



Teeswide Safeguarding Adults Board

Meeting Date: **Tuesday 14th July 2015**
 Time: **2pm – 4.30pm**
 Venue: **Fire Service HQ, Hartlepool**

Minutes

Attendees

Name	Role	Representing
Karen Agar	Associate Director of Nursing	TEWV
Julie Allan	Head of Cleveland Area	National Probation Service
Ann Baxter	Chair	TSAB
Cllr Jim Beall	Lead Member	Stockton-On-Tees Borough Council
Chris Brown	Head of Quality and Safeguarding	Hartlepool & Stockton CCG and South Tees CCG
Clare Clarke	Head of Community Safety and Engagement	Tees Silver Group / Hartlepool Borough Council
Martin Crow	Project Officer	TSAB Business Unit
David Egglestone	Lead Manager	Durham Tees Valley Community Rehabilitation Company
Lorraine Garbutt	Business Manager	TSAB Business Unit
Stuart Harper-Reynolds	Named Nurse, Adult Safeguarding	North Tees Hospital & NHS Foundation Trust
Jane Humphreys	Director 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
Angela Legg	Data Analysis and Performance Monitoring Officer	TSAB Business Unit
Gina McBride	Admin and Information Officer	TSAB Business Unit
Patrick Rice	Assistant Director	Redcar & Cleveland Borough Council
Sally Robinson	Director of Children and Adults Services	Hartlepool Borough Council
Alastair Simpson	Detective Superintendent	Cleveland Police
Helen Smithies	Head of Nursing (Safeguarding and Vulnerable Groups)	South Tees Hospitals NHS Foundation Trust
Cllr Steve Thomas	Development Manager	Healthwatch Hartlepool
Bev Walker	Deputy Director of Nursing	NHS England

Apologies

Name	Role	Representing
Christopher Akers-Belcher	Healthwatch Manager	Hartlepool Borough Council
Cllr Paul Beck	Lead Member	Hartlepool Borough Council
Richenda Broad	Executive Director of Wellbeing Care & Learning	Middlesbrough Borough Council
Jean Freund	Executive Nurse	Hartlepool & Stockton CCG and South Tees CCG
Barbara Gill	Director of Offending Services	National Probation Service
Elaine Godwin	Admin Officer	TSAB Business Unit
Natasha Judge	Healthwatch Manager	Middlesbrough, Redcar & Cleveland and Stockton
Julie Lane	Deputy Director of Nursing Quality and Patient Safety	North Tees Hospital
Dan Maddison	Communities and Partnerships	Cleveland Police
Christine McManus	Safeguarding Lead	North East Air Ambulance Service
Cllr Carl Richardson	Lead Member	Hartlepool Borough Council
Cllr Julia Rostron	Lead Member	Middlesbrough Borough Council
Barbara Shaw	Corporate Director of People Services	Redcar & Cleveland Borough Council

Chris Stanbury	Executive Director of Nursing	TEWV
Jo Tate	Head of Residence and Services	HMP Holme House Prison
Cllr Dave Walsh	Lead Member	Redcar & Cleveland Borough Council
Christine Wharton	Inspection Manager	CQC

Absent		
Name	Role	Representing
Claire Boshier	Senior Service Delivery Manager	Victim Support

Agenda Item 1	Introductions and Apologies	Presenter: Chair
Discussion	<p>Introductions were made and apologies noted.</p> <p>It was agreed that the Teeswide Safeguarding Adults Board (TSAB) requires a Deputy Chair. Jane Humphreys (JHu) was nominated and accepted the position.</p> <p>Chris Stanbury from Tees Esk & Wear Valley Trust (TEWV) was not in attendance, and as she is leaving the service will not be attending future TSAB meetings. Elizabeth Moody will be the TEWV representative for future meetings.</p> <p>Cllr Jim Beall will be attending the TSAB meetings instead of the Stockton Local Executive Group (LEG).</p> <p>Chris Brown (CB) is leaving her current position within CCG and will no longer be chairing the PPP Sub-Group. Ann Baxter (AB) thanked CB for her contribution to the work of the TSAB.</p> <p>Bev Walker (BW) indicated that as a result of the new NHS Accountability and Assurance Framework, NHS England is reviewing attendance at Safeguarding Adults Boards.</p>	

Action Points	Action Owner	Deadline
1. GMc to ensure that papers embedded into the agenda are numbered as per agenda item.	GMc	08/09/15
2. GMc to update membership details to reflect the changes.	GMc	08/09/15

Agenda Item 2	Minutes from the meeting held on 12/05/15	Presenter: Chair
Discussion	The minutes from the meeting held on Tuesday 12 th May were agreed as a true and accurate record.	

