

## Teeswide Safeguarding Adults Board

### Minutes

**Date: Tuesday 1<sup>st</sup> April 2014**

**Venue: Spencer Room, Middlesbrough Town Hall**

<b>Attendees:</b>		
Ann Baxter	Independent Chair	Teeswide
Bridget Farrand	Teeswide Safeguarding Adults Business Manager	Teeswide
Cllr Julia Rostron	Executive Member, Adult Social Care & Public Health	Middlesbrough Council
Cllr Sheelagh Clarke	Cabinet Member, Health & Social Wellbeing	Redcar & Cleveland Council
Cllr Jim Beall	Lead Member, Adult Services & Health	Stockton-on-Tees Council
Jane Humphreys	Director of Children, Education & Social Care	Stockton-on-Tees Council
Barbara Shaw	Corporate Director People Services	Redcar & Cleveland Council
Jill Harrison	Assistant Director, Adult Services	Hartlepool Council
Colin Holt	Head of Assessment & Care Management	Middlesbrough Council
Chris Brown	Head of Quality & Safeguarding	Hartlepool & Stockton CCG & South Tees CCG
Margaret Brett	Trust Lead for Safeguarding Adults	TEWV
Jo Tate	Head of Residence & Services, HMP Holme House	National Offender Management Service
Helen Smithies	Lead Nurse Safeguarding	South Tees Hospitals NHS Foundation Trust
Molly Taylor	Named Nurse Adult Safeguarding	North Tees & Hartlepool NHS Foundation Trust
Rob Donaghy	Cleveland Police	Cleveland Police
Phil Lancaster	Director of Community Protection	Cleveland Fire Brigade
Bev Walker	Deputy Director of Nursing	NHS England, Durham, Darlington & Tees Area Team
Martin Booth	Healthwatch Manager	Healthwatch Middlesbrough, Redcar & Cleveland & Stockton
Lindsey Cox	Business Support Officer (Minutes)	

<b>Apologies:</b>		
Keith Norman	Director of Offender Services	Durham Tees Valley Probation Trust
Jean Freund	Executive Nurse	Hartlepool & Stockton CCG & South Tees CCG
Gill Alexander	Director Child & Adult Services	Hartlepool Council
Julie Lane	Deputy Director of Nursing Quality & Patient Safety	North Tees & Hartlepool NHS Foundation Trust

<b>Agenda Item 1</b>	<b>Introductions and Apologies</b>
<b>Discussion</b>	The Chair welcomed everybody to the meeting and apologies and substitutions were noted.

<b>Agenda Item 2</b>	<b>Minutes of Last Meeting (22<sup>nd</sup> January 2014)</b>		
<b>Discussion</b>	<ul style="list-style-type: none"> <li>Jane Humphreys advised that she did not submit her apologies for the meeting on 22.01.14.</li> <li>The Care Quality Commission has confirmed they will be attending the TSAB meeting in June 2014.</li> <li>The summary report from the Safeguarding Adults North East Regional Learning Event is now available and will be circulated with the minutes.</li> <li>Margaret Brett explained she would continue to represent TEWV on the Board in relation to MCA matters.</li> <li>Phil Lancaster advised that the Cleveland Fire Brigade public consultation regarding proposed changes to CFB and improving community safety on Teesside has now closed. The proposals have been accepted by the Fire Authority, the final document will be published this week.</li> </ul>		
<b>Action Points</b>	<b>Action Owner:</b>	<b>Deadline:</b>	
1. Summary report from the Safeguarding Adults North East Regional Learning Event to be circulated.	Bridget Farrand	April 2014	

<b>Agenda Item 3a</b>	<b>Mental Capacity Act S44 Investigations</b>	<b>Presenter: Chris Brown</b>	
<b>Discussion</b>	A draft protocol and process flowchart has been developed. Chris Brown advised she is leading on discussions with the Trust in regard to MCA Section 44 Mental Capacity Assessments by psychiatrists.		
<b>Action Points</b>	<b>Action Owner:</b>	<b>Deadline:</b>	
1. Protocol and process flowchart to be circulated.	Bridget Farrand	April 2014	

