09 Ongoing	Survey respondents are aware of IB/DP as evidenced by measures of: 1/ Delivery 2/ Feedback Delivery targets: 08/09 - 759 recipients, 09/10 - 2,417 recipients. Feedback baseline-43% survey respondents report being offered DP.	Mike Sells (Communications Manager) Brian Rainer, Nyoka Fothergill, Jim Traynor, Phil Schofield, Jane Moran, Graham Heffernan, Steve Bardsley (Service Delivery Managers)	Chief Officer (Access and Inclusion) Chief Officer (Learning Disability) Deputy Director (Strategic Commissioning) Chief Officer (Resources)	COMPLETED	COMPLETED	

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9.8	OA processes effectively support improved service delivery	Arrangements for OA outlined under recommendation 2 are operational.	↑		Mar-09	Jun-09	Sep-09	QA assurance process to monitor that personalised services are delivered and vulnerable adults empowered to choose as evidenced by measures of 1/ Delivery 2/ Feedback 3/ Delivery Targets: 08/09 - 759 recipients 09/10 - 2,417 recipients Feedback baseline: 43% of survey respondents report being offered DP. Targets to be agreed.	Richard Graham (Quality Assurance Manager) Stuart Cameron-Strickland (Head of Performance)	Deputy Director (Strategic Commissioning)	COMPLETED	COMPLETED
Recommendation 11: The Council should ensure that departmental standards in relation to the timeliness and the quality of regular reviews are met.												
11.1	Standards & expectations in relation to the timeliness and the quality of regular reviews are met	Review current systems, determine resources required and align these to ensure that reviews are undertaken in a timely manner inline with FAC's guidance.	↑		Dec-08	Mar-09	Mar-09	From an 07/08 baseline of 63% In Year 1: 76% of service users to receive a timely review.	Brian Ratner , Nyoka Fothergill, Jim Traynor, Phil Schofield, Jane Moran, Graham Helferman, Steve Bardsley (Service Delivery Managers)	Chief Officer (Access and Inclusion) Chief Officer (Learning Disability)	COMPLETED	COMPLETED
11.2	Standards & expectations in relation to the timeliness and the quality of regular reviews are met	Agree quality outcome focused standards for reviews to incorporate personalisation and risk factors	↑		Apr-09	Mar-10		In Year 2 (April 2010): 80% of service users to receive a timely review.	Brian Ratner , Nyoka Fothergill, Jim Traynor, Phil Schofield, Jane Moran, Graham Helferman, Steve Bardsley (Service Delivery Managers) Richard Graham (Quality Assurance Manager)	Chief Officer (Access and Inclusion) Chief Officer (Learning Disability)	Working Group established to look at reviewing processes and practices, which includes performance. Reviewing process now takes into account SDS. Offer of SDS is made and recorded at reviewing stage.	
13.1	Almost all service users report that they have accurate accessible information, advice and advocacy supported when needed to make choices and exercise control.	Determine requirements in Leeds for advocacy	↑		Jan-09	Aug-09		The following range of advocacy requirements are incorporated: - Chris - Task or Issue. - Representational Short Term or Long Term - Independent Mental Capacity Advocacy (IMCA)	Mick Ward (Head of Strategic Partnerships and Development)	Deputy Director (Strategic Commissioning)	Advocacy Review completed and Report agreed by ASC Commissioning Board. Group to be established to implement recommendations. X-ref to 9.6 <i>This action is now completed</i>	
13.2	Almost all service users report that they have accurate accessible information, advice and advocacy supported when needed to make choices and exercise control.	The authority has implemented a user led advocacy service which: - Empowers individuals - Promotes independence & safeguarding - Meets the full range of cultural & service user needs.	↑		Aug 09	Mar 10		In coordination with partners, procurement and contracting arrangements are implemented to meet the agreed Leeds model	Tim O'Shea (Head of Adult Social care Commissioning)	Deputy Director (Strategic Commissioning)	x-ref to 9.6 and 13.1	
Recommendation 13: The Council should build on the wide availability of advocacy services by specifying and focusing the circumstances in which it should be used to empower people.												

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<p>Recommendation 14: The Council should extend the range and choice of services by reconfiguring and modernising traditional, buildings-based services</p>												
14.1	<p>1/ Services are commissioned and delivered to clear standards, offer good care value and are linked to Our Health, Our Care, Our Say, outcomes.</p> <p>2/ Almost all people who use services & their carers are involved in development work, review & are integral to the commissioning process.</p>	<p>Procure external expert advice to generate an options appraisal regarding steps to shift the emphasis of social care interventions away from building based services. Options generated will include:</p> <p>1/ LA cease to be a direct provider of buildings based services.</p> <p>2/ Minimal & specifically targeted role for LA in providing services</p>	↕	↕	April 09	Oct 09		<p>The Local Authority has identified the nature of its business in relation to buildings based services. Senior managers and elected members agree options regarding the future of buildings based services which provide the basis of a work programme.</p>	<p>Tim O'Shea (Head of Adult Commissioning), Lynda Bowen (Chief Officer Support and Enablement)</p>	<p>Deputy Director (Strategic Commissioning) Chief Officer (Support & Enablement)</p>	<p>LA has attained a rating of excellent for its involvement of people in planning services (COC Dec 2009). <i>This action is now completed</i></p>	
14.2	<p>Services are commissioned and delivered to clear standards, offer good care value and are linked to Our Health, Our Care, Our Say, outcomes.</p>	<p>A programme plan and resources to support is put in place to take forward agreed options</p>	↕	↕	Oct-09	Apr-10		<p>A programme of work which has been developed with the involvement of service users and their carers is agreed by senior managers and elected members.</p>	<p>Tim O'Shea (Head of Adult Commissioning).</p>	<p>Deputy Director (Strategic Commissioning)</p>	<p>LA has attained a rating of excellent for its involvement of people in planning services <i>This action is now completed</i></p>	
14.3	<p>Directly provided services have clear contractual arrangements including performance and QA measures which are monitored and reported.</p>	<p>Extend current contract and monitoring arrangements to cover directly provided services</p>	↕	↕	Nov-08	Apr-09	Jan-09	<p>Resources and support to operationalise the programme is in place (see Rec 24 in relation to Workforce Strategy development)</p>	<p>Lynda Bowen (Chief Officer Support and Enablement) (Head of Adult Resources)</p>	<p>Chief Officer (Support & Enablement)</p>	<p>X-ref to 14.4</p>	
14.4	<p>Develop formal joint commissioning frameworks with health to extend the range of options for delivering personalised services</p>	<p>Establishment of agreements and Service Specifications jointly with the PCT for residential care (including specialist and home care</p>	↕	↕	Jan-09	Oct-09	Dec-09	<p>Formal agreements with LPCT regarding joint commissioning frameworks. Service specifications in place for homecare and other key services</p>	<p>Tim O'Shea (Head of Adult Commissioning), Mark Phillott (Commissioning Manager)</p>	<p>Deputy Director (Strategic Commissioning)</p>	<p>Work to extend contracts to homecare and residential care is on track to be completed within timescale</p>	<p>COMPLETED</p>

