



Teeswide Safeguarding Adults Board

Meeting Date: **Thursday 14 February 2019**

Time: **9:30am – 12pm**

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

Minutes

Attendees		
Name	Role	Representing
Karen Agar	Associate Director of Nursing Safeguarding	Tees Esk & Wear Valley NHS Foundation Trust
Ian Armstrong	Operational Manager	Durham Tees Valley CRC
Ann Baxter	Independent Chair	Teeswide Safeguarding Adults Board
Cllr Jim Beall	Lead Member	Stockton-on-Tees Borough Council
Sharon Caddell	Project Manager	Office of Police & Crime Commissioner
Sandra Clement	SPO	National Probation Service
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 & Quality	Hartlepool & Stockton CCG and South Tees CCG
Louise Grabham	Head of Commissioning	Middlesbrough Borough Council
Karen Grundy	Project Lead	Healthwatch Stockton
Stuart Harper-Reynolds	Named Nurse (Adult Safeguarding)	North Tees and Hartlepool NHS Foundation Trust
Jill Harrison	Director of Adult and Community Based Services	Hartlepool Borough Council
Steve Johnson	Area Manager – Prevention and Protection	Cleveland Fire Brigade
Angela Legg	Data Analysis and Performance Monitoring Officer	TSAB Business Unit
Linda Lord (Part)	CAMHS & ASD Commissioning Officer Adult Social Care & Health Integration	Middlesbrough Borough Council
Gina McBride (Minutes)	Admin and Information Officer	TSAB Business Unit
Katie Needham	Interim Director of Public Health	Stockton-on-Tees Borough Council
Mel Newton	Senior Lecturer	Teesside University
Steve Rose	Chief Executive	Catalyst
Helen Smithies	Assistant Director of Nursing Safeguarding	South Tees Hospitals NHS Foundation Trust
Zoe Sherry	Mental Health Lead	HealthWatch Hartlepool
Cllr Steve Thomas	Lead Member	Hartlepool Borough Council
Victoria Wilson	Assistant Director of Adult Care	Redcar & Cleveland Borough Council
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
Mandy Cockfield	Service Manager	Redcar & Cleveland Borough Council
Angela Connor	Operational Lead	Stockton-on-Tees Borough Council
Stephen Down*	Safeguarding Lead	North East Ambulance Service
Judith Gray	Volunteer Lead for Adult Learning Disabilities	Healthwatch Hartlepool
Rachelle Kipling	Commissioners Officer	Office of Police & Crime Commissioner
Elizabeth Moody	Director of Nursing and Governance	Tees Esk & Wear Valleys NHS Foundation Trust
Jean Pegg	Inspection Manager	CQC
Barbara Potter	Head of Quality and Adult Safeguarding	South Tees CCG
Ann Powell	Head of Cleveland Area	National Probation Service
John Rafferty	Compliance Business Partner - Safeguarding	Thirteen Group
Darren Redgwell	Deputy Director of Operations	Durham Tees Valley Community Rehabilitation Company Limited
Patrick Rice	Corporate Director of Adults and Communities	Redcar & Cleveland Borough Council
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
Lisa Theaker	Superintendent	Cleveland Police
Jo Tate	Health & Social Care Lead	HMP Holme House Prison
Christine Wharton**	Inspection Manager	CQC
Ayshea Winchester	Safer Custody Manager	HMP Holme House Prison

Absent		
Name	Role	Representing
Mark Davis***	Chief Executive	Middlesbrough Voluntary Development Agency
John Lovatt	Assistant Director	Hartlepool Borough Council
Mike Milen***	Chief Executive	Redcar & Cleveland Voluntary Development Agency
Cllr Julia Rostron	Lead Member	Middlesbrough Borough Council
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; Ria Boulton; Susan Cawley; Jackie Gibson; Emily Gill; Suzanne Glass; Lorna Harrison; Colin Holt; Jas Lang; Pat McQuillan; Suzanne Metcalfe; 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.		
Ann Baxter (AB) informed that Martin Crow (MC) will be leaving the Business Unit in March and interviews are scheduled to fill the Project Officer role. AB thanked MC for his contribution to the Board and wished him well in his new post.		

