



## Teeswide Safeguarding Adults Board

Meeting Date: **Thursday 1 November 2018**

Time: **9.30am-12pm**

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

### Minutes

| <b>Attendees</b>       |                                                  |                                                 |
|------------------------|--------------------------------------------------|-------------------------------------------------|
| <b>Name</b>            | <b>Role</b>                                      | <b>Representing</b>                             |
| Ann Baxter             | Independent Chair                                | TSAB                                            |
| Cllr Jim Beall         | Lead Member                                      | Stockton-on-Tees Borough Council                |
| Sharon Caddell         | Domestic Abuse Project Manager                   | Office of Police & Crime Commissioner           |
| Martin Crow            | Project Officer                                  | TSAB Business Unit                              |
| Lorraine Garbutt       | Business Manager                                 | TSAB Business Unit                              |
| Louise Grabham         | Head of Commissioning                            | Middlesbrough Borough Council                   |
| Stuart Harper-Reynolds | Named Nurse (Adult Safeguarding)                 | North Tees and Hartlepool NHS Foundation Trust  |
| Steve Johnson          | Head of Prevention                               | Cleveland Fire Brigade                          |
| Angela Legg            | Data Analysis and Performance Monitoring Officer | TSAB Business Unit                              |
| John Lovatt            | Assistant Director                               | Hartlepool Borough Council                      |
| Gina McBride (Minutes) | Admin and Information Officer                    | TSAB Business Unit                              |
| Mike Milen***          | Chief Executive                                  | Redcar & Cleveland Voluntary Development Agency |
| Elizabeth Moody        | Director of Nursing and Governance               | Tees Esk & Wear Valleys NHS Foundation Trust    |
| Geoff Newton           | Engagement & Intelligence Officer                | Healthwatch Stockton-on-Tees                    |
| Mel Newton             | Senior Lecturer                                  | Teesside University                             |
| Alan Peirson           | Community Health & Wellbeing                     | Cleveland Fire Brigade                          |
| Barbara Potter         | Head of Quality and Adult Safeguarding           | Hartlepool & Stockton CCG and South Tees CCG    |
| Patrick Rice           | Interim Director Adult Care & Health             | Redcar & Cleveland 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       |
| Jo Tate                | Health & Social Care Lead                        | HMP Holme House Prison                          |
| Ayshea Winchester      | Safeguarding Lead                                | HMP Holme House Prison                          |
| Ann Workman            | Director of Adults and Health                    | Stockton-on-Tees Borough Council                |

### Apologies

| <b>Name</b>         | <b>Role</b>                       | <b>Representing</b>              |
|---------------------|-----------------------------------|----------------------------------|
| Katherine Acheson** | Compliance Inspector              | CQC                              |
| Jane Bell           | Administration Officer            | TSAB Business Unit               |
| Sarah Bowman-Abouna | Interim Director of Public Health | Stockton-on-Tees Borough Council |

|                     |                                                |                                                             |
|---------------------|------------------------------------------------|-------------------------------------------------------------|
| Mandy Cockfield     | Service Manager                                | Redcar & Cleveland Borough Council                          |
| Mark Davis          | Chief Executive                                | Middlesbrough Voluntary Development Agency                  |
| Stephen Down*       | Safeguarding Lead                              | North East Ambulance Service                                |
| Elaine Godwin       | Admin Officer                                  | TSAB Business Unit                                          |
| Jean Golightly      | Director of Nursing & Quality                  | Hartlepool & Stockton CCG and South Tees CCG                |
| Judith Gray         | Volunteer Lead for Adult Learning Disabilities | Healthwatch Hartlepool                                      |
| Karen Grundy        | Project Lead                                   | Healthwatch Stockton                                        |
| Jill Harrison       | Director of Adult and Community Based Services | Hartlepool Borough Council                                  |
| Rachelle Kipling    | Commissioners Officer                          | Office of Police & Crime Commissioner                       |
| Jean Pegg           | Inspection Manager                             | CQC                                                         |
| Ann Powell          | Head of Cleveland Area                         | National Probation Service                                  |
| John Rafferty       | Compliance Business Partner - Safeguarding     | Thirteen                                                    |
| Darren Redgwell     | Deputy Director of Operations                  | Durham Tees Valley Community Rehabilitation Company Limited |
| Lindsey Robertson   | Director of Nursing, Patient Safety & Quality  | North Tees & Hartlepool NHS Foundation Trust                |
| Erik Scollay        | Director of Adult Social Care                  | Middlesbrough Borough Council                               |
| Cllr Steve Thomas   | Lead Member                                    | Hartlepool Borough Council                                  |
| Christine Wharton** | Inspection Manager                             | CQC                                                         |
| Victoria Wilson     | Head of Service - Adult Care                   | Redcar & Cleveland Borough Council                          |

