



## Teeswide Safeguarding Adults Board

**Meeting Date: Wednesday 18 October 2017**

**Time: 1pm – 4.30pm**

**Venue: Stockton Sixth Form College**

### Minutes

Name	Attendees Role	Representing
Karen Agar	Assistant Director of Nursing	Tees Esk & Wear Valleys NHS Foundation Trust
Julie Allan	Head of Cleveland Area	National Probation Service
Ann Baxter	Independent Chair	TSAB
Andrew Barber (part)	Audit and Risk Manager	Stockton-on-Tees Borough Council
Cllr Jim Beall	Deputy Leader and Adult Social Care & Health	Stockton-on-Tees Borough Council
Sharon Caddell	Project Manager	Office of Police & Crime Commissioner
Martin Crow	Project Officer	TSAB Business Unit
Lorraine Garbutt	Business Manager	TSAB Business Unit
Jean Golightly	Director of Nursing & Quality	Hartlepool & Stockton CCG and South Tees CCG
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
Jill Harrison	Director of Adult and Community Based Services	Hartlepool Borough Council
Colin Holt	Head of Service	Middlesbrough Borough Council
John Lovatt	Assistant Director	Hartlepool Borough Council
Gina McBride (Minutes)	Admin and Information Officer	TSAB Business Unit
Mel Newton	Senior Lecturer in Nursing from the School of Health and Social Care	Teesside University
Paul Noddings	Policy Manager	Thirteen Group
Lindsay Parkin (part)	Risk and Special Projects Officer	Stockton-on-Tees Borough Council
Steve Rose	Chief Executive	Catalyst
Zoe Sherry	Mental Health Lead	Healthwatch Hartlepool
Helen Smithies	Assistant Director of Nursing Safeguarding	South Tees Hospitals NHS Foundation Trust
Wendy Tinkler	Detective Chief Inspector – Safeguarding & Partnership – Crime & Justice Command	Cleveland Police
Cllr Steve Thomas	Lead Member	Hartlepool Borough Council
Dave Turton	Head of Community Safety	Cleveland Fire Brigade
Victoria Wilson	Head of Service	Redcar & Cleveland Borough Council

Minutes Approved – 13/12/17

Name	Apologies Role	Representing
Katherine Acheson	Compliance Inspector	CQC
Jane Bell	Administration Officer	TSAB Business Unit
Sarah Bowman- Abouna	Director of Public Health	Stockton-on-Tees Borough Council
Alison Chilton	Inspector	CQC
Mandy Cockfield	Service Manager	Redcar & Cleveland Borough Council
Elaine Godwin	Admin Officer	TSAB Business Unit
John Graham	Director of Operations	Durham Tees Valley Community Rehabilitation Company Limited
Judith Gray		Healthwatch Hartlepool
Natasha Judge	South Tees Healthwatch Manager	Middlesbrough, Redcar & Cleveland
Angela Legg	Data Analysis and Performance Monitoring Officer	TSAB Business Unit
Elizabeth Moody	Director of Nursing and Governance	Tees Esk & Wear Valleys NHS Foundation Trust
Toni McHale	Programme Manager	Healthwatch Stockton
Christine McManus*	Safeguarding Lead	North East Ambulance Service
Matt Murphy-King (Part)	Crime and Justice Command	Cleveland Police
Jean Pegg	Inspection Manager	CQC
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	Deputy Director of Nursing, Patient Safety & Quality	North Tees & Hartlepool NHS Foundation Trust
Cllr Julia Rostron	Lead Member	Middlesbrough Borough Council
Anne-Marie Salwey	Detective Superintendent – Head of Specialist Crime	Cleveland Police
Erik Scollay	Director of Adult Social Care	Middlesbrough Borough Council
Jo Tate	Health & Social Care Lead	HMP Holme House Prison
Cllr Dave Walsh	Lead Member	Redcar & Cleveland Borough Council
Christine Wharton	Inspection Manager	CQC
Ann Workman	Director of Adults and Health	Stockton-on-Tees Borough Council