Agenda Item 2	Minutes from the meeting held on 18/12/18	Presenter: Chair
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Matters Arising

- **GP Membership**

Ann Workman (AW) advised that a meeting is scheduled with Fiona Adamson next week. Jean Golightly (JG) offered to assist if needed.

- **Signatures for Inter-Agency Policy and Information Sharing Agreement**

There are a few signatures outstanding, members who have not signed should send their signatures to the Business Unit.

- **Timelock**

A letter of support was drafted on behalf of the Board and circulated.

- **Cleveland Police Restructure**

The restructure is ongoing, an update will be provided as soon as Cleveland Police are able to.

- **Consultation Surveys**

JG suggested that efforts could be coordinated with the Community Safety Partnerships to distribute and complete the surveys. AB requested that members who sit on other Boards share the surveys.

- **Risk Register**

Lorraine Garbutt (LG) explained that the Risk Register is currently going to all of the Sub-Group meetings and a more comprehensive register will be brought back to the next Board meeting.

- **Data Comparisons of Bed Days**

A suggestion was made at the previous meeting to consider comparing bed days within the Trust's data. JG felt that this would be extremely complex as the Trusts quantify bed days in different ways. Members felt it was better to review the organisations' themes and trends as it would be too difficult to pull this information together.

- **Secure Information Sharing – GCSX**

Some organisations have responded to advise that they will be discontinuing the use of GCSX accounts.

Following a few minor amendments, the minutes of the meeting held on 18 December were agreed as a true and accurate record.

Action Points	Action Owner	Deadline
1. Barbara Potter represents South Tees CCG – minutes to be amended	GMc	28/02/19
2. Amend incorrect spelling of Lisa Theaker	GMc	28/02/19
3. AW to provide an update on GP membership following the meeting with Fiona Adamson	AW	03/04/19
4. Healthwatch Hartlepool, Healthwatch South Tees, Middlesbrough and Redcar Voluntary Agencies and South Tees Hospitals NHS Foundation Trust to send signatures for inclusion in the Information Sharing Agreement	All	03/04/19
5. Members who sit on other Boards to share TSAB consultation surveys	All	31/03/19
6. Risk Register to be discussed at the next meeting	LG	03/04/19

Agenda Item 3	Tees All Age Autism Partnership	Presenter: Linda Lord
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Linda Lord (LL) gave a presentation to members on the Tees All Age Autism Partnership, including national statistics on autism. The following key points were raised:

- In 2009 the *Autism Act* was introduced – this was the first piece of legislation that was disability focused and was for adults only.
- Following the Autism Act (2009) there were a number of strategies introduced; *Rewarding Lives* (2010, 2014 and 2015) and finally, *Think Autism* (2016).
- There are 19 objectives within *Think Autism*. On a bi-annual basis each Local Authority submits data to Public Health England via the Self-Assessment Framework (SAF) to monitor progress.
- The data pulled together by Public Health England will help to inform the next *Joint Adults and Children Autism Strategy* which is due to be published in autumn 2019 and will help to identify how well we are able to support people with autism.
- From a local perspective, the Autism Partnership was established in 2005 in Middlesbrough and was developed into a Tees Group in 2010.
- In 2012/2013 a Children’s Autism Partnership was formed and led by the Clinical Commissioning Group (CCG). A Children’s Strategy was produced, however this did not progress past the draft stage.
- In 2017 the Tees All Age Autism Partnership was introduced and Children’s professionals are invited to be part of this group.
- LL explained that she is relatively new in post, however her role is to consult around the interim local Strategy until publication of the *Joint Adults and Children Autism Strategy*. The Tees Group will then have 18 months to develop a new strategy that features children and young people as well as adults.
- There are a number of organisations and groups linked to the Tees All Age Autism Partnership, however some Board members were unaware of the partnership, and therefore communication issues were identified.

LL enquired if a representative from the TSAB could attend the All Age Autism Board to provide a link to safeguarding issues, particularly around hate crime. Members felt that safeguarding issues such as hate crime are picked up in other forums. It was noted that the interim local strategy has not been to each of the Health & Wellbeing Boards or the Community Safety Partnerships. In order to progress to the next stage LL will need to link in to these governance arrangements. Jean Golightly (JG) commented that there are also some valuable parent/carer forums that could be consulted with. AB suggested that LL contacts each Director within Children and Adults Services across the four Tees LAs to confirm what is happening in their area and which groups/Boards should be consulted with. Councillor Jim Beall (JB) requested that a copy of the Terms of Reference for the Tees All Age Partnership is circulated.

