



## **TERMS OF REFERENCE**

### **Purpose of the Board:**

The SAB is a multi-agency strategic partnership made up of senior officers within adult social care, criminal justice, health, housing, community safety, voluntary organisations and service user representative groups. It coordinates the strategic development of adult safeguarding across the West of Berkshire and ensures the effectiveness of the work undertaken by partner agencies in the area.

The West of Berkshire Safeguarding Adults Board (SAB) is established in line with duties set out in s43 and Schedule 3 of the Care Act 2014 as the statutory mechanism for agreeing how partner agencies cooperate to protect adults at risk, prevent neglect and abuse and promote the wellbeing of adults in its area.

The SAB has a unique statutory role in ensuring that partners have effective safeguarding arrangements in place and are cooperating and assisting with the planning and delivery of services for adults who may be in need of care and support. The Board must be able to form a view of the quality of local activity, challenge organisations as necessary and speak with an independent voice.

### **The overarching aims of the Board are to:**

- Hold to account those organisations with safeguarding responsibilities.
- Ensure that partner agencies have preventative measures in place to lessen the likelihood of abuse occurring.
- Ensure mechanisms are in place to raise awareness of safeguarding issues amongst the general public, carers, service users, voluntary and paid workers.
- Assure itself that frameworks are in place so that whenever abuse or neglect is suspected or reported there is an effective and coordinated multi-agency response which is consistent across the West of Berkshire.
- Ensure that there is a coherent, single, strategic multi-agency safeguarding policy and procedures in place which are adhered to by organisations working to safeguard adults.
- Provide a framework for inter-agency development of safeguarding policy, including lessons learned from practice across West of Berkshire and nationally.
- Ensure that the partnership develops effective links with other local and strategic partnerships and that safeguarding adults work links with other partnership initiatives, in particular those aimed at enabling all adults to have access to healthy, active and fulfilling lives. These include, but are not exclusive to, Community Safety Partnerships, Domestic Abuse forums, Local Safeguarding Adults Forums, Local Safeguarding Children's Boards, Health and Wellbeing Boards.

## **Core Duties**

The core duties of the SAB are set out in chapter 14 of the Care Act Guidance, issued under s78 Care Act 2014 which requires that Boards:

- Publish a Strategic Plan for each financial year detailing how it will meet its main objectives and what the members will do to achieve this.
- Publish an Annual Report detailing what the SAB has done during the year to achieve its main objectives and what each member has done to implement its Strategic Plan. The Annual Report will also set out the findings of any Safeguarding Adults Review completed during the year and the subsequent actions arising from the reviews.
- Conduct any Safeguarding Adults Reviews, in accordance with s44 Care Act.

## **Functions of the Board**

### **The Safeguarding Adults Board will work to:**

- Raise public awareness of adult abuse, neglect and safeguarding adults work, including an understanding of the right of every person to live their life free from abuse and exploitation.
- Establish ways of analysing and interrogating data on safeguarding notifications and completed enquiries which increases the SAB's understanding of the prevalence of abuse and neglect locally that builds up a picture over time.
- Hold partners to account and gain assurance of the effectiveness of their arrangements for safeguarding adults.
- Determine its arrangements for peer review and self-audit.
- Establish mechanisms for developing policies and strategies for protecting adults which should also take account of the views of adults who have needs for care and support, their families, advocates and carer representatives.
- Assure itself that preventative strategies to reduce instances of abuse and neglect are developed by member organisations.
- Support the development of effective communication mechanisms within and between other strategic partnership boards across the West of Berkshire in order to share information and deliver a consistent approach for all service users.
- Assure itself that safeguarding matters are embedded into the commissioning of all services.
- Ensure that multi-agency training is developed and delivered in accordance with a workforce development strategy and agreed standards, so that staff and volunteers have the appropriate knowledge to confidently carry out their roles in accordance with safeguarding requirements.
- Identify mechanisms for monitoring and reviewing the implementation and impact of policy and training.
- Analyse and review the safeguarding activities of agencies through consistent and timely data collection.
- Ensure mechanisms are in place to include the voices of service users and carers within the safeguarding process across all agencies.
- Undertake Safeguarding Adults Reviews (SAR) in line with agreed criteria and processes; share the findings and lessons to be learned from any SAR across partner agencies and monitor the progress made by organisations or individuals towards completing recommendations made from a SAR.
- Identify and disseminate to agencies and individuals, best practice in prevention and investigation, by learning from local and national policy and research, national and local reviews.

- Establish a number of key subgroups and task groups to undertake specific activities on behalf of the Board. These groups to be reviewed and updated as appropriate.
- Co-ordinate a local response to national research in matters relating to safeguarding adults.
- Evidence how SAB members have challenged one another.

## **Membership**

### **Core membership of the Board is as follows:**

Clinical Commissioning Groups (CCGs)

Community Rehabilitation Service for Thames Valley

Berkshire Healthcare Foundation Trust

Emergency Duty Service

HealthWatch Reading

National Probation Service

NHS England Thames Valley Area Team

Reading Borough Council

Royal Berkshire Fire and Rescue Service

Royal Berkshire Hospital NHS Foundation Trust

South Central Ambulance Service, Berkshire Division

Thames Valley Police

West Berkshire Council

Wokingham Borough Council

The Board meetings are chaired by an Independent Chair.

Membership may alter according to current circumstances, legislation and political agendas.

Members of the Board should have sufficient authority within their organisation to take strategic and operational decisions. Members should be able to speak for their organisations with authority on policy and practice matters; have a strategic role in relation to safeguarding and promoting the wellbeing of adults within their organisation and have the authority to hold their agency or organisation to account, precipitating and influencing change where appropriate.

Members of the Board are accountable to their respective management Boards. If members wish to submit a confidential item for the agenda, the individual must make clear to the Business Manager that it is a confidential item and agree how it is to be presented.

### **Meeting Frequency and Protocol**

The Board will meet quarterly. Frequency will be reviewed as appropriate. The Board will also meet to discuss the findings from Serious Case Reviews as and when required.

Papers to be presