

## Minutes

<b>Meeting: Joint Safeguarding Adults Board</b>		<b>Date: 19<sup>th</sup> March 2019</b>
<b>Present:</b>	<p>Paula Mead Independent Chair, North Tyneside &amp; Northumberland SAB</p> <p>Cath McEvoy-Carr Director Adults and Childrens Services, Northumberland Council</p> <p>Karen Wright Strategic Safeguarding Manager, Northumberland County Council</p> <p>Kristy Regan Governance and Safeguarding Manager, North Tyneside Council</p> <p>Dobir Ahmed Lay Member, North Tyneside Council</p> <p>Emma Adamson Workforce Development Lead, North Tyneside Council</p> <p>Beverley Harris Performance Team, North Tyneside Council</p> <p>Leigh Waller Workforce and Development Lead, Northumberland</p> <p>Adrian Dracup Adult Safeguarding Lead, North Tyneside CCG</p> <p>Paula Shandran Professional &amp; Operational Lead Safeguarding Adults &amp; Children, NHCFT</p> <p>Robin Harper-Coulson LSCB Business Manager, Northumberland County Council</p> <p>Kathryn Harrington Team Manager, CRC</p> <p>Steve Ammari Northumbria Police</p> <p>Peter Tilson ASC Principle Solicitor, Northumberland County Council</p> <p>Eleanor Phillips Lay Person, Northumberland County Council</p> <p>Andrew Wigmore Legal Services, North Tyneside Council</p> <p>Eleanor Reyland Legal Services, North Tyneside Council</p> <p>Oonagh Mallon North Tyneside Council – Public Health</p> <p>Vida Morris Northumberland Tyne &amp; Wear</p> <p>Deborah Brown Northumberland Fire and Rescue</p> <p>Julie Stewart Housing, Northumberland County Council</p> <p>Annie Topping Northumberland CCG</p> <p>Trish Grant North Tyneside CCG</p> <p>Diane Sewell G4S – HMP Northumberland</p> <p>Amanda Haton G4S – NE Prisons Safeguarding Lead</p> <p>Abi Conway Citizens Advice Northumberland</p> <p>Margaret Orange Northumberland Tyne &amp; Wear</p> <p>Peter Iveson Tyne &amp; Wear Fire and Rescue Service</p> <p>Liz Robinson Northumberland County Council</p> <p>Jacqui Old Director of Adults and Children's Services North Tyneside Council</p> <p>Sheila Askew National Probation Service</p> <p>Kirsty Shotton Professional Lead Safeguarding Adults, NHCFT</p>	
<b>Apologies:</b>	<p>Samantha Pariser Sodexo</p> <p>Joanne Currie Performance sub-group Chair, Northumberland</p> <p>John Young Social Care, Northumberland Council</p> <p>Paul Weatherstone National Probation Service</p> <p>Ellie Anderson Assistant Director, Business Assurance, North Tyneside Council</p> <p>Anna English Senior Manager, Adult Safeguarding, Northumberland County Council</p> <p>Tracey Horseman Workforce Development Lead, Northumberland Council</p> <p>Louise Watson Senior Manager Legal Services</p> <p>Veronica Jones Cabinet Member, Northumberland</p>	
<b>In Attendance:</b>	<p>Madeline Nolan Management Support Officer, North Tyneside Council (minutes)</p>	
<b>Location:</b>	<p>Quadrant East, Cobalt Business Park, North Tyneside Council</p>	

