



Teeswide Safeguarding Adults Board

Meeting Date: **Tuesday 12th May 2015**

Time: **2pm – 4pm**

Venue: **Education Centre, Norton**

Minutes

Attendees		
Name	Role	Representing
Karen Agar	Associate Director of Nursing	TEWV
Ann Baxter	Chair	TSAB
Cllr Jim Beall	Lead Member	Stockton on Tees Borough Council
Ritchie Betts	Safer Custody Manager	HMP Holme House
Karen Blackburn	Deputy Head of Area	National Probation Service Cleveland
Richenda Broad	Executive Director of Wellbeing Care & Learning	Middlesbrough Borough Council
Chris Brown	Head of Quality and Safeguarding	Hartlepool & Stockton CCG and South Tees CCG
Martin Crow	Project Officer	TSAB Business Unit
Lorraine Garbutt	Business Manager	TSAB Business Unit
David Egglestone	Lead Manager	DTV CRC
Jill Harrison	Assistant Director Adult Services	Hartlepool Borough Council
Jane Humphreys	Directors of Children Education and Social Care	Stockton on Tees Borough Council
Peter Kelly	Director of Public Health	Stockton on Tees Borough Council
Phil Lancaster	Director of Community Protection	Cleveland Fire Brigade
Julie Lane	Deputy Director of Nursing Quality and Patient Safety	North Tees Hospital Foundation Trust
Angela Legg	Data Analysis and Performance Monitoring Officer	TSAB Business Unit
Dan Maddison	Partnerships Deputy Head	Cleveland Police
Gina McBride	Admin and Information Officer	TSAB Business Unit
Sue Moffat	Inspector	Care Quality Commission
Barbara Shaw	Corporate Director of People Services	Redcar & Cleveland Borough Council
Alastair Simpson	Detective Superintendent	Cleveland Police
Helen Smithies	Head of Nursing (Safeguarding and Vulnerable Groups)	South Tees Hospital and NHS Foundation Trust
Chris Stanbury	Executive Director of Nursing	TEWV
Bev Walker	Deputy Director of Nursing	NHS England
Christine Wharton	Inspection Manager	Care Quality Commission

Apologies		
Name	Role	Representing
Julie Allan	Head of Cleveland Area	National Probation Service
Gill Alexander	Director of Child and Adult Services	Hartlepool Borough Council
Jean Freund	Executive Nurse	Hartlepool & Stockton CCG and South Tees CCG
Barbara Gill	Director of Offending Services	Durham and Tees Valley Probation Service
Elaine Godwin	Admin Officer	TSAB Business Unit

Natasha Judge	Healthwatch Manager	Healthwatch: Middlesbrough, Redcar & Cleveland and Stockton
Christine McManus	Safeguarding Lead	North East Ambulance Service
Dionne Richardson	Education Delivery Lead	North Tees and Hartlepool Foundation Trust
Jo Tate	Head of Residence and Services	HMP Holme House Prison

Absent		
Name	Role	Representing
Christopher Akers-Belcher	Healthwatch Manager	Hartlepool Borough Council
Claire Boshier	Senior Service Delivery Manager	Victim Support

Agenda Item 1	Introductions and Apologies	Presenter: Chair	
Discussion	<p>Introductions were made and Ann Baxter (AB) welcomed new members to the group. It was agreed that printed place names are to be made available for future meetings.</p> <p>AB informed members that recruitment to the Business Unit team is now complete with Lorraine Garbutt (LG) appointed to the Business Manager's post. AB acknowledged that there has been a significant increase in information requests to partners; this is to enable key pieces of work to be completed in readiness for the TSAB Development Day in June. The team are also developing systems and processes to enable the TSAB to meet its statutory duties. An annual work plan is being developed which will reduce the urgency of requests in future.</p>		
Action Points		Action Owner	Deadline
1. Printed place names to be provided at the next meeting.		GMc	14/07/15

Agenda Item 2	Minutes from the meeting held on 10/03/15	Presenter: Chair	
Discussion	The minutes from the meeting held on 10 March 2015 were agreed as a true and accurate record.		

