

Teeswide Safeguarding Adults Board
Stockton Borough Council Local Executive Group

Meeting Date: **Wednesday 8th April 2015**
Time: **9am – 12pm**
Venue: **Kingsway House, Billingham**

Minutes

Attendees		
Name	Role	Representing
Jill Anderson	Service Manager, First Response	Stockton Borough Council
Jill Appleby	Registered Manager	Newlands House
Melanie Auckland	Operations Director	HC One
Cllr Jim Beall	Cabinet Member : Adult Services and Health	Stockton Borough Council
Chris Brown	Head of Quality and Safeguarding	Hartlepool and Stockton CCG
Sarah Carr		Cleveland Police
Angela Connor	Service Manager	Stockton Borough Council
Martin Crow	Project Officer	TSAB
Jill Curbeson	Senior Nurse Safeguarding Adults	TEWV
Helen Eustace	Detective Inspector	Cleveland Police
Lorraine Garbutt	Business Manager	TSAB
Elaine Godwin	Admin Officer	TSAB
Liz Hanley (Chair)	Adult Services Lead	Stockton Borough Council
Stuart Harper-Reynolds	Interim Named Nurse (Adult Safeguarding)	North Tees & Hartlepool NHS Foundation Trust
Pat Haslam	Head of Social Work and Mental Health	Stockton Borough Council
Zoe Holley	Service Delivery Manager	Thirteen Group
Angela Legg	Data Analysis & Performance Monitoring Officer	TSAB
Gina McBride	Admin & Information Officer	TSAB
Cllr Steve Nelson	Cabinet Member (Housing and Community Safety)	Stockton Borough Council
Trevor Redfern	Project Manager	Catalyst
Calum Tittley	Interim Team Manager	Stockton Borough Council
Simon Willson	Head of Performance, Children, Education and Social Care	Stockton Borough Council
Caroline Wood	Housing Options Manager	Stockton Borough Council

Apologies		
Name	Role	Representing
Jim Allen	Detective Inspector	Cleveland Police
Gordon Bentley	Adult Safeguarding Officer	South Tees CCG
Emma Champley	Strategic Commissioner	Stockton Borough Council
Jeff Evans	Manager	PBS
James Hadman	Voice Development Officer	Catalyst
Jane Humphreys	Director of Children Education and Social Care	Stockton Borough Council
Janet Hayes	Workforce Development	Stockton Borough Council
Sue Judge	Clinical Quality / Adult Safeguarding Manager	CCG
Lesley Mawson	Head of Safeguarding Adults	TEWV NHS Foundation Trust
Julie Nixon	Head of Housing, Development and Neighbourhood Services	Stockton Borough Council
John Robinson		Newlands House
Steve Rose	Chief Executive Officer	Catalyst
Christine Wharton	Compliance Manager	CQC

Absent		
Name	Role	Representing
Marc Anderson	Chief Inspector	Cleveland Police
Tracy Connelly	Home Care	Real Life Options
Kevin Richards	Team Manager	Stockton Borough Council

Agenda Item 1	Introductions and Apologies	Presenter: Chair
Discussion	<p>Liz Hanley (LH) informed the group that going forward she will now chair the Stockton Local Executive Group (LEG), replacing Jane Humphreys (JHu). JHu is a member of the Teeswide Safeguarding Adults Board (TSAB).</p> <p>Cllr Jim Beall (JB) advised that he may not attend future meetings as this is dependent on TSAB Membership following the elections.</p>	

Agenda Item 2	Minutes from the meeting held on 07/01/15	Presenter: Chair
Discussion	The minutes were agreed as a true and accurate record.	

