

Teeswide Safeguarding Adults Board

Meeting Date: **Wednesday 13 December 2017**

Time: **1.30pm – 4pm**

Venue: **Stockton Sixth Form College**

Minutes

Attendees		
Name	Role	Representing
Ann Baxter	Independent Chair	Teeswide Safeguarding Adults Board
Cllr Jim Beall	Deputy Leader and Cabinet Member for Adult Social Care & Health	Stockton-on-Tees Borough Council
Sarah Bowman-Abouna	Interim Director of Public Health	Stockton-on-Tees Borough Council
Martin Crow	Project Officer	TSAB Business Unit
Lorraine Garbutt	Business Manager	TSAB Business Unit
Elaine Godwin	Admin Officer	TSAB Business Unit
Jean Golightly	Director of Nursing	Hartlepool & Stockton CCG and South Tees CCG
Liz Hanley	Assistant Director Adult Social Care	Stockton-on-Tees Borough Council
Jill Harrison	Director of Adult and Community Based Services	Hartlepool Borough Council
Angela Legg (Part)	Data Analysis and Performance Monitoring Officer	TSAB Business Unit
John Lovatt	Assistant Director – Adults	Hartlepool Borough Council
Lesley Mawson	Head of Safeguarding – Adults	Tees Esk & Wear Valleys NHS Foundation Trust
Gina McBride (Minutes)	Admin and Information Officer	TSAB Business Unit
Mel Newton	Senior Lecturer in Nursing from the School of Health and Social Care	Teesside University
Paul Noddings	Policy Manager	Thirteen Group
Jean Pegg	Inspection Manager	CQC
Patrick Rice	Interim Director Adult Care & Health	Redcar & Cleveland Borough Council
Steve Rose (Part)	Chief Executive	Catalyst
Jon Rush	Independent Chair, Redcar & Cleveland Safeguarding Children Board	Observer
Anne-Marie Salwey	Detective Superintendent – Head of Specialist Crime	Cleveland Police
Mike Sharman (Part)	Team Manager	Middlesbrough Borough Council
Zoe Sherry	Volunteer and Mental Health Lead	Healthwatch Hartlepool
Helen Smithies	Assistant Director of Nursing Safeguarding	South Tees Hospitals NHS Foundation Trust
Cllr Steve Thomas	Lead Member	Hartlepool Borough Council
Dave Turton	Head of Community Safety	Cleveland Fire Brigade
Victoria Wilson	Service Manager	Redcar & Cleveland Borough Council

Apologies		
Name	Role	Representing
Karen Agar	Assistant Director of Nursing	Tees Esk & Wear Valleys NHS Foundation Trust
Julie Allan	Head of Cleveland Area	National Probation Service
Jane Bell	Administration Officer	TSAB Business Unit
Mandy Cockfield	Service Manager	Redcar & Cleveland Borough Council
Stephen Down*	Safeguarding Lead	North East Ambulance Service
John Graham	Director of Operations	Durham Tees Valley Community Rehabilitation Company Limited
Judith Gray	Volunteer Lead for Adult Learning Disabilities	Healthwatch Hartlepool
Stuart Harper-Reynolds	Named Nurse (Adult Safeguarding)	North Tees and Hartlepool NHS Foundation Trust
Natasha Judge**	South Tees Healthwatch Manager	Healthwatch Middlesbrough, Healthwatch Redcar & Cleveland
Toni McHale	Programme Manager	Healthwatch Stockton
Elizabeth Moody	Director of Nursing and Governance	Tees Esk & Wear Valleys NHS Foundation Trust
Barbara Potter	Deputy Lead Nurse Head of Quality and Adult Safeguarding	Hartlepool & Stockton CCG and South Tees CCG
Lindsey Robertson	Director of Nursing, Patient Safety & Quality	North Tees & Hartlepool NHS Foundation Trust
Erik Scollay	Director of Adult Social Care	Middlesbrough Borough Council
Jo Tate	Health & Social Care Lead	HMP Holme House Prison
Wendy Tinkler	Detective Chief Inspector – Safeguarding & Partnership – Crime & Justice Command	Cleveland Police
Cllr Dave Walsh	Lead Member	Redcar & Cleveland Borough Council

