



**Stockton-on-Tees**  
BOROUGH COUNCIL

**STOCKTON-ON-TEES  
SAFEGUARDING VULNERABLE ADULTS COMMITTEE**

**Thursday 6 Oct 2011  
09.00 - 12.00  
Venue: Education Centre**

**Present:**

Jane Humphreys	Corporate Director
Jim Beall	Cabinet Member (Adult services and Health), SBC
Cllr Steve Nelson	Cabinet Member (Housing and Community Safety), SBC
Liz Hanley	Adult Strategy Manager, SBC
Paul Green	Adult Safeguarding Coordinator SBC
Ian Weddle	Interim Adult Safeguarding Coordinator SBC
Terry Elliott	First Contact Manager, SBC
Mick Walker	Business Manager, Tees-wide SVAB
Tracy Bell	(On behalf of Les Jones) Community Safety, Fire Brigade
Jeff Evans	Stockton Probation Service
Val Murray	Safeguarding Lead, Strategic Health Authority
Janet Hayes	Commissioning Manager (Training) SBC
Pat Haslam	Head of Social Work and Mental Health, SBC
Cath Siddle	Assistant Director of Nursing, North Tees and Hartlepool FT
Kevin Richards	Emergency Duty Team, SBC
Christine Brown	Policy Lead Adult Safeguarding NHS Tees
Margaret Brett	Lead Nurse, TEWV

Mike Cane	Detective Inspector, Vulnerability Unit
Mick Williams	Chief Inspector, Neighbourhood Police
<b>Apologies:</b>	
Lesley Thirlwell	NEAS
Sean McEneaney	Head of Adult Services SBC
Parveen Mughal	Independent Care Home Representative

*Minutes taken by:  
Margaret Deighton / Joanne Dickens*

Agenda Item	Item	Action
1 & 2	<b>Introductions and Apologies:</b> Introductions were made and apologies accepted.	
3	<b>Minutes of the last meeting: 14<sup>th</sup> July 2011</b> The minutes were agreed as an accurate record.	
4	<p><b>Matters arising:</b></p> <p><b><u>Update of Radio Campaign</u></b> It was reported that the Joint North East campaign is in progress across all 13 authorities, with funding from ADASS. The website and posters have been in place since March 2011. It was reported that no real impact has been recorded on referral rates and the analysis of pre/post initial campaign figures has still not been received. Jane Humphreys agreed to take this up with ADASS Directors in Durham.</p> <p><b><u>Adult Structure Update</u></b> It was reported that all posts have been appointed to with the exception of the Learning Disabilities Team Manager post. An interview date has been set for four potential candidates. North and South adult social care teams will be geographically based. South team will be based at Ideal House, North team at Queensway Billingham and LD team at Wessex House. The safeguarding team, along with First Contact, the childcare assessment team and sensory loss will be based at Tithebarn House. Building work is expected to be completed in January 2012.</p> <p><b><u>Hate Crime Initiative</u></b> A brief overview was given of the initiative presented at the last committee that was developed following the case of Fiona Pilkington. The police reported that the initiative has</p>	JH

	<p>been running for 9 weeks and has seen 49 referrals made, 41 of which were from the police and the remainder from other agencies. 37 of these have been discharged, which is positive and suggests that it is being appropriately managed. Feedback has been encouraging. The scheme will be reviewed again in 6 months.</p> <p><b><u>Activity Report (annual update)</u></b> The annual activity report was tabled at the previous meeting by Andrew Thomas. Further to requests of the Committee, a revised report was circulated with the minutes. It was agreed that an annual update of safeguarding and Mental Capacity Act activity, staffing and budgets would be presented to the Committee. The formal annual reports will be Tees-wide.</p> <p><b><u>Information Sharing Protocol</u></b> It was agreed that the final information sharing protocol document will be sent out with the minutes of this meeting.</p> <p><b><u>ADASS Funds</u></b> Paul Green updated the meeting on the ADASS funding, previously discussed, which needs to be spent by March 2012 (the exact amount is to be agreed). The suggestion was made for the funding to be used to continue running the safeguarding campaign website for a further year.</p> <p><b><u>Warmth Initiative</u></b> The warmth initiative has been formally launched (the related information has been circulated to the Committee). It was reported that there was a potential opportunity for a number of other initiatives to link in with the warmth campaign and it was agreed that the members could explore this through their relevant networks.</p>	
5	<p><b>Single Agency Reports to Safeguarding Strategy Meetings</b> It was reported that a number of audits have already been completed by the Council as part of the file audit process and reveal that very limited information is being received from other agencies. The Committee were asked for suggestions of how this situation can be improved. As chair of the policy group, Chris Brown will take this to the next meeting as this appears to be an issue across the patch and needs to be addressed across all areas.</p> <p>Discussions took place around the format of the required reports and Paul Green reported that the team are using the Tees-wide alert form which is standard for all agencies. However, the quality of information being received is poor which makes it difficult to make informed decisions when information is missing. It was confirmed that limited reports</p>	CB

