



Teeswide Safeguarding Adults Board

Meeting Date: **Tuesday 23 February 2016**

Time: **1.45pm – 4.30pm**

Venue: **Tuned In, Redcar**

Minutes

Attendees

Name	Role	Representing
Karen Agar	Associate Director of Nursing	Tees Esk & Wear Valleys NHS Foundation Trust
John Bagley	Probation Manager	National Probation Service Cleveland
Ann Baxter	Independent Chair	TSAB
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
Lorraine Garbutt	Business Manager	TSAB Business Unit
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
James Hart	Observer	Teesside University
Jane Johnstone	Assistant Dean Academic Developments & Governance	Teesside University
Peter Kelly	Director of Adult Services and Public Health	Stockton-on-Tees Borough Council
Angela Legg	Data Analysis and Performance Monitoring Officer	TSAB Business Unit
Gina McBride	Admin and Information Officer	TSAB Business Unit
Paul Mundy	Learning & Development Co-ordinator	TSAB Business Unit
Patrick Rice	Assistant Director of Commissioning and Adults	Redcar & Cleveland Borough Council
Erik Scollay	Assistant Director – Social Care	Middlesbrough Borough Council
Alastair Simpson	Detective Superintendent	Cleveland Police
Helen Smithies	Head of Nursing (Safeguarding and Vulnerable Groups)	South Tees Hospitals NHS Foundation Trust
Jo Tate	Head of Residence and Services	HMP Holme House Prison
Cllr Dave Walsh	Lead Member	Redcar & Cleveland Borough Council

Apologies

Name	Role	Representing
Katherine Acheson	Compliance Inspector	CQC
Julie Allan	Head of Cleveland Area	National Probation Service
Cllr Paul Beck	Lead Member	Hartlepool Borough Council
David Egglestone	Lead Manager	Durham Tees Valley Community Rehabilitation Company

Barbara Gill	Director of Offending Services	National Probation Service
Jean Golightly	Executive Nurse	Hartlepool & Stockton CCG and South Tees CCG
Elaine Godwin	Admin Officer	TSAB Business Unit
Natasha Judge	Healthwatch Manager	Middlesbrough, Redcar & Cleveland and Stockton
Phil Lancaster	Director of Community Protection	Cleveland Fire Brigade
Christine McManus	Safeguarding Lead	North East Ambulance Service
Pam McNeice	Clinical Lead Learning Disabilities	NHS South Tees CCG
Elizabeth Moody	Director of Nursing and Governance	TEWV
Sally Robinson	Director of Children and Adults Services	Hartlepool Borough Council
Cllr Julia Rostron	Lead Member	Middlesbrough Borough Council
Barbara Shaw	Corporate Director of People Services	Redcar & Cleveland Borough Council
Cllr Steve Thomas	Development Manager	Healthwatch Hartlepool
Mark Warcup	Senior Service Delivery Manager	Victim Support
Christine Wharton	Inspection Manager	CQC

Absent		
Name	Role	Representing
Christopher Akers-Belcher	Healthwatch Manager	Hartlepool Borough Council
Nick Banfield	Governor	HMP Kirklevington Grange
Cllr Carl Richardson	Lead Member	Hartlepool Borough Council

Agenda Item 1	Introductions and Apologies	Presenter: Chair
Discussion	Introductions were made and apologies noted.	

Agenda Item 2	<u>Minutes from the meeting held on 10/11/15</u>	Presenter: Chair
Discussion	<p>The minutes of the meeting held on 10 November 2015 were agreed as a true and accurate record.</p> <p>Ann Baxter (AB) reminded members that Board minutes will be published on the TSAB website going forward.</p>	
Action Points	Action Owner	Deadline
1. Business Unit to publish minutes from the meeting held on 10/11/15 on the TSAB website.	Business Unit	01/03/16

Agenda Item 3	Matters Arising	Presenter: Chair
Discussion	<p>Children & Vulnerable People in Custody (CVPIC) Working Group Alastair Simpson (AS) advised that Colin Morris (Chair of Stockton's Local Safeguarding Children's Board) will no longer be chairing the CVPIC group. AS has now taken on this responsibility. The Business Unit is currently trying to secure a date for the next meeting. The findings from this group will generate some recommendations to the Board.</p> <p>Adult Protection Medical Officer AS sought advice from the National Police Chief Council (NPCC) with regards to this matter. The NPCC confirmed that this is a national issue and a number of options were circulated to members. AS informed that depending on circumstances, the most appropriate option would be adopted by the Police.</p> <p><u>Mental Health Concordat – Action Points</u> A number of recommendations for consideration by SABs are included within the report and it was agreed at the last Board meeting for the SAR Sub-Group and CVPIC to consider whether these recommendations are being addressed.</p>	

SAR Sub-Group members considered the document and did not feel that there were any further actions required from the Sub-Group. Members felt that the majority of this work would be picked up through the CVPIC Working Group.