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Recommendation 15: The Council and partners should strengthen hospital discharge procedures by focusing on the quality of peoples experiences												
Recommendation 16: The Council and partners should strengthen hospital discharge procedures by setting out clear reciprocal responsibilities with procedures in place for ensuring compliance with those standards.												
Recommendation 17: The Council and partners should strengthen hospital discharge procedures by agreeing a process for resolving and learning from concerns about the quality of multi-disciplinary work.												
15.1	People access a range of care services that promote their independence.	The remit of the existing Planned and Urgent Care Group is extended to undertake revising current protocol, procedures and practice to ensure that: 1/ the roles of different professionals are clear. 2/ the hospital discharge process is timely, safe and ensures a consideration of dignity and respect for the individual. 3/ a process for resolving disputes is in place.			Oct 08	Nov 08	Nov 08	Actions taken prevent unnecessary hospital admission and enable timely & safe hospital discharge which maintains dignity and respect. Regular reports are provided to the Leeds Joint Commissioning Board for Adults.	Philip Schofield (Service Delivery Manager)	Chief Officer (Access and Inclusion) Chief Officer (Learning Disability) Director of Commissioning (Leeds NHS)	COMPLETED	COMPLETED
15.2	People access a range of care services to promote their independence.	New protocol and procedure published and adopted by local hospitals including, terms written into the contract between LHT, NHS Leeds and ASC. New protocol and procedures agreed with significant out of Leeds neighbouring hospitals.	↑	↑	Nov 08	Mar 09	Mar-09	There is a signed protocol between ASC and health partners covering hospital discharge procedures, continuing care and disputes resolution. Protocol and procedure agreed by health partners and ASC and included in contractual arrangements. Protocol and procedure agreed by neighbouring hospitals and ASC, i.e., Harrogate, Bradford, Wakefield.	Philip Schofield (Service Delivery Manager)	Chief Officer (Access and Inclusion) Chief Officer (Learning Disability) Director of Commissioning (Leeds NHS)	COMPLETED	COMPLETED
15.3	The monitoring of hospital discharge arrangements is effective from concerns.	Regular monitoring and reports are prepared by the Planned and Urgent Care Group and submitted to the Joint Strategic Commissioning Board (JSCB)			Jan-09	Apr-09	Jun-09	Baseline for delayed discharges of 27. Establish and initiate a baseline and targets to include data and info from: - Reviews of service users. - Complaints. - User experience surveys included in the reports to JSCB	Philip Schofield (Service Delivery Manager)	Chief Officer (Access and Inclusion) Chief Officer (Learning Disability)	COMPLETED	COMPLETED
Recommendation 18: The council should improve the availability of information about the range of carer's services.												
18.1	Establish communication and information requirements enabling a proactive approach to ensuring information is available when required.	Undertake a gap analysis, in consultation with carers & service users, of current information needs. Identify and appraise options to inform a communications strategy which ensures that people have the information they require when they require it.			Apr-09	Jul-09	Oct-09	Adult Social Care Information, Communications & Marketing Strategy is set out as part of the 2009/10 Business Plan. Service users and carers are actively involved in development work, planning and review.	Mike Seils (Communication Manager)	Chief Officer (Resources)	COMPLETED	COMPLETED
18.2	Information, Communication and a Marketing strategy ensures that carers have access to timely information	Communication and social marketing strategy - awareness raising and where appropriate training and with key staff including partner agencies.	↑	↑	Sep-09	Apr-10		Adult Social Care Information, Communications & Marketing Strategy is implemented.	Mike Seils (Communication Manager)	Chief Officer (Resources)	COMPLETED	COMPLETED
18.3	Carers confirm that they are well informed about services. They have information, which is accurate, accessible and appropriate in terms of their culture, sexuality, age, gender and religion.	Put arrangements in place to review, monitor and assure up to date, accurate and regular supply of information and effective communications with carers.	↑	↑	Dec 08	Mar 09	Mar-09	Carers and people who use services are helped to understand how to maintain wellbeing through a range of accessible information provided in partnership. 90% of survey respondents report that information provided is adequate as an initial baseline. Adult Social Care Information, Communications & Marketing Strategy is reviewed to establish further baseline and targets.	Mike Seils (Communication Manager)	Chief Officer (Resources)	COMPLETED	COMPLETED

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Recommendation 19 : The Council and partners should improve the use by staff of the wide range of preventative services in preventative support packages for particularly vulnerable people in the community.												
19.1	Staff are aware of local preventative services, service users can access and influence appropriate care planning information.	Ensure teams are aware of locally options, including all relevant staff in ASC and partner agencies to receive a social isolation toolkit which specify the range of preventative services.			Apr-09	Jun-09	Jun-09	Relevant workers have information regarding the range of options currently available and monitoring of preventative services reflect this as measured in 19.3.	Mike Sells (Communication Manager), Mick Ward (Head of Strategic Partnerships and Development).	Deputy Director (Strategic Commissioning)	COMPLETED	COMPLETED
19.2	Referral pathways to preventative services are clarified and all vulnerable people receiving a preventative service receive a common assessment and care planning framework. (CAF)	Ensure that a standard contact assessment and care plan tool is rolled out to all voluntary sector / preventative services so that effective data sharing and measurable outcomes can be achieved. To include development of the CAF framework with health service partners. (Also see recommendation 9.5)		↑	Aug-09	Mar-10	Staff in preventative services use and are involved in outcome focused assessment and care planning as measured in 19.3.	Jemima Sparks, Programme Manager	Deputy Director (Partnerships & Organisational Effectiveness)	Adult CAF in pilot stages nationally. Increasing number of voluntary sector agencies use contact assessment as a referral tool, and this is now in common use in community health services. The move of Team Managers to front line contact in Westgate will provide the opportunity to enhance screening at this point and improve signposting for prevention and early intervention.	COMPLETED	
19.3	Quality Assurance systems show that there is a successful focus upon early prevention and reduced need for higher level support services.	Ensure that the commissioning approach to preventative services is effective via QA systems outlined in recommendation 2			Jan-09	Jul-09	Jul-09	Establish a baseline and targets for measuring use of preventative services to show a focus upon early prevention & reduced need for higher level support. To include data relating to: 1/ signposting and information given 2/ review information 3/ surveys 4/ evidence from case file audits 5/ hospital admissions & numbers entering long term residential care	Tim O'Shea (Head of Adult Commissioning) Stuart Cameron-Strickland (Head of Performance), Richard Graham (Quality Assurance Manager)	Deputy Director (Strategic Commissioning)	COMPLETED	COMPLETED
Recommendation 20: The Council and partners should agree a set of joint funding priorities and set out clear service development plans with associated joint management arrangements and joint funding commitments (reference recommendation 14)												
Recommendation 21: The Council should set out a clear commissioning plan for Older People's Services, including re-commissioning arrangements for existing services (where appropriate).												
20.1	The health and wellbeing needs of the people of Leeds are evidenced within the JSNA & shape commissioning priorities linked to Our Health, Our Care, Our Sav.	Agree arrangements for future governance of JSNA process. Publish conclusions from initial work programme and data analysis.			Dec 07	Feb-09	Feb-09	All commissioners have a detailed analysis of the health and wellbeing needs of whole population so that strategic commissioning can link investment to activity over time.	John England, Deputy Director (Partnerships and Organisational Effectiveness)	Deputy Director (Partnerships & Organisational Effectiveness)	COMPLETED	COMPLETED
20.2	Partnership arrangements deliver joint & single commissioning consistent with needs and available resources.	Establish Joint Commissioning priorities including shared funding arrangements.			Oct 08	Jul-09	Sep-09	Systems and infrastructure to support joint working in place. 1/ Virtual teams established for commissioning in relation to priority groups. 2/ Commissioning intentions published.	Tim O'Shea (Head of Adult Commissioning), Mick Ward (Head of Strategic Partnerships & Development), Carol Cochrane (Director of Commissioning & Priority Groups NHS Leeds)	Deputy Director (Strategic Commissioning)	COMPLETED	COMPLETED

Aim/Outcome	Action	Last Month RAG	This Month RAG	Plan Start	Plan Finish	Actual Finish/ Ongoing	Success Criteria: How will you know that the action has achieved its intended aim? ie, task complete, measures in place.	Lead: Who will be responsible for delivering the work?	Chief Officer: Accountable for achieving the aim	Report of Progress	Risk Report
20.3	Determine priorities for older peoples commissioning with partners which promote choice, control, health and wellbeing	Green	Green	Nov 08	Sep 09	Oct 09	1/ Publish joint commissioning prospectus. 2/ Revise and republish Older Better. Strategic commissioning developed to link joint investment to activity over time.	Tim O'Shea (Head of Adult Commissioning), Mick Ward (Head of Strategic Partnerships & Development)	Deputy Director (Strategic Commissioning)	COMPLETED	COMPLETED
20.4	Achieve a shared agreed framework for integrated leadership in the delivery of joint responses to meet health and social care needs in Leeds	Green	Green	Apr 09	Oct 09	May 09	1/ Undertake diagnostic phase 2/ Operational phase Effective joint working as commissioners and/or integrated providers, results in the delivery of outcomes which meet the needs and expectations of service users and their carers and deliver value.	Dennis Holmes (Deputy Director, Strategic Commissioning) Steve Hume Chief Officer (Resources)	Director of Adult Social Services	COMPLETED Ongoing Ongoing	COMPLETED
20.5	Options which will maximise effective joint working to best meet the needs of people and deliver outcomes are identified.	Green	Green	Apr 09	Oct 09	Dec 09	Systems and infrastructure to support joint working in place and enabling staff to delivery safe dignified transfers of care. Baseline and measures to be developed, to include data from, complaints, reviews, delayed transfers. Reports on progress are submitted on a quarterly basis to the Leeds Joint Commissioning Board.	John Lennon Chief Officer (Access & Inclusion) Mick Ward (Head of Strategic Partnerships and Development), Tim O'Shea (Head of Adult Commissioning)	Chief Officer (Access & Inclusion) Deputy Director (Strategic Commissioning)	Intermediate Tier agreed as a priority in NHS Leeds Transforming Community Service Strategy. Intermediate Tier Strategy completed and implementation work ongoing. Commissioning Plan which will include intermediate Care element has been developed and going through partners governance structure for approval. It is anticipated that this will be agreed by April 2010.	COMPLETED

