

1. Attendance & Apologies

Members	Title	Representing	✓ ✗	Name of Substitute
Colin Morris (CM)	LSCB Independent Chair		✓ ✗	
Jane Humphreys (JH)	Corporate Director of Children, Education & Social Care (CESC)	Local Authority	✓	
Lynda Brown (LB)	Head of Education, Early Years & Complex Needs		✗	
Peter Kelly (PK)	Director of Public Health		✓	
Liz Hanley (LH)	Adult Services Lead		✗	
Shaun McLurg (SMCL)	Head of Children & Young People's Services (Children's Social Care, Youth Offending & Connexions Service)		✓	
Julie Nixon (JN)	Head of Housing		✗	
Reuban Kench (RK)	Head of Culture & Leisure,		✗	
Cllr Ann McCoy (AMc)	Lead Cabinet Member - Children and Young People (Participating Observer)		✗	
Neil Schneider (NS)	Chief Executive (Participating Observer)		✗	
Jason Dickson (JD) *	Interim Detective Chief Inspector - Cleveland Police (Crime / Child Protection)		Police	✓
Chris Downes (CD)	Inspector - Cleveland Police (Stockton District - Prevention)	✗		
Bev Walker (BW)	Deputy Director of Nursing, Quality and Safety	NHS England (LA)	✓	
Jean Freund (KF)	Executive Nurse	Stockton & Hartlepool CCG	✗	
Linda Watson (LW)	Clinical Director Community Services- NT&H FT (SLSCB Vice Chair)	North Tees & Hartlepool Foundation Trust	✓	
Lesley Mawson (LM)	Associate Director of Nursing and Compliance	Tees Esk & Wear Valley NHS Trust	✓	
Janice Deakin (JDe)	Service Manager	CAFCASS	✓	
Elaine Hunneysett (EH)	Head of Offender Management	Prisons	✓	
Lucia Saiger-Burns (LSB)	Director Of Operations	Durham & Tees Valley Probation Service	✗	Joe Howard
Lesley Cooke (LC)	Lay Member	Lay Members	✗	
Jo Thornhill (JT)	Lay Member		✓	
Kerry Coe (KC)	Head Teacher – Primary Schools	Education Establishments	✓	
Sue Caine	Head Teacher – Secondary Schools		✗	
Alex Taylor (AT)	Head Teacher - Independent Schools		✓	
Phil Cook (PC)	Principal SRC		✓	
	To be determined	Voluntary Sector		

SLSCB Advisors		Representing	✓ ✕
Karen Hedgley (KH)	Senior Manager, Children's Safeguarding and Looked After Children (Designated Nurse).	Stockton & Hartlepool CCG	✓
Kailash Agrawal (KAg)	Designated Doctor	Stockton & Hartlepool CCG	✓
Pauline Beall (PB)	Business Manager	SLSCB	✓
Diane McConnell (DMc)	Chief Advisor School Effectiveness	SBC Schools	✓

Task Group Chairs		Representing	✓ ✕
Eric Jewitt	SBC CESC Childrens Workforce Manager	Childrens Workforce Training Group	✓
Simon Willson	SBC CESC Head of Business Support & Improvement	Performance & Practice Group	✓
Jason Dickson*	Cleveland Police (Crime / Child Protection) Detective Chief Inspector	Serious Case Review Sub Committee	✓

Guests

Julia Henderson	Named Nurse Children's Safeguarding
Pam Gartland	Safeguarding in Education Consultant
Rob Donaghy	Detective Superintendent Cleveland Police

Meeting Quorate: Yes / No	Yes
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Agenda Item & Discussion	Action	By Whom	By When
<p>Members, guests and observers were welcomed to the Board meeting and acknowledgment was made to Jason Dickson and Sue Cain as they have resigned from the Board.</p> <p>Restructuring within Cleveland Police has taken place and Jason is taking up a new position. Rob Donaghy will become the representative for all divisions of Cleveland Police.</p> <p>Sue Cain is retiring and discussions will take place regarding secondary school representation on the Board at the August Executive meeting.</p>			
<p>2 PRESENTATIONS – Operational Quality Assurance Reports</p> <p>a) Looked after Children Placed out of Area 2012 / 2013 Presented by Jayne Parry, Service Manager LAC.</p>			
<p>Comprehensive report noted. Questions and proposals raised stemming from discussion included:</p> <ul style="list-style-type: none"> ▪ Future reports to include percentages and numbers of placements. 	2ai) Mid year 2013 / 2014 Operational Looked after Children Placed out of Area Report which is to be presented to the Executive Group on 17th October to include	JP	4.10.13

