



Teeswide Safeguarding Adults Board

Meeting Date: **Tuesday 10 November 2015**

Time: **2.00pm-4.30pm**

Venue: **Fire Service HQ, Hartlepool**

Minutes

Attendees

Name	Role	Representing
Karen Agar	Associate Director of Nursing	Tees, Esk and Wear Valley NHS Trust
Julie Allan	Head of Cleveland Area	National Probation Service
Caroline Bairstow	Inspector	Care Quality Commission
Ann Baxter	Independent Chair	Teeswide Safeguarding Adults Board
Cllr Jim Beall	Lead Member	Stockton-on-Tees Borough Council
Richenda Broad	Executive Director of Wellbeing Care & Learning	Middlesbrough Borough Council
Martin Crow	Project Officer	TSAB Business Unit
Helen Eustace	Detective Inspector	Cleveland Police
Lorraine Garbutt	Business Manager	TSAB Business Unit
Jean Golightly	Executive Nurse	Hartlepool & Stockton CCG and South Tees CCG
Liz Hanley	Adult Services Lead	Stockton-on-Tees Borough Council
Stuart Harper-Reynolds	Named Nurse (Adult Safeguarding)	North Tees and Hartlepool NHS Foundation Trust
Jill Harrison	Assistant Director of Adult Services	Hartlepool Borough Council
Jane Humphreys	Director of Children Education and Social Care	Stockton-on-Tees Borough Council
Natasha Judge	Healthwatch Manager	Middlesbrough, Redcar & Cleveland and Stockton
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
Barbara Potter	Interim Head of Quality and Safeguarding	Hartlepool & Stockton CCG and South Tees CCG
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 Hospitals NHS Foundation Trust
Graham Strange	Tees Sexual Violence Service Coordinator	Safe in Tees Valley
Jo Tate	Head of Residence and Services	HMP Holme House Prison

Apologies

Name	Role	Representing
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David Egglestone	Lead Manager	Durham Tees Valley Community Rehabilitation Company
Elaine Godwin	Admin Officer	TSAB Business Unit
Caroline Kitching	Head of Public Protection / Probation Manager	HMP Kirkleatham Grange
Christine McManus	Safeguarding Lead	North East Air Ambulance Service
Elizabeth Moody	Director of Nursing and Governance	TEWV
Neil Pocklington	Assistant Director	Middlesbrough Borough Council
Sally Robinson	Director of Children and Adults Services	Hartlepool Borough Council
Alison Smith	Deputy Director of Nursing	NHS England
Cllr Steve Thomas	Development Manager	Healthwatch Hartlepool
Cllr Dave Walsh	Lead Member	Redcar & Cleveland Borough Council
Christine Wharton	Inspection Manager	CQC

Absent		
Name	Role	Representing
Christopher Akers-Belcher	Healthwatch Manager	Hartlepool Borough Council
Nick Banfield	Governor	HMP Kirklevington Grange
Cllr Paul Beck	Lead Member	Hartlepool Borough Council
Claire Boshier	Senior Service Delivery Manager	Victim Support
Barbara Gill	Director of Offending Services	National Probation Service
Patrick Rice	Assistant Director of Commissioning and Adults	Redcar & Cleveland Borough Council
Cllr Carl Richardson	Lead Member	Hartlepool Borough Council
Cllr Julia Rostron	Lead Member	Middlesbrough Borough Council

Agenda Item 1	Introductions and Apologies	Presenter: Chair
Discussion	<p>Introductions were made and apologies noted.</p> <p>Barbara Potter (BP) was welcomed as the new interim Head of Quality and Safeguarding for the Clinical Commissioning Groups.</p> <p>Jean Golightly (JG) advised that she is willing to feedback to NHS England on any relevant issues from the Board and will also respond to any actions on behalf of NHS England.</p>	

Agenda Item 2	Minutes from the meeting held on 08/09/15	Presenter: Chair
Discussion	The minutes of the meeting held on Tuesday 8 September 2015 were agreed as a true and accurate record, subject to a minor amendment being made.	
Action Points	Action Owner	Deadline
1. Margaret Brett's job title to be altered to 'Head of Adult Safeguarding'.	GMc	24/11/15

