

Teeswide Safeguarding Adults Board

Meeting Date: **Thursday 1 November 2018**

Time: **9.30am-12pm**

Venue: **Stockton 6th Form College**

Minutes

Attendees		
Name	Role	Representing
Ann Baxter	Independent Chair	TSAB
Cllr Jim Beall	Lead Member	Stockton-on-Tees Borough Council
Sharon Caddell	Domestic Abuse Project Manager	Office of Police & Crime Commissioner
Martin Crow	Project Officer	TSAB Business Unit
Lorraine Garbutt	Business Manager	TSAB Business Unit
Louise Grabham	Head of Commissioning	Middlesbrough Borough Council
Stuart Harper-Reynolds	Named Nurse (Adult Safeguarding)	North Tees and Hartlepool NHS Foundation Trust
Steve Johnson	Head of Prevention	Cleveland Fire Brigade
Angela Legg	Data Analysis and Performance Monitoring Officer	TSAB Business Unit
John Lovatt	Assistant Director	Hartlepool Borough Council
Gina McBride (Minutes)	Admin and Information Officer	TSAB Business Unit
Mike Milen***	Chief Executive	Redcar & Cleveland Voluntary Development Agency
Elizabeth Moody	Director of Nursing and Governance	Tees Esk & Wear Valleys NHS Foundation Trust
Geoff Newton	Engagement & Intelligence Officer	Healthwatch Stockton-on-Tees
Mel Newton	Senior Lecturer	Teesside University
Alan Peirson	Community Health & Wellbeing	Cleveland Fire Brigade
Barbara Potter	Head of Quality and Adult Safeguarding	Hartlepool & Stockton CCG and South Tees CCG
Patrick Rice	Interim Director Adult Care & Health	Redcar & Cleveland Borough Council
Steve Rose	Chief Executive	Catalyst
Zoe Sherry	Mental Health Lead	Healthwatch Hartlepool
Helen Smithies	Assistant Director of Nursing Safeguarding	South Tees Hospitals NHS Foundation Trust
Jo Tate	Health & Social Care Lead	HMP Holme House Prison
Ayshea Winchester	Safeguarding Lead	HMP Holme House Prison
Ann Workman	Director of Adults and Health	Stockton-on-Tees Borough Council

Apologies

Name	Role	Representing
Katherine Acheson**	Compliance Inspector	CQC
Jane Bell	Administration Officer	TSAB Business Unit
Sarah Bowman-Abouna	Interim Director of Public Health	Stockton-on-Tees Borough Council

Mandy Cockfield	Service Manager	Redcar & Cleveland Borough Council
Mark Davis	Chief Executive	Middlesbrough Voluntary Development Agency
Stephen Down*	Safeguarding Lead	North East Ambulance Service
Elaine Godwin	Admin Officer	TSAB Business Unit
Jean Golightly	Director of Nursing	Hartlepool & Stockton CCG and South Tees CCG
Judith Gray	Volunteer Lead for Adult Learning Disabilities	Healthwatch Hartlepool
Karen Grundy	Project Lead	Healthwatch Stockton
Jill Harrison	Director of Adult and Community Based Services	Hartlepool Borough Council
Rachelle Kipling	Commissioners Officer	Office of Police & Crime Commissioner
Jean Pegg	Inspection Manager	CQC
Ann Powell	Head of Cleveland Area	National Probation Service
John Rafferty	Compliance Business Partner - Safeguarding	Thirteen
Darren Redgwell	Deputy Director of Operations	Durham Tees Valley Community Rehabilitation Company Limited
Lindsey Robertson	Director of Nursing, Patient Safety & Quality	North Tees & Hartlepool NHS Foundation Trust
Erik Scollay	Director of Adult Social Care	Middlesbrough Borough Council
Cllr Steve Thomas	Lead Member	Hartlepool Borough Council
Christine Wharton**	Inspection Manager	CQC
Victoria Wilson	Head of Service - Adult Care	Redcar & Cleveland Borough Council

Absent		
Name	Role	Representing
Ian Armstrong	Operations Manager	Durham Tees Valley Community Rehabilitation Company Limited
Cllr Julia Rostron	Lead Member	Middlesbrough Borough Council
Anne-Marie Salwey	Detective Superintendent – Head of Specialist Crime	Cleveland Police
Cllr Dave Walsh	Lead Member	Redcar & Cleveland Borough Council

*Attends for specific agenda items only; ** Attends 2 times per year; ***Attends on behalf of MVDA, RCVA & Healthwatch South Tees

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
Introductions were made and apologies noted.		