Agenda Item & Discussion	Action	By Whom	By When
<ul style="list-style-type: none"> ▪ Breakdown of final placements that lead to adoption. ▪ Wording in Section 10 to be changed from insignificant to inappropriate. ▪ Section 9 Monitoring arrangements seen as best practice. ▪ Increase in out of area placements were noted as due to requirement of specialist care which is currently not available within the borough. ▪ Board assured that robust contract arrangements are in place for placements. 	response to feedback from July Board meeting.		
b) Missing or Running Away from Home or Care 2012 / 2013 Presented by Jayne Parry, Service Manager LAC			
<p>Report acknowledged as the first detailed report the Board had received in respect of children who are running away or missing from home or care (RMHC). As part of the presentation JP advised that further work was required to improve the collection of data regarding aspects of this work as she had not been able to include where young people run to or from.</p> <p>Confirmation was received that appropriate services had been provided to the young people,</p> <p>Reference was made to the lack of understanding of the process for reporting RMHC and the procedure that should be followed which had come to light during a multi agency training session. Board Members were asked to encourage attendance at training to increase awareness of this subject, especially in light of national issues in respect of Child Sexual Exploitation and the relationship between these two important .</p> <p>The Stockton RMHC Procedure is currently being reviewed which will be sent to Board Members for consideration when available.</p> <p>Each of the four Tees LSCBs who make up the Tees area have their own procedure which link to a Tees Protocol, which may also require review. The Tees VEMT group is considered by this Board to be an appropriate group to review the protocol.</p>	<p>2bi) Notification of RMHC training to be recirculated to Board Members.</p> <p>2bii) Tees RMHC Protocol to be sent to RD for Tees VEMT to consider review / updating.</p> <p>2biii) Mid year 2013 / 2014 Operational Missing from Home or Care Report which is to be presented to the Executive Group on 17th October to include response to feedback from July Board meeting.</p> <p>2biv) Stockton RMHC Procedure to be sent to SLSCB Business Unit for consideration by Board Members</p>	<p>PB</p> <p>PB</p> <p>JP</p> <p>JP</p>	<p>01.08.13</p> <p>19.07.13 ✓</p> <p>4.10.13</p> <p>05.09.13</p>

Agenda Item & Discussion	Action	By Whom	By When
<p>c) Allegations Against Staff, Carers and Volunteers (LADO) Report 2012 / 2013 presented by Jill Anderson Service Manager Referral & Assessment</p> <p>Report noted. Discussion took place during which the following specific were highlighted.</p> <p>Time delays taken in gathering information relating to use of computers in potential 'LADO' crimes was noted however it was also noted that whilst a new CEOP division was being created in Cleveland Police this would not necessarily speed up the gathering of evidence. This delay was also noted as a national problem. RD requested to provide progress on the CEOP team at a future meeting.</p> <p>Increase in referrals has been seen in historic abuse which could be as a result of heightened awareness due to North Somerset / Saville and the recent Teacher / Pupil media case.</p> <p>The numbers of referrals particularly related to health appeared low for an area of work where all allegations should be reported to the LADO. Health colleagues will do some data analysis of Health cases with their Human Resource sections against the information provided. The analysis will be presented at the September 2013 meeting.</p> <p>The annual updating of the Named Senior Officers list which should be made available to staff was referred to and Board Members were asked to review the list and email any amendments to the Business Unit.</p>	<p>2ci) Cleveland Police CEOP Progress report to be presented to Board Members.</p> <p>2cii) Health data to be compared with referrals to LADO. Analysis comparison to be presented to Board in September.</p> <p>2ciii) Details of Named Senior Officers for 2013 / 14 to be sent to Business Unit for list to be updated.</p> <p>2civ) Update Tees Procedures web site (3.8.3) with 2013 / 2014 information.</p> <p>2cv) Mid year 2013 / 2014 Allegations Against Staff, Carers of Volunteers Report which is to be presented to the Executive Group on 17th October to include response to feedback from July Board meeting.</p>	<p>RD</p> <p>BW, LW & LM</p> <p>All</p> <p>PB</p> <p>JA</p>	<p>21.11.13</p> <p>19.09.13</p> <p>30.07.13</p> <p>01.09.13</p> <p>4.10.13</p>
<p>d) 2012/ 2013 Annual Private Fostering Report presented by Jill Anderson Service Manager Referral & Assessment</p> <p>Overview of Private Fostering provided. Awareness of this issue needs raising as numbers are still low. Link to website information: http://www.stockton.gov.uk/childrenandyoungpeople/fosteringadoption/privatefoster/</p> <p>Request for who made referral to be included in data and greater emphasis on local information included in future reports.</p>	<p>2di) Report to be amended to reflect local data for comparison with national figures.</p> <p>2dii) Amended report to be sent to Business Manager for circulation to Board Members for information.</p>	<p>JA, JH</p> <p>JA</p>	<p>09.08.13</p> <p>15.08.13</p>

