



Teeswide Safeguarding Adults Board

Meeting Date: **Thursday 22 October 2020**

Time: **9:30am – 11:30am**

Venue: **Microsoft Teams**

Minutes

Attendees		
Name	Role	Representing
Karen Agar	Associate Director of Nursing Safeguarding	Tees Esk & Wear Valley NHS Foundation Trust
Ann Baxter	Independent Chair	Teeswide Safeguarding Adults Board
Darren Best	Independent Chair	Teeswide Safeguarding Adults Board
Philip Bond	Detective Superintendent – Safeguarding Lead	Cleveland Police
Jon Carling	Chief Executive	Catalyst Stockton
Cllr Dorothy Davison	Lead Member	Middlesbrough Borough Council
Lorraine Garbutt	Business Manager	TSAB Business Unit
Jake Graham	Communications Officer	Healthwatch
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
Neil Harrison	Head of Service	Hartlepool Borough Council
Steve Johnson	Area Manager – Prevention and Protection	Cleveland Fire Brigade
Natasha Judge	Healthwatch Manager	Healthwatch Stockton
Rachelle Kipling	Commissioners Officer for Victims	Office of Police & Crime Commissioner
Angela Legg	Data Analysis and Performance Monitoring Officer	TSAB Business Unit
Cllr Sue Little	Lead Member	Hartlepool Borough Council
Amy Mahoney	Project Officer	TSAB Business Unit
Gina McBride (Minutes)	Admin and Information Officer	TSAB Business Unit
Cllr Ann McCoy	Lead Member	Stockton-on-Tees Borough Council
Mike Milen***	Chief Executive	Redcar & Cleveland Voluntary Development Agency
Ruth Musicka	Access and Safeguarding Lead Officer	Middlesbrough Borough Council
Mel Newton	Senior Lecturer	Teesside University
Cllr Mary Ovens	Lead Member	Redcar & Cleveland Borough Council
Alison Peevor	Head of Quality and Adult Safeguarding	Tees Valley CCG
Darren Redgwell	Deputy Director of Operations	Durham Tees Valley Community Rehabilitation Company Limited
Erik Scollay	Director of Adult Social Care	Middlesbrough Borough Council
Helen Smithies	Assistant Director of Nursing Safeguarding	South Tees Hospitals NHS Foundation Trust
Gary Watson	Business Manager	South Tees Safeguarding

		Children Partnership
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
Jane Bell	Administration Officer	TSAB Business Unit
Michael Bell	Designated Safeguarding & Investigations Officer	Durham Football Association
Lisa Bosomworth	Development and Delivery manager	Healthwatch South Tees
Sarah Bowman-Abouna	Director of Public Health	Stockton-on-Tees Borough Council
Mark Davis***	Chief Executive	Middlesbrough Voluntary Development Agency
Elaine Godwin	Admin Officer	TSAB Business Unit
Jean Golightly	Director of Nursing & Quality	Tees Valley CCG
John Lovatt	Assistant Director	Hartlepool Borough Council
Elizabeth Moody	Director of Nursing and Governance	Tees Esk & Wear Valleys NHS Foundation Trust
Ann Powell	Head of Cleveland Area	National Probation Service
John Rafferty	Compliance Business Partner - Safeguarding	Thirteen Group
Patrick Rice	Corporate Director of Adults and Communities	Redcar & Cleveland Borough Council
Karen Sheard	Deputy Chief Nurse	North Tees and Hartlepool NHS Foundation Trust
Kelly Smith	Inspection Manager	CQC (Hartlepool)
Leanne Stockton	Business Manager	Hartlepool & Stockton Safeguarding Children Partnership
Christine Wharton**	Inspection Manager	CQC
Helen Williams	Named Nurse Adult Safeguarding	South Tees Hospitals NHS Foundation Trust
Sarah Wilson	Head of Safer Prisons and Equality	HMP Holme House Prison
Ayshea Winchester	Safe Custody Manager	HMP Holme House Prison

