



Teeswide Safeguarding Adults Board

Meeting Date: **Tuesday 24 April 2018**
 Time: **1.30pm – 4pm**
 Venue: **Stockton Sixth Form College**

Minutes

Attendees

Name	Role	Representing
Karen Agar	Associate Director of Nursing	TEWV
Ann Baxter	Chair	TSAB
Cllr Jim Beall	Lead Member	Stockton-on-Tees Borough Council
Jane Bell (Minutes)	Administration Officer	TSAB Business Unit
Rhona Bollands	Assistant Director Safeguarding and Looked After Children - SBC	Observer
Sarah Bowman-Abouna	Director of Public Health	Stockton-on-Tees Borough Council
Mandy Cockfield	Service Manager	Redcar & Cleveland Borough Council
Martin Crow	Project Officer	TSAB Business Unit
Lorraine Garbutt	Business Manager	TSAB Business Unit
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
Mark Haworth	Detective Inspector	Cleveland Police
Angela Legg	Data Analysis and Performance Monitoring Officer	TSAB Business Unit
Mike Milen***	Chief Executive	Redcar & Cleveland Voluntary Development Agency
Barbara Potter	Head of Quality and Adult Safeguarding	South Tees CCG
Ann Powell	Head of Probation	National Probation Service
Erik Scollay	Director of Adult Social Care	Middlesbrough Borough Council
Helen Smithies	Assistant Director of Nursing Safeguarding	South Tees Hospitals NHS Foundation Trust
Cllr Steve Thomas	Lead Member	Hartlepool Borough Council
Fabienne Thompson	OPCVC Crime Programme	Cleveland OPCC
Dave Turton	Head of Community Safety	Cleveland Fire Brigade
Ann Workman	Director of Adults and Health	Stockton-on-Tees Borough Council

Apologies

Name	Role	Representing
Katherine Acheson	Compliance Inspector	CQC
Sharon Caddell	Project Manager	Office of Police & Crime Commissioner
Mark Davis***	Chief Executive	Middlesbrough Voluntary Development Agency

confirm their compliance with the Care Act and are progressing work within their LA area.

Decrease in QL52 flags update

Mark Haworth (MH) provided an update on behalf of Ann-Marie Salwey. The decrease in the number of crimes with a QL52 flag can be attributed to previous miscoding of crimes. Approximately 200 cases had previously been allocated to an incorrect closure code. Cleveland Police are aware of this issue and DS Suzanne Mills (SM) is working to establish appropriate codes to ensure information is captured accurately.

TEWV Data Update

Karen Agar reported that around 90% of TEWV staff have received safeguarding training. The decrease in the number of contacts reported into Safeguarding suggests that the training is effective and staff are making appropriate decisions when concerns are raised. TEWV will continue to monitor this.

Actions from Q3 Report

The Q3 Performance Report has been updated to incorporate feedback from the previous TSAB meeting. The performance leads from each LA have recently met to review the data collection tables and to agree data submissions for 2018/19.

Data from CQC website

Angela Legg (AL) has reviewed the published data from the CQC website. The data is informative and will be incorporated into the End of Year Report and the Annual Report. In future the information will be captured periodically in the quarterly Performance Reports. The End of Year Report will be available for consideration at the September TSAB meeting.

MARAC Update

Fabienne Thompson (FT) provided an update on behalf of Sharon Caddell. Lindsey Eglinton has been appointed as the Independent Chair for MARAC. A copy of the MARAC Review Report has been provided to the Business Unit for consideration by the Operational Leads Sub-Group. A review of the new MARAC model will be conducted after a period of 12 months.

Elder Abuse

The Action on Elder Abuse Report was discussed at the February TSAB meeting as part of the PAQ Sub-Group update. Stephen McCarthy, the author of the report, was invited to attend a future TSAB meeting in order to clarify some of the content of the report. He has responded to say that as they are London based this would not be viable, but has offered to respond to any queries by email or Skype. Members agreed not to progress this item further.

TSAB Development Day

The TSAB Development Day took place in March. It was noted that there was limited involvement from Chairs of other Boards and elected members (other than SBC). AB advised that arrangements are being made to meet with other Board members / Chairs to promote partnership working and shared priorities.