Agenda Item 3	Matters Arising	Presenter: Chair	
Discussion	<p>Outcome of concerns regarding police requests for an Appropriate Adult Richenda Broad (RB) provided an update and stated that police have given appropriate assurances.</p> <p>Adult Protection Medical Officer Further to discussion at the last TSAB meeting, BW provided an update and confirmed that she has not been able to locate an equivalent role in Liverpool. Some health representatives stated that commissioning to this role would be difficult and unrealistic and suggested that health professionals generally should have safeguarding awareness relating to injuries. Alastair Simpson (AS) noted that this is a significant barrier for the Police achieving convictions and they need one professional to liaise with as a main point of contact.</p> <p>Local Authority Designated Officer (LADO) JHu stated that there is not an adult equivalent of the LADO role. The Designated Adult Safeguarding Manager (DASM) role does meet some but not all of the responsibilities of the LADO role: further guidance is to be issued from ADASS during the summer.</p> <p>NHS Accountability Framework The final draft of the Framework has not yet been published, but will be circulated to members when available.</p>		
Action Points		Action Owner	Deadline
1. AS to speak with Caroline Foster to check Liverpool contact.		AS	14/07/15
2. AB to raise Adult Protection Medical Officer and LADO issue		AB	14/07/15

within national networks.		
3. BW to raise Adult Protection Medical Officer and LADO issue at the Regional Conference.	BW	14/07/15
4. Chris Brown (CB) to send final draft of NHS Accountability Framework to Business Unit for distribution to members.	CB	June 2015

Agenda Item 4	Policy and Practice National Context	Presenter: Chris Brown	
Discussion	<p>Transforming Care – the next steps update CB informed the group that the Transforming Care agenda has been implemented, resulting in some patients being discharged from inpatient beds. However, there remains concern about the number of people still remaining in hospital. A specialist team, including CQC, has been reviewing care plans and discharge arrangements; no feedback received to date.</p> <p>Specialist Commissioning have been looking at the Care and Support Plans in relation to the 2nd cohort of patients to ensure that people are safe, appropriately placed and that advocacy arrangements are in place.</p> <p>Concerns were raised that the Local Authorities have not been provided with any details in relation to this work and the patients involved, which could have significant associated risks and implications. CB advised that information is shared with the Teeswide Commissioning Group and NHS England to determine appropriate placements. Information sharing has been raised nationally; however there still appears to be a communication issue locally.</p>		
Action Points	Action Owner	Deadline	
1. Update on CQC review to be presented at a future meeting.	Chris Stanbury (CS)	14/07/15	
2. CB to present a strategic overview of 'next steps' at the TSAB meeting in July.	CB	14/07/15	
3. JHu, RB and AB to escalate communication issues further and to ensure that AB is included in any correspondence.	JHu / RB/ AB	14/07/15	

Agenda Item 5	Policy and Practice National Context	Presenter: Alastair Simpson	
Discussion	<p>HMIC Report – The Welfare of Vulnerable Adults in Police Custody AS advised that Cleveland Police were included in the national thematic inspection on the welfare of vulnerable adults in police custody.</p> <p>AS summarised the report and highlighted positive work at a local level, however there are some changes and improvements to be made. In particular relating to risk assessments, restraint methods, personal safety training, staff awareness of vulnerability, referring to appropriate agencies and appropriate accommodation.</p> <p>An action plan has been developed which includes the setting up a Teeswide working group to consider custody issues for vulnerable people. AS asked for representatives from Social Services, Public Health etc. to be involved in the working group. TSAB agreed to support this initiative.</p> <p>AS noted that the Police are receiving significant support from the Triage Service, which has helped to reduce the number of people in custody. It was confirmed that the Triage Service will be funded for another 2 years. AS also mentioned that improvements can be made to the collection of data to identify trends. RB advised that South Tees Mental Health have records relating to frequent A&E admissions and that this work could be linked together.</p> <p>Treatment of offenders with Learning Disabilities within the Criminal Justice System This item was in relation to a report completed a year ago. An update will be provided following the next inspection.</p>		

