

Teeswide Safeguarding Adults Board
Stockton Borough Council Local Executive Group

Meeting Date: **Wednesday 7 October 2015**

Time: **9am-12pm**

Venue: **Holme House Prison Learning Centre**

Minutes

Attendees		
Name	Role	Representing
Martin Ansell	Business Support & Information Officer, Adults Team	Stockton-on-Tees Borough Council
Jill Appleby	Registered Manager	Newlands House
Gordon Bentley	Adult Safeguarding Officer	South Tees CCG
Margaret Brett	Head of Safeguarding Adults	TEWV NHS Foundation Trust
Emma Champley	Strategic Commissioner	Stockton-on-Tees Borough Council
Angela Connor	Service Manager	Stockton-on-Tees Borough Council
Martin Crow	Project Officer	TSAB Business Unit
Lorraine Garbutt	Business Manager	TSAB Business Unit
Elaine Godwin	Admin Officer	TSAB Business Unit
Liz Hanley (Chair)	Adult Services Lead	Stockton-on-Tees Borough Council
James Hadman	Voice Development Officer	Catalyst
Stuart Harper-Reynolds	Named Nurse (Adult Safeguarding)	North Tees & Hartlepool NHS Foundation Trust
Janet Hayes	Workforce Development	Stockton-on-Tees Borough Council
Zoe Holley	Service Delivery Manager	Thirteen Group
Angela Legg	Data Analysis & Performance Monitoring Officer	TSAB Business Unit
Julie Nixon	Head of Housing, Development and Neighbourhood Services	Stockton-on-Tees Borough Council
Kim Staff	Service Manager, Independent Review and Workforce Development	Stockton-on-Tees Borough Council
Calum Titley	Interim Safeguarding Manager	Stockton-on-Tees Borough Council

Apologies		
Name	Role	Representing
Melanie Auckland	Operations Director	HC One
Gemma Clifford	Health and Wellbeing Officer	Catalyst
Natasha Judge	Healthwatch Manager	Healthwatch
Sue Judge	Clinical Quality / Adult Safeguarding Manager	CCG
Julie Lane	Deputy Director of Nursing Quality and Patient Safety	North Tees Hospital Foundation Trust
Gina McBride	Admin & Information Officer	TSAB Business Unit
Steve Rose	Chief Executive Officer	Catalyst
Claire Sills	Prevention Manager	Stockton-on-Tees Borough Council
Lesley Thirlwell	Named Professional for Safeguarding	North East Ambulance Service

	Vulnerable Groups	
Caroline Wood	Housing Options Manager	Stockton-on-Tees Borough Council

Absent		
Name	Role	Representing
Jim Allen	Detective Inspector	Cleveland Police
Marc Anderson	Chief Inspector	Cleveland Police
Tracy Connelly	Home Care	Real Life Options
Lesley Gibson	Chief Executive	Harbour Services
Pat Haslam	Head of Social Work and Mental Health	Stockton-on-Tees Borough Council
Kevin Richards	Team Manager	Stockton-on-Tees Borough Council
Dave Turton	Head of Community Safety	Cleveland Fire Brigade

Agenda Item 1	Introductions and Apologies	Presenter: Chair
Discussion	<p>Introductions were made and apologies were noted.</p> <p>LEG Membership Liz Hanley (LH) informed members that governance arrangements were discussed at the TSAB Development Day in June, with specific reference to LEG membership. It was highlighted that across the four Local Authorities there are differences in LEG membership. LH feels that the current membership of the Stockton LEG is appropriate, promotes healthy debates and enables operational requirements to be implemented.</p> <p>It was noted that there was no police representation in attendance today or at the previous LEG meeting.</p> <p>Deputy Chair LH advised that a Deputy Chair was required for the Stockton LEG meeting. Angela Connor (AC) was nominated and accepted the role.</p>	

Agenda Item 2	Minutes from the meeting held on Wednesday 8 July 2015	Presenter: Chair
Discussion	The minutes were agreed as a true and accurate record.	