\*Attends for specific agenda items only

Copies: Peter Bell; Susan Cawley; Jackie Gibson; Emily Gill; Suzanne Glass; Lorna Harrison; Colin Holt; Jas Lang; Pat McQuillan; Suzanne Melcalfe; Pamela O'Connor; Judith Oliver; Laura Popplaton; Angela Pringle; Mike Sharman; Rachael Surtees; Lyndsay Waddington; Anna Warlow

Agenda Item 1	Introductions and Apologies	Presenter: Chair
Discussion	Introductions were made.  Ann Baxter (AB) advised that CQC have sent apologies for this meeting and will be asked to attend the next meeting.	
Action Points	Action Owner	Deadline
1. CQC to be invited to the next meeting	GMc	13/12/17

<b>Agenda Item 2</b>	<b>Minutes from the meeting held on 06/09/17</b>	<b>Presenter: Chair</b>	
<b>Discussion</b>	A minor amendment was suggested. Subject to this change, the minutes were agreed as a true and accurate record.		
<b>Action Points</b>		<b>Action Owner</b>	<b>Deadline</b>
2. Amendment to page 5 – updated minutes to be uploaded to the TSAB website		GMc	01/11/17

<b>Agenda Item 3</b>	<b>Matters Arising</b>	<b>Presenter: Chair</b>	
<b>Discussion</b>	<p><b>Intercollegiate Document</b> This document will not be published until April 2018.</p> <p><b>Vulnerable Exploited Missing Trafficked (VEMT) Representation</b> Ann Baxter (AB) advised that Erik Scollay (ES) has attended a strategic VEMT meeting. ES has indicated that the majority of discussions are not directly related to adult safeguarding. ES has offered to attend one more meeting before making any suggestions on representation and whether continued attendance is necessary. Helen Smithies (HS) informed that she attends VEMT meetings from a Children's Services perspective and offered to act as a link between both groups.</p> <p><b>Feedback from Mike Briggs' Visit</b> Liz Hanley (LH) commented that Mike Briggs (MB), Co-Chair of the National Adult Safeguarding Group recently attended the Regional Safeguarding meeting on 18 September. MB is coordinating a 'health check' of Making Safeguarding Personal across the region on behalf of the ADASS North East Branch. The Directors of Adult Services across each of the Local Authorities (LAs) have been asked to assess their LA based on a number of questions. The Regional group have asked for some advice on developing a performance dashboard to capture MSP data. MB has also suggested holding a regional event to look at learning from Safeguarding Adults Reviews (SARs). Another meeting will take place in November to finalise timescales for the MSP work; it is thought that MSP reporting will become mandatory in 2019.</p> <p><b>LeDER Update</b> Jean Golightly (JG) informed that good multi-agency work is ongoing. The LeDER Programme is providing the expected evidence that people with learning difficulties and/or disabilities seem to die prematurely, although there is debate as to what is classed as an 'early death'. Conversations are taking place with Bristol University who lead on this programme to try and develop a more pragmatic approach that can feed into current systems already in place. Karen Agar (KA) advised that in light of the Connor Sparrowhawk case all deaths within mental health services are reviewed.</p> <p>Liz Hanley (LH) commented that she attended the LeDER Steering Group meeting and will continue to attend.</p> <p><b>Trading Standards Update</b> Trading Standards representatives from each LA attended the previous Board meeting. AB informed that Trading Standards will now be part of the Communication &amp; Engagement Sub-Group. They are also working in partnership with Cleveland Fire Brigade to develop a referral pathway.</p>		
<b>Action Points</b>		<b>Action Owner</b>	<b>Deadline</b>
1. Business Unit to inform ES he is no longer required to attend VEMT meetings		GMc	01/11/17
2. HS to raise adult safeguarding issues between the VEMT Group and TSAB		HS	Ongoing

