

Teeswide Safeguarding Adults Board**Minutes****Date: Tuesday 16th September 2014****Venue: Spencer Room, Middlesbrough Town Hall**

Attendees:		
Ann Baxter	Independent Chair	Teeswide
Bridget Farrand	Teeswide Safeguarding Adults Business Manager	Teeswide
Cllr Jim Beall	Lead Member, Adult Services & Health	Stockton-on-Tees Council
Cllr Julia Rostron	Executive Member, Adult Social Care & Public Health	Middlesbrough Council
Cllr Sheelagh Clarke	Cabinet Member, Health & Social Wellbeing	Redcar & Cleveland Council
Richenda Broad	Executive Director, Wellbeing, Care and Learning	Middlesbrough Council
Natasha Judge	Healthwatch Manager	Healthwatch - Tees
Patrick Rice	Assistant Director – Adults	Redcar & Cleveland Council
Helen Smithies	Lead Nurse Safeguarding	South Tees Hospitals NHS FT
Chris Brown	Head of Quality & Safeguarding	Hartlepool & Stockton CCG & South Tees CCG
Peter Kelly	Director of Public Health	Stockton-on-Tees Council
Liz Hanley	Adult Services Lead	Stockton-on-Tees Council
Jill Harrison	Assistant Director – Adults	Hartlepool Council
Lynda Atter	Adult Safeguarding Practitioner	North Tees & Hartlepool NHS FT
David Charlesworth	Quality & Patient Safety Manager	NHS England – Durham, Darlington & Tees Area Team
Phil Lancaster	Director of Community Protection	Cleveland Fire Brigade
Rob Donaghy	Cleveland Police	Cleveland Police
Margaret Brett	Trust Lead for Safeguarding Adults	TEWV
Jean Freund	Executive Nurse	Hartlepool and Stockton CCG & South Tees CCG
Lindsey Cox	Business Support Officer (Minutes)	

Apologies:		
Jenny Mooney	Governor, HMP Holme House	HMP Holme House
Jane Humphreys	Director of Children, Education & Social Care	Stockton-on-Tees Council
Barbara Shaw	Corporate Director People Services	Redcar & Cleveland Council
Gill Alexander	Director Child & Adult Services	Hartlepool Council
Bev Walker	Deputy Director of Nursing	NHS England, Durham, Darlington & Tees Area Team
Jo Tate	Head of Residence & Services, HMP Holme House	National Offender Management Service
Julie Lane	Deputy Director of Nursing Quality & Patient Safety	North Tees & Hartlepool NHS FT
Barbara Gill	Director of Offender Services	Durham Tees Valley Probation Trust

Agenda Item 1	Introductions and Apologies
Discussion	The Chair welcomed everybody to the meeting, apologies and substitutions were noted.

Agenda Item 2	Minutes of Last Meeting (4th June 2014)
Discussion	<p>Minutes of the last meeting were agreed as an accurate record.</p> <p>Care Quality Commission:</p> <ul style="list-style-type: none"> Ann Baxter contacted CQC on behalf of the Board to request they reconsider including Hartlepool in the Tees area. CQC advised they will ensure joined up representation. <p>Hate Crime:</p> <ul style="list-style-type: none"> Rob Donaghy advised that Allison Pitt has produced a Hate Crime summary sheet, which he would circulate to the Board. <p>Winterbourne View:</p> <ul style="list-style-type: none"> Bridget Farrand advised she met with the Tees Integrated Commissioning Group in relation to an audit tool for the safeguarding aspects of Winterbourne View. They held a discussion around a preventative role and a suggestion for the TSAB to take the lead. Chris Brown stated that reporting back to the Board regarding MCA/DoLS and breakdown of placements is required. Last year's learning disability self-assessment requested information around MCA/DoLS. Councillor Jim Beall noted that there is a thin line between safeguarding and care management issues. Chris Brown advised that information sharing is one of 6 priority areas. The Health & Social Care Information Centre will be responsible for co-ordinating and sharing information. Councillor Jim Beall stated there is a lack of information coming from some parts of the NHS, e.g. forensics, which is a bigger safeguarding issue. Chris Brown noted that NHS England are funding specialist commissioning.

Action Points	Action Owner:
1. Hate Crime summary sheet to be circulated to the Board.	Rob Donaghy
2. Local discussion at LEGs to identify strategic issues for analysis at the Board.	Chairs LEGs x4
3. NHS England to look at mechanisms for information sharing.	NHS England

Agenda Item 3	Matters Arising:	Presenter:
	<ul style="list-style-type: none"> Mental Capacity Act S44 Investigations Protocol 	Chris Brown
Discussion	Protocol and process flowcharts completed and agreed.	

