



## Teeswide Safeguarding Adults Board

Meeting Date: **Tuesday 6 September 2016**

Time: **1.30pm – 4pm**

Venue: **Stockton 6<sup>th</sup> Form College**

### Minutes

#### Attendees

Name	Role	Representing
Karen Agar	Associate Director of Nursing	Tees, Esk & Wear Valleys NHS Foundation Trust
Ann Baxter	Independent Chair	TSAB
Cllr Jim Beall	Lead Member	Stockton-on-Tees Borough Council
Lorraine Garbutt	Business Manager	TSAB Business Unit
Liz Hanley	Assistant Director Adult Social Care (Temporary Director)	Stockton-on-Tees Borough Council
Jill Harrison	Assistant Director of Adult Services	Hartlepool Borough Council
James Hart	Observer	Teesside University
Natasha Judge	Healthwatch Manager	Middlesbrough, Redcar & Cleveland and Stockton
Angela Legg (Part)	Data Analysis and Performance Monitoring Officer	TSAB Business Unit
Gina McBride (Minutes)	Admin and Information Officer	TSAB Business Unit
Suzanne McLeod* (Part)	Inspector	CQC
Paul Mundy	Learning & Development Coordinator	TSAB Business Unit
Barbara Potter	Head of Quality Adult Safeguarding	Hartlepool & Stockton CCG and South Tees CCG
Patrick Rice	Interim Director of Adult Care and Health	Redcar & Cleveland Borough Council
Lindsey Robertson	Deputy Director of Nursing	North Tees & Hartlepool NHS Foundation Trust
Alastair Simpson	Head of Vulnerability	Cleveland Police
Helen Smithies	Assistant Director of Nursing/Safeguarding	South Tees Hospitals NHS Foundation Trust
Cllr Steve Thomas	Lead Member	Hartlepool Borough Council
Dave Turton	Head of Community Safety	Cleveland Fire Brigade
Louise Walker	Service Manager	Redcar & Cleveland Borough Council

#### Apologies

Name	Role	Representing
Katherine Acheson	Compliance Inspector	CQC
Christopher Akers-Belcher	Healthwatch Manager	Hartlepool Borough Council
Jane Bell	Admin Officer	TSAB Business Unit
Martin Crow	Project Officer	TSAB Business Unit
Jean Golightly	Executive Nurse	Hartlepool & Stockton CCG and South Tees CCG
Stuart Harper-Reynolds	Named Nurse (Adult Safeguarding)	North Tees and Hartlepool NHS Foundation Trust
Jane Johnstone	Assistant Dean Academic Developments & Governance	Teesside University

Phil Lancaster	Director of Community Protection	Cleveland Fire Brigade
Christine McManus*	Safeguarding Lead	North East Ambulance Service
Elizabeth Moody	Director of Nursing and Governance	Tees, Esk & Wear Valleys NHS Foundation Trust
Sally Robinson	Director of Children and Adults Services	Hartlepool Borough Council
Cllr Julia Rostron	Lead Member	Middlesbrough Borough Council
Erik Scollay	Assistant Director – Social Care	Middlesbrough Borough Council
Jo Tate	Head of Residence and Services	HMP Holme House Prison
Cllr Dave Walsh	Lead Member	Redcar & Cleveland Borough Council
Christine Wharton	Inspection Manager	CQC

<b>Absent</b>		
<b>Name</b>	<b>Role</b>	<b>Representing</b>
Julie Allan	Head of Cleveland Area	National Probation Service
David Egglestone	Lead Manager	Durham Tees Valley Community Rehabilitation Company
Barbara Gill	Director of Offending Services	National Probation Service

\*Attend for specific agenda items only

**Copies:** Jenny Anderson; Peter Bell; Janene Bonas; Angela Brown; Anya Camidge; Susan Cawley; Jo Fisher; Jackie Gibson; Emily Gill  
Julie Hartley; Jas Lang; Kelly McCluskey; Pat McQuillan; Suzanne Metcalfe; Wendy Milburn; Pamela O'Connor; Judith Oliver; Laura Poppleton;  
Rae Rynn; Mike Sharman; Denise Walker; Anne Warlow

<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>	<a href="#">Minutes from the meeting held on 28/06/16</a>	<b>Presenter:</b> Chair
<b>Discussion</b>	The minutes from the meeting held on 28 June 2016 were agreed as a true and accurate record.	

