



Teeswide Safeguarding Adults Board

Meeting Date: Tuesday 18 October 2016

Time: 9.30am – 12pm

Venue: Jim Cooke Conference Suite, Stockton Library

Minutes

Attendees

Name	Role	Representing
David Ainscough	Equality & Diversity Lead, Safer Prisons Team	HMP Holme House Prison
Ann Baxter	Independent Chair	TSAB
Cllr Jim Beall	Lead Member	Stockton-on-Tees Borough Council
Martin Crow	Project Officer	TSAB Business Unit
Allan Fairlamb (Part)	Commissioning Manager (Mental Health and Crisis Care Concordat)	NHS South Tees Clinical Commissioning Group
Jean Golightly	Director of Nursing and Quality	Hartlepool & Stockton CCG and South Tees CCG
Lorraine Garbutt	Business Manager	TSAB Business Unit
Barbara Gill	Deputy Director of Offending Services	Durham Tees Valley Community Rehabilitation Company
Liz Hanley	Assistant Director Adult Social Care	Stockton-on-Tees Borough Council
Stuart Harper-Reynolds	Named Nurse (Adult Safeguarding)	North Tees and Hartlepool NHS Foundation Trust
James Hart	Observer	Teesside University
Angela Legg	Data Analysis and Performance Monitoring Officer	TSAB Business Unit
Gina McBride (Minutes)	Administration and Information Officer	TSAB Business Unit
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
Erik Scollay	Director of Social Care	Middlesbrough Borough Council
Alastair Simpson	Head of Vulnerability	Cleveland Police
Dave Turton (Part)	Head of Community Safety	Cleveland Fire Brigade
Louise Walker	Service Manager	Redcar & Cleveland Borough Council

Apologies

Name	Role	Representing
Katherine Acheson	Compliance Inspector	CQC
Jane Bell	Administration Officer	TSAB Business Unit
David Egglestone	Lead Manager	Durham Tees Valley Community Rehabilitation Company
Jill Harrison	Assistant Director of Adult Services	Hartlepool Borough Council
Jane Johnstone	Assistant Dean Academic Developments & Governance	Teesside University
Natasha Judge*	Healthwatch Manager	Middlesbrough, Redcar & Cleveland and Stockton
Phil Lancaster	Director of Community Protection	Cleveland Fire Brigade

Christine McManus*	Safeguarding Lead	North East Ambulance Service
Paul Mundy	Learning & Development Officer	TSAB Business Unit
Barbara Potter	Deputy Lead Nurse Head of Quality and Adult Safeguarding	Hartlepool & Stockton CCG and South Tees CCG
Patrick Rice	Interim Director Adult Care & Health	Redcar & Cleveland Borough Council
Lindsey Robertson	Community Services Manager	North Tees & Hartlepool NHS Foundation Trust
Cllr Julia Rostron	Lead Member	Middlesbrough Borough Council
Helen Smithies	Assistant Director of Nursing/ Safeguarding	South Tees Hospitals NHS Foundation Trust
Jo Tate	Head of Residence and Services	HMP Holme House Prison
Cllr Steve Thomas	Lead Member	Hartlepool Borough Council
Christine Wharton	Inspection Manager	CQC

*Will attend for specific agenda items only

Absent		Representing
Name	Role	
Christopher Akers-Belcher	Healthwatch Manager	Hartlepool Borough Council
Julie Allan	Head of Cleveland Area	National Probation Service
Cllr Dave Walsh	Lead Member	Redcar & Cleveland Borough Council

Copies: Peter Bell; Margaret Blackburn; Anya Camidge; Jo Fisher; Jackie Gibson; Emily Gill; Mary Lanigan; Jas Lang; Kelly McCluskey; Pat McQuillan; Suzanne Metcalfe; Wendy Milburn; Pamela O'Connor; Judith Oliver; Laura Poppleton; Mike Sharman; Anne Warlow

Agenda Item 1	Introductions and Apologies	Presenter: Chair
Discussion	Introductions were made and apologies noted.	