<b>Agenda Item 4</b>	<b>High Level Briefing: Modern Day Slavery</b>	<b>Presenter: Matt Murphy-King</b>	
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<b>Discussion</b>	Matt Murphy-King (MMK) has sent apologies and therefore this item has been carried forward to the next meeting.		
<b>Action Points</b>	<b>Action Owner</b>	<b>Deadline</b>	
1. MMK to attend next meeting	MMK	13/12/17	
<b>Agenda Item 5</b>	<b>Operation Sanctuary</b>	<b>Presenter: Wendy Tinkler</b>	
<b>Discussion</b>	<p>Cleveland Police are working closely with Durham and Northumbria Constabulary. A conference was recently held in Durham which demonstrated good practice and shared learning. There is a real focus on victims and the support needed to safeguard them and provide wrap around services.</p> <p>The Board expressed a particular interest in young people who are exploited and the transition into becoming a vulnerable adult who is exploited. AB suggested that Cleveland Police provide further detail on this at the next meeting and link this with the Modern Day Slavery Briefing.</p>		
<b>Action Points</b>	<b>Action Owner</b>	<b>Deadline</b>	
1. Cleveland Police to provide an update at the next meeting.	Cleveland Police	13/12/17	
<b>Agenda Item 6</b>	<b>Children &amp; Vulnerable People in Custody – Action Plan</b>	<b>Presenter: Wendy Tinkler</b>	
<b>Discussion</b>	The Action Plan was circulated for information. Wendy Tinkler (WT) confirmed that all actions will be picked up and the appropriate agencies informed.		
<b>Action Points</b>	<b>Action Owner</b>	<b>Deadline</b>	
1. Cleveland Police to provide updates on the CVPIC Plan as and when appropriate	Cleveland Police	Ongoing	
<b>Agenda Item 7</b>	<b>MARAC Review Report</b>	<b>Presenter: Sharon Caddell</b>	
<b>Discussion</b>	<p>Sharon Caddell (SC) conducted a presentation on the MARAC Review. She highlighted the following key points:</p> <ul style="list-style-type: none"> <li>• Domestic Abuse cases across Teesside are the third highest in the country</li> <li>• Repeat victimisation (within 1 year) is approximately 50%</li> <li>• There is varied attendance at meetings but quite often agencies find it difficult to attend or commit to regular meetings</li> <li>• Quality of referrals are inconsistent</li> <li>• Previously MARAC was very 'victim focused' and more is being done to look at the perpetrator and the safeguarding of children</li> <li>• Operating guidance document updated</li> <li>• Implementing DASSH risk assessment training</li> <li>• Terms of Reference have been reviewed</li> <li>• Information Sharing Agreement is being updated</li> </ul> <p>Cleveland Police have put forward a number of proposals to improve efficiency. MARAC are unable to operate at a Teeswide level at the moment; however it is proposed to opt for a North Tees and South Tees MARAC, which will assist in monitoring cross border movement. Cleveland Police chair these meetings at the moment but it is suggested that an independent chair is appointed – the job description is currently out for consultation. This allows for police to be part of the meeting but allows for appropriate challenge if necessary. Cleveland Police provide admin support due to the sensitivity of the information.</p> <p><b>Next Steps:</b></p> <ul style="list-style-type: none"> <li>• The report and recommendations are due to conclude at the end of 2017 and can be brought back to the Board</li> <li>• Links to be established between MARAC and TSAB and to provide periodic updates and performance information</li> </ul>		