Aim/Outcome	Action	Last Month RAG	This Month RAG	Plan Start	Plan Finish	Actual Finish/ Ongoing	Success Criteria: How will you know that the action has achieved its intended aim? ie, task complete, measures in place.	Lead: Who will be responsible for delivering the work?	Chief Officer: Accountable for achieving the aim	Report of Progress	Risk Report
Recommendation 22: The Council should implement a system to ensure compliance with the expectations of the supervision policy.											
22.1	Explicit expectations on supervision are met. They enable compliance with standards and focus on consistency, learning and better outcomes for people who use services.	Green	Green	Oct 08	Mar 09	Mar-09	Ensure implement policy in relation to supervision across 100% of assessment and care management staff.	John Lemmon (Chief Officer Access and Inclusion) Richard Graham (Quality Assurance Manager)	Chief Officer (Access and Inclusion) Chief Officer (Learning Disabilities)	COMPLETED	COMPLETED
22.2	Explicit expectations on supervision are met. They enable compliance with standards and focus on consistency, learning and better outcomes for people who use services.	Green	Green	Oct 08	Mar-09	Mar-09	Revised supervision policy published.	Graham Septon (Deputy HR Manager)	Chief Officer (Resources)	COMPLETED	COMPLETED
	Review the existing supervision policy to include: 1/ Align with requirements in relation to safeguarding and personalisation 2/ A separate codicil of professional requirements for fieldwork staff. 3/ Align with corporate work in this area.	Green	Green	Mar 09	Mar 10	Oct-09	Revised supervision policy rolled out to all fieldwork staff. Baseline and targets in relation to compliance and effectiveness to be established. To include: 1/ File audit process. 2/ Employee Survey. 3/ Investors in People reviews.	Graham Septon (Deputy HR Manager) Richard Graham (Quality Assurance Manager)	Chief Officer (Resources)	COMPLETED	COMPLETED
		Green	Green	Mar-09	Mar-10					Revised supervision policy launched 100% compliance – target set for March 2010 Quality Assurance process now being introduced. Safeguarding and Personalisation now central to supervision practice.	
Recommendation 23: The council should make the established business planning process more effective by cascading general intentions in strategic vision documents into more effective action and team plans.											
23.1	Business priorities are cascaded and included in effective team plans.	Green	Green	Feb-09	Jun-09	Oct-09	Staff are supported in the planning process: road shows; service conferences; team engagement. Each action within Adult Social Care plan will have populated detailed team plans against which their progress can be monitored. Teams know and reflect the business priorities in their team plans. Plans monitored through supervision and team meetings.	Steve Hume Chief Officer (Resources)	Chief Officer (Resources)	COMPLETED	COMPLETED
23.2	Business priorities are cascaded and included in effective team plans.	Green	Green	Jun 09	Mar 10		Performance management framework demonstrates team improvements overall as part of the overall business planning process via quarterly reports to DMT performance board.	Stuart Cameron-Strickland (Head of Performance) Richard Graham (Quality Assurance Manager)	Deputy Director (Strategic Commissioning)	A report will be presented to DMT (Performance) in Jan 10 by PQA, which will outline the business priorities to be cascaded.	

Aim/Outcome	Action	Last Month RAG	This Month RAG	Plan Start	Plan Finish	Actual Finish/ Ongoing	Success Criteria: How will you know that the action has achieved its intended aim? ie, task complete, measures in place.	Lead: Who will be responsible for delivering the work?	Chief Officer: Accountable for achieving the aim	Report of Progress	Risk Report
Recommendation 24: The council should publish a workforce development plan which reflects the reshaped services and sets out how retraining and job redesign processes are to be utilised to deliver the skills needed to reconfigure services.											
24.1	There are sufficient appropriately skilled staff to undertake the full range of social care functions, particularly in relation to safeguarding and personalisation	Green	Green	Nov-08	June-09	Sep-09	Framework launched.	Graham Septon (Deputy HR Manager)	Chief Officer (Resources)	COMPLETED	COMPLETED
24.2	There are sufficient appropriately skilled staff to undertake social care functions	Green	Green	Dec-08	May-09	Oct-09	Staff are equipped with the skills and knowledge required to deliver the personalisation agenda. Gaps are identified and addressed. These include requirements linked to safeguarding and the role of the independent sector within the delivery of personalised service delivery.	Graham Septon (Deputy HR Manager)	Chief Officer (Resources)	COMPLETED	COMPLETED
24.3	Services are consistently provided by an appropriately skilled and knowledgeable workforce	Green	Green	Oct-08	Apr-09	Oct-09	An agreed set of performance measures for workforce development will exist and managers can evidence that staff are competent for their role and can identify and respond to areas where staff competency issues exist. Measures to be developed which include data from: 1/ Staff survey 2/ Investors in People reviews. 3/ Occupational health data	Graham Septon (Deputy HR Manager)	Chief Officer (Resources)	COMPLETED	COMPLETED
24.4	All will be aware of local skills standards and the support available to meet these standards	Green	Green	Nov-08	Jun-09	Oct-09	Web site available by end of June 2009; service users are in receipt of services from appropriately skilled staff whose competency is measured by workforce competency measures and quality of delivered is confirmed through quality assurance systems	Graham Septon (Deputy HR Manager)	Chief Officer (Resources)	COMPLETED	COMPLETED

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Originator: Sandra Newbould

Tel: 247 4792

Report of the Head of Scrutiny and Member Development

Scrutiny Board (Adult Social Care)

Date: 10th February 2010

Subject: Scrutiny Inquiry: Supporting Working Age Adults with Severe and Enduring Mental Health Problems – Update Report

Electoral Wards Affected:

Ward Members consulted
(referred to in report)

Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

1.0 Introduction

1.1 At the 6th of May 2009 Adult Social Care Scrutiny Board meeting members expressed their concern at the lack of support for those individuals detained under the Mental Health Act and then discharged into the community. At the meeting on the 17th of June 2009 the Board further agreed that an inquiry be conducted into this matter and incorporated into the 2009/10 work programme.

1.2 The Board established a working group to undertake aspects of the inquiry. The first meeting of the working group took place on the 19th October 2009. Since that date three further meetings have taken place.

2.0 Scope of the Inquiry

2.1 The agreed terms of reference which fully define the scope of the inquiry are attached at Appendix 1.

3.0 Progress to date

3.1 Minutes of the meetings for December 2009 and January 2010 are attached at Appendix 2 which defines progress with the inquiry to date.

4.0 Recommendations

4.1 The Scrutiny Board is requested to :

- 4.1.1 Consider the contents of this report, terms of reference and agreed minutes of the Working Group.
- 4.1.2 Comment on any specific aspects of the examinations undertaken by the Working Group and on the progress to date.
- 4.1.3 Determine if there are any specific / further areas that require additional scrutiny, including the nature and frequency of any future reports

5.0 Background Papers

5.1 None



Appendix 1

Report of the Head of Scrutiny and Member Development

Adult Social Care Scrutiny Board

Date: 9th September 2009

Subject: Terms of Reference - Inquiry into 'Supporting Working Age Adults with Severe and Enduring Mental Health Problems.'

Electoral Wards Affected:

Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

1.0 INTRODUCTION

At the 6th of May 2009 Adult Social Care Scrutiny Board meeting members expressed their concern at the lack of support for those individuals detained under the Mental Health Act and then discharged into the community. At that time it was felt that this area would be a potential item for the successor Board to consider.

The newly established Adult Social Care Scrutiny Board expressed interest in holding a major inquiry in relation to Mental Health Services for working aged adults at its meeting on the 17th of June 2009.

Members of the Adult Social Care Scrutiny Board are now asked to consider the proposed terms of reference.

Guidance has been sought from the Deputy Director of Strategic Commissioning and the Chief Officer for Access and Inclusion in order to recommend specific areas of focus for the inquiry.

In line with Scrutiny Board Procedure Rule 12.4 the views of the relevant Director and Executive Member have been sought and views will be communicated to the board at the meeting September 2009 by the Principal Scrutiny Advisor. Full details will be available on request to the Scrutiny Support Unit.

2.0 SCOPE OF THE INQUIRY

2.1 It is recommended that the inquiry focuses on those who may require long term support, working age adults with severe and enduring mental health problems, rather than those with short term needs, paying attention to:

- a) The current provision of care in Leeds and performance information.