Agenda Item 2	Minutes from the meeting held on 05/09/18	Presenter: Chair
The minutes of the meeting held on 5 September were agreed as a true and accurate record.		
Matters Arising		
<ul style="list-style-type: none"> • Feedback from Local Safeguarding Children Boards (LSCBs) Meeting The Children & Social Work Act 2017 states that Safeguarding Children Boards will no longer be a statutory function and agencies have more flexibility to review and tailor their safeguarding children arrangements. The new arrangements will be in place from June 2019. Subsequently, there are ongoing discussions with colleagues from the LSCBs and what this will mean for the Tees area. It is hoped to improve links with the Safeguarding Adults Board (SAB) and to actively 		

seek opportunities to work together. Cllr Jim Beall (JB) enquired if there were any changes imminent for the SABs; there are none known at the moment.

- **Deputy Chair**

Jill Harrison (JH) has offered to be Deputy Chair for the Board. It was previously suggested that the Deputy would not be from a Local Authority (LA), however it was felt that the Terms of Reference (ToR) should be amended to reflect this change. JH was formally accepted as Deputy Chair.

- **Independent Chair Appraisal**

Ann Workman (AW) and Neil Schneider (Chief Executive of Stockton-on-Tees Borough Council) met with Ann Baxter (AB) in October for her appraisal. AW reflected that a minimal number of 360 feedback forms were completed by Board Members, but for those that were submitted, AB was highly commended. AB notified members of her intention to step down as Independent Chair in March 2020. AB explained that she was keen to continue to influence the development of joint working relationships between the new children’s safeguarding partnerships and TSAB, therefore it would be timely to start the recruitment process in June 2019. AB advised that following a handover period she will step down earlier if appropriate.

- **Regional Peer Review Feedback (c/f)**

CQC are continuing to carry out visits and agencies are awaiting feedback. AB requested that any peer review findings are brought to the Board for consideration.

- **Links with MAPPA – Transforming Care (c/f)**

AW explained that there was a meeting scheduled, but did not take place. AW will follow up on this action.

Action Points	Action Owner	Deadline
1. ToR to be amended to the following; <i>The TSAB will appoint a Vice Chair from the membership of the TSAB.</i>	LG	15/11/18
2. Peer Review findings to be brought to a future Board meeting	AW	TBC
3. AW to chase links with MAPPA/Transforming Care	AW	18/12/18

Agenda Item 3	Update from the Sub-Groups	Presenter: Sub-Group Chairs
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Communication & Engagement (CE) – Steve Rose (SR)

- **Chairing Arrangements**

SR is now Chair of the CE Sub-Group. SR advised that there has not been a meeting since the last Board, however he has met with Lorraine Garbutt (LG) and Martin Crow (MC) to discuss the work plan and direction for the Sub-Group. The priority for the group will be to ensure that key messages are shared and that they are effective and dynamic. SR asked if another voluntary sector representative could attend to ensure that SR has a certain level of independence when chairing. SR is keen to establish the strengths for each agency that attends and to utilise and share across other organisations to deliver against the Board’s Strategic Plan. SR made a plea to agencies to (whenever possible) send the same representative to each meeting to improve consistency.

- **Communication & Engagement Strategy**

MC talked through the key areas of the Communication & Engagement Strategy. MC explained that there is now more emphasis on ‘think family’ and looking at ways to work together with children’s safeguarding. The list of stakeholder groups has been slightly amended and the target groups for this year have been highlighted. Helen Smithies (HS) commented that the stakeholder groups that are not being prioritised are being picked up in other areas and it should be noted that effort is not being duplicated.