<b>Agenda Item 3b</b>	<b>Winterbourne View &amp; Tees Commissioning Group</b>	<b>Presenter: Bridget Farrand</b>	
<b>Discussion</b>	<p>Bridget Farrand explained she attended the Tees Commissioning Group on 28.03.2014. The Tees Commissioning Group has worked with the Clinical Commissioning Groups and Local Authorities to develop a joint action plan in response to Winterbourne View. A further update will be provided at the next meeting.</p> <p>Jane Humphreys advised that 30 areas have been identified by the LGA as needing more support. Stockton is one of those areas, as it is felt there is an issue around numbers and prevalence. The Chief Operating Officer will be writing to CCGs/NHS England.</p>		

<b>Discussion</b>	Councillor Jim Beall explained that Stockton's Health & Wellbeing Board has not accepted oversight of the Winterbourne View action plan. Bev Walker advised she would address the issues identified by the LGA outside of this meeting.		
<b>Action Points</b>	<b>Action Owner:</b>	<b>Deadline:</b>	
1. Update to be shared at next meeting.	Bridget Farrand	04.06.2014	

<b>Agenda Item 3c</b>	<b>Teeswide Inter-Agency Safeguarding Adults Policy</b>	<b>Presenter: Bridget Farrand</b>	
<b>Discussion</b>	The revised interim policy requires four more signatures, which should be completed by end of April 2014.		
<b>Action Points</b>	<b>Action Owner:</b>	<b>Deadline:</b>	
1. Remaining policy signatures to be obtained.	Bridget Farrand	End of April 2014	

<b>Agenda Item 3d</b>	<b>Commissioning of Training 2014/15</b>		
<b>Discussion</b>	It was agreed to defer this agenda item until the Terms of Reference for the TSAB and the Sub Groups have been confirmed.		
<b>Action Points</b>	<b>Action Owner:</b>	<b>Deadline:</b>	
1. Commissioning of Training 2014/15 to be included on future agenda.	Chair		

<b>Agenda Item 3e</b>	<b>Witness Support Preparation &amp; Profiling Protocol (WSPP)</b>	<b>Presenter: Bridget Farrand</b>	
<b>Discussion</b>	Protocol finalised, three more signatures for the policy required.		
<b>Action Points</b>	<b>Action Owner:</b>	<b>Deadline:</b>	
1. Remaining policy signatures to be obtained.	Bridget Farrand	End of April 2014	

<b>Agenda Item 4a</b>	<b>Safeguarding Adults – A Joint Statement</b>	<b>Presenter: Ann Baxter</b>	
<b>Discussion</b>	The joint statement highlights that nationally and locally this will be a significant and challenging year for safeguarding adults.		
<b>Conclusion</b>	The Board noted and supported the contents of the statement.		

<b>Agenda Item 4b</b>	<b>Treatment of Offenders with Learning Disabilities</b>	<b>Presenter: Ann Baxter</b>	
<b>Discussion</b>	It was highlighted that the Board would want the Teeswide Business Unit to look at the issues and recommendations in this report and link in with the 4x local authorities around awareness raising across the Teesside area. Bridget Farrand noted that the Teeswide Business Unit should give the Board the necessary resources to take forward policy and practice items such as this.		

<b>Discussion</b>	<p>Rob Donaghy explained that the Chief Inspector of Custody would lead on taking forward the report recommendations for Police forces, but was unsure whether work was already underway.</p> <p>Molly Taylor explained that a lot of work is already underway by LD Partnership Boards in Stockton &amp; Hartlepool and suggested that the report be shared at the 4x Partnership Boards.</p> <p>Jane Humphreys suggested writing to the agencies/groups named in the document to ask if they have had sight of the report and to comment on action taken.</p> <p>Reference was made to the WSP Protocol and the intention to extend the scheme to include defendants. Chris Brown said that there was nothing in place to monitor the WSP Protocol and raised the question about how the Board would monitor developing policy such as action to address the treatment of offenders with learning disabilities within the criminal justice system.</p> <p>Bev Walker said that a gap analysis was required to get an understanding of the current position.</p> <p>Councillor Sheelagh Clarke stated that she found it incredible that some agencies have not defined what constitutes a learning disability.</p>		
<b>Conclusion</b>	<p>The Board agreed to gather information about the current position and then develop an action plan based on the report recommendations.</p>		
<b>Action Points</b>	<b>Action Owner:</b>	<b>Deadline:</b>	
1. Organisations/agencies to provide position update to Bridget Farrand.	Teeswide Business Unit /Board Members	End of May 2014	
2. Bridget Farrand to collect responses to inform action by the new Business Manager/Policy Lead.	Bridget Farrand	End of May 2014	