<b>Agenda Item 3</b>	<b>Matters Arising</b>	<b>Presenter:</b> Chair
<b>Discussion</b>	<p><b>Transforming Care / LeDeR Programme</b> Judith Thompson (JT), Network Manager &amp; Assurance Lead for North East &amp; Cumbria Learning Disability Network attended the previous meeting to conduct a presentation. It was requested that an update is provided at the December meeting of the Teeswide Safeguarding Adults Board (TSAB).</p> <p><b>TSAB Finance Report</b> A meeting was held with statutory organisations and subsequently the funding arrangements for this financial year have been agreed. A further meeting to discuss next year's budget will be held and proposals brought to the Board.</p>	
<b>Action Points</b>	<b>Action Owner</b>	<b>Deadline</b>
1. JT to provide update on Transforming Care and LeDeR Programme	JT	20/12/16
2. Budget arrangements for 2016/17 to be discussed at the TSAB	All	03/03/17

<b>Agenda Item 4</b>	<b>CQC Discussion</b>	<b>Presenter:</b> Susan McLeod
<b>Discussion</b>	<p>CQC have confirmed their commitment to attend 2 Board meetings per year. AB explained that previously the CQC representative had provided a helpful update in relation to the inspection process for care providers but was unable to respond to questions about the inspection and regulation of health services.</p> <p>Susan McLeod (SMc) attended the meeting and provided an overview of the inspection regime for health services. It was noted that North Tees Hospitals Foundation Trust (NTHFT) has been inspected most recently and rated as 'requiring improvement'. SMc advised that a follow up inspection has been</p>	

	<p>completed recently for South Tees Hospitals NHS Foundation Trust; however the report has not yet been through the validation process and therefore she was unable to provide any further information.</p> <p>AB asked about the interface between SABs, LSCBs and other Boards and how CQC take into account their views of services. SMc advised that stakeholders are invited to comment and provide information on the provider prior to inspection.</p> <p>Councillor Jim Beall (JB) commented that he was disappointed, as Chair of the Health and Well-Being Board for Stockton-on-Tees Borough Council, that he was not invited to take part in the inspection of NTHFT or to receive feedback on the outcome. SMc advised that she would raise this concern within her organisation.</p> <p>SMc commented that inspectors are not always invited to attend safeguarding meetings. She advised that it may not always be possible or relevant for CQC to attend these meetings, however, inspectors would endeavour to attend where there are serious safeguarding concerns.</p> <p><b>North East Ratings</b> This item was not discussed.</p>	
<b>Action Points</b>	<b>Action Owner</b>	<b>Deadline</b>
1. Clarity to be sought on the attendance of the Chairs of Health and Well-Being Boards at inspections and feedback sessions.	SMc	18/10/16
<b>Agenda Item 5</b>	<b>TSAB Quarter 1 (Q1) Performance Report</b>	<b>Presenter:</b> Angela Legg
<b>Discussion</b>	<p>AL presented the TSAB 2016 Q1 Report. The following points were highlighted:</p> <ul style="list-style-type: none"> <li>• The number of concerns has increased by 7%, with the number of Section 42 enquiries decreasing by 14%, compared to the same period in 2015/16</li> <li>• Neglect &amp; Acts of Omission and Physical Abuse continue to be the main categories of abuse. Financial Abuse has increased by 4% when compared to Q4 2015/16.</li> <li>• There has been a significant increase in the reporting of Domestic Abuse within Stockton-on-Tees with 24 concerns being raised in the first quarter. This increase is partly attributed to improved data recording and increased staff awareness.</li> <li>• The two main locations of abuse continue to be 'own home' and 'care home'.</li> <li>• Cleveland Fire Brigade reports that 71% of employees have completed the Safeguarding Adults E-learning provided by TSAB. The service has reported 5 concerns in this quarter, 3 of these were in relation to Self-Neglect.</li> <li>• North Tees &amp; Hartlepool Foundation Trust has reviewed their reporting processes and noted a number of concerns relating to care homes being reported to safeguarding teams. There was also an increase in the number of concerns reported against the Trust in Q1.</li> </ul> <p>Patrick Rice (PR) commented that there is a possibility of concerns being double counted in relation to care homes as they are being illustrated in both Local Authority and Trust reports.</p> <p>Alastair Simpson (AS) asked if there has been any further scrutiny of the level of reporting in each Local Authority and, in particular, of the conversion rate from concerns to Section 42 enquiries as there appears to be significant differences.</p> <p>PR enquired if all services apply the same thresholds to raising concerns about medication errors. It was confirmed that health services would complete a Datix</p>	

	report if the error did not warrant a safeguarding concern.  LG commented that it would be useful to include Making Safeguarding Personal (MSP) information in future reports to demonstrate that individual's outcomes are being met.	
<b>Action Points</b>	<b>Action Owner</b>	<b>Deadline</b>
1. PAQ Sub-Group to further analyse the Q1 report in relation to the disparity of reporting within each Local Authority.	ES	07/10/16