The CVPIC Working Group has not met since the last Board meeting; therefore the report will be discussed at the next meeting.

Tees Health Partnership

A number of recommendations are included within this document.

Discussions took place to consider which strategic body should be responsible for taking the lead on the issues raised within the report. There are some safeguarding elements to the report; however, clarity is required on whether the TSAB or the Health and Wellbeing Boards should take forward the suggested actions. Members were concerned that a number of broad discussions are duplicated across different strategic bodies and that there needs to be a coordinated approach.

It was agreed that Edward Kunonga (author of the report) attends the next TSAB meeting to highlight the safeguarding elements within the report, identifies cross-overs in responsibilities with other strategic bodies and to determine if a synchronised approach is feasible.

CQC Actions

CQC attended the previous Board meeting and as a result a number of questions were raised. Members received a copy of their response.

Redcar & Cleveland Council Senior Management Team had previously noted that timescales differ widely between Social Care and CQC. Patrick Rice (PR) advised that a meeting had been held recently with CQC and they have agreed to align timeframes and action plans. PR also explained that Gateshead Council is piloting joint inspections with CQC alongside their own Contract Compliance visits.

AB presented statistical information relating to regulated providers across Tees and asked that this data is circulated with the minutes.

- **Notification of Strategy meetings from LAs**
This item was not discussed.
- **Quality of Care – LA Funded or Self-Funded**
See *CQC Actions* document.

Induction Pack Review

Lorraine Garbutt (LG) explained that the Members' Induction Pack will be reviewed following today's meeting and will be provided to new members in attendance.

E3 Programme Update

John Bagley (JB) advised that Julie Allan will keep the Board updated on any relevant progress.

Action Points	Action Owner	Deadline
1. AS to provide CVPIC Recommendations to the Board	AS	26/04/16
2. AS to provide feedback from CVPIC Group in relation to the Mental Health Concordat Recommendations	AS	26/04/16
3. Edward Kunonga to attend the next TSAB meeting in relation	EK	26/04/16

to the Tees Health Partnership		
4. Regulated Provider statistics to be circulated with TSAB minutes	GMc	08/03/16
5. Induction Pack to be circulated to new members	Business Unit	08/03/16

Agenda Item 4	Follow-up Inspection of Multi-Agency Public Protection Arrangements	Presenter: Chair
Discussion	This document was circulated for information.	

Agenda Item 5	Transforming Care	Presenter: Chair
Discussion	<p>Transformation Plan This item was deferred to the next meeting.</p> <p>LSAB Chairs Letter 12/02/16 – Southern Health Report This letter was circulated for information.</p> <p>Information Sharing Update This item was not discussed.</p> <p>Cllr Jim Beall (JB) informed that he had been invited to a regional planning group in relation to Transforming Care. He requested guidance from Board members as to whether it was a requirement for him to attend this group. Members agreed that JB was not required to attend as information from this group is communicated via other means.</p> <p>It was confirmed recently within national media that a Commissioner for people with Learning Disabilities will be appointed.</p>	
Action Points	Action Owner	Deadline
1. Transforming Care to be discussed at the next meeting	JG	26/04/16

Agenda Item 6	Learning Disability Community Mortality Pilot	Presenter: Chair
Discussion	<p>Letters to SAB Chairs Regarding Learning Disability Death Review Programme (LEDER) These letters were circulated for information. A web link to Bristol University's website is included within the content. The site collates anonymised case reports and near misses in an effort to promote shared learning.</p> <p>Stuart Harper-Reynolds (SHR) commented that GPs will not be involved in the LEDER as they are not commissioned for this. North Tees Hospital NHS Foundation Trust are currently trying to implement an Information Sharing Agreement with GPs. It was acknowledged that there is no structure in place to feed the Reviews in to. A co-ordinated approach is required to ensure that learning is communicated to all agencies. It was suggested that this issue is raised with CCG to seek some guidance.</p> <p>Update from CCG This item was deferred to the next meeting.</p>	
Action Points	Action Owner	Deadline
1. AB to seek guidance from CCG in relation to GPs and the LEDER programme	AB	26/04/16
2. LEDER update from CCG to be discussed at the next meeting	JG	26/04/16