Action Points	Action Owner	Deadline
1. LL to contact each Director of Children and Adults Services to determine next steps and consultation	LL	03/04/19
2. LL to send copy of Terms of Reference to the Business Unit for circulation with the minutes	LL / GMc	28/02/19

Agenda Item 4	High Risk Panels	Presenter: LA Reps.
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Self-Neglect was introduced as a new category of abuse within the Care Act and subsequently a Self-Neglect Policy and Guidance was produced by the TSAB. AB explained that following a Safeguarding Adults Review (SAR) in Hartlepool, one of the recommendations was to develop a high risk panel within each Local Authority as a means of escalating complex cases in a multi-agency forum to manage and share risks. AB requested an update on progress from all LA representatives.

Hartlepool Borough Council (HBC)

HBC have a process called Team Around the Individual (TATI) which brings together multi-agency partners to discuss high risk individuals that are known to a number of services. The criteria for the TATI is tight, and despite the small number of cases, it is very resource intensive for the staff involved. Jill Harrison (JH) reflected that securing ongoing engagement from partners has been challenging, but that there are a few key individuals that make the process work; one of which is from Cleveland Police. JH was unsure if police are able to resource future meetings following their restructure. If Cleveland Police are unable to facilitate this, the TATI process will need to be reviewed.

Stockton-on-Tees Borough Council (SBC)

SBC have agreed the Terms of Reference and core membership of the high risk panel. The first meeting has been held, in which three people were discussed. A second meeting has been planned.

Redcar & Cleveland Borough Council (RCBC)

Victoria Wilson (VW) explained that RCBC operate a slightly different model known as the *Transformation Challenge Team*. The team focuses on hard to reach individuals including frequent fliers, domestic abuse victims/perpetrators and substance misusers. Police are linked in to the Multi-Disciplinary Team but this currently only covers 6 wards and RCBC are looking at how to fund this across all wards in Redcar. VW explained that RCBC also operates a Complex Case Discussions process; a meeting is held with the practitioner, manager, senior manager and other relevant partner agencies to discuss cases that are ‘stuck’, or where there are concerns about the level of risk or that progress is not being made. A review of this process will be completed in 6 months.

Middlesbrough Borough Council (MBC)

Louise Grabham (LGr) informed that this type of work sits within the Community Safety Team, however the staff member who leads on this has left the authority.

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Steve Rose (SR) commented that this approach will inevitably make savings in the long term for a number of agencies and alleviate pressure across a number of services.

Stuart Harper-Reynolds (SHR) reflected that there is some duplicate work associated with frequent fliers and TATI. SHR explained that a meeting has been arranged with the Chair of the Frequent Attenders group to establish what work can be done together with TATI. JG reflected that this work is similar to that of the Crisis Care Concordat group and also the Vulnerable Victims Group. JG suggested that it may be useful to map out what services are doing across Tees that have a similar remit. Cllr JB commented that within SBC they have identified areas that are linked to poor housing and are recognised problem areas for the emergency services. Therefore, resources are being targeted in these areas to focus on prevention and working with partner agencies who may be able to support people in other ways.

Steve Johnson (SJ) advised that Cleveland Fire Brigade have staff based within the Community Safety Hubs in Redcar and Hartlepool and would like to replicate this model in other areas.

Members agreed that an initial meeting with the Chairs of the high risk panels should be held to discuss the current working models, identify learning points and the connections to other structures. AW advised that Angela Connor has agreed to take this forward. It should then be discussed if there is potential to have a Teeswide approach or if local arrangements would be more effective – this should be taken to the most appropriate Sub-Group for consideration.