	<p><b>Questions Raised:</b></p> <ul style="list-style-type: none"> <li>• Who leads on this and how does MARAC link to the Health &amp; Wellbeing Boards, TSAB and LSCBs?</li> <li>• Has the Review Group considered the complex differences and working arrangements of the four LAs?</li> <li>• A North &amp; South MARAC may still be difficult to resource, has the Review Group considered a Teeswide MARAC? A North and South split in effect will mean more meetings. SC explained that it would mean more regular meetings but with less cases to consider. JG questioned if additional meetings are making a difference to victims and the repeat occurrence rates. MARACs need to add value and be meaningful to ensure that time is spent well for all professionals involved.</li> <li>• Durham has improved their technology which allows for their system to be automatically updated at meetings – this could be adopted for Tees. JG commented that not all partners have the technology available for this, however alternatives should be explored.</li> <li>• How does this fit in with MAPPA? For the probation service MAPPA is a priority over MARAC</li> <li>• Is there a coordinator? SC advised that police will continue to coordinate meetings</li> <li>• Not everyone is signed up to use ECINs and the use of this system is still being debated. SC advised that ECINs is aspirational and that it will be looked at in the New Year to see if it is workable.</li> <li>• Which agency or person is deemed to be independent to chair MARACs? The independent chair will be recruited through the PCC Office.</li> <li>• How will this be funded? There is no additional ask for resources and this will be a partnership contribution. LH commented that independent chairs can be expensive – could this be done internally instead? Steve Rose (SR) commented that as long as you have a good chair it should not matter if they are independent.</li> </ul> <p>SC acknowledged that MARAC cannot be paused and needs to continue whilst more efficient arrangements are put in place. Small and gradual changes need to be made which is why it was agreed not to have a Teeswide MARAC.</p> <p>SR suggested that there should be a Teeswide Strategic MARAC group and for this to be defaulted down to each of the LAs.</p> <p>SC advised that she would take feedback from the Board back to the Review Group and commented that further consultation is needed. SC will send a membership list of the Review Group so that Board members can see where the links are within their own organisations.</p>												
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<b>Agenda Item 8</b>	<b>TSAB Annual Report 2016/17</b>	<b>Presenter:</b> Martin Crow											
<b>Discussion</b>	<p>MC explained that initially it was agreed to incorporate some of the national data (Safeguarding Adults, Annual Report, England 2016/17, Experimental Statistics) within the Annual Report, however this is not due to be published until Mid-November. It is therefore felt that we should press ahead without the national data as if left too long the information within the Annual Report becomes less relevant.</p>												

	<p>The Business Unit are currently waiting for commentary from some Board partners to include. AB requested that this is sent to the Business Unit by 27 October.</p> <p>Dave Pickard, Independent Chair for Hartlepool and Stockton LSCBs is acting as a critical friend and feedback is expected soon.</p> <p>MC acknowledged that increasingly the Annual Report is becoming a document for professionals as opposed to the general public. Key themes will be picked from the Report and a shorter summary version will be produced for the public.</p>	
<b>Action Points</b>	<b>Action Owner</b>	<b>Deadline</b>
1. Board members who have not yet provided commentary for the Annual Report to send to the Business Unit	Relevant Board Members	27/10/17
2. Final feedback on the Annual Report to be sent to the Business Unit	All	27/10/17
<b>Agenda Item 9</b>	<b>Strategic Plan Progress</b>	<b>Presenter: Martin Crow</b>
<b>Discussion</b>	<p>In general all key actions are on track. Establishing the Prevention Task &amp; Finish Group has been delayed due to difficulties in identifying a GP, but it is expected that this piece of work will start soon.</p> <p>There is a delay in reviewing Board membership as it was agreed to wait until the Intercollegiate Document is published in April 2018 before health membership is reconsidered.</p>	
<b>Agenda Item 10</b>	<b>Update from the Sub-Groups</b>	<b>Presenter: Sub-Group Chairs</b>
<b>Discussion</b>	<p><b>Communication and Engagement (CE) – Dave Turton</b></p> <ul style="list-style-type: none"> <li>• <b>Prevention Task &amp; Finish Group</b> Within the Strategic Plan it states that the Board will establish a Prevention Task &amp; Finish Group. The CE Sub-Group has discussed this at length and it has been agreed to focus on a specific area; breaking down barriers to reporting abuse and neglect for marginalised and harder to reach groups. The CE Sub-Group is keen to engage with a GP Practice in Middlesbrough which is proving to be a challenge. <p>DT indicated that in general, attendance from some partners is poor. AB suggested that the Sub-Group lists are circulated to all Board members to ensure that the appropriate professionals are attending.</p> </li> <li>• <b>Regional / National Campaigns</b> LH advised that Teesside, Durham and Sunderland will be linked to the regional Smooth radio campaign. A meeting is being held on 20 November to discuss further.</li> <li>• <b>Safeguarding Literature</b> Posters have been reviewed; one aimed at the public and one aimed at professionals.</li> <li>• <b>Stakeholder Events (Learning &amp; Networking Events)</b> The first Stakeholder Event was held in Stockton-on-Tees on 2 October. A number of volunteers have come forward to act as Safeguarding Champions. Feedback from those who attended was positive. The majority of delegates consented to having their contact details shared with other agencies in attendance in an effort to improve multi-agency working. Further events are scheduled in the New Year taking place in Hartlepool and a joint event for South Tees.</li> </ul>	

