

**Teeswide Safeguarding Adults Board**  
**Stockton-on-Tees Borough Council Local Executive Group**

Safer Stockton Partnership  
Agenda Item No: 6  
Tuesday 18<sup>th</sup> August 2015

Meeting Date: **Wednesday 8 July 2015**  
Time: **9am – 12pm**  
Venue: **JCCS, Stockton Library**

**Minutes**

**Attendees**

<b>Name</b>	<b>Role</b>	<b>Representing</b>
Jill Anderson	Service Manager, First Response	Stockton Borough Council
Martin Ansell	Business Support and Information Manager	Stockton Borough Council
Emma Champley	Strategic Commissioner	Stockton Borough Council
Gemma Clifford	Health & Wellbeing Officer	Catalyst
Martin Crow	Project Officer	TSAB Business Unit
Lorraine Garbutt	Business Manager	TSAB Business Unit
Liz Hanley (Chair)	Adult Services Lead	Stockton Borough Council
Stuart Harper-Reynolds	Named Nurse (Adult Safeguarding)	North Tees & Hartlepool NHS Foundation Trust
Janet Hayes	Workforce Development	Stockton Borough Council
Lesley Mawson	Head of Safeguarding Adults	TEWV NHS Foundation Trust
Gina McBride	Admin & Information Officer	TSAB Business Unit
Calum Tittley	Interim Safeguarding Manager	Stockton Borough Council
Caroline Wood	Housing Options Manager	Stockton Borough Council

**Apologies**

<b>Name</b>	<b>Role</b>	<b>Representing</b>
Jim Allen	Detective Inspector	Cleveland Police
Marc Anderson	Chief Inspector	Cleveland Police
Jill Appleby	Registered Manager	Newlands House
Melanie Auckland	Operations Director	HC One
Gordon Bentley	Adult Safeguarding Officer	South Tees CCG
Chris Brown	Head of Quality and Safeguarding	Hartlepool and Stockton CCG
Tracy Connelly	Home Care	Real Life Options
Angela Connor	Service Manager	Stockton Borough Council
Elaine Godwin	Admin Officer	TSAB Business Unit
Pat Haslam	Head of Social Work and Mental Health	Stockton Borough Council
Zoe Holley	Service Delivery Manager	Thirteen Group
Sue Judge	Clinical Quality / Adult Safeguarding Manager	CCG
Julie Lane	Deputy Director of Nursing, Quality and Patient Safety	North Tees Hospital Foundation Trust
Angela Legg	Data Analysis & Performance Monitoring Officer	TSAB Business Unit
Julie Nixon	Head of Housing, Development and Neighbourhood Services	Stockton Borough Council
Kevin Richards	Team Manager	Stockton Borough Council
Steve Rose	Chief Executive Officer	Catalyst
Lesley Thirlwell		North East Air Ambulance
Dave Turton	Head of Community Safety	Cleveland Fire Brigade
Simon Willson	Head of Performance, Children, Education and Social Care	Stockton Borough Council

**Absent**

<b>Name</b>	<b>Role</b>	<b>Representing</b>
Lesley Gibson	Chief Executive	Harbour
Steve Hume	Community Safety Manager	Stockton Borough Council
Claire Sills	Prevention Manager	Stockton Borough Council

<b>Agenda Item 1</b>	<b>Introductions and Apologies</b>	<b>Presenter:</b> Chair
<b>Discussion</b>	Introductions were made and apologies noted.	

<b>Agenda Item 2</b>	<b>Minutes from the meeting held on 08/04/15</b>	<b>Presenter:</b> Chair
<b>Discussion</b>	<p>Chris Brown (CB) informed the Business Unit via email of an error within the minutes. She requested that the sentence, "CQC is expecting a report to be published on 10<sup>th</sup> April" is removed.</p> <p>Stuart Harper-Reynolds (SHR) has now been appointed to the role of Named Nurse for Adult Safeguarding, therefore it was requested that the minutes should reflect this.</p> <p>It is stated in the previous minutes that Trevor Redfern represented Catalyst; however this is incorrect and should be 'Volunteering Matters'.</p> <p>Once the appropriate amendments have been made, an updated version of the minutes will be re-circulated.</p>	
<b>Action Points</b>	<b>Action Owner</b>	<b>Deadline</b>
1. Gina McBride (GMC) to amend minutes and re-circulate to members.	GMC	22/07/15