Agenda Item 3	Matters Arising	Presenter: Chair
Discussion	<p>DoLS Update Further work is being carried out within this area. Discussions will be held at the Adult Board at the end of October and an update provided at the next LEG meeting.</p> <p>Transforming Care: Next Steps – Communication Links between Local Authorities and CCG The Regional Fast Track bid has been approved and as a result additional funding has been secured to take forward the Transforming Care agenda. Work is ongoing between the Local Authorities (LAs), CCGs and NHS England.</p> <p>Care Act Training Update Liz Greer (Regional Lead for the Care Act) has circulated the course specification for the Safeguarding Adults Board training. The duration of this course is likely to be 2 days. It is not known at this stage as to whether this will be two consecutive days or separate days.</p> <p>Adult Social Care Survey Indicators</p>	

	<p>LH had contacted Simon Willson (SW) prior to the meeting and an update was provided as detailed below;</p> <ul style="list-style-type: none"> Stockton's performance on the survey indicators led to this debate (i.e. service users feeling safe as a result of the services they receive) had been a concern due to us scoring below benchmark groups for the three years, up to 2013-14, since the survey started. It should be noted, however, that in 2013-14 the score was only slightly lower than England and Regional averages and was actually within the same range for the region when allowance is made for the statistical level of confidence applied to the data. For 2014-15, national survey data (currently restricted to internal management purposes only) shows us scoring much higher, above benchmark groups. It should also be recognised that survey measures can be variable depending on cohort and sample size and that Survey overload is a genuine issue for clients, so we need to be cautious of making an existing survey any longer. In 2014, there was a national pilot study to look at introducing a new survey-based Adult Social Care Outcomes Framework (ASCOF) indicator focused on the proportion of safeguarding investigations that have resulted in the individual feeling safer as a result of the intervention. The recommendations of the pilot study will be within the scope of the national Data and Outcomes Board (DOB) which is jointly chaired by Department of Health and ADASS. The DOB is reported to be supportive of the recommendations, but there have not been any further updates as to whether this will be introduced nationally. Obviously, if this new indicator did become part of ASCOF, it would take precedence over anything we might think about doing locally as an addition to the current annual Adult Social Care survey <p>Public Health Data Gathering The relevant 'topic lead' for the JSNA update, coordinated by public health, will be able to progress this action.</p> <p>Safe Place Scheme A new Key Worker has been appointed, however no further updates have been received.</p>
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Action Points	Action Owner	Deadline
1. DoLS update to be provided at the next LEG meeting	LH	13/01/16

Agenda Item 4	Business Items	Presenter: Chair/ Lorraine Garbutt
Discussion	<p>Teeswide Safeguarding Adults Board Update LH gave a brief overview of the meetings held on 8 September and the 14 July. The minutes were circulated for information.</p> <p>Sub-Group Update A summary of the Sub-Group activity was circulated prior to the meeting.</p> <p>LG noted that all the Teeswide documents are currently being placed into a standard template for distribution. Therefore the format of some of the documents that are being discussed may change however the content will remain the same.</p> <p>Teeswide Inter-Agency Policy Following the pilot of the Teeswide Inter-Agency Policy minor amendments were made in reference to Local Authorities and PREVENT duties. The final version</p>	

was ratified at the TSAB meeting in September; all statutory members have signed the document.

Teeswide Inter-Agency Procedures

The interim Procedures were tested from May to August and have now been reviewed with the Making Safeguarding Personal (MSP) working group, with some minor amendments agreed. The Procedures were ratified at the TSAB meeting in September. It should be noted that there are now clear steps within the procedures to ensure that the 'adult' is involved throughout the process and capacity is also considered at each stage.

LG explained that although allocated timescales are detailed within each stage of the process there is flexibility surrounding these, should it be required. It was highlighted that each of the Local Authorities now need to develop their practice guidance to work alongside the Teeswide Procedures.

LG explained to members that she has been seeking legal advice to assist with the work of the Board. The four Tees Local Authorities are not able to provide this service and as a result Leeds City Council has agreed to take on this role.

Leeds City Council has shared their Adult Safeguarding Policy and Procedures (West & North Yorkshire) which could be adopted across Tees. LG explained that the documentation is extensive and includes practice guidance. The MSP members have been asked to provide an opinion on the suitability of the West and North Yorkshire policy and procedures. Initial feedback confirmed that the preference would be to keep the agreed Teeswide policy and procedures, however, it was also suggested that work could be undertaken to develop practice guidance using the Yorkshire documentation as a basis for these.

Decision Support Tool

Previously known as the 'Risk Threshold Tool'. The document has been reviewed to ensure it is Care Act compliant and all references to thresholds removed. It was noted that all Local Authorities with the exception of Stockton-on-Tees (SBC) are using the tool.