Agenda Item 3	Matters Arising: <ul style="list-style-type: none"> • Teeswide Inter-Agency Safeguarding Adults Policy 	Presenter: Bridget Farrand
Discussion	Final version circulated, policy can now be put on local authority/agency websites.	

Agenda Item 3	Matters Arising: <ul style="list-style-type: none"> • Witness Support Preparation & Profiling Project 	Presenter: Bridget Farrand
Discussion	Final version circulated, protocol can now be put on local authority/agency websites.	

Agenda Item 3	Matters Arising: <ul style="list-style-type: none"> • Treatment of Offenders with Learning Disabilities within the criminal justice system 	
Discussion	Item deferred to next agenda.	

Agenda Item 4	Update Mental Capacity Act & Deprivation of Liberty Safeguards – Impact of Cheshire West Judgement	Presenter: Chris Brown
Discussion	<p>Chris Brown explained that key actions identified across Tees were very similar; each local authority has quantified activity and looked at resources locally.</p> <p>Liz Hanley advised that Stockton Council is about 1/10th of the way through assessing people and numbers are increasing.</p> <p>Jill Harrison advised that there is the additional challenge of the backlog.</p> <p>Richenda Broad noted that the Law Commission is reviewing the legislation underpinning DoLS in its entirety.</p> <p>Chris Brown advised that the Board should be interested in the quarterly submissions to ADASS.</p> <p>Jill Harrison noted that the ADASS survey is optional, so may be of limited value.</p> <p>CQC implications are significant, and what they will be looking at is a concern.</p> <p>NHS England is in the process of securing national funding to support the NHS response to the Supreme Court Judgement. Chris Brown advised that the outline plan regarding spend has been submitted, the suggested mechanism for monitoring this is through the Learning, Training and Development sub group.</p> <p>Ann Baxter noted that feedback is awaited from ADASS, however in the meantime the pressures at the front-end continue.</p> <p>Patrick Rice noted that there is a lack of guidance, and questioned whether Local Authorities were doing enough if challenged.</p> <p>Jill Harrison advised that the other key issue is around Court of Protection resource implications.</p> <p>Liz Hanley noted that there is currently a 12 week wait for an urgent case.</p>	

Conclusion	The Board discussed in detail the update report and are aware of risks; there is willingness for cross-body working.
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Agenda Item 5a	Development of the TSAB:	Business Unit	Presenter: Chair
	<ul style="list-style-type: none"> Update 		
Discussion	<p>Ann Baxter advised that the TSAB had been unable to recruit to the Business Manager post. Discussions are taking place regarding interim arrangements. If interim arrangements can be put in place the intention is to re-advertise in January 2015.</p> <p>Councillor Jim Beall noted that perhaps it would be worth revisiting the job description/person specification.</p> <p>Ann Baxter advised that recruitment for other posts within the Business Unit is going ahead.</p>		

Agenda Item 5b	Development of the TSAB:	Development	Presenter: Chair
	<ul style="list-style-type: none"> Session 22.07.14 and draft strategy to March 2016 		
Discussion	Ann Baxter summarised the key points from the development session held on 22 nd July 2014.		
Conclusion	The Board agreed the strategic objectives for 2014-16 and the strategic action plan for 2014-16.		

Agenda Item 5c	Development of the TSAB:		
	<ul style="list-style-type: none"> Update Care Quality Commission 		
Discussion	No representative from the CQC in attendance at today's meeting. Jean Freund noted that CQC are particularly challenged on the patch at the moment.		
Action Points	Action Owner:	Deadline:	
1. Ann Baxter to write to CQC regarding representation at the Board.	Ann Baxter	October 2014	

Agenda Item 5d	Development of the TSAB:	TSAB/Sub Groups	Presenter: Chair
	<ul style="list-style-type: none"> Meeting Schedule 		
Discussion	<p>Meeting cycle for TSAB and the four sub groups circulated.</p> <p>Ann Baxter stated that including the schedule of LEG meeting dates would be useful.</p> <p>Bridget Farrand advised that nominations for sub-group membership is still needed from a couple of agencies.</p> <p>Bridget Farrand advised that the sub-group chairs may initially be without administrative support.</p>		

Agenda Item 6	Strategic Developments Teeswide: <ul style="list-style-type: none"> Teeswide Sexual Violence Strategic Group, Sexual Violence Strategy 2014-16 	Presenter: Bridget Farrand
Discussion	Strategy circulated for information.	