Item		See Action 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 at 13:00.  After a round of Introductions the agenda was addressed.</p>	
2	<p><b>Minutes and Matters Arising</b>  Agreed by all present as a true and accurate record.</p> <p><b>Action log</b></p> <p><b>Item 6: Presentation of SAR Report re Adult P</b>  Vida Morris gave some background on the ‘Getting to know you’ process as being part of the ‘Think Family’ initiative. Vida went on to explain the ‘common sense confidentiality’ approach that includes working and engaging with the family and support workers, giving generalised information and listening to the carers. Information received can then inform the risk management plan around an individual. Carer awareness training has recently been refreshed and updated. Vida also discussed the carer champions across the organisation. In the three localities there are carer champion forums in place. There is also a robust multi disciplinary trust wide steering group that meets monthly overseen, monitored and supported by Vida.</p> <p><b>Item 7: Joint CSE/SE Training</b>  Paula explained that it was agreed by the SAB and the Northumberland LSCB that a proposal would be put forward and trialled. Leigh Waller explained that a task and finish group has been set up around this. Leigh to provide future feedback.</p> <p><b>Item 8: SAB minutes</b>  Paula shared that the Board have agreed, in the interest of candour, that the SAB minutes would be published on both Northumberland and North Tyneside’s websites. The SAB will now be held quarterly and will last 3 hours.</p> <p><b>Formally agree minutes for publication</b>  All agencies to agree the minutes within the next two weeks before being published on both websites by Karen Wright and Kristy Regan.</p>	<p>LW</p> <p>KW/KR</p>
3	<p><b>Update to Annual Plan 2018/19</b>  Karen informed that the annual plan has now been updated based on the feedback received from all the sub groups. Some work needs to roll over and agreement is needed on how these priorities are met in the next year. All need to identify priorities moving forward and this information needs to be collated. Further information needs to be sought in order to pull a plan together for next year. Kristy said that a definitive year end plan will be brought to the next SAB as further updates may be added after today’s meeting.</p>	<p>KR</p>
4	<p><b>Drug Related Deaths</b>  Presentation by Oonagh Mallon, Liz Robinson and Margaret Orange. Briefing papers circulated.</p> <p>Paula opened this for discussion and asked Public Health colleagues if there were</p>	<p>All</p>

	<p>any specific actions that they wanted from the partners around the table. Liz asked if all partners could provide up to date data that could be used as a positive learning experience around drug related deaths.</p>	
<p><b>5</b></p>	<p><b>Strategic safeguarding forum update</b>  Cath McEvoy-Carr addressed the board and explained that the strategic safeguarding forum was set up with representatives from local authorities, police and CCG's. This covers 6 local authorities in Tyne &amp; Wear, 5 CCGs and 1 police authority and has representatives from both Children's and Adult's boards. The forum was set up in order to share service developments/good practice, and aims to streamline processes to achieve consistency. At the same time Working Together (2018) has been reviewed and published. Part of the new publication includes abolishing local children's safeguarding boards and replacing them with Safeguarding Partnerships. The forum has been looking at how to deliver this in the coming years. Early Adopter funding from the DfE has been awarded to help develop this and they are currently mid way through these developments. Jacqui Old explained that while the new legislation focuses on children, this offers the opportunity to learn and take stock within SAB arrangements. There is, therefore, currently a focus on children's safeguarding arrangements. Equally from an adults perspective there is a time issue that the board needs to consider and there needs to be an understanding around the history and context of safeguarding boards and what has been achieved with; information sharing, the policy work, the sub group work and to think about the purpose of the board in terms of the issues and the priorities and what can be done differently to improve front line practice in a stronger way. Jacqui recognised that there are a number of questions that could be taken from children's and applied to adults. This would be a natural next step for the board to consider.  Paula opened this up for questions and explained that updates will be provided to the board.</p>	
<p><b>6</b></p>	<p><b>Chair and Sub group Reports</b>  <b>All Agency Performance Data</b>  Bev Harris gave a comprehensive update on the work of the Performance sub group. Bev spoke to the circulated sub group report. Bev reported that difficulty was experienced in obtaining data from NPS. Bev and Sheila Askew to meet to discuss what data would be helpful to the group.  Paula asked about a possibility of working on a shared sub regional dataset. Vida agreed that this would be very helpful particularly in terms of benchmarking. Karen explained that the regional safeguarding network group that she attends with Kristy are developing a regional dashboard which is being lead by Durham looking at measuring common themes. There were no emerging questions.</p> <p><b>Training and Workforce Development</b>  Emma Adamson reported that the focus over the past quarter has been on creating a new training programme and directory running from the 1st April.</p> <p><b>SE Sub groups</b>  <b>NTC</b></p>	