- b) The pathways into support services.
- c) Choice and control for the individual or their representative.
- d) The different types and scope of services provided by Voluntary Community and Faith Sectors, Private Sector and the Council and how these compare in terms of quality and value for money. Identification of levels of need and capacity, potential duplication or an element of the service that is missing in the City.
- e) Current and planned service changes (directed nationally or locally) and how this will impact on service provision.

2.2 A scoping paper was presented to the Proposals Working Group for discussion on the 20th of July 2009, who recommended homelessness prevention was incorporated into the terms of reference.

3.0 TIMETABLE FOR THE INQUIRY AND SUBMISSION OF EVIDENCE

Session 1 - October 2009

- Integrated services – What does the Council provide with its partners and which defined services is the Council solely responsible for. What combination of initiatives, relationships and measures are in place to deliver services across sectors?
- Performance information – how do we compare to other service providers and/or other authorities.

Session 2 – November 2009

- Commissioning and Care Provision:
How do we prevent individuals discharged from hospital falling between services or getting lost in the system? What do we do to ensure care pathways are in place to facilitate care after discharge from hospital? How much choice and control is available to individuals or their representatives.
- The different types and scope of services provided by Voluntary Community and Faith Sectors, Private Sector, The NHS and the Council and how these compare in terms of quality and value for money. Identification of levels of need and capacity, potential duplication or an element of the service that is missing in the City.

Session 3 – December 2009

- Recovery Model - How do we reduce the negative outcomes such as relapse, demoralisation, disengagement, homelessness, worklessness, violent behaviour, re – hospitalisation? How do we stop people from being vulnerable to social exclusion and stigma? How do we reduce risk for carers (who may be LCC employees) and families?

Time to Change representatives to be invited to this session,

Session 4 – January 2010

- Department of Health - New Horizons, Towards a shared vision for mental health.
- Current and planned service changes (directed nationally or locally) and how this will impact on service provision.

There is a range of available approaches to evidence gathering which the Board could seek to adopt as part of the scrutiny inquiry process. Approaches include:

- Discussion with key stakeholders
- Visits to selected establishments, as appropriate, to engage with service users and staff
- Visits to and/or discussions with other organisations identified as delivering best practice, as appropriate

4.0 WITNESSES

4.1 The following witnesses have been identified as possible contributors to the Inquiry:

- Time to Change Representatives
- NHS Leeds
- Experts from Experience
- Leeds City Council Employees
- Mental Health Trust Representatives

5.0 WORKING GROUP

5.1 The Board has agreed that a working group arrangement will be put into place to allow the inquiry to proceed more quickly than through formal Board meetings. The working group will consider evidence and question key witnesses

5.2 Representatives from the Health Scrutiny Board will be requested to participate in the inquiry as members of the working group.

6.0 POST INQUIRY REPORT MONITORING ARRANGEMENTS

6.1 Following the completion of the Scrutiny inquiry and the publication of the final inquiry report and recommendations, the implementation of the agreed recommendations will be monitored by the Adult Social Care Scrutiny Board (or its successor) or a specific working group as stipulated by the board.

6.2 The final inquiry report will include information on the detailed arrangements for how the implementation of recommendations will be monitored.

7.0 MEASURES OF SUCCESS

7.1 It is important to consider how the Scrutiny Board will deem if their inquiry has been successful in making a difference to local people. Some measures of success may be obvious at the initial stages of an inquiry and can be included in these terms of reference. Other measures of success may become apparent as the inquiry progresses and discussions take place.

8.0 RECOMMENDATIONS

The Adult Social Care Scrutiny Board is recommended to:

8.1 Note the information contained within this report, make further recommendation to update the terms of reference where necessary and agree the terms of reference for the Supporting Working Age Adults with Severe and Enduring Mental Health Problems inquiry.

8.2 Note that the terms of reference may incorporate additional information during the inquiry should the working group or the Adult Social Care Scrutiny Board identify any further scope for inquiry within the area of Supporting Working Age Adults with Severe and Enduring Mental Health Problems.

9.0 BACKGROUND PAPERS

None

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Scrutiny Board (Adult Social Care)

Scrutiny Board Inquiry: Supporting Working Age Adults with Severe and Enduring Mental Health Problems Working Group Meeting: 15th December 2009

Present **Members**
 Cllr Sue Bentley – Chair (SB)
 Cllr Clive Fox (CF)
 Cllr John Illingworth (JI)
 Eddie Mack (co-opted member) (EM)
Leeds Partnership NHS Foundation Trust
 Lynn Parkinson – (LP)
 Linda Boyles – Arts and Minds (LB)
 Victoria Betton – Time to Change(VB)
NHS Leeds
 Jane Williams – (JW)
Officers
 Kimberley Adams – Business Change Manager (KA)
 John Lennon – Chief Officer, Access and Inclusion (JL)
 Ruth Steinberg – ASC Strategy and Performance (RS)
 Sandra Newbould – Principal Scrutiny Advisor (SN)

Apologies Sally Morgan (co-opted member)
 Cllr Judith Chapman
 Joy Fisher (co-opted member)

No.	Item	Action
1	Attendance The attendance and apologies as above were noted. The Chair welcomed everyone to the meeting.	
2	Minutes of Previous Meeting Agreed	
3	Matters Arising Page 11 – Item 3 The integrated services action plan. JL advised that the plan still had to be signed off and would be provided to the group at the January meeting.	JL
4	Arts and Minds Arts and minds presented a short film to the working group which demonstrated the objectives of the network and how beneficial it is to those who participate.	
5	Time to Change The group received a presentation which highlighted the main aims of the Time to Change campaign.	

	<p>This also highlighted the sources of stigma associated with mental health issues and the work conducted in Leeds during 2009 which included building partnership groups across the city, delivering the campaign through workplaces and distributing time to change information and training to local businesses.</p> <p>The campaign has also funded 24 places on a mental health first aid course. This trains people to recognise the early signs and symptoms of mental health problems and explains how to offer practical help to those in distress.</p> <p>The group also discussed the Mindful Employer Campaign.</p> <p>Questions Arising:</p> <ul style="list-style-type: none"> • Is Leeds City Council a mindful employer, do we lead by example? <p>The answer to this was not known. SN to obtain information. NHS Leeds advised that they have not yet signed up yet and need to 'get their own house in order'. The group felt that this would be a positive step to assisting employees back to work rather than loosing skilled workforce and incurring recruitment costs.</p>	SN
6	<p>Recovery Model</p> <p>A report detailing the recovery model was presented to the working group. This highlighted that mental health services must remove barriers and boundaries that stand in the way of change and that services should go beyond traditional clinical care.</p> <p>To reduce negative outcomes the group was advised in greater detail of the Assertive Outreach Team and the client base they support. A representative from this team will be joining the Self Directed Support Team to ascertain if their clients would benefit by having personal budgets although it is anticipated there could be money management issues.</p> <p>The approach to assessment has changed significantly due to the 'i3 mental health day service modernisation project' which has created a more person centred approach, considering outcomes rather than services available.</p> <p>Questions arising:</p> <ul style="list-style-type: none"> • Are GP's required to provide any direct support via their surgeries? • Is there more collaborative work planned between the local authority and the NHS? 	

	<ul style="list-style-type: none"> • What happens when a person is discharged? • Is anything in place to support temporary/emergency accommodation particularly for those who are homeless, and how do we work to get them into settled accommodation? • Have any other cities entered the Sainsbury Centres of Excellence Programme? • With regard to para 2.10, how do we measure public attitude? • Are we doing enough in Leeds and how do we perform? <p>In response the group were advised that G.P.'s generally provide support by signposting people to primary care.</p> <p>In accordance with Public Service Agreement 16 there is a joint responsibility to increase the proportion of socially excluded adults in settled accommodation and employment education or training. Work is being undertaken by the Yorkshire and Humber partnership to support the delivery of this and a collective bid for funding will be made.</p> <p>Planning for discharge commences upon admission to ensure a comprehensive support package is in place before an individual leaves hospital. Part of the process is to seek accommodation support prior to discharge. Leeds City Council and other voluntary organisations provide temporary/emergency accommodation. Those who habitually live on the streets provide a different set of issues. A team is in place to provide direct support which may include transitioning the individual to an individual tenancy via shared/group accommodation.</p> <p>Other authorities have entered the Sainsbury Centres of Excellence Programme. Further information about this programme will be provided at the next meeting.</p> <p>Public opinion is measured by public survey.</p> <p>The biggest challenge for the city is the change attitudes rather than focus on entry into the system. We need to encourage people to remain connected to work, family and friends and not fall into circles of purely mental health services. Attitudes of staff also need to develop further so that a better service could be provided with resources already available.</p>	
7	<p>Further Action</p> <p>Session 4 - During the forth session of the inquiry the working group will examine:</p> <ul style="list-style-type: none"> • Department of Health - New Horizons, Towards a shared vision for mental health. • Current and planned service changes (directed nationally or locally) and how this will impact on service provision. <p>Report Deadline for Officers – 7th January 2010</p>	