Absent		
Name	Role	Representing
Christopher Akers-Belcher	Chief Executive	Healthwatch Hartlepool

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

Copies: Chris Brown; Caroline Gallilee; Emily Gill; Emily Gibson; Suzanne Glass; Lorna Harrison; Nigel Hart; Colin Holt; Kay McGowan; Suzanne Metcalfe; Judith Oliver; Laura Poppleton; Angela Pringle, Mike Sharman; Rachael Surtees; Lyndsay Waddington

Agenda Item 1	Introductions and Apologies	Presenter: Chair
Ann Baxter (AB) welcomed Darren Best (DB) to the meeting, who is the newly appointed Independent Chair of the Board.		
Introductions were made.		
Helen Smithies (HS) advised that this will be her last meeting and Jo Gamble will be her replacement starting on 2 November.		

AB explained that Board meetings usually begin with a presentation that focuses on a specific area of safeguarding and that guest speakers are invited to present. This allows time for a more substantive discussion and is a way of being as inclusive as possible. The second half of the meeting focuses on the Board's internal business, such as regular updates from the Sub-Groups, Task & Finish Groups, Performance Reports and Audits.

Agenda Item 2	Safeguarding in Football	Presenter: Chair
Apologies have been received from Michael Bell (MB), who was due to deliver a presentation on Safeguarding in Football. This item will be carried forward to a future meeting.		

Agenda Item 3	Sub-Group Update	Presenter: Sub-Group Chairs
Communication and Engagement (CE) – Neil Harrison (NH)		

- **Accessibility Guidelines**

The National Safeguarding Adults Board (SAB) network have asked for confirmation that all SAB websites have an accessibility statement contained on them. The website should meet the national accessibility standards. Testing has identified that a number of areas within the TSAB website do not currently meet the required standards and the Business Unit are working to understand the implications of these changes.

The blue colour in the TSAB branding is not compliant and features on the website and in all documents, this will change to a slightly darker blue. All new documents will be developed to meet the standards and as policies, procedures and guidance are reviewed they will be updated onto the new template.

- **National Safeguarding Adults Week**

The Board is committed to taking part in the National Safeguarding Adult Awareness (week commencing 16 November 2020). The Awareness Week is being coordinated nationally by the Ann Craft Trust and each day will focus on a different safeguarding adult at risk issue as detailed below:

- Monday – Safeguarding and Wellbeing
- Tuesday – Adult Grooming
- Wednesday – Understanding Legislation
- Thursday – Creating Safer Places
- Friday – Organisational Abuse
- Saturday – Sport & Activity
- Sunday – Safeguarding in Your Community

The Ann Craft Trust have provided resources and information about each of the key themes and the themes due to be highlighted on the Saturday and Sunday will be featured throughout the week.

Some activities are already planned such as;

- Legal Literacy Webinars
- A Radio Interview with Zetland FM – DB the newly appointed TSAB Independent Chair has kindly offered to carry out the radio interview but asked for a deputy in the event he is unavailable to attend on the day. Natalie Williams (NW) advised that she would be able to assist.
- The Board's Quarterly Newsletter and the Board's Annual Survey will also be in circulation
- Bus Stop Awareness Campaign - all posters will be in prominent locations across Tees over a two week period.

Amy Mahoney (AM) is currently developing a resource pack which will include consistent messages that can be shared on organisations' social media pages. The activity for this year will be very different to that of previous years and NH asked for members support, especially in relation to social media.

DB advised that he was happy to support any other media opportunities linked to safeguarding adults awareness week.

- **Self-Neglect Awareness Campaign**

In December 2019 the Board published a Safeguarding Adult Review (SAR) following the death of an adult called Josh. One of the actions from the review was for the Board to carry out awareness raising on Non-typical Self Neglect. Actions completed to date include commissioning a Self-Neglect E-learning course, a review of the TSAB Self-Neglect Policy and Guidance to ensure non-typical Self-Neglect is included and the Self-Neglect workbook has been reviewed. A learning briefing is currently being written and will be cascaded and added to the website once complete. All resources will be shared after Safeguarding Adults Awareness Week.