*attends for specific agenda items

** committed to 2 meetings per year

Absent		
Name	Role	Representing
Katherine Acheson	Compliance Inspector	CQC
Alison Chilton	Inspector	CQC
Mark Davis	Chief Executive	Middlesbrough Voluntary Development Agency
Mike Milen	Chief Executive	Redcar & Cleveland Voluntary Development Agency
Cllr Julia Rostron	Lead Member	Middlesbrough Borough Council
Christine Wharton	Inspection Manager	CQC
Ann Workman	Director of Adults and Health	Stockton-on-Tees Borough Council

Copies: Peter Bell; Susan Cawley; Jackie Gibson; Emily Gill; Suzanne Glass; Lorna Harrison; Colin Holt; Jas Lang; Pat McQuillan; Suzanne Metcalfe; Pamela O'Connor; Judith Oliver; Laura Poppleton; Angela Pringle, Mike Sharman; Rachael Surtees; Lyndsay Waddington, Anne Warlow

Agenda Item 1	Introductions and Apologies	Presenter: Chair
Discussion	Introductions were made. Ann Baxter (AB) welcomed Jon Rush (JR) to the meeting who was attending on behalf of Redcar & Cleveland Local Safeguarding Children Board (LSCB).	

Agenda Item 2	Minutes from the meeting held on 18/10/17	Presenter: Chair
Discussion	The minutes from the previous meeting held on 18 October were agreed as a true and accurate record.	

	<ul style="list-style-type: none"> • Matters Arising <p>MARAC Review Liz Hanley (LH) commented that there does not appear to be any representation from Adult Services on the Review Group. Anne-Marie Salwey (AMS) agreed to pick this up with Sharon Caddell in Cleveland Police.</p> <p>TSAB Annual Report 2016/17 Printed copies were made available to members. The Annual Report is also available online.</p> <p>Information Sharing Agreement A number of signatures remain outstanding - the Business Unit will contact the relevant Board members.</p> <p>Risk Register The risk register was agreed and will be reviewed on a 6 monthly basis.</p>
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Action Points	Action Owner	Deadline
1. AMS to liaise with Sharon Caddell regarding Adult Services representation for the MARAC review	AMS	22/02/18
2. Business Unit to contact relevant organisations for ISA signatures	Business Unit	22/02/18
3. Risk Register to be reviewed on a 6 monthly basis	All	07/03/18

Agenda Item 3	TSAB Quarter 2 Performance Report	Presenter: Chair
Discussion	<p>Angela Legg (AL) provided the following summary:</p> <ul style="list-style-type: none"> • Overall, Safeguarding Concerns and Section 42 Enquiries have increased across Tees in the first half of the reporting year for 2017/18. • Neglect and Acts of Omission and Physical Abuse continue to be the two main categories of abuse. More than half of these cases, within both categories, occurred in Care Homes. • Three LAs are recording Sub-Categories (incidents between residents and medication errors and/or omissions) it is hoped that by the end of the year all four LAs will be able to record data in this way. • Performance Indicators have been incorporated into the performance report in line with the TSAB Business Plan. The PAQ Sub-Group and OLPG have agreed on 5 Key Performance Indicators (KPIs). The KPIs show how Tees is performing and risk levels are categorised as either 'green' or 'amber'. • There is more work to be done on how to record Making Safeguarding Personal (MSP) and reporting on individuals' outcomes. A separate meeting was held with the operational leads and performance leads in each Local Authority (LA) and the SAC return data can be used to report some statistics on MSP. • The performance report captures the number of Concerns that have progressed to a Section 42 Enquiry and this is categorised by type of abuse. This shows that 85% of Self-Neglect cases do not progress to a Section 42 Enquiry. • Analysis has been undertaken on the source of referral and where Safeguarding Concerns are emanating from; in addition to this, the number converted to Section 42 Enquiries. The majority of reporting is from Care Homes; however a high percentage does not progress to a Section 42 Enquiry. It may be that some focused work takes place around this element. • TEWV has recorded a reduction in Alerts / Contacts reported to the Safeguarding Adults Team and a reduction in the number of Concerns reported to the LA. 	