	<p>Kristy provided an update in Ellie Anderson’s absence and said that at a recent meeting there was discussion around modern day slavery. There has been a follow up meeting with a task and finish group. At the moment Kristy explained that they are mapping different agencies responses to modern day slavery and are linking in with community safety, housing, healthcare, CCG and NTW and are awaiting some more input from the police. A draft document has been started.</p> <p>Kristy also shared that within North Tyneside they are set to trial an AMSET style arrangement. The policy is currently in the development stage and discussions are underway with police around what can be facilitated. Kristy explained that within North Tyneside there is a MEAM (making every adult matter) panel in place where high risk cases are looked at that do not meet adult social care criteria, e.g. some people with drug and alcohol problems, unstable housing issues etc. Kristy explained that they are planning to attach to this meeting, which is attended by partners, to look at some of the high risk sexual exploitation cases. Kristy also said that they are currently working on profiling sexual exploitation geographical hot spots that will be shared with the police for this area.</p> <p><b>NCC</b></p> <p>Karen reported that the SE subgroup now has a new police chair. The group have developed a SE strategy and delivery plan that has now been finalised and is out for final comments. Karen will bring this back to the next board for endorsement. Also Karen shared that they have delivered some master classes in Northumberland and are looking to deliver some more. The sexual exploitation champion role is also being developed. Karen said that Northumberland are also mapping hotspots within Northumberland. Adults are not being included in Northumberland’s MSET, but Karen will observe neighbouring authorities who have set up AMSET arrangements. Karen has been linking with North Tyneside to develop a joint approach around modern day slavery. A task and finish group has been established to look at a social media campaign around modern day slavery. Steve Ammari gave an update from the police on SE and county lines. It was also mentioned that the Fire Service have carried out a lot of work around sexual exploitation and need to be invited to this sub group going forward.</p> <p><b>Safeguarding Adults Review Committee</b></p> <p>Vida Morris gave an update, saying that the SARC is well attended by partners who continue to give a high level of commitment. The introduction of the Care Act has broadened the scope of the cases being brought to the committee for consideration. Vida shared that at the moment there are currently 6 ongoing cases, these are at the point of either finalising reports, developing story boards or continuing with the action plans. Vida briefed the board on a number of emerging new cases.</p> <p>Paula opened this for discussion. No emerging questions</p>	KW
7	<p><b>Intercollegiate Document</b></p> <p>This new strategic document details the Safeguarding training requirements for health staff. The workforce development sub group decided to bring a smaller group together to work on the intercollegiate document and how we can support</p>	

	<p>our health colleagues to ensure that this is met going forward. Adrian Dracup explained that the document was published in August 2018, prior to which there was no guidance available for safeguarding adults within the healthcare sector. Emma said that both Newcastle and Gateshead have been invited to the next meeting. Emma shared that the first phase was agreed and that a mapping exercise would be undertaken by health organisations to indicate what level training their staff groups should come under. This will map what pre-existing training there is against the competencies and the learning outcomes highlighted within the document to see what work is needed going forward. This is to be brought back to the next meeting in May. Adrian said that the main area of concern is the number of staff who are going to require level 3 training. There were no emerging questions from the board.</p>	
<p>8.</p>	<p><b>QAF</b>  Each quality assurance framework was summarised by each partner who gave a verbal summary of key achievements and areas for development as follows:</p> <ul style="list-style-type: none"> <li>● North Tyneside Council – Kristy Regan</li> <li>● Northumberland County Council – Karen Wright</li> <li>● Police – Steve Ammari</li> <li>● North Tyneside CCG – Adrian Dracup</li> <li>● Northumberland CCG – Annie Topping</li> <li>● NHCFT – Paula Shandran</li> <li>● NTW – Vida Morris</li> <li>● Fire Service – Deborah Brown for Northumberland and Peter Iveson for Tyne &amp; Wear</li> <li>● NPS – Sheila Askew</li> <li>● CRC – Kathryn Harrington</li> <li>● CVS – Abi Conway</li> </ul> <p>Paula opened these to the board for any points of challenge and clarification.</p> <p>Paula discussed how we validate assurances submitted to the board. Karen suggested holding a workshop around challenging QAFs where a peer match up of two agencies would evaluate a QAF. Paula expressed concern regarding attendance, as this has been an issue previously. She therefore asked the board to ensure attendance from their respective organisations. Information to be circulated prior to the event to identify who would partner up to enable preparations. Karen and Kristy to organise.</p>	<p>KW/ KR</p>
<p>9.</p>	<p><b>Appreciative Inquiry approach to sharing learning;</b>  Karen asked for agreement from the board for the SARC to produce story boards from the appreciative inquiries submitted to the committee to be brought to the SAB as opposed to the full AI report. All agreed.  Kristy suggested holding a half day workshop to focus on appreciative inquiries and learning reviews. Agreed.</p> <p><b>- Storyboards; Adult I and Adult Q</b>  Adults I and Q were presented to the board. Emerging questions and issues were</p>	<p>KR</p>