| <b>Absent</b>      |                                                     |                                                             |
|--------------------|-----------------------------------------------------|-------------------------------------------------------------|
| <b>Name</b>        | <b>Role</b>                                         | <b>Representing</b>                                         |
| Ian Armstrong      | Operations Manager                                  | Durham Tees Valley Community Rehabilitation Company Limited |
| Cllr Julia Rostron | Lead Member                                         | Middlesbrough Borough Council                               |
| Anne-Marie Salwey  | Detective Superintendent – Head of Specialist Crime | Cleveland Police                                            |
| Cllr Dave Walsh    | Lead Member                                         | Redcar & Cleveland Borough Council                          |

\*Attends for specific agenda items only; \*\* Attends 2 times per year; \*\*\*Attends on behalf of MVDA, RCVA & Healthwatch South Tees

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

|                                              |                                    |                         |
|----------------------------------------------|------------------------------------|-------------------------|
| <b>Agenda Item 1</b>                         | <b>Introductions and Apologies</b> | <b>Presenter:</b> Chair |
| Introductions were made and apologies noted. |                                    |                         |

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| <b>Agenda Item 2</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>Minutes from the meeting held on 05/09/18</b> | <b>Presenter:</b> Chair |
| The minutes of the meeting held on 5 September were agreed as a true and accurate record.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                  |                         |
| <b>Matters Arising</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                  |                         |
| <ul style="list-style-type: none"> <li> <b>Feedback from Local Safeguarding Children Boards (LSCBs) Meeting</b><br/>           The Children &amp; Social Work Act 2017 states that Safeguarding Children Boards will no longer be a statutory function and agencies have more flexibility to review and tailor their safeguarding children arrangements. The new arrangements will be in place from June 2019. Subsequently, there are ongoing discussions with colleagues from the LSCBs and what this will mean for the Tees area. It is hoped to improve links with the Safeguarding Adults Board (SAB) and to actively         </li> </ul> |                                                  |                         |

seek opportunities to work together. Cllr Jim Beall (JB) enquired if there were any changes imminent for the SABs; there are none known at the moment.

- **Deputy Chair**

Jill Harrison (JH) has offered to be Deputy Chair for the Board. It was previously suggested that the Deputy would not be from a Local Authority (LA), however it was felt that the Terms of Reference (ToR) should be amended to reflect this change. JH was formally accepted as Deputy Chair.

- **Independent Chair Appraisal**

Ann Workman (AW) and Neil Schneider (Chief Executive of Stockton-on-Tees Borough Council) met with Ann Baxter (AB) in October for her appraisal. AW reflected that a minimal number of 360 feedback forms were completed by Board Members, but for those that were submitted, AB was highly commended. AB notified members of her intention to step down as Independent Chair in March 2020. AB explained that she was keen to continue to influence the development of joint working relationships between the new children’s safeguarding partnerships and TSAB, therefore it would be timely to start the recruitment process in June 2019. AB advised that following a handover period she will step down earlier if appropriate.

- **Regional Peer Review Feedback (c/f)**

CQC are continuing to carry out visits and agencies are awaiting feedback. AB requested that any peer review findings are brought to the Board for consideration.

- **Links with MAPPA – Transforming Care (c/f)**

AW explained that there was a meeting scheduled, but did not take place. AW will follow up on this action.

| Action Points                                                                                                     | Action Owner | Deadline |
|-------------------------------------------------------------------------------------------------------------------|--------------|----------|
| 1. ToR to be amended to the following; <i>The TSAB will appoint a Vice Chair from the membership of the TSAB.</i> | LG           | 15/11/18 |
| 2. Peer Review findings to be brought to a future Board meeting                                                   | AW           | TBC      |
| 3. AW to chase links with MAPPA/Transforming Care                                                                 | AW           | 18/12/18 |

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| <b>Agenda Item 3</b> | <b>Update from the Sub-Groups</b> | <b>Presenter: Sub-Group Chairs</b> |
|----------------------|-----------------------------------|------------------------------------|