	<p>are sometimes received prior to strategy meetings to help in planning the meetings and it was reported that similar reports are always received within Children's services. Ian Weddle was asked to undertake some analysis of information received over a 4 week period starting 1<sup>st</sup> November 2011. It was agreed that agencies are responsible for their staff meeting the minimum reporting requirements standard. It was noted that a high level of alerts are being received.</p> <p>It was reported that standard protocols are to be agreed regarding potential wilful neglect and pressure ulcer work streams, which will be presented to the Committee in due course. Health colleagues are taking this forward.</p>	IW
6	<p><b>Activity Analysis</b></p> <p>Paul Green presented an update on the activity figures presented at the last meeting in a more user friendly format. A 51% increase in referrals was seen since 14<sup>th</sup> July 2011. Figures for 2<sup>nd</sup> quarter are not yet available.</p> <p>Key issues noted from the 1<sup>st</sup> quarter: some data was not captured or recorded and Paul Green provided some possible explanations for this. It was agreed that alerts will now be recorded in full. Discussion took place around client category and how this is often difficult to determine from the limited information received on the initial alert due to the way this is received i.e. via phone or letter. Threshold awareness was discussed and Ian Weddle advised the Committee that a system is now in place to advise the referrer whether the alert has met the threshold criteria for adult safeguarding. Inappropriate referrals are nevertheless still being received.</p> <p>Margaret Brett referred to the threshold document and the possibility that CQC may reduce the thresholds incorporated in it; however it was agreed that the current threshold remains in place until further notice.</p> <p>Mick Walker is leading the Tees-wide activity monitoring work stream and will bring back Tees-wide information to the Committee.</p> <p>It was requested that the 'key' within the table be made clearer and page numbers be added to the report in addition to the word 'alleged' to be added to the title 'Referrals by <b>Alleged</b> perpetrator'</p> <p>Activity analysis will be projected onto a screen at future meetings.</p>	<p>PG / Andrew Thomas</p> <p>PG</p>

7	<p><b>Threshold Guidance</b></p> <p>Paul Green reported that SBC has been using the ADASS guidance for the last 12 months to develop consistency for agencies across boundaries which have now been rolled out across the North East. It was agreed that if people felt that any changes are required that these be forwarded to Paul as this document is a working document and subject to review.</p> <p>Concern was expressed by Chris Brown regarding medication issues being raised in acute settings but not fed into safeguarding. An audit is to be carried out Tees-wide to establish benchmarking, to be raised at SHA level and reported in the new year.</p> <p>Discussion took place in relation to the Law Commission review which recommends the threshold of 'significant harm' be lowered to 'harm' which will undoubtedly have implications on referral rates and potential resource implications. In the meantime, it was reiterated that current threshold guidance should be used.</p> <p>Liz Hanley will keep the Committee informed of the Caring for our Future Consultation which includes consultation on the Law Commission recommendations. Any additional comments should be sent to Liz. (Consultation ends 02/10/11).</p>	<p>CB</p> <p>LH</p>
8	<p><b>Equality and Human Rights Commission Report</b></p> <p>A discussion took place about the Equality and Human Rights Commission Inquiry meeting, which took place in London earlier this year and the report that has recently been published to look at a number of cases of hate crime, including that of Keith Philpot. Jane Humphreys and Paul Green gave an overview of the papers that were distributed prior the meeting and a discussion followed.</p>	
9	<p><b>Mental Capacity Act (MCA) Update</b></p> <p>Liz Hanley advised the meeting that there is a consultation in progress relating to future funding of the MCA Deprivation of Liberty Safeguards (DoLS) function and the proposed change of statutory duty for NHS commissioned services from the PCT to the council. Chris and Liz are liaising to contribute to the consultation. Liz provided an update regarding the section 75 agreement with the PCT for MCA DOLS.</p> <p>Paul Green reported that he had attended the IMCA</p>	

