

### Summary Minutes

<b>Meeting: Joint Safeguarding Adults Board</b>	<b>Date: 18<sup>th</sup> June 2019</b>
<p><b>Present:</b>  Paula Mead  Ellie Anderson  Karen Wright  Kristy Regan  Kirsty Shotton  Tracey Horseman  Dobir Ahmed  Simon Daniell  Beverley Harris  Kathryn Harrington  Steve Ammari  Peter Tilson  Eleanor Phillips  Joanne Currie  Vida Morris  Deborah Brown  Fiona Kane  Annie Topping  Trish Grant  Alison Chilton  Liz Robinson  Maureen Lewin  Claire Easton  Sheila Askew  Debbie Allman</p>	<p>Independent Chair, North Tyneside &amp; Northumberland SAB  Assistant Director, Business Assurance, North Tyneside Council  Strategic Safeguarding Manager, Northumberland County Council  Governance and Safeguarding Manager, North Tyneside Council  Team Lead Adult Safeguarding, NHCT  Operational Lead, SW L&amp;D, NHCT  Lay Member, North Tyneside Council  Community Safety Delivery Manager, Northumberland Fire &amp; Rescue  Performance Advisor, North Tyneside Council  Team Manager, Northumbria Health Care Foundation Trust  Northumbria Police  ASC Principle Solicitor, Northumberland County Council  Lay Person, Northumberland County Council  Performance sub-group Chair, Northumberland  Northumberland Tyne &amp; Wear  Northumberland Fire and Rescue  Head of Quality &amp; Patient Safety-Adults, Northumberland CCG  Northumberland CCG  Lead Nurse, Safeguarding Children &amp; Adults, North Tyneside CCG  CQC Inspection Manager  Public Health, Northumberland Council  Deputy Manager, AGE UK, Northumberland  North Tyneside Carers Centre  National Probation Service  Team Manager, Self Directed Support</p>
<p><b>Apologies:</b>  Robin Harper-Coulson  Mark Nightingale  Emma Adamson  Peter Iveson</p>	<p>LSCB Business Manager, Northumberland County Council  Sodexo  Workforce Development Lead, North Tyneside Council  Senior Operational Support Manager, National Probation Service</p>
<p><b>In Attendance:</b>  April Gibbs-Thorn  Kath Albiston  Cst Andrew Whittle  Julie Warren  Chief Inspector Pitt  Alan Curry</p>	<p>Management Support Officer, North Tyneside Council (minutes)  Independent Report Writer  Constable Force Improvement  Constable Force Improvement  Northumbria Police  Senior Commissioning Manager, NCC Commissioning</p>
<p><b>Location:</b></p>	<p>Northumberland Fire and Rescue Service HQ, West Hartford Business Park, Cramlington, NE23 3JP</p>

Item		See Action Log
1	<p><b>Welcome and introductions:</b>            Ellie Anderson welcomed everyone to the meeting of the Joint North Tyneside and Northumberland Safeguarding Adults Board at 13:00. Ellie explained that Paula Mead (chair) was running late.            After a round of Introductions, the agenda was addressed.            Paula joined the Board.</p>	
2	<p><b>Item – SAR Report – Adult U:</b>            Kath Albiston presented the SAR Report relating to Adult U. Kath highlighted the key points of learning and recommendations from the report and took questions from Board partners. Paula thanked Kath for presenting the report.  <b>The Board agreed</b> they were happy with the report, subject to being anonymised.</p>	
<p>3</p> <p>3.1</p> <p>3.2</p> <p>3.3</p> <p>3.4</p>	<p><b>Minutes and Matters Arising:</b></p> <p><b>Action log</b>  <i>Item 8: Formally agree minutes for publication:</i> Publication of SAB minutes agreed in principle; It was suggested that a summary is to also be provided and published. Both would need Board approval.  <i>Item 9: QAF challenge day:</i> The challenge day was confirmed as signed off.  <i>Item 10: SARS:</i> Some discussion held around the workshop, Kristy and Karen confirmed they had met in the past week. Date to be issued to Board members.  <i>Item 11:</i> Kristy presented the Information Sharing Agreement. Board members had made some minor amendments, alongside taking into account some comments from agencies. Kristy asked the Board members present to sign the copy being circulated around the room.</p> <p>Minutes read and all agreed as a true and accurate record.</p> <p><b>End of Year Annual Plan sign off 2018 - 19</b>  <b>The Board signed off the Plan</b></p> <p><b>Suggested Priorities - Annual Plan 2019 – 20</b></p> <p>A new Annual Plan has started to be developed. The Board were asked to agree on priorities for next year. Following discussion, four priorities were suggested</p> <ul style="list-style-type: none"> <li>- Transitional safeguarding</li> <li>- Early identification of domestic abuse</li> <li>- Focus on forms of criminal exploitations</li> <li>- Making safeguarding personal</li> </ul> <p><b>The Board agreed the suggested priorities</b></p>	
6	<p><b>Professional Standards</b>            Chief Inspector Pitt and Julie Warren presented a report on Professional Standards within the Northumbria Police Force area. Julie explained the purpose of the awareness raising</p>	