<b>Agenda Item 3</b>	<b>Matters Arising</b>	<b>Presenter:</b> Chair
<b>Discussion</b>	<p><b>Police Figures for Cases that have Progressed to Court</b>  Jim Allen (JA) contacted the Business Unit prior to the Local Executive Group (LEG) meeting to advise that the Protection of Vulnerable People (PVP) Unit only supports a small percentage of adults at risk, compared with those across the whole police force. Therefore, this information would be difficult to obtain. JA requested the reasons for this data and what impact this would have on decision making. It was agreed by members that this action should not be progressed.</p> <p><b>Survey Data</b>  Helen Eustace has not yet been in touch with Calum Titley (CT) regarding the survey.</p> <p><b>DoLS Update</b>  The DoLS data is included in the Quarter 4 Activity Report. More detailed information will be presented at the next LEG meeting. For further information regarding the potential changes to legislation please click on the link below:  <a href="http://www.lawcom.gov.uk/project/mental-capacity-and-deprivation-of-liberty/#related">http://www.lawcom.gov.uk/project/mental-capacity-and-deprivation-of-liberty/#related</a></p> <p><b>Safe Place Scheme (SPS) Update</b>  Lorraine Garbutt (LG) advised that Inclusion North facilitated a workshop in April to review the Safe Place Scheme. Attendees included representatives from the Police, Crime and Commissioners (PCC) Office, Hartlepool Borough Council, Middlesbrough Borough Council and LG represented TSAB and Stockton Borough Council. Some agreed actions from the workshop were:</p> <ul style="list-style-type: none"> <li>• Inclusion North to develop an Action Plan to be shared with the group.</li> <li>• Inclusion North to carry out further research on other schemes.</li> <li>• Consideration to be given to expanding the Safe Place Scheme and offer support to a wider range of people other than just those with learning disabilities.</li> <li>• The Police Crime Commission (PCC) Office to request Neighbourhood Officers to check venues have the stickers displayed, and that staff are aware of the scheme and their role.</li> </ul> <p>The PCC office has since confirmed that the Neighbourhood teams have checked all venues in Thornaby, Ingleby Barwick, Yarm and Eaglescliffe and that all venues are displaying stickers and staff members are aware of the scheme.  In addition to this work, there are some ongoing discussions about linking the</p>	

Safe Place Scheme with the Dementia Alliance Group.

**Transforming Care: Next Steps**  
 A progress report was published on 3 July 2015: to access please click on the link below:  
<http://adass.org.uk/transforming-care-for-people-with-learning-disabilities/>

Liz Hanley (LH) informed the group that all people who were identified in the first cohort as inappropriately placed have now been moved into alternative placements. LH expressed concerns that information relating to the next cohort is not being shared with the Local Authority (LA), which is causing delays in planning their transition back into the community or finding alternative provision.

CB provided the following update to the Business Unit prior to the meeting in relation to the communication links between LAs, CCG and specialist commissioning. Her comments are as follows;  
*The proposed protocol and local arrangements are to be discussed between the CCG and NHS specialised commissioning service. It is envisaged that discussions will take place during the summer. Confirmation will be provided at the next meeting of the outcome.*

LH provided an update on the Steering Group that has been put in place across the North East and Cumbria, chaired by the CCG lead for South Tyneside, which is providing good links for the North East in particular.

**PA Registers**  
 LG to contact Angela Connor regarding this matter.

**Me Learning**  
 External agencies (not Stockton Borough Council) should click on the link below:  
[https://stockton.melearning.university/course\\_centre](https://stockton.melearning.university/course_centre)

- Click the self-register button on the right of the screen
- Enter their details and click 'send login request'
- If they have registered with an approved email address, they will receive an account validation link by email
- Clicking this link activates their account and sends a welcome email with login details
- If they have registered with an unapproved email address the validation request goes to the site administrator who will check the details and validate / reject the account request
- The user will be sent either a welcome email or an email to say their account has not been validated

**Care Act Training Update**  
 A specification has been developed and provided to Liz Greer (Regional Lead for Care Act Training) and is in the process of being commissioned. When commissioned, the training will be offered to TSAB and LEG members.

