

## Minutes of Joint SAB Date: 18 December 2018

Present	
Paula Mead	Independent Chair, North Tyneside and Northumberland SAB
Karen Wright	Strategic Safeguarding Manager, Northumberland CC
Joanne Currie	Information and Performance Manager for ASC, NHCFT
Fiona Kane	Quality & Patients Safety for Adults, Northumberland CCG
Eleanor Phillips	Lay Person, Northumberland CC
Robyn Harper-Coulson	LSCB Business Manager, Northumberland CC
Dobir Ahmed	Lay Person, North Tyneside Council
Debra Dodds	Operations Manager, N/Land Healthcare Foundation Trust
Keith Thompson	Rights Team Manager, Northumberland Healthcare Trust
Julie Stewart	Housing Manager, Northumberland CC
Peter Tilson	ASC Principle Solicitor, Northumberland CC
Annie Topping	Northumberland CCG
Kathryn Harrington	Team Manager, North Tyneside CRC
Emma Adamson	Workforce Development Lead, NTC
Adrian Dracup	Adult Safeguarding Lead, North Tyneside CCG
Lesley Pyle	Domestic Abuse and Sexual Violence Coordinator, NCC and NTC
Beverley Harris	Performance Manager for ASC, NTC
Tracy Hunter	Client Manager, Revenues, Benefits and Customer Services, NTC
Sheila Askew	Senior Operational Support Officer, NPS
Deborah Brown	Northumberland Fire & Rescue
Veronica Jones	Councillor, Northumberland
Ian Palmer	Solicitor for Adult Safeguarding, NTC
Andrew Wigmore	Solicitor, Legal Services, NTC
Ellie Anderson	Assistant Director, Adults Social Care, NTC
Kristy Regan	Governance & Safeguarding Manager, NTC
Samantha Pariser	Deputy Director, HMP Northumberland, Sodexo
Marion Dickson	Executive Director of Nursing, NHCFT
Steve Ammari	Police
Apologies	
Vida Morris	Independent Chair, Safeguarding Adults Review Committee
Jackie Jolland	NTW
Stephanie Tarrant	CQC
In Attendance	
Lorna Pringle	Minute Taker and Administrator, North Tyneside Council

Location	West Hartford Fire Station HQ, Cramlington, NE23 3JP
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Item		Tasked see log
1.	<p><b>Welcome and Introductions:</b> Paula Mead welcomed everyone to the meeting of the Joint North Tyneside and Northumberland Safeguarding Adults Board. After a round of introductions the agenda was addressed.</p> <p>Due to a number of important items being deferred at previous meetings Paula discussed with SAB members whether it was preferable to extend the meetings from 2 hours to 3 hours rather than reconvene more frequently. This decision was carried therefore future meeting will commence at 1:00pm and end at 4:00pm.</p>	
2.	<p><b>Minutes and Matters Arising</b></p> <p>The minutes from the previous meeting on 25<sup>th</sup> September were agreed as a true representation of the meeting (see action log).</p> <p><b>Actions from previous Meeting</b></p> <p>1) <b>Attendance at SAB</b> – All organisations have confirmed that the correct people/services are represented at the Joint SAB Meeting. Karen and Kristy have updated the SAB members list accordingly. Remove as action.</p> <p>2) <b>Training</b> – Next steps for quality assurance and recommendation. Deferred – (update) Northumberland and North Tyneside have agreed new service steps. Future training will include all local training and endorsed package and this has been rewritten into service specs. (Emma Adamson / Tracey Horseman). Remove as action.</p> <p>3) <b>Communications</b> – Communications protocol has recently been completed. Both Northumberland and North Tyneside Communication Teams are happy with the content. Kristy asked if other services would review this and provide her with any comments/amendments within <u>2 weeks</u>. After this the protocol will be approved as final and uploaded to the respective safeguarding websites. (Karen Wright / Kristy Regan)</p> <p>4) <b>Presentation of SAR Report re Adult P</b> – (deferred) NTW not represented today. Karen Wright will ask Vida Morris / Jackie Jollands for feedback regarding the ‘Getting to Know you initiative’.</p> <p>5) <b>Data</b> – Partners have agreed to provide dialog and information via sub groups and email, good feedback. Hospital data regarding beds received from Adrian Dracup. Remove action</p>	
3.	<p><b>Update to the Annual Plan</b> <b>Karen Wright / Kristy Regan</b></p> <p>The Annual Plan has been sent out to Sub Groups for consideration prior to SAB meeting. Updated plans have been received from almost all Sub Groups.</p>	