Crown Prosecution Service (CPS)

MH advised that Cleveland Police have been allocated a bespoke CPS lawyer, Charlotte Dennison, to review cases that Cleveland Police consider should have progressed through the CPS to prosecution. This reflects the arrangements currently operating in North and South Yorkshire. MH provided information about CPS success rates which may be impacting on the types of cases which do/do not progress. Cleveland Police expect to see an increase in prosecutions as a result of

needed. FT added that the Victim and Witness Group is now well established in Cleveland and Durham.

- AW queried the Criminal Justice Board's objectives in relation to the victim's voice. FT identified that 'ensuring the victim's voice is heard' is a shared priority for both Boards, and that working together to achieve this would enable both Boards to benefit from respective existing partnerships. FT suggested that the key to achieving this may be the sharing of information about ongoing work streams and through having partnership representation at relevant partnerships and associated subgroups. The Criminal Justice Board carry out an assessment of need to support an individual through the court process which would include ensuring that pathways are in place to provide access to intermediaries. Currently there are ten intermediaries working across the North East and Cumbria.
- In the Criminal Justice system an individual would be classed as a victim from the point of 999 call, irrespective of the outcome.
- A similar presentation has been shared at the Safer Stockton Partnership. Cllr. Jim Beall (JB) advised that it has been challenging to understand the interface, and would be interested to see how it works in practice. At this point it may be more of an information sharing process, and care will need to be taken so that work is not duplicated.
- Ann Powell (AP) is a member of both the Criminal Justice Board and TSAB so is able to provide cross representation between the two boards.
- Mike Milen (MM) voiced a concern on behalf of the Voluntary Sector that a number of users have reported problems when accessing the Victim Care & Advice Service (VCAS). FT responded that as the commissioner of these services they would like to receive this feedback and advised that scrutiny and root cause analysis groups are in place to consider large scale issues. The Police Crime Commissioner is head of the Criminal Justice Board and it was suggested that any issues can be escalated through TSAB if required.

AB thanked FT for her presentation and asked Board members to consider how opportunities for working with the Criminal Justice Board can be maximised and any challenges overcome. It was agreed that:

- Information can be shared both ways, with AP providing a link between the two Boards
- FT is now aware of the issues regarding the CPS, and will involve ES and BP in work relating to this
- The relationship between the two Boards can be reviewed in 6 months' time to identify any issues that have been addressed and what has been learned from the work.

Action Points	Action Owner	Deadline
1. AP to provide a link between TSAB and the Criminal Justice Board	AP	Ongoing
2. Business Unit to provide FT with ES and BP contact details	Business Unit	10/05/2018
3. FT to include ES and BP in work relating to the CPS	FT	01/11/2018
4. Work with the Criminal Justice Board to be reviewed in 6 months' time	TSAB	01/11/2018

helps to reinforce the Think Family Approach linked to SAR3. The courses will continue to be promoted as a free resource.

- **Modern Slavery Workbook (For Approval)**

The workbook has been developed by Martin Crow (MC) using national guidance to provide awareness training. MC advised that there is also a comprehensive e-learning module available on Modern Day Slavery and Human Trafficking.

DT added there are a number of training tools available on this subject, but the workbook will provide reassurance that the information has come from a trusted source.

Helen Smithies (HS) queried the use of some of the terminology in the workbook and requested some minor amendments. HS added that the workbook provided a good overview of the subject and suggested that colleagues should include links to the resource on intranet sites.

Subject to these changes the workbook was approved.

Policy Procedures and Practice Guidance – Ann Workman

- **Welfare Notice & Shorter Version of Concern Form**

As a result of work between Hartlepool Trading Standards and the banking sector a short version of the Concern Form has been created to enable bank employees to raise concerns with the LAs.

- **Professional Challenge Framework**

This is a new document driven by the SAR 3 Action Plan and an identified gap in the ability to challenge professional decisions in the safeguarding forum.

- **Safeguarding & Promoting the Welfare of Children & Adults at Risk**

The two page document was developed jointly between TSAB and the LSCBs, but has never been promoted. It is now being circulated via the sub-Groups and the Newsletter.

