

Brighton & Hove Safeguarding Adult Board
3-5pm, Monday 4 December 2017
The Council Chamber, Hove Town Hall

Present

| Name | Designation |
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| Mia Brown, Chair | Business Manager, B&H SAB, BHCC |
| Michelle Jenkins | BHCC Head of Professional Standards, Safeguarding & Quality Monitoring |
| Julie Cholerton | SAB Administrator (notes) |
| Alexandra Barnard | Senior Administrator, B&H SAB, BHCC |
| Rachel Chasseaud | Head of Tenancy Services, BHCC Housing |
| David Kemp | Head of Community Safety, East Sussex Fire & Rescue Service (ESFRS) |
| Andy Porter | Deputy Director of Social Work and Principal Social Worker, Sussex Partnership NHS Foundation Trust (SFPT) |
| Tony Benton | Safeguarding Adviser, Healthwatch B&H |
| Mary-Jo Patterson | Quality & Patient Safety Manager, Brighton & Hove Clinical Commissioning Group (B&HCCG) |
| Candy Gallinagh | Designated Nurse Safeguarding Adults and MCA Lead, B&HCCG |
| David Feakes | Head of Safeguarding, Sussex Community NHS Foundation Trust (SCFT) |
| Eleanor Battie | Lay Member |
| Ian Wilson | Assistant Director of Clinical Quality and Patient Safety, CCG (Item 7) |
| Regan Delf | Assistant Director - Health SEN & Disabilities, BHCC |
| Debbie Piggott | Kent, Surrey & Sussex Community Rehabilitation Company (KSSCRC) |
| Roland Marden | Evidence & Insight Manager, Healthwatch B&H |
| Christina Chatfield | Lay Member |
| Rob Persey | BHCC, Executive Director, Health & Adult Social Care (HASC) |
| Richard Bates | Detective Chief Inspector, Head of Safeguarding, Sussex Police |
| Jo-Ann Welsh | Director, Brighton Oasis Project representing VAWG Forum |
| James Rowlands | BHCC Violence Against Women & Girls Commissioner, Partnership Community Safety Team (PCST) |
| George Coleby | SAB Quality Assurance Manager (Item 8) |
| Karen Barford | Councillor - BHCC |

Apologies Received

| Name | Designation |
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| Allison Cannon | Hastings & Rother Clinical Commissioning Group (CCG) |
| Andrea Saunders | National Probation Service (NPS) |
| Beatrice Gahagan | Age UK Brighton & Hove for PASA |
| Brian Doughty | BHCC, Assistant Director, HASC |
| Caroline Davies | Brighton & Sussex University Hospitals NHS Trust (BSUH) |
| Domenica Basini | Assistant Director Safeguarding Adults, NHS England |
| Fiona Macpherson | Superintendent, Sussex Police |
| Graham Bartlett | Independent Chair, B&H Safeguarding Adults Board (SAB) |
| Jason Tingley | Detective Superintendent, Sussex Police |
| Jo Henderson | BSUH |
| Lee Horner | Sussex Police |
| Mark Burden | National Probation Service (NPS) |
| Peter Castleton | Commissioner – Community Safety, PCST |
| Robert Sobotka | CQC |
| Simon Hughes | Brighton Housing Trust for PASA |
| Steve Lennox | Executive Director of Nursing and Quality, SECAMB |
| Tracy John | BHCC Head of Housing |
| Wendy Taylor | Deputy Director of Operations, Cranstoun |

No Apologies Received

| Name | Designation |
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1. Welcome and Introductions

1.1 Mia Brown welcomed all members, advising that Graham Bartlett had sent apologies due to ill health and explained she would be Chairing in Graham's absence. Introductions were made and apologies noted.

1.2 Mia Brown reminded all members to declare any conflicts of interest should they arise.

2. Minutes of Last Meeting

2.1 The Minutes of the meeting 04 September 2017 were agreed for accuracy and updated as follows:

3. Matters Arising

3.1 Feedback was shared as per the matters arising document.

Mia Brown reminded those who had not returned their submissions for the annual report to return these before Christmas for publication in January in 2018. She also advised that we are waiting on safeguarding data to be added.

Action: Julie Cholerton to contact partner agencies for outstanding input.