7	Future Meeting Dates <ul style="list-style-type: none"><li data-bbox="325 264 884 302">• 14th January 2010 – 10am - 12am	SN
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Severe and Enduring Mental Health Problems

Working Group Meeting: 14th January 2010

DRAFT

Present

Members

Cllr Judith Chapman – Chair (JC)
Cllr Sue Bentley – (SB)
Cllr Clive Fox (CF)
Cllr Jim McKenna (JM)
Cllr Eileen Taylor (ET)
Sally Morgan (co-opted member) (SM)
Eddie Mack (co-opted member) (EM)

Leeds Partnership NHS Foundation Trust

Jim Mulhouse
Christopher Essen

Officers

Kimberley Adams – Business Change Manager (KA)
John Lennon – Chief Officer, Access and Inclusion (JL)
Kath Tebbutt – Service User Involvement Facilitator (KT)
Sandra Newbould – Principal Scrutiny Advisor (SN)

Experts by Experience

Names to be confirmed

Apologies Joy Fisher (co-opted member)

No.	Item	Action
1	Attendance The attendance and apologies as above were noted. The Chair welcomed everyone to the meeting.	
2	Minutes of Previous Meeting Agreed subject to minor amendments.	
3	Matters Arising Mindful Employer – KA confirmed that LCC is not signed up to the Mindful Employer scheme, it is however currently under consideration and is referred to in the Strategic Plan. The working group requested further detailed information such as time scales and intention to commit to this. Later in the meeting the possibility of influencing external organisations to sign up to this scheme as part of the commissioning process was discussed, the group stated that they were strongly in favour of Leeds City Council being a mindful employer along with NHS Leeds, and that the authority should lead by example. SB advised the group that a previous scrutiny inquiry had recommended LCC become a mindful employer and that she was disappointed that this had not been progressed.	

	SN to obtain additional information and tracked progress information relating to the previous inquiry.	SN
4	<p>Knowledge Transfer Partnership</p> <p>Chris Essen advised the working group of the purpose of the Knowledge Transfer Partnership (KTP). KTP is advertised as Europe's leading programme helping businesses to improve their competitiveness and productivity through the better use of knowledge, technology and skills that reside within the UK knowledge base. The partnership working with the University and NHS Leeds is researching best practice models for the employment of individuals with mental health problems. The programme is likely to last for the next 2.5 years during which the model will be constructed and the social and economic impact of the models implemented will be evaluated. The target demographic is those who are using secondary mental health services rather than those receiving primary care.</p> <p>Questions Arising: SM: Concerned that H&S legislation does not compliment the aspiration of a model for supporting people back into and to remain in employment. Asked if vocational training might be an option. EM – Concerned that NHS Leeds and the trust has no model in place at the moment.</p> <p>In response the group was advised that IPS works faster than vocational training. It is proven more beneficial to help someone back into full time employment as soon as possible rather than via vocational training. Although a gradual reintroduction to employment via vocational training does suit some people and therefore should be considered as an option.</p>	
5	<p>Experts by Experience</p> <p>The working group welcomed the visit from the Experts. The Chair explained that the group were interested to hear their views about the support provided by care providers.</p> <p>Kath Tebbutt advised the group that she has been a service user involvement facilitator for 7 years and was previously a service user. Her role is to encourage and support people to become involved and empowered.</p> <p>The experts explained how they had found changes to the service provision unsettling specifically the move from Roundhay Road to Lovell Park. Change can be difficult to cope with and for some service users traumatic. This can be alleviated in part with more early effective communication, keeping both staff and users</p>	

	<p>involved and up to date on progress, or lack of it. One expert specifically stated that he felt cut out of the communication link, was not listened to and did not receive feedback.</p> <p>JL highlighted the importance of conducting any change ‘with’ service users rather than ‘for’ thereby engendering an inclusive method of change.</p> <p>The group discussed the development of the independent living PFI project and the anticipated benefits that would bring to service users.</p> <p>Questions Arising: JC – Did experts receive the care and support required when discharged from hospital? Is there any aspect of service you feel is beneficial or that you are dissatisfied with? In a crisis would you know who to contact and where to obtain support? SM – Asked about the demographic mix of service users. Are services used by hard to reach communities?</p> <p>One expert relayed his experience 5 years prior however a member of the working group advised that a relative had recently been discharged from hospital with an inadequate care plan. Most experts agreed that day centres are essential to provide structure and support and as a place where they can go and talk to other people. Friendship groups are formed, relatives and carers receive some respite during the visits. Experts did not know who to contact in a crisis although the group was advised that posters are on display in The Vale. The group considered a more effective method of communicating this information should be considered. Potentially a wallet card. The group were advised that work is undertaken with community groups in community centres in addition to the day centre provision.</p> <p>JL advised the group about the need to provide not only buildings bases support but a balance with main stream activities, something that The Vale and CAT achieves, and of the aspiration to provide access to services seven days a week to provide the necessary support at the weekend.</p>	
6	<p>New Horizons and the changes ahead.</p> <p>KA advised the working group that New Horizons is the government vision for mental health and well-being for England from 2010 onwards. This was published on the 7th December 2009.</p> <p>The aims are to promote success in terms of outcomes for the service and for individuals. There is a requirement to measure outcomes for personalisation and commissioning which will</p>	

	<p>present difficulties in the collection of information.</p> <p>The vision builds on work already done to focus on spotting mental health problems early, providing services and treatments in ways that meet people’s individual needs and making services better and using resources effectively. The document has been published in conjunction with two government documents which focus on employment, therefore underlining the importance of employment to aid integration and recovery.</p> <p>Questions Arising: SB – made a statement that a significant amount is required to provide what she considers will be good support. CF – stated that there is a clear focus on prevention and early intervention but this is very difficult to control and monitor.</p> <p>JL advised that service provided in Leeds should be looked at as a whole and not based on a small number of cases. There is a very vibrant voluntary sector in Leeds. The focus on prevention and intervention underlines the importance of secondary care to avoid primary care. Prevention and intervention is not only medical intervention, there are also requirements for security, adequate housing and stable finance. The support requirement is much wider in society than just that provided by Adult Social Care.</p>	
7	<p>Further Action</p> <ul style="list-style-type: none"> • No further meetings scheduled 	
8	<p>Future Meeting Dates</p> <ul style="list-style-type: none"> • This meeting concludes the scheduled meetings of the Working Group. The Adult Social Care Scrutiny Board however may recommend additional work be added into the scope of work. 	



Originator: Sandra Newbould

Tel: 247 4792

Report of the Head of Scrutiny and Member Development

Scrutiny Board (Adult Social Care)

Date: 10th February 2010

Subject: Scrutiny Board (Adult Social Care) – Work Programme

Electoral Wards Affected:

Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

1.0 INTRODUCTION

1.1 Attached at Appendix 1 is the current work programme for the Scrutiny Board (Adult Social Care) for the remainder of the current municipal year.

1.2 Also attached for Members consideration is an extract from the Forward Plan of Key Decisions for the period 1 February 2010 to 31st May 2010 as Appendix 2.

1.3 The Executive Board Minutes for the meeting held on the 6th January 2010 are presented at Appendix 3.

2.0 WORK PROGRAMME MATTERS

2.1 The current work programme (Appendix 1) provides an indicative schedule of items/issues to be considered at future meetings of the Board. The work programme should be considered as a live document that will evolve over time to reflect any changing and/or emerging issues that the Board wishes to consider.

2.2 The work programme also provides an outline of other activity being undertaken on behalf of the Board outside of the formal meetings cycle.

3.0 RECOMMENDATIONS

3.1 From the content of this report, its associated appendices and discussion at the meeting, Members are asked to:

3.1.1 Note the general progress reported at the meeting;

3.1.2 Receive and make any changes to the attached work programme; and,

3.1.3 Agree an updated work programme.

4.0 BACKGROUND PAPERS

None.