Agenda Item 3	Matters Arising	Presenter: All
Discussion	<p>Adult Protection Medical Officer Alastair Simpson (AS) has contacted the National Police Chief Council and spoken to the Adult Safeguarding lead. This query has been recognised nationally as an issue and will be discussed at the Adult Safeguarding Leads meeting. An update will be provided to AS in due course and this will be communicated to Board members.</p> <p>Transforming Care: Next Steps – Information Sharing JG informed members that there is a meeting on 11 November with NHS England</p>	

	<p>which should provide more clarity. JG will email Ann Baxter (AB) with an update following this meeting, which will then be disseminated to Board members.</p> <p>Children and Adults Interface Policy Jane Humphreys (JHu) advised that she has contacted Newcastle City Council but has not yet received a copy of the Policy.</p>	
Action Points	Action Owner	Deadline
1. Outcome of Adult Protection Medical Officer discussions to be brought to a future meeting.	AS	23/02/16
2. Transforming Care update to be communicated with AB and circulated to Board members	JG	24/11/15
3. Newcastle City Council's Children and Adults Interface Policy to be sent to the Business Unit once received.	JHu	23/02/16

Agenda Item 4	Policy and Practice National Context	Presenter: Chair	
Discussion	<p>Revised Statutory Guidance for the Care Act Designated Adult Safeguarding Manager (DASM) Role AB has received correspondence indicating that the DASM role is to be removed from the revised Care Act Guidance (not yet published).</p>		
Action Points	Action Owner	Deadline	
1. Business Unit to circulate the Revised Care Act Guidance once available.	Business Unit	23/02/16	

Agenda Item 5	Policy and Practice National Context	Presenter: Helen Smithies	
Discussion	<p>Deprivation of Liberty Safeguards (DoLS) Consultation Helen Smithies (HS) informed members that the Policy, Procedures and Practice Sub-Group has submitted feedback on behalf of the Board to the Law Commission. 5 partners responded; Stockton-on-Tees Borough Council, Hartlepool Borough Council, South Tees Hospitals NHS Foundation Trust, North Tees Hospital and NHS Foundation Trust and Healthwatch. It was noted that some organisations have submitted feedback on an individual basis.</p>		
Action Points	Action Owner	Deadline	
1. Board members to contact the Business Unit if they require a copy of the DoLS submission	All	24/11/15	

Agenda Item 6	Policy and Practice National Context	Presenter: Alastair Simpson	
Discussion	<p>Expectations for Police Custody Following a recent joint inspection, Her Majesty's Inspectorate of Constabulary (HMIC) and Her Majesty's Inspectorate of Prisons (HMIP) has produced a list of expectations for police custody. A copy of this document was circulated to members and is out for consultation until 11 December 2015. Anyone wishing to submit a response should email the Business Unit so that feedback can be collated on behalf of the Children and Vulnerable People in Custody (CVPIC) Group.</p> <p>JHu requested that the CVPIC group is mindful of the impact of the proposed recommendations as there may be cost or resource implications for other agencies. It was suggested that this item should be discussed at the Local Safeguarding Children Boards.</p> <p>Paul Haytack is the Custody Lead and will deliver a plan against these recommendations.</p>		
Action Points	Action Owner	Deadline	
1. CVPIC Group to consider implications for other agencies when discussing new proposals	CVPIC Group	16/02/16	
2. Implications of Expectations for Police Custody to be	LSCB	16/02/16	

discussed at the LSCBs	members	
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Agenda Item 7	Policy and Practice National Context	Presenter: Chair	
Discussion	<p>Mental Health Concordat</p> <p>This document was published last year and has been re-issued by ADASS and the Local Government Association. It expresses the need for agencies to work together to provide timely support to individuals with mental health issues. AB requested that CVPIC Working Group and the Safeguarding Adult Review (SAR) Sub-Group review the checklist within the document to ensure that all actions are being addressed.</p> <p>Peter Kelly (PK) advised that the Tees Health Partnership Group has also been looking into this matter and suggested that an update is circulated to members.</p> <p>Richenda Broad (RB) mentioned that she is aware of a Teeswide working group looking at frequent admissions to A&E - a report can be circulated to members.</p>		
Action Points		Action Owner	Deadline
1. CVPIC and SAR Sub-Group to consider actions outlined in the Mental Health Concordat.		AS / BS	23/02/16
2. PK to send Tees Health Partnership update to Business Unit for circulation.		PK	24/11/15
3. Teeswide Report on frequent admissions to A&E to be sent to the Business Unit for circulation.		RB	24/11/15