Agenda Item 3	Matters Arising	Presenter: Chair
Discussion	<p>Adult Protection Medical Officer</p> <p>BW advised that she has spoken to the contact in Liverpool who informed her that there is a Named Officer within a women's hospital. However they specialise in Obstetrics and Gynaecology and can only provide a professional opinion on Female Genital Mutilation. The Named Officer does not deal with inflicted injuries in general terms. BW indicated that the team in Liverpool will deliver a presentation to the Board, if required.</p> <p>BW suggested in the interim that Police should speak to the allocated consultant of a patient to provide a medical opinion. It may be that if the consultant is unable to make a judgement that further specialists are invited to give more information.</p> <p>This matter has been taken to the Regional Meeting, so they are aware, but nothing has been put in place. Ann Baxter (AB) will raise this issue with the National Safeguarding Lead for ADASS and the SAB Chairs' Network, Alastair Simpson (AS) to raise this with the Association of Chief of Police Officers (ACPO) and BW will discuss with Molly Sutton from NHS England.</p> <p>NHS Accountability and Assurance Framework</p> <p>This document was finalised in June 2015 and has now been circulated to members. http://www.england.nhs.uk/wp-content/uploads/2015/07/safeguarding-accountability-</p>	

[assurance-framework.pdf](#)

HMIC Report – Working Group Update

The first meeting has been arranged to take place on Thursday 23rd July 2015.

Independent Chair Accountability Arrangements

All dates of relevant meetings have been collated and a schedule has been completed. AB to confirm which meetings she will be attending.

CQC Inspections – Outcomes of GPs and Hospitals in Special Measures

BW explained that when CQC carry out an inspection the results are reported to the Primary Care Commissioning Assurance Group. Any identified actions are taken up with the Clinical Advisors and Provision Team. In relation to the Foundation Trusts, the CCGs monitor services placed into special measures and any specific safeguarding issues are brought to the TSAB. The CCGs will be working with CQC to look at monitoring and identifying themes (e.g. staff retention and training) on a 6 monthly basis.

Action Points	Action Owner	Deadline
1. Adult Protection Medical Officer issue to be raised with National Safeguarding Lead (ADASS), SAB Chairs' Network, NHS England and ACPO.	BW/AB/AS	08/09/15
2. AB to confirm which meetings she is able to attend as specified within the <i>Accountability Arrangements</i> .	AB	28/07/15

Agenda Item 4	Policy and Practice National Context	Presenter: Chris Brown
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Discussion	<p>QSG Safeguarding Issues</p> <p>BW reported concerns about the increasing number of care home providers who are moving away from providing nursing beds. There also appears to be an over-reliance on agency nursing staff alongside a rapid turnover of managers. BW suggested that there should be a workforce strategy in place to ensure that staff are trained to appropriate specified standards with revalidation being an important part of the process, as highlighted by the Francis report.</p> <p>JHu made reference to a Nursing Home within Stockton-on-Tees which has given notice to close within 4 weeks and the impact that this has on those people being cared for in the nursing home environment.</p> <p>AB discussed the recent Lessons Learned Review in Hartlepool Borough Council (HBC) and the closure of Admiral Court.</p> <p>There are significant challenges regarding Nursing provision across Tees: individuals being placed out of the area increases costs, there is ongoing concern around retaining and recruiting good quality staff and patients are being kept in hospital for extended periods. The CCGs are undertaking a significant piece of work and holding discussions with providers regarding finances.</p> <p>AB asked that this issue is discussed in further detail at the next Board meeting and that partners provide an up to date position for their organisations.</p> <p>Local Authority (LA) Representation at Quality Surveillance Group (QSG) Meetings</p> <p>CB advised that LAs are represented at the main QSG meetings but not currently at the Safeguarding Forum. QSG have suggested that the LAs attend for specific agenda items.</p>	
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Action Points	Action Owner	Deadline
1. Teeswide Nursing provision issue to be discussed in more detail at the next TSAB with a view to escalate concerns further.	All	08/09/15
2. AB to request CQC's views on Tees Nursing provision.	AB	08/09/15