4. Feedback from Sub Group Chairs

| Sub Group / Chair | Headlines |
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| <p>Quality Assurance Michelle Jenkins</p> | <ul style="list-style-type: none"> • The last sub group took place on 23 October 2017 • The Audit Programme is progressing well. • The group have agreed the recommendation from the Health and Wellbeing Board to undertake a joint audit with the LSCB focusing on parents with learning disabilities; to allow for this the Domestic Violence & Abuse audit has been moved back. • The most recent audit has been led by James Rowlands and Ian Still, supported by George Coleby. An audit session took place on 27 November to assess whether the needs of adults with care and support needs, who are known / alleged to be victims of sexual abuse, are appropriately addressed. An update on this work will be provided to the QA Sub Group on 22 January. James Rowlands advised there were 4 cases that the group looked at, and the work provided some good learning opportunities. A number of immediate actions were taken around safeguarding. • The Homelessness Audit and action plan has been finalised and is progressing within the QA subcommittee meeting. <p>Headline actions include:</p> <ul style="list-style-type: none"> • A review of B&H multi agency forums for discussing complex cases. <p>The following forums currently exist:</p> <ol style="list-style-type: none"> 1. The MAHHM – this is now being reviewed by Linda Harrington. 2. s42 meetings led by ASC for the majority, if not all cases where a more complex in depth risk meeting is needed. 3. A Complex Risk Management Meeting (CRMM) – this had been created for cases where ASC do not agree it is for a s42, or when ASC believe the issues has been managed, but partners disagree. <p>Michelle Jenkins said there is a concern that the s42 process is not working as it should and that the creation of the CRMM has had to be established to meet this deficit.</p> <ul style="list-style-type: none"> • Sussex Self-Neglect procedures are being reviewed. ASC have committed to undertaking QA activity to monitor compliance with revised self-neglect procedure. |

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| | <ul style="list-style-type: none"> • BSUH have been asked to ensure management plans are in place within A&E & assure themselves these are going some way to support outcomes for homeless patients • There will be a review of the violent patient practice to ensure it is not putting vulnerable adults at risk • SCFT are leading on work to produce guidance/ flowcharts on action to take if there are concerns about the deteriorating health of any client residing a Brighton Hostel. • The SAB have recommended that B&H commissioners consider Residential, Outpatient & Halfway House Care for clients who are experiencing and /or recovering from emotional and psychological trauma related disorders. <p>Candy Gallinagh said she is taking the Homelessness Audit Action Plan to the Homeless Steering Group next week.</p> <ul style="list-style-type: none"> • Safeguarding Data will go to the QA Group prior to being reported to the Board; Quarters 1 & 2 will go to the next meeting. • Andy Porter advised SPFT agreed a data set, but do not collect this information so will not be able to report. MB advised Andy Porter speak with George Coleby. <p>The Chair asked if anyone had any questions for the QA Chair.</p> <p>Action: Homelessness Report and Action Plan to be circulated with Board minutes. Action: Forward Plan Performance Data to March Board agenda.</p> |
| <p>Safeguarding Adult Review (SAR) Sub Group Roland Marden</p> | <ul style="list-style-type: none"> • Only 2 SAR referrals have been received for consideration and the group agreed these did not warrant a review. • Roland Marden requested all Board members to encourage referrals within organisations. Michelle Jenkins is changing wording on Safeguarding documents to include “have you considered a safeguarding referral’ to prompt practitioners. Mia Brown reminded all members that the group had circulated a message to partners on 6 November, asking for a reminder to be sent to all practitioners about what a Safeguarding Adult Review is and how to make a referral and to encourage Partners to add a prompt to internal referral mechanism, e.g. Serious Incidents, as ASC have done. • A presentation came to the sub group today evaluating multi-agency response to a death commissioned East Sussex SAB in collaboration with Kent. <p>Action: Briefing on learning from this review will be circulated with minutes for partners to disseminate across their services. This will also be hosted on the SAB SAR pages on the website.</p> <ul style="list-style-type: none"> • A presentation around a Mental Health Homicide Investigation was brought to the November meeting by Lucien Champion, Head of |