Agenda Item 8	Business Items	Presenter: Graham Strange / Helen Eustace	
Discussion	<p>Sexual Violence – Graham Strange</p> <p>Graham Strange (GS) from Safe in Tees Valley (SITV) provided an update in relation to Sexual Violence work across Tees.</p> <p>A needs analysis has been undertaken which has informed the development of a Business Plan. As a result of this work a number of key work streams have been introduced. One work stream has been established to improve the consistency in the commissioning of Sexual Violence services and includes a Commissioning Forum which meets on a monthly basis.</p> <p>The Sexual Assault Referral Centre (SARC) deals with crisis intervention, initial reports, sexual offence examinations and referrals to other support agencies. SARC also manages Independent Sexual Violence Advocates and/or Advisors who provide emotional support to the victim and can assist with the criminal justice system.</p> <p>There are improvements to be made across Tees with regards to Counselling services.</p> <p>Safe in Tees Valley are hoping to generate some consistency across Tees in relation to ISVAs/IDVAs and a mapping exercise is being conducted to map ISVA/IDVA provision. Once this review has been completed a report will be generated.</p> <p>RB enquired about the governance arrangements and what funding is in place. GS advised that funding is in place until 31 March 2016 for some projects and that a decision is to be made around continued funding. He explained that the commissioning arrangements were complex. It was requested that further information on governance and commissioning arrangements should be circulated.</p>		

Domestic Violence – Helen Eustace

Helen Eustace (HE) from Cleveland Police provided an update in relation to Domestic Violence work.

Operation Encompass was launched in Hartlepool in April 2015 and it is proposed to extend this to the other Local Authorities.

There has been a particular focus on the ‘victim’s journey’ and that one approach may not be suitable for all victims and may cause them to disengage with services. It is about understanding what victims want which should in turn drive what services are commissioned and hopefully reduce repeat victimisation.

Cleveland Police are looking at referral pathways for honour based violence and forced marriage through the HALO project.

HE acknowledged that the commissioning services map is highly complex and that there is some duplication. It would be useful to have a single commissioning framework.

JHu indicated that within Stockton-on-Tees there does not appear to be many safeguarding referrals relating to Domestic Abuse. It can be captured within reporting arrangements as a secondary category, however if there are multiple types of abuse within a case only the primary and secondary causes for concern would be recorded.

AS extended an open invitation for adult social care to spend a day with Cleveland Police’s Domestic Abuse Team to look at the referrals coming in and those that are referred on to social care. LH suggested that the LAs check their operational arrangements rather than visiting the domestic abuse team in the first instance. HS indicated that the PPP Sub-Group could pick this up to ensure that are clear lines of action. RB also suggested that the PAQ Sub-Group could consider a ‘dip’ audit to monitor data around Domestic Abuse enquiries.

Action Points	Action Owner	Deadline
1. GS to provide further information relating to commissioning, funding and governance arrangements for SITV.	GS	24/11/15
2. GS to provide a copy of the Needs Analysis information for SITV.	GS	24/11/15
3. Domestic Violence Presentation to be circulated with the minutes of this meeting	HE	24/11/15
4. PPP Sub-Group to ensure procedures clearly indicate when a domestic abuse case should be raised as a safeguarding concern.	HS	23/02/16
5. RB to discuss the completion of a ‘dip’ audit on Domestic Abuse cases at the next PAQ Sub-Group meeting.	RB	23/02/16

Agenda Item 9	Business Items	Presenter: Caroline Bairstow
Discussion	<p>Teeswide Nursing Care Provision</p> <p>Caroline Bairstow (CB) presented the national overview on the state of health and social care.</p> <p>CB raised the following:</p> <ul style="list-style-type: none">• The health and care system in England has come under increasing pressure during 2014/15, driven by changing care needs and financial demands• Providers and staff are being asked to deliver significant efficiency savings	