3. CCG to provide update on discussions with providers at the next TSAB meeting.	Jean Freund	08/09/15
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Agenda Item 5	Policy and Procedure National Context	Presenter: Chris Brown	
Discussion	<p>Transforming Care CQC Review – Strategic Overview of <i>Next Steps</i> A progress report was published on 3rd July 2015, to access please click on the link below: http://adass.org.uk/transforming-care-for-people-with-learning-disabilities/</p> <p>The proposed protocol and local arrangements are to be discussed by the CCG and NHS specialised commissioning service. It is envisaged that discussions will take place during the summer. There are some concerns over information sharing, particularly between CCG and Stockton and Hartlepool Local Authorities. JHu requested to be included in any correspondence regarding Stockton residents. It was noted that TEWV have shared their information.</p>		
Action Points	Action Owner	Deadline	
1. CB to raise information sharing concerns with Jean Freund	CB	17/07/15	

Agenda Item 6	Policy and Procedures National Context	Presenter: Chair	
Discussion	<p>Review of DoLS http://www.lawcom.gov.uk/project/mental-capacity-and-deprivation-of-liberty/#related</p> <p>The DoLS legislation consultation ends on 2nd November 2015. It was agreed that the PPP Sub-Group will submit a collective response on behalf of the Board.</p>		
Action Points	Action Owner	Deadline	
1. PPP Sub-Group to submit a collective response to the DoLS consultation on behalf of the Board.	Chair of the PPP Sub-Group	24/08/15	

Agenda Item 7	Business Items	Presenter: Clare Clark	
Discussion	<p>Counter Terrorism and Security Act 2015: PREVENT Briefing Clare Clarke (CC) presented an overview of PREVENT and the function of the PREVENT Silver Group, which covers the Tees area. This group works with individuals who are suspected to be at risk of radicalisation with a focus on supporting them to withdraw from such beliefs rather than criminalising them.</p> <p>CC also referred to the Channel Panels which are convened when concerns are raised about an individual.</p> <p>The PREVENT Silver Group also provides WRAP Training (including e-Learning) to staff within schools, LAs etc.</p> <p>CC advised that a one-off payment of £10,000 is available to each Local Authority and asked that if this offer had not been taken up, that Directors should contact CC for further information.</p> <p>Some discussion points:</p> <ul style="list-style-type: none"> • CB noted that CCGs are not identified as a specified authority, however, in Schedule 7 of the Act it is noted that they have a duty to co-operate as a Panel Member. • The delivery of WRAP 3 training is presenting some challenges: the training needs to be co-ordinated across Tees and made available to front line staff as well as those working at a strategic level. Currently, there is not enough capacity to deliver this to schools, colleges etc. • Intelligence is collected as part of the work of the Counter Terrorism Unit and the PREVENT team have a general duty to communicate with communities and to submit a referral if they have concerns. There was a general view that this work was not covering those groups of people who may be more vulnerable, for example, people with learning disabilities. 		

	<ul style="list-style-type: none"> Stephen Hume will be providing a PREVENT briefing for Stockton elected members 		
Action Points		Action Owner	Deadline
1. Any members wishing to find out more information on PREVENT contact Clare Clarke.		All	08/09/15
2. LTD Sub-Group to consider how to increase awareness of vulnerable people around the PREVENT agenda.		JHu	17/07/15
Agenda Item 8	Business Items	Presenter: Chair	
Discussion	Feedback from Development Day The Action Plan was circulated and agreed by the Board.		
Agenda Item 8	Business Items	Presenter: Martin Crow	
Discussion	Strategic Plan The Strategic Plan has been altered to accommodate feedback from the Development Day. It is now close to publication and any final amendments should be forwarded to Martin Crow (MC) by 17 th July. Members of the Board provided some feedback on the Strategic Plan, which will be incorporated into the final version.		
Action Points		Action Owner	Deadline
1. MC to update Strategic Plan prior to publication.		MC	17/07/15
Agenda Item 8	Business Items	Presenter: Martin Crow	
Discussion	Annual Report The Annual Report will be circulated in August and launched publically in September.		
Agenda Item 8	Business Items	Presenter: Chair	
Discussion	2016 Meeting Schedule Further to the TSAB Development Day, the Business Unit have amended the proposed Meeting Schedule for 2016. The revised schedule was presented to the meeting and the following actions were agreed: <ul style="list-style-type: none"> TSAB meetings to be moved to Tuesday mornings The introduction of a standing Safeguarding Adults Review Sub-Group (SAR) The Business Unit will contact Board members to request volunteers to Chair SAR Sub-Group Existing Sub-Groups should have a Deputy Chair 		
Action Points		Action Owner	Deadline
1. TSAB members to contact the Business Unit with any alterations to the proposed meeting schedule.		All	17/07/15
2. Business Unit to write to Board members requesting volunteers for chairing SAR Sub-Group and to ascertain if current Sub-Group chairs are happy to continue in this role going forward.		Business Unit	28/07/15
3. Each Sub-Group to identify a Deputy Chair.		Sub-Group Chairs	08/09/15
Agenda Item 9	Business Items	Presenter: Lorraine Garbutt	
Discussion	Update from Stockton LEG Safe Place Scheme Lorraine Garbutt (LG) advised that Inclusion North facilitated a workshop in April to review the Safe Place Scheme. Attendees included representatives from the Police, Crime and Commissioners (PCC) Office, Hartlepool Borough Council, Middlesbrough Borough Council and LG represented TSAB. Some agreed actions from the workshop were: <ul style="list-style-type: none"> Inclusion North to develop an Action Plan to be shared with the group. Inclusion North to carry out further research on other schemes. 		