**Draft Scrutiny Board (Adult Social Care)
Work Programme 2009/10**

Item	Description	Notes	Type of item
Meeting date – 17th June 2009			
Legislation and Constitutional Changes	To receive and consider a report of the Head of Scrutiny and Member Development on proposed changes to the Council's Constitution in relation to Scrutiny.		B
Co-opted Members	To receive and consider a report of the Head of Scrutiny and Member Development on Co-opted Members.		B
KPMG Audit Report	To receive and consider a report of the Head of Scrutiny and Member Development on a scrutiny review by KPMG as at May 2009.		PM/B
2009/10 Work Programme	Input to the Boards Work Programme 2009/10 - Sources of Work and Establishing the Boards Priorities and Determining the Work Programme 2009/10		B
Draft Adaptation Inquiry Report	Scrutiny Board (Adult Social Care) has now completed its inquiry on Major Adaptations for Disabled Adults . The draft report is brought before the board for consideration and where the content is agreed, its approval.		PM/D

Key:			
RFS	Request for scrutiny	MSR	Monitoring scrutiny recommendations
PM	Performance management	B	Briefings (Including potential areas for scrutiny)
RP	Review of existing policy	SC	Statutory consultation
DP	Development of new policy	CI	Call in

**Draft Scrutiny Board (Adult Social Care)
Work Programme 2009/10**

Item	Description	Notes	Type of item
VCFS Report	Executive Board resolved that the Scrutiny Board (City and Regional Partnerships) inquiry report into the role of the voluntary, community and faith sectors in Council led community engagement be referred to Scrutiny Board (Children's Services) and Scrutiny Board (Adult Social Care) for consideration.	Lead Officer – Sue Wynne	RFS
Meeting date – 29th July 2009			
Performance Management	Quarter 4 information for 2008/09 (Jan-March)	All Scrutiny Boards receive performance information on a quarterly basis	PM
Independence, Well-being and Choice – action plan update	To consider progress against the action plan arising from the inspection report	Outcome of the ASC Proposals Working Group meeting (20 July 2009) to feed into this item.	RFS/PM
Personalisation Working Group updated Terms of Reference.	To consider the revised terms of reference for the 2009/10 municipal year for the Personalisation Working Group.		PM/DP

Key:			
RFS	Request for scrutiny	MSR	Monitoring scrutiny recommendations
PM	Performance management	B	Briefings (Including potential areas for scrutiny)
RP	Review of existing policy	SC	Statutory consultation
DP	Development of new policy	CI	Call in

**Draft Scrutiny Board (Adult Social Care)
Work Programme 2009/10**

Item	Description	Notes	Type of item
LINK Annual Report	To consider the content of the LINK Annual Report and the potential impact on the 2009/10 Scrutiny Work Programme	Copies of LINK annual reports must be made available to the public and sent to the Secretary of State and the Care Quality Commission. Copies must also be sent to relevant Local Authorities, Primary Care Trusts, Strategic Health Authorities and Overview and Scrutiny Committees.	PM
Safeguarding Board – Annual Report	The board is requested to consider the Annual report and make recommendation as necessary.	The report is scheduled to be presented at the July's Executive Board.	PM
Meeting date – 20th August 2009 – Special Meeting			
Day Services	The board has requested a specific meeting to look at the future plans for Day services across the city.	Lead officer - Dennis Holmes	RP
Meeting date – 9th September 2009			
Performance Management	Quarter 1 information for 2009/10 (April-June)	All Scrutiny Boards receive performance information on a quarterly basis	PM
The Mental Capacity Act Update since implementation	To consider a further report on progress made implementing the requirements of the MCA.	Further update from May 2009 Lead Officer – Dennis Holmes.	B

Key:			
RFS	Request for scrutiny	MSR	Monitoring scrutiny recommendations
PM	Performance management	B	Briefings (Including potential areas for scrutiny)
RP	Review of existing policy	SC	Statutory consultation
DP	Development of new policy	CI	Call in

**Draft Scrutiny Board (Adult Social Care)
Work Programme 2009/10**

Item	Description	Notes	Type of item
Inquiry into Adaptations – Response from Director and Executive Board	To receive and update on the formal response to the inquiry by the Director(s) identified in the recommendations and the views of the Executive Board	This report is due to go to Executive Board in August 2009	PM
Terms of Reference - Inquiry into ‘Supporting Working Age Adults with Severe and Enduring Mental Health Problems.	To receive and approve the draft terms of reference.	The Adult Social Care Scrutiny Board expressed interest in holding a major inquiry in relation to Mental Health Services for working aged adults at its meeting on the 17 th of June 2009.	PM
Care Quality Commission – self assessment report	To receive an update on the self assessment report due to be submitted to the Care Quality Commission which will determine the annual rating for the service.	Lead Officer – Sandie Keene	PM
Meeting date – 7th October 2009			
Independence, Well-being and Choice – action plan update	To consider progress against the action plan arising from the inspection report	Outcome of the ASC Proposals Working Group meeting September 2009 to feed into this item.	RFS/PM
Personalisation Working Group Update	To consider the progress of the working group.	Outcome of the ASC Personalisation Working Group meetings up to August 2009 to feed into this item	PM/DP

Key:			
RFS	Request for scrutiny	MSR	Monitoring scrutiny recommendations
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**Draft Scrutiny Board (Adult Social Care)
Work Programme 2009/10**

Item	Description	Notes	Type of item
Commissioning in Adult Social Care	To consider an update report on commissioning within Adult Social Services.	6-monthly report. – Previous March 09 Additional focus on IWC Action Plan. Procurement timetable to be included in this report. Lead Officer – Dennis Holmes/ Tim O’Shea	PM
Day Services	The board has requested an update following the meeting in August 2009 to further consider at the future plans for Day services across the city and the actions taken since the meeting.	Lead officer - Sandie Keene	RP
Meeting date – 11th November 2009			
Income Review – Impact of price increases on Service users.	To receive an update on the impact of price increases on services users.	Report requested from April 2009 Scrutiny Board Meeting	RP
Dignity in Care - delivery	To receive an update on the current work and developments across the City highlighting how dignity is being delivered, what improvements are being made and the challenges ahead.		B

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**Draft Scrutiny Board (Adult Social Care)
Work Programme 2009/10**

Item	Description	Notes	Type of item
Homecare provision	Performance report on homecare provision across the City, including independent sector providers.	Further update from May 2009 Lead Officer – Dennis Holmes	PM
Meeting date – 16th December 2009			
Adult Social Services- Annual Review Report (2008/09)	To consider the outcome of the annual rating review undertaken by the Care Quality Commission (formerly the Commission for Social Care Inspection (CSCI)) for 2008/09	Report will be scheduled for Executive Board meeting on 9 th December 2009.	PM
Inquiry into Adaptations – Performance Updates and Recommendation Tracking	To receive a performance update and consider progress made from recommendations made by ASC Board 17 th June 09	Considered by Executive Board August 2009.	PM MSR
Performance Management	Quarter 2 information for 2009/10 (July - Sept)	All Scrutiny Boards receive performance information on a quarterly basis	PM
Supporting Working Age Adults with Severe and Enduring Mental Health Problems – Working Group Update	To consider the progress of the working group.	Outcome of the ASC Mental Health Working Group meetings October and November 2009 to feed into this item	PM/DP

Key:			
RFS	Request for scrutiny	MSR	Monitoring scrutiny recommendations
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DP	Development of new policy	CI	Call in

**Draft Scrutiny Board (Adult Social Care)
Work Programme 2009/10**

Item	Description	Notes	Type of item
Meeting date – 13th January 2010			
Personalisation Working Group Update	To consider the progress of the working group.	Outcome of the ASC Personalisation Working Group meetings September - December to feed into this item	PM/DP
Transitional arrangements for Children (up to 25 years of age) with learning disabilities into Adult Social Care Services.	Following the establishment of the transitions team the board are to consider the policies, procedures and practices in place or in development to ensure a smooth transition from Child Social Care to Adult Social Care	Representative from Childrens Scrutiny Board to be requested to join the board for this item. Lead Officer – Michelle Tynan	RP/DP
Meeting date – 10th February 2010			
Safeguarding Update	To consider an update report since the implementation of performance measures to improve Adult Safeguarding.	Update since the Annual Report submitted to the Board at the July 2009 meeting. Lead Officer – Dennis Holmes	PM
Supporting Working Age Adults with Severe and Enduring Mental Health Problems – Working Group Update	To consider the progress of the working group.	Outcome of the ASC Mental Healthy Working Group meetings December 2009 and January 2010 to feed into this item.	PM/DP
Independence, Well-being and Choice – action plan update	To consider progress against the action plan arising from 2007/8 inspection report	Update following the October 2009 Scrutiny Board Meeting.	RFS/PM