The final draft of the tool will be presented to the PPP (Policy, Practice & Procedures) meeting on 9 October for agreement prior to submitting to the TSAB in November. A 'considerations log' is being used in one Local Authority as a means of capturing low level concerns within care settings, the example of missed medication was given. The considerations log is submitted to the Safeguarding Team on a monthly basis to ensure that any patterns and trends can be identified.

CT mentioned that he is attending a provider forum later today, where he will be giving a presentation and clear guidance on what is classified as 'safeguarding'.

Alert Form

The Alert Form was agreed at the September TSAB meeting, and GCSX email addresses have now been added. The form has been modelled on the previous Alert form with some additions from the procedures.

It is uncertain whether the PREVENT information needs to be included. Further discussions are taking place at the next PPP Sub-Group meeting.

LG highlighted that the form circulated is to be used electronically. A handwritten version of the form will also be available for use.

LG noted that the category of Sexual Exploitation has been added, although it is

not a category in its own right within the Care Act it is an optional category for reporting within the Safeguarding Adults Collection (SAC) return this year. Angela Legg (AL) explained that presently there is a large focus on Sexual Exploitation and therefore if it is not separated from the Sexual Abuse category it will be difficult to provide any statistical data. CT raised concerns regarding this as the category is not set out within the Care Act.

CT noted that SBC would not use the sections 'Office Use Only' as any information would be entered onto the Care Management System.

LH asked that an update is provided at the next LEG meeting to confirm the forms SBC are using and those that are not being utilised.

Single Agency Policy

LG advised that the template has been developed to support single agencies in writing their own safeguarding adults policy. In particular, small care providers and the Voluntary Care Sector (VCS) will greatly benefit from this. Redcar Voluntary Sector have previously tested the template and found it extremely useful.

Serious Concerns Protocol

As the document was tabled at the meeting, members were given time to review the Protocol before discussions commenced.

LG explained to members that the document has been updated in line with the Care Act, a recent Safeguarding Adult Review case and a local Lessons Learned report.

It was questioned as to whether there is any guidance surrounding timescales of arranging a multi-agency professional meeting. It was acknowledged that each case would be dealt with on an individual basis.

JN enquired as to what provision is put in place to ensure adults are safe within Care settings if an alert is raised under the Serious Concerns Protocol. LG advised that an alert (concern) would be raised through the usual channels and the appropriate action would be taken. LG will ensure that this is clearly referenced within the Serious Concerns Protocol document.

Margaret Brett (MB) asked that consideration should be given to informing the TSAB member of the relevant organisation of the Serious Concern prior to cascading to the other members of the Board.

It was also identified that point 3.1 'Who decides the Protocol applies?' should be strengthened and Assistant Directors should be included.

LG asked that any further comments are sent directly to her.

QAF/Self-Audit Tool

LG informed members that a proposed Self-Audit tool has been developed to provide a means of monitoring the quality of safeguarding activity across all partner agencies. LG advised that the Self-Audit tool is similar to the Section 11 model, which is used for Children's Safeguarding Boards.

The Board has agreed to pilot the Self Audit tool and Middlesbrough Borough Council and South Tees Hospitals NHS Foundation Trust will be issued with the self-audit tool as part of the pilot phase. Although currently in a spreadsheet format it is hoped that when the TSAB website is operational that this will become an online tool.

For the pilot phase, the 2 agencies will be asked to complete the audit tool within

a one month period; they will log the evidence available to demonstrate compliance with the standard as well as providing a RAG (Red, Amber, Green) rating for each standard. An action plan will also be prepared to indicate how improvements will be made. The completed document will then be considered by a 'practice group' and a decision made as to whether the agency is working at a satisfactory standard. If they are deemed to be meeting the required standard then they will not need to complete the full audit for the following 2 years (only providing an annual update) unless there are significant changes. The pilot phase will review effectiveness of the tool and the processes. It was acknowledged that currently there is lack of operational information contained within the framework, however it is envisaged this will be developed throughout the pilot phase.

LG explained that a Peer Audit Review process will be established for validation of the Audit. This will involve a full quality assurance check of the Self-Audit tool being conducted by another partner agency (once within the three-year programme). It was noted that this process may be quite complex and perhaps there are other methods of reviewing the evidence.

It is anticipated that the QAF/ Self-Audit tool will be formally launched in April 2016.

TSAB Website

Martin Crow (MC) informed members that 'House of Type' have been commissioned to develop a website on behalf of the Board. A 'brief' has been agreed and the first draft is due to be circulated mid-October. It is hoped that the website will be launched early in the New Year and partners will have the opportunity to comment and provide feedback at each milestone of its development. There will be 3 key areas information for the general public, information for professionals and the Training Hub.