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| | <p>Investigations (Mental Health Homicides), NHS England South (South Central) who advised the main outcome of the report was that if concerns are raised there is a responsibility for all supporting agencies to ensure an action plan is in place to provide:</p> <ul style="list-style-type: none"> • Stable accommodation • Full care plan • Full risk assessment <ul style="list-style-type: none"> • The MHHI had echoes of B&H SAB's SAR X around issues and challenges of working with hard to engage people. • MB reminded Board about the SAR Protocol event which is taking place on 14 March 2018. The SAB have 30 places on this session. • David Kemp advised the L&D sub group want to gather SAR learning information from around the country / local area for L&D to develop into a briefing for P&E to promote. <p>The Chair asked if anyone had any questions for the QA Chair.</p> <p>Action: David Kemp to table an agenda item at L&D around sharing SAR learning from other areas across the city.</p> |
| <p>Learning & Development (L&D) David Kemp</p> | <ul style="list-style-type: none"> • The group is developing. • The group needs to write its strategy, but the business manager has not had capacity to start this work. • The last meeting looked at what training across the partnership is in place in relation to MCA and DOLs. <p>The Chair asked if the Board had any questions:</p> <ul style="list-style-type: none"> • Michelle Jenkins enquired what is mandatory training and whether this is something L&D will make recommendations on – David Kemp responded that partners will have their own regulations regarding mandatory training, e.g. intercollegiate document in Health, but that if the SAB are recommending that the L&D subgroup make recommendations about this, this is something that he can take back into his group. |

5. Introduction to Sustainability & Transformation Partnership (STP): Rob Persey

5.1 Rob Persey said that the STP originally consisted of 44 plans and then shifted from a plan to a partnership.

5.2 The key messages are:

- Not one, single, separate plan
 - It is a partnership, within which we have local plans built around places and populations
 - Way of aligning the plans of all the partners
- A way of working together across health and social care
- Made up of 24 organisations - CCGs, providers and local authorities – although so far it has been driven by the NHS, but it is important to ensure the Partnership is owned by all.

- STP Update, appointment of Bob Alexander to Sussex and East Surrey system
- Central Sussex Commissioning Alliance announced 4x CCG's – 1 accountable officer, 2 Managing Directors, 1 for North, 1 for South. Rob Persey said the alliance should not dilute the local commissioning offer.
- We need the Partnership because of:
 - **Rising demand**
 - GPs, local hospitals, and adult social care struggling to cope with demand
 - Complexity increasing
 - People are waiting longer than we want to be seen
 - **People are living longer – and in poor health**
 - Growing and ageing population
 - More people living with long term conditions
 - **Health and care inequalities**
 - Significant health inequalities across the area
 - **Restricted finance**
 - Funding unable to keep up with demand

Rob Persey said the take home message is that the STP is about how we can manage demand better by shifting models of care into a more preventative model held in the community.

5.3 Current position

The Care Programmes that are currently out for discussion are:

1. Preventative Services and Community Care.
 2. Planned Care and Cancer.
 3. Access to Urgent Care and Primary Care.
 4. Mental Health, Learning Disability, Children and Families.
 5. Medicines Optimisation.
- Each comprises a series of individual transformative projects. Many projects have inter-relationships within and between the programmes, e.g. GP Out-of-Hours, Clinical Hubs & the Front Door of A&E.
 - A two-month period of system-wide discussion is currently underway comprising commissioners, providers, the voluntary sector and Healthwatch to ensure that the priorities within the care programmes are aligned to priorities across the whole of Brighton & Hove and can be owned by all stakeholders.
 - The objective is to arrive at a system-wide agreement on the outcomes, benefits and timescales of these care programmes by 8 January 2018.

5.4 A Primary Care Strategy is being developed as a separate piece of work.

5.5 The Chair thanked Rob Persey and asked if anyone had any questions for him. No questions were asked.

6. In-depth Review of Participation & Engagement Sub Group: Richard Bates

6.1 The subgroup have met twice and previously existed in the Local Safeguarding Children's Board (LSCB). It was decided to combine to a joint LSCB / SAB meeting. Concerns were expressed from existing members around how joint membership would work.

6.2 Mia Brown has developed a joint Communication & Engagement Strategy to embrace the 'think family' approach and ensure that the work of both Boards is effectively communicated to the relevant audiences such as children, young people, adults with care and support needs, families, practitioners and the wider community in Brighton & Hove.

6.3 Richard Bates described the group's thematic approach and discussed work being undertaken by the group on the LSCB's behalf.