MC highlighted that the number of hits on the Board’s website continues to increase and is becoming a very well used resource, predominantly by professionals. October 2018 has been the

busiest month to date with over 8,000 views – this is double the amount of views from the same period last year. AW encouraged members to retweet messages from the Board.

The CE Sub-Group will link to relevant national awareness campaigns, this includes a proposal to run two Safeguarding Champion events; one in February 2019 and one in June 2019. The Safeguarding Champion events will invite those who volunteered at the Learning & Networking events and also champions identified within care settings. A survey will be circulated to existing champions to determine what would help them in their organisations and establish if there are any gaps. It is hoped to pull together a toolkit (a suite of useful safeguarding information) for champions to disseminate and share learning within their organisation. MC advised that there has also been some conversations with the Police Crime Commissioner's (PCC) Office to enquire if they would be interested in jointly delivering a conference on Modern Day Slavery – they have expressed an interest to work together. The training events will be discussed at the next Learning Training & Development Sub-Group for approval.

Sharon Caddell (SC) informed members that there is a Teeswide Communication & Engagements Strategy for Domestic Abuse and that this will link in to the Board's CE Strategy.

Members approved the CE Strategy.

AB advised that she has been approached by the *Tees All Age Autism Partnership* to ask if they can link in with the Board. Members were unaware of the Tees Autism group and were unsure who from their organisation attended. Louise Grabham (LGr) indicated that Local Authorities and Health are represented. AB suggested that a representative from the Autism Group attends a future Board meeting to discuss the new [statutory guidance](#), the Tees Autism Framework and links to hate crime, self-neglect and vulnerability.

Learning Training & Development – Lorraine Garbutt

- **Safeguarding Champion Events**
Covered above.

Operational Leads (OL) – Lorraine Garbutt

- **Mental Capacity Act (MCA) Survey Results**
The purpose of the survey was to establish how well MCA is embedded into practice. This is also to be provided as evidence against the SAR3 Action Plan. A survey was circulated to front line practitioners via the Operational Leads members. It was agreed to complete the survey through supervision and group discussions in order to collate as much information as possible. There were 186 responses in total. The findings provide assurance that front line professionals are confident in applying MCA into working practice. There are useful suggestions of what would make applying MCA much easier in their roles, such as examples of case studies, exemplar capacity assessments etc. The findings will be taken to the PPP, LTD and SAR Sub-Group for consideration.

LG explained that the Regional Local Implementations Network (LIN) has requested a copy of the report and have asked if the survey template can be shared so it can be circulated on a wider scale. Board members agreed.

- **Multi-Agency Audit Report (RCBC)**
The OL Sub-Group has a multi-agency audit programme that focuses on specific themes. For this particular audit the focus was Incidents between Residents and RCBC were the Lead LA. The key findings were discussed. Members felt that the actions taken in this case were fair and proportionate.

LG explained that members find the audits very valuable and it provides a real insight into how other agencies work and approach matters. It is a real opportunity to share good practice and learn from each other.

Performance Audit & Quality (PAQ) - Chair

- **Quality Assurance Framework (QAF)**

AB highlighted that through ongoing conversations with some colleagues, she has heard that the QAF is onerous and is not proportionate. A number of organisations have been unable to meet the deadline and have submitted late. AB acknowledged that the QAF should be helpful for both parties; to provide assurance to the Board and also assurance to the organisation themselves. AB asked members who have completed the QAF for their comments.

HS felt that completing the QAF for the first time can be challenging to pull it all together but that overall, time is saved as when inspected by other regulators the evidence is easily accessible. When it comes to completing the QAF again, it just requires updating and this does not take much time.

Zoe Sherry (ZS) felt that the template was focused more on statutory partners which made it difficult for a voluntary organisation to complete. ZS felt that it is a valuable piece of work to do and Healthwatch Hartlepool are now fully up to date with their safeguarding information. LG felt that there is some value in reviewing the template and altering to suit the different types of organisations. Stuart Harper-Reynolds (SHR) suggested that there should be one template but that it is made clear which areas do not apply to specific agencies.