	<ul style="list-style-type: none"> • For NTHFT there was no medication errors referred into the LA for allegations against the Trust. • AL has met with all Trusts to discuss their data and what the Board would like to capture in future reports. • A meeting has been held with Paul Noddings to establish what data can be included from Thirteen Housing towards the end of the reporting year. <p>Questions/Queries Raised:</p> <ul style="list-style-type: none"> • The increase in Concerns and Enquiries is deemed as a positive trend, however is this due to raising awareness or are there more concerns that people are discovering? Martin Crow (MC) indicated that there has been a significant amount of training for professionals and voluntary organisations which will have helped to raise awareness of safeguarding. The annual survey completed by members of the public also shows an increased awareness and this could be linked to communication and engagement activities. • The majority of Concerns are from Care Homes which indicates a good level of awareness and that they are complying with requirements. It was mentioned that a number of Care Homes are subject to the Responding to and Addressing Serious Concerns Protocol (RASC) and it would be interesting to see if referrals are being triggered from these particular homes. • Councillor Jim Beall (JB) commented that the increasing number of Concerns and conversions to Section 42 Enquiries may have an impact on diminishing resources and queried whether there is a sense of proportionality or if this is impacting on decision making. MC advised that the conversion rate has generally increased year on year. • JG commented that health and social care continue to work in partnership and that there is a lot of integrated working and support to services. It is important to maintain capacity for nursing home places to cope with the demand. • AB commented that the LSCBs will face similar issues to the TSAB and that there may be opportunities to do some combined work • JG asked if rates could be included as the LA areas are different in terms of population. HS also suggested that consideration is given to the size of organisations. 	
Action Points	Action Owner	Deadline
1. AL to include rates on population and consider the size of organisations when conducting analysis	AL	22/02/18

Agenda Item 4	High Level Briefing – Modern Day Slavery	Presenter: Anne-Marie Salwey
Discussion	<p>The Cleveland Police and Crime Commissioner (PCC) is committed to playing a key role in collaboration with partners, to raise awareness and seek intelligence amongst agencies and communities to tackle Human Trafficking and Modern Day Slavery. This has been highlighted as a clear commitment within the 2016-2021 Police and Crime Plan, Human Trafficking and Modern Day Slavery is also both a Home Office and policing priority. The threat which this hidden crime poses to our communities is real and emerging which is evidenced by the increasing number of criminal investigations and National Referral Mechanism (NRM) referrals made to the National Crime Agency (NCA).</p> <p>Following a Modern Slavery Peer Review into Cleveland Police in May 2017, there is firm evidence which highlights that more needs to be done to ensure that Cleveland Police effectively tackles the threat of modern slavery and human trafficking.</p>	

Nationally, there is evidence that multi-agency Anti-Slavery Networks have a positive impact on combatting and preventing Modern Slavery and Human Trafficking and having such networks in place is recognised as good practice. Therefore in support of this the PCC together with Cleveland Police wishes to commission the development and delivery of a Cleveland wide anti-slavery network.

Aims and Objectives

The overall aim of an anti-slavery network across the Cleveland Police area is to bring together relevant agencies to collectively and collaboratively prevent, identify, disrupt and eradicate Human Trafficking and Modern Slavery. The network would see police, strategic partners, non-governmental organisations, academia and the business sector come together to collaborate and take this high priority agenda forward.

Service Requirements

Development of an effective multi-agency anti-slavery network to:

- Understand the scale of Modern Slavery and Human Trafficking across the Cleveland area
- Raise awareness of trafficking and modern slavery
- Reduce the threat and harm of slavery
- Chairing, co-ordination and administration of anti-slavery network meetings to be held at suitable time periods as agreed with the commissioner (initially monthly meetings).
- Development and delivery of multi-agency Human Trafficking and Modern Slavery action plan
- Develop strategic partnerships and collaborations with other regional, national and international organisations to tackle Modern Day Slavery including networks, partnerships and learning establishments.
- Facilitate the development of knowledge, information, data and skills across agencies and enable the sharing of good practice.
- To encourage a victim focussed approach and good practice in victim care
- To lead on the development of sub groups as agreed and identified by the anti-slavery network members which works to enhance the effectiveness of the group
- Encourage the development and identification of best practice, trends and patterns
- To remain abreast of current developments and initiatives locally, regionally and nationally relating to slavery and human trafficking
- To identify gaps in current provision
- To develop intelligence / information sharing protocols between agencies

Outcomes

- Increased awareness amongst partners of Human Trafficking and Modern Slavery including Local Authorities, Public Health, NHS
- Greater intelligence picture locally
- Greater understanding of the scale locally.
- Increased understanding in regards to the National Referral Mechanism (NRM)
- Increased reporting amongst partner agencies
- Improved victim support for those affected by Human Trafficking / Modern Slavery.

AMS indicated that there is a lack of training and knowledge across organisations, and in particular training at a higher level for Modern Day Slavery Leads – this has been fed back to the College of Policing to develop this training.

	<p>AMS commented that although the National Referral Mechanism is in place they are sometimes unable to source emergency accommodation until 2-3 days after the incident occurs. Often the LAs will provide immediate placements and are reimbursed by the Salvation Army. It was noted that quite often the individual(s) who are rescued may be at their most vulnerable in the first few days following an incident and may also pose a flight risk. There may also be issues around cooperating with the police due to coercion or other contributing factors. AMS reiterated that it is crucial in these instances that all agencies work together to support victims. More needs to be done proactively rather than reactively. AMS mentioned that some organisations are producing 'grab bags' that contain essential items such as toiletries and clothes.</p> <p>There is not currently a Tees procedure for Modern Day Slavery (MDS); however this is something that will need to be looked at. Mike Sharman (MS) mentioned that Newcastle City Council has a protocol which helpfully identifies responsibilities for each agency. AMS advised that there is a Serious Case Review due for publication in December which will be used to assist with development of a process. AB requested that Lorraine Garbutt (LG) is involved with this.</p> <p>JB mentioned that there is a regional workshop being held on 25 January. JB to inform LG of the details.</p> <p>Dave Turton (DT) informed that MDS was discussed at the recent Communication and Engagement Sub-Group. It was noted that more could be included on the TSAB website; work is also ongoing to develop a training workbook.</p> <p>Any local or national learning from MDS events to be brought back to the TSAB.</p>
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Action Points	Action Owner	Deadline
1. LG to be involved in the development of a Tees MDS protocol	LG	22/02/18
2. JB to provide regional workshop details to LG	JB	03/01/18
3. Learning from local or national events to be brought to the TSAB	All	24/04/18

Agenda Item 5	Operation Sanctuary	Presenter: Anne-Marie Salwey	
Discussion	It is thought that the Serious Case Review (which covers children and their transition into adulthood) will be published in December. AB asked that once the report has been published this is considered by the SAR Sub-Group. HS requested that an Extraordinary Meeting is held and that the 4 LSCBs and LiPSIG are invited.		
Action Points	Action Owner	Deadline	
1. Extraordinary Meeting to be arranged to discuss the Operation Sanctuary SCR	Business Unit	15/01/18	

Agenda Item 6	Prevent Report	Presenter: Patrick Rice	
Discussion	<p>Patrick Rice (PR) advised that 2 years ago the LAs gained extra duties in relation to counter terrorism. Redcar & Cleveland Borough Council (RCBC) have created a local group that feeds into the Cleveland Silver Group who have developed an action plan. PR explained that this is the first update and the report will also be presented to the LSCB.</p> <p>PR informed that RCBC are a low risk area for people being coerced into terrorism. Further details are included within the report.</p> <p>It was noted that Prevent is discussed at the Community Safety Partnership (CSP) Boards and it was queried whether these reports should also be presented to the Board. PR suggested that the Business Unit collates the reports from each LA - Angela Legg (AL) to establish links with LA Prevent representatives.</p>		

	<p>JB is a member of the National LGA Safer Communities Board. The group has a direct link to the Home Office and there are opportunities to influence the national agenda which then feeds into the local agenda. The group has a varied remit, but includes Domestic Abuse and Prevent. JB offered to act as a link between the two Boards.</p> <p>Jean Golightly (JG) commented that Barbara Potter (BP) from Hartlepool & Stockton and South Tees CCG has links with the Prevent agenda as well as other colleagues who attend the TSAB such as Helen Smithies (HS) and Stuart Harper-Reynolds (SHR). JG informed that there was a national conference held recently and this was led by NHS England. JG suggested that BP liaises with JB outside of the meeting to look at the connectivity between Prevent and the TSAB.</p>	
Action Points	Action Owner	Deadline
1. AL to establish links with LA Prevent representatives	AL	22/02/18
2. BP and JB to liaise regarding connectivity between the TSAB and Prevent	BP / JB	22/02/18

