

## Scrutiny Board (Adult Social Care) Proposals Working Group

30<sup>th</sup> January 2009, 10:15pm  
Committee Room 5, Civic Hall, Leeds

### MINUTES

#### ATTENDANCE

##### Members:

Cllr. Judith Chapman (Chair)  
Cllr. Suzi Armitage  
Joy Fisher (co-opted member)  
Cllr Anne Blackburn (Health Board)

##### Officers:

Dennis Holmes (DH), Chief Commissioning Officer  
Sandra Newbould (SN) Principal Scrutiny Adviser

NO.	ITEM	ACTION
1	<p><b>Attendance / Introductions / Apologies</b></p> <p>The above attendance was noted. Apologies were received from Cllr. Debra Coupar, Cllr. Penny Ewens and Cllr. Clive Fox.</p> <p>Apologies received from Sally Morgan 2<sup>nd</sup> February 2009</p>	
2	<p><b>Minutes of the Previous Meeting</b></p> <p>Received and Approved</p>	
3	<p><b>Independence Wellbeing and Choice Inspection Action Plan: December 2008</b></p> <p>The format of the report was explained to the working group which will be updated each month to ensure data is accurate at the time of presentation to the group. The RAG rating specified if an action is completed or overdue, it does not indicate if the action has been successful or unsuccessful. The report will include targets which have started or finished or are due to start or finish in the foreseeable future. This will assist the group to focus on actions that are relevant at this point in time.</p> <p>The group requested all future minutes of the Safeguarding Board be brought to the Proposals Working Group.</p> <p>It was also clarified that the CSCI inspector is due to return to review progress on the 19<sup>th</sup> of March 2009.</p> <p>Overdue Tasks in reporting period 1.8, 1.9 and 2.6 – Recruitment of 10 senior practitioners and 3 specialists underway . It is anticipated that a number of these posts will be filled and duties commenced by the 1<sup>st</sup> of April</p>	

## Appendix 1

2009. The nomination of the Chair to the multi-agency performance and quality assurance sub group will be undertaken at the February safeguarding board meeting.

Cllr Blackburn stressed the importance of the PCT's involvement in the Safeguarding Board and that the organisation maintained a high level of commitment to it.

Task 1.6 completed.

Tasks due for completion by January 2009

1.3, A recommendation for Head of Safeguarding has been made therefore an appointment will be made in the very near future.

1.5, Supervision checklists have been provided to managers. Quality assurance checks will be undertaken to ensure that the lists are being used.

3.2, Protocols for joint working are in progress but may take longer than expected to complete.

7.2, Two serious case reviews in progress. Outcome of each review will be analysed to formulate lessons learnt for the future.

20.1, JSNA report will be written by John England and presented to Exec Board in March 2009.

Tasks due to commence in January 2009

1.9, 320 applications received for the admin posts, only 3 posts to fill.

2.3, Specialist Margaret Flynn recruited to provide advice and support to be provided to Head of Safeguarding once appointed.

2.5, Quality circle of fieldwork managers to be established to discuss practice and learn from each other.

4.2, Interagency safeguarding training plan is in advanced stages.

13.1, Work underway to start the mapping of advocacy services in Leeds, to identify resource availability, regulate activity and identify if there is a shortfall in a particular service area.

14.5, Both LCC and PCT working with the University of Birmingham to facilitate effective joint working.

15.3, The Joint Services Commissioning Board for adults sub group are looking at cases to ensure that safeguarding and dignity are built into the discharge process. The working group highlighted that the discharge process in Harrogate ( N Yorks area) seems to be very problematic. The group are aware to the weekly partnership meeting are being undertaken but what is not clear is if Harrogate are included in these. This matter is to be raised at the Health SB chair by Cllr Chapman.

19.3 Commissioning is valued at approx £12m of business therefore important that Q.A. measures are in place.

20.5 Review to be conducted to ensure ongoing improvements to services.

Risk – There has been an increase in the number of referrals during this year compared to 2008/9. This has resulted in staffing resources concentrating on these cases instead of providing infrastructure support to the Safeguarding Board. This pressure will be alleviated once appointments to posts have been made.

Recruitment – The group was advised that the Human Resources team have been very supportive in order to fast track advertisement and interviews. Efforts have been made to recruit as widely as possible. Certain delays may be inevitable due to CRB checks and candidates working notice periods. The

Cllr JC

Appendix 1

working group requested a briefing note detailing the timeline for recruitment of the posts since it began to identify if there has been any unnecessary delay that could have been avoided.

DH

The working group stated that overall they were satisfied with progress and expressed their preference for this format of reporting to continue as it clearly demonstrates the position against targets.

**4 Future meetings dates**

The following future meeting dates were agreed. The review of the Independence Wellbeing and Choice action plan to be scheduled onto the agenda for the meetings detailed below. All meetings to start at 10:15am.

- 25 February 2009 - Committee Room 5
- 25 March 2009
- 30 April 2009

Specific agenda items and meeting venues to be confirmed.

SN