Agenda Item 7	Confidential Inquiry into Premature Deaths of People with Learning Disabilities (CIPOLD)	Presenter: Chair
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Discussion	CIPOLD Report 2013 This report was circulated for information.		
	Government Response This document was circulated for information.		
Agenda Item 8	QSG Safeguarding Issues (Standing Item)	Presenter: Chair	
Discussion	Nursing / Residential Care QSG Group This item was not discussed.		
	LA Representation Update This item was not discussed.		
Agenda Item 9	Local Executive Groups (LEGs)	Presenter: LEG Chairs	
Discussion	Update from LEGs		
	Hartlepool (Jill Harrison) <ul style="list-style-type: none"> Membership has been reviewed and additional representatives have been invited Outstanding Serious Case Reviews have now concluded Issues linked to hospital discharges – discharge steering group has been restructured and Sue Pickard is the General Manager of Medicine. An action plan is now in place to monitor these issues 		
	Stockton (Liz Hanley) <ul style="list-style-type: none"> Well attended, however there is no representation from any user groups Requested suggestions from members on how the LEG can move forward and to identify key achievements Conversations around the LEDER Discussions on Appropriate Adult Service Discussions on improving links with the Community Safety Partnerships 		
	Redcar (Patrick Rice) <ul style="list-style-type: none"> Usually well attended, however the last meeting was poorly attended with no representatives from Providers and minimal health representation 3 Care Homes are coming out of the Serious Concerns Protocol 		
	Middlesbrough (Erik Scollay) Erik Scollay (ES) introduced himself as the new Chair of the Middlesbrough LEG. He advised that he has taken over this responsibility from Neil Pocklington. <ul style="list-style-type: none"> Acknowledged gaps in attendance Improving links with the CSP – ES has met with the CSP Manager and clarified ways of working together 		
	LEG Chair Minutes – 27/11/15 A copy of the minutes were circulated for information. Going forward these meetings will be held on a 6-monthly basis. Further discussion is required to examine how the LEGs fit in to the Board structure and the connections with other networks.		
Action Points		Action Owner	Deadline
1. Structure of Board/LEGs and links to other networks to be discussed at the next LEG Chair meeting.		AB	28/06/16
Agenda Item 10	Update from Sub-Groups	Presenter: Sub-Group Chairs	
Discussion	Communication and Engagement (Martin Crow) In the absence of Phil Lancaster (Chair of the CE Sub-Group), Martin Crow (MC) provided an update as follows:		

- [E-Bulletin: Edition 3](#) in draft format, members were asked to provide feedback
- TSAB website was launched formally at the end of January
- Reviewing membership
- Looking at Teeswide resource materials – Safeguarding leaflet is in first draft for members to provide feedback. This will be of particular benefit to partner agencies that cover a number of boroughs such as Health
- To consider developing an App on Safeguarding
- To consider running a campaign on GP/Dentist television screens in waiting rooms

Learning Training and Development (Lorraine Garbutt)

In the absence of Sally Robinson (Chair of the LTD Sub-Group), LG provided an update as follows:

- Care Act Training has taken place – an attendance evaluation was circulated to members.
- The Charging Policy for non-attendance will be implemented for all future TSAB training events
- An evaluation has been circulated for the Care Act Training on behalf of Liz Greer (Regional Safeguarding Lead). The number of returns have been disappointing and members are asked to complete the evaluation if they have attended any of the sessions
- Self-Neglect conference has taken place – an attendance analysis was circulated to members. Unfortunately, a number of individuals requesting a place were not able to be allocated one due to limited availability. On the day of the event a significant proportion of people did not attend which is extremely disappointing for those who were turned away. LG asked that members look at the attendance analysis and address absences within their own organisations.
- A Care Act Advanced Safeguarding DVD has been produced by Middlesbrough Borough Council in collaboration with Belinda Schwehr and the Board was asked to agree the purchase of the DVD as a learning resource. Members agreed.