Agenda Item 7	Update from the Sub-Groups	Presenter: Sub-Group Chairs
Discussion	<p>Communication & Engagement (CE) – Dave Turton The CE Sub-Group last met on 4 December.</p> <ul style="list-style-type: none"> Adult Safeguarding Awareness Campaign Some of the LA areas in the North East have not signed up to the regional radio campaign. This has presented an opportunity to create a bespoke campaign for the Tees area – Durham will be leading their own campaign. A short report was circulated to members outlining the communication strategy; this will be a combined multi-media campaign and will include radio, local press and online newspapers as well as footfall events in each of the Boroughs. DT asked members to think of ideas for a strap line, but taking into account that the term ‘safeguarding’ is not something that the general public connect with. There is also an added benefit that the majority of the impact can be measured through hits on the TSAB website and through social media. DT explained that there is a cost associated with the campaign which will begin week commencing 5 February. Members agreed with the proposal. DT asked for all partners to participate and support the campaign, as well as promoting messages through social media. <p>LH commented that there was a discussion at the regional safeguarding group about developing an app for young people and whether some of the language used within this could be transferred to adults.</p> <p>HS questioned how the Board can measure the effectiveness of the campaign and suggested that this could be incorporated into the referral process by asking if they remember the campaign. It was noted that the online tools can be used to evaluate effectiveness however the face to face events may be more difficult to measure.</p> <p>There has not yet been a response from Lyn Romeo in respect of a national safeguarding campaign.</p> <p>ST felt that alternative options should be explored to engage with Hartlepool residents – Hartlepool Life Magazine is now distributed to all households in the area and may have a broader reach than Hartlepool Mail.</p>	

JR mentioned that it may be worth investing in some sort of prize and to signpost members of the public to access the website to enter the competition. This may help to evidence the number of people reached.

- **Prevention Task & Finish Group**

This group has met recently and the Board will be informed of progress.

Learning Training and Development (LTD) – Jill Harrison

The LTD meeting was held on 5 December.

- Positive feedback was received from the newly commissioned managers of services training - another session is planned in January.
- Discussed potential Self-Neglect training, particularly following the newly implemented Self-Neglect Policy and Guidance
- Negotiations with Virtual College have concluded and an agreement has been reached to deliver a joint e-learning package with the TSAB and LSCBs - this will begin in April 2018
- Training need identified for mental capacity
- Conference to be delivered in May 2018
- MSP training for professionals has been commissioned and will commence in the New Year, dates are to be confirmed.

Performance Audit & Quality (PAQ) – Mike Sharman

The PAQ Sub-Group met on 13 November.

- Members discussed the Q2 Performance Report; performance leads are doing some further analysis
- Discussed the SAR3 Action Plan and implications for the Sub-Group, in particular recommendations around the Quality Assurance Framework
- The group reviewed a benchmarking report which included Tees information based on the Nottinghamshire benchmarking tool. Members felt that the Board's current reporting template is more suitable, however elements of the tool could be incorporated
- Some amendments were suggested for the Medication Errors Guidance

Policy Procedures and Practice (PPP) - Lorraine Garbutt

- **[MCA & DoLS Policy](#)**

This was an interim policy put in place last year in anticipation of the new DoLS arrangements. The policy has been sent to PPP members for feedback and LG asked if members have any further comments to inform the Business Unit.

- **Medication Incidents Guidance for Providers**

LG explained that the Guidance for Providers has been developed as a result of the medication errors audit. Within the document is a medication incident decision pathway, this will give providers a useful tool when a medication error has occurred and whether they should report to Safeguarding or manage internally. The flowchart is linked to the definitions of a Section 42 Enquiry as well as linking to the Decision Support Guidance. LG advised that there has been a lot of consultation with various Sub-Groups and the document circulated incorporates this feedback. LG talked through each stage of the process and requested comments from members.

Comments:

- The term 'significant harm' and 'serious harm' should be defined as there may be differing professional views
- Clarify the meaning of 'multiple medication incidents involving the same adult'. This could be that a medicine has not been ordered and therefore the dose has been missed on numerous occasions, or

could be a number of different medications – are we counting the medication or the time?