Agenda Item 2	Minutes from the meeting held on 06/09/16	Presenter: Chair
Discussion	The minutes were reviewed and the following alterations were suggested:	
	Page 3 The CQC follow up inspection relates to South Tees Hospitals NHS Foundation Trust	
	Page 8 Cleveland Fire Brigade will respond to 'some' Red 1 and Red 2 category calls.	
	This scheme is staffed by a voluntary workforce.	
	Page 11 Attendance matrix to reflect both CCGs	
	Subject to these amendments the minutes from the meeting held on 6 September were agreed as a true and accurate record.	

Action Points	Action Owner	Deadline
1. Amendments to be made to previous minutes and recirculated.	GMc	01/11/16

Agenda Item 3	Matters Arising	Presenter: Chair
Discussion	Enter and View Reports This item was not discussed.	
	Inspection Feedback Sessions – Health & Wellbeing Board Chairs	

A response was received from CQC - the provider should lead in identifying relevant attendees for the quality summit. This may include representatives from the Health and Wellbeing Board as appropriate.

Herbert Protocol

Posters are displayed in Stockton's dementia hub.

Children & Vulnerable People in Custody (CVPIC) Working Group

- Action Plan / Monitoring Group

The CVPIC Report has not yet been presented to all of the Local Safeguarding Children's Boards (LSCBs). An action plan will be drafted and a monitoring group will be established to seek to implement the recommendations outlined within the report.

- Street Triage Funding

Jean Golightly (JG) to update AS.

Restraint

Tees, Esk & Wear Valleys NHS Foundation Trust (TEWV) has conducted a significant piece of work around restraint. This will be discussed at the next Board meeting.

Transforming Care

Ann Baxter (AB) indicated that some colleagues have expressed ongoing concerns about the Transforming Care programme. Although, it was noted that members are aware of, and support, the underlying moral imperative to ensure each individual has their needs met in the most appropriate setting, robust measures need to be put in place to ensure that people are safe.

The Local Authority representatives felt that funding responsibilities were unclear and that communication flow needs to improve to allow for appropriate planning. There is apprehension around the significant reduction of beds and the fast pace of change. Alastair Simpson (AS) commented that any individuals who may pose a risk to themselves or others should be raised through the MAPPA forum.

JG advised that Local Authority representatives who have responsibility for Learning Disabilities cohort commissioning are invited to quarterly meetings between NHS England (NHSE) Specialist Commissioning, NHS Hartlepool & Stockton and South Tees CCGs and North of England Commissioning Support (NECS) Learning Disabilities team. The meetings form a discussion and progress update about the patients currently in NHSE Specialist Commissioning funded in-patient beds, with the aim of providing some indicative guidance as to when the patient may move into CCG funded in-patient bed. AB elected this may not be the most effective or efficient forum, as Local Authority cases outside of the Tees area are also discussed at these meetings.

JG explained that when an individual is discharged from care (and funding) from NHSE Specialist Commissioning the patient is transferred to the NHS CCG in-patient bed and becomes the CCG's funding responsibility but they remain an inpatient.

SR referred to the recently circulated letter via ADASS from NHS England in relation to performance data. It is reported that the Northern region is an outlier in terms of performance for reducing inpatient numbers, in comparison to the rest of England. JG explained that a proportion of individuals in North East inpatient beds are from other areas. JG also explained that the way in which the data is collected appears to indicate that the number of admissions to inpatient beds is increasing