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<p>Comparison of local information against national required to determine how we are doing and whether we could learn from other areas.</p> <p>JH & JA to meet to discuss rewording and recirculation of the report.</p>	<p>2diii) Awareness of Private Fostering to be raised with the aim of greater recognition and increase of notifications.</p> <p>2div) Mid year 2013 / 2014 Operational Private Fostering Report which is to be presented to the Executive Group on 17th October to include response to feedback from July Board meeting.</p>	<p>All Board</p> <p>JA</p>	<p>4.10.13</p>
<p>e) Youth Offending Report 2012 / 2013</p> <p>Youth Offending Service annual report deferred until 19th September 2013.</p>	<p>2ei) Include Youth Offending Annual Report 2012 / 2013 on next Board agenda</p>	<p>PB</p>	<p>02.09.13</p>
<p>f) Independent Reviewing Officer Reports presented by Martin Graham, Strategic Manager, Children & Young People.</p> <p>Discussion took place following presentation of both of the Independent Reviewing Officer reports.</p> <p>In general terms Board Members felt there were substantial concerns that needed addressing and advised that they expect considerable improvements to be noticeable when the reports relating to the first half of 2013 / 2014 are presented.</p>			
<p>fi) Child Protection Annual Report – Key issues raised.</p> <ul style="list-style-type: none"> ▪ Data comparison with other authorities required ▪ Lack of information relating to Children & Young People attending conferences. ▪ Numbers of children invited and actually attended is required which needs recording and included in future reports. ▪ No reference to agenda management and how conferences are ran included which was highlighted during the Ofsted inspection. ▪ Unacceptable statement that some Education & Probation staff “are 	<p>2fi i) IROs to be advised that:</p> <ul style="list-style-type: none"> a) Statements need to be supported by evidence. b) Challenge and escalation of unsatisfactory practice needs addressing when it happens. <p>2fi ii) Reports responding to Ofsted Inspection Plan to sent to Business Unit for presentation to Exec.</p> <p>Rec 11 – Support and improve children’s attendance at child</p>	<p>MG</p> <p>SW</p>	<p>25.07.13</p> <p>30.07.13</p>

Agenda Item & Discussion	Action	By Whom	By When
<p>reluctant to provide an opinion at conference because it may ruin their relationship with families". If evidence is available to support this then this is 'unacceptable' and needs to be challenged and escalated. Senior Officers should immediately be made aware of this type of issue.</p> <ul style="list-style-type: none"> ▪ Lack of attendance referred to in the report is also unacceptable. This needs to be challenged. ▪ The way conferences are managed should be monitored and looked at to identify any possible training requirements, and to ascertain that those in attendance are of sufficient seniority to make informed decisions. ▪ Routes for Children & Young People to participate are being reviewed and a report is expected at the Executive in August in line with Ofsted Inspection Plan 2013. 	<p>protection conferences and core groups</p> <p>Rec 12 -Ensure that children and young people's views are sought and responded to in developing strategic plans and service improvements.</p> <p>2fi iii) Mid year 2013 / 2014 Operational IRO Child Protection Report to Executive Group on 17th October to include response to feedback from July Board meeting.</p>	MG	4.10.13
<p>fii Looked After Children & Young People Annual Report -</p>			
<p>Similar serious issues also raised following presentation of the LAC report.</p> <ul style="list-style-type: none"> ▪ Issues should be raised immediately and be supported by evidence. ▪ Attendance of Children & Young people is not systematically monitored and therefore data is not available. This needs addressing. ▪ Request that attendance of children is included in the Data Set. <p>JH advised of issues that are now being picked up at meetings she has with Managers and at Performance Clinics. CM requested this information be shared with the Board in order to be aware and monitor concerns and improvements.</p>	<p>2fii i) IROs to be advised that:</p> <ul style="list-style-type: none"> a) Statements need to be supported by evidence. b) Themes referred to in report at section 9 need addressing. c) Challenge and escalation of unsatisfactory practice must be addressed when such occurs. <p>2fii ii) CESC Performance issues and improvements to be shared with the Board</p> <p>2fii iii) Mid year 2013 / 2014 Operational IRO LAC Report to Executive Group on 17th October to include feedback from July Board meeting.</p>	MG	25.07.13
<p>g) CAF Progress Report 2012 / 2013 presented by Shaun McLurg Head of</p>			