<b>Agenda Item 6</b>	<b>Partner Assurance Reports</b>	<b>Presenter:</b> Chair / Liz Hanley	
<b>Discussion</b>	<p>The Quality Assurance Framework (QAF) and Self-Audit Tool were piloted in Middlesbrough Borough Council (MBC) and South Tees Hospitals NHS Foundation Trust (STHFT) and have now been formally implemented. Statutory partners (in the first instance) are to provide an assurance report to the Board on a rotational basis. Stockton-on-Tees Borough Council (SBC) and the Clinical Commissioning Groups (CCG) were the first organisations to undertake the audit; CCG's report should be presented in October.</p> <p><b>Stockton-on-Tees Borough Council</b> A copy of SBC's Partner Assurance Report was circulated to members for information. Liz Hanley (LH) highlighted the key points:</p> <ul style="list-style-type: none"> <li>• It was under-estimated how much input would be required from other departments within the Council to complete the audit</li> <li>• Making Safeguarding Personal (MSP) was identified as an area for improvement and SBC are exploring options on how this can be embedded further into operational practice</li> <li>• SBC can demonstrate that there are clear lines of communication between operational practice leads and strategic management.</li> <li>• Equality and Diversity training will be provided for all SBC staff</li> <li>• PREVENT to be included as part of future commissioning arrangements and incorporated into the Policy and Procedure handbook which is currently under review. It was noted that SBC have robust links to the Community Safety Partnership.</li> </ul> <p>Ann Baxter (AB) requested that members review SBC's report, to identify potential issues or risks, to recognise best practice elements and consider these within their own organisations.</p>		
<b>Action Points</b>	<b>Action Owner</b>	<b>Deadline</b>	
1. CCG to present Partner Assurance Report at the next meeting	Jean Golightly (JG)	18/10/16	
2. MBC and Cleveland Police to present Partner Assurance Report at the next meeting	Erik Scollay (ES) / Alastair Simpson (AS)	18/10/16	

<b>Agenda Item 7</b>	<b>Board Development and Accountability</b>	<b>Presenter:</b> All	
<b>Discussion</b>	<p><b>Adult's Voice</b> AB advised that a recent meeting had been held with Phil Lancaster (PL) and members of the Business Unit to review the Communication and Engagement Strategy with particular reference to the 'Adult's Voice'. It was acknowledged that the Business Unit have engaged with a number of user groups during consultation programmes and has already established a good network. The aim of the Communication and Engagement strategy is to formalise these arrangements and to establish links with other groups to ensure the whole community is able to contribute to the work of the Board. It is suggested that engagement activities are carried out throughout the year, and that opportunities to engage with individuals from these groups are taken to explore how they can become further involved.</p>		

AB reminded members that safeguarding is everyone's business and asked that safeguarding is placed on agendas at every opportunity and that feedback from these meetings is provided to the Business Unit.

Dave Turton (DT) advised members that two footfall events have recently taken place with good results.

DT provided an example of how the creative use of social media within the Fire Service was used within their prevention agenda. It was agreed that the use of social media as a means to engage with people is further explored.

AB extended her gratitude to the CE Sub-Group for their work to date and asked that future work focuses on engagement work.

### **Healthwatch Arrangements**

Natasha Judge (NJ) advised that Healthwatch work is identified and directed by their Board. Steve Thomas (ST) advised that safeguarding issues can be picked up during 'Enter and View' arrangements and any concerns are referred on to the Council. Healthwatch colleagues offered to provide 'Enter and View' reports to the Board. It was emphasised that the focus of these visits is on the experiences of the people using the service and their carers. It is not intended to duplicate the work of the Care Quality Commission.

AS commented that the Communication and Engagement Strategy should include reference to Care Home residents and their families.