	<p>however some individuals are being transferred internally from a specialist commissioned inpatient bed to a CCG in-patient bed and this shows as an admission rather than a transfer.</p> <p>AB suggested that the Board writes to NHSE and the Transforming Care Board to highlight these concerns. This letter should also be shared with ADASS colleagues.</p> <p>Councillor Jim Beall (JB) suggested contacting other regions to establish if there are similar issues or learning from good practice.</p>	
Action Points	Action Owner	Deadline
1. Enter and View reports to be discussed at a future meeting	Natasha Judge / Steve Thomas	TBC
2. AS to provide updates on CVPIC (including feedback on Street Triage funding)	AS	20/12/16
3. Restraint project work to be discussed at the next Board meeting	TEWV	20/12/16
4. LH to share NHS England letter with members	LH	20/12/16
5. JG to feedback Transforming Care concerns amongst her network	JG	20/12/16
6. AB to feedback Transforming Care concerns amongst the national Chair's network	AB	20/12/16
7. AB to draft a letter on behalf of the Board to NHS England / Transforming Care Board and circulate to members for comment	AB	01/11/16

Agenda Item 4	Crisis Care Concordat Update	Presenter: Allan Fairlamb
Discussion	<p>Allan Fairlamb (AF) provided an update on the Crisis Care Concordat (CCC).</p> <p>The CCC comprises of 13 different organisations. There are a number of Sub-Groups created to facilitate the work. All Sub-Groups should be fully functioning by November.</p> <p>The VCS in Crisis Care Sub-Group considers a patient's care holistically and supports the long term resilience of individuals and their families. The Chair (Emma Howitt) represents Middlesbrough and Stockton Mind charity. Membership also includes the national lead for troubled families (police) and commissioners from the Local Authorities.</p> <p>The Cohort 30 / Frequent Flyers Sub-Group is chaired by Edward Kunonga from Middlesbrough Public Health. Membership also includes police and TEWV. The purpose of this group is to identify the top 30 high frequency users of urgent and emergency care services. The group will aim to implement management plans to support these individuals, at any point in the system, in a more structured way to avoid use of these services (unless completely necessary).</p> <p>As part of a pilot initiative, a mental health worker was stationed within the Cleveland Police control room for a period of 2 weeks. The mental health worker had access to TEWV's clinical system and was also able to input data onto the police system. Within 2 weeks, 128 contacts were made which included a mental health element. This equates to approximately 3,672 potential contacts per year. Further analysis of the pilot will be undertaken and conversations held around funding.</p> <p>Another pilot is underway which relates to Tees Mental Health Conveyance. The</p>	

	<p>purpose is to review the current service offered across Tees and evaluate future provision. The aim is to establish a more resilient service across Tees. It is recognised that there are significant pressures on the North East Ambulance Service (NEAS) and as such, targets for responses are not consistently met. NEAS have submitted a bid for 6 new ambulances; one will be specifically for mental health conveyance across Tees.</p> <p>The Prevention Sub-Group ensures that projects align with organisations' prevention strategies.</p> <p>The Data / Intelligence Sub-Group feeds into all other groups. All information is passed to this group to be anonymised and disseminated to allow for further analysis and work to be carried out.</p>	
Action Points	Action Owner	Deadline
1. Suggestions of additional membership of CCC Sub-Groups to be communicated to AF	All / Business Unit	20/12/16
2. AF to provide a further written update to the Board in the New Year.	AF	03/03/17

Agenda Item 5	Partner Assurance Reports	Presenter: Jean Golightly
Discussion	<p>Clinical Commissioning Groups (CCGs) JG explained that completing the Quality Assurance Framework (QAF) and Self-Audit Tool was a helpful exercise and that all actions identified have been completed.</p> <p>Lorraine Garbutt (LG) reiterated that for organisations that are still to complete the audit, they should ensure that evidence is provided alongside their submission. This greatly helps the peer review group when evaluating submissions.</p> <p>Sally Robinson (SR) informed that Hartlepool Borough Council (HBC) is currently in the process of completing their QAF. SR will review the evidence prior to sending to the Business Unit.</p>	
Action Points	Action Owner	Deadline
1. Agencies to ensure that evidence is provided alongside their QAF submissions	All	Ongoing