**Communication & Engagement (CE) – Steve Rose (SR)**

- **Chairing Arrangements**

SR is now Chair of the CE Sub-Group. SR advised that there has not been a meeting since the last Board, however he has met with Lorraine Garbutt (LG) and Martin Crow (MC) to discuss the work plan and direction for the Sub-Group. The priority for the group will be to ensure that key messages are shared and that they are effective and dynamic. SR asked if another voluntary sector representative could attend to ensure that SR has a certain level of independence when chairing. SR is keen to establish the strengths for each agency that attends and to utilise and share across other organisations to deliver against the Board’s Strategic Plan. SR made a plea to agencies to (whenever possible) send the same representative to each meeting to improve consistency.

- **Communication & Engagement Strategy**

MC talked through the key areas of the Communication & Engagement Strategy. MC explained that there is now more emphasis on ‘think family’ and looking at ways to work together with children’s safeguarding. The list of stakeholder groups has been slightly amended and the target groups for this year have been highlighted. Helen Smithies (HS) commented that the stakeholder groups that are not being prioritised are being picked up in other areas and it should be noted that effort is not being duplicated.

MC highlighted that the number of hits on the Board’s website continues to increase and is becoming a very well used resource, predominantly by professionals. October 2018 has been the

busiest month to date with over 8,000 views – this is double the amount of views from the same period last year. AW encouraged members to retweet messages from the Board.

The CE Sub-Group will link to relevant national awareness campaigns, this includes a proposal to run two Safeguarding Champion events; one in February 2019 and one in June 2019. The Safeguarding Champion events will invite those who volunteered at the Learning & Networking events and also champions identified within care settings. A survey will be circulated to existing champions to determine what would help them in their organisations and establish if there are any gaps. It is hoped to pull together a toolkit (a suite of useful safeguarding information) for champions to disseminate and share learning within their organisation. MC advised that there has also been some conversations with the Police Crime Commissioner's (PCC) Office to enquire if they would be interested in jointly delivering a conference on Modern Day Slavery – they have expressed an interest to work together. The training events will be discussed at the next Learning Training & Development Sub-Group for approval.

Sharon Caddell (SC) informed members that there is a Teeswide Communication & Engagement Strategy for Domestic Abuse and that this will link in to the Board's CE Strategy.

Members approved the CE Strategy.

AB advised that she has been approached by the *Tees All Age Autism Partnership* to ask if they can link in with the Board. Members were unaware of the Tees Autism group and were unsure who from their organisation attended. Louise Grabham (LGr) indicated that Local Authorities and Health are represented. AB suggested that a representative from the Autism Group attends a future Board meeting to discuss the new [statutory guidance](#), the Tees Autism Framework and links to hate crime, self-neglect and vulnerability.

#### **Learning Training & Development – Lorraine Garbutt**

- **Safeguarding Champion Events**  
Covered above.

#### **Operational Leads (OL) – Lorraine Garbutt**

- **Mental Capacity Act (MCA) Survey Results**  
The purpose of the survey was to establish how well MCA is embedded into practice. This is also to be provided as evidence against the SAR3 Action Plan. A survey was circulated to front line practitioners via the Operational Leads members. It was agreed to complete the survey through supervision and group discussions in order to collate as much information as possible. There were 186 responses in total. The findings provide assurance that front line professionals are confident in applying MCA into working practice. There are useful suggestions of what would make applying MCA much easier in their roles, such as examples of case studies, exemplar capacity assessments etc. The findings will be taken to the PPP, LTD and SAR Sub-Group for consideration.

LG explained that the Regional Local Implementations Network (LIN) has requested a copy of the report and have asked if the survey template can be shared so it can be circulated on a wider scale. Board members agreed.

- **Multi-Agency Audit Report (RCBC)**  
The OL Sub-Group has a multi-agency audit programme that focuses on specific themes. For this particular audit the focus was Incidents between Residents and RCBC were the Lead LA. The key findings were discussed. Members felt that the actions taken in this case were fair and proportionate.

LG explained that members find the audits very valuable and it provides a real insight into how other agencies work and approach matters. It is a real opportunity to share good practice and learn from each other.