MC explained that discussions had taken place at the Communication and Engagement Sub-Group surrounding the domain name, it was agreed that one domain name should be used and www.tsab.org.uk was the preferred option. It was highlighted that members of the public would not necessarily use the word 'safeguarding' when searching for advice and support within their community. MC advised members careful consideration is to be given to the content of the website to ensure that words such as 'abuse', 'neglect', 'support', and 'advice' are included and that there is constant reference to each of the Local Authority areas (Hartlepool, Middlesbrough, Redcar & Cleveland, and Stockton-on-Tees). This will ensure that the general public can easily find support services within their area.

LH highlighted that links to partners websites should also be included as well as links to any regional campaigns.

E-Bulletin

MC advised the first edition of the TSAB E-Bulletin is due to be published by the end of the week. Once the TSAB website is live the newsletter will be web based. Modern Slavery is the key focus within the first edition and a fact sheet is included. MC asked members to disseminate through their respective organisations.

Virtual College

Work is ongoing with the Virtual College to launch the first 3 courses; Safeguarding Adults Awareness, MCA and DoLS.

A Self-Neglect course has been commissioned and a sexual exploitation will also be available through the regional safeguarding forum.

A preliminary session has been arranged for administrators in November, the launch date will follow. LG advised the target audience are hard to reach groups: such as care providers, personal assistants and volunteers. LG explained that she had met with Rebecca Grey (coordinator of the Personal Assistant's register) to look at options on how to encourage PAs to access the training.

Safeguarding Adults Review (SAR) Sub-Group

It was agreed at the Board's Development Day to establish a standing SAR Sub-Group to determine the SAR policy and procedures, to monitor progress against any SAR action plans and to consider learning from local, regional and national cases. Barbara Shaw (Corporate Director of People Services, Redcar & Cleveland Borough Council) Chairs the Group. The first meeting will be held on 15 October 2015.

MCA/ Self-Neglect Conference

Planning is underway and a draft agenda has been agreed to include : the legal aspects, current research and an operational perspective. The conference will be held at the Redcar and Cleveland Leisure Community Heart on 29 January 2016 with invitations being sent to key partners in the near future.

Recruitment

It was agreed by the Board to recruit a Safeguarding Adult Training and Development Coordinator within the Business Unit. The post is currently being advertised with a closing date of 9 October. LG explained that the role is on a temporary basis at this stage however, the effectiveness of the post it will be reviewed during the year to determine if a permanent position is required.

Action Points	Action Owner	Deadline
1. CT to provide an update from the providers forum at the next LEG meeting	CT	13/01/16
2. CT to provide an update around which forms are being used and which are not within SBC.	CT	13/01/16
3. Business Unit to send the Single Agency policy to commissioners for dissemination to providers	Business Unit	13/01/16
4. James Hadman (JH) to circulate the Single Agency Policy through the Voluntary Community Sector	JH	13/01/16
5. LG to review the SCP to ensure the wording is clear surrounding adults at risk in care settings.	LG	30/10/15
6. Business Unit to add a tick box to the Serious Concerns Protocol to inform the relevant board member	Business Unit	30/10/15
7. Wording of point 3.1 of the Serious Concerns Protocol to include Assistant Directors	Business Unit	30/10/15
8. Comments and feedback relating to the Serious Concerns Protocol to be sent to LG	All	30/10/15

Agenda Item 5	Consultation and Engagement Strategy	Presenter: Martin Crow
Discussion	<p>The draft Communication And Engagement Strategy has been considered by the Communication and Engagement (CE) Sub-Group and will be taken to the November Board meeting for final feedback and ratification.</p> <p>The strategy sets out the processes and methodologies which will be used to create the necessary ongoing consultation and engagement with key stakeholders. Activity will take place on a monthly basis to raise awareness around key issues ensuring existing preventative work is included.</p>	