Action Points	Action Owner	Deadline
1. AC to arrange initial meeting with Chairs of High Risk Panels and equivalents to discuss the various models	AC	03/04/19

2. PPP Sub-Group to discuss the potential for a Teeswide High Risk Panel	PPP	09/05/19
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Agenda Item 5	Quarter 3 Performance Report	Presenter: Angela Legg
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Angela Legg (AL) highlighted the key points from the Q3 performance report:

- The overall number of Concerns has seen a slight decrease, however there has been a significant increase in the number of Section 42 Enquiries undertaken, when compared to Q2. This increase could be linked to improved recording, for example HBC have amended their processes to record Section 42 Enquiries at an earlier stage (previously this was only recorded if an Enquiry progressed to a strategy meeting). SBC have also made some changes to record Section 42 Enquiries at an earlier stage.
- Physical and Neglect & Acts of Omission continue to be the two main types of abuse. More than half of the cases within the Physical category occurred in Care Homes. Further analysis of the sub-categories indicates that a large proportion are related to incidents between residents
- The two main locations of risk continue to be Own Home and Care Homes. The number of Section 42 Enquiries in relation to an individual's own home has increased since quarter 3 last year and is therefore starting to align with national statistics.
- There is a lot of activity and support around the Responding to and Addressing Serious Concerns Protocol and a number of homes have since come out of the protocol because of the improvements made through this focused approach.
- The NHS Foundation Trust's data continues to show the same trends; Neglect and Acts of Omission and Physical being the main category of abuse in Tees Esk & Wear Valleys (TEWV) NHS Foundation Trust. There continues to be similar themes around hospital discharges and medication errors. AL advised that the next multi-agency audit will be looking at discharges.
- Cleveland Police has recorded an increase in Domestic Abuse cases. It is believed that this increase may be due to improved reporting which started towards the end of 2018.
- Some referrals to police have decreased, which may be due to recirculating the Cleveland Police Referral Criteria and raising staff awareness of what should be reported as a crime
- Cleveland Fire Brigade continue to identify vulnerable people through their fire safety home visits. There is a new safeguarding officer in place and in quarter 3, a number of Concerns were raised to the Local Authorities on Self-neglect and Financial Abuse. The Fire Brigade continues to promote use of the Board's e-learning courses to raise awareness of safeguarding amongst their workforce.

Action Points	Action Owner	Deadline
1. TEWV number of concerns to LA to be changed to 'increase'	AL	28/02/19

Agenda Item 6	Sub-Group Update	Presenter: Sub-Group Chairs
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Communication & Engagement (CE) – Steve Rose

- **Sexual Exploitation Leaflet**

Following a presentation from Newcastle City Council on Operation Sanctuary, the CE Sub-Group has produced a *Protecting Adults from Sexual Abuse and Exploitation* leaflet. The leaflet has been developed to raise awareness of the subject and is targeted towards night time economy workers such as taxi drivers, hotels, sexual health services etc. Research from RiPFA (Research in Practice for Adults) has been used to assist with the content and the Vulnerable Women and Girls (VWAG), Anti-Slavery Network (which includes representatives from children's services) and Community Safety Partnerships have been consulted throughout development. MC commented that although the title makes reference to 'adults' it can also be applied to protecting children.

The leaflet will be formally launched at the South Tees Safeguarding Champions Event on 27 February and will thereafter be added to the TSAB website as a free resource.

HS queried if 'prostitution' was the correct term as this is often referred to as 'sex worker'. MC advised that the agencies involved with the consultation work directly with these vulnerable individuals and have agreed the terminology.

SR advised that the next CE meeting is on 4 March and a meeting has been scheduled with LG to discuss the agenda.

Members formally approved the *Protecting Adults from Sexual Abuse and Exploitation* leaflet.

Learning Training & Development (LTD) – Jill Harrison

- **Conference**

A Multi-Agency Task & Finish Group has been established to plan the conference that will take place on 16 October at the Riverside Stadium. The title will be *Understanding Exploitation Across Tees* and the event will cover a range of topics associated with exploitation. The target audience will be team managers and middle managers across a number of stakeholders; including children and adults services, police and businesses linked to the night time economy as well as health and education. There are only 150 places available and therefore a targeted approach will be used to publicise. JH expects that the event will be oversubscribed and a sifting process will be adopted to ensure that there is a good mix of places offered across partner agencies. JG felt that it was very positive to see that the TSAB are reaching out to engage with colleagues in children's services.