	<p>Updates have been added directly to the plan and therefore the plan is currently up to date. The overall plan will be discussed at the next Business Group, focusing on the overall aims of the SAB and measuring achievement against the main objectives.</p>	
4.	<p><b>Domestic Violence Strategy</b>  <b>Lesley Pyle</b>  Copies of the strategies for Northumberland (Domestic Abuse and Sexual Violence) &amp; North Tyneside (Domestic Abuse only) have been shared prior to today's meeting. Lesley asked for comments and feedback on both strategies and also for endorsement from the Board to sign off the Northumberland Strategy.</p> <p>As this is a shared agreement the strategy has also been discussed at the Children's Safeguarding Board and will be discussed at the Safer Northumberland Partnership in February 2019.</p> <p>The North Tyneside Domestic Abuse Needs Assessment and Action Plan has recently been finalised and signed off.</p> <p>The SAB agreed to endorse the Northumberland strategy.</p>	
5.	<p><b>Universal Credit</b>  <b>Keith Thompson / Tracey Hunter</b>  Handouts distributed.  Keith gave an informative talk about the transferring of legacy benefits to Universal Credit and the issues that have or could potentially arise leaving already vulnerable families more vulnerable. Keith discussed the impact of housing arrears, current roll out statistics, support networks and the importance of partnership working.</p> <p>It was also brought to the SAB attention that there will be a 5-day closure over Christmas for claims.</p> <p>Further risks were discussed around exploitation of vulnerable people when being paid large sums of money at once. Tracey will raise this with the Partnership Liaison Manager (although she has not been made aware of any issues relating to exploitation) and will feedback at the next meeting.</p> <p>Samantha Pariser advised that prisoners may be exploited through their families and discussed the opportunity to share information in the form of delivered sessions or information boards at the prison Visitors Centre.</p> <p>Keith asked that work coaches help identify those who are going through this process and could be vulnerable as their goals may be unrealistic and if unmet may result in benefits being sanctioned.</p>	Tracey Hunter
6.	<p><b>Performance feedback</b>  <b>Joanne Currie</b>  The Quarter 2 report contains data from 7 partners as well as data for both</p>	

	<p>authorities. We are seeking to invite representatives from all partners (including housing, independent advocacy, CRC and the National Probation Service) to the next sub group in February. We have contacted the National Probation Service in order to include their data and feedback in the next report.</p> <p>The area of focus this Quarter follows the first objective for our sub group in the Annual Plan. In November the sub group held an interactive session on Making Safeguarding Personal (MSP). A detailed discussion took place where many elements of MSP were raised and talked about. All organisations were able to share details on practice and how MSP is being applied. Each organisation was able to think about how they already or possibly could evidence MSP in the future. Further work will be done to collate the evidence so that it can be reported back to the Board. We will be asking for this data from all agencies.</p> <p>Joanne talked through the main points and then it was opened for discussion and comment.</p> <p>Ellie Anderson advised further work is needed to validate the North Tyneside data after migration to new software.</p>	
7.	<p><b>Sexual Exploitation Groups</b>  <b>Ellie Anderson (North Tyneside)</b>  The last meeting was well attended; each partner agency completed a self assessment against the Sexual Exploitation JTAI Documentation, the documentation was used across both Children and Adults. The challenge of bringing out some of the adults issues was discussed and an action plan devised for areas of development. A small group looked at both 16-17 year olds and 18-20 year olds and completed a multi agency audit of people at risk of sexual exploitation focusing on transition and processes in place.</p> <p>Discussion has also taken place around how to pilot the Adult Sexual Exploitation Panel to mirror the Children’s MSET Panel. Information from Gateshead is being used in the pilot.</p> <p><b>Robin Harper- Coulson (Northumberland)</b>  Northumberland are trying to address the balance as previously this sub committee was very child focused. There have been some continuity issues regarding the Police Chairperson(s) due to reorganisation in the Police Safeguarding Unit.</p> <p>Northumberland has been working with the RMG and MSET arrangements and have also focussed on adults and considered the Gateshead model.</p> <p>Missing children interviews were reviewed and consideration given to extending this to missing adults but this would require new service arrangements. An options paper regarding SE training has been produced. A strategy has been developed which will be taken to the LSCB initially then SAB; delivery plan has been actively taken forward. Disruption was discussed</p>	