### **Performance Audit & Quality (PAQ) - Chair**

- **Quality Assurance Framework (QAF)**

AB highlighted that through ongoing conversations with some colleagues, she has heard that the QAF is onerous and is not proportionate. A number of organisations have been unable to meet the deadline and have submitted late. AB acknowledged that the QAF should be helpful for both parties; to provide assurance to the Board and also assurance to the organisation themselves. AB asked members who have completed the QAF for their comments.

HS felt that completing the QAF for the first time can be challenging to pull it all together but that overall, time is saved as when inspected by other regulators the evidence is easily accessible. When it comes to completing the QAF again, it just requires updating and this does not take much time.

Zoe Sherry (ZS) felt that the template was focused more on statutory partners which made it difficult for a voluntary organisation to complete. ZS felt that it is a valuable piece of work to do and Healthwatch Hartlepool are now fully up to date with their safeguarding information. LG felt that there is some value in reviewing the template and altering to suit the different types of organisations. Stuart Harper-Reynolds (SHR) suggested that there should be one template but that it is made clear which areas do not apply to specific agencies.

SHR agreed that the QAF is a valuable exercise, but suggested that it would help if more examples of evidence could be included. LG explained that this would be difficult as organisations submit evidence relevant to their own area, LG also reminded that there is an evidence list built into the template. LG suggested that the template and the whole process is reviewed. SHR suggested having a sense check prior to the submission date to ensure agencies are on the right track.

### **Policy Procedures and Practice (PPP) – Ann Workman**

- **Frequency of Meetings**

AW reflected that the Board has a suite of policies, procedures and guidance as a result of the work generated from the PPP Sub-Group. It was debated at the last meeting whether the group should continue in its current format, meet less regularly or to adopt a Task & Finish group approach. Members who were not present at the last meeting have been asked for their feedback. The general consensus at the meeting was not to continue with regular meetings.

- **Inter-Agency Policy - Review**

LG commented that there have been some minor amendments to the policy which now includes references to animal cruelty and the possible links to safeguarding. It was noted that Teesside University are leading on a national piece of research that shows those who are cruel to animals are more likely to be cruel to people.

The link to GDPR legislation and the Board's recently reviewed Information Sharing Agreement (ISA) has been included. John Lovatt (JL) suggested that Multi-Agency Tasking and Coordination (MATAC) is included in the policy.

The reviewed policy was approved by members subject to the inclusion of MATAC – signatures from statutory partners are required.

AB reminded members that there are a few signatures outstanding for the ISA and asked that members present and with designated authority sign the document.

- **Section 42 Enquiry Letter (c/f)**

This issue was raised through the OL Sub-Group. Some Local Authorities were having difficulties when asking other agencies to conduct a Section 42 Enquiry. There was some debate at the PPP Sub-Group of whether to develop a Teeswide letter that formalises this request. Board Members did not come to an agreement and felt that this needs further consideration. It was noted that this may increase administration and may be to the detriment of those agencies who do carry out a Section 42 Enquiry in a timely manner.

- **Reviewed Terms of Reference (ToR) and Governance Arrangements**

Section 5.2 has been changed to reflect the new deputy chair arrangements. Members approved the reviewed ToR and Governance Arrangements.

- **Reviewed Members Induction Pack**

AB reminded members that the Induction Pack is available online for any new staff who become involved within the Board's structure and that it provides useful information about the Board and Sub-Groups. Members approved the reviewed Induction Pack.

- **Incidents between Residents Task & Finish Group**

LG explained that the Incidents between Residents Task & Finish Group has been set up to help reduce the number of inappropriate referrals into Safeguarding. The group have agreed to consider producing a flowchart and brief guidance for care providers to ensure appropriate Concerns are raised, a checklist for front of house teams to screen inappropriate Concerns, and a useful hints and tips guide for care homes to prevent these incidents from occurring. The Decision Support Guidance has also been amended to include more emphasis on incidents between residents.

- **Cleveland Police Referral Criteria**

The referral criteria has been refreshed and includes updated contact numbers. The criteria has been re-circulated via the Board's newsletter and LG reiterated that there is guidance on reporting incidents between residents to police.

### Safeguarding Adults Review Sub-Group

**CONTENT FROM THIS SECTION HAS BEEN REMOVED DUE TO CONFIDENTIALITY**

| Action Points                                                                                        | Action Owner  | Deadline |
|------------------------------------------------------------------------------------------------------|---------------|----------|
| 1. Voluntary representation at the CE Sub-Group to be explored                                       | SR/MC         | 03/12/18 |
| 2. CE Strategy to be uploaded to the TSAB website                                                    | MC            | 12/11/18 |
| 3. A representative from the Tees All Age Autism Partnership to be invited to a future Board meeting | Business Unit | 12/11/18 |
| 4. MCA Survey template and report to be shared with Regional LIN group                               | LG            | 12/11/18 |
| 5. PAQ Sub-Group to review QAF template and process                                                  | PAQ Sub-Group | 26/11/18 |
| 6. MATAC to be included in Inter-agency Policy                                                       | LG            | 12/11/18 |
| 7. Signatures for Inter-agency policy and ISA to be collated                                         | Business Unit | 18/12/18 |
| 8. Inter-agency policy to be uploaded to the TSAB website                                            | Business Unit | 12/11/18 |
| 9. S42 Enquiry letter to be discussed further                                                        | PPP Sub-Group | 15/01/19 |
| 10. ToR to be uploaded to the TSAB website                                                           | Business Unit | 12/11/18 |
| 11. Induction Pack to be uploaded to the TSAB website                                                | Business Unit | 12/11/18 |
| 12. AW to share information regarding joint work with the NHS Academy                                | AW            | 12/11/18 |

| Agenda Item 4                                                                                                                                | Quarter 1 Performance Report | Presenter: Angela Legg |
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| Angela Legg (AL) highlighted the key points as follows:                                                                                      |                              |                        |
| <ul style="list-style-type: none"> <li>• The number of Concerns and Section 42 Enquiries has decreased since Quarter 4 last year.</li> </ul> |                              |                        |

- 'Neglect & acts of omission' and 'physical' continues to be the two main categories of abuse. Further analysis of the sub-categories indicates that more than half of cases within the physical category occurred in care homes, 44% of which relates to incidents between residents.
- The main locations of abuse for Tees continues to be 'care home' and 'own home' respectively – this differs from the national trend where 'own home' is the main location. The national data report is due for publication in November which may provide more detail. It was noted that Redcar & Cleveland Borough Council (RCBC) does match the national trend.
- The performance indicators shows 1 rated as 'green' and 4 as 'amber' – this indicates good progress
- The care home data is becoming more sophisticated and all LAs are now able to record sub-categories for medication errors and incidents between residents. 'Physical' is the main type of abuse recorded from care homes. It was noted that self-neglect has also been recorded under care homes.
- Across Tees there are 6 care homes subject to the Responding to and Addressing Serious Concerns Protocol
- The NHS Trust data has become more comparable and incorporates the number of referrals to the LA by type of abuse.
- Tees Esk & Wear Valleys (TEWV) NHS Foundation Trust data shows a decrease in referrals and believe that this is due to a focus on training
- NTHFT and South Tees Hospitals NHS Foundation Trust (STHFT) shows a substantial increase in the 'neglect and acts of omission' category
- Cleveland Police data shows that crime is up across all LA areas. Domestic Abuse has increased substantially in Middlesbrough and Stockton areas. This may be due to incidents being recorded from the point of phone call rather than at the point of an incident. AL to include this information within the narrative. The Vulnerable Adults Unit has seen a decrease in referrals and this could be attributed to the Cleveland Police Referral Criteria.
- Cleveland Fire Brigade (CFB) continues to engage with vulnerable adults and to train staff to spot the signs of abuse.

BP informed that the North East Ambulance Service (NEAS) are able to provide data on safeguarding referrals and can be incorporated into future performance reports.

Steve Rose (SR) noted that the figures for modern slavery are very low and queried why the Board are looking to deliver a conference on this subject. It was acknowledged that modern slavery and human trafficking is also linked to sexual exploitation and is very much under reported. It is thought that the LA do not necessarily receive Concerns and that these cases are reported through the National Referral Mechanism or the Vulnerable Exploited Missing and Trafficked (VEMT) group. MC explained that the conference is also an opportunity to do some joint working across children/adult services and the police as this issue does not have age restrictions. It was noted that this is a new category of abuse and that the Board has already delivered conferences on domestic abuse and self-neglect. This type of abuse also has a very high profile nationally, particularly if a large number of victims are uncovered and there is often scrutiny of how agencies manage this crisis. Cllr JB acknowledged that there seems to be disconnect between the different systems and queried if there are some other statistics that could be pulled together to look at the interface between the different referral mechanisms and to get a clearer picture of modern slavery cases in Tees. MC reminded members that Anne-Marie Salwey from Cleveland Police provides a link from VEMT and the Anti-Slavery Network to the Board.