SHR agreed that the QAF is a valuable exercise, but suggested that it would help if more examples of evidence could be included. LG explained that this would be difficult as organisations submit evidence relevant to their own area, LG also reminded that there is an evidence list built into the template. LG suggested that the template and the whole process is reviewed. SHR suggested having a sense check prior to the submission date to ensure agencies are on the right track.

Policy Procedures and Practice (PPP) – Ann Workman

- **Frequency of Meetings**

AW reflected that the Board has a suite of policies, procedures and guidance as a result of the work generated from the PPP Sub-Group. It was debated at the last meeting whether the group should continue in its current format, meet less regularly or to adopt a Task & Finish group approach. Members who were not present at the last meeting have been asked for their feedback. The general consensus at the meeting was not to continue with regular meetings.

- **Inter-Agency Policy - Review**

LG commented that there have been some minor amendments to the policy which now includes references to animal cruelty and the possible links to safeguarding. It was noted that Teesside University are leading on a national piece of research that shows those who are cruel to animals are more likely to be cruel to people.

The link to GDPR legislation and the Board's recently reviewed Information Sharing Agreement (ISA) has been included. John Lovatt (JL) suggested that Multi-Agency Tasking and Coordination (MATAC) is included in the policy.

The reviewed policy was approved by members subject to the inclusion of MATAC – signatures from statutory partners are required.

AB reminded members that there are a few signatures outstanding for the ISA and asked that members present and with designated authority sign the document.

- **Section 42 Enquiry Letter (c/f)**

This issue was raised through the OL Sub-Group. Some Local Authorities were having difficulties when asking other agencies to conduct a Section 42 Enquiry. There was some debate at the PPP Sub-Group of whether to develop a Teeswide letter that formalises this request. Board Members did not come to an agreement and felt that this needs further consideration. It was noted that this may increase administration and may be to the detriment of those agencies who do carry out a Section 42 Enquiry in a timely manner.

- **Reviewed Terms of Reference (ToR) and Governance Arrangements**

Section 5.2 has been changed to reflect the new deputy chair arrangements. Members approved the reviewed ToR and Governance Arrangements.

- **Reviewed Members Induction Pack**

AB reminded members that the Induction Pack is available online for any new staff who become involved within the Board's structure and that it provides useful information about the Board and Sub-Groups. Members approved the reviewed Induction Pack.

- **Incidents between Residents Task & Finish Group**

LG explained that the Incidents between Residents Task & Finish Group has been set up to help reduce the number of inappropriate referrals into Safeguarding. The group have agreed to consider producing a flowchart and brief guidance for care providers to ensure appropriate Concerns are raised, a checklist for front of house teams to screen inappropriate Concerns, and a useful hints and tips guide for care homes to prevent these incidents from occurring. The Decision Support Guidance has also been amended to include more emphasis on incidents between residents.

- **Cleveland Police Referral Criteria**

The referral criteria has been refreshed and includes updated contact numbers. The criteria has been re-circulated via the Board's newsletter and LG reiterated that there is guidance on reporting incidents between residents to police.

Safeguarding Adults Review Sub-Group

- **SAR Procedures**

The SAR Sub-Group recently received some notifications that were not of the required standard. HS reiterated that Board members should review notifications prior to submission to ensure quality control. It has been debated whether there is a training need for staff completing SAR notifications. HS explained she is reluctant to pursue this as the number of SAR referrals are small. HS suggested instead that there may be some value in having an exemplar form and some guidance which emphasises what should and should not be included.

- **Chronologies (Section 45 Request)**

HS explained that when a SAR notification is received, chronologies are requested from Sub-Group members and other relevant organisations. Agencies are given a deadline date to complete the chronologies. HS advised that on a number of occasions the Sub-Group have had to consider cases with key chronologies missing and are having to base their decision on the information available at the time. This is on the proviso that when the missing chronologies are submitted nothing additional comes to light. This is not a robust process and is a duplication of effort. It also carries more risk for potential errors in decision making.