Action Points	Action Owner	Deadline
1. AS to draft Terms of Reference for Working Group and circulate to partners.	AS	14/07/15
2. Update on treatment of offenders with Learning Disabilities to be discussed following Cleveland Police inspection.	AS	TBD

Agenda Item 6	Business Items	Presenter: Jane Humphreys	
Discussion	<p>Independent Chair Accountability Arrangements JHu provided a summary of the options appraisal report prepared by Carole Dodd. The different options were discussed and Board members agreed to implementing option 6 (The Chair to attend the Tees Valley Chief Executives Forum, the Tees Valley DCS/DASS meetings (together with LSCB Chairs); and the four Health and Wellbeing Boards on a bi-annual basis.). The arrangements will be reviewed in 12 months.</p> <p>It was noted that any additional local arrangements can be commissioned by Local Authorities, subject to AB's availability.</p>		
Action Points	Action Owner	Deadline	
1. Accountability Arrangements to be reviewed in 12 months.	All	May 2016	
2. LG to update the options appraisal to include local arrangements.	LG	31/05/15	

Agenda Item 7	Business Items	Presenter: Chris Brown	
Discussion	<p>QSG Safeguarding Issues BW notified the group of ongoing regional concerns relating to Four Seasons and Care UK. Information is currently being collated and findings will be presented to the TSAB at a later date.</p> <p>LA representation at QSG meetings CB raised this issue to the QSG Safeguarding Forum. There is no intention to have Local Authority representation at the moment; however the Terms of Reference are being reviewed in June.</p>		
Action Points	Action Owner	Deadline	
1. Update on Terms of Reference from QSG Safeguarding Group to be discussed at the next meeting.	CB	14/07/15	

Agenda Item 8	Business Items	Presenter: Christine Wharton	
Discussion	<p>Overview of new CQC Inspection Framework / Standards Christine Wharton (CW) conducted a presentation on the new CQC Inspection Framework. For further information, click on the link below: http://www.cqc.org.uk/sites/default/files/20150327_asc_community_services_provider_han_dbook_march_15_update_01.pdf</p> <p>CQC Discussion Some issues were raised by the group:</p> <ul style="list-style-type: none"> • CQC boundaries are not aligned with the Tees Local Authority boundaries • RB is not aware of the information sharing portal which is being piloted in Middlesbrough • Information sharing in general • Sharing soft intelligence • CQC representation at TSAB covers social care and not health services <p>A question was raised relating to CQC inspection ratings and the consequences of a GP Practice or hospital being assessed as inadequate or put into special measures. BW indicated that this has never happened, but that the appropriate steps would be taken to ensure that progress and support is made within the</p>		

	<p>service. NHS England is informed of CQC ratings and therefore will be aware of any contractual breaches. Services are given 6 months to evidence improvement; if this is not achieved then the outcome can be to de-register the service.</p> <p>Key lines of enquiry can be accessed by clicking on the link below: http://www.cqc.org.uk/search/site/kloes?location=&sort=default&la=&distance=15&mode=html</p>
Action Points	Action Owner Deadline
1. CW to provide CQC contact for attendance at future meetings in relation to health services.	CW 14/07/15
2. BW to determine if there are any procedures in relation to health services deemed as being inadequate and placed into special measures.	BW 14/07/15

Agenda Item 9	Business Items	Presenter: Martin Crow	
Discussion	<p>Annual Report A first draft of the Annual Report, along with the proposed vision, strategic aims and objectives will be taken to the Development Day for consideration.</p> <p>The Annual Report should be ready for publication at the end of July/early August.</p>		
Action Points	Action Owner	Deadline	
1. Submissions for the Annual Report from non-statutory partners to be sent to the Business Unit as soon as possible.	Non-statutory partners	19/05/15	