	<ul style="list-style-type: none"> • Many services have responded well and have managed to improve or maintain quality • The environment will become even more challenging - the effective use of resources will be a vital component of success • The level of variation in quality is of great concern • One of the biggest concerns is safety. This is affected by failure to investigate incidents properly and learn from them, ineffective safety and risk management systems and inadequacy of staffing numbers, training and support. • Data shows that leaders who are visible, engage widely with people who use services and staff, promote a strong culture of safety, put in place robust governance systems and plan their resources well have a significant positive impact on the quality of care • Having the right number and mix of staff, with the right skills, at all times is integral to providing safe, high-quality care • The Care Sector is under pressure - issues around the sustainability of provision due to cuts to LA budgets, increasing costs and high vacancy rates • Some contributory factors to poor practice are staffing levels, lack of understanding and reporting safeguarding concerns and poor medicines management 	
Action Points	Action Owner	Deadline
1. Full CQC presentation to be sent with the minutes of this meeting.	CB	24/11/15

Agenda Item 10	Business Items	Presenter: All
<p>Discussion</p>	<p>CQC Discussion</p> <p>Questions were submitted to the Business Unit in advance of the meeting.</p> <p>Redcar & Cleveland Council Senior Management Team noted that timescales differ widely between Social Care and CQC. Barbara Shaw (BS) agreed to ask for more information so that CB can feed back on this.</p> <p>Does CQC have plans to include monitoring of provider arrangements for client finances, given the Office of Public Guardian’s increased focus on Court of Protection deputy arrangements?</p> <p>Social Worker’s support individuals with their finances, however CQC can use intelligence gained through safeguarding to look at finance arrangements as part of the inspection. CQC would not however take any responsibility for finances.</p> <p>Could the issue of when CQC arranges a safeguarding concern and their subsequent involvement in the investigation process be explained? <i>(Anecdotally, it seems that when an alert is raised by CQC, there is no representation at subsequent meetings as this is considered to be a conflict in interest).</i></p> <ul style="list-style-type: none"> • CQC will attend meetings as a regulator where they feel there may be breaches of regulation • CQC will base interventions on risks identified for example – if the provider or Regional Manager are involved in allegations. • CQC’s function is to regulate and are not resourced to attend all meetings. • CB confirmed that attending meetings is not a conflict of interest. <p>CB shared the regional Risk Threshold Tool and highlighted this as good practice reiterating that CQC should be informed of the more serious cases i.e. those that go to Strategy meetings and that at the moment this may not be happening</p>	

consistently.

JG felt that it would be useful for Board members to understand the structure and different groups within CQC as there are differences in the way they work. JG mentioned that CQC attend Local Authority forums – not necessarily around safeguarding, but that soft and hard intelligence about care providers is shared.

CB identified that often, agency nurses are used within nursing homes. More needs to be done from an agency point of view to communicate with the Registered Managers, to ensure that the worker is competent and has the skills required for the home. It was acknowledged that nurses are scarce and that managers are restricted in their choices.

RB questioned whether there is a difference between nursing homes which are Local Authority funded and those that are health or self-funded. It may be that there are differences in salaries. CB agreed to make further enquiries and to feedback on this.

RB acknowledged that although the lack of nursing care is a significant concern, residential care provision is also becoming a growing concern, particularly with corporate organisations. CB confirmed that CQC have a Corporate Provider Team and receive national intelligence regarding the larger care providers. On a local level, information sharing forums should pick up on this.

Action Points	Action Owner	Deadline
1. BS to request further information regarding the RCBC SMT question	BS	24/11/16
2. LA Directors to ensure that CQC are being informed of all Strategy meetings and to check that robust systems are in place for providers to notify CQC of any Safeguarding concerns	LA Directors	23/02/16
3. CB to make further enquiries on the quality of care and whether there is a direct link to the service being LA funded or Self-Funded	CB	23/02/16

Agenda Item 11	Business Items	Presenter: Angela Legg
Discussion	<p>TSAB Performance Report</p> <p>The TSAB Quarter 1 Performance Report 2015/16 was circulated to members.</p> <p>Angela Legg (AL) summarised the key points:</p> <ul style="list-style-type: none"> • LAs are now beginning to report against the 4 new categories of abuse • Alerts and Referrals are now classed as ‘Concerns’ and ‘Enquiries’ • Benchmarking figures have been included to compare the Tees area with regional and national figures • The number of enquiries relating to the Neglect and Acts of Omission category is higher than regional figures • It was envisaged that implementation of the Care Act would increase the number of concerns raised, however this has not been the case • The 2 main areas of abuse is Neglect and Physical • DoLS continues to increase and cause significant pressures across Local Authorities • Care Homes are recorded as the most common location for abuse and neglect • Nursing bed provision continues to be a cause for concern across Tees <p>AL advised that data from South Tees Hospitals NHS Foundation Trust and North Tees Hospital NHS Foundation Trust should be included in the Quarter 2 Report.</p>	