Agenda Item 3	Matters Arising	Presenter: Chair
Discussion	<p>Police figures for cases that have progressed to court It is not clear as to exactly what information is required from the Police. LH will clarify with JHu and an update will be presented at a future meeting.</p> <p>Statement of Principles This is to be agreed at the TSAB and will come back to a future LEG meeting.</p> <p>Regional Meeting The minutes for the Regional meeting have not yet been received. A copy will be circulated with the LEG minutes.</p>	

Action Points	Action Owner	Deadline
1. LH to speak to JHu to clarify information required from the Police	Chair	08/07/15
2. Statement of Principles to be agreed at the TSAB meeting in May	Ann Baxter (AB)	12/05/15
3. Regional meeting minutes to be circulated with the LEG minutes	GMc	22/04/15

Agenda Item 3	Matters Arising	Presenter: Helen Eustace
Discussion	<p>HMIC Inspection Information (Domestic Abuse) This report highlights the priorities surrounding domestic abuse. Each Police Force has been given both national and regional recommendations.</p> <p>Operation Encompass This scheme focuses on contacting a key adult within the child's school the morning after a domestic abuse incident has occurred. This allows for the key adult to approach this subject with the child appropriately. Hartlepool is launching 'Operation Encompass' on 13th April 2015 with a view to roll this out Teeswide soon afterwards. For brochures and information, members should contact Helen Eustace (HE).</p> <p>Risk Assessments As of 1st May 2015 a new risk assessment process will be introduced. The risk assessment will be continuously reviewed throughout the process from alert stage through to prosecution - with particular emphasis on working closely with partner agencies throughout.</p> <p>Definitions of Abuse Categories of abuse have changed and training has been provided to reflect these changes. In particular improving people's knowledge of coercive control and psychological abuse.</p> <p>Improvements to ICT Systems New software is in place, whereby the control room can identify the closest unit available to attend an incident.</p> <p>Involvement from other Agencies Cleveland Police have requested information from all support services available so that this can be included on their website. Police Officers are able to give the victim a card with the website address details. Police Officers are soon to be provided with Samsung Devices; domestic abuse forms and access to the website</p>	

is available through these devices. Police Officers are able to print off relevant information and either deliver to the home address (if appropriate) or leave and arrange to meet at an agreed location.

Support for Perpetrators

This is a national incentive to support perpetrators who are willing to change their behaviour, to ensure that they have access to support services and hopefully prevent repeat offending.

Pilot Scheme

Cleveland Police and Harbour Services are currently looking at victims who do not meet the 'high risk' criteria. They are hoping to put as many services in place to help and prevent repeat cases/victims. This scheme started on the 1st February and will be reviewed in 3 months. An evaluation will be completed to identify what has worked well and what can be improved upon.

Victim Satisfaction Survey

Cleveland Police would like to carry out a survey on people associated with domestic abuse. The College of Policing have advised to remove older people from the survey as this may impact on the data due to their vulnerability. However, it was noted that domestic abuse affects older people and the team would still like to capture this information in some way. LH suggested that HE liaise with Calum Titley (CT) and Angela Connor (AC) from Stockton Local Authority regarding this matter. The group felt that it would be useful to have the information broken down by gender, age and number of repeat incidents. Following completion of the survey a randomised sample of 200 people will be evaluated. Each case will need to be reviewed to identify risk and to see if they are still involved with the perpetrator before they are contacted.

TecSOS Telephones

These telephones contain a tracking device and can be used by anyone at risk of kidnap or who are a high flight risk.

Body Worn Cameras

These are being used as evidence in domestic abuse cases. They can be used when victims are reluctant to give evidence.

Use of Registered Intermediaries

This system is used for any vulnerable person in an interview situation – not just young people.

Multi-Agency Safeguarding Hub (MASH)

The MASH site is planned to open April 1st 2016.

Joint visits

The police are working collaboratively with partner agencies to carry out joint visits with repeat victims. This seems to be working well.

Domestic Violence Disclosure Scheme (Clare's Law) and Domestic Violence Protection Notices/Orders (DVPN/DVPO)

Work is ongoing in relation to removing the perpetrator for 28 days to allow a 'cooling off' period. Support services are then able to work with the victim without the perpetrator being present.

Referral Pathways

Cleveland Police are working with partner agencies to look at referral pathways and the cross over between children and adult support services. This is to ensure that the victim only receives one call, as multiple contacts from multiple agencies can be confusing or distressing for the individual.

The full Action Plan is available to view on the website below:
http://www.cleveland.police.uk/downloads/Domestic_Abuse_Action_Plan1.pdf

HE advised that the Action Plan needs updating as a further 125 recommendations have been identified. It was highlighted that the updated Action Plan should be taken to the TSAB in May.