- **TSAB Annual Survey**

The Annual Consultation Survey is now live. NH requested that the links (below) are promoted within organisations and for members to complete themselves.

Professionals Survey

<https://www.tsab.org.uk/campaigns-and-initiatives/professionals-survey-consultation-2020-2021/>

General Public Survey

<https://www.tsab.org.uk/campaigns-and-initiatives/general-public-survey-consultation-2020-2021/>

Easy Read Survey

<https://www.tsab.org.uk/campaigns-and-initiatives/general-public-easy-read-survey-consultation-2020-2021/>

Phil Bond (PB) enquired if there is a police representative on the CE Sub-Group. It was confirmed that Susan McDonald attends.

AB commented that it is good to see DWP attending the Sub-Group and improving links between the operational groups and Board.

Operational Leads (OL) – Lorraine Garbutt (LG)

The group last met on 15 October. LG explained that originally the OL was an informal group. The Board recognised the valuable work coming through this group and it was eventually made into a formal Sub-Group. The OLSG meet on a bi-monthly basis and during the pandemic have met more regularly on an informal basis. The group is always well-attended and members really value the peer support and welcome the opportunity to share good practice and local issues.

- **Intelligence Sharing**

Detective Inspector Ash Harvey from Cleveland Police attended to promote intelligence sharing with safeguarding leads. The group were asked to share the presentation with their wider teams. The intelligence gathering form was promoted and it was made clear how to provide intelligence.

- **Concern Form Review**

A light touch review of the form was due. There were no notable changes suggested, so the current form will remain and a further review will take place in 12 months.

- **Good Practice**

A number of areas of good practice were highlighted. In particular, Stockton-on-Tees Borough Council (SBC) are issuing Microsoft Teams to all care providers. A safeguarding hub page has been created which all care providers have access to, this will aid communication between SBC and the providers. Folders have been created which contain all relevant TSAB documents in one place.

- **Multi-Agency Audit – Middlesbrough Borough Council (MBC) – Ruth Musicka (RM)**

Two cases were randomly selected for the audit. The first case was in the category of Physical Abuse with the sub-category of Medication Error and for the second was in the category of Neglect and Acts of Omission with the sub-category of Medication Error.

Best practice, appropriate decision making, and multi-agency working were demonstrated within the two cases.

A number of recommendations were identified;

- The Safeguarding Team need to ensure that the Enquiry still demonstrates a high standard of information gathering and that making safeguarding personal is central to the Enquiry process.
- The core issue of risks arising as a result of transferring paper records is still to be addressed and will be escalated within the Trust.
- Issues around Enquiry timescales that needs to be monitored.
- Reflection and learning relating to recording and practice will be shared with the MBC Access Safeguarding Team

AB enquired if the Board's medication guidance needs reviewing. RM did not think this was necessary, but that the guidance does need embedding further within MBC, in particular with the Access Team and Care Providers. RM informed that MBC has done some targeted work with Providers and Advisors are receiving refresher training and more generally with the wider safeguarding team.

- **Multi-Agency Audit Process**

The audit took place with a smaller group in a Covid secure room as members felt it would be difficult to complete virtually due to the nature of audits and the need to jump from one system to another; screen sharing would be very complex. RM felt that having a smaller group worked well.

Due to current situation the next audit at HBC has been postponed and it has been agreed to review the situation in December. SBC are due to host the audit in January and as the subject is hospital discharge this may be manageable.

LG noted that alongside the scheduled audits there are a number of Teeswide audits that are required for the SAR and Learning Lessons Review Action Plans. LG will speak with Jill Harrison (JH) Chair of the SAR Sub-Group as there are other pieces of work that are taking place that may address the actions in the event of being unable to undertake specific audits.

Safeguarding Adults Review (SAR) – Jill Harrison (JH)

AB explained that the SAR Sub-Group was originally scheduled on an intermittent basis to discuss SAR notifications. It was soon established that this needed to be a regular Sub-Group and they now meet on a monthly basis. It continues to be a very busy group; monitoring current action plans as well as considering new cases and learning from regional and national reviews.