Action Points	Action Owner	Deadline
1. AL to source data from STHFT and NTHFT	AL	23/02/16

Agenda Item 12	Business Items	Presenter: All
Discussion	<p>Members Induction Pack Review</p> <p>There are a number of changes to be made to this document, in particular the sections on Terms of Reference and membership.</p> <p>JHu advised that due to a restructure within Stockton-on-Tees Borough Council (SBC) she will no longer be overseeing Adult Services. PK will be taking on this role as well as undertaking MAPPA work.</p> <p>Questions were raised over membership and whether PK will be attending future Board meetings on behalf of SBC and Public Health or whether another Public Health representative should be sought. AB indicated that this issue should be discussed outside the meeting.</p>	
Action Points	Action Owner	Deadline
1. Members to provide any feedback on Members Induction Pack to the Business Unit	All	24/11/15
2. Membership of the Board / LEGs to be discussed outside this meeting	LEG Chairs	27/11/15

Agenda Item 13	Business Items	Presenter: Alastair Simpson
Discussion	<p>CVPIC Working Group</p> <p>This group is currently aiming to collect data to inform decisions and areas for improvement going forward. The group is focusing on 3 main areas; diverting people from custody and looking at preventative measures, looking at what is happening whilst people are in custody and what support is offered to individuals after they leave custody.</p> <p>AS identified that there is no national definition for the term 'vulnerable' which can make it difficult to ensure robust reporting is in place. AS indicated that a large proportion of people in custody have substance misuse problems, mental health issues etc. and that this alone could qualify them as a 'vulnerable' individual. The definition of vulnerability has been raised nationally with the HMIC; however nothing as yet has been confirmed.</p> <p>The CVPIC group has suggested that data is provided to the Board. AB asked that this is presented on a 6 monthly basis.</p>	
Action Points	Action Owner	Deadline
1. Definition of vulnerability to be clarified at a future meeting (if applicable)	AS	23/02/16
2. Performance data to be provided to the Board on a 6 monthly basis	AS	May 2016

Agenda Item 14	Business Items	Presenter: All
Discussion	<p>Appropriate Adults</p> <p>Jill Harrison (JHa) commented that providing Appropriate Adults has been raised as an operational pressure for Hartlepool Borough Council and assumed that other LAs have similar pressures. JHu acknowledged there is no statutory requirement for LAs to provide Appropriate Adults.</p> <p>JHa also raised the following:</p> <ul style="list-style-type: none"> The Home Secretary's Commission on Appropriate Adults published the 'Here to Help' Report in August 2015. The Report proposes that Appropriate Adult partnerships are formed with commissioning of services and governed by 	

	<p>Health & Wellbeing Boards and Safeguarding Adults Boards</p> <ul style="list-style-type: none"> The Report includes the national standards developed and changes to legislation to strengthen arrangements (with the potential to make statutory, as with children and acknowledging significant cost implications). The Appropriate Adult profile has been raised by publication of the Report and the issue is very much on the national agenda. ADASS are undertaking national research into the role of LAs in providing Appropriate Adults to support vulnerable adults. <p>JHa asked how this can be addressed and taken forward. JHu suggested that this work is picked up through the CVPIC group, for them to consider the current position across Tees, to review best practice and look at options for the future.</p> <p>AS mentioned that commissioning arrangements would need to be carefully considered as Appropriate Adults should be independent from the Police. It was recognised that an Appropriate Adult service in custody could be a good opportunity to deploy diversionary techniques and to work positively with vulnerable adults. This potentially would mean that an AA would need specialist skills and knowledge.</p> <p>Volunteer models have been considered, however this will still pose issues during unsociable hours.</p>	
Action Points	Action Owner	Deadline
1. CVPIC Group to consider Appropriate Adult issues further	CVPIC	16/02/16
2. CVPIC Group to recommend that data is collected on AA requests including the time of day these requests are received	CVPIC	16/02/16
3. PCC to discuss commissioning arrangements in more detail once the CVPIC group have made a recommendation and identified possible solutions	PCC Office	TBC