	<ul style="list-style-type: none"> <li>• <b>Social Media</b> DT advised that the CE Sub-Group group are struggling to get 'buy in' from all partners promoting TSAB messages on Social Media and their organisations' websites.</li> </ul> <p><b>Learning Training &amp; Development (LTD) – Lorraine Garbutt</b> No further meetings have been held since the last Board.</p> <ul style="list-style-type: none"> <li>• <b>Chairing Arrangements</b> Jill Harrison (JH) has volunteered to take on the role of Chair.</li> </ul> <ul style="list-style-type: none"> <li>• <b>Virtual College Contract</b> A new offer has been received to provide one E-Learning portal for Adults and Children safeguarding training. The offer will not provide any additional licences but will provide a wider range of courses. There is a concern that people will access the 'none' safeguarding courses which will impact on the number of licences. There will not be any increase to the amount the Board currently pays. There will however be a significant amount of work to develop the structure behind the TSAB Learning Management System. We will need to work closely with the LSCBs to ensure there are appropriate admin staff to deal with queries. The new arrangement will start on 1 April 2018 with an interim payment to bridge the gap until the start of the new contract; there is no guarantee that this offer will be available for subsequent years.</li> </ul> <p>Mel Newton (MN) asked if she could meet with LG to discuss the training on offer and if this could be used by the university students.</p> <p><b>Performance Audit &amp; Quality (PAQ) – Lorraine Garbutt</b> The Sub-Group has not met since the last Board.</p> <ul style="list-style-type: none"> <li>• <b>Making Safeguarding Personal (MSP) Data Collection</b> A meeting has been held with Operational Leads and Performance Leads to try and establish the reporting arrangements for MSP. There is some regional work ongoing and Northumberland were tasked with collating MSP data and gathered information on the number of enquiries concluded, whether the individual was asked about their desired outcomes, how many outcomes were fully realised, partially realised or not realised. This regional work has evidenced that Tees LAs are able to report on this level of detail.</li> </ul> <p>There is currently a TSAB MSP Survey which has been adopted within each LA to capture views following a safeguarding intervention. The take up of the survey has differed across each LA. HBC seem to be the most advanced and have used an independent service to meet with the adult and go through the survey - they are asked right at the beginning if they would like to take part. SBC have tried to use the survey with a dedicated admin worker telephoning the adult and going through the survey, but this is felt to be quite impersonal and has had limited success.</p> <p>Operational leads feel that MSP is happening, but the difficulty is evidencing that the approach is making a difference. Some suggestions include:</p> <ul style="list-style-type: none"> <li>○ Using the Board's Annual Survey to capture people's views</li> <li>○ Ensuring that through case audits, both by the OLPG group and within services, consideration is given to MSP as an aspect of this. Currently this has been an element of case audits and has provided a useful insight, but consideration needs to be given on how cases are selected</li> <li>○ The regional/ national work may provide some useful support, but is not available yet</li> </ul>
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LG has emailed Mike Briggs to ask how other areas are recording MSP. MB has suggested that the TSAB uses what is currently available and wait until his work is completed to get a steer from this.

#### **Policy Procedures and Practice (PPP) – Lorraine Garbutt**

The last meeting was held on 18 September.

- **Responding to and Addressing Serious Concerns (RASC)**

The previously named *Serious Concerns Protocol* has been fully reviewed by a Task & Finish Group. The Group consists of representatives from the LAs, Safeguarding Leads, Commissioners and a representative from the CCG. Consideration has been given to what the process means, what issues would trigger a meeting, how to link with commissioners and what impacts there are for businesses when implementing the process. The document provides examples of triggers, but these are not binding. The process provides reminders as to who should be invited to meetings. Discussions have taken place as to whether the provider should attend the initial meeting. This has been left flexible, as it may be dependent upon the situation. It was agreed that after the initial meeting the provider should be made aware of the situation and the actions required.