	discussed. It was agreed that SAFE week this year would focus on scams for vulnerable elderly and being a good neighbour.	
10.	<b>Changes to Safeguarding Adults Training Northumberland</b> Karen explained that from April all agencies external to Northumberland County Council or Northumbria Healthcare Trust will have to pay for any safeguarding adults training, because Learning Together will be a commercial site from that day. As a solution to this Karen shared that the proposal is that Safeguarding Adults training levels, 1 and 2 and Mental Capacity Act training will be managed on a separate platform to enable this training to remain free. Karen to provide updates to the board.	KW
11	<b>Bi-annual newsletter</b> Karen explained that this was taken to the business group, proposing that a bi annual newsletter be produced to go out to board partners. There is also a separate communications list that is currently being developed with church and faith groups, community and voluntary sectors, to make sure that messages go out. It was agreed at the business group that different formats would be looked at and brought back to the group for consideration and agreement. Key aspects are still under development. Karen to update.	KW
12	<b>For Information and endorsement Information Sharing Agreement</b> Tyneside has reviewed this and it has been updated in line with GDPR. Karen explained that this has gone to NCC's information governance and legal departments and asked that all partners take a look at this agreement and to provide any comments or suggested amendments. Karen asked that this be completed in 4 weeks. There is a section on the back for sign up. Karen to circulate.  - <b>SAY project</b> Report provided in SAB pack. The project lead has been asked to come along to the next SAB to present. Funding has been provided from ADASS and NHS England to provide young people 16 – 21 with accessible information on how to keep safe and report safeguarding concerns using a mobile app.  - <b>ADASS Briefing on working with risk for Safeguarding Adults Boards</b> This paper is to be looked at in more detail on a SAB development day because it looks at what SABs should focus on and to establish partnership guidance to support effective working with risks. It provides a summary of core ingredients that should be included in risk guidance.  - <b>Northumberland Multi-agency Safeguarding Referral/Enquiry form</b> Northumberland have produced a form that will be piloted for a month with provider services. They will then look at any potential amendments. This will be brought back to the board to be agreed before publishing on the web site.	All  KW

	<p align="center"><b>- NEPO</b></p> <p>NEPO have set up a new dynamic purchasing system for authors of SARCs, Domestic Homicide Reviews and Safeguarding Children Reviews. Therefore NEPO will have an approved list of authors that can be accessed with requirements. People can then bid on different lots to commission an author and/or chairperson. This also enables cost control when producing reviews. This is available from 1 April for new providers to apply. Discussions are continuing.</p>	
<p><b>13</b></p>	<p><b>Date and Time of Next Meeting:</b>  Paula thanked all of their attendance and input and closed the meeting at 15:55</p> <ul style="list-style-type: none"> <li>● Tuesday 18<sup>th</sup> June at West Hartford Fire Station</li> </ul>	

## 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