	<ul style="list-style-type: none"> • Consideration to be given to expanding the Safe Place Scheme and offer support to a wider range of people other than just those with learning disabilities. • The Police Crime Commission (PCC) Office to request Neighbourhood Officers to check venues have the stickers displayed, and that staff are aware of the scheme and their role. <p>In addition to this work, there are some ongoing discussions about linking the Safe Place Scheme with the Dementia Alliance Group.</p> <p>Trust Quality Account SHR provided an operational update on this and will be discussed at the Hartlepool LEG meeting.</p>
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Action Points	Action Owner	Deadline
1. Safe Place Scheme to be discussed at all LEG meetings	LG	27/07/15

Agenda Item 10	Business Items	Presenter: Sub-Group Chairs
Discussion	<p>Sub-Group Update</p> <p>Communication & Engagement – Phil Lancaster</p> <ul style="list-style-type: none"> • Branding Guidelines • Links to regional meetings for promotional material. • Each Local Authority is developing Safeguarding Adults publicity materials in line with Care Act requirements. • A specification for the commissioning of a TSAB website has been developed and tenders are invited; as an interim measure SBC are developing a web page. • Developing a corporate suite of documentation (letters/compliment slips/PowerPoint etc.) • An Engagement and Consultation Strategy is been developed and will be shared at LEG and TSAB meetings. • Discussed the Annual Report to make sure that it is accessible to all. <p>Learning Training and Development – Jane Humphreys</p> <ul style="list-style-type: none"> • Mental Capacity Act/Safeguarding Conference funding has been received and planning for the event is to commence. • A Training Needs Analysis has been completed across all partner agencies and a ‘costed’ Training Plan is being developed. • The Virtual College has been commissioned to provide training in Safeguarding Awareness, MCA, DoLS and Self-Neglect. Modules in Sexual Exploitation and Modern Slavery are also being explored. • The group is working with commissioners to standardise training for Managers of Services. • Looking to further develop links with universities. • Investigating CQC Inspection preparation training. • Surrey Serious Case Review (Gloria Foster) to be taken to the Regional Meeting prior to discussion at the LTD meeting. <p>Charging Policy The Charging Policy for non-attendance was agreed by the Board.</p> <p>Policy, Procedures and Practice – Chris Brown</p> <ul style="list-style-type: none"> • Interim Teeswide Policy and Procedures are being tested by operational teams for a 3 month period. • The <i>Risk Threshold Tool</i> is now called the <i>Decision Support Guidance</i> and is being piloted by 3 of the Local Authorities alongside the interim procedures. • Information Sharing Protocol is to be reviewed. • Section 44 Protocol is to be reviewed. • The Serious Concerns Protocol has been reviewed and circulated for 	