HS advised that going forward the Sub-Group will not consider a case until all chronologies have been returned. HS understood that there are times when capacity within teams is an issue which can affect their ability to submit on time - if this the case a timescale should be negotiated.

- **QES System**

LG informed members that the Business Unit is commissioning a case management system to support the team in managing cases throughout the whole process from the point of notification

to monitoring an action plan. The system has been used by other Local Authorities in Adult's and Children's services; feedback has been sought and their response has been very positive. LG explained the functionality of the system and highlighted many of the benefits. LG advised that there will be an implementation plan put in place and reinforced the need for all members to actively use the system once it is rolled out.

- **New Notifications (2/18, 3/18, 4/18)**

Three notifications were recently considered by the Sub-Group, none of which will progress to a SAR. There has however been a recommendation to complete a thematic review on the Responding to and Addressing Serious Concerns protocol, as all cases involved a care home that had been or were currently subject to the protocol. AW welcomed the review and noted that in SBC they are working with the NHS Academy to do some focused leadership work with Registered Managers.

HS advised that there is another notification due for discussion at the next Sub-Group meeting, which is very different to any case previously considered.

- **Case 11/16**

AB reminded members that this Lessons Learned Review was on hold for a considerable amount of time due to a delayed decision from CPS. A decision was made by CPS in October not to prosecute. A Governance Meeting was held to review the information already provided and the changes made since the incident. Based on North Tees & Hartlepool NHS Foundation Trust (NTHFT) Serious Incident Report and Action Plan that is being monitored by the CCGs, members of the Governance Group felt that it would not be proportionate to continue with a Lessons Learned Review.

AB expressed her concern that delays from CPS or criminal proceedings can impact on reviews considerably and that there are ways to ensure processes run parallel to each other.

Barbara Potter (BP) advised that national guidance has been introduced around sepsis management and pressure ulcers. These have been launched across Tees. BP explained that one of the issues identified from the case that requires more work is improving communication between visiting professionals and care staff.

Action Points	Action Owner	Deadline
1. Voluntary representation at the CE Sub-Group to be explored	SR/MC	03/12/18
2. CE Strategy to be uploaded to the TSAB website	MC	12/11/18
3. A representative from the Tees All Age Autism Partnership to be invited to a future Board meeting	Business Unit	12/11/18
4. MCA Survey template and report to be shared with Regional LIN group	LG	12/11/18
5. PAQ Sub-Group to review QAF template and process	PAQ Sub-Group	26/11/18
6. MATAC to be included in Inter-agency Policy	LG	12/11/18
7. Signatures for Inter-agency policy and ISA to be collated	Business Unit	18/12/18
8. Inter-agency policy to be uploaded to the TSAB website	Business Unit	12/11/18
9. S42 Enquiry letter to be discussed further	PPP Sub-Group	15/01/19
10. ToR to be uploaded to the TSAB website	Business Unit	12/11/18
11. Induction Pack to be uploaded to the TSAB website	Business Unit	12/11/18
12. SAR Sub-Group to consider developing an exemplar notification form along with some guidance	SAR Sub-Group	12/11/18
13. AW to share information regarding joint work with the NHS Academy	AW	12/11/18

Agenda Item 4	Quarter 1 Performance Report	Presenter: Angela Legg
Angela Legg (AL) highlighted the key points as follows:		