	<p>(Independent Mental Capacity Act) Steering Group and had met the new IMCA provider. Following the Adult Service inspection last year, work continues to increase the appropriate use of IMCAs. Activity has increased since the new contract was awarded. This will be reported on quarterly via the Partnership Agreement Management Board.</p> <p>Chris Brown reported an increase in the appointment of IMCAs in cases where decisions are required in relation to serious medical treatment.</p>	
10	<p><b>Committee Work Plan</b></p> <p>It was agreed that a sub group of the Committee will meet to include Liz Hanley, Mick Walker, Chris Brown and Paul Green to address priorities for the Committee Work Plan in line with the Tees-wide business plan. A date will be circulated with the minutes and other Committee members are welcome to attend.</p>	LH
11	<p><b>Membership of the Committee</b></p> <p>The board was asked to review the current Committee membership.</p> <ul style="list-style-type: none"> <li>• A new independent sector home care representative may need to be sought.</li> <li>• Chris will feed back on NHS representation after the Clinical Commissioning Group Workshop arranged for next week.</li> <li>• Ruth Hill will be consulted with regard to Public Health Representation.</li> <li>• User and carer options were discussed.</li> </ul>	LH CB
12	<p><b>Standing Items:</b></p> <p><b>Tees-wide Safeguarding Vulnerable Adults Board Business Manager update:</b></p> <p><b>Tees-wide Annual Report</b></p> <p>The Tees-wide annual report 2009/10 was agreed at the last Tees-wide board and will be published on the relevant organisations websites (circulated with the Committee papers). Discussion followed surrounding the value of a report that is for the last financial year. Mick Walker will re send an email to all agencies with a deadline date for receiving a response in relation to the content and format of the 2010-11 report.</p>	MW

	<p><b>Adult Safeguarding and the NHS</b></p> <p>Chris Brown provided the Board with an update with regard to Safeguarding within the NHS.</p> <p>It was reported that the GP toolkit for safeguarding has been produced and North Tyneside is picking this up with up with the BMA.</p> <p>PCTs have been asked to identify resident numbers and activity in relation to care homes and safeguarding.</p> <p>A task and finish group has been set up in Hartlepool in relation to a Serious Untoward Incidents. Stockton is to be included, which Paul Green agreed to support.</p> <p>Serious Case Reviews (SCR): The current guidance was outlined in terms of what is expected to happen when a SCR is considered. A review is being undertaken currently in order to consider integration of RCA process, which focuses on lessons learned (individually and collectively).</p> <p>Val Murray updated the Committee on her role and responsibilities. The Committee agreed to continue to circulate papers of the safeguarding Committee to Val and invite her to any Serious Case Review related meetings.</p> <p><b>Training Update</b></p> <p>Janet Hayes reported that the current focus is on advanced training and this will be taking place over the next few months. It was reported that an audit of independent sector of e-learning training has not been taken forward due to staff sickness, but will be progressed as soon as possible. Janet advised the Committee that IMCA (Independent Mental Capacity Act) training will be arranged in the New Year. Jane Humphreys advised that exploration of Adult and Child Workforce development is needed. It was noted by Paul Green that there has been a decline in the number of referrals received by domiciliary care staff and whether this is due to no incidents taking place or is determined by staff turnover and therefore a lack of training. However, it was confirmed that this training is completed during induction of domiciliary care staff. A baseline audit was suggested and this will be undertaken by Janet.</p> <p><b>Agenda Items were agreed for February's meeting.</b> (The calendar of agenda items will be circulated with the meeting</p>	<p>CB</p>
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	<p>minutes).</p> <p>It was agreed that each agency would provide information to the Committee to give assurance that safeguarding processes are effective. The council will start this process and provide a report for February's meeting.</p> <p><b>Any Other Business</b></p> <ul style="list-style-type: none"><li>• Winter pressures letter from the chair of the Tees-wide SVAB was discussed and will be circulated with the meeting minutes.</li><li>• TEWV services have been subject to unannounced CQC inspections.</li></ul> <p><b>Date of next meeting:</b> Thursday 23<sup>rd</sup> February, 9:00 - 12:00. The Hall, Education Centre.</p>	
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