- **Case 3/19 (Adult D)**

As discussed at the previous meeting the review has continued on a virtual basis and all workshops are now complete. Karen Rees is writing the report and this will be shared with Governance group on 3 November; this version is subject to comment and clarification with the senior managers at the Governance Group. The next version of the report will be created and a further Governance meeting held in December to review the suggested recommendations prior to presenting at Board – this may need to be an extraordinary meeting.

- **Concerns regarding Government Guidance on Discharges**

A Lewisham SAR themed review was considered by the Sub-Group. These cases were both in relation to hospital discharge and the failure to ensure appropriate care packages were in place on their return home. The group felt that these issues could happen across Tees, as patients are now discharged as soon as they are medically fit, but there may not be sufficient time to arrange the therapies needed which can put additional pressure on the system. The group also reflected that people who are discharged on evenings and weekends may be more vulnerable as some services are not available on weekends.

- **Concerns regarding reliance on Telephone Assessments**

The above cases also raised this point of discussion and the lack of face to face contact may mean that

safeguarding issues are missed as there is no opportunity to see the home environment and/or others involved in the person's life. There is some guidance being published by ADASS to support Social Workers carrying out telephone assessments. The OL group has been asked to look at the learning from the Lewisham cases and how this could be addressed locally.

- **Action Plans**

The group are making good progress with the Josh and Adult C action plans. There are some areas that still require input from partners and the Business Unit will be in touch to chase these up.

LeDER Annual Report

A copy of the LEDER Annual Report is now available on Tees Valley CCG's website. Alison Peevor (AP) encouraged members to share amongst their organisations.

<https://teesvalleyccg.nhs.uk/wp-content/uploads/sites/9/2020/09/LeDeR-Annual-Report-2019-2020.pdf>

Best practice has been highlighted within the report as well as key points for improvement:

- End of Life Care Planning
- Communication
- Listening to the Adult's Voice
- Promoting Annual Health Checks
- Reasonable Adjustments in Primary Care

The Tees Valley group are focusing on the areas for improvement.

Stuart Harper-Reynolds (SHR) felt that on a regional level there is a lot of good practice of supporting people with Learning Disabilities (LD) and that the national reports do not tend to include data in any great detail; for example it can often be the case where someone with a Learning Disability also has other co-morbidities and that because of this their life expectancy is reduced (regardless of their LD diagnosis). SHR also reflected that many elderly LD patients have lots of health input and support but the national reports do not necessarily refer to this.

JH commented that it is reassuring that there are no surprises in terms of the themes arising and it is good to have an understanding of what the issues are and that these are being addressed by the Tees Valley group.

Helen Smithies (HS) enquired what percentage of people are being offered annual health checks, as this may have a bearing on the figures linked to those attending health checks. AP advised that this is being looked at in more detail with Primary Care.

DB referred to paragraph 9.92 within the report, which highlighted learning for HBC and MBC and queried if this learning would also apply to SBC and RCBC. NH advised that the learning for HBC was in relation to a service user and how their finances were managed, Inclusion North have been invited to discuss the specifics of this case in HBC. AP agreed to speak with SBC and RCBC to ask how they have applied the learning within their organisations. JH informed that LEDER is a standing item on the SAR Sub-Group agenda so that learning can be shared through this group. AP informed that she attends various regional and national LEDER groups and that learning can be shared more widely via these channels.

Cllr Ann McCoy mentioned that SBC collated the annual health check figures by ward which was helpful to know which areas to target and raise awareness. AP advised that this will be picked up through the Primary Care Networks where data like this is shared.

Safe Place Scheme

The last meeting took place on 1 October, where members spoke about the annual audit of venues and that there should be a focus on whether they are Covid secure. The existing audit form has been amended to include 2 additional questions specifically related Covid-19. It was agreed not to recruit any more venues this year, but to focus on the audit to make sure that the venues remain suitable for the scheme and that staff are trained on how to support and signpost individuals who may need help.