- **Reviewed Documents (SAR 3 Action Plan)**

In accordance with the SAR 3 Action Plan, TSAB Policy and Procedure documents have been reviewed to include reference to the Think Family approach. The review has also provided an opportunity to make any other required minor amendments. All documents were agreed.

- **National Institute for Health and Care Excellence (NICE) Guidelines**

Neil Harrison at Hartlepool Borough Council has received a request from NICE for volunteers to support the development of new guidelines on safeguarding adults in a care home setting. AW stressed that it may be beneficial to be involved in the work from the start. Details will be circulated with the minutes and anyone interested should contact Neil Harrison directly.

<https://www.nice.org.uk/guidance/indevelopment/gid-ng10107>

Operational Leads Sub-Group – Lorraine Garbutt

- The Operational Leads Development Day in March followed a similar agenda to the Board Development Day with a focus on operational issues. The results of a survey seeking views on the effectiveness of TSAB Policies and Procedures were considered. Unfortunately the survey encountered some

	exercise to identify homes in their area where they do not commission any beds.		
Action Points		Action Owner	Deadline
1. Update from Prevention Task & Finish Group to be provided at the June Board meeting		DT	29/06/2018
2. New range of e-learning courses to be promoted		All	29/06/2018
3. Modern Slavery Workbook to be amended and promoted		MC	15/05/2018
4. Details of NICE request to be circulated with minutes		Business Unit	15/05/2018
5. Anyone interested in contributing to the NICE work to contact Neil Harrison		All	15/05/2018
6. Monitoring of care homes where beds are not commissioned locally to be raised with CQC at a future TSAB meeting		Chair	29/06/2018

Agenda Item 6	TSAB Development Day Feedback	Presenter: Chair	
Discussion	<p>Is TSAB Effective?</p> <p>AB suggested that it would be timely for members to contribute to focussed discussions about the effectiveness of the current TSAB arrangements, its priorities, processes and structures.</p> <p>A substantive agenda item will feature at the June TSAB meeting to consider the future strategic direction of the Board. AB encouraged members to talk to colleagues within their organisations to seek ideas on how the Board can link into practice, make changes and improve the flow of information. ES added that if the future focus is to be early help and prevention then thought should be given to how the Board links with other areas such as education. The work of the Prevention Task & Finish Group will also assist with this.</p>		
Action Points		Action Owner	Deadline
1. The strategic direction of the Board to be added as a substantive agenda item at the June TSAB meeting		Business Unit	15/05/2018
2. Members to give consideration to strategic direction		All	29/06/2018

Agenda Item 7	Accountability Arrangements Report	Presenter: Chair	
Discussion	There is a statutory requirement for the Chair of the Adults Board to link with the strategic partners. A list of meetings for the 2017/18 period has been provided to evidence this work.		

Agenda Item 8	CQC State of Care Report – Mental Health services summary	Presenter: Karen Agar	
Discussion	Karen Agar requested that this item be carried forward to the next meeting.		
Action Points		Action Owner	Deadline
1. CQC Sate of Care Report to be added to the agenda for the June meeting		Business Unit	15/05/2018

Agenda Item 9	CQC Appreciative Review – National Report	Presenter: Jill Harrison	
Discussion	<p>CQC carried out six local system reviews in 2017; Hartlepool Borough Council (HBC) were included in this first round of reviews. A report was published in December 2017 summarising the findings. Further reviews are taking place and an additional report is expected in June 2018 to bring together findings. A link to the full report will be shared with Board members once available.</p> <p>Peer reviews are now been offered to the twelve North East Authorities. The first of these is taking place in Gateshead in May. Once available the findings of this review can be fed back to the Board. It is anticipated that CQC will establish a national review process, similar to that used by Ofsted.</p>		