The revised document includes the relevant forms to record meetings and also provides prompts to ensure the Business Unit is notified at each stage. It is expected that LAs complete a lessons learned report which will be fed into the SAR Sub-Group for wider dissemination.

HS queried the involvement of families when a home is subject to this procedure. LH indicated that this would be considered on an individual basis and form part of a communication plan. Victoria Wilson (VW) commented that in RCBC the home are asked to notify all residents' family members to inform them that the home is in Serious Concerns. RCBC also issue a guide to providers to explain what 'Serious Concerns' means and how they will be supported. VW agreed to share this and is happy for it to be amended for Teeswide use.

A number of amendments were put forward and the Policy and Procedure will be published following these changes. Thought will need to be given as to how this will be shared and implemented across Tees.

- **Self-Neglect Guidance**

A Task & Finish group was established earlier in the year to develop a specific policy and guidance for Self-Neglect; the group comprised of membership from Local Authorities, Housing, Cleveland Fire Brigade, Cleveland Police and Foundation Trusts. The group has recently had input from Environmental Health and feedback has been received from PPP members. Resources from North of Tyne were used as a starting point for developing the guidance with their permission.

The Group have considered at length the difficulties faced by practitioners when dealing with self-neglect cases including the complex nature of self-neglect as well as the number of agencies who may come into contact with these individuals. One of the key issues discussed was around where self-neglect should fit, i.e. within care management or within safeguarding. It has been agreed that due to the nature of self-neglect cases that alternative options are needed as ongoing support and oversight may be required.

The document includes a section on hoarding with a clutter rating scale. If a professional records a high clutter rating they should submit a referral to



Cleveland Fire Brigade who will carry out a home visit.

LG indicated that there are a number of key elements for the Board to consider:

- **Risk and Vulnerability Panels** will provide a means to manage risk for individuals and also provides an opportunity for all partners to share relevant information. This will be a new arrangement for the LAs, and thought will need to be given as to how this element of the Self-Neglect model will be managed. In the event that concerns are not resolved within the care management system the panel will provide the opportunity to share information across partners to ensure the correct people are working together. From discussion at the Task & Finish Group it was decided that the panels would be established in each LA, rather than jointly across Tees. The panel would be brought together for specific cases, rather than as a routine panel. It is thought that these panels may fit within existing processes.
- **ECINS** is considered by the Task & Finish group as being the preferred method of sharing information and managing self-neglect cases. Some Board partners (and housing) have signed up for ECINS; however, some organisations are reluctant to do so. On a practical basis, this means that other methods of sharing information will need to be in place. Risk and Vulnerability Panels would assist with this.

A flow chart illustrates the procedure to be followed and possible legal interventions. This was felt to be a useful addition as agencies are not always aware of the legal powers others hold.

The Information Sharing Agreement signatories will need to be reviewed to ensure the wider agencies are signed up, for example, housing.

Board members welcomed the development of this guidance and recognised its value for practitioners on what is an extremely complex subject. Members approved the Self-Neglect Guidance. AB requested that the Guidance is revisited in a year's time.

- **Information Sharing Agreement**

The Information Sharing Agreement requires an annual review. Partners have been reviewed in line with the Self-Neglect work and a wider range of signatories are in place. ECINS has been included as one means of sharing information. Freedom of Information has now been included.

Members were asked to sign the ISA if they were in agreement and had the authorisation to do so. Those unable to sign are to provide the relevant names and contact details for their organisation.

**Safeguarding Adults Review (SAR) – Helen Smithies**

- **SAR3 Action Plan**

The final version of the SAR3 Action Plan was shared for approval. The action plan will be monitored through the SAR Sub-Group and will come back to the Board for sign off once complete.

- **SAR Notification Decision Making Guidance**

A guidance tool has been developed to help people who are considering submitting a SAR Notification. This guidance also allows for defensible decision making. A simple flowchart illustrates what may be required, whether it is a SAR, other type of review or no further action.