6.4 Richard Bates said he would like the group to move beyond being a communications group, and provide opportunities for more participative activities. Mia Brown agreed and stressed the importance of ensuring members of the group are held to account to take forward the workplan.

6.5 The group had looked at how to distribute the [Stop, Look & Care booklet](#), which was developed by Brighton & Hove Clinical Commissioning Group for care workers to ensure effective standards of care provision, which is also a useful tool for relatives. It has been proposed that this should be electronic and the group have been tasked with exploring options for developing the booklet into an app but Mia Brown has not had capacity to explore this further. Christina Chatfield advised that a group she sits on recently discussed creating an app, and that they would be interested in supporting this. Mia Brown advised the budget looks healthy if this is something they did want to put in action.

Action: Richard Bates and Christina Chatfield to meet & discuss App development.

6.6 The Board requested to be kept informed of how this progresses.

7. Safeguarding Self-Assessment Challenge – HASC, Neighbourhoods, Communities & Housing (NCH): George Coleby

7.1 George Coleby reminded the group that in August a Sussex wide challenge event took place to challenge and support each other's safeguarding arrangements, as they pertain to adults with care and support needs. George Coleby is working with John Borthwick to follow up improvement action with partners.

7.2 A local challenge event took place after the recent QA Sub Group on 23 October where HASC & Housing were invited to have a constructive discussion with other agencies about their safeguarding arrangements. George Coleby read highlights from the briefing sheet and took questions. The Chair thanked George, HASC and Housing, and partners, for engaging in this challenge.

7.3 Another local challenge event is being arranged for 23 January 2018, for BSUH and the CCG.

7.4 The Chair thanked George Coleby and asked if anyone had any questions and comments on this agenda item.

7.5 Rachel Chasseaud fed back that Emma Gilbert found the event on 23 October really positive and helpful and have developed some actions arising from this. Housing welcome the opportunity to participate in similar events going forwards.

Action: Forward plan self-assessment action plan progress updates to March 2018 QA Subgroup.

8. LeDeR Programme – Ian Wilson, Assistant Director of Clinical Quality and Patient Safety

8.1 The Learning Disabilities Mortality Review (LeDeR) Programme is based at the University of Bristol and managed by Dr Pauline Heslop. It was one of the recommendations of the Confidential Inquiry into premature deaths of people with learning disabilities (CIPOLD).

8.2 The Programme is commissioned by the Healthcare Quality Improvement Partnership (HQIP) on behalf of NHS England.

8.3 A number of key documents and findings, including the Death by Indifference Report by Mencap in 2007 identified that 42% of the LD deaths reported were premature.

8.4 NHS undertook to provide a programme where anyone could request an independent review into an LD death. Robert Turnbull is the coordinator for the South and the system went live on 4 September 2017. 35 reviewers have been trained locally and will carry out reviews on top of their substantive roles.

8.5 The programme is run by Bristol University where all review requests are received by email / telephone and will be allocated to a local area rep, which is Ian Wilson for Brighton & Hove, who will then allocate to one of the reviewers.

8.6 When practitioners undertake a review, they will include good practice and contact the family.

8.7 The completed report will then come back to Ian Wilson for QA checking and then back to the central Bristol office who will extract learning themes and recommendations to Steering Groups. Bristol will collate national themes.

8.8 Scope

- All LD deaths age 4 years and above
- Can filter multiple locations
- Estimate 200 reviews per annum in Sussex
- Not a replacement for statutory investigations
- Feedback from families is very positive
- May run concurrently with investigation but will never be instead of.

The system went live on 4 September and 9 notifications have been received by Ian Wilson however none completed at the time of writing.

8.9 The Chair asked how the programme fits with SARs for Adults & SCRs Children. Ian Wilson said the LeDeR is not a statutory process in the way that SCRs, SI's and SARs are, and that the LeDeR may trigger a statutory process if multi-agency learning needs are identified. Mia Brown said it will be important to ensure the LeDeR is written into local protocols for undertaking SAR's, as this will have practical implications – e.g. accessing records which may be locked down due to a SAR in process, families being contacted by both LeDeR and SAR reviewers. Mia Brown asked is anyone from the SAB is represented on the Sussex Wide Steering Group. Ian Wilson advised there is representation from the healthcare providers, but is not sure about ASC or Families, Children and Learning.