- The number of Concerns and Section 42 Enquiries has decreased since Quarter 4 last year.
- 'Neglect & acts of omission' and 'physical' continues to be the two main categories of abuse. Further analysis of the sub-categories indicates that more than half of cases within the physical category occurred in care homes, 44% of which relates to incidents between residents.
- The main locations of abuse for Tees continues to be 'care home' and 'own home' respectively – this differs from the national trend where 'own home' is the main location. The national data report is due for publication in November which may provide more detail. It was noted that Redcar & Cleveland Borough Council (RCBC) does match the national trend.
- The performance indicators shows 1 rated as 'green' and 4 as 'amber' – this indicates good progress
- The care home data is becoming more sophisticated and all LAs are now able to record sub-categories for medication errors and incidents between residents. 'Physical' is the main type of abuse recorded from care homes. It was noted that self-neglect has also been recorded under care homes.
- Across Tees there are 6 care homes subject to the Responding to and Addressing Serious Concerns Protocol
- The NHS Trust data has become more comparable and incorporates the number of referrals to the LA by type of abuse.
- Tees Esk & Wear Valleys (TEWV) NHS Foundation Trust data shows a decrease in referrals and believe that this is due to a focus on training
- NTHFT and South Tees Hospitals NHS Foundation Trust (STHFT) shows a substantial increase in the 'neglect and acts of omission' category
- Cleveland Police data shows that crime is up across all LA areas. Domestic Abuse has increased substantially in Middlesbrough and Stockton areas. This may be due to incidents being recorded from the point of phone call rather than at the point of an incident. AL to include this information within the narrative. The Vulnerable Adults Unit has seen a decrease in referrals and this could be attributed to the Cleveland Police Referral Criteria.
- Cleveland Fire Brigade (CFB) continues to engage with vulnerable adults and to train staff to spot the signs of abuse. There has been 1 Safeguarding Concern raised from CFB this quarter for Self-Neglect.

BP informed that the North East Ambulance Service (NEAS) are able to provide data on safeguarding referrals and can be incorporated into future performance reports.

Steve Rose (SR) noted that the figures for modern slavery are very low and queried why the Board are looking to deliver a conference on this subject. It was acknowledged that modern slavery and human trafficking is also linked to sexual exploitation and is very much under reported. It is thought that the LA do not necessarily receive Concerns and that these cases are reported through the National Referral Mechanism or the Vulnerable Exploited Missing and Trafficked (VEMT) group. MC explained that the conference is also an opportunity to do some joint working across children/adult services and the police as this issue does not have age restrictions. It was noted that this is a new category of abuse and that the Board has already delivered conferences on domestic abuse and self-neglect. This type of abuse also has a very high profile nationally, particularly if a large number of victims are uncovered and there is often scrutiny of how agencies manage this crisis. Cllr JB acknowledged that there seems to be disconnect between the different systems and queried if there are some other statistics that could be pulled together to look at the interface between the different referral mechanisms and to get a clearer picture of modern slavery cases in Tees. MC reminded members that Anne-Marie Salwey from Cleveland Police provides a link from VEMT and the Anti-Slavery Network to the Board.

Action Points	Action Owner	Deadline
1. Include narrative within police data regarding recording of domestic abuse	AL	26/11/18
1. BP to liaise with AL regarding NEAS data	BP	26/11/18
2. AL and MC to pull together data on modern slavery	AL / MC	18/12/18
3. CE Sub-Group to discuss future priorities for categories of abuse	SR	03/12/18

Agenda Item 5	Annual Report	Presenter: Martin Crow	
Based on feedback from the last Board meeting the Annual Report has been amended. Members approved the report.			
Action Points		Action Owner	Deadline
1. Annual report to be published on the TSAB website		MC	12/11/18

Agenda Item 6	Risk Register	Presenter: Lorraine Garbutt	
The risk profiles have been updated in line with the Board's recently published Strategic Business Plan. LG expressed her thanks to SBC colleagues who have helped with this piece of work. LG will bring the updated version to the next Board meeting.			
Action Points		Action Owner	Deadline
1. Risk Register to be discussed at the next meeting		LG	18/12/18
2. Send previous version of the risk register to Cleveland Fire Brigade		LG	12/11/18