Agenda Item 10	Business Items	Presenter: Lorraine Garbutt	
Discussion	<p>Update from the Local Executive Groups (LEGs) LG informed the group that membership at the LEGs is varied across the four Local Authorities. Lead Members and Providers attend 2 of the LEGs prompting good discussions and debates.</p> <p>Hartlepool LEG suggested that an update on Making Safeguarding Personal (MSP) should be brought to the Board.</p> <p>A presentation on Counter Terrorism was delivered at the Hartlepool LEG and it was suggested that this be brought to a future Board meeting.</p> <p>In general, there appears to be anxiety surrounding requests for Advocates and how this is being monitored. The implementation of the Care Act is likely to increase the number of referrals for advocacy and although there are arrangements in place, there is no clear data available. AB asked for this to be considered in more detail at the TSAB in September.</p>		
Action Points	Action Owner	Deadline	
1. Business Unit to collate MSP information.	Business Unit	14/07/15	
2. Counter Terrorism presentation to be provided at the next meeting.	Clare Clark	14/07/15	
3. Advocacy update to be provided at the meeting in September.	LA Leads	08/09/15	

Agenda Item 11	Business Items	Presenter: Sub-Group Chairs	
Discussion	<p>Update from Sub-Groups Communication and Engagement – Phil Lancaster PL has been working closely with the Business Unit; the Communication and Engagement Strategy is now in draft form. An evaluation of the engagement work will be provided at the next meeting. The Sub-Group is working on developing corporate branding guidelines, researching development of a website and social media. The Business Unit will be responsible for the upkeep of the website and social media updates.</p>		

Learning Training and Development – Jane Humphreys

JHu advised that two Task & Finish Groups have been set up to look at a multi-agency training plan and audit processes.

A Training Needs Analysis is being compiled and findings will be looked at in more detail at the next LTD Sub-Group meeting.

Care Act training for Board members has been offered via the Regional Care Act Lead, Liz Greer and the specification is being developed regionally.

JHu sought agreement from Board members to commission Virtual College to provide e-learning at Foundation Level on Mental Capacity Act (MCA), DoLS (Deprivation of Liberty Safeguards) and Safeguarding Adults. A small group will work with the Virtual College through the implementation stage to ensure the courses meet our needs. It was suggested that the self-registration package should be commissioned as this cuts down significantly on admin time and also ensures maximum accessibility for hard to reach groups, such as Personal Assistants and volunteers. It was noted that it is not mandatory for partners to use Virtual College and NT&HFT have indicated that they wish to develop their own e-learning training courses. It was suggested that GP practices should have access to this training. The Board agreed to commission Virtual College.

Performance Audit and Quality – Richenda Broad

RB informed the group that a performance framework is being developed and will be presented at the next meeting. She also advised that a Dashboard is being developed to obtain multi-agency data.

Policy Procedures and Practice Guidance – Chris Brown**Section 44 MCA Protocol**

The PPP Sub-Group has taken on this piece of work and will clarify the governance arrangements.

Information Sharing Protocol

This is to be circulated to members for comment. RB stated that there are Information Sharing Protocols with the Health and Wellbeing Boards and perhaps the two can be incorporated into one document. It was noted that the Care Act specifically states that Safeguarding Adult Boards must have an Information Sharing Protocol, but if partners investigate current arrangements this option can be explored.

Case Review – Jill Harrison

See confidential items.

RB suggested that the agenda and minutes for SARs be marked as confidential to protect from Freedom of Information requests. JH indicated that the information is already in the public domain. AB requested that future agendas and minutes should be marked as confidential in the appropriate sections.

AB highlighted that the SAR Sub-Group currently meets as and when required, however it may be that they are held more frequently in future so that lessons can be learned from SARs taking place nationally. This will be discussed at the Development Day.

Action Points	Action Owner	Deadline
1. Communication and Engagement Strategy Evaluation to be presented at the next meeting.	PL	14/07/15
2. Performance Framework to be presented at the next meeting.	RB	14/07/15
3. Information Sharing Protocol to be circulated for comment. Feedback to be sent to the Business Unit.	Members / Business Unit	08/06/15
4. Partners to check their current Information Sharing Protocols	Partners	14/07/15

across Children services, Adults Services and Health and Wellbeing Boards.		
5. Agendas and Minutes to be marked as confidential within the appropriate sections.	Business Unit	14/07/15
6. SAR meeting frequency to be discussed at the Development Day.	AB	10/06/15

Agenda Item 12	Business Items	Presenter: Richenda Broad
Discussion	Lessons Learned Review See confidential items.	