LA members have been asked to make sure their current venue list is up to date so that the Board's website holds the correct information. A note has been added to the website in the interim to advise that not all venues may be open at this current time.

Cllr Sue Little (SL) mentioned that the Safe Place Scheme has prompted discussions at Committee meetings and reiterated that staff working in these venues need to be aware of what the safe place scheme is and what to do if someone asks for help. AM advised that training to staff will be offered on a virtual basis.

Steve Johnson (SJ) advised that Cleveland Fire Brigade have some Safe Place Scheme Procedures that he is happy to share.

Action Points	Action Owner	Deadline
1. Members to support National Safeguarding Adults Awareness week	All	16/11/20
2. Members to complete/share annual consultation survey	All	Ongoing
3. SJ to share Safe Place Scheme Procedures	SJ	05/11/20

Agenda Item 4	TSAB Q1 Performance Report	Presenter: Angela Legg
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Angela Legg (AL) presented the TSAB Quarter 1 Performance Report. A copy of the PowerPoint slides will be shared with the minutes of the meeting for information.

The following key points were raised:

- There is more consistency with the number of Concerns and Enquiries being raised with no significant increase seen as a result of Covid-19.
- The Domestic Abuse category has not increased as expected. The impact of Covid-19 across all categories of abuse will continue to be monitored in future reports.
- The conversion rate from Concerns to Section 42 Enquiries has become more consistent.
- The number of incidents between residents has increased, particularly within the LD sector, which could be linked to Covid-19 measures; changes to routine, visiting restrictions and inability to access day services and activities.
- Generally, Local Authorities are seeing more complex cases being referred, such as homelessness, drug and alcohol misuse cases.
- The Key Performance Indicators (KPIs) were agreed at the last PAQ meeting and will remain the same for this reporting year. The Making Safeguarding Personal elements are difficult to fully achieve, due to this often being captured within the narrative of the case file and is therefore difficult to report against.
- Neglect & Acts of Omission and Physical abuse continue to be the top two areas reported in Tees.
- Domestic Abuse is the third highest category of abuse, which differs from previous quarters (which was financial abuse).
- Own Home and Care Home continue to be the two main locations of risk. Organisational abuse within care homes has increased since Q1 last year.
- TEWV recorded an increase in the number of alerts and contacts reported to their internal safeguarding team with Physical abuse being the main category. Karen Agar (KA) advised that TEWV's numbers often seem low when compared to the other Trusts, but highlighted that the number of patients within TEWV is a lot less when compared to the Acute Hospitals.
- NTHFT recorded an increase in the number of Concerns referred to the LA
- STHFT recorded an increase in activity compared to Quarter 1 last year
- Overall, Cleveland Police have reported a decrease in recorded crime during Q1. This could be linked to the Covid-19 lockdown.
- Thirteen Housing have referred 28 Safeguarding Concerns to the Tees Local Authorities this quarter
- Cleveland Fire Brigade identified and referred 7 Safeguarding Concerns to Tees Local Authorities. Internal analysis within Cleveland Fire Brigade has identified that further work needs to be implemented with regards to raising Safeguarding Concerns for suicide attempts.

AP advised that she may be able to share some Primary Care information.		
Action Points	Action Owner	Deadline
1. AP to discuss Primary Care information with AL	AP	TBC
2. PowerPoint slides to be shared with the minutes	GMc	05/11/20