	<p>comment.</p> <ul style="list-style-type: none"> • PVP Unit presented a revised <i>Referral Criteria</i> document for comment. • A Single Agency Policy Template has been drafted. • Discussions on whether to have a Teeswide multi-agency policy for MCA and DoLS. • PREVENT information needs to be added to the Teeswide Policy • Developing a Complaints Policy/flowchart. • CB working with LG to develop an interim SAR Protocol. • Updating Serious Concerns Protocol as a result of the recent Lessons Learned Review for Admiral Court. • LADO Policy and DASM will be part of the PPP work programme. <p>Performance Audit and Quality – Angela Legg</p> <ul style="list-style-type: none"> • Agreed standard reporting templates for LEGs and TSAB. • Developing a Quality Assurance Framework (QAF) and Self-Audit Tool. • Monitoring the use of Advocacy. <p>Performance Report – Q4</p> <p>Board members liked the format of the report, but suggested that information from more agencies and other Serious Untoward Incidents (SUIs) should be included. JHu advised that the LSCBs are looking to develop Teeswide data and that the TSAB could link in with this group. It was also suggested that ‘benchmarking’ data would be useful to compare the Tees LAs with other regions. It was highlighted that there is no information from the Health Trusts other than TEWV; however the information should be available. AL confirmed that there will be more detail in next year’s Annual Report.</p>
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Action Points	Action Owner	Deadline
1. Engagement Strategy to be circulated for comment when drafted.	PL	10/09/15
2. CE Group to consider Sub-Group branding.	PL	08/09/15
3. Training Plan to be circulated to Board Members when completed.	JHu	24/09/15
4. Self-Audit Tool/QAF Template to be presented to the TSAB in November.	RB	10/11/15
5. CB to speak with AB outside this meeting with regards to the Information Sharing Protocol	CB/AB	17/07/15
6. Updated Serious Concerns Protocol to be brought to next TSAB for ratification.	LTD Chair	08/09/15
7. Self-Audit Tool to be presented at TSAB meeting in November.	RB	10/11/15
8. AL to contact LSCBs regarding Teeswide data set.	AL	14/08/15

Agenda Item 11	CONFIDENTIAL ITEMS	Presenter: Chair
Discussion	<p>Safeguarding Adult Reviews SAR Process Update Robust systems and criteria needs to be in place to identify a Safeguarding Adult Review. Board members agreed that the frequency of the SAR Sub-Group should be bi-monthly to focus on implementing new procedures and identifying lessons learned from other SARs around the country and making strong links with the LSCBs. It was also agreed that the decision of whether to proceed with a SAR, should not be down to an individual but should be a panel decision.</p> <p>Domestic Homicide Reviews CB noted that the Domestic Homicide Review in Hartlepool has been reported to the Home Office; however, there has been no formal feedback as yet.</p> <p>HBC - SCR1 - this report has now been published.</p> <p>HBC – SCR2 - this case is approaching completion.</p>	

	<p>HBC - SAR3 - the trial has been postponed and will take place outside the Tees area. It was agreed by members that the Adult Review should be put on hold until the Children's Reviews commence.</p> <p>MBC - LLR1 - this case is now complete. JHu confirmed that the LTD sub-group has considered the report and there are no actions for the group.</p> <p>HBC - LLR 2 - Admiral Court - Lessons Learned Report to be brought to the next TSAB.</p> <p>MBC – New Case - BW advised that there is not enough information available at the moment to determine whether a SAR is to be implemented. Jane Kochanowski from Middlesbrough Council is pulling together further information and an update will be provided at the next TSAB.</p> <p>Surrey Serious Case Review – Gloria Foster - this report was circulated: partners to read and to consider the lessons learned within their own organisations.</p>
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Action Points	Action Owner	Deadline
1. LLR2 Report to be brought to the next TSAB.	SR	08/09/15
2. Update on new MBC Case to be provided at the next TSAB.	BW	08/09/15

Agenda Item 12	Business Items	Presenter: Lorraine Garbutt
Discussion	<p>Making Safeguarding Personal (MSP) It appears that each LA is at different stages of implementation of MSP and that it would be beneficial to reinstate the MSP Working Group to ensure a consistent approach. This group will also look to develop a safeguarding survey to capture individuals' outcomes and provide better monitoring at the end of a safeguarding event.</p> <p>The PAQ Sub-Group is looking into how to record MSP outcomes and the PPP Sub-Group will be developing practice guidance on how to involve service users and families.</p>	

Agenda Item 13	Business Items	Presenter: Angela Legg
Discussion	<p>Advocacy Update AL advised that she has statistics from September to March and that these figures will be brought to the TSAB in September along with Regional information. An update by the LA Leads will be brought to the next meeting.</p>	
Action Points	Action Owner	Deadline
1. Advocacy update to be brought to the TSAB in September.	LA Leads	08/09/15

Agenda Item 14	Business Items	Presenter: Chair
Discussion	<p>SCIE Learning Together Training Offer – SARs This document was circulated for information and members are able to access this training if they wish. It was however noted that this only covers one methodology of which there are many and that the TSAB is looking into the possibility of adapting various models to use within SARs.</p>	
Action Points	Action Owner	Deadline
1. SCIE Learning Together Training to be discussed at the LTD meeting.	JHu	17/07/15

Agenda Item 14	Any Other Business	Presenter: All
Discussion	No other business was discussed.	

Next Meeting Date: **Tuesday 8th September**
Time: **2pm – 4.30pm**
Venue: **Fire Service HQ, Hartlepool**