Action Points	Action Owner	Deadline
1. DoLS update to be provided at the next LEG meeting.	Chair	07/10/15
2. Communication links between CCG, NHS Specialist Commissioning and LAs to be discussed at the next LEG meeting.	CB	07/10/15

Agenda Item 4	Policy and Practice National Context	Presenter: Chair
<b>Discussion</b>	<b>Surrey Coroner Case Feedback and Implications – Gloria Foster</b>	
	This report was circulated for information for partners to read and to consider the lessons learned within their own organisations.	
Action Points	Action Owner	Deadline

1. All partners to consider lessons learned within their own organisations.	All	07/10/15
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<b>Agenda Item 5</b>	<b>Policy and Practice National Context</b>	<b>Presenter: Chair</b>
<b>Discussion</b>	<p><b>HMIC Report – The Welfare of Vulnerable Adults in Custody</b>  LH advised that Alastair Simpson (AS) from Cleveland Police had circulated a <i>Joint Terms of Reference</i> to all TSAB members and LEG Chairs for comment.</p> <p>AS is looking to develop a working group to use the findings of the <i>HMIC Report</i> to assess current practice within Teesside and provide recommendations to improve multi-agency responses to children and vulnerable people who are, or who may be, subject to Police custody.</p> <p>JA informed the Business Unit prior to the LEG meeting that AS has sent requests out to the 5 Safeguarding Boards and will be organising a meeting in the near future.</p>	

<b>Agenda Item 6</b>	<b>Business Items</b>	<b>Presenter: Lorraine Garbutt</b>
<b>Discussion</b>	<p><b>Teeswide Safeguarding Adults Board Update</b>  LG gave a brief overview of the meeting held on 12<sup>th</sup> May 2015 and the minutes were circulated for information.</p> <p>LG made particular reference to the Development Day which took place in June and advised that useful discussions took place around the Strategic Plan, Annual Report and governance arrangements. An Action Plan is being taken to the next Board meeting for discussion.</p> <p><b>Sub-Group Update</b>  <b>Learning Training and Development</b></p> <ul style="list-style-type: none"> <li>• Mental Capacity Act/Safeguarding Conference funding has been received and planning for the event to commence.</li> <li>• A Training Needs Analysis has been completed across all partner agencies and a 'costed' training plan is being developed.</li> <li>• The Virtual College has been commissioned to provide training in Safeguarding Awareness, MCA, DoLS and Self-Neglect. Modules in Sexual Exploitation and Modern Slavery are also being explored.</li> <li>• The group is working with commissioners to standardise training for Managers of Services.</li> </ul> <p><b>Communication &amp; Engagement</b></p> <ul style="list-style-type: none"> <li>• Branding Guidelines have been developed and will be taken to the next TSAB meeting for ratification.</li> <li>• Each Local Authority is developing its own publicity materials.</li> <li>• A specification for the commissioning of a TSAB website has been developed and tenders are invited; as an interim measure SBC are developing a web page.</li> <li>• An Engagement and Consultation Report has been developed and will be shared at LEG and TSAB meetings.</li> <li>• Discussed the Annual Report to make sure that it is accessible to all.</li> </ul> <p><b>Policy, Procedures and Practice</b></p> <ul style="list-style-type: none"> <li>• Interim Teeswide Policy and Procedures are being tested by operational teams for a 3 month period.</li> <li>• The <i>Risk Threshold Tool</i> is now called the <i>Decision Support Guidance</i> and is being piloted by 3 of the Local Authorities alongside the interim procedures.</li> <li>• An Information Sharing Protocol is being developed.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Section 44 Protocol is to be reviewed.</li> <li>• Serious Concerns Protocol has been reviewed and circulated for comment.</li> <li>• PVP Unit presented a revised <i>Referral Criteria</i> document for comment.</li> <li>• A Single Agency Policy Template has been drafted.</li> </ul> <p><b>Performance Audit and Quality</b></p> <ul style="list-style-type: none"> <li>• Agreed standard reporting templates for LEGs and TSAB.</li> <li>• Developing a Quality Assurance Framework (QAF) and Self-Audit Tool.</li> <li>• Monitoring the use of Advocacy.</li> </ul>
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<b>Agenda Item 7</b>	<b>Business Items</b>	<b>Presenter:</b> Martin Crow
<b>Discussion</b>	<p><b>TSAB Annual Report</b></p> <p>The Annual Report is in final draft and will be published in August and launched formally in September. Ann Baxter (Independent Chair of TSAB) will be presenting the Annual Report to other key partners as outlined in the <i>Accountability Arrangements</i>.</p>	