Agenda Item 6	Board Development and Accountability	Presenter: All
Discussion	<p>TSAB Development Day – 29/03/17 Feedback has been taken into account following the Board's previous Development Day. The next session will take place on Wednesday 29 March 2017 from 9am – 1pm at Cleveland Fire Brigade Headquarters, Hartlepool. Members agreed the content of the agenda.</p> <p>2017 Meeting Schedule The meeting schedule for 2017 was circulated to members for information. The TSAB meetings have been moved to Wednesday afternoons to accommodate availability, particularly for statutory partners. AB requested that members take note of these dates and ensure they are in diaries.</p> <p>Membership</p> <ul style="list-style-type: none"> Voluntary Sector Following the decision to disband the Local Executive Groups (LEGs) the Chief Executive from Stockton's Voluntary Agency (Catalyst) has expressed an interest in becoming a Board member. Liz Hanley (LH) is aware that Middlesbrough's equivalent has also shown an interest. It was suggested that a representative attends from the North and South of Tees. All four voluntary agencies (Hartlepool, 	

Middlesbrough, Redcar & Cleveland and Stockton-on-Tees) meet regularly and it should be their decision as to who should provide representation at the Board.

- **Primary Care**

AB attended the last Redcar & Cleveland's Scrutiny Committee and an offer was made by the GP present to attend the Board. JG will contact the GP to explore which organisation he would represent and to establish the arrangements for meaningful information sharing. Feedback to be brought to the next meeting so that a decision can be made.

Sub-Group Chairing Arrangements

AB explained that when the Board was originally set up, Sub-Group Chairs were agreed at Director level. Members considered these arrangements and agreed that it was important for Sub-Group chairs to have sufficient authority to impart decisions as well as having a level of interest, skill and aptitude in the work of the specific Sub-Group.

AB highlighted that there is currently a vacancy for the Safeguarding Adult Review (SAR) Sub-Group. Helen Smithies (HS) has expressed an interest in chairing this group; however this would leave a vacancy for the Policy Procedures and Practice (PPP) Sub-Group.

The frequency of the Sub-Group is determined by the Chair. All Sub-Groups (with the exception of Performance Audit and Quality) are currently held on a quarterly basis. Each meeting usually lasts two hours. The Business Unit provides support throughout the whole process.

Terms of Reference (ToR) / Quoracy

JG requested that membership is clearly defined within the governance arrangements.

Members agreed that the ToR are amended to stipulate that three 'agencies' are represented to be quorate - this does not need to be statutory agencies.

Reporting Arrangements Update

The Reporting Arrangements have been reviewed and further meetings have been put in place to strengthen links (in the absence of the Local Executive Groups). An additional annual meeting has been included for the Independent Chair to meet with statutory partners on an individual basis. The document has been updated and all signatures have been received.

AB will feed back any relevant issues highlighted to her at these meetings.

Action Points	Action Owner	Deadline
1. Members to ensure that relevant 2017 meeting dates are noted in diaries	All	20/12/16
2. LH to request a voluntary sector representative from the North and South of Tees	LH	20/12/16
3. Sub-Group chairing arrangements to be agreed for SAR and PPP.	AB	20/12/16
4. AB to feed back any relevant issues highlighted at 1:1 meetings	AB	Ongoing
5. Reporting Arrangements to be reviewed on an annual basis	All	18/10/17
6. Duplicate of National Probation Service to be removed from ToR (page 5)	LG	01/11/16

Agenda Item 7	Update from the Sub-Groups	Presenter: Sub-Group Chairs
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Discussion