Agenda Item 15	Business Items	Presenter: Jean Golightly	
Discussion	<p>Quality Surveillance Group (QSG) Safeguarding Issues</p> <p>It was raised at a previous meeting that there are concerns over information sharing. There is no Local Authority (LA) representation at the Safeguarding QSG. JG advised that this is a NHS England led group. AB suggested that a LA representative could attend for specific agenda items if the majority of issues are health related. JG will speak with NHS England at the QSG meeting next week for further advice.</p>		
Action Points	Action Owner	Deadline	
1. JG to liaise with NHS England with regards to LA representation at the Safeguarding QSG.	JG	23/02/16	

Agenda Item 16	Business Items	Presenter: Jean Golightly	
Discussion	<p>Learning Disability Community Mortality Pilot</p> <p>This pilot has been introduced within some health settings to learn lessons in relation to people with learning disabilities who have died.</p> <p>JG informed that a meeting was held on 9 November to look at how reviews will be undertaken. Updates will be provided to the Board when available.</p>		
Action Points	Action Owner	Deadline	
1. Update on Learning Disability Community Mortality Pilot to be provided at a future meeting.	JG	23/02/16	

Agenda Item 17	Business Items	Presenter: LA Assistant Directors	
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Discussion	<p>Update from Local Executive Groups</p> <p>Hartlepool Borough Council – Jill Harrison</p> <ul style="list-style-type: none"> • Membership has been reviewed and new members have been invited • Significant discussion around Appropriate Adults and the LA's responsibilities • Discussions around safeguarding issues associated with hospital discharges • Updates on Serious Case Reviews / Safeguarding Adult Reviews <p>Middlesbrough Borough Council – Richenda Broad</p> <ul style="list-style-type: none"> • Lessons Learned from Gloria Foster (national case) and how this applies to Middlesbrough Borough Council • Discussions on Making Safeguarding Personal • Q1 LEG Performance Report • Highlighted issue of PREVENT and the need to raise the profile within adult services <p>Redcar & Cleveland Borough Council This item was not discussed.</p> <p>Stockton-on-Tees Borough Council This item was not discussed.</p> <p>AB advised that there is a Local Executive Group Chair meeting at the end of November. Membership of the Board, LEGs and Sub-Groups will be reviewed. Members will also consider:</p> <ul style="list-style-type: none"> • What is working well? • What is not working so well? • Is the balance right between the strategic direction and the operational delivery of safeguarding? <p>A report will be presented at the next TSAB.</p>
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Action Points	Action Owner	Deadline
1. LEG Chair Report to be brought to the next TSAB.	Business Unit	23/02/16

Agenda Item 18	Business Items	Presenter: Sub-Group Chairs
Discussion	<p>Update from Sub-Groups</p> <p>Communication and Engagement – Phil Lancaster</p> <ul style="list-style-type: none"> • The Communication and Engagement Strategy was presented and subsequently ratified by the Board • The Communication and Engagement Survey has been developed and was launched on 2 November. The Survey will run until January 2016 – members were asked to circulate the link amongst their own professional networks (https://www.surveymonkey.com/r/tsab15-16) • Feedback from the Engagement Survey will help to inform the development of the next Strategic Business Plan for 2016/17 • There has been consultation on the website development. A second draft will be completed later this month and sent to members for further feedback. It is hoped that the website will be launched before Christmas. <p>Learning Training and Development – Jane Humphreys</p> <ul style="list-style-type: none"> • Following the restructure within SBC, the TSAB will need to appoint a new Chair of the LTD Sub-Group. JHu advised that the meeting in February 2016 will be a handover to the new Chair. • Learning and Development Coordinator Post – interviews have been held 	

- and discussions are underway regarding a secondment
- The Training Strategy was circulated and ratified by the Board
 - A Training Plan is still in development
 - Implementing Virtual College e-learning training courses
 - Training Workbooks have been developed and this work is ongoing
 - Care Act Training - invitations extended to Board members and LEG members. This will take place on 18 and 19 January 2016 at the Riverside Stadium.
 - MCA / Self-Neglect Conference invitations extended to Board partners, each organisation has been allocated 6 places. The conference will take place on 29 January 2016 at Redcar & Cleveland Leisure and Community Heart
 - Information regarding Victim Support has been circulated via the TSAB e-bulletin