Performance Audit and Quality (Richenda Broad)

- Quality Assurance Framework will be circulated with the minutes of this meeting for comments
- Developing a work plan for consideration at the next TSAB meeting
- Considering Domestic Abuse Case Audits

Policy Procedures and Practice (Helen Smithies)

- [Decision Support Guidance for Safeguarding Adults](#) (DSG) replaces the Risk Threshold Tool which is now obsolete. This document looks at the seriousness of the safeguarding incident and the impact on the individual. It also considers the risk of re-occurrence and the vulnerability of the individual. The DSG was ratified by the Board.
- A Work plan is to be developed
- Membership has been reviewed

Safeguarding Adult Review (Lorraine Garbutt)

In the absence of Barbara Shaw (Chair of the SAR Sub-Group), LG reminded members that the [Interim Decision Procedure and Notification Form](#) is now available for use and for members to disseminate appropriately amongst their own networks.

Action Points	Action Owner	Deadline
1. Members to provide feedback on the draft E-Bulletin	All	26/02/16

2. Members to provide feedback on the draft Teeswide Safeguarding leaflet	All	11/03/16
3. Appropriate members to complete the Care Act Training evaluation	All	01/02/16
4. Members to look at the Self-Neglect Attendance Analysis and address any absences within their own organisations	All	26/04/16
5. Business Unit to purchase the Advanced Level Safeguarding DVD and upload onto TSAB website	Business Unit	08/03/16
6. PAQ work plan to be brought to the next TSAB meeting	RB	26/04/16
7. Members to raise awareness amongst their own organisations that the Decision Support Guidance is available to use	All	26/04/16
8. Members to disseminate SAR Interim Decision Procedure and Notification Form amongst their own networks	All	08/03/16

Agenda Item 11	TSAB Performance Reports	Presenter: Angela Legg
<p>Discussion</p>	<p>Quarter 2 AL informed members that the performance report has been agreed by the PAQ Sub-Group. The key points were summarised:</p> <ul style="list-style-type: none"> • Neglect & Acts of Omission and Physical abuse were the 2 most frequently reported categories of abuse • DoLS activity is increasing • There is a reduction in the number of nursing beds available • Data is now included from North Tees and South Tees Hospital NHS Foundation Trusts • Cleveland Fire Brigade data will be included in future reports • Areas of potential risk are included within the report <p>Inconsistencies have been raised on how safeguarding is recorded across the four Local Authorities. This is particularly in relation to logging Concerns, Enquiries and the categories of abuse. It has been noted at the PAQ Sub-Group that some LAs record medication errors as Physical and others record as Neglect and Acts of Omission, dependent on the type and impact of the error. The Decision Support Guidance has been circulated to members as a trial document; however it is uncertain whether the guidance is being used consistently in practice.</p> <p>AL advised that there are some difficulties in obtaining timely data and this can impact on the ability to produce accurate reports for the Board.</p> <p>Quarter 3 Due to the delays in data submissions to the Business Unit, the Quarter 3 report has not been agreed by the PAQ Sub-Group. AL summarised the key points as follows:</p> <ul style="list-style-type: none"> • The number of Concerns and Enquiries have increased • Conversion rates are decreasing (HBC in particular) • Population figures have been included for more accurate comparisons • The 2 main categories of abuse remain as Neglect & Acts of Omission and Physical • Not all Electronic Management Systems are updated yet to capture the new categories of abuse – some Local Authorities are recording these manually • It is thought that the new categories of abuse will become mandatory for reporting in 2016/17. • There is an increase in Self-Neglect cases, however the majority of these are attributed to RCBC 	

- DoLS has already exceeded the total number recorded in 2014/15
- Medication errors are a cause for concern and this has been further discussed with the PAQ and LTD Sub-Groups

The End of Year Report should include links between location, category of abuse and the perpetrator.

Cllr David Walsh (DW) has recently been made aware that pharmacists are under pressure to move to a repeat prescription service system. This is where medication is dispatched via a warehouse rather than being delivered via the pharmacy. DW expressed concerns in moving to this model as pharmacists are currently able to spot variations and changes in medication and in particular this is useful when dealing with medications for Care Homes. Variations would not necessarily be picked up under the new arrangements and it may increase the number of errors. It was suggested that the CCG are asked to update on this issue at the next meeting.