	<p>campaign is to inform of the standards of professional behaviour which police officers and staff must adhere to, and of the potential for officers and staff to abuse their position of trust. A discussion was held on the massive impact that inappropriate boundaries can have when dealing with a vulnerable person. The way in which information can be shared that details and the signs and indicators which could suggest officers may be breaching those standards was discussed. The ways in which concerns can be reported were explained.</p>	
<p><b>7</b></p>	<p><b>Herbert Protocol</b></p> <p>Cst Andrew Whittle and Sgt Claire Kimberly gave a presentation on the topic of the Herbert Protocol. Cst Whittle explained the missing person procedure and emphasised the ‘golden hour’ being that first hour when a person is missing and how it is critical to a good resolve. Cst Whittle outlined the background to the protocol.</p> <p>The Herbert protocol is a form which can be completed by friends/family/legal guardians before the vulnerable person goes missing. Information is held by family/carers and can be continually updated. If the vulnerable person goes missing, the information can be given direct to the police and thus save valuable time in the search for the missing person. The protocol will commence on 22<sup>nd</sup> July. The Board were asked to actively promote the protocol. Paula thanked Cst Whittle and Claire for the presentation. Paula expressed the Board’s full approval and endorsement.</p> <p><b>ACTION:</b> Paula asked that the Herbert protocol be included on the next Business Group agenda.</p>	<p>KR/KW</p>
<p><b>8</b></p>	<p><b>NCC Commissioning</b></p> <p>Alan Currie introduced himself and presented a report on NCC Commissioning. Alan clarified the role of service quality in Social Care and emphasised the responsibility under the Care Act to have a strong market of providers and a responsibility to manage services. Alan identified a move towards use of CQC ratings as a measure of quality. Overall, Alan explored the upward trend of ‘outstanding’ ratings. There is a marked decrease in services that require improvement. Alan confirmed the close working being carried out to increase quality to keep in line with national percentages. Alan also highlighted to confirm to the Board that national picture also shows improvement in the percentage of services rated as outstanding/good.</p>	
<p><b>9</b></p>	<p><b>Chair and Sub group Reports</b> <b>All Agency Performance Data</b></p> <p>Bev Harris gave an update on all agency performance data. Joanne reported no real issues being identified. The apparent increase and decrease in referrals has been identified as directly in relation to campaigns. Bev highlighted key areas as listed in the report.</p> <p>Paula asked for an update on what progress had been made in terms of introducing Multi Agency audits. A Multi Agency audit plan is being developed through the Childrens Board and the intelligence is being shared. All partners will be contacted to ask for representatives. Paula noted the need for assurance that agencies are ‘making</p>	