Members approved the SAR Notification Decision Making Guidance.		
Action Points	Action Owner	Deadline
1. Sub-Group lists to be circulated. Board members to ensure that the appropriate professionals are attending.	GMc / All	01/11/17
2. LG to discuss Virtual College with MN	LG / MN	13/12/17
3. Performance Leads to continue recording MSP until the Board receive strategic direction from Mike Briggs	Performance Leads	07/03/18
4. VW to share 'Serious Concerns' Guidance for Providers	VW	01/11/17
5. Amendments to RASC document: <ul style="list-style-type: none"> <li>Page 4 – 4.3.2 to state 'this policy does not replace the normal contract compliance and quality assurance processes but it may run alongside them'.</li> <li>Page 5 - 5.3.2 to state 'where the concerns are about the poor quality and/or safety of adults a number of actions may be taken'</li> <li>Page 6 to state 'there is also the option for CQC (through their regulatory powers) to pursue suspension of new admissions when a commissioner cannot or chooses not to do so'</li> </ul>	LG	01/11/17
6. Self-Neglect Guidance to be reviewed in one year	TSAB	18/10/18
7. '2017/18' to be removed from the front covers of RASC and Self-Neglect Guidance and instead have the month it was agreed and the year.	LG	01/11/17
8. Board members unable to sign the ISA to inform the Business Unit of the appropriate person within their organisation and provide their contact details	All	15/11/17
9. All relevant approved documents to be uploaded to the TSAB website	GMc	01/11/17

Agenda Item 11	Partner Assurance Report	Presenter: Helen Smithies
<b>Discussion</b>	<p><b>South Tees Hospitals NHS Foundation Trust (STHFT)</b>  STHFT's Quality Assurance Framework (QAF) submission provided good evidence. Feedback was positive on the quality of the submission and it was felt to be of significant benefit that the person who coordinated the QAF is also a volunteer for the evaluation panels. The process has been altered slightly and the Board partner is now invited to receive feedback immediately after the evaluation panel has met or to clarify any uncertainties. This has sped up the whole process and has proved to be a better use of time for all involved.</p>	

Agenda Item 12	Safe Place Scheme Report	Presenter: Martin Crow
<b>Discussion</b>	<p>The Board is responsible for the governance of the Safe Place Scheme. MC highlighted two notable locations involved; Teesside Retail Park and Middlesbrough Riverside Football Stadium. The Safe Place Scheme will be promoted through the MFC's social media in the coming weeks. All other locations are completing a self-audit. MC indicated that new locations are needed in Redcar and Middlesbrough.</p> <p>JB mentioned that the issue of Hate Crime was raised at the Stockton Safer Partnership and that links need strengthening between the Safe Place Scheme venues and referring instances to the police on Hate Crime. MC will feed this back to the Steering Group.</p>	
<b>Action Points</b>	<b>Action Owner</b>	<b>Deadline</b>
1. MC to raise hate crime referral process with steering group	MC	16/01/18

Agenda Item 13	QSG Safeguarding Issues (Standing Item)	Presenter: Jean Golightly
<b>Discussion</b>	The QSG is now a joint group with Cumbria and the North East. A Thematic	