- Jean Pegg (JP) from CQC advised that a statutory notification should be completed and sent to them in relation to any death in registered services. It was suggested that this should be included within the guidance. It was discussed that it is not always apparent at the time of death whether a medication error or omission is a contributing factor; however AMS reiterated that the Police should be informed if this is the case..
- It was confirmed that the document applies to all providers, such as hospitals, residential care, domiciliary care etc. JG suggested that this is mentioned in the introduction that it applies to all settings including hospitals but that their own organisational policies should be adhered to. It was also suggested that a case study could be incorporated in relation to health settings.

The amendments will be made and brought to the next TSAB meeting for approval.

- **Medication Guidance for Commissioners**

This guidance has been developed to provide commissioners with an understanding of safeguarding terminology, current legislation, principles, types of abuse (with an emphasis on the newer forms of abuse introduced by the Care Act) and the training resources available. LG informed that she has had feedback from a variety of groups and individuals which included support from a LA Commissioner.

It was suggested that the introduction makes clear that the document is for all regulated settings. Following this amendment the Guidance for Commissioners was agreed.

- **Decision Support Guidance**

LG referred to a slight amendment to page 4 around medication incidents. Members agreed with this amendment and the Guidance was approved.

Safeguarding Adults Reviews (SAR) – Helen Smithies

- **SAR3 Action Plan**

The action plan has been RAG rated to make it easier to follow. The only 'red' rating is in relation to the LSCBs, this cannot be progressed further until the new LSCB arrangements are in place.

- **NEAS Case – 7/15**

HS provided a summary of the case. The Sub-Group felt they needed more assurance from NEAS that this type of incident could not occur again. AB agreed to write to NEAS to ask that they provide assurance to the Board. JG suggested that the lead commissioner from NEAS should also be included in correspondence and will provide contact details to the Business Unit.

- **Regional Procurement of Reviewers**

The North East Procurement Organisation (NEPO) has been approached highlighting the potential opportunity to develop a collaborative procurement solution for Safeguarding Adults Reviews and Domestic Homicide Reviews. This has been discussed at the Regional Safeguarding Group and it is hoped that the plan will be in place in January.

- **Independent Reviewers – Internal Training**

	<p>Discussions have taken place at the SAR Sub-Group on whether there is any benefit in training internal staff to carry out lower level reviews. This has been included on the training needs analysis for agencies to identify if they have capacity to do this. It was agreed to put this on hold until further details are provided on the NEPO contract. Following this, a more informed discussion can be held on training and whether links can be made to children reviewers.</p> <ul style="list-style-type: none"> • Mike Briggs Regional Work LH advised that there is a telephone call booked later in the week and the report is on track to be presented to the Directors Group. 	
Action Points	Action Owner	Deadline
1. Members to inform DT of any potential strap-lines for the awareness campaign	All	012/01/18
2. Members to support the safeguarding awareness campaign within their own organisations.	All	05/02/18
3. Alternative options to be explored to engage with Hartlepool residents	DT / MC	05/02/18
4. Members to inform LG of any amendments to the MCA/DoLS Policy	All	22/01/18
5. Medication Incidents Guidance for Providers to be considered for agreement at the next TSAB	All	22/02/18
6. Amend Commissioners Guidance before publishing online and circulating appropriately	Business Unit	03/01/18
7. Updated version of DSG to be uploaded to website and circulated appropriately	Business Unit	03/01/18
8. Letter to be drafted in respect of NEAS case	HS / AB	12/01/18
9. JG to provide contact details for NEAS Lead Commissioner	JG	12/01/18
10. Internal training for independent reviewers to be discussed at the next meeting	All	22/02/18
11. Update on Mike Briggs report to be discussed at the next meeting	LH	22/02/18

Agenda Item 8	Operational Leads Practice Group (OLPG)	Presenter: Lorraine Garbutt
Discussion	<p>AB explained that the Operational Leads from each of the key partner agencies met for a development session in October. It is apparent that the workload of this group is increasing and a suggestion was made for the OLPG to become a formal Sub-Group.</p> <p>The Terms of Reference for the OLPG was circulated. LG highlighted that she Chairs this group and sought approval to continue in this role. Members agreed the Terms of Reference and that LG should continue Chairing the group. The Chairing arrangements will be reviewed in 6 months.</p>	
Action Points	Action Owner	Deadline
1. Chairing arrangements for OLPG to be reviewed in 6 months	OLPG	05/07/18