Communication & Engagement (CE) – Dave Turton

- Board posters and leaflets have been circulated to all Teeswide GP Practices and to some Dental practices. Meetings with Health Ambassadors are planned to help get promotional materials to the right places.
- Middlesbrough Voluntary Development Agency has been approached to periodically add safeguarding to an existing Voluntary Care Sector forum agenda – the Sub-Group are hoping to build on a similar arrangement for Catalyst in Stockton. Work is ongoing to replicate this in Redcar & Cleveland and Hartlepool.
- The Virtual College report shows that in excess of 2000 licences have been used (figures accurate September 2016).
- There is work to do to increase the uptake of Virtual College licences – this is promoted via LA newsletters, mailshots and articles in the Bulletin. DT requested support from partners to promote internally.
- Edition six of the Board's Bulletin was published at the end of September, and has so far had approximately 500 online reads with an additional 300 hard copies circulated. The next Edition will be available in November.
- The Sub-Group are looking at other ways to promote the Bulletin wider, using Social Media to increase its reach beyond LAs and Care Providers. Voluntary Development Agencies' Bulletins are particularly important in this regard.
- The Board supported the regional radio campaign over the summer, which included some bespoke and other footfall events. Support is increasingly been given to public events, and some Board specific activities will be delivered in November/December in line with the Annual Survey completion.
- Nearly all partners now have the Board's website link easily accessible on their own websites. Further work will be done through the Sub-Group to chase up those agencies who have not yet completed this action.

Learning Training and Development (LTD) – Sally Robinson

- The Sub-Group has not met since the previous TSAB
- Work continues on the Training Needs Analysis
- A meeting has been scheduled with SR and LG to discuss the training plan

Performance Audit and Quality (PAQ) - Erik Scollay

Quarter 1 Performance Report / Conversion Rates

- The group acknowledges differences in capturing data between the four Local Authorities. The first contact teams operate in different ways, which may have a bearing on conversion rates. This matter has been referred to the OLPG to consider possible reasons for discrepancies
- The Sub-Group is working to improve consistency so that data can be comparable

LH advised that issues relating to data discrepancies are also being picked up by the regional group.

Safeguarding Refugees and Asylum Seekers

- The Board requested that the information distributed at the last TSAB was reviewed in more detail. This appears to be a low level of risk; however it was acknowledged that the appropriate data may not be captured. Members were asked to monitor and review in 6 months

Sub-Categories of Financial Abuse / Scams

- It was suggested at the previous Board meeting that a professional from Trading Standards could attend a future meeting. Middlesbrough Borough Council are undertaking some work with Trading Standards and will feedback to the next PAQ meeting

Medication Audit

The minutes of the meeting held on 9 September were circulated for information. JG requested that the attendance list is amended – NECS work on behalf of CCG and therefore represent CCG. Gordon Bentley represents both CCGs.

ES also provided the following update:

- A survey on medication was completed by 92 organisations
- The Task & Finish group will undertake some analysis of the data collected
- This work should be completed in December

Policy Procedures and Practice (PPP) – Helen Smithies

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

A survey was issued to gain feedback from practitioners and professionals in relation to the Inter-Agency Safeguarding Adults Policy and Procedures. Comments received have been included in the revised documents. LG highlighted the most significant changes as follows:

Inter-Agency Safeguarding Adults Policy

- Changes have been made to bring in line with the revised Care Act guidance and any new legislation and guidance.
- More emphasis on Making Safeguarding Personal (MSP)
- Reference to Local Executive Groups has been removed
- Key roles and responsibilities section has been strengthened
- Page 9 refers to agencies having robust processes in place to address issues of professional malpractice.

JG requested that an organogram is included in the next revised policy in order to demonstrate information flow and accountability between the Board and its partners. AB reflected that this is already included within the Annual Report and that there is no hierarchy structure as communication and accountability flows equally between agencies. It was suggested that this could be looked at in more detail at the Development Day.

The reviewed policy was ratified by members.

Inter-Agency Safeguarding Adults Procedures

- Alerts are now referred to as 'Concerns' in line with current terminology
- Amendments have been made following a recent Lessons Learned Review:
 - Safeguarding will continue after the death of a person
 - There is now clarity around progressing any new concerns raised through an open enquiry.
 - Strategy meetings will be a face to face meeting, although a telephone conversation can take place to ensure the person's immediate safety.
 - Clearer reference to informing police if a criminal offence is suspected.

- The document now includes reference to SARs and a link to the notification form
- Greater emphasis on capturing the adult's wishes and outcomes
- Greater emphasis on providing feedback throughout to the person who raised the concern, particularly if this is a professional
- Agencies to ensure that when invited to strategy meetings they are fully prepared and able to contribute

The reviewed procedures were ratified by members.