| Action Points                                                                 | Action Owner | Deadline |
|-------------------------------------------------------------------------------|--------------|----------|
| 1. Include narrative within police data regarding recording of domestic abuse | AL           | 26/11/18 |
| 1. BP to liaise with AL regarding NEAS data                                   | BP           | 26/11/18 |
| 2. AL and MC to pull together data on modern slavery                          | AL / MC      | 18/12/18 |
| 3. CE Sub-Group to discuss future priorities for categories of abuse          | SR           | 03/12/18 |

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| <b>Agenda Item 5</b> | <b>Annual Report</b> | <b>Presenter: Martin Crow</b> |
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| Based on feedback from the last Board meeting the Annual Report has been amended. Members approved the report. |              |          |
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| Action Points                                                                                                  | Action Owner | Deadline |
| 1. Annual report to be published on the TSAB website                                                           | MC           | 12/11/18 |

| Agenda Item 6                                                                                                                                                                                                                                            | Risk Register | Presenter: Lorraine Garbutt |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|-----------------------------|--|
| The risk profiles have been updated in line with the Board's recently published Strategic Business Plan. LG expressed her thanks to SBC colleagues who have helped with this piece of work. LG will bring the updated version to the next Board meeting. |               |                             |  |
| Action Points                                                                                                                                                                                                                                            | Action Owner  | Deadline                    |  |
| 1. Risk Register to be discussed at the next meeting                                                                                                                                                                                                     | LG            | 18/12/18                    |  |
| 2. Send previous version of the risk register to Cleveland Fire Brigade                                                                                                                                                                                  | LG            | 12/11/18                    |  |

| Agenda Item 7                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Partner Assurance Reports | Presenter: Chair |  |
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| <b>Healthwatch Stockton</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                           |                  |  |
| Geoff Newton (GN) advised that there were three actions for Healthwatch Stockton, all of which have been addressed. The web link to the Board's website is now included on Healthwatch Stockton's site. Karen Grundy (KG) has been nominated as PREVENT lead in conjunction with the host organisation, Pioneering Care Partnership Prevent Lead. There is now a more robust induction process for volunteers which covers adult safeguarding issues. AB enquired if the audit had been a useful process. GN echoed Healthwatch Hartlepool's concerns that the template was not suitable for a voluntary organisation, but now that the audit has been completed it has been helpful. |                           |                  |  |
| <b>Probation Service</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                           |                  |  |
| In the absence of Ann Powell this item will be carried forward to the next meeting.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                           |                  |  |
| <b>Hartlepool Borough Council</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                           |                  |  |
| The key findings identified through the QAF have been taken to HBC's Practice Sub-Group. John Lovatt (JL) enquired if the provision of advocacy has been highlighted as an issue across Tees. The Team Around the Individual approach for complex cases was viewed as good practice. It was noted that there are some resource issues trying to accommodate various safeguarding groups including daily huddles with the Community Safety Team (who are co-located), MATAC, MARAC, Domestic Homicide Reviews and SARs.                                                                                                                                                                |                           |                  |  |
| Action Points                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Action Owner              | Deadline         |  |
| 1. Probation assurance report to be carried forward to the next meeting                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | AP                        | 18/11/18         |  |

| Agenda Item 8                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | RCBC Prevent Report | Presenter: Patrick Rice |  |
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| Patrick Rice (PR) explained that population of the Borough of Redcar and Cleveland is the country's most undiverse. RCBC is involved in a refugee resettlement programme. Every member of the Council has received WRAP and PREVENT training as part of their induction. Relatively low numbers of PREVENT referrals have been made, but interestingly, nearly all cases identified this year were flagged from schools. LGr commented that the referrals she was aware of, also have a link to people with autism. |                     |                         |  |