	<p>JB suggested that the Board could link with Environmental Health as public concerns relating to hoarding issues would fall under their remit. SBC have recorded some positive outcomes when social workers have contacted Environmental Health to assist with issues, but members were not confident that this approach is fully embedded. It was suggested that representatives from Environmental Health should be invited to attend the Board to discuss this issue.</p> <p>Housing providers were recognised as an important agency involved in hoarding cases. Links have been strengthened with providers such as Thirteen who now take an active role, however, it is more challenging to develop similar arrangements with private landlords.</p> <p>AB commented that Liverpool Safeguarding Adults Board have a joint arrangement similar to TSAB. AB has been approached to discuss the possibility of a joint peer review. The practicalities of this are being explored. JB advised that he would be happy to contribute to a peer review as a member of the Health & Wellbeing Board.</p>	
Action Points	Action Owner	Deadline
1. Environmental health representatives to be invited to future TSAB meeting to discuss hoarding risks.	Business Unit	29/06/2018

Agenda Item 14	QSG Safeguarding Issues	Presenter: Ann Workman
Discussion	<p>AW provided an update.</p> <p>NEAS Strategic Group Meetings of this strategic group were taking place on a quarterly cycle, however, as this is a new Group undergoing considerable change it has been agreed to implement a bi-monthly meeting cycle. This will enable a more meaningful discussion of reported figures to take place.</p> <p>Modern Slavery Network Cleveland Police are leading the work to develop a standardised multi-agency approach to Modern Day Slavery. An initial meeting has been held and further meetings are planned. It is intended to carry out a survey regarding training needs on the subject.</p> <p>Transforming Care Some local provision remains in Serious Concerns; the quality of placements needs to improve to ensure people's needs are met appropriately and safely.</p>	

Agenda Item 15	Transforming the response to domestic abuse	Presenter: Chair
Discussion	<p>As the LGA lead member on domestic abuse JB advised that there is a consultation event taking place at the Discovery Museum in Newcastle on 16 May. The event will provide an update on the main elements of the Bill and there will also be the opportunity to feed into the Bill. JB is attending and MH volunteered to attend as a representative of the Board. JB will forward the contact details to the Business Unit for circulation to members.</p> <p>Domesticabuseconsultation2018@homeoffice.gsi.gov.uk</p>	
Action Points	Action Owner	Deadline
1. Contact details for the domestic abuse consultation event to be circulated to members	Business Unit	27/05/2018

Next Meeting Date: **29 June 2018**
Time: **9.30am – 12pm**
Venue: **Stockton Sixth Form College**

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 07/03/2018.

Company	22/02/2018	24/04/2018	2
CCG Board Member (Hartlepool & Stockton CCG and South Tees CCG)	2	1	100%
Cleveland Fire Brigade Board Member	0	1	50%
Cleveland Police Board Member	1	1	100%
CQC Board Member (committed to attend 2 meetings per year)	1	0	50%
Durham Tees Valley Community Rehabilitation Company	0	0	0%
HBC Board Member	1	1	100%
HBC Assistant Director	0	0	0%
HBC Lead Member	1	1	100%
Healthwatch Hartlepool	0	0	0%
Healthwatch South Tees (committed to attend 2 meetings per year)	0	0	0%
Healthwatch Stockton (Member since October 2017)	0	0	0%
HMP Holme House Prison	0	0	0%
MBC Board Member	1	1	100%
MBC Assistant Director (N/A)	0	0	0%
MBC Lead Member	0	0	0%
Middlesbrough Voluntary Development Agency (Since Dec 2017)	1	1	100%
National Probation Service Cleveland	1	1	100%
North East Ambulance Service (attend for specific agenda items only)	0	0	0%
North Tees & Hartlepool NHS Foundation Trust	1	1	100%
Public Health (Member since September 2017)	1	1	100%
Office of Police & Crime Commissioner	0	0	0%
RCBC Board Member	1	1	100%
RCBC Assistant Director	0	0	0%
RCBC Lead Member	0	0	0%
SBC Board Member	1	1	100%
SBC Assistant Director	0	0	0%
SBC Lead Member	0	1	50%
South Tees Hospitals NHS Foundation Trust	1	1	100%
Teesside University	1	0	50%
Tees Esk & Wear Valleys NHS Foundation Trust	1	1	100%
TSAB Independent Chair	1	1	100%
TSAB Business Unit	6	4	100%
Voluntary Sector (Catalyst)	1	0	50%
Housing (Member since September 2017)	0	0	0%