The Mental Capacity Act (MCA) / Deprivation of Liberty Safeguards (DoLS) Interim Policy

LG explained that legislation is subject to change. This policy has been developed on an interim basis and will be reviewed at a later stage.

- Consultation has taken place across partner agencies and mental health professionals to develop the policy
- Clarified Ordinary Residence rules for DoLS.
- Links to each organisations' practice guidance will be included
- If agreed, implementation date to be amended to 18 October

The MCA / DoLS Policy was ratified by members.

AB extended her appreciation to the groups involved in reviewing these policies and procedures.

Do Not Attempt to Resuscitate (DNAR) Issues

This was originally raised at a LEG meeting. It was questioned how DNARs are reviewed, monitored and implemented. The PPP Sub-Group has discussed this further and it seems that the issue is mainly in relation to care homes, rather than health settings. The CCGs are undertaking some concentrated work around this. JG advised that documentation needs to be completed correctly, be easily accessible and that the knowledge of individual DNARs has been disseminated prior to any incidents.

Risk Register

All Sub-Groups have a standing agenda item to consider if there are any risks to be escalated to Board level. It was acknowledged that currently the Board does not hold a Risk Register. The Business Unit is collating good examples via the national network. Feedback will be brought to the next meeting.

Operational Leads Practice Group (Information Only)

The minutes from the meeting held on 22 August were circulated for information.

Action Points	Action Owner	Deadline
1. Partners to promote use of the Virtual College e-learning amongst their organisations	All	20/12/16
2. Members to promote the Board's Bulletin amongst their own networks	All	20/12/16
3. TSAB organogram to be discussed at the Development Day	All	29/03/17
4. Business Unit to correct formatting errors on MCA/DoLS Policy	Business Unit	01/11/16
5. All ratified policies and procedures to be made available on the TSAB website	Business Unit	01/11/16
6. Risk Register to be developed	HS	20/12/16
7. Update on Safeguarding Refugees and Asylum Seekers to be brought to the April Board meeting	ES	26/04/17
8. Barbara Gill (BG) to ascertain if any further information on	BG	02/12/16

refugees and asylum seekers can be obtained		
9. Medication Audit minutes to be amended	GMc	01/11/16

Agenda Item 8	Annual Report 2015/16 (Final Draft)	Presenter: Chair	
Discussion	<p>National data has now been included on pages 2 and 6 of the Annual Report. Dave Pickard, Chair of Stockton and Hartlepool LSCB has acted as a critical friend to review the Board's report.</p> <p>Martin Crow (MC) highlighted that across Tees the 'location of risk' differs when compared to the national trend.</p> <p>JB commended the format in which the Annual Report is presented online. JB felt that the report is accessible and easy to read.</p> <p>The CE Sub-Group will be creating a shortened version which will be more accessible to the general public.</p> <p>AB requested that members provide final feedback to the Business Unit within 7 days, to ensure that the report can be published and disseminated.</p>		
Action Points		Action Owner	Deadline
1. PAQ Sub-Group to review national benchmarking data		ES	02/12/16
2. Members to provide final feedback on the Annual Report		All	25/10/16