Agenda Item 5	Any Other Business	Presenter: All
<p>A number of items were attached to the agenda for information:</p> <ul style="list-style-type: none"> • Minutes from the previous meeting held on 22 September • Partner Assurance Reports from TEWV, Durham Tees Valley CRC and NTHFT • Annual Report – which will be published in the next few days; partners are asked to share amongst their organisations • Summary of Covid-19 discussions • Feedback to NICE regarding Care Home consultation • Minutes from Business Managers meeting 		
<p>QAF Stuart Harper-Reynolds (SHR) felt that the new QAF template was much more user friendly and the supplementary guidance was very useful. SHR advised that he volunteers to take part in the evaluation group for other submissions and felt that this was valuable to understand what evidence NTHFT required to meet the standards.</p>		
<p>Teesside University Representative Mel Newton (MN) advised that this would be her last Board meeting, with Mike Fleet attending future meetings.</p>		
<p>DHR Gary Watson (GW) informed members that a Domestic Homicide Review (DHR) for a Redcar case has commenced. The learning should be communicated to the SAR Sub-Group.</p>		
<p>Independent Chair Ann Workman (AW) informed members that this was AB's last meeting. AW expressed her thanks to AB for her strong leadership, high standards, passion, encouragement and support. Members thanked AB and noted that she will most certainly be missed by all. AB thanked everyone and felt that the Board and its partners should be very proud of what it has achieved over the years. AB is pleased to hand over to DB and thanked the Business Unit for all their hard work.</p>		
Action Points	Action Owner	Deadline
1. Annual Report to be shared amongst organisations (once published)	All	05/11/20
2. Invite Mike Fleet to future TSAB meetings	GMc	05/11/20
3. Learning from Redcar DHR to be communicated to SAR Sub-Group	VW	TBC

Next Meeting Date: **Wednesday 9 December 2020**
 Time: **9:30am – 12pm**
 Venue: **Microsoft Teams**

Minutes approved by Independent Chair:



Date: 30/10/20

Appendix 1 - Attendance Matrix

(Deputies are shaded)

Company	27/02/2020	11/03/2020	23/04/2020 (CANCELLED)	24/06/2020 (CANCELLED)	22/09/2020	22/10/2020	4
Catalyst Stockton	0	0	0	0	1	1	50%
CCG Board Member (Tees Valley CCG)	1	1	0	0	1	1	100%
Cleveland Fire Brigade	1	1	0	0	1	1	100%
Cleveland Police	1	1	0	0	1	1	100%
CQC Board Member (Mbro, Redcar, Stockton) (committed to attend 2 meetings per year)	0	0	0	0	0	0	0%
CQC Board Member (Hartlepool)	2	0	0	0	0	0	25%
Durham Tees Valley CRC	0	0	0	0	0	1	25%
Hartlepool and Stockton Safeguarding Children Partnership	0	1	0	0	0	0	25%
HBC Board Member	1	1	0	0	1	1	100%
HBC Lead Member	0	1	0	0	1	1	75%
Healthwatch Hartlepool	0	0	0	0	0	0	0%
Healthwatch South Tees	2	0	0	0	1	1	75%
Healthwatch Stockton	1	1	0	0	0	1	75%
HMP Holme House Prison	0	2	0	0	0	0	25%
MBC Board Member	1	0	0	0	0	1	50%
MBC Lead Member	0	0	0	0	1	1	50%
Middlesbrough & Redcar Voluntary Development Agency	1	0	0	0	1	1	75%
National Probation Service Cleveland	0	1	0	0	1	0	50%
North East Ambulance Service (attend for specific agenda items only)	0	0	0	0	0	0	0%
North Tees & Hartlepool NHS Foundation Trust	1	1	0	0	2	1	100%
Public Health	1	0	0	0	0	0	25%
Office of Police & Crime Commissioner (committed to 2 meetings per year)	0	0	0	0	0	1	25%
RCBC Board Member	0	0	0	0	1	1	50%
RCBC Lead Member	0	0	0	0	0	1	25%
SBC Board Member	1	1	0	0	1	1	100%
SBC Lead Member	1	1	0	0	1	1	100%
South Tees Hospitals NHS Foundation Trust	1	1	0	0	0	1	75%
South Tees Safeguarding Children Partnership	0	0	0	0	0	1	25%
Teesside University	1	1	0	0	0	1	75%
Tees Esk & Wear Valleys NHS Foundation Trust	1	1	0	0	1	1	100%
Thirteen Housing	1	0	0	0	1	0	50%
TSAB Independent Chair	1	1	0	0	1	2	100%
TSAB Business Unit	4	6	0	0	4	4	100%