<b>Agenda Item 5a</b>	<b>Development of the TSAB: Finalised Governance Arrangements</b>		<b>Presenter: Ann Baxter</b>
<b>Discussion</b>	<p>Councillor Jim Beall advised that Stockton’s Health &amp; Wellbeing Board, Safeguarding Children’s Board and Safeguarding Adults Board have done a piece of work regarding working relationships between the Boards, which could be shared with the TSAB.</p> <p>Jane Humphreys proposed that the TSAB Terms of Reference should make reference to the overlap with LSCBs.</p> <p>Rob Donaghy suggested the Terms of Reference should include some cross-matching with other Boards.</p> <p>Bev Walker volunteered to stand as Vice-Chair, which was accepted by the Board.</p> <p>It was proposed that the membership of the TSAB should include a Public Health representative.</p> <p>All Board members to nominate a deputy to attend the TSAB in the absence of the agency representative.</p> <p>Ann Baxter recommended that the TSAB Annual Plan should be shared with the 4x Health &amp; Wellbeing Boards.</p>		

<b>Conclusion</b>	<p>The Board agreed the purpose and key functions of the Terms of Reference for the TSAB.                  The Board approved the appointment of Bev Walker as Vice-Chair.                  The Board agreed in principle to including a Public Health representative in the membership of the Board.</p>		
<b>Action Points</b>	<b>Action Owner:</b>	<b>Deadline:</b>	
1. Stockton Council's protocol to be shared with the Board.	Bridget Farrand	End of April 2014	
2. TSAB Terms of Reference to include reference to the overlap with LSCBs.	Bridget Farrand	End of April 2014	
3. Board members to nominate a deputy to attend in their absence.	Board Members	End of April 2014	
4. Barbara Shaw to raise the request for a shared Public Health representative at the Board.	Barbara Shaw	End of April 2014	

<b>Agenda Item 5b</b>	<b>Development of the TSAB: Proposed Business Unit / Funding Arrangements / Recruitment</b>	<b>Presenter: Ann Baxter</b>
<b>Discussion</b>	<p>The funding arrangements for the Teeswide Business Unit have been agreed. Ann Baxter expressed thanks to colleagues and Bridget Farrand for all the work on developing the Business Unit.                  Jane Humphreys explained that Stockton Council has agreed to host the Teeswide Business Unit.                  Job descriptions/person specifications for all the posts are being produced, which will be job evaluated then the posts will be advertised. The Teeswide Business Manager will be recruited first.                  Bridget Farrand's contract has been extended until June/July to cover in this interim phase.</p>	

<b>Agenda Item 5c</b>	<b>Development of the TSAB: Establishment of Sub Groups</b>	<b>Presenter: Ann Baxter</b>
<b>Discussion</b>	<p>Discussion was held regarding the proposal to establish 6x sub groups. The Board agreed to link initially the MCA/DoLs sub group with the Policy, Practice &amp; Procedures sub group, and review at a later date.                  Bev Walker suggested that the terms of reference for each of the sub-groups should identify areas of overlap between the groups.                  Ann Baxter noted that there need to be links between the TSAB sub groups and the LSCB sub groups.                  The Board confirmed that the sub groups should be chaired by Board members.</p>	
<b>Conclusion</b>	The Board agreed to establish 5x sub groups chaired by Board members.	
<b>Action Points</b>	<b>Action Owner:</b>	<b>Deadline:</b>
1. Further discussion required outside of the meeting regarding the appointment of sub-group Chairs.	Jane Humphreys/ Ann Baxter	End of April 2014

<b>Agenda Item 5d</b>	<b>Development of the TSAB: Development of Local Executive Groups for Safeguarding Adults</b>	<b>Presenter: Ann Baxter</b>
<b>Discussion</b>	It has been agreed that the local safeguarding groups will be renamed as Local Executive Groups (LEGs). The LEGs will decide additional membership and include representatives from provider organisations, housing, carers groups and voluntary organisations.	
<b>Conclusion</b>	The Board approved the key functions of the Local Executive Groups.	