Key:			
RFS	Request for scrutiny	MSR	Monitoring scrutiny recommendations
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**Draft Scrutiny Board (Adult Social Care)
Work Programme 2009/10**

Item	Description	Notes	Type of item
Meeting date – 17th March 2010			
Commissioning in Adult Social Care	To consider an update report on commissioning within Adult Social Services.	6-monthly report. – Previous September 09. Lead Officer – Dennis Holmes/ Tim O’Shea	PM
Performance Management	Quarter 3 information for 2009/10 (April - June)	All Scrutiny Boards receive performance information on a quarterly basis	PM
Personalisation Evaluation Update	Update requested at Decembers Personalisation Working group on progress made against key objectives, particularly 5,6,7,8,11. Feedback on phase 2 of the evaluation should also be available for reporting to the Scrutiny Board	Lead Officer – John Lennon	PM/DP
Personalisation Inquiry Report	Board to agree a statement/report on progress so far.	Response to Executive Board	PM/DP
Meeting date – 14th April 2010			
Transitional Arrangements Statement/Inquiry Report	Board to agree a statement/report.	Response to Executive Board	PM/DP

Key:			
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**Draft Scrutiny Board (Adult Social Care)
Work Programme 2009/10**

Item	Description	Notes	Type of item
Annual Report	To agree the Board's contribution to the annual scrutiny report		
Mental Health Needs Assessment	At the request of the Supporting Working Age Adults with Severe and Enduring Mental Health Problems – Working Group	Assessment due for completion March 2010.	DP
Independence Wellbeing and Choice Statement	Board to agree a statement	Response to Executive Board	PM
Supporting Working Age Adults with Severe and Enduring Mental Health Problems – Inquiry Report	Board to agree a report.	Response to Executive Board	PM/DP

Key:			
RFS	Request for scrutiny	MSR	Monitoring scrutiny recommendations
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**Draft Scrutiny Board (Adult Social Care)
Work Programme 2009/10**

Working Groups			
Working group	Membership	Progress update	Dates
<i>Personalisation Working Group</i>	<i>Cllr. Judith Chapman Cllr Alan Taylor (stood down) Cllr James McKenna Cllr Veronica Morgan Joy Fisher (co-optee) Sally Morgan (co-optee)</i>	<i>Terms of reference agreed. All meetings scheduled.</i>	Confirmed dates 1) 11 th Nov 2:00pm – 4:00pm Committee Room 3 2) 10 th Dec 10:00am – 12:00 Committee Room 3
<i>Proposals working group</i>	<i>Cllr. Judith Chapman Cllr. Penny Ewens Cllr. Clive Fox Joy Fisher (co-optee) Sally Morgan (co-optee)</i>	<i>Meetings scheduled.</i>	17 th December 2009 - 2:00 – 4:00pm
<i>Supporting Working Age Adults with Severe and Enduring Mental Health Problems</i>	<i>Cllr Judith Chapman Cllr Clive Fox Cllr James McKenna Cllr Eileen Taylor Joy Fisher (co-optee) Sally Morgan John Illingworth Sue Bentley Eddie Mack</i>	<i>Draft Terms of Reference presented to Scrutiny 9th September 2009.</i>	Confirmed Dates 1) 25 th November 10:00 – 12:00 2) 15 th December 14:00 – 16:00 3) January - tbc

Key:

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PM	Performance management	B	Briefings (Including potential areas for scrutiny)
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**Draft Scrutiny Board (Adult Social Care)
Work Programme 2009/10**

Unscheduled / Potential Items from 2009/10		
Item	Description	Notes
Annual complaints report	To consider the annual report and any emerging issues.	Report published on 20 August 2008
Continuing Care Implementation	To consider the local impact and future activity associated with implementing the national framework for continuing NHS care.	Lead Officer – Dennis Holmes. Report presented to the Executive Board in October 2007.
Valuing People Now	To consider progress against the implications outlined in the report presented to the Executive Board in February 2008, alongside any future proposed actions.	Lead Officer – Linda Bowen Executive Board scheduled to receive an update in 4 th November 2009. Scrutiny Ongoing
No Secrets Review	To consider the outcome and implications of the No Secrets Review the outcome of which will be announced by the Government.	Lead Officer – Dennis Holmes

Key:			
RFS	Request for scrutiny	MSR	Monitoring scrutiny recommendations
PM	Performance management	B	Briefings (Including potential areas for scrutiny)
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FORWARD PLAN OF KEY DECISIONS

1 February 2010 – 31 May 2010

LEEDS CITY COUNCIL

FORWARD PLAN OF KEY DECISIONS

For the period 1 February 2010 to 31 May 2010

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer (To whom representations should be made and email address to send representations to)
Terry Yorath House To extend the contract for 12 months to allow for a tendering exercise to be undertaken	Director of Adult Social Services	1/2/10	Service Users, Stakeholders and Carers	None.	Director of Adult Social Services sinead.cregan@leeds.gov.uk
Extension of the contracts for the provision of thirteen voluntary sector mental health service To approve a 12 month extension to the thirteen contracts	Director of Adult Social Services	1/2/10	Service Users and Stakeholders	Service Review Reports	Director of Adult Social Services sinead.gregan@leeds.gov.uk

<p>Request to invoke Contract Procedure Rule 31.1 and waive Contract Procedure Rule 13 in respect of the award of a contract to Methodist Homes to provide support and care to the residents of South Leeds Extra Care Housing Scheme</p> <p>To waive Contract Procedure Rules in respect of the award of the contract to provide support and care to the residents of South Leeds Extra Care Housing Scheme to Methodist Homes for the Aged</p>	<p>Director of Adult Social Services</p>	<p>4/2/10</p>	<p>Elected Members, local residents, service users</p>	<p>Report to the Director</p>	<p>Director of Adult Social Services tim.o'shea@leeds.gov.uk</p>
<p>Holt Park Wellbeing Centre - Affordability Position</p> <p>To provide a progress update and seek approval to the revised affordability position for the project</p>	<p>Executive Board (Portfolio: Adult Health and Social Care)</p>	<p>12/2/10</p>	<p>Executive Members for Adult Social Care and Sport and Active Recreation, Ward Members, Public Working Groups</p>	<p>The report to be issued to the decision maker with the agenda for the meeting</p>	<p>Director of City Development ed.mylan@leeds.gov.uk</p>
<p>Tender for Neighbourhood Network Services</p> <p>Approval to award contract to Neighbourhood Network Service Providers</p>	<p>Director of Adult Social Services</p>	<p>18/2/10</p>	<p>Neighbourhood Network Project Board</p>	<p>Procurement evaluation recommendations for contract award</p>	<p>Director of Adult Social Services carol.mcgrath@leeds.gov.uk</p>

<p>Joint Commissioning and Service Integration with Health: Next Steps Executive Board are requested to approve the next stage of the programme of work to further joint commissioning and service integration between Health Services and Leeds City Council</p>	<p>Executive Board (Portfolio: Adult Health and Social Care)</p>	<p>10/3/10</p>	<p>Stakeholders and Partners</p>	<p>The report to be issued to the decision maker with the agenda for the meeting</p>	<p>Director of Adult Social Services john.england@leeds.gov.uk</p>
<p>Self Directed Support Recent progress report on SDS implementation and agree start date for SDS and all new customers</p>	<p>Executive Board (Portfolio: Adult Health and Social Care)</p>	<p>10/3/10</p>		<p>The report to be issued to the decision maker with the agenda for the meeting</p>	<p>Director of Adult Social Services john.lennon@leeds.gov.uk</p>

EXECUTIVE BOARD

WEDNESDAY, 6TH JANUARY, 2010

PRESENT: Councillor A Carter in the Chair

Councillors R Brett, J L Carter, R Finnigan,
S Golton, R Harker, P Harrand,
J Monaghan, J Procter and K Wakefield

Councillor R Lewis – Non-Voting Advisory Member

158 Exclusion of the Public

RESOLVED – That the public be excluded from the meeting during consideration of the following parts of the agenda designated as exempt on the grounds that it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present there would be disclosure to them of exempt information so designated as follows:-

- (a) Appendices 1 and 2 to the report referred to in minute 171 under the terms of Access to Information Procedure Rule 10.4(3) and on the grounds that the public interest in maintaining the exemption outweighs the public interest in disclosing the information as disclosure could be prejudicial to the commercial interests of the Council.

159 Declaration of Interests

Councillor Wakefield declared personal interests in the matters referred to in minutes 161, 162, 163, and 164 as a school and college governor.

160 Minutes

RESOLVED – that the minutes of the meeting held on 9th December 2009 be approved.