| Agenda Item 9                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Summary of Intercollegiate Document | Presenter: Barbara Potter |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|---------------------------|--|
| BP explained that the intercollegiate document sets out the required training for health staff including appropriate levels of competency. The LTD Sub-Group will review the document, to determine how this fits in to the multi-agency training programme. BP advised that she has been invited to join the National Safeguarding Board for health to help drive forward the changes outlined within the intercollegiate document, this will provide a good link from the TSAB to the National Board. |                                     |                           |  |
| It was originally anticipated that this document would include reference to a named GP (to align with children's safeguarding), however this is not the case. AB advised that a member of staff from Foundations Practice have approached the Board to ask if they can become a member – HS and AB to discuss further outside the meeting. It was queried whether the Federation of GPs could be approached                                                                                             |                                     |                           |  |

for representation as there is one group North of Tees and one for the South of Tees – it is unknown if they meet as a collective group. It was noted that although a clinical background would be beneficial, it is not paramount and that ideally it is about improving communication and links with GPs. AW agreed to seek further information and feedback at the next meeting.

**Named Professionals to Verify Cause of Injury**

This item was not discussed.

**Membership (Dentists, Pharmacists, NHS England, CSP)**

This item was not discussed.

| Action Points                                                        | Action Owner | Deadline |
|----------------------------------------------------------------------|--------------|----------|
| 1. HS and AB to discuss Foundations Practice’s offer to attend Board | HS/AB        | 12/11/18 |
| 2. AW to liaise with GP Federation re links to the Board and GPs     | AW           | 18/12/18 |

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| <b>Agenda Item 10</b> | <b>Safeguarding Concerns – Holme House Prison</b> | <b>Presenter: Jo Tate</b> |
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Jo Tate (JT) introduced Ayshea Winchester (AWi) as the new Safeguarding Manager for Holme House Prison. JT also advised that Helen Raines (HR) who worked formerly at Cleveland Rehabilitation Company (CRC) has transferred to Holme House Prison as Operational Governor. HR will take up the role of Safeguarding Lead with AWi as Safeguarding Manager.

JT informed members of two safeguarding issues which were flagged by NTHFT. JT acknowledged that this highlighted the need to improve the facilitation of escorts for prisoners to health related appointments and to improve communication between the prison and health services. There are now processes in place to ensure that if an individual is refusing or unable to attend an appointment the prison informs the Health Trust.

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| <b>Agenda Item 11</b> | <b>Cleveland Police Restructure</b> | <b>Presenter: Anne-Marie Salwey</b> |
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In the absence of Anne-Marie Salwey this item will be carried forward to the next meeting.

| Action Points                                                             | Action Owner | Deadline |
|---------------------------------------------------------------------------|--------------|----------|
| 1. Cleveland Police restructure to be carried forward to the next meeting | AMS          | 18/12/18 |

|                       |                                                |                                  |
|-----------------------|------------------------------------------------|----------------------------------|
| <b>Agenda Item 12</b> | <b>QSG Safeguarding Issues (Standing Item)</b> | <b>Presenter: Barbara Potter</b> |
|-----------------------|------------------------------------------------|----------------------------------|

BP advised that there are capacity issues for agencies across Tees due to a high number of Domestic Homicide Reviews and Serious Case Reviews.

AB requested that QSG Safeguarding Issues is removed from the agenda as a standing item, but asked that anything of relevance is still raised.

| Action Points                                                      | Action Owner | Deadline |
|--------------------------------------------------------------------|--------------|----------|
| 1. QSG Safeguarding Issues to be removed as a standing agenda item | GMc          | 12/11/18 |

|                       |                                |                         |
|-----------------------|--------------------------------|-------------------------|
| <b>Agenda Item 13</b> | <b>Annual Meeting Schedule</b> | <b>Presenter: Chair</b> |
|-----------------------|--------------------------------|-------------------------|

The annual meeting schedule for 2019/20 was shared for information.

|                       |                           |                       |
|-----------------------|---------------------------|-----------------------|
| <b>Agenda Item 14</b> | <b>Any Other Business</b> | <b>Presenter: All</b> |
|-----------------------|---------------------------|-----------------------|

AW advised that Sarah Bowman-Abouna will be on maternity leave and her replacement is Katie Needham who starts on 12 November.