	Review was recently held in which Business Managers and Independent Chairs of LSCBs and SABs were invited. LH felt that this was a positive idea; however she did not feel that good outcomes were achieved; if this meeting is to continue the expected outcomes need to be clear.		
<b>Action Points</b>		<b>Action Owner</b>	<b>Deadline</b>
1. JG to feedback to QSG		JG	13/12/17
<b>Agenda Item 14</b>	<b>2018 Meeting Schedule</b>	<b>Presenter:</b> Lorraine Garbutt	
<b>Discussion</b>	The 2018 Meeting Schedule was circulated for information. LG requested that the Business Unit are notified of any major clashes with diary commitments. LG reminded members of the Development Day on 7 March 2018 and that members should ensure that this date is in diaries. The Business Unit will be sending invitations in batches to appropriate members.		
<b>Action Points</b>		<b>Action Owner</b>	<b>Deadline</b>
1. Members to inform of any major diary clashes in 2018		All	01/11/17
2. Business Unit to send calendar invites for all 2018 meetings		Business Unit	13/12/17
<b>Agenda Item 15</b>	<b>Any Other Business</b>	<b>Presenter:</b> All	
<b>Discussion</b>	None.		
<b>Agenda Item 16</b>	<b>Risk Register Workshop</b>	<b>Presenter:</b> Andrew Barber	
<b>Discussion</b>	<p>Andrew Barber (ABa) explained that he has reviewed the Board's Strategic Plan and has drafted a Risk Register. The Board will be responsible for recording risks and making sure the necessary measures are in place to manage and/or reduce those risks. It was agreed that the Risk Register will be reviewed every 6 months. Once at the Development Day and one in September.</p> <p>It was agreed for ABa to take a copy of the Annual Report and match the risks to the relevant Sub-Groups. The management of risk can be populated to include the work of the Sub-Groups and the Board.</p> <p>A copy of the completed Risk Register will be shared with members for comment.</p> <p>LH highlighted that SARs are a statutory function of the Board and that this could be a significant risk factor in terms of money and resources and the Board may need to consider investing additional money. This will need to be monitored.</p>		
<b>Action Points</b>		<b>Action Owner</b>	<b>Deadline</b>
1. Risk Register to be reviewed every 6 months		All	Ongoing
2. Risk Register to be populated with elements of the Board's Annual Report		ABa	01/11/17
3. Risk Register to be circulated for comment		GMc / All	01/11/17

Next Meeting Date: **Wednesday 13 December 2017**

Time: **1.30pm – 4pm**

Venue: **Stockton Sixth Form College**

Minutes Agreed by Ann Baxter on: 30/10/17



### Appendix 1 - Attendance Matrix

The table below reflects named members of the TSAB, although deputies have been shaded. The table does not include attendance at the Board's Development Day on 29/03/17.

Company	03/03/2017	26/04/2017	28/06/2017	06/09/2017	18/10/2017	5
CCG Board Member (Hartlepool & Stockton CCG and South Tees CCG)	1	1	1	1	1	100%
Cleveland Fire Brigade Board Member	1	1	0	1	1	80%
Cleveland Police Board Member	1	1	0	1	1	80%
CQC Board Member (committed to attend 2 meetings per year)	0	2	1	0	0	40%
Durham Tees Valley Community Rehabilitation Company	0	0	1	0	0	20%
HBC Board Member	0	1	1	1	1	80%
HBC Assistant Director	1	1	1	0	1	80%
HBC Lead Member	0	0	1	1	1	60%
Healthwatch Hartlepool	0	0	0	1	1	40%
Healthwatch South Tees (committed to attend 2 meetings per year)	1	0	1	0	0	40%
Healthwatch Stockton (Member since October 2017)	0	0	0	0	0	0%
HMP Holme House Prison	0	0	1	1	0	40%
MBC Board Member	1	1	1	1	1	100%
MBC Assistant Director (N/A)	0	0	0	0	0	0%
MBC Lead Member	0	0	0	0	0	0%
National Probation Service Cleveland	1	1	1	0	1	80%
North East Ambulance Service (attend for specific agenda items only)	0	0	0	0	0	0%
North Tees & Hartlepool NHS Foundation Trust	0	1	1	1	1	80%
Public Health (Member since September 2017)	0	0	0	1	0	20%
RCBC Board Member	1	1	0	1	0	60%
RCBC Assistant Director	0	0	1	1	1	60%
RCBC Lead Member	0	0	0	0	0	0%
SBC Board Member	0	0	0	0	0	0%
SBC Assistant Director	1	1	1	1	1	100%
SBC Lead Member	1	0	0	1	1	60%
South Tees Hospitals NHS Foundation Trust	1	1	1	1	1	100%
Teesside University	0	0	0	0	1	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	4	3	3	3	3	100%
Voluntary Sector (Catalyst)	1	0	0	1	1	60%
Housing (Member since September 2017)	0	0	0	1	1	40%