An independent evaluation has been carried out on the repeat visits process. A brand new process is now in place. All recommendations from the Domestic Homicide Review have been implemented and will be evaluated.

Action Points	Action Owner	Deadline
1. HE to liaise with CT and AC regarding survey data	HE	08/07/15
2. LEG Members to contact HE with any support services available to include on Cleveland Police website	All	12/05/15
3. HE to circulate Domestic Abuse cards containing website address details to LEG members	HE	08/07/15
4. Updated Domestic Abuse Action Plan to be discussed at the TSAB meeting in May	HE	12/05/15

Agenda Item 3	Matters Arising	Presenter: Chris Brown
Discussion	<p>QSG: LA Representation / Reporting Arrangements</p> <p>The Quality Surveillance Group (QSG) is currently focusing on health related matters surrounding the Quality Assurance Framework. The issue regarding the lack of Local Authority representation has been raised and the group is discussing the possibility of inviting a Local Authority representative to future meetings for relevant agenda items. Primarily this group is health focused and discussions are ongoing.</p>	

Agenda Item 3	Matters Arising	Presenter: Pat Haslam
Discussion	<p>North East MCA DoLS Group Feedback</p> <p>LH advised the group that a paper was presented to the Cabinet meeting in January to request additional funding to support DoLS processes, including additional Best Interest Assessors (BIAs) and an update will be provided at the next LEG meeting. A part time Project Manager is currently in post to collate quality assurance information. Cabinet agreed the additional funding and to establish substantive requirement to help with this work.</p> <p>A consultation paper regarding DoLS will be circulated at the beginning of July for a four month period. It is hoped that the final DoLS documentation will be agreed and all Local Authorities will need to decide when to circulate the new paperwork and guidance documents. PH highlighted that it is a legal requirement for managing authorities to inform the Coroner of a death of someone who was subject to a DoL.</p>	
Action Points	Action Owner	Deadline
1. DoLS update to be provided at the next LEG meeting	PH	08/07/15
2. DoLS forms to be discussed at the next PPP meeting	CB	13/04/15

Agenda Item 3	Matters Arising	Presenter: Lorraine Garbutt
Discussion	<p>Safe Place Scheme Update</p> <p>Inclusion North was integral to setting up this scheme and there are currently 46 venues across Stockton-on-Tees. There are, however, no arrangements in place to monitor the effectiveness or to identify how many people are aware of the scheme. Other venues need to be encouraged to join the scheme.</p> <p>Inclusion North has produced a paper, which provides an overview of what is happening nationally and regionally. A meeting is to be held on 14th April to discuss this in more detail. It has been suggested that the responsibility for monitoring the venues and use of the scheme should sit with the Police and Crime Commissioner (PCC).</p> <p>Cllr Jim Beall suggested that a preferred option might be to concentrate on one area initially, rather than adopting a Teeswide approach straight away. It was agreed that the Safe Place Scheme needs to be looked at on a strategic level and should be taken to the TSAB meeting in May.</p>	
Action Points	Action Owner	Deadline
1. Update on Safe Place Scheme to be discussed at the next LEG meeting	LG	08/07/15
2. Safe Place Scheme to be discussed at the TSAB in May	LG	12/05/15