<b>Agenda Item 8</b>	<b>Business Items</b>	<b>Presenter:</b> Martin Crow
<b>Discussion</b>	<p><b>TSAB Strategic Plan</b></p> <p>The Strategic Plan is in the final stages and will be presented to the TSAB on 14 July 2015 for ratification. Martin Crow (MC) welcomed any feedback regarding minor amendments such as the correction of typos. If the plan is agreed, Local Executive Groups will contribute to 13 of the 20 objectives. It was noted that this document is still in draft format and should not be distributed until it is formally agreed by the Board.</p> <p>Caroline Wood (CW) highlighted that radicalisation does not seem to be included within the Strategic Plan and that this should be added.</p>	

<b>Action Points</b>	<b>Action Owner</b>	<b>Deadline</b>
1. Amend <i>Director of Nurses</i> to <i>Director of Nursing</i> for the TEWV representative within the Strategic Plan.	MC	14/07/15
2. MC to include more information relating to radicalisation within the Strategic Plan.	MC	14/07/15

<b>Agenda Item 9</b>	<b>Business Items</b>	<b>Presenter:</b> Martin Crow
<b>Discussion</b>	<p><b>Engagement &amp; Consultation Report – May 2015</b></p> <p>The Engagement and Consultation Report outlined the findings from the consultation exercise held earlier in the year and has informed the development of the Strategic Plan and Annual Report. MC advised that 516 people responded to the engagement survey.</p> <p>SHR suggested that more work could be done with service users so that they are aware of how to recognise abuse. MC commented that during consultation it appeared that a lot of support was already in place for Service User Groups and that members of the general public seemed to be less informed of how to report abuse and neglect.</p> <p>LH indicated that the Regional Group is developing a DVD that focuses on adult safeguarding information for young adults, including mate crime and domestic abuse. Once the DVD is available LH will circulate for organisations to use however they see fit.</p>	
<b>Action Points</b>	<b>Action Owner</b>	<b>Deadline</b>
1. LH to circulate Regional Group's DVD once available.	LH	TBC

<b>Agenda Item 10</b>	<b>Business Items</b>	<b>Presenter:</b> Chair
<b>Discussion</b>	<p><b>Trust Quality Accounts</b>  A link to the Trust's Quality Account was circulated for information prior to the meeting.  <a href="http://www.nth.nhs.uk/content/uploads/2014/07/quality-accounts-2014-2015.pdf">http://www.nth.nhs.uk/content/uploads/2014/07/quality-accounts-2014-2015.pdf</a>  LEG members should focus on the Safeguarding elements within this document.</p> <p>SHR advised that North Tees Hospital NHS Foundation Trust is reviewing their discharge processes, ensuring that a 15 minute appointment is booked in with the Matrons and the ongoing Care Provider to ensure that service users are well informed of their after care before they leave the hospital. He advised that the Six Cs incentive (Care, Compassion, Courage, Communication, Competence, Commitment) has been introduced, which was influenced by the <i>Trust Quality Accounts</i>. SHR is working with other departments within the hospital, such as Pharmacy and Physiotherapy, to raise their awareness of safeguarding and what they should do if they have a safeguarding concern. The Safeguarding Team have increased their visibility within the hospital and do a 'walk around' 2-3 times a week. They also have a Virtual Ward system in place so that they are able to identify anyone who has a learning disability within the hospital.</p>	