8.10 Candy Gallinagh volunteered to be a link and the Board requested that the SAR Sub Group has this as a regular agenda item.

8.11 The Chair thanked Ian Wilson and asked if anyone had any questions and comments on this agenda item.

Action: Ian Wilson to discussion with Michelle Jenkins/ Rob Persey ACS representation on the Steering Group.

Action: Mia Brown to ask Deb Austin to discuss FCL representation with Ian Wilson.

Action: LeDeR to be a standing item on every SAB SAR subgroup agenda, alongside the current item which picks up coroners inquests

Action: Mia Brown to amend SAB SAR TOR

Action: Mia Brown to liaise with counterparts in East and West Sussex re necessary amends to the SAR protocol.

9.0 Multi Agency Risk Assessment Conference (MARAC) Annual Report: James Rowlands

9.1 James Rowlands was welcomed to present the Pan Sussex Review of MARACs and the local action plan. This item was to note and comment on.

9.2 In Brighton & Hove, MARAC arrangements are as follows:

- o One meeting which meets fortnightly
- o Process is facilitated by the MARAC Support Team, with a MARAC Coordinator funded by Sussex Police and Partnership Community Safety Team (PCST)
- o Chairing by staff from Sussex Police and the PCST
- o There were 468 MARAC clients in 2016-17, a 4.2% increase compared with the previous year. In the first 6 months of 2017/18 there were 269 MARAC clients, a 19% increase compared with the same period the previous year.

9.3 Findings from the review have been positive - noting there were robust systems in place for information sharing through the MARACs and clear accountability structures, with established mechanisms for MARAC audit and quality assurance, with feedback from the MARAC being shared annually the LSCB and SAB. Examples of good practice were identified, e.g. Identification of a lead professional in each case for the victim/survivor, perpetrator and children.

9.4 Local challenges were identified and the most significant changes to the MARAC arrangements relate to chairing, administration and meeting structure. These are as follows:

| Issue | Note | Update |
|----------|--|---|
| Chairing | Move to a single chair model, with a substantive post holder chairing the MARAC. | <ul style="list-style-type: none"> • A Job Description has been developed and recruitment is underway. Pooled budget being agreed. |

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| Administration | Implementing a new ICT system to improve administrative capability and reviewing the MARAC Support Team (which operates across Brighton & Hove and East Sussex) funding, structure and functions. | <ul style="list-style-type: none"> • New ICT system rolled out in August • Review of Joint Unit planned for autumn • Commissioning Group to consider future funding options in September 2017 meeting |
| Meeting structure | Move to a weekly meeting (making the meeting more manageable) and introduce a MARAC Complex Case Panel to identify and address complex cases sooner (thus reducing the number of repeat referrals) | <ul style="list-style-type: none"> • Time frame to be confirmed – project plan being developed and to be rolled out once a single chair is in post. |

9.5 James Rowlands advised that the Safe in the City Partnership Board, which has oversight of the MARAC process, received a report on and signed off these changes in September 2017.

9.6 The Chair thanked James and asked the Board if there were any questions;

- Mia Brown asked for clarification about links with ASC needing improvement. James Rowlands advised there had been challenges about these which have since been resolved.
- The group had some concerns about moving to a weekly MARAC model for a half day and the impact of this. James Rowlands advised that 35% of cases are repeat referrals which could be pulled out sooner and heard in a complex case panel.

10 B&H SAB Constitution, Information Sharing Agreement & Memorandum of Understanding (MoU): Mia Brown

10.1 MB advised the above were presented to the Board in September for comment, most have been received back & an updated version will be shared.

10.2 Candy Gallinagh advised she is working with David Supple around primary care sign off. It is discussed within training to raise local awareness. It was noted that some adult Boards have a named GP around Safeguarding Adults, as is in place for Children Boards. Candy Gallinagh will review the pharmacy team access to records and will consider who to adapt for primary care.

10.3 Richard Bates confirmed that Sussex Police Info Security team have commented on it being a very comprehensive agreement and are on the whole in agreement with it. He advised the only point they raised was around the GDPR introduction next year and issue of breaches - any breaches of security, confidentiality and other violations of data must be reported to the ICO within 24 hours, therefore if one of the partner agencies breaches each other's data, they need to contact the data owner immediately. Michelle Jenkins advised that this was an issue for partner agencies not the SAB and that this would only relate to any issue of the Independent Chairperson breaching data protection. Richard Bates discussed the data breaches within the LSCB during an SCR. Mia Brown advised she would put a line in to the information sharing agreement about the need to inform the data owner if there are any known breaches during the undertaking of SAB business.