AB advised that the Board are keen to further develop the relationship with Healthwatch and asked that NJ be invited to become a member of the Communications and Engagement Sub-Group.

It was commented that the receipt of 'Enter and View' reports would enable the Board to look holistically at themes arising from these visits.

### **GP Representative**

AB sought colleagues' views on GP representation for the Board. AB explained that she had recently attended the Redcar & Cleveland Borough Council Scrutiny Committee: the GP representative present had offered to attend the Board.

Members discussed the issue and it was agreed that it would bring some benefits to the Board to have representation from primary care. BP agreed to look into this further and to report back to the next meeting.

### **TSAB Reporting Arrangements Report**

AB advised that the reporting arrangements for the Board have been reviewed following the decision to disband the Local Executive Groups. The aim of the revised arrangements is to strengthen relationships and communication between the Board, partner agencies and local arrangements.

The revised arrangements outline the additional meetings that the Independent Chair will attend on an annual basis. LH reminded members that this additional commitment will have budget implications and will need to be monitored.

The recommended revised arrangements were agreed.

### **Independent Chair Appraisal**

A record of the appraisal has been circulated to members.

Action Points	Action Owner	Deadline
1. Members to ensure that Safeguarding features as an agenda item at all key meetings and that the Business Unit is provided with relevant feedback.	All	Ongoing
2. Healthwatch colleagues to provide 'Enter and View' reports to the Board.	NJ/ST	31/03/16
3. CE Strategy to include reference to Care Home residents and their families	MC	12/09/16
4. NJ to be invited to become a member of the CE Sub-Group	Business Unit	07/09/16
5. BP to obtain further information on Primary Care representative for the Board.	BP	18/10/16
6. LG to make final amendments to the Reporting Arrangements report and to circulate to partners for signatures.	LG	18/10/16
7. Terms of Reference to be updated to reflect the amended reporting arrangements.	LG	18/10/16
8. Reporting Arrangements to be reviewed in 12 months	All	September 2017

Agenda Item 8	Annual Report 2015/16 (First Draft)	Presenter: Chair
<b>Discussion</b>	The first draft of the TSAB Annual Report 2015/16 was circulated to members. Due to availability of national data, this will not be published until October.  AB requested that feedback is provided to the Business Unit as soon as possible.	
Action Points	Action Owner	Deadline
1. Feedback on Annual Report to be provided to the Business Unit	All	20/09/16

Agenda Item 9	Update from Sub-Groups	Presenter: Sub-Group Chairs
<b>Discussion</b>	<p><b>Communication and Engagement (CE)</b></p> <p><b>TSAB Awareness Day</b> Dave Turton (DT) informed that a TSAB Awareness Day was held on 15 July, which was supported by over 20 agencies and formally launched the safeguarding awareness video. Some of the individuals who took part in the video will be attending the September CE meeting. Learning points from the awareness day will be picked up by the Sub-Group on how best to improve engagement with partner agencies and to maximise audiences.</p> <p><b>TSAB Bulletin</b> The latest edition of the Bulletin has generated 1500 views on the website and 200 hard copies have been posted. Members wanting to make contributions or suggestions to the next edition should contact the Business Unit. Members were encouraged to circulate the Bulletin and promote the website as much as possible within their own networks.</p> <p><b>Learning Training and Development (LTD)</b> In the absence of Sally Robinson (Chair of the LTD Sub-Group), Lorraine Garbutt (LG) provided the following update:</p> <ul style="list-style-type: none"> <li>• The Sub-Group met on 8 August</li> <li>• A Training Needs Analysis was undertaken which will assist in developing the training plan. The training budget had not been formally agreed and as such the training courses were prioritised</li> <li>• The training plan will be updated and presented at the next LTD Sub-Group for agreement. This will then be circulated to members for further distribution</li> <li>• The Virtual College e-learning portal is proving popular and Sub-Group members agreed this is a cost effective way to provide training. To date</li> </ul>	

1,850 licences have been used.

- Six sessions of the Safeguarding Adults Training for Managers of Services have been scheduled. Demand for places is significantly higher than the number of places available.
- There are a number of workbooks available on the TSAB website.
- The Local Safeguarding Children Boards are hosting drop in sessions around MAPPA (Multi-Agency Public Protection Arrangements).