Agenda Item & Discussion	Action	By Whom	By When
<p>Children & Young Peoples Services.</p> <p>Following presentation of report it was agreed that with the demise of the Childrens Trust, CAF reports should be presented to SLSCB and the Health & Wellbeing Childrens Commissioning Group. Members of both groups should be CAF Champions.</p> <p>Completions of CAF 2's were in decline which is not satisfactory. CAFs are a necessity in early help and should accompany a referral to Childrens Social Care if improvements in appropriate referrals, understanding of thresholds and ultimately improved provision of appropriate services for children are to be seen.</p> <p>SLSCB members agreed to reaffirm their commitment to the CAF process and to review the current list of CAF Champions and Leads to ensure this reflects current organisational make up and structures.</p> <p>Low attendance at the Information Quality Assurance Group (IQAG) was also noted. Members were asked to liaise with their representatives who attend this group.</p> <p>(Addendum for information to assist Board Members in this area. IQAG Membership Julie Aylesbury CESC Ian Caley Connexions Ann Marie Cartwright Attendance Service Glenis Charlton Children Ctre Services Su Gill Sec Schl Rep Deb Peel CWDT (Training) Caroline Reed Primary Sch Rep Lindsey Robertson Community Health Jane Smith* Public Health Diane McConnell** School Effectiveness</p> <p>Updates were provided from DMc as to how schools were improving their engagement with the CAF process. LW also advised on work taking place within Health (NTHFT) who have established CAF Panels to oversee referrals that are made.</p> <p>SMcL was asked to produce a draft protocol / new section for insertion into the Continuum of Need and Services, relating to</p>	<p>2gi) CAF Progress reports to be presented to Board in November 2013, January and March 2014.</p> <p>2gii) Board Members to review representatives' attendance at CAF IQAG with a view to improved attendance.</p> <p>2giii). Board members to reaffirm their commitment to the CAF process and to review the current list of CAF Champions and Leads to ensure this reflects current organisational make up and structures.</p> <p>2giv) Draft protocol to be produced and shared with Exec Group re Referrals and CAF.</p>	<p>SMcL</p> <p>SMcL LB LW</p> <p>SMcL LB LW</p> <p>SMcL</p>	<p>4.11.13</p> <p>30.07.13</p> <p>30.09.13</p> <p>30.07.13</p>

Agenda Item & Discussion		Action	By Whom	By When
	Referrals with the aim of improving early help work. Specific reference to be made to CAF and thresholds			
h	<p>Half Year Operational Observations Report 2013 / 2014: CAF, Independent Reviewing Officers (CP & LAC), Looked After Children, Running, Missing from Home or Care (incorporating CSE), Youth Offending Service to be presented to Board in November. Any queries or comments made today should be taken into account when Officers are preparing their reports.</p> <p>Chair requested that Board Members advise staff that when presenting reports to SLSCB that they should assume that Members have read the reports and only give a brief summary; refer to the recommendations; and respond to any questions.</p>	<p>2h) Officers writing mid year Operational Observations Report 2013 / 2014: CAF, Independent Reviewing Officers (CP & LAC), Looked After Children, Running, Missing from Home or Care (incorporating CSE), Youth Offending Service to take into consideration feedback from July Board meeting.</p> <p>2i) Mid year operational reports to be sent to Business Manager by 4.10.13 for presentation to the Executive Group Board on 17.10.13</p>	<p>MM JP JA MG MS</p> <p>MM JP JA MG MS</p>	<p>10.10.13</p> <p>04.10.13</p>
3	Minutes of Board & Matters Arising from the Meeting held on: 20 th June 2013			
	Minutes accepted as a true record.			
2.12	Welfare Reforms – Update from JH: 20 families known to be affected by the benefit cap.			
2.14	E-Safety Conference – Update from PB: Substantial improvements have been to the agenda for the event. A revised flyer will be sent to Members for information.	3.1) Send E-Safety Conference Flyer to Board Members for final review prior to nomination requests being asked for.	PB	22.07.13 ✓
2.16.ii	ACE Project – Update from JH: Meeting held with Barnardos who have agreed to continue provision of service. Contract being developed for new service.			
2.c	<p>Andrew – DBS have requested further information in relation to the SLSCB referral. They have also been in contact with the Carers. JH felt the discussion at the Development Day around the DBS referral and notification of FCA has been misleading, however this view did not appear to be shared by other Members of the Board.</p> <p>Regular updates will be provided to Members regarding Andrew – DBS.</p>			