Agenda Item 9	CQC	Presenter: Jean Pegg
Discussion	<p>AB explained that the Board are interested in the CQC State of Care Reports and in particular what CQC has developed following publication of these reports. It has been indicated that CQC have revised their inspection priorities and the Board would like to hear more about this.</p> <p>CQC produce a North East Ratings document and AB requested that this is brought to the Board for discussion.</p> <p>CQC agenda items to be carried forward to the next meeting.</p>	

Action Points	Action Owner	Deadline
1. CQC agenda items to be carried forward to the next meeting	CQC Reps.	22/02/18

Agenda Item 10	Independent Chair Appraisal	Presenter: Liz Hanley
Discussion	<p>LH advised that Neil Schneider (NS), Chief Executive for Stockton-on-Tees Borough Council (SBC) undertakes AB's appraisal on behalf of the Tees LA Chief Executive Officers. AB's appraisal was completed in November, which was a little later than anticipated.</p> <p>It was agreed to discuss the tenure arrangements at AB's next appraisal.</p>	

Agenda Item 11	Membership / Accountability	Presenter: Chair
Discussion	<ul style="list-style-type: none"> Community Safety Partnership Links Links need to be improved between the TSAB and the CSPs; this has been identified as an action from the SAR3 case. It was also noted that following today's conversations there are most certainly combined areas of interest such as Vulnerable Exploited Missing and Trafficked (VEMT), SARs, Serious Case Reviews and Prevent. It is evident from local and national SARs that a high proportion of cases relate to people with mental health problems and/or involved with substance misuse – these cases will often be brought to the attention of the CSPs. AB explained that there are a number of options; to have an agreed CSP representative attend the Board and to request that they feedback to each of the CSPs (it is uncertain whether the four CSP Chairs meet together), invite all four CSP Chairs to attend the Board, or to incorporate this as part of the accountability arrangements. <p>JB commented that he attends the Stockton CSP and that the Board minutes are a standing item on the agenda. There is generally no feedback which may either indicate a high level of approval or that the minutes are reviewed as a matter of process rather than for any particular level of scrutiny.</p> <p>Further discussion ensued and it was suggested that joint pieces of work are issue based, rather than amending structures to accommodate. There was some debate as to whether there should be joint strategic meetings.</p> <p>AB will mention this discussion at her meeting with the LA Chief Executives.</p> <ul style="list-style-type: none"> 1:1 Meetings with PCC Office / Membership at Board Members felt that the PCC Office should be invited and that this in turn will link to the CSPs. 	

Action Points	Action Owner	Deadline
1. AB to discuss joint working with Tees LA Chief Executives	AB	15/01/18
2. PCC Office to be invited to attend the Board	AB	22/02/18

Agenda Item 12	TSAB Development Day	Presenter: Chair
Discussion	<p>The agenda was circulated to members. Councillor Jim Beall (JB) suggested that the future direction for the LSCBs is discussed and how links can be improved with the TSAB. It was agreed to invite the LSCB Chairs to talk about this. AB requested that Board members contact the Business Unit with any further proposals for the agenda.</p>	
Action Points	Action Owner	Deadline
1. AB to invite LCSB Chairs to attend the Development Day	AB	17/01/18
2. Members to contact the Business Unit with Development Day agenda items	All	26/01/18