#### **Performance Audit and Quality (PAQ)**

In the absence of ES (Chair of the PAQ Sub-Group), LG provided the following update:

- A Task & Finish group has been established to look at medication errors. The group is currently collating baseline information which will determine the next steps. Guidance documentation should be developed and issued to care providers as a result of this working group. Lindsey Robertson (LR) advised that the clinical matrons carry out intervention work in care homes and she may be able to provide some information on this.

#### **Policy Procedures and Practice Guidance (PPP)**

Helen Smithies (HS) referred to the Mental Capacity Act (MCA) Section 44 Protocol. The protocol was drafted some time ago, however, it has never been used. Martin Crow (MC) from the Business Unit has carried out some research and produced a proposal which was circulated to members for consideration. It is suggested within the proposal that the protocol is no longer required - members agreed.

AS advised that in most instances, individuals who lack capacity are usually known to social care or GPs and those professionals are obliged to support them.

#### **Policy and Procedures Review: Task & Finish Group**

The minutes of the meeting held on 11 August 2016 were circulated for information.

#### **Safeguarding Adult Review**

Barbara Shaw (BS) is no longer Director of Adult Social Services and has subsequently resigned from her role as Chair of the SAR Sub-Group. Discussions will be held to determine who will take on this responsibility.

#### **Amendment of SAR Policy and Procedures**

The SAR Policy and Procedures have been updated to stipulate how and when the adult/family should be contacted. The adult/family will only be informed if a SAR is agreed, unless they are already involved with services and if it is appropriate to do so. LG advised that this element of the process will be considered on a case by case basis.

<b>Action Points</b>	<b>Action Owner</b>	<b>Deadline</b>
1. Members to contact the Business Unit with any suggestions for the Bulletin	All	30/09/16
2. Members to routinely circulate the TSAB Bulletin and promote the TSAB website amongst their own networks	All	Ongoing
3. Training Plan to be circulated to members when available	Paul Mundy (PM)	28/11/16
4. LR to provide clinical matron information regarding medication errors to the Business Unit	LR	09/09/16
5. Discussions to be held on SAR Sub-Group Chairing responsibilities	AB	29/09/16

<b>Agenda Item 10</b>	<b>Cleveland Fire Brigade Presentation</b>	<b>Presenter:</b> Dave Turton	
<b>Discussion</b>	<p>Dave Turton (DT) conducted a presentation on 'Fire as a Health Asset'. DT explained that fires across Tees have reduced in the last 10 years by 80%. Therefore resources have been refocused on prevention work and to protect the community in other ways.</p> <p>Emergency calls to the North East Ambulance Service (NEAS) have increased by 20% in the past year. In an effort to assist with this increase, Cleveland Fire Brigade (CFB) will respond to some 'Red 1' and 'Red 2' category calls. DT acknowledged that CFB respond in <i>addition</i> to NEAS and not <i>instead</i> of NEAS. This ensures that the individual receives emergency treatment as soon as possible. This trial has now been rolled out nationally. This scheme is staffed by a voluntary workforce.</p> <p>DT advised that CFB access over 5,000 properties per quarter and are therefore in a good position to assist with prevention work. For example, CFB provide push lights to appropriate home owners which are then placed beside the bed. This has reduced the number of slips, trips and falls.</p> <p>Members agreed that the joint work with NEAS is a positive way to use resources and to help in keeping people safe. However, there were some concerns that this does not address the root cause of the problem. DT assured members that calls are not downgraded if CFB respond first. It was agreed that this scheme should be monitored.</p>		
<b>Action Points</b>		<b>Action Owner</b>	<b>Deadline</b>
1. Joint working between CFB and NEAS to be monitored		CFB	Ongoing
<b>Agenda Item 11</b>	<b>Safe Place Scheme – Governance Arrangements</b>	<b>Presenter:</b> Lorraine Garbutt	
<b>Discussion</b>	<p>LG presented a paper to seek agreement from Board members to formalise the governance and monitoring arrangements of the Safe Place Scheme across Tees.</p> <p>It is suggested that a steering group is set up to co-ordinate audit processes and training activity and that an annual report is submitted to the Board. LG confirmed that LAs have been consulted and commissioners are in favour of the proposal.</p> <p>JB requested that the steering group discusses consistent delivery across Tees.</p> <p>Members agreed the proposal.</p>		
<b>Action Points</b>		<b>Action Owner</b>	<b>Deadline</b>
1. Safe Place Scheme report to be submitted to a future TSAB meeting.		Steering Group	06/09/17
<b>Agenda Item 12</b>	<b>The Herbert Protocol</b>	<b>Presenter:</b> Alastair Simpson	
<b>Discussion</b>	<p>AS provided an overview of the Herbert Protocol. This is a police initiative set up for people with dementia who are at risk of going missing. This scheme enables families to provide information to the police of where the person may go should they go missing.</p> <p>Further information can be obtained via the <a href="#">website</a>. AS requested that members raise awareness of this scheme amongst their own organisations. AS advised that the wording included within the letter can be adapted for use.</p>		
<b>Action Points</b>		<b>Action Owner</b>	<b>Deadline</b>
1. Business Unit to include Herbert Protocol in TSAB Bulletin and on the website		Business Unit	20/09/16
2. Members to circulate information via their own organisations		All	18/10/16