Agenda Item & Discussion	Action	By Whom	By When
<p>6 Role & Function of Task Groups – 6a & 6b Terms of Reference for new groups Performance Sub Group and Learning & Improving Practice (LIP) Sub Group were not available for this meeting, they will therefore be included on the September agenda for consideration.</p> <p>Discussion took place regarding Chairing arrangements for the LIP. Due to the current Chair JD taking up a new post Cleveland Police have proposed that Steve Jermy takes over this role. This is not in compliance with SLSCB decision that Chairs would be Board members. RD would be the Board member but due to other commitments could not take on this role as well. Steve Jermy would report to RD.</p> <p>As there appeared to be no other solution Board members agreed to this with review after 6 months.</p> <p>Discussion also took place regarding representation on the Executive Group from Police and that this should be the Board Member for continuity.</p> <p>Reference was made to a similar issue that had arisen with TEWV NHS when they had different people attending the Board and Executive. The Chair wrote to the Chief Executive of TEWV NHS and requested representation be reviewed to improve attendance, understanding and continuity. LM was subsequently nominated as the TEWV NHS representative on both the Board and Executive Group.</p>	<p>3.2) Performance and Learning & Improving Practice Sub Group Terms of Reference required for September Board Meeting</p> <p>3.3) Steve Jermy to liaise with RD regarding work of LIP to keep him appraised in order for RD to present Terms of Reference and other LIP reports to the Board.</p>	<p>SW RD</p> <p>RD</p>	<p>30.08.13</p> <p>Before relevant meetings.</p>
<p>CM had written to Health colleagues on the Board to encourage one of them to take up the important role of Chair of the Workforce Sub Group. This is still to be resolved.</p>	<p>3.4) Health representatives to review and advise the chair regarding proposal for one of them to Chair the Workforce Sub Group.</p>	<p>LW LM BW</p>	<p>15.08.13</p>
<p>It was agreed that rather than the new Sub groups taking over responsibility for current work, that outstanding tasks remain with the group that was originally asked to carry out the work until such time that the work is complete. This could result in both groups running at the same time however it was agreed that there should be no hand over of</p>	<p>3.5) Current Task Groups Chairs to ensure all outstanding tasks are complete and reports are presented to the Board or Executive Group.</p>	<p>SW EJ SJ</p>	<p>30.11.13</p>

Agenda Item & Discussion	Action	By Whom	By When
outstanding work.			
Decision, Scrutiny and Challenge Items			
<p>4 SLSCB Data Set</p> <p>SW tabled four documents for this item:</p> <ul style="list-style-type: none"> ▪ SLSCB Data Set 2012 / 2013 Powerpoint ▪ SLSCB Performance Date Set July 2013 ▪ Cases started during 1st April 2012 – 31st March 2013 ▪ Breakdown of CAF2s by Agency <p>SW gave overview of all four reports which led to a series of questions. Overall it was agreed that this was the start of a good piece of work that would enable the Board to monitor activity in a much more focussed way.</p> <p>More detailed information by agency was requested to be included in the future, plus the source of the data captured.</p> <p>Points raised at Development Day also to be taken into account.</p> <p>Board Members asked to receive the information in advance in the future so that they could review and prepare to ensure fully focused discussion took place.</p> <p>CM suggested that the Performance Group analyse the data set information and a summary plus specifying exceptions issue is brought to future meetings.</p>	<p>4i) Additional drilling down of information to be captured and included in future returns e.g. what is meant by Health etc.</p> <p>4ii) Action from Development Day Minutes to be included in Data Set (5i: Caseloads of Health Visitors, School Nurses, Midwives and Social Workers to be included in SLSCB Data Set).</p>	<p>SW</p> <p>SW</p>	<p>30.10.13</p> <p>30.10.13</p>
5	Action Plan Update – Ofsted Inspection of Local Authority arrangements for the protection of children.		
5ai.	Rec 4 – Review the Screening of domestic abuse referrals to children’s social care to ensure that there is effective risk assessment to reduce the number of inappropriate referrals		
	Draft guidance protocol for Police Officers agreed following discussion.		
5aii	Revised definition of DV. The new definition of DV reduces the age of	5aii) Police & Social Care	RD 01.08.13