**MATAC**

JL indicated that HBC are committed to preventing Domestic Abuse, but are struggling to resource MATAC meetings. Sharon Caddell (SC) explained that MATAC is a multi-agency group that reviews high risk perpetrators of domestic abuse. The process will be reviewed in June/July 2019 to try and streamline

as much as possible. It was noted that MATAC does not overlap with MARAC or MAPPA and some members felt it to be separate process resulting in duplication of effort. SC will bring the findings from the review back to the Board.

| <b>Action Points</b>                                               | <b>Action Owner</b> | <b>Deadline</b> |
|--------------------------------------------------------------------|---------------------|-----------------|
| 1. MATAC Review findings to be discussed at a future Board meeting | SC                  | 03/09/19        |

Next Meeting Date: **18 December 2018**

Time: **9.30am – 12pm**

Venue: **Stockton Sixth Form College**

Minutes approved by Independent Chair:

A handwritten signature in black ink, appearing to read 'Daxve'.

Date: 08/11/18

## 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 | 29/06/2018 | 05/09/2018 | 01/11/2018 | 5    |
|----------------------------------------------------------------------------------------------------------------------|------------|------------|------------|------------|------------|------|
| CCG Board Member<br>(Hartlepool & Stockton CCG and South Tees CCG)                                                   | 2          | 1          | 0          | 1          | 1          | 80%  |
| Cleveland Fire Brigade Board Member                                                                                  | 0          | 1          | 0          | 1          | 2          | 60%  |
| Cleveland Police Board Member                                                                                        | 1          | 1          | 1          | 1          | 0          | 80%  |
| CQC Board Member<br>(committed to attend 2 meetings per year)                                                        | 1          | 0          | 1          | 1          | 0          | 60%  |
| Durham Tees Valley Community Rehabilitation Company                                                                  | 0          | 0          | 1          | 1          | 0          | 40%  |
| HBC Board Member                                                                                                     | 1          | 1          | 1          | 1          | 0          | 80%  |
| HBC Assistant Director                                                                                               | 0          | 0          | 0          | 0          | 1          | 20%  |
| HBC Lead Member                                                                                                      | 1          | 1          | 1          | 0          | 0          | 60%  |
| Healthwatch Hartlepool                                                                                               | 0          | 0          | 1          | 1          | 1          | 60%  |
| Healthwatch South Tees<br>(committed to attend 2 meetings per year)* from Sept 2018 RCVA will attend on their behalf | 0          | 0          | 0          | 0          | 0          | 0%   |
| Healthwatch Stockton (Member since October 2017)                                                                     | 1          | 0          | 0          | 1          | 1          | 60%  |
| HMP Holme House Prison                                                                                               | 0          | 0          | 0          | 0          | 2          | 20%  |
| Housing (Member since September 2017 - new safeguarding lead appointed August 2018)                                  | 0          | 0          | 0          | 1          | 0          | 20%  |
| 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%   |
| Middlesbrough & Redcar Voluntary Development Agency<br>(Member since December 2017)                                  | 1          | 1          | 1          | 1          | 1          | 100% |
| National Probation Service Cleveland                                                                                 | 1          | 1          | 0          | 1          | 0          | 60%  |
| North East Ambulance Service<br>(attend for specific agenda items only)                                              | 0          | 0          | 0          | 0          | 0          | 0%   |
| North Tees & Hartlepool NHS Foundation Trust                                                                         | 1          | 1          | 1          | 1          | 1          | 100% |
| Public Health (Member since September 2017)                                                                          | 1          | 1          | 0          | 0          | 0          | 40%  |
| Office of Police & Crime Commissioner<br>(Member since February 2018)                                                | 1          | 0          | 1          | 0          | 1          | 60%  |
| RCBC Board Member                                                                                                    | 1          | 1          | 1          | 0          | 1          | 80%  |
| RCBC Assistant Director                                                                                              | 0          | 0          | 0          | 1          | 0          | 20%  |
| RCBC Lead Member                                                                                                     | 0          | 0          | 0          | 0          | 0          | 0%   |
| SBC Board Member                                                                                                     | 1          | 1          | 1          | 1          | 1          | 100% |
| SBC Assistant Director (N/A from January 2018)                                                                       | 0          | 0          | 0          | 0          | 0          | 0%   |
| SBC Lead Member                                                                                                      | 0          | 1          | 0          | 1          | 1          | 60%  |
| South Tees Hospitals NHS Foundation Trust                                                                            | 1          | 1          | 1          | 1          | 1          | 100% |
| Teesside University                                                                                                  | 1          | 0          | 1          | 0          | 1          | 60%  |
| 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                                                                                                   | 6          | 4          | 4          | 5          | 5          | 100% |
| Voluntary Sector (Catalyst)                                                                                          | 1          | 0          | 1          | 0          | 1          | 60%  |