	<p>MC advised that one part of the formal consultation is a Communication and Engagement Survey which will run from November for three months. Once concluded a communication report will be produced and discussed at a future LEG meeting.</p> <p>MC explained the intention is also to improve the profile and awareness of the Board and the work of its partner agencies in relation to safeguarding adults. This will be achieved through the Website, E-Bulletin and Social Media presence.</p>
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Agenda Item 6	Making Safeguarding Personal (MSP) Update	Presenter: Lorraine Garbutt	
Discussion	<p>The MSP working group has been re-established with the aim of achieving consistency across Tees. The working group consists of Operational Leads from each of the Local Authorities.</p> <p>A new Making Safeguarding Personal Survey is currently being developed which will replace the existing one, it may not be used in every situation but has been developed in such a way that a service user, their representative or advocate can complete it if they wish to do so. Information captured from the forms (where authorisation has been granted) will then be collected and sent to the Business Unit for further analysis.</p> <p>It was asked what would happen if an individual lacked capacity CT advised that they would liaise with an appropriate other or involve an advocate where required to help them complete the survey.</p> <p>The Strategy Meeting record has also been revised and a hand written version will be available. Middlesbrough Borough Council (MBC) has agreed to trial the form and report back at the next MSP meeting in November.</p>		
Action Points		Action Owner	Deadline
1. Comments and feedback relating to the Strategy Form to be sent to LG		All	30/10/15

Agenda Item 7	Children and Vulnerable People in Custody Working Group Update	Presenter: Jim Allen	
Discussion	<p>In the absence of police representation at the meeting, it was agreed a summary of the work being carried out by the 'Children and Vulnerable People in Custody' (CVPIC) group will be cascaded with the minutes.</p>		
Action Points		Action Owner	Deadline
1. EG to circulate the CVPIC group summary with the LEG minutes		EG	21/10/15

Agenda Item 8	Q1 LEG Performance Report	Presenter: Martin Ansell	
Discussion	<p>Inaccuracies were noted within the report. The Chair requested for the report to be completed, corrected and recirculated</p>		
Action Points		Action Owner	Deadline
1. Martin Ansell (MA) to forward EG the revised copy of the Q1 LEG Performance Report to be circulated with the LEG minutes.		MA	21/10/15

Agenda Item 9	North Tees Inspection Report	Presenter: Stuart Harper-Reynolds	
Discussion	<p>Stuart Harper-Reynolds (SHR) explained that the inspection report will not be available until November.</p>		
Action Points		Action Owner	Deadline
1. SHR to provide an update on the North Tees Inspection		SHR	13/01/16

Report at the January LEG meeting		
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Agenda Item 10	Partner Updates	Presenter: All	
Discussion	<p>Julie Nixon (JN) advised that PREVENT training is to be cascaded to all relevant individuals. An E-learning link is also available. MB advised that TEWV currently have 4 or 5 trainers who could assist with the PREVENT training should they be required.</p> <p>Kim Staff (KS) advised that the review recommendation was implemented from 1 September 2015. She explained that there are a number of challenges surrounding the recruitment of staff.</p> <p>CT highlighted that Jenny Duffy (Hospital Safeguarding Team) will be attending the Adult Safeguarding Sensory Support and Review Team's monthly meetings to provide updates in regards to Domestic Abuse and the Multi-Agency Risk Assessment Conference (MARAC) pathways.</p> <p>MB explained to members that services have been transferred to Tees, Esk and Wear Valley NHS Foundation Trust from the Vale of York. Further updates will be provided as and when available.</p> <p>Gordon Bentley (GB) informed members that whilst Chris Brown (CB) is on secondment, Barbara Potter (BP) has been appointed as her replacement. BP will commence her role from the 12 October.</p>		
Action Points		Action Owner	Deadline
1. JN to liaise with MB should additional training resources be required.		JN	13/01/16

Agenda Item 11	Any Other Business	Presenter: All	
Discussion	<p>CT raised concerns over the Do Not Attempt Resuscitation forms (DNAR) and asked whose responsibility it is for those to be monitored. It was explained that should an individual be within a Care Home setting, then it would be the Care Home's responsibility and, if an individual were in Hospital, it would be the Hospital's responsibility.</p> <p>It was noted that the DNAR form should always be kept at the front of the file, and each form has an end date. It was noted that should someone be transferred from one setting to another, the DNAR form should be reviewed as they do not automatically transferred across care settings.</p> <p>Following concerns, CT is to establish the policy arrangements in place with regards to the DNAR process, in order to identify if any changes have been made to the policy since commencement.</p>		
Action Points		Action Owner	Deadline
1. CT to provide an update at the January LEG regarding his findings on the DNR Policy.		CT	13/01/16

Next Meeting Date: **Wednesday 13 January 2016**
Time: **10am – 12pm**
Venue: **The Education Centre, Stockton Sixth Form College**