Action: Mia Brown to update the information sharing agreement accordingly.

10.4 Michelle Jenkins asked Mia Brown if there is timeline for signing up to this and if it could be done virtually. Mia Brown said this could be done virtually by end of January 2018.

Action: Updated versions to be circulated, partners to confirm sign up by return.

11 AOB

11.1 MB advised that Chris Robson, Chair of the LSCB, Geoff Raw, Chief Executive Officer and Cllrs Daniel Chapman & Dan Yates spoke about the SAB leading on a Protocol, which is a proposed framework outlining the relationship between the Safeguarding Adults Board (SAB) the Local Safeguarding Children Board (LSCB), the Health and Wellbeing Board (HWB) and the Safe in the City Partnership Board, and the Children, Young People & Skills Committee. These are the key partnerships in the city who share a commitment to ensuring the safety and wellbeing of the community. This document aims to confirm:

- Roles and responsibility of the partnerships
- Membership
- Accountability and governance arrangements
- Arrangements for conflict resolution, challenge and scrutiny.

This has been agreed in principle and will come the SAB for review in March 2018.

Action: To be forward planned.

11.2 Truth Project

Mia Brown advised a session is taking place in Brighton on 22 January 2018, the content of which will go into a report due out in the spring. The Truth Project is an enquiry into historical sexual abuse and gives people the opportunity to disclose. It was acknowledged that officers should be aware that there may be an increase in vulnerable adults approaching services.

Action: Alexandra Barnard will recirculate briefing / future agenda plan for June 2018.

11.3 Rachel Chasseaud advised that Emma Gilbert has reported back around a presentation to the Strategic Housing Group on Safeguarding, which was well received. There were some good suggestions arising from the meeting:

- Both universities were present and do a lot of work around Safeguarding and Prevent. They attend the Prevent Board but are not linked into the Safeguarding structure and felt it would be beneficial to be more involved.
Action: Mia Brown will speak to Graham Bartlett about membership at Board/ subgroups.
- Private sector landlords/letting agencies would like some training about safeguarding i.e. basic awareness/spotting the signs of abuse/neglect; reporting safeguarding
Action: David Kemp will table for discussion at the L&D subgroup.
- Could the SAB produce a flier or card about how to report abuse, neglect etc. that could be put in lettings packs
Action: Richard Bates to table for discussion at the P&E subcom.

11.4 David Feakes advised a review is taking place, lead by West Sussex SAB, regarding its function and financial arrangements with a view to recommending a move to a Pan Sussex SAB. Mia Brown has not heard of the review and will speak to Graham Bartlett.

11.5 Andy Porter advised an extensive police investigation is ongoing with WSSC into Sussex Health Care and that this is likely to be of national importance. We agreed we will need to ensure learning comes to the SAB as appropriate.

11.6 Candy Gallinagh advised she had spoken to Richard Bates & Michelle Jenkins and is keen to establish a regular meeting with the LA, Police and Health to update and share good practice, mirroring the CPLG subcommittee of the LSCB.

Action: Mia Brown to raise with Graham Bartlett.

11.7 James Rowlands advised VAWG are hosting an event with Housing Authorities in January 2018 around Domestic Violence and whether Provider are tied into Adult & Children & Families Safeguarding.

11.8 Michelle Jenkins advised the Safeguarding Conference took place last Friday and was well attended by 180-200 people and will feedback into the L&D Sub Group.

11.9 Rob Persey thanked all those involved in organising the Conference; wished Graham Bartlett a speedy recovery and thanked MB for Chairing the Board.

Next Meeting: 3-5pm on 5 March 2018 in G91, Hove Town Hall

Future meetings

| Date | Time | Venue |
|-------------|-------|---------------------------------|
| 5 March | 3-5pm | Council Chamber, Hove Town Hall |
| 25 June | 3-5pm | Council Chamber, Hove Town Hall |
| 3 September | 3-5pm | Council Chamber, Hove Town Hall |
| 3 December | 3-5pm | Council Chamber, Hove Town Hall |