Agenda Item 4	Policy and Practice National Context	Presenter: Chris Brown	
Discussion	<p>Joint letter from Local Government Association, ADASS, Local Government & Care Partnerships and NHS England: <i>Publication of Winterbourne View – Next Steps</i></p> <p>The Transforming care agenda led by NHS England has been implemented through the sub regions over the past 6 months resulting in a number of people being discharged from inpatient beds. In terms of Hartlepool and Stockton Clinical Commissioning Group, the total number of people in the original Winterbourne cohort is small and the majority have been discharged although there have been some challenges and, in relation to Stockton, readmission of clients. The NHS England specialist commissioning service has also a number of Stockton and Hartlepool patients in inpatient beds. The numbers of transfers are small with a limited number of discharges. To facilitate and support effective communication between the CCGs and the specialist commissioning service a local protocol has been developed by NHS England Cumbria and North East, which is envisaged will improve the sharing of information at a local level; it will be the CCG's responsibility to ensure Local Authorities are engaged in this process. Transforming Care will continue to remain a high profile and priority area and future updates will be provided with the focus on ensuring people are safely discharged into appropriate community provision.</p>		
Action Points		Action Owner	Deadline
1. Communication and links between LAs, CCG and Specialist Commissioning to be discussed outside this meeting		Chair / CB	08/07/15
Agenda Item 5	Policy and Practice National Context	Presenter: Chris Brown	
Discussion	<p>NHS Accountability Framework</p> <p>The NHS Assurance & Accountability Framework for safeguarding has been redrafted subject to consultation on the proposed changes. Consultation ended on 26th March 2015. The refreshed document is expected in April/May 2015. It is envisaged that this framework will build on the original document in relation to roles and responsibilities (NHS) in relation to the safeguarding agenda, leadership, assurance, statutory duties etc.</p>		
Agenda Item 6	Business Items	Presenter: Chair	
Discussion	<p>Teeswide Safeguarding Adults Board Update</p> <p>The minutes of the meeting held on 10th March 2015 were circulated for information.</p>		
Agenda Item 6	Business Items	Presenter: Business Unit	
Discussion	<p>Update from Sub-Groups</p> <p>This will be a standing agenda item on all future LEG meetings to improve the communication flow between the TSAB, LEGs and Sub-Groups.</p> <p>Performance Audit and Quality Assurance</p> <ul style="list-style-type: none"> • General issues around data collection for the annual returns • Looking to introduce a Dashboard system to collect multi-agency data • A new template to collect information will be developed • Quarter 1 – Quarter 3 report was presented at the TSAB meeting in March and will be discussed at the next PAQ meeting on 22nd April • Ongoing work surrounding the type of information collected and the information to be monitored • The Business Unit are looking at the Quality Assurance Framework so that this can be used across Tees <p>Communication and Engagement</p> <ul style="list-style-type: none"> • Looking at Annual Report, including a timeline that will run alongside this • Looking at the Strategic Plan – an engagement and consultation process is currently underway and will continue until the end of April 		

	<ul style="list-style-type: none"> • Development of a Communication and Engagement Strategy which will include a TSAB website, publicity materials etc. • The next meeting has been brought forward to the 5th May so that agreed proposals can be taken to the Board on the 12th May. <p>Learning Training and Development</p> <ul style="list-style-type: none"> • Task and Finish Group has been set up to look at the Training Strategy and Plan • Task and Finish Group has been set up to look at the Quality Assurance in particular prioritising the PVI Sector and PAs • Ongoing work to identify training already being provided across all agencies and to identify gaps in training • Looking into an e-learning programme for foundation level • Revising the Teeswide Workbook for use in care homes/hard to reach groups <p>AC is looking to develop a PA Register and trying to ensure that core training is completed. The LTD group needs to ensure that this work is linked together to avoid duplication. Janet Hayes is a representative of the LTD Sub-Group and should be able to pin-point any gaps or duplication.</p> <p>Policy Procedures and Practice Guidance</p> <p>A workshop was held in February to look at reviewing the policies and procedures. It was agreed that these needed to be re-written to ensure compliance with the Care Act.</p> <ul style="list-style-type: none"> • Task and Finish Group has been set up to look at the Teeswide policy (a first draft has been completed and circulated to members of the T&F group) • Task and Finish Group has been set up to develop Care Act compliant interim procedures • Further to the interim procedures, Local Authorities will use this as a template to generate their own practice guidance documents • Everything will be reviewed following feedback and consultation <p>Safeguarding Adult Reviews</p> <p>Hartlepool Borough Council is currently undergoing a Safeguarding Adults Review and are using the SCIE methodology. This case goes to court in June and lessons learned will be shared following this.</p>
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Action Points	Action Owner	Deadline
1. Business Unit to liaise with AC and Janet Hayes to ensure that there is no overlap between the work around PA registers and PA safeguarding training	Business Unit / AC	Ongoing

Agenda Item 6	Business Items	Presenter: Martin Crow
Discussion	Annual Report The Annual Report Timeline has been circulated for information.	