Agenda Item 13	Practice Items	Presenter: Chris Brown
Discussion	<p>Draft Teeswide Policy and Procedures The draft Interim Policy and Procedures had been previously circulated to members for comment.</p> <p>CB explained that there are some challenges around the continued use of the 'Risk Threshold Tool' as this is not considered to be Care Act compliant by some partners. The 'tool' has been reviewed by regional partners and was considered at a recent PPP Sub-Group meeting. It is suggested that the 'tool' is adopted as 'Decision Support Guidance'. Three of the Local Authorities have agreed to test out this guidance alongside the interim procedures to see how it works.</p> <p>The Board agreed for the Procedures to be piloted for the next 3 months and the final Procedures will be presented to the Board in September for sign-off.</p>	

Action Points	Action Owner	Deadline
1. Members to feedback comments to the Business Unit relating to the policy and procedures.	Members	31/05/15
2. CB will meet with AB at the end of May for sign-off of the Policy	CB	31/05/15
3. Update on Procedures to be discussed at the September meeting.	CB	08/09/15

Agenda Item 14	Practice Items	Presenter: Peter Kelly
Discussion	<p>Public Health Data Gathering in Adult Safeguarding PK informed the group that the JSNA (Joint Strategic Needs Assessment) has been updated to identify vulnerable adults and monitor gaps in terms of commissioning services.</p> <p>Information sharing needs to be reviewed between the NHS and Local Authorities and how the NHS are monitoring delivery associated with adults accessing specialist services.</p>	

Agenda Item 15	Practice Items	Presenter: Martin Crow
Discussion	<p>Witness Support Profiling Project (WSPP) Update Martin Crow (MC) has completed a review of this project and presented a paper to the Board. At a recent WSPP meeting the group considered the viability of the project and agreed that the Board should consider closing the scheme and incorporating the role of the Profiler into generic social work. The Board agreed with this proposal.</p> <p>MC will develop a Lessons Learned Report and the associated actions will fall into the work of the LTD Sub-Group.</p>	
Action Points	Action Owner	Deadline
1. MC to develop a Lessons Learned report for the WSPP to be presented to the LTD Sub-Group.	MC	27/05/15

Agenda Item 16	Practice Items	Presenter: Dan Maddison
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Discussion	Hate Crime Champions Network Dan Maddison (DM) highlighted that hate crime is significantly under reported and Cleveland Police are offering training on this subject, which is open to other organisations.		
Action Points	Action Owner	Deadline	
1. Members to contact DM if they would like to access a hate crime training session.	Members	14/07/15	

Agenda Item 17	Practice Items	Presenter: Jill Harrison	
Discussion	CQC Report: Admiral Court See confidential items.		

Agenda Item 18	Any Other Business	Presenter:	
Discussion	After the meeting had concluded, AB requested that future TSAB meetings be scheduled until 4:30pm.		
Action Points	Action Owner	Deadline	
1. Future meetings to be scheduled until 4:30pm.	Business Unit	14/07/15	

Confidential Items			
Discussion	<p>Case Review – Jill Harrison This document was circulated for information. It summarises three recent cases in Hartlepool. Regular updates will be brought to Board meetings and Lessons Learned will be shared.</p> <p>Lessons Learned Review – Richenda Broad RB circulated a paper to members relating to a Lessons Learned Review undertaken in Middlesbrough.</p> <p>Outcomes of this Review may need to feed into some of the Sub-Groups. The review will be discussed at the next Middlesbrough Local Executive Group and RB is happy for this information to be shared with the other Local Authorities.</p> <p>CQC Report: Admiral Court JH advised that they are working closely with CQC to ensure regular communication and information sharing.</p>		
Action Points	Action Owner	Deadline	
1. Business Unit to feedback on Lessons Learned to all Local Executive Groups.	Business Unit	July 2015	
2. RB to provide the Business Unit with an electronic version of the Lessons Learned Review.	RB	31/05/15	

Next Meeting Date: **Tuesday 14th July 2015**
Time: **2pm – 4.30pm**
Venue: **TBC**