and display in appropriate forums		
3. STHFT to include Herbert Protocol in Carers Newsletter and display in departments	HS	18/10/16
4. Posters to be displayed in the Stockton dementia hub	LH	18/10/16

<b>Agenda Item 13</b>	<b>Children and Vulnerable People in Custody Working Group (CVPIC) Report</b>	<b>Presenter: Alastair Simpson</b>
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<b>Discussion</b>	<p>AS informed that a multi-agency working group was set up following the HMIC Inspection. Their research, feedback and comments have been collated into a report, and circulated to Board members.</p> <p>AS talked through the recommendations relevant to vulnerable adults. It was suggested that an action plan is developed and that a group is established to drive these actions forward. AB enquired whether this work could be linked into an already existing Sub-Group.</p> <p>The key points were as follows:</p> <ul style="list-style-type: none"> <li>• The Street Triage service has proved to be incredibly successful</li> <li>• Survey to be developed on how individuals feel they are treated in custody</li> <li>• Refurbishment work to be undertaken in the custody suite to allow for more privacy</li> <li>• Appropriate Adults will possibly be provided via the Mind charity – conversations are still taking place</li> <li>• Further work to be conducted on referring individuals onto the appropriate support service following release from custody</li> <li>• Improving brief intervention work i.e. drug and alcohol screening</li> <li>• Mobile phones issued (where appropriate) and loaded with telephone numbers of support services</li> <li>• Linking in to the Mental Health Concordat work</li> </ul> <p>HS suggested that the monitoring group should undertake an analysis as some of the recommendations may already be in place.</p> <p>BP advised that they are involving the police in care home and hospital incidents. The NHS Foundation Trusts are starting to look at restraint policies as some wards have to use restraint. KA has conducted project work around restraint and will provide an update at the next Board meeting.</p>
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<b>Action Points</b>	<b>Action Owner</b>	<b>Deadline</b>
1. BP to liaise with NHS England to enquire if funding for Street Triage can become a permanent contractual arrangement	BP	18/10/16
2. BP to contact Mental Health Concordat lead for an update to be circulated with the minutes	BP	20/09/16
3. CVPIC Report to be produced annually to the LSCBs and TSAB	AS	Ongoing
4. Monitoring Group to be established to implement CVPIC action plan – update to be brought to the Board	AS	18/10/16
5. KA to share restraint project work with the Board	KA	18/10/16

