

## **Partnership and Best Practice Group**

### **Terms of Reference**

#### **Purpose of Group**

The purpose of the group is to provide a forum for sharing best practice and to facilitate learning across the West of Berkshire in relation to the Safeguarding of Adults in the prevention of abuse, responding to concerns of abuse and responding to abuse when it occurs. It also seeks to create pathways for obtaining service users views on the safeguarding process, including their experiences where appropriate.

#### **Aims of the Group**

The group will:

- Identify areas of local best practice and develop mechanisms for recognising and sharing this practice across the West of Berkshire, through all agencies;
- Work in partnership to improve any practice issues that have a detrimental impact on safeguarding practice;
- Identify a work programme to develop areas of best practice to be monitored by the Safeguarding Adults Board (SAB;)
- Provide the opportunity for partners to learn from near misses related to Safeguarding Adults and highlight areas of concern to the SAB;
- Provide evidence for the SAB Annual Report;
- Carry out specific work allocated by the SAB;
- Take responsibility for the feedback to their organisations;
- Develop mechanisms for capturing service users views about their experience of the adult safeguarding process;
- To monitor the actions arising from safeguarding adults reviews and feedback to the SAB.

#### **Membership**

**The Chair sees this as a great opportunity to bridge the gap between the strategic and operational sides of safeguarding and creates a forum for sharing and cascading information between the two.**

Members will attend no less than a total of 75% of meetings per year.

Members will be senior enough to make decisions on behalf of their organisation.

To be quorate, the Chair or the Business Manager and at least 2 other members from different organisations will be present.

If unable to attend any meetings (with the exception of sickness or other sudden untoward emergencies) all members are encouraged to have an identified deputy who will attend in their absence.

The group aims to have representation from the following agencies:

#### **Local Unitary Authority Representatives**

West Berkshire  
Reading  
Wokingham

#### **Health Service representatives**

Royal Berkshire Foundation Trust  
Berkshire Healthcare foundation Trust  
South Central Ambulance Trust  
CCG

#### **Other Statutory Agency representation**

Thames Valley Police  
Thames Valley Probation  
Royal Berkshire Fire and Rescue Service

#### **Non Statutory Bodies**

tbc

#### **Regulatory bodies**

Care Quality Commission – CQC

### **Key Relationships**

The following key relationships have been identified for the group:

- Local Safeguarding Forums
- Community Safety Partnerships
- Health and Wellbeing Boards
- HealthWatch

### **Reporting**

The Partnership and Best Practice Group is a sub group of the West Berkshire Safeguarding Adults Board (SAB) and reports directly to the Board.

The subgroup will provide a short quarterly report to the Board highlighting exceptions and progress.

**Standard Agenda Items to be reported on have been agreed as:**

- Serious Case Reviews
- Work Programme
- Case Studies Feedback

### **Frequency**

- Quarterly.

## **Deliverables**

- Each member to establish a mechanism for feedback into their organisation.
- To provide evidence for the SAB Annual Report .
- Publish examples of best practice from the group in the Annual Report.
- Produce minutes of all meetings.
- Develop a work plan for the group.
- To highlight any agency where there are concerns about practice.
- Identify areas of activity where the SAR action plans are not being achieved and highlight to the Board.