Agenda Item 6	Strategic Developments Teeswide: <ul style="list-style-type: none"> Thirteen Group – development of corporate safeguarding strategy for adults and children by 2015 	Presenter: Bridget Farrand
Discussion	The Thirteen Group is planning to develop a corporate strategy by 2015, they have asked for representation from the TSAB on the project group.	
Conclusion	The Board agreed that this would be a role for the Business Unit.	

Agenda Item 6	Strategic Developments Teeswide: <ul style="list-style-type: none"> Ministry of Justice – successful bids to Police & Crime Commissioners completed fund 	Presenter: Rob Donaghy
Discussion	<p>Rob Donaghy advised that Cleveland PCC was successful in obtaining funding from the Ministry of Justice for:</p> <ul style="list-style-type: none"> - Body worn video cameras, which will be valuable in improving the quality of evidence for domestic abuse prosecutions. - Emergency phone alert for domestic violence victims. - Domestic violence prevention notices/orders, initially 72 hours which restricts perpetrator movements. - Domestic violence advocates - Registered intermediaries, there is currently a huge issue in relation to availability of intermediaries. - Fast track support for young victims that have witnessed domestic violence, the funding will allow the introduction of 'Encompass' to improve information sharing between the Police and schools. - Awareness raising/directory of services, PCC office is looking at producing promotional materials and that the directory of services would probably be linked to other agencies. <p>Councillor Sheelagh Clarke queried why the pilot Encompass initiative in schools, which is such an important scheme, could not be rolled out more widely.</p> <p>Rob Donaghy advised that there is a lot of planning/assessment work required; all school staff need to be trained in what is required of them.</p> <p>Councillor Jim Beall questioned whether this is a pot of funding that will re-occur and whether the TSAB could have input in future.</p> <p>Rob Donaghy advised he understood that the funding was non-recurrent.</p>	

Agenda Item 7	Draft Annual Report 2013/14	Presenter: Bridget Farrand
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Discussion	<p>Ann Baxter thanked Bridget Farrand for drafting the report to this stage. Bridget Farrand thanked all contributors. Any additional contributions and comments on style would be welcomed.</p> <p>The report will be an open and accessible public-facing document, the appendix will include more detailed activity data.</p> <p>Helen Smithies suggested that the reference to 'Harbour' in case study 1 needs to be explained.</p> <p>Richenda Broad suggested that thought should be given to the graphic design and visual layout of the report.</p> <p>Phil Lancaster advised that graphic design/visual layout of the report would fit into the remit of the Communication Sub Group, which they would agenda for the next meeting on 15.10.2014.</p>		
Discussion	Councillor Jim Beall suggested that there should be reference in the report that identified the 4x Local Authorities being part of the partnership.		
Action Points	Action Owner:	Deadline:	
1. Paragraph from the 4x Local Authorities to be included.	Bridget Farrand	October 2014	

Agenda Item 8	Complaints Procedure	Presenter: Bridget Farrand
Discussion	<p>Bridget Farrand advised that the Board did previously have a complaints procedure, which mirrored the Adult Social Care complaints procedure.</p> <p>Richenda Broad stated that it would be an over complication and be difficult to operate.</p> <p>Councillor Jim Beall suggested that the TSAB should replicate the LSCB's processes, which do not have a complaints procedure.</p>	
Conclusion	The Board agreed that a complaints procedure for the TSAB was not required.	

Agenda Item 9	Annual Dashboard Data - Update	Presenter: Bridget Farrand
Discussion	<p>Bridget Farrand advised that information was circulated in June 2014, collection and presentation of data is a work in progress, which will be picked up by the Teeswide Business Unit.</p> <p>All colleagues reminded that it needs to be jointly owned.</p>	