Agenda Item 6	Business Items	Presenter: Martin Crow
Discussion	Strategic Plan The Strategic Plan includes a vision statement, aims and objectives. This is now out to consultation and suggestions are welcome.	

Action Points	Action Owner	Deadline
1. Suggestions and ideas around the vision statement, aims and objectives should be emailed to GMc	All	24/04/15

Agenda Item 6	Business Items	Presenter: Lorraine Garbutt
Discussion	Induction Pack This document has been circulated for information and will be reviewed annually.	

Agenda Item 7	Business Items	Presenter: Martin Crow
Discussion	Draft Care Act Action Plan This document has been adapted from the North Tyneside model. Some actions are now near completion and there is now a tracking system in place for the Advocacy referral pathway. An updated version of the plan will go to the TSAB in September.	

Agenda Item 8	Business Items	Presenter: Chris Brown
Discussion	Transforming Care Work Stream (Winterbourne View) See agenda item 4	

Agenda Item 9	Practice Items	Presenter: Chair
Discussion	Partner Updates Jill Anderson: The First Contact Team is now divided between adult and children services. The Adult Team is now located on the first floor of Kingsway House, the Children's Team will remain at Tithebarn House until the Multi-Agency Safeguarding Hub (MASH) is implemented. CB shared information relating to the future publication of Trusts' Quality Accounts, which refer to patient safety, experience and clinical effectiveness. Once published the LEG maybe interested in an overview especially if there are any safeguarding issues. The CQC is expecting a report to be published on 10 th April. This will be shared with the TSAB.	

Action Points	Action Owner	Deadline
1. Trusts Quality Accounts to be discussed at the next LEG meeting	CB	08/07/15
2. CQC Report to be shared with the TSAB in May	CB	12/05/15

Agenda Item 10	Practice Items	Presenter: Chair
Discussion	Performance Update Simon Willson (SW) presented a report on quarter 3 data. Overall the data is similar to the same period last year with no significant increases/decreases or areas of concern. Feeling Safe Indicator 490 people responded to the Adult Social Care Survey. It was noted that for the third year in a row, Stockton appears to be scoring particularly low in this area. SW informed the group that it is difficult to compare different surveys and that methods in which the surveys are completed may have an influence on the outcome (e.g if help is provided to complete the survey or if people are completing the survey on their own). The question of 'do you feel safe?' may also be open to interpretation. SW also suggested that Stockton's clientele may differ from other neighbouring Local Authorities in that Stockton may have more adults at risk. It was suggested that the 2016 survey could be amended to include additional information surrounding this question so that the results can be analysed more effectively.	

Action Points	Action Owner	Deadline
1. SW to enquire about updating the 2016 survey to include an additional comments box relating to the 'feeling safe' question	SW	08/07/15

Agenda Item 11	Practice Items	Presenter: Lorraine Garbutt
Discussion	Care Act Training for LEG members It was acknowledged that a number of Care Act awareness sessions have already taken place in which members of the Local Authorities, in particular may have attended. The Local Authority will be providing a Me Learning online package, which will cover all the main elements of the Care Act. Partner agencies are able to access this training; LG will provide contact details for Me Learning as soon as these are available.	

	LG has been conversing with Liz Greer who is the North East representative for the Care Act in relation to training and development. She has offered to commission specific training on the Care Act for LEG and TSAB members. This will be a half-day session and it can be tailored to suit our requirements.	
Action Points	Action Owner	Deadline
1. LEG members to contact LG with any topics to include within the Care Act training session	All	08/07/15
2. LG to provide contact details for Me Learning when available	LG	08/07/15
Agenda Item 12	Any Other Business	Presenter: Chair
Discussion	CQC will be attending the TSAB in May and November. Any key questions should be fed back to LG so that these can be discussed at the next Board meeting.	

Next Meeting Date: **Wednesday 8th July 2015**
Time: **9am – 12pm**
Venue: **James Cook Conference Suite
Stockton Library**