PR advised that RCBC are undertaking a piece of work in relation to Advocacy. It appears that there are significant differences across the four Local Authorities in terms of the number of Advocates offered.

SHR advised that a quarterly report is produced for North Tees and that potentially the dates can be altered to align with the TSABs reporting timetable.

PR asked if more LA comparative data could be included in future reports as it is extremely useful.

ES suggested that regional and national benchmarking data is included. Liz Hanley informed that the regional group are looking at this, but the data will not be available for some time. AL advised that national data will be included in the End of Year Report.

HS highlighted that there is a national issue on recruiting nurses and this is not just a regional concern.

Overall, members felt that the Performance Report was collated in a format that is easy to understand and is a useful tool to provoke questions. Members welcomed the narrative that runs alongside the figures.

PVP data was not included in the Quarter 3 report and AS advised that he would ensure that this is available for the next report. Internally, Cleveland Police are reviewing the use of the 'vulnerability flag' and additional training is being offered to front line call centre staff. There are complications surrounding this due to the lack of a national definition for vulnerability.

AL reminded members that the deadline for submitting End of Year data to the Business Unit is 15 June 2016.

MC highlighted that national HSCIC data would not be available until the end of October. Therefore the Annual Report may need to be published at a later date to enable this information to be incorporated. Members agreed to postpone publication of the Annual Report.

It was agreed that the End of Year data will be published within the Annual Report.

Action Points	Action Owner	Deadline
1. CCG to provide update on changes to medication distribution	JG	26/04/16

2. SHR to enquire if North Tees Performance Meetings can be aligned with TSAB reporting arrangements	SHR	26/04/16
3. AS to enquire if PVP data can be available for the Quarter 4 Report	AS	15/06/16
4. Business Unit to include national data in the Annual Report 2015/16	Business Unit	31/10/16

Agenda Item 12	HMIC Vulnerability Report	Presenter: Alastair Simpson	
Discussion	<p>AS advised that the National Inspectorate Body visited Cleveland Police in July 2015 and the report highlights that the force 'Requires Improvement'. AS believes that the report is a fair representation.</p> <p>AS summarised the key points as follows:</p> <ul style="list-style-type: none"> • Inconsistencies in identifying vulnerable people – some additional training and auditing of some calls is being carried out to address this • Non-emergency calls were not managed as well as they could have been – structural changes have been put in place to ensure that Police Officers are contactable over the telephone • In some instances Police Officers will address issues over the telephone where appropriate as Cleveland Police do not have the resources to send an Officer to everything that is reported. This will also free up more front line staff • The ability to access information in relation to missing persons cases requires improvement as records are currently paper based • Improvements need to be made to the IT system and it is hoped that a new system will be in place in the next 6 months • The response to Child Sexual Exploitation needs to be developed further to consistently use risk assessments, however overall feedback was positive in this area of work • Cleveland Police are looking at co-located Multi-Agency Safeguarding Hubs and are working with SBC and HBC at the moment. Currently there is no Teeswide approach • Cleveland Police received positive comments in relation to investigation, victim care, knowledge of Safeguarding and partnership working <p>The next inspection is due to take place in the autumn of this year.</p>		
Action Points	Action Owner	Deadline	
1. AS to ensure the Board is updated on future inspections	AS	18/10/16	

Agenda Item 13	CQC Inspection Report for North Tees & Hartlepool NHS Foundation Trust (July 2015)	Presenter: Chair	
Discussion	<p>The CQC Inspection Report was circulated for information. North Tees and Hartlepool NHS Foundation Trust was categorised as 'Requires Improvement'. The Trust is currently developing an action plan in response to this report. It was noted that many areas were categorised as 'good' although the complex matrix system pulls the overall grading down if a few areas 'require improvement'.</p>		

Agenda Item 14	Safeguarding Adult Reviews	Presenter: Jill Harrison	
Discussion	<p>SCR1 Action plan signed off by the SAR Sub-Group.</p> <p>SCR2 Overview report produced and signed off by the SAR Sub-Group.</p>		

Agenda Item 15	Any Other Business	Presenter: All	
Discussion	None.		

Next Meeting Date: **Tuesday 26 April 2016**
Time: **9.30am – 12pm**
Venue: **Stockton Sixth Form College**