<b>Agenda Item 11</b>	<b>Business Items</b>	<b>Presenter:</b> Lorraine Garbutt
<b>Discussion</b>	<p><b>Making Safeguarding Personal</b>  TSAB has requested an update from each LA to be presented at the next TSAB meeting. It appears that each LA is at different stages of implementation of MSP and that it would be beneficial to reinstate the MSP Working Group to ensure a consistent approach. There are questions surrounding the national grading system for MSP and whether this accreditation scheme is still in progress.</p> <p>The PAQ Sub-Group is looking into how to record MSP outcomes and the PPP Sub-Group will be developing practice guidance on how to involve service users and families.</p> <p>A safeguarding survey should be completed at the end of the process focussing on individuals' experience and achievement of their desired outcomes. LG is proposing to the next TSAB meeting that the MSP working group should be re-established with the aim of achieving consistency across Tees and also to develop a survey that will capture information and provide better monitoring at the end of the Safeguarding Event.</p>	
<b>Action Points</b>	<b>Action Owner</b>	<b>Deadline</b>
1. MSP Working Group to be reinstated.	LG	22/07/15

<b>Agenda Item 12</b>	<b>Business Items</b>	<b>Presenter:</b> Martin Ansell
<b>Discussion</b>	<p><b>Performance End of Year Report</b>  Martin Ansell (MA) provided a copy of the <i>End of Year Report</i> to members, using the new template for reporting to LEGs.</p> <p>It was noted that ethnicity is not broken down into specific categories. For example, it is known that alerts within the Asian community are significantly under reported and that more work needs to be done with these groups to raise awareness. CW suggested that safeguarding information should be provided to new residents within the Borough when they register for schools or housing.</p> <p>CT informed the meeting that there needs to be some caution when comparing statistics across the local authorities as each may be using slightly different definitions for alerts and referrals. In Stockton, an alert becomes a referral at the point when a strategy meeting is arranged.</p>	

	<p>Stockton Borough Council no longer uses the <i>Risk Threshold Tool</i> to decide whether an alert is converted to a referral, following removal of the 'significant harm' threshold with the implementation of the Care Act.</p> <p>MC advised that in future it is hoped to be able to cross reference the category of abuse to the source of the alert to identify trends and patterns within the data.</p> <p>LH informed the group that SBC has a Prioritisation Plan in place for DoLS and that they are focusing on people with dementia living in Care Homes and people with Learning Disabilities. Following recent CQC inspections, providers have been advised to submit authorisation requests in relation to any people who meet the 'acid test', resulting in increased workload and demand on resources. LH advised that in addition to new DoLS authorisations being submitted that those already in place are subject to review.</p> <p>LG asked that information in relation to invoking the Serious Concerns Protocol is included within the Year End Report as this will be reported to future TSAB meeting.</p> <p><b>Update on Adult Social Care Survey Indicators</b> LH to contact Simon Willson (SW) for further information.</p> <p><b>Public Health Data Gathering in Adult Safeguarding</b> LH to contact SW for further information.</p>
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Action Points	Action Owner	Deadline
1. MA to provide an electronic copy of the <i>End of Year Report</i> .	MA	17/07/15
2. To work with partner agencies (e.g. Housing/School Admissions) to offer safeguarding information to new arrivals.	CW	07/10/15
3. Information relating to Serious Concerns Protocol to be included in Performance Report.	AL/MA	14/07/15
4. LH to contact SW for further information relation to the Social Care Survey and Public Health data gathering.	LH	22/07/15

Agenda Item 13	Business Items	Presenter: Martin Crow
<b>Discussion</b>	<p><b>Care Act Implementation Plan Update</b> The TSAB requested an update on the implementation of the Care Act:</p> <ul style="list-style-type: none"> <li>• Interim Teeswide Procedures are being tested until the end of August.</li> <li>• MSP is now embedded into the Strategic Plan.</li> <li>• Virtual College has been commissioned to provide Foundation Level Training.</li> <li>• A Single Agency Policy Template is being developed along with a Quality Assurance Framework.</li> <li>• Publicity material is being picked up by the Communication and Engagement Sub-Group.</li> <li>• Information Sharing Protocol is being developed.</li> </ul>	