Agenda Item 10	Hartlepool Management Review	Presenter: Jill Harrison
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Discussion	<p>Ann Baxter advised that it has previously been agreed that all management reviews and serious case reviews across the 4x Local Authorities are shared with the TSAB.</p> <p>Jill Harrison advised that the key lessons learnt related to recording and sharing of information.</p> <p>Jill Harrison advised that all contributors to the management review have signed up to and agreed the action plan, which will be owned by Hartlepool LEG.</p> <p>Chris Brown advised that the Board need to be assured that actions are taken forward.</p> <p>Jean Freund stated that the Board needs to ensure lessons learnt are embedded and noted that the action owners should have post titles against them on the action plan.</p> <p>Councillor Jim Beall noted that the important point is sharing of information across other Local Authorities.</p> <p>Jean Freund queried whether there was any duplication in the work done by the Trust in the Root Cause Analysis (RCA).</p> <p>Ann Baxter advised that it was not repeating the work of Health colleagues, but was adding to it.</p> <p>Councillor Sheelagh Clarke noted that there needs to be one action plan to ensure that nothing falls between the two plans.</p>		
Discussion	<p>Jean Freund queried the timeframe for management reviews.</p> <p>Chris Brown advised that the management review/serious case review framework accounts for the fact that RCAs may have to be done.</p> <p>As a general principle the TSAB agreed that the LEGs should take responsibility for operational matters and raise any strategic issues with the Board.</p>		
Conclusion	<p>The Board agreed that Local Executive Groups should consider the report and lessons learnt.</p>		
Action Points	Action Owner:	Deadline:	
1. Report to be shared at Local Executive Groups (LEGs).	LEG Chairs	November 2014	
2. Further discussion regarding linkages with Health colleagues to take place.	Jean Freund	November 2014	

Agenda Item 11	Financial Abuse Workshop - Report	Presenter: Bridget Farrand	
Discussion	<p>Bridget Farrand advised that the workshop was a successful event attended mainly by Social Care staff.</p> <p>The Police will lead on work to develop a flowchart to clarify the information required at alert stage.</p> <p>It is recognised that this is a cross-cutting issue, which should be planned and co-ordinated by the Business Unit.</p>		

Agenda Item 12	Making Safeguarding Personal – LGA Programme Update	Presenter: Bridget Farrand	
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Discussion	The four Local Authorities have signed up in principle to the MSP Programme. A workshop is arranged at the end of September in York and the Business Unit will co-ordinate a working group across Tees.
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Agenda Item 13	Case Review Decision	Presenter: Chair
Discussion	Feedback from case review group was that the proposed case did not meet the criteria for a serious case review but a lessons learned review should be arranged. Ann Baxter endorsed this recommendation. The TSAB recommended that a decision summary sheet should be developed for recording purposes.. The Middlesbrough LEG will take responsibility for chairing/co-ordinating the lessons learned review.	
Action Points	Action Owner:	Deadline:
1. Middlesbrough LEG to arrange Lessons Learned review.	Chair, Middlesbrough LEG	October 2014
2. Case review decision summary to be added to next Board agenda.	Chair	Next meeting

Agenda Item 14	Multi-Agency Working & Information Sharing Project	Presenter: Chair
Discussion	Report shared for information.	

Agenda Item 15	Roles & Responsibilities in Health and Care Services	Presenter: Chair
Discussion	Report shared for information.	

Agenda Item 16	Any Other Business
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Discussion	<ul style="list-style-type: none"> Jean Freund advised that Chris Brown has been successful in obtaining a full time secondment to NHS England. Jean Freund will be the point of contact for the Board in the meantime and commissioning colleagues will also provide support. Richenda Broad advised of concerns highlighted in Middlesbrough in relation to an issue regarding requests from Cleveland Police for an appropriate adult to 'listen in' whilst they charged a person, which appears to also be common practice by EDT. Rob Donaghy advised Richenda Broad to contact him outside of the meeting. Rob Donaghy questioned whether human trafficking / slavery would be an area that sits within the TSAB remit and it was agreed that this would be an agenda item at the next meeting. Councillor Julia Rostron advised that a 'Making Middlesbrough a Traffick-Free Zone' takes place on 30.09.2014. Chris Brown advised she would email information out regarding Appointeeship in relation to MCA. 		
Action Points	Action Owner:	Deadline:	
1. Details of concerns regarding Police requests for an appropriate adult to 'listen in' to be emailed to Rob Donaghy and Jane Humphreys/Liz Hanley.	Richenda Broad	ASAP	
2. Human trafficking / slavery to be added to next Board agenda.	Chair	Next meeting	
3. Tees, Esk and Wear Valleys NHS Foundation Trust to present a report on the outcome of the CQC Inspection of Roseberry Park at the next Board meeting.	Margaret Brett	Next meeting	

Next Meeting:
Tuesday 11th November 2014, 2.00pm – 4.00pm Spencer Room, Middlesbrough Town Hall