Agenda Item 7	Partner Assurance Reports	Presenter: Chair	
Healthwatch Stockton			
Geoff Newton (GN) advised that there were three actions for Healthwatch Stockton, all of which have been addressed. The web link to the Board's website is now included on Healthwatch Stockton's site. Karen Grundy (KG) has been nominated as PREVENT lead in conjunction with the host organisation, Pioneering Care Partnership Prevent Lead. There is now a more robust induction process for volunteers which covers adult safeguarding issues. AB enquired if the audit had been a useful process. GN echoed Healthwatch Hartlepool's concerns that the template was not suitable for a voluntary organisation, but now that the audit has been completed it has been helpful.			
Probation Service			
In the absence of Ann Powell this item will be carried forward to the next meeting.			
Hartlepool Borough Council			
The key findings identified through the QAF have been taken to HBC's Practice Sub-Group. John Lovatt (JL) enquired if the provision of advocacy has been highlighted as an issue across Tees. The Team Around the Individual approach for complex cases was viewed as good practice. It was noted that there are some resource issues trying to accommodate various safeguarding groups including daily huddles with the Community Safety Team (who are co-located), MATAC, MARAC, Domestic Homicide Reviews and SARs.			
Action Points		Action Owner	Deadline
1. Probation assurance report to be carried forward to the next meeting		AP	18/11/18

Agenda Item 8	RCBC Prevent Report	Presenter: Patrick Rice	
Patrick Rice (PR) explained that population of the Borough of Redcar and Cleveland is the country's most undiverse. RCBC is involved in a refugee resettlement programme. Every member of the Council has received WRAP and PREVENT training as part of their induction. Relatively low numbers of PREVENT referrals have been made, but interestingly, nearly all cases identified this year were flagged from schools. LGr commented that the referrals she was aware of, also have a link to people with autism.			

Agenda Item 9	Summary of Intercollegiate Document	Presenter: Barbara Potter	
BP explained that the intercollegiate document sets out the required training for health staff including appropriate levels of competency. The LTD Sub-Group will review the document, to determine how this fits in to the multi-agency training programme. BP advised that she has been invited to join the National Safeguarding Board for health to help drive forward the changes outlined within the intercollegiate document, this will provide a good link from the TSAB to the National Board.			
It was originally anticipated that this document would include reference to a named GP (to align with children's safeguarding), however this is not the case. AB advised that a member of staff from Foundations Practice have approached the Board to ask if they can become a member – HS and AB to			

discuss further outside the meeting. It was queried whether the Federation of GPs could be approached for representation as there is one group North of Tees and one for the South of Tees – it is unknown if they meet as a collective group. It was noted that although a clinical background would be beneficial, it is not paramount and that ideally it is about improving communication and links with GPs. AW agreed to seek further information and feedback at the next meeting.

Named Professionals to Verify Cause of Injury

This item was not discussed.

Membership (Dentists, Pharmacists, NHS England, CSP)

This item was not discussed.

Action Points	Action Owner	Deadline
1. HS and AB to discuss Foundations Practice's offer to attend Board	HS/AB	12/11/18
2. AW to liaise with GP Federation re links to the Board and GPs	AW	18/12/18

Agenda Item 10	Safeguarding Concerns – Holme House Prison	Presenter: Jo Tate
<p>Jo Tate (JT) introduced Ayshea Winchester (AWi) as the new Safeguarding Lead for Holme House Prison. JT also advised that Helen Raines (HR) will be the new manager for Cleveland Rehabilitation Company (CRC).</p> <p>JT informed members of two safeguarding issues which were flagged by NTHFT. JT acknowledged that this highlighted the need to improve the facilitation of escorts for prisoners to health related appointments and to improve communication between the prison and health services. There are now processes in place to ensure that if an individual is refusing or unable to attend an appointment the prison informs the Health Trust.</p>		

Agenda Item 11	Cleveland Police Restructure	Presenter: Anne-Marie Salwey
<p>In the absence of Anne-Marie Salwey this item will be carried forward to the next meeting.</p>		
Action Points	Action Owner	Deadline
1. Cleveland Police restructure to be carried forward to the next meeting	AMS	18/12/18

Agenda Item 12	QSG Safeguarding Issues (Standing Item)	Presenter: Barbara Potter
<p>BP advised that there are capacity issues for agencies across Tees due to a high number of Domestic Homicide Reviews and Serious Case Reviews.</p> <p>AB requested that QSG Safeguarding Issues is removed from the agenda as a standing item, but asked that anything of relevance is still raised.</p>		
Action Points	Action Owner	Deadline
1. QSG Safeguarding Issues to be removed as a standing agenda item	GMc	12/11/18