	<p>and information from the Police was found to be very strongly Newcastle focused following on from Operation Sanctuary. Police have agreed to do a scoping exercise in Northumberland on advice and information, the effect on night time economy, taxi drivers etc. Work was also done around Sanctuary recommendations and seeking assurances from partners. Busy meeting but much better balance with the representation from Adult Services.</p> <p>Although very grateful to have the Police chair meetings, the SAR Business Group asked Paula Mead to flag up Chairperson continuity with Scott Hall. This has been done and Paula is awaiting a response.</p>	Paula Mead
8.	<p><b>HMP Service</b> <b>Samantha Pariser</b></p> <p>Samantha delivered a very interesting and informative presentation on behalf of HMP Northumberland and discussed the HMPPS Strategy (Adult Safeguarding in Prison document). Samantha explained that Adult Safeguarding is an area they are actively developing although it is at the core of their objectives alongside rehabilitation.</p> <p>Paula thanked Samantha for her very informative and insightful presentation and commented that the board appreciated her frankness about areas for development. Paula asked the board for any comments and questions.</p>	
9.	<p><b>SARC cases/Appreciative Inquiries</b></p> <p>There were a couple of cases brought to the SAR committee which did not meet the threshold for SAR's but did meet the threshold for learning reviews.</p> <p><b>Case 1 - Adult C</b></p> <p>Adult C came to their attention via Police, found to be living in extremely dangerous conditions from a health point of view. Report has been shared with partners and SAB.</p> <p>There was no evidence that agencies had not worked together therefore this did not meet the criteria for a SAR however it was felt that there was much learning from the work done.</p> <p>What we learned - Excellent multi agency work in terms of learning. There was a risk from safeguarding point of view that Adult Social Care took the lead and as this is a very specialist piece of work, expertise and input on the day from the emergency services was very much needed and for them to step in and take over the lead. Clarity of roles and responsibility, and what pathway to follow is really important.</p> <p>In terms of training and action plan the recommendations were:</p> <ul style="list-style-type: none"> <li>● That a multiagency bariatric protocol be designed and implemented. Safeguarding and engagement strategies should include churches and faith groups.</li> <li>● Lesson Learned Workshops be delivered to Multi Agency Plan partners to highlight difficulties in dealing with cases of self-neglect, hoarding</li> </ul>	