Agenda Item 13	HBC Appreciative Review	Presenter: Jill Harrison
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Discussion	<p>Jill Harrison (JH) explained CQC recently carried out a Local System Review in Hartlepool. It was noted that the visit was not focused on Safeguarding but a more general review of the interface between health and social care, delayed transfers, prevention and how well the LA supports older people in their own homes.</p> <p>Feedback has been positive and there has been a significant improvement in performance data. These reviews are also linked to the additional funds provided through the Better Care Fund.</p> <p>HBC and 11 other LAs have been reviewed, CQC have recently announced reviews for another 8 LAs. A national report will be published in the New Year.</p> <p>HBC's report is available online via the CQC website.</p>		
Action Points	Action Owner	Deadline	
1. National Report to be discussed at a future meeting	Chair	24/04/17	
Agenda Item 14	Transforming Care Update	Presenter: Ann Workman	
Discussion	In the absence of Ann Workman (AW) this item was carried forward to the next meeting.		
Action Points	Action Owner	Deadline	
1. Transforming Care to be carried forward to the next meeting	AW	22/02/18	
Agenda Item 15	QSG Safeguarding Issues	Presenter: Jean Golightly	
Discussion	JG was unable to attend the last QSG meeting, upon review of the minutes she will inform the Board of any potential safeguarding issues.		
Agenda Item 16	Making Safeguarding Personal (MSP) Guidance for Safeguarding Adults Boards (SABs)	Presenter: Chair	
Discussion	The Local Government Association (LGA) and Association of Directors of Adult Social Services (ADASS) have produced some MSP Guidance for Safeguarding Adults Boards. AB encouraged members to read this.		
Agenda Item 17	LSCB Consultation	Presenter: Chair	
Discussion	The web link was circulated to members for information.		
Agenda Item 18	Any Other Business	Presenter: All	
Discussion	AMS advised that there are increasing pressures in Cleveland Police. Wherever possible AMS rearranges her diary to accommodate TSAB meetings, however when she is unable to attend Helen Barker or Wendy Tinkler will deputise. AB reminded members that the TSAB is a statutory Board, which covers the whole Tees area and is the only group that focuses on Safeguarding Adults. AMS confirmed that she is still the Board member for Cleveland Police.		

Next Meeting Date: **Thursday 22 February 2018**

Time: **9:30am – 1pm**

Venue: **Jim Cooke Conference Suite, Stockton Library**

Minutes approved by Ann Baxter 01/01/18



Appendix 1 - Attendance Matrix

The table below reflects named members of the TSAB, although deputies have been shaded.

The table does not include attendance at the Board's Development Day on 29/03/17.

Company	03/03/2017	26/04/2017	28/06/2017	06/09/2017	18/10/2017	13/12/2017	6
CCG Board Member (Hartlepool & Stockton CCG and South Tees CCG)	1	1	1	1	1	1	100%
Cleveland Fire Brigade Board Member	1	1	0	1	1	1	83%
Cleveland Police Board Member	1	1	0	1	1	1	83%
CQC Board Member (committed to attend 2 meetings per year)	0	2	1	0	0	1	50%
Durham Tees Valley Community Rehabilitation Company	0	0	1	0	0	0	17%
HBC Board Member	0	1	1	1	1	1	83%
HBC Assistant Director	1	1	1	0	1	1	83%
HBC Lead Member	0	0	1	1	1	1	67%
Healthwatch Hartlepool	0	0	0	1	1	1	50%
Healthwatch South Tees (committed to attend 2 meetings per year)	1	0	1	0	0	0	33%
Healthwatch Stockton (Member since October 2017)	0	0	0	0	0	0	0%
HMP Holme House Prison	0	0	1	1	0	0	33%
MBC Board Member	1	1	1	1	1	1	100%
MBC Assistant Director (N/A)	0	0	0	0	0	0	0%
MBC Lead Member	0	0	0	0	0	0	0%
National Probation Service Cleveland	1	1	1	0	1	0	67%
North East Ambulance Service (attend for specific agenda items only)	0	0	0	0	0	0	0%
North Tees & Hartlepool NHS Foundation Trust	0	1	1	1	1	0	67%
Public Health (Member since September 2017)	0	0	0	1	0	1	33%
RCBC Board Member	1	1	0	1	0	1	67%
RCBC Assistant Director	0	0	1	1	1	1	67%
RCBC Lead Member	0	0	0	0	0	0	0%
SBC Board Member	0	0	0	0	0	0	0%
SBC Assistant Director	1	1	1	1	1	1	100%
SBC Lead Member	1	0	0	1	1	1	67%
South Tees Hospitals NHS Foundation Trust	1	1	1	1	1	1	100%
Teesside University	0	0	0	0	1	1	33%
Tees Esk & Wear Valleys NHS Foundation Trust	1	1	1	1	1	1	100%
TSAB Independent Chair	1	1	1	1	1	1	100%
TSAB Business Unit	4	3	3	3	3	5	100%
Voluntary Sector (Catalyst)	1	0	0	1	1	1	67%
Voluntary Sector (South Tees) (Member since December 2017)	0	0	0	0	0	0	0%
Housing (Member since September 2017)	0	0	0	1	1	1	50%