Agenda Item 14	Practice Items	Presenter: All
<b>Discussion</b>	<p><b>Partner Updates</b> LH advised that the Adult Services and Health Committee will be undertaking a Scrutiny Review on access to services for Adults with Learning Disabilities. Relevant front line services and other agencies will be contacted to present to the committee in due course.</p>	

Agenda Item 15	Practice Items	Presenter: Lorraine Garbutt
<b>Discussion</b>	<p><b>Draft Teeswide Policy and Procedures Update</b> LG mentioned that the draft Policy has been developed and outlines the Teeswide arrangements for Adult Safeguarding, key roles and responsibilities, inter agency arrangements, links to related policies and procedures (for example, safeguarding</p>	



	<p>children, MAPPA and MARAC arrangements).</p> <p>A single agency template has also been developed, based on the Teeswide model, which will assist single agencies in developing their own policy. It was noted that this cannot be circulated until the Teeswide Procedures have been agreed.</p> <p>Interim procedures were agreed at the May TSAB meeting to be tested out for a period of three months and will be reviewed for effectiveness in August. The procedures are in the form of a flow chart and some narrative around each of the stages to guide professionals. Advocacy, involving the adult, considering capacity and feedback at each stage is clearly noted. There are suggested timescales for each stage of the process; this is one area that the Business Unit require feedback on.</p> <p><b>Alert Form/Strategy Documentation</b> The new Alert Form can be tested alongside the Interim Policy and Procedures and final documentation will be confirmed in September.</p>
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Action Points	Action Owner	Deadline
1. Business Unit to distribute the final version of Policy and Procedures once agreed by the Board in September.	Business Unit	08/09/15
2. Business Unit to circulate the final version of the Alert Form and Strategy documentation when agreed by the Board in September.	Business Unit	08/09/15

<b>Agenda Item 16</b>	<b>Practice Items</b>	<b>Presenter:</b> Lorraine Garbutt	
<b>Discussion</b>	<p><b>Hate Crime Champions Network</b> LG met with Dan Maddison (DM) from Cleveland Police who is aware that Hate Crime is significantly under reported within the area and is offering free training to organisations, to raise awareness of Hate Crime and also to promote Hate Crime Champions. They have also developed an Easy Read Booklet.</p> <p>DM has also offered to attend Staff Team Meetings to raise awareness. Members wishing to take up this offer should contact DM at: <a href="mailto:daniel.maddison@cleveland.pnn.police.uk">daniel.maddison@cleveland.pnn.police.uk</a></p>		
<b>Action Points</b>	<b>Action Owner</b>	<b>Deadline</b>	
1. Members wishing to access Hate Crime Training to contact DM.	All	07/10/15	

<b>Agenda Item 17</b>	<b>CONFIDENTIAL ITEMS</b>	<b>Presenter:</b> Lorraine Garbutt	
<b>Discussion</b>	<p><b>Lessons Learned Review – MBC (LLR1)</b> A report was presented to the TSAB in May in relation to a lady who died in a house fire. Although the case does not meet the criteria for a Safeguarding Adults Review, a lesson learned review has taken place. The key lessons identified were noted to be: an over-reliance on written correspondence rather than phone calls and home visits by professionals; poor information sharing between agencies; some issues relating to poor record keeping were also identified.</p> <p>The meeting noted that in Stockton, new clients are provided with information regarding Fire Safety and are referred to the Fire Brigade for home safety checks. There was further discussion about those clients who did not agree to home safety checks taking place and therefore a need for staff to complete robust risk assessments and records of discussions.</p>		

Next Meeting Date: **Wednesday 7<sup>th</sup> October 2015**  
 Time: **9am – 12pm**  
 Venue: **Holme House Prison Training Centre**