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	victims from 18 down to 16. This could result in cases being both CP & DV. Board Members agreed that where cases of DV involve young people under the age of 18 that they are dealt with as CP cases.	staff to be advised of Boards decision to continue working cases of DV for under 18s as CP.	SMcL	
5.b	<p>Rec 6 Ensure the Local Safeguarding Children Board (LSCB) effectively challenges the council and partner agencies and addresses issues identified about the performance of services.</p> <p>Deferred due to time constraints although it was recognised that the operational assurance reports met some of this requirement along with other items on the agenda such as agenda item 4 Data Set and agenda item 6 Partners Operational Safeguarding Issues.</p>			
5.c	<p>Rec 11 – Support and improve children’s attendance at child protection conferences and core groups</p> <p>Deferred to be reported to Executive in August 2013</p>	5ci) Action Plan Rec 11 Report to be sent to Business Unit	SW	29.07.13
6	<p>Partners Operational Safeguarding Issues</p> <p>No issues raised.</p>			
7	<p>Tees LSCBs CDOP Annual Report 2012/2013</p> <p>Report presented and agreed subject to the inclusion of reference to funding being provided in advance from Stockton LSCB to cover costs until March 2014.</p>	7i) Advise Tees CDOP of Boards approval of the report subject to amendment of the finance section to show that SLSCB have provided finance towards cost until March 2014.	PB	24.07.13 ✓
8	Any Other Business			
8a	<p>Family Justice Reforms</p> <p>JH advised Members of the Family Justice Reforms which came into effect on 1st July. Whilst it predominantly effects work in Childrens Social Care and CAFCASS other members need to be aware of it.</p> <p>A designated Family Centre will have its headquarters based at Middlesbrough County Court. Cleveland and South Durham cases will be heard here. The aim will be for the majority of Public Law cases to be heard at County Court by a Judge whilst</p>			

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<p>Magistrates will hear the majority of Private Law cases.</p> <p>Local Authorities Legal Representatives will be asked to indicate whether a case is required to be heard in front of a Judge or Magistrate in the application form.</p> <p>Contested Interim Care Order's (ICO's) and Emergency Protection Orders (EPO's) will only be heard in front of a District or County Judge</p> <p>The case must be completed within 26 weeks. An extension will only be agreed in exceptional circumstances.</p> <p>Teachers/Health Visitors will be required to file their own Statements (to reduce the time Social Workers are cross examined on third party information) i.e. evidence that is not their own.</p>			
8b	Venue – Some members felt the acoustics in the room were not very good.	All	06.09.13
8c	<p>Agenda Management – Following on from discussions at the Development Day the Chair asked if Members would reflect on today's meeting and advise him of any items on the agenda that they considered not relevant.</p> <p>He went on to advise that it is becoming increasingly difficult to set timely and manageable agendas with the ever increasing responsibilities of LSCBs, despite significant efforts from SMcL / PB / CM to do so.</p> <p>Reference was also made to a piece of work the Business Manager is carrying out in respect of comparing SLSCB agendas with others in the Tees area.</p>	All	09.8.13

SLSCB Meetings 2013 / 2014

Board Meeting	Venue	Executive Meeting	Venue
18 th July	Preston Hall	15 th Aug	Conf Rm 2 Munic Bldg
19 th Sept	Preston Hall	17 th Oct	Conf Rm 2 Munic Bldg
21 st Nov	Preston Hall	19 th Dec	Conf Rm 2 Munic Bldg
16 th Jan	Preston Hall	20 th Feb	Conf Rm 2 Munic Bldg
20 th Mar	Preston Hall		