- **Virtual College Licenses**

The Virtual College e-learning contract has been extended for one year in partnership with the Safeguarding Children Boards. We have exceeded the 10,000 licenses purchased, however it was noted that the courses on offer cover a broad range of topics and from April the scope will be reduced to focus on safeguarding courses. The contract will be put out for tender in 2020.

Operational Leads (OL) – Lorraine Garbutt

- **Self-Neglect Guidance**

The Self-Neglect Guidance has been reviewed to ensure that where high risk panels (or equivalent) are not yet in place there needs to be another mechanism to escalate and manage these complex cases. The importance of multi-agency information sharing has been reinforced. LG explained that ECINS (a multi-agency case management system) still features as it is deemed particularly useful for organisations that span across Tees, however it was noted that ECINS has not been adopted by all partners. The flowchart has been updated to make the process clearer and to emphasise the desired outcomes for individuals. LG explained that useful links to other websites and the link to the Board's training information still needs to be included.

Members formally approved the Self-Neglect Guidance.

- **Domestic Abuse – Themed Discussion**

Sharon Caddell (SC) attended the meeting in January to talk to members about various issues regarding MARAC and changes to MATAC. Domestic Abuse has also been identified as a topic for the multi-agency audits.

- **Development Session**

The OL Development Session will take place on 21 March 2019 and will be similar to the Board's Development Day. The session will focus on what we have achieved and what we can do in the future,

this will help to inform the Board's Strategic Plan. LG explained that one of the exercises will be to review an example of a SAR Notification as if they are members of the SAR Sub-Group. It is hoped that this activity will help members to understand what needs to be included within a SAR Notification and improve the quality of those being submitted.

Incidents between Residents Task & Finish Group – Lorraine Garbutt

- **Briefing Paper / Prompt Sheet**

Data shows that there is a high proportion of physical abuse cases that are attributed to incidents between residents in care settings. A multi-agency Task & Finish Group was set up to look at this in more detail. The group wanted to understand the volume of cases that LAs and Police were dealing with; since Q1 2018, LAs have been recording sub-categories in order to capture incidents of this nature. LG explained that the data systems can capture repeat victims, but not repeat perpetrators. If reported to police the incidents are recorded as a crime and quickly closed (if one or more individuals lack capacity the case cannot be progressed). The Cleveland Police Referral criteria has been re-circulated and sent to care homes to try and prevent inappropriate referrals being made.

LG advised that 2 Tees representatives attended a workshop in London that looked at conversion rates and what constitutes as a Concern and Section 42 Enquiry in an effort to improve consistency across the country. Following the workshop, it reiterated that these types of incidents need to be reported into Safeguarding as by definition of the Care Act they do meet the Section 42 Enquiry criteria. It was noted that the Enquiry may be as little as a phone call to the care provider to ensure that appropriate measures are put in place to deal with the issues raised. The group did acknowledge that it would be useful to have a prompt sheet for staff to use when doing an initial enquiry to ensure that the right questions are asked to try to establish the root cause and improve consistency of how these types of incidents are dealt with across Tees. This is included as an appendix within the briefing paper.

Emma Thompson from the ICLS Service was a member of the group and talked about how their service works with staff in care homes to put behaviour plans in place. There is often a high turnover of staff in care settings, regular use of agency staff and most crucially a high turnover of registered managers. This can lead to a lack of consistency in approach, diminished level of skills, lack of knowledge of individual's needs and care plans. Living environments can influence the behaviour of residents and some care homes are not fit for purpose or dementia friendly.

Gordon Bentley (GB) from South Tees CCG shared some 1:1 guidance which is currently used for Continuing Health Care funding, however it does provide some useful guidelines. JG confirmed that initially the guidance was developed for the South Tees area, but has since been adopted North of Tees as well.

The group recognised that those admitted to dementia care units within residential settings are usually in the advanced stages of their illness. This can result in residents being moved from home to home due to changing needs, or to manage behaviour, or due to dynamics between residents, which could in effect just move the problem elsewhere.

JG felt that people going into care later in life is a positive culture shift, however the flip side is that individuals often have more complex needs when they do go into care. As they are entering care in the latter stages of life, the throughput of residents is constantly changing which can also impact on the dynamics of people living together within a care setting. The CCG has invested a substantial amount of money to work with care providers to offer training and upskill staff which can be difficult to maintain in a sector with such a high turnover.