Performance Audit and Quality – Richenda Broad

- Quality Assurance Framework (QAF) and self-audit tool is being piloted by Middlesbrough Borough Council and South Tees Hospitals NHS Foundation Trust
- Following submissions of the self-audit tool, an analysis will take place to determine if the organisation has met the required standard.
- Following the pilot phase, all documentation and processes will be reviewed for effectiveness.
- Findings from the Pilot will be collated and brought to the next Board meeting
- Looking at Nursing Care data in more detail
- Developing a work programme for the Sub-Group

Policy Procedures and Practice – Helen Smithies

- Information Sharing Agreement has been changed following legal advice. This document was ratified by the Board
- A Complaints Policy has been developed and it relates specifically to the Board. This document was ratified by the Board.
- Making Safeguarding Personal Survey has been circulated to the Local Authorities for use. Where consent has been given completed surveys will be sent to the Business Unit for further analysis. Hartlepool Borough Council will not be using the survey as they have developed their own.
- Police Referral Criteria has been updated in line with the new categories of abuse and will be circulated with the minutes of this meeting
- Decision Support Tool has been circulated in draft format for people to use and feedback. It will be brought to the next TSAB meeting for ratification
- Terms of Reference have been reviewed and members have been asked to clarify named representatives for their organisations going forward.

Safeguarding Adult Review – Barbara Shaw

- AB advised that Barbara Shaw is Chair of this Sub-Group and Sally Robinson is the Deputy Chair

Action Points	Action Owner	Deadline
1. Members to circulate Communication and Engagement Survey within their own professional networks	All	January 2016
2. Natasha Judge (NJ) to circulate public version of Engagement Survey to appropriate networks for completion.	NJ	January 2016
3. Second draft of website to be circulated to members for final feedback before the site goes live	Business Unit	07/12/15
4. AB to request volunteers for LTD Sub-Group Chair	AB	24/11/15
5. Training Workbooks to be shared once completed	JHu	23/02/16

6. Findings of QAF Pilot to be presented to the next TSAB	RB	23/02/16
7. Business Unit to disseminate the Complaints Policy	Business Unit	24/11/15
8. Police Referral Criteria to be circulated with the minutes of this meeting	Business Unit	24/11/15
9. Decision Support Tool to be brought to the next TSAB for ratification	HS	23/02/16

Agenda Item 19	CONFIDENTIAL ITEMS	Presenter: All	
Discussion	<p>Safeguarding Adult Reviews</p> <p>LLR2 Update (HBC) – Nursing Home Closure. Jill Harrison (JHa) explained that following the lessons learned review regarding a home closure in June; significant improvements in lines of communication between CQC and the LA have been noted. This has come to light following a recent Residential Home closure in Hartlepool.</p> <p>MBC New Case RB indicated that this case may not be a potential SAR, therefore an update was not provided.</p> <p>New Potential SAR Cases 2 potential cases have been identified and will be discussed at the next SAR meeting.</p>		
Action Points	Action Owner	Deadline	
1. SCR1 Action Plan Review to be brought to next TSAB	SR	23/02/16	
2. SCR2 Overview Report to be brought to next TSAB	SR	23/02/16	
3. LLR2 Summary Report to be discussed at the SAR Sub-Group	SR	08/12/15	

Agenda Item 20	Any Other Business	Presenter: All	
Discussion	<p>Julie Allan (JA) noted that the National Probation Service has implemented the E3 Programme (Effectiveness, Efficiency and Excellence). It is designed to improve consistency and streamline processes nationally. A summary of the proposals are included in a document known as the 'E3 Blueprint'. Introducing this new model should not affect or impact on NPS partners and JA will keep members updated on appropriate progress.</p>		
Action Points	Action Owner	Deadline	
1. JA to keep members updated appropriately regarding the E3 Programme	JA	23/02/16	

Next Meeting Date: **Development Day / TSAB Meeting**
Tuesday 23 February 2016
Time: **9.30am – 5pm**
Venue: **Tuned In Centre, Redcar**