CHILDREN'S SERVICES

161 The Future of Primrose, City of Leeds and Parklands Girls High Schools, and of Girls Only Secondary Education in Leeds

The Chief Executive of Education Leeds submitted a report regarding the future of Primrose, City of Leeds and Parklands Girls High Schools, and with respect to girls only secondary education in Leeds.

During the discussion on this item it was agreed that the Board discount paragraph 3.6.1 of the report for the purposes of their consideration of this matter.

RESOLVED –

- (a) That approval be given to move to formal consultation on a proposal to close Primrose High School in August 2011, and to open a new 11-18

Draft minutes to be approved at the meeting
to be held on Friday, 12th February, 2010

Academy, sponsored by the Co-operative Group, with Leeds College as education partner, on the site in September 2011.

- (b) That approval be given to move to formal consultation on a proposal to close City of Leeds High School and for future use of the site for educational purposes.
- (c) That approval be given to move to formal consultation on a proposal to close Parklands Girls High School in August 2011, and to open a new co-educational 11-18 Academy, sponsored by the Edutrust Academies Charitable Trust (EACT), on the site in September 2011.
- (d) That approval be given for a city wide consultation on the future of girls only secondary education in Leeds.
- (e) That a further report be brought to this Board in April 2010 on the outcome of the consultations and progression of the proposals.

(Under the provisions of Council Procedure Rule 16.5 Councillor Wakefield required it to be recorded that he abstained from voting in respect of the proposal referred to in (b) above insofar as the report included reference to a possible future hub development at the site of the City of Leeds High School which will be the subject of a further report)

162 Annual Standards Report - Primary

The Chief Executive of Education Leeds submitted a report providing an overview of primary schools' performance at the end of 2008/9, as demonstrated through statutory national testing and teacher assessment.

A correction in appendix 1 to the report was noted in that reference to the number of schools below the 55% floor target in paragraph 3.8 should read 34 and not 40.

RESOLVED – That the progress made, the implications of the new Ofsted framework and the implications for provision of support, challenge and intervention arising from the government white paper on 21st Century Schools be noted.

163 Annual Standards Report - Secondary

The Chief Executive of Education Leeds submitted a report summarising the progress made in relation to secondary school improvement in Leeds and providing a commentary on the challenges faced with respect to further improvement in the future.

RESOLVED –

- (a) That the progress made, the implications of the new Ofsted framework and the implications for provision of support, challenge and intervention arising from the government white paper on 21st Century Schools be noted.

- (b) That statistical information be provided to all members of the Board on performance levels in Leeds compared with other similar authorities.

164 Attendance and Exclusions Report 2008/09

The Chief Executive of Education Leeds submitted a report providing a summary of performance with respect to school attendance, persistent absence and permanent and fixed term exclusions in Leeds.

RESOLVED – That the report be noted.

165 Proposal for Statutory Consultation for Changes to Primary Provision in Horsforth in 2011

The Chief Executive of Education Leeds submitted a report on proposed consultation on two linked proposals for primary expansion in Horsforth for September 2011.

RESOLVED –

- (a) That approval be given for statutory formal consultation on the linked prescribed alterations to:
- i) change the age range of Horsforth Newlaithes Junior School from 7-11 to 5-11, whilst maintaining an admissions limit of 60, with an overall capacity of 420 children; and
 - ii) change the age range of Horsforth Featherbank Infant School from 5-7 to 5-11, and decrease the admissions number from 60 to 30, with an overall capacity of 210 children.
- (b) That the Board notes that the consultation on a proposed expansion of Horsforth West End Primary School, authorised under minute 153 of the last meeting, will coincide with the proposals authorised above.

166 Children's Services Improvement Board

The Assistant Chief Executive (Planning, Policy and Improvement) submitted a report providing an update on the proposal to establish an independently chaired Improvement Board to oversee the implementation of the Council's improvement plan for children's services.

RESOLVED –

- (a) That the proposal to establish an independently led Improvement Board be endorsed and that a further report be brought to the February 2010 meeting of this Board with proposed terms of reference for the new board; an outline of the proposed reporting arrangements and an updated Improvement Plan.
- (b) That consideration be given to the introduction of arrangements to secure that all political groups are kept informed of progress in Children's Services and afforded the opportunity to support that progress.

ADULT HEALTH AND SOCIAL CARE

167 'Your Hospital Your Say' - Leeds City Council's Response to the Consultation on Foundation Trust Status by Leeds Teaching Hospitals Trust

The Director of Adult Social Services submitted a report on the key strategic issues for the City arising from the public consultation being undertaken by the Leeds Teaching Hospitals Trust on their application to achieve Foundation Trust status and on the proposed formal response by the Council.

RESOLVED - That a formal written response be made to the consultation document 'Your Hospitals Your Say', with specific reference to the points outlined in the conclusion to the submitted report and detailed in section 3 of the report.

CENTRAL AND CORPORATE

168 Leeds City Region Forerunner Agreement

The Assistant Chief Executive (Planning, Policy and Improvement) and the Director of Resources submitted a joint report providing details of the city region Forerunner Agreement which was signed by Government and city region Leaders at the recent City Region Summit on 27 November 2009. The report also outlined the next steps in delivering the programme.

RESOLVED –

- (a) That the Forerunner Agreement commitments be noted.
- (b) That a further report be brought to the Board detailing the implications of the Agreement and its implementation for Council policy and governance.
- (c) That detailed briefing sessions be arranged, one for all political group leaders and members of this Board, and one for each political group.
- (d) That further consideration be given to the means of keeping the wider membership of the Council informed of city region developments on an ongoing basis.

DEVELOPMENT AND REGENERATION

169 Legible Leeds - City Centre Wayfinding Scheme

The Director of City Development submitted a report outlining the development of the on-street wayfinding scheme including a new pedestrian focussed 'Walk It' map, concept designs for the proposed new on-street pedestrian wayfinding units and the initial placement plan of where such units should be located.

RESOLVED - That the current position of the Legible Leeds project be noted, that the scheme as outlined in the report be approved and that authority be

given to incur expenditure of £1,200,000 on the proposed works as outlined in the report.

170 Proposed Middleton Enterprise Centre

The Director of City Development submitted a report on proposals for a new Enterprise Centre in Middleton funded by the Local Enterprise Growth Initiative.

RESOLVED – That authority be given to incur expenditure of £1,616,450 on the proposed Middleton Enterprise Centre.

171 Land at Czar Street, Leeds 11

The Chief Officer Libraries, Arts and Heritage submitted a report on proposals to contribute land owned by the Council to support the Old Chapel Rehearsal Studio project.

Following consideration of appendices 1 and 2 to the report designated as exempt under Access to Information Procedure Rule 10.4(3) which were considered in private at the conclusion of the meeting it was

RESOLVED – That land at Czar Street, as identified on the plan attached to the submitted report, be declared surplus to requirements and that the freehold of the land be transferred to Old Chapel Music CIC for the construction of new rehearsal studios in return for the service benefits as detailed in exempt appendix 2 to the report.

172 Chapeltown and Armley Townscape Heritage Initiative Schemes

The Director of Environment and Neighbourhoods submitted a report on the proposed implementation of the Chapeltown and Armley Townscape Heritage Initiative Schemes, in accordance with the schemes' Delivery Programmes as agreed with the Heritage Lottery Fund and the Townscape Heritage Initiative/Town and District Centres Programme Board.

RESOLVED –

- (a) That scheme expenditure of £1,136,000 in respect of the Chapeltown and £1,223,000 in respect of the Armley Townscape Heritage Initiative grant schemes be authorised.
- (b) That, with reference to minute 258 of the meeting held on 13th May 2009, appropriate officers hold discussions with the Chair with a view to progressing the matter.

NEIGHBOURHOODS AND HOUSING

173 Employability Initiatives

The Director of Environment and Neighbourhoods submitted a report summarising the current claimant rates for out-of-work benefits and providing information on the new employability initiatives to support priority groups back into employment. The report also highlighted the changes required to enable the Council to continue to provide support to priority groups in a changing

funding environment to make best use of resources through partnership working.

RESOLVED – That the work to deliver targeted support to those at risk of becoming and remaining long term unemployed be noted and supported

174 Councillor Kabeer Hussain

The Chair referred to the recent death of Councillor Hussain and the Board stood in silent tribute.

DATE OF PUBLICATION: 8TH JANUARY 2010
LAST DATE FOR CALL IN: 15TH JANUARY 2010 (5.00 PM)

(Scrutiny Support will notify Directors of any items called in by 12.00 noon on 18th January 2010)