LG asked if incidents between residents should be added to the Board's Risk Register. AB felt that if it was added, the Board would need to develop some actions to address the issue and through the Task & Finish Group these actions have already been completed.

LG commented that the TSAB website can be utilised to develop a resource pack for Care Providers to include prevention guidance, one-to-one guidelines and training materials.

- **Decision Support Guidance (DSG)**

The DSG has been reviewed and it is now much clearer of when to submit a Safeguarding Concern for incidents between residents. The DSG was formally approved by Board Members.

Safeguarding Adult Reviews (SAR) – Helen Smithies

AB informed that HS will be stepping down as chair of the SAR Sub-Group and JH has volunteered to take on this responsibility. Therefore, the LTD Sub-Group now requires a willing volunteer - it was noted that RCBC do not currently chair a Sub-Group.

- **SAR Policy & Procedures**

The SAR Policy and Procedures have been updated to reiterate that Board members need to quality check notifications before they are submitted and that cases will not be considered unless all chronologies have been received.

- **Regional Guidance**

This was discussed at the Regional Safeguarding meeting and came from Northumberland Safeguarding Adults Board, following legal advice they had obtained. It specifies that a Section 42 Enquiry should not continue after the adult has died. This contradicts Tees procedures which states that an Enquiry should continue under these circumstances. The SAR Sub-Group felt that investigations should continue as this ensures that other people are protected from similar incidents occurring, however it was recognised that the Enquiry can no longer relate to the individual who has passed away. This would also exclude family members from attending strategy meetings as the purpose of the meeting changes with an emphasis to safeguard others and not the person who has died. It was agreed to raise this at the next PPP Sub-Group meeting.

Members felt that there is still learning to be gained from continuing investigations and therefore supported the proposal that an Enquiry (in some form) should continue, but that the strategy meeting should perhaps be a multi-agency Information Sharing meeting instead.

- **SAR Decision Support Guidance**

The flow chart has been reviewed and updated. Members formally approved the SAR DSG.

- **Exemplar Notification Form**

A number of notifications submitted to the Business Unit have been of a poor quality and an exemplar notification form has been developed to help practitioners identify the type of information required in order for the Sub-Group to make an informed decision.

- **QES**

The Business Unit has purchased a Case Management System to help manage SAR notifications from the point of referral to signing off an action plan. The Business Unit will soon have access to the test system and it is hoped the full system will be ready to use by the end of March. This will have an impact

on Board partners as the system will need to be used to share information. The Business Unit will arrange a demo with Sub-Group members to show them how it works.

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Confidential

- **Case 5/18**

This case involves a young man who died due to self-neglect issues. HS commented that it will be interesting to establish if a high risk panel would have made a difference in this case. An independent reviewer has been appointed and dates of the review have been mapped out. The initial scoping meeting/author's briefing will take place on 19 March.

- **Thematic Review – Responding to and Addressing Serious Concerns**

An independent author has been appointed to complete this piece of work to pull together themes and trends associated with the protocol.

- **SAR3 Action Plan**

There are a few small elements remaining, however Middlesbrough Borough Council have a number of actions outstanding. AB requested that Louise Grabham (LGr) picks this up with Erik Scollay (ES).

It has been confirmed today that High Risk Panels (or equivalent) are in place across all 4 LAs and this will be reviewed in 6 months. Therefore this action can be signed off.

Once the information has been received from MBC, members were happy to approve the action plan as complete. It was noted that the remaining evidence does not need to come back to the Board and should be taken to the Sub-Group instead.