Agenda Item 13	Annual Meeting Schedule	Presenter: Chair
<p>The annual meeting schedule for 2019/20 was shared for information.</p>		

Agenda Item 14	Any Other Business	Presenter: All
<p>AW advised that Sarah Bowman-Abouna will be on maternity leave and her replacement is Katie Needham who starts on 12 November.</p> <p>MATAC JL indicated that HBC are committed to preventing Domestic Abuse, but are struggling to resource MATAC meetings. Sharon Caddell (SC) explained that MATAC is a multi-agency group that reviews high risk perpetrators of domestic abuse. The process will be reviewed in June/July 2019 to try and streamline</p>		

as much as possible. It was noted that MATAC does not overlap with MARAC or MAPPA and some members felt it to be separate process resulting in duplication of effort. SC will bring the findings from the review back to the Board.

Action Points	Action Owner	Deadline
1. MATAC Review findings to be discussed at a future Board meeting	SC	03/09/19

Next Meeting Date: **18 December 2018**

Time: **9.30am – 12pm**

Venue: **Stockton Sixth Form College**

Minutes approved by Independent Chair:

A handwritten signature in black ink, appearing to read 'Maxve'.

Date: 08/11/18

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 07/03/2018.

Company	22/02/2018	24/04/2018	29/06/2018	05/09/2018	01/11/2018	5
CCG Board Member (Hartlepool & Stockton CCG and South Tees CCG)	2	1	0	1	1	80%
Cleveland Fire Brigade Board Member	0	1	0	1	2	60%
Cleveland Police Board Member	1	1	1	1	0	80%
CQC Board Member (committed to attend 2 meetings per year)	1	0	1	1	0	60%
Durham Tees Valley Community Rehabilitation Company	0	0	1	1	0	40%
HBC Board Member	1	1	1	1	0	80%
HBC Assistant Director	0	0	0	0	1	20%
HBC Lead Member	1	1	1	0	0	60%
Healthwatch Hartlepool	0	0	1	1	1	60%
Healthwatch South Tees (committed to attend 2 meetings per year)* from Sept 2018 RCVA will attend on their behalf	0	0	0	0	0	0%
Healthwatch Stockton (Member since October 2017)	1	0	0	1	1	60%
HMP Holme House Prison	0	0	0	0	2	20%
Housing (Member since September 2017 - new safeguarding lead appointed August 2018)	0	0	0	1	0	20%
MBC Board Member	1	1	1	1	1	100%
MBC Assistant Director (N/A)	0	0	0	0	0	0%
MBC Lead Member	0	0	0	0	0	0%
Middlesbrough & Redcar Voluntary Development Agency (Member since December 2017)	1	1	1	1	1	100%
National Probation Service Cleveland	1	1	0	1	0	60%
North East Ambulance Service (attend for specific agenda items only)	0	0	0	0	0	0%
North Tees & Hartlepool NHS Foundation Trust	1	1	1	1	1	100%
Public Health (Member since September 2017)	1	1	0	0	0	40%
Office of Police & Crime Commissioner (Member since February 2018)	1	0	1	0	1	60%
RCBC Board Member	1	1	1	0	1	80%
RCBC Assistant Director	0	0	0	1	0	20%
RCBC Lead Member	0	0	0	0	0	0%
SBC Board Member	1	1	1	1	1	100%
SBC Assistant Director (N/A from January 2018)	0	0	0	0	0	0%
SBC Lead Member	0	1	0	1	1	60%
South Tees Hospitals NHS Foundation Trust	1	1	1	1	1	100%
Teesside University	1	0	1	0	1	60%
Tees Esk & Wear Valleys NHS Foundation Trust	1	1	1	1	1	100%
TSAB Independent Chair	1	1	1	1	1	100%
TSAB Business Unit	6	4	4	5	5	100%
Voluntary Sector (Catalyst)	1	0	1	0	1	60%