	<p>and obesity.</p> <ul style="list-style-type: none"> <li>● That current self-neglect workshops have a section added around obesity. As there are clear links between disability, obesity, isolation and mental health; these cycles drive each other and early intervention is essential</li> <li>● Early flagging on system where households may have serious issues around obesity.</li> <li>● Face to face contact by community staff be maintained within 30 days measured in adult services</li> <li>● Safeguarding training to highlight relationship between safeguarding and case management.</li> </ul> <p><b>Case 2 – Forced Closure of Nursing Home</b>  The second case was of a Nursing home issued with a forced closure notice. There were a number of agencies involved.</p> <p>Multi issues were identified which included:</p> <ul style="list-style-type: none"> <li>● Care planning and risk assessment</li> <li>● Poor Communication</li> <li>● Poor pressure care / Tissue viability issues</li> <li>● Personal care not at appropriate standard</li> <li>● Nutritional risk assessments / specialised diets</li> <li>● Equipment and lack of reporting of safeguarding</li> </ul> <p>Storyboard distributed and discussed.</p> <p>Paula thanked both organisations for their very different examples and good pieces of work. Paula asked the board for any comments or observations – none.</p>	
10.	<p><b>SAR Champions/Library</b>  <b>Karen Wright</b></p> <p>A National SAR library has been developed and is an evolving project. RiPfA were commissioned to set up the library and develop the tools to support the use of Quality Markers and SAR coding. SAR Champions have been identified in each region to support the use and embedding of those tools and population of the library database with coded SARs.</p> <p>This library will provide data about SARs and the learning and promote consistency nationally. It will provide an up to date overview and analysis of national SAR activity. The SAR library should inform new SAR's and should be a basis for self assessment, and will facilitate learning on a regional and national level. A forum will be set up where SAR Champions can be contacted for advice in relation to coding SARs and using the Quality markers. A Champions network will meet regularly and offer peer support regionally.</p>	All

	SABs are being asked to sign up to the use of the Quality markers, and to submit coded SARs to the library. The board agreed to endorse this.	
11.	<p><b>Development workshops</b> 2 x half day workshops per year for all Board Members</p> <p>There has been a lack of representation from Board Members at the previous two workshops. Paula asked that the Board be mindful that the workshops are just as important as board business/groups and asked that board members prioritise development days for full benefit</p>	All
12.	<p><b>AOB</b> <b>Publication of SAB minutes</b> <b>Paula Mead</b> So far SAB minutes have not been published. There are several options to consider:</p> <ul style="list-style-type: none"> <li>● Not publish</li> <li>● Publish a summary of the SAB minutes</li> <li>● Full SAB minutes published with any personal or confidential information redacted</li> </ul> <p>The consensus at Business Group was that we should go ahead and publish in full (redacted if relevant) in the interests of transparency and candour.</p> <p>Full agreement was given from the Board.</p> <p><b>Q – What if there are amendments to the minutes?</b></p> <p>A – The minutes would only be published after they had been agreed as a true record at the following SAB Meeting. They remain draft until that point. DRAFT will need to be written on all minutes until this point. Minutes will still require scrutiny.</p> <p>Karen suggested that the agenda item could be re-written to say minutes agreed for publication, so that the Board is clear that they are agreeing that they can be publicised.</p> <p><b>Joint CSE/ SE Training</b> <b>Robin Harper-Coulson</b> The board discussed option for Sexual Exploitation Training for Children and Adult case workers in Northumberland. This has been brought to SAB as part of a Governance issue. The Training sub elected to keep training specific to children and the Sexual Exploitation Group would prefer joint adult/children training. There are pros and cons with both approaches. Robin asked for views from the Board.</p> <p>Paula added that although this is a Northumberland issue that will require</p>	

	<p>approval from the Children’s board it is helpful to hear views from the SAB. The overall preference from the SAB would be to test out whether we could deliver a joint training for adults and children. Joint arrangement is preferred which could be piloted and reviewed</p> <p>The views of this meeting will be presented at the Children’s Board in a few weeks.</p> <p><b>Action:</b> SE training options/proposals to be presented at the next NSCB.</p> <p><b>For information</b> Paula asked all to review the terms of reference for Board and Sub Groups and also the Safeguarding Adults Review Policy and Communication Protocol, which were circulated. Any comments/amendments should be sent to Karen or Kristy within 2 weeks. After this the protocol will be approved as final and uploaded to the respective safeguarding websites. (Karen Wright / Kristy Regan)</p> <p><b>Reminder</b> - Next board meeting will be held at the Langdale Centre in Wallsend.</p>	<p>Robin Harper-Coulson</p>
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