Action Points	Action Owner	Deadline
1. Sexual Exploitation Leaflet to be added to TSAB website	GMc	28/02/19
2. Useful links to websites and reference to Self-Neglect training to be added to the Self-Neglect Guidance	LG	28/02/19
3. Updated Self-Neglect Guidance to be added to the TSAB website	GMc	28/02/19
4. Updated DSG to be added to the TSAB website	GMc	28/02/19
5. Prompt Sheet for Incidents between Residents to be circulated appropriately amongst agencies to be used in front of house teams	All	28/02/19
6. Prevention guidance, 1:1 guidelines and training materials to be added to the TSAB website and circulated appropriately	Business Unit	01/04/19
7. Incidents between Residents Briefing paper to be shared with OLSG	LG	09/05/19
8. Volunteers for LTD Sub-Group Chair to contact the Business Unit	All	18/03/19
9. SAR DSG to be added to TSAB website	GMc	28/02/19
10. Exemplar notification form to be added to the TSAB website	GMc	28/02/19
11. LGr to raise SAR3 Action Plan with ES	LGr	28/02/19
12. Remaining SAR3 evidence to be discussed at SAR Sub-Group for final sign off	ES	25/03/19

Agenda Item 7	TSAB Development Day	Presenter: Chair
A copy of the Board's Development Day agenda was circulated for information. AB reminded members that the session takes place on 7 March and asked that members prioritise their attendance. The focus		

will be to look back at what has been achieved, links to other partnerships (Director of Children's Services have also been invited) and to discuss the strategic direction and priorities for the year ahead.

Agenda Item 8	Any Other Business	Presenter: All	
CQC colleagues are attending the next meeting, some items for discussion have already been suggested. Members should consider any items to raise when CQC are present. JH confirmed that Jean Pegg is the CQC representative for Hartlepool and that the representatives attending the next meeting cover Middlesbrough, Redcar and Stockton.			
Action Points		Action Owner	Deadline
1. Members to consider items for discussion when CQC are present		All	03/04/19

Next Meeting Date: **Wednesday 3 April 2019**

Time: **1:30pm – 4pm**

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

Minutes approved by Independent Chair:



Date: 21/02/19

Appendix 1 - Attendance Matrix

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

Company	14/02/2019	07/03/2019	03/04/2019	20/06/2019	23/09/2019	25/10/2019	11/12/2019	1
Catalyst	1	0	0	0	0	0	0	100%
CCG Board Member (Hartlepool & Stockton CCG and South Tees CCG)	1	0	0	0	0	0	0	100%
Cleveland Fire Brigade	1	0	0	0	0	0	0	100%
Cleveland Police	0	0	0	0	0	0	0	0%
CQC Board Member (Mlbro, Redcar, Stockton) (committed to attend 2 meetings per year)	0	0	0	0	0	0	0	0%
CQC Board Member (Hartlepool)	0	0	0	0	0	0	0	0%
Durham Tees Valley CRC	1	0	0	0	0	0	0	100%
HBC Board Member	1	0	0	0	0	0	0	100%
HBC Assistant Director	0	0	0	0	0	0	0	0%
HBC Lead Member	1	0	0	0	0	0	0	100%
Healthwatch Hartlepool	1	0	0	0	0	0	0	100%
Healthwatch Stockton	1	0	0	0	0	0	0	100%
HMP Holme House Prison	0	0	0	0	0	0	0	0%
MBC Board Member	1	0	0	0	0	0	0	100%
MBC Lead Member	0	0	0	0	0	0	0	0%
Middlesbrough & Redcar Voluntary Development Agency (also represents Healthwatch South Tees)	0	0	0	0	0	0	0	0%
National Probation Service Cleveland	1	0	0	0	0	0	0	100%
North East Ambulance Service (attend for specific agenda items only)	0	0	0	0	0	0	0	0%
NTHFT	1	0	0	0	0	0	0	100%
Public Health	1	0	0	0	0	0	0	100%
Office of Police & Crime Commissioner	1	0	0	0	0	0	0	100%
RCBC Board Member	0	0	0	0	0	0	0	0%
RCBC Assistant Director	1	0	0	0	0	0	0	100%
RCBC Lead Member	0	0	0	0	0	0	0	0%
SBC Board Member	1	0	0	0	0	0	0	100%
SBC Lead Member	1	0	0	0	0	0	0	100%
STHFT	1	0	0	0	0	0	0	100%
Teesside University	1	0	0	0	0	0	0	100%
TEWV	1	0	0	0	0	0	0	100%
Thirteen Housing	0	0	0	0	0	0	0	0%
TSAB Independent Chair	1	0	0	0	0	0	0	100%
TSAB Business Unit	5	0	0	0	0	0	0	100%