

2.2	AP advised the toilets are left from the room and situated in the foyer where the elevators.	
2.3	SL informed that an enquiry was made about the tannoy sounding in the meeting room; staff confirmed this cannot be turned off.	
2.4	SL advised that if the lift becomes out of use to inform a member of the staff in store who will assist anybody with mobility or access issues.	
3.0	Conflicts of Interest	AP
3.1	No conflicts of interest were raised.	
4.0	Minutes of the previous meeting	AP
4.1	<u>3.3</u> – Copies of the Private Sector guides will be attached to June’s minutes.	SL/TM
4.1.1	<u>3.4</u> – AP to inform on blue badge for use in Leeds City Centre in a future meeting.	AP
4.1.2	<u>5.6 / 5.13</u> – SL to request update from Tom Donohue on the issue raised by the panel in May’s meeting.	SL
4.1.3	<u>5.15</u> – SL and AP to co-ordinate a visit to the WYP contact centre. Ongoing.	
4.1.4	<u>6.1</u> – AP to update the LTF Facebook page with information shared in TARA panel.	
4.1.5	<u>7.11</u> – Agreed that Terms of Reference would be discussed in the meeting.	
4.1.6	<u>8.3</u> – SL to share a link for more information about Northern College.	
4.2	The panel agreed that the minutes were a true record.	
5.0	Feedback from May’s meeting – West Yorkshire Police Contact Centre	
5.1	The panel were keen to take up Tom Donohue’s invitation to visit the WYP 101 contact centre. SL to confirm numbers and arrange a future visit.	
6.0	Safeguarding awareness for groups	
6.1	Kieron Smith (KS) from Leeds Safeguarding Adults Board was in attendance and circulated a pack to the panel to help promote awareness of the importance in safeguarding vulnerable adults.	
6.2	KS explained that the safeguarding of adults refers to the multi-agency procedure used to protect adults from abuse or neglect.	
6.3	The procedures help people aged 18 years of age or over, with care and support needs.	
6.3.1	There are separate procedures for children and young people. Young people are under 18 years of age and the number to call with any concerns for under 18s is Children’s Social Care (0113 222 4403)	
6.4	KS provided a brief overview of the Safeguarding Board, a body made up of a range of organisations such as the Police, Leeds Adults Social Care and the NHS, overseen by the Director of Social Services.	
6.4.1	The Board works with partner agencies across the city to safeguard adults with care	

	and support needs and protect them from abuse and neglect.	
6.5	KS circulated an information leaflet and advised that further information can be found at www.leedssafeguardingadults.org.uk and the number to call if anyone is worried about an adult's care is 0113 378 9455 .	
6.6	An updated strategic plan is being developed; once this is available it can be sent to the panel and shared.	
6.7	KS discussed with the panel the importance of: <ul style="list-style-type: none"> ▪ <u>Capability/judgement issues</u> – an advocate can be appointed to represent if someone if needed by the local authority. ▪ <u>The investigation of ALL cases reported</u> – KS explained that reports can be made anonymously. ▪ <u>Feedback</u> to the individual making the referral. ▪ <u>Resolving the issue</u> – prioritising the report once made and social services undertaking an assessment. 	
6.8	KS confirmed that the same number (0113 3789455) can be used if there are concerns for those in care homes / hospitals / homecare or any other care provider.	
6.9	KS explained that all reports are logged about care homes to ensure that any previous concerns are noted in case of an investigation.	
6.10	AP asked the panel if they were comfortable with passing on the information about Safeguarding to their groups. Most groups already had policies for vulnerable children and adults (sample ones are available in the TARA Guide).	
6.10a	<i>A safeguarding policy is a statement that makes it clear to all group members and the children, people and families that you come into contact with about your commitment to safeguarding children and vulnerable adults. Your policy should include what your group will do to protect the safety and welfare of children and vulnerable adults in your care and what people should do if they have any concerns.</i>	
6.10b	<u>AP mentioned there is a model policy in the TARA Guide for children and vulnerable adults (page 29).</u> She committed to update the TARA Guide with information about Adult Safeguarding	
6.11	KS confirmed that Safeguarding training is available. If anyone is interested, please contact Leeds Safeguarding Adults Board for more information.	
7.0	Communication with other groups	
7.1	SC found the safeguarding information passed on from Kieron (KS) very helpful and also the discussions it produced to hear how processes have changed.	
7.2	The panel feel it is extremely helpful to know where to report any concerns for adults safeguarding and as a way to ensure other TARAs are aware, the panel committed to : <ul style="list-style-type: none"> ▪ Sharing Leeds Safeguarding Board information on group Facebook pages. ▪ Take along leaflets to meetings – anyone wanting extra let SL know. 	AP
8.0	Terms of Reference	
8.1	At the previous meeting, SL circulated the current Terms of Reference for the TARA	

	panel to review to discuss at the meeting.	
8.1.1	AP committed to revising the document and updating before sharing with SL.	AP
8.1.2	The panel decided that this will then be brought to the next TARA panel meeting for members to review and sign off.	
9.0	Any Other Business	
9.1	SL informed the panel of the patch changes in the Tenant Engagement. SL to attach an info sheet to the minutes. TM to bring hardcopies along in July's meeting.	SL/TM
9.2	SL updated that there are places available on the Facebook training session on 27 th June, 2017 at Voluntary Action Leeds (VAL), Stringer House, Lupton Street, Hunslet. Please note, lunch will not be provided but travel can be arranged.	
9.2.1	Attendees will be asked to complete a short questionnaire, if interested please contact Sarah 07891 270266.	
9.3	SL told the panel about Women's Lives Leeds, a 3 rd sector organisation that works closely with Leeds City Council that champions women and young girls. The next meeting is 26 th June, 2017. SL to email link to the website.	SL
9.4	As part of Volunteers Week, SL explained that there is a Volunteer fair in Leeds Civic Hall on 22 nd June, 2017, 3.30 – 6.00pm.	
9.5	SL mentioned the Changing Leeds website, a tool to consult with anyone in Leeds about changes in the city we work and live. SL to share the link.	SL
9.6	MD noticed the high attendance at today's meeting and suggested changing the meeting day back to Fridays. The panel to revise this in September's meeting.	
9.7	MD mentioned the next VOLT meeting is to be held at Woodhouse Hill Community Centre on 2 nd August, 2017.	
9.8	SK informed of a Safer Sleeping project that supplies babies with free moses baskets and bedding. If anyone would like to knit / crochet a blanket and donate, please bring to the next TARA panel or drop off at Compton Community Centre in Harehills.	
10.0	Date of Next Meeting	
10.1	The next meeting will be held on Thursday 13th July, 2017. Time: 4.30– 6.00pm at John Lewis Community Hub.	

Item No.	Summary of Actions	Owner
4.1	Private sector guides to be attached in the minutes.	SL
4.1.1	Blue badge info to be shared in regards to parking in Leeds City Centre.	AP
4.1.2	SL to seek an update from Tom Donohue about issues discussed in May's meeting.	SL
4.1.6	SL to share information about training at Northern College	SL
7.2	LTF Facebook page to be updated with Safeguarding information as shared.	AP
8.1.1	AP to revise the TOR and bring back to July's meeting for the panel to agree.	AP
9.1	Share information on patch changes within the Engagement Team.	SL/TM
9.3	SL to share link to Women's Lives Leeds.	SL
9.5	SL to share link to Changing Leeds website.	SL