<b>Agenda Item 6</b>	<b>Draft Meeting Plan for 2014/15</b>	<b>Presenter: Ann Baxter</b>
<b>Discussion</b>	Draft meeting plan for 2014/15 shared, which outlines the proposed key areas for discussion and development. It was suggested that Winterbourne View should be added to the June meeting plan.	
<b>Discussion</b>	It was recommended that in future the meeting plan should be shared at the start of each Board meeting. An extended development meeting to agree the strategy/annual plan and identify priorities for the year will be held either on 22 <sup>nd</sup> July or 16 <sup>th</sup> September 2014.	
<b>Conclusion</b>	The Board endorsed the meeting plan as a framework for meetings in 2014/15.	
<b>Action Points</b>	<b>Action Owner:</b>	<b>Deadline:</b>
1. Any additions/amendments to the meeting plan to be sent to Bridget Farrand.	Board Members	
2. Winterbourne View to be included as an item for discussion at the June meeting.	Ann Baxter / Bridget Farrand	
3. Board members to advise their preferred date to hold the extended development meeting.	Board Members	End of April 2014

<b>Agenda Item 7</b>	<b>Preparation of Annual Report 2014/15</b>	<b>Presenter: Bridget Farrand</b>
<b>Discussion</b>	Bridget Farrand advised she would explore possible frameworks to use to produce the annual report. It was proposed that a simple/easy to read format should be used initially.	
<b>Action Points</b>	<b>Action Owner:</b>	<b>Deadline:</b>
1. Bridget Farrand to explore potential framework models and share options at next meeting.	Bridget Farrand	04.06.2014

<b>Agenda Item 8a</b>	<b>Abuse of Vulnerable Adults Data Quarters 1-3 2013/14</b>	<b>Presenter: Bridget Farrand</b>
<b>Discussion</b>	<p>It was noted that the Board had not previously received in-year performance data analysis reports so trends could not yet be identified. The report raised issues around consistency and accuracy of recording. The Safeguarding Adults Return (SAR) has replaced the AVA return from April 2014.</p> <p>It has been identified that more detailed analysis is required for case conclusions recorded as 'not substantiated' and further clarity is needed around the use of relationship categories, particularly in relation to the secondary healthcare category.</p> <p>Jane Humphreys stated that all the authorities have different models and analysis of the models may help explain some of the differences in recording.</p> <p>The Performance, Audit and Quality Assurance Sub Group will address these recording issues as part of its work programme for 2014/15.</p>	
<b>Conclusion</b>	The Board noted the contents of the report and approved the recommendations made.	

<b>Agenda Item 8b</b>	<b>Regional Performance Update 2012/13 Abuse of Vulnerable Adults</b>	<b>Presenter: Bridget Farrand</b>
<b>Discussion</b>	<p>Regional safeguarding leads tasked with identifying trends have produced a Regional Performance Update Report 2012/13, which interprets the regional activity data.</p> <p>It was noted that the Board need to identify the key messages of the report and understand what the implications are.</p>	
<b>Conclusion</b>	The Board noted the contents of the report.	

<b>Agenda Item 9</b>	<b>Practice Items</b>	
<b>Discussion</b>	<p>No items discussion.</p> <p>It was agreed that it would be useful in future to share outcomes of any Peer Reviews/CQC Inspections.</p>	

<b>Agenda Item 10</b>	<b>Consultation on New Offence of Ill Treatment or Neglect</b>	<b>Presenter: Bridget Farrand</b>
<b>Discussion</b>	<p>This consultation document, produced in response to recommendations in the Francis Report, sets out proposals for a new criminal offence of ill-treatment or neglect of patients and service users.</p> <p>Councillor Jim Beale noted that in future the Board should co-ordinate responses to consultation documents.</p> <p>It was acknowledged that the Business Unit would in future co-ordinate a Teeswide response.</p>	

<b>Agenda Item 11</b>	<b>Any Other Business</b>		
<b>Discussion</b>	<ul style="list-style-type: none"> <li>• Martin Booth explained that he was still thinking about whether Healthwatch Middlesbrough, Redcar &amp; Cleveland and Stockton should be part of the Board.</li> <li>• Rob Donaghy advised that an additional Detective for the Vulnerable Adults Unit has been secured.</li> <li>• Jane Humphreys suggested that a communication should be sent out to a wider audience to promote and provide information about the new Board and the Business Unit.</li> </ul>		
<b>Action Points</b>	<b>Action Owner:</b>	<b>Deadline:</b>	
1. Communication regarding the TSAB and the Business Unit to be drafted.	Ann Baxter / Bridget Farrand		

<b>Next Meeting</b>
<b>Wednesday 4<sup>th</sup> June 2014 at 2.00pm Spencer Room, Middlesbrough Town Hall</b>