	<p>safeguarding personal'. Paula recommended that starts with one multiagency audit, test this and see how things transpire.</p> <p><b>SE Sub groups</b></p> <p>Paula discussed the visit of the inspectors to Northumberland. Paula made mention of the new strategy document and delivery plan developed by the Board. Paula noted the inspectors focus has been on criminal exploitation and this is backed up by national focus.</p> <p><b>1) NCC</b></p> <p>The updated strategy has been circulated to the Board with a view to publication. Karen also circulated the updated delivery plan for information. Karen noted expressions of interest had been issued this week for SE and CE Champions across adults and children's services and that there is current development of an offer and programme.</p> <p><b>2) NTC</b></p> <p>Ellie Anderson emphasised the 'meaty' pieces of work carried out over the last 18 months. Multi-agency audits have been carried out under JTAI criteria across children and adults, multi-agency audits on cases and also benchmarking against recommendations made from the SCR at Newcastle. The group also explored modern day slavery and have developed a policy and procedural document to support his work. There was also a county lines operation which was managed well through some existing forums. It was suggested therefore that the SE sub group be disbanded. The discussion was held at the business group and North Tyneside Childrens Safeguarding Board. Both supported this decision.  <b>The Board endorsed the decision to disband the NT SE subgroup.</b></p> <p><b>Safeguarding Adults Review Committee</b></p> <p>Vida Morris presented the SARC report to update the Board on the recent work of the Safeguarding Adults Review Committee. The committee met on the 18<sup>th</sup> Jan, 3<sup>rd</sup> April and 23<sup>rd</sup> May 2019 to consider the case of Adult U presented to the Board today. Vida gave an over view of the report which highlights the nature of cases, debates and actions being taken forward. Vida noted the committee is very busy with a number of cases being considered, and it is apparent that many more Section 44 consideration forms are coming to the committee.</p>	
<p><b>10</b></p>	<p><b>Annual Report and request for Contributions and case studies</b></p> <p>Paula discussed the annual joint report, which was produced for the first time last year. It was suggested that the report contain images and case studies. Paula informed the Board that a request from elected members has resulted in a liaison with the LD partnership to produce an 'easy to read' version.</p>	
<p><b>11</b></p>	<p><b>Partner Agenda Items – call for contributions</b></p> <p>Paula specifically requested the contribution of partner agenda items. It was agreed that the presentations from today's meeting were interesting, informative and indicative of good partnership working. Paula asked all to give thought to relevant topics to bring to the Board. An example was given of a Domestic Abuse presentation in the future, which the Board supported</p>	

12	<p><b>For information and endorsement</b></p> <ul style="list-style-type: none"> <li>- Northumberland SE strategy</li> <li>- ASMET Policy</li> <li>- NHCFT Safeguarding Report</li> </ul>	
13	<p><b>SAFE Week:</b></p> <p>Karen gave details of Safe Week. The week raises awareness of scams. Karen asked the Board to disseminate the information into respective teams, networks and agencies. Karen asked that Board members provide additional contact information of anyone or any organisation that could benefit from being made aware.</p>	
	<p><b>Date and Time of Next Meeting:</b></p> <p>Paula thanked all of their attendance and input and closed the meeting at 15:40</p> <p>Tuesday 17<sup>th</sup> September at County Hall (Committee room), Morpeth, NE61 2EF</p>	

DRAFT

## Glossary of Abbreviations

ASC	Adult Social Care
BG	Business Group
BIA	Best Interest Assessor
CCG	Clinical Commissioning Group
CMHT	Community Mental Health Team
CQC	Care Quality Commission
CRC	Community Rehabilitation Company
CVS	Community Voluntary Sector
CYPL	Children, Young People and Learning
DASM	Designated Adults Safeguarding Manager
DoL	Deprivation of Liberty
GMC	General Medical Council
HWWB	Health Well Being Board
IMR	Independent Management Review
LADO	Local Authority Designated Officer
LD	Learning Disability
LSCB	Local Safeguarding Children's Board
NCC	Northumberland County Council
NEPO	North East Purchasing Organisation
NHCFT	Northumbria Healthcare NHS Foundation Trust
NTC	North Tyneside Council
NTW	Northumberland, Tyne and Wear NHS Foundation Trust
NPS	National Probation Service
QAF	Quality Assessment Framework
QSG	Quality Surveillance Group
SAB	Safeguarding Adults Board
SAR	Safeguarding Adults Review
SARC	Safeguarding Adults Review Committee
SE	Sexual Exploitation
T&F	Task and Finish
WDG	Workforce Development Group