<b>Agenda Item 14</b>	<b>Safeguarding Refugees and Asylum Seekers</b>	<b>Presenter: All</b>
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<b>Discussion</b>	<p>Members were asked to supply information to the Business Unit and subsequently a report was collated and shared.</p> <p>It was noted that safeguarding concerns reported for this group were negligible across Tees although it is suggested nationally that there is an increase in Hate Crime in relation to refugees and asylum seekers.</p>
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	Members agreed that no further action was required at this stage; however, the PAQ Sub-Group will continue to monitor.  JB advised that this subject is also picked up through the North East Forum and the Community Safety Partnerships.		
<b>Action Points</b>		<b>Action Owner</b>	<b>Deadline</b>
1. Karen Agar (KA) to provide refugee and asylum seekers information for TEWV		KA	20/09/16
2. PAQ Sub-Group to monitor developments in relation to refugees and asylum seekers		PAQ Sub-Group	Ongoing
<b>Agenda Item 15</b>	<b>QSG Safeguarding Issues (Standing Item)</b>	<b>Presenter: Chair</b>	
<b>Discussion</b>	Barbara Potter (BP) highlighted that the <a href="#">Care Home Closures Checklist</a> has been circulated via the ADASS Network and is available online.		
<b>Agenda Item 16</b>	<b>National Trading Standards - Scams</b>	<b>Presenter: Chair</b>	
<b>Discussion</b>	Information from National Trading Standards was circulated. This topic seems to be an emerging issue for Safeguarding Adults Boards. AB suggested that a representative from Trading Standards could attend a future Board meeting if members felt this necessary.  Members suggested it would be useful to understand if this is an issue across Tees and asked if information recorded against Financial Abuse could be provided to illustrate the type/nature of the abuse. It was confirmed that currently reporting systems within the LAs are not able to provide this level of detail on financial abuse. It was noted, however, that the Police are able to provide this information.		
<b>Action Points</b>		<b>Action Owner</b>	<b>Deadline</b>
1. Sub-categories on financial abuse to be raised at the PAQ meeting		ES	07/10/16
2. To consider inviting a Trading Standards representative to discuss emerging issues around scams and links to safeguarding		PAQ Sub-Group	18/10/16
<b>Agenda Item 17</b>	<b>Modern Slavery</b>	<b>Presenter: Chair</b>	
<b>Discussion</b>	A paper from Warwickshire Council was circulated for information. Teeswide data suggests that this is not particularly a reported issue; however this subject matter needs to be monitored.		
<b>Agenda Item 18</b>	<b>Reporting and Acting on Child Abuse and Neglect – Government Consultation</b>	<b>Presenter: Chair</b>	
<b>Discussion</b>	The <a href="#">web link</a> to this consultation was circulated to members. The consultation closes on 13 October 2016.		
<b>Action Points</b>		<b>Action Owner</b>	<b>Deadline</b>
1. Members to provide feedback on Government Consultation		All	13/10/16
<b>Agenda Item 19</b>	<b>MSP Temperature Check 2016</b>	<b>Presenter: Chair</b>	
<b>Discussion</b>	This document was circulated for information.		
<b>Agenda Item 20</b>	<b>Any Other Business</b>	<b>Presenter: All</b>	
<b>Discussion</b>	<b>2017 Meeting Schedule</b> The meeting schedule has been prepared for next year. Members were advised that TSAB meetings in 2017 will be held on Wednesday afternoons, with the exception of the March meeting, which will take place on Friday morning. Venues are being sought and once confirmed, invitations will be sent out.		
<b>Action Points</b>		<b>Action Owner</b>	<b>Deadline</b>
1. TSAB Calendar invites to be sent to members		Business Unit	18/10/16

Next Meeting Date: **Tuesday 18 October 2016**  
Time: **9.30am – 12pm**  
Venue: **Jim Cooke Conference Suite, Stockton Library**

Minutes authorised by Independent Chair on 21/09/16



## Appendix 1 Attendance Matrix

The table below reflects **named** members of the TSAB, although deputies have been noted (\*)

Company	23/02/2016	26/04/2016	28/06/2016	06/09/2016	4
CCG (Hartlepool & Stockton CCG and South Tees CCG)	0	1*	1*	1*	75%
Cleveland Fire Brigade	0	1*	1	1*	75%
Cleveland Police	1	1	1	1	100%
CQC (committed to 2 meetings per year)	0	0	0	0	0%
Durham Tees Valley Probation Trust	0	0	1	0	25%
HBC Member	0	1	1	0	50%
HBC Assistant Director	1	0	1	1	75%
HBC Lead Member	0	0	0	1	25%
Healthwatch Hartlepool	0	0	0	0	0%
Healthwatch Tees (committed to 2 meetings per year)	0	0	1	1	50%
HMP Holme House	1	0	0	0	25%
MBC Member	1	0	0	0	25%
MBC Assistant Director	1	1	1	0	75%
MBC Lead Member	0	0	0	0	0%
National Probation Service Cleveland	1*	1	1	0	75%
North Tees & Hartlepool NHS Foundation Trust	1*	1*	2	1	100%
RCBC Member	0	1	0	1	50%
RCBC Assistant Director	1	1	1	0	75%
RCBC Lead Member	1	0	0	0	25%
SBC Member	1	0	0	0	25%
SBC Assistant Director	1	1	1	1	100%
SBC Lead Member	1	1	1	1	100%
South Tees Hospitals NHS Foundation Trust	1	1	1*	1	100%
Teesside University	1	0	0	0	25%
TEVV	1*	1*	1	1*	100%
TSAB	6	4	6	5	100%
Observer	1	1	0	1	75%