Agenda Item 9	Deprivation of Liberty Safeguards (DoLS)	Presenter: All	
Discussion	<p>Coroner's Response to DoLS</p> <p>Louise Walker (LW) informed that Redcar & Cleveland Borough Council (RCBC) and Healthwatch have noted some concerns in relation to DoLS residents who die in care homes. This is legally classed as a death in custody, and it is incredibly difficult to explain this process to families who are experiencing grief of a loved one.</p> <p>It has been identified that there is a lack of consistent information provided to families. There are also inconsistencies in the responses from the Coroner's Office.</p> <p>Elizabeth Moody (EM) commented that CQC have raised learning through the Southern Health Report. A piece of work is being conducted to review any discrepancies in the number of deaths (subject to DoLS, MHA or Treatment Orders) against the number of inquests being held. CQC are due to publish the Thematic Review of Deaths Report in December.</p> <p>It was suggested that AS liaises with the Coroners in the first instance to see if there can be a pragmatic and consistent approach Teeswide. The PPP Sub-Group to consider developing consistent information for families and that this is informed by CQC's report.</p> <p>National Report</p> <p>A copy of the national report was circulated for information.</p> <p>It was acknowledged that there is a significantly higher number of DoLS referrals across the North East than other regions. It was noted that a high number of referrals are substantiated which suggests that the appropriate action is being followed. The high figures will inevitably affect resources across agencies.</p> <p>ADASS have recently released a statement around the application of DoLS. Data is also being scrutinised by the regional group.</p>		

	JB informed that within Stockton-on-Tees some further analysis of DoLS is being conducted. The report can be shared at the next meeting.		
Action Points	Action Owner	Deadline	
1. AS to liaise with Coroners regarding a consistent approach	AS	20/12/16	
2. PPP Sub-Group to consider developing consistent information for families on DoLS	HS	20/12/16	
3. JB to feedback on the SBC DoLS Report	JB	20/12/16	

Agenda Item 10	Quality Surveillance Groups (QSG) – Standing Item	Presenter: Jean Golightly
Discussion	JG indicated that mandatory safeguarding training across the NHS Foundation Trusts has been raised at the QSG. Compliance against training targets continues to be monitored.	

Agenda Item 11	Home Truths Report	Presenter: Chair
Discussion	This report was circulated for information.	

Agenda Item 12	Any Other Business	Presenter: All
Discussion	None.	

Next Meeting Date: **Tuesday 20 December 2016**
Time: **9.30am – 12pm**
Venue: **Jim Cooke Conference Suite, Stockton Library**

Minutes authorised by Independent Chair on 23/10/16



Appendix 1 Attendance Matrix

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

	23/02/2016	26/04/2016	28/06/2016	06/09/2016	18/10/2016	5
Company						
CCG Member (Hartlepool & Stockton CCG and South Tees CCG)	0	1*	1*	1*	1	80%
Cleveland Fire Brigade Member	0	1*	1	1*	1*	80%
Cleveland Police Member	1	1	1	1	1	100%
Care Quality Commission (CQC) (committed to 2 meetings per year)	0	0	0	0	0	0%
Durham Tees Valley Community Rehabilitation Company	0	0	1	0	1	40%
HBC Member	0	1	1	0	1	60%
HBC Assistant Director	1	0	1	1	0	60%
HBC Lead Member	0	0	0	1	0	20%
Healthwatch Hartlepool	0	0	0	0	0	0%

Healthwatch Tees (committed to 2 meetings per year)	0	0	1	1	0	40%
HMP Holme House Prison	1	0	0	0	1*	40%
MBC Member	1	0	0	0	1	40%
MBC Assistant Director	1	1	1	0	0	60%
MBC Lead Member	0	0	0	0	0	0%
National Probation Service Cleveland	1	1	1	0	0	60%
North East Ambulance Service (attend for specific agenda items only)	0	0	2*	0	0	20%
North Tees & Hartlepool NHS Foundation Trust	1*	1*	2	1	1*	100%
RCBC Member	0	1	0	1	0	20%
RCBC Assistant Director	1	1	1	0	0	80%
RCBC Lead Member	1	0	0	0	0	20%
SBC Member	1	0	0	0	0	20%
SBC Assistant Director	1	1	1	1	1	100%
SBC Lead Member	1	1	1	1	1	100%
South Tees Hospitals NHS Foundation Trust	1	1	1*	1	0	80%
Teesside University	1	0	0	0	0	20%
Tees Esk & Wear Valleys NHS Foundation Trust	1*	1*	1	1*	1	100%
TSAB Independent Chair	1	1	1	1	1	100%
TSAB Business Unit	5	3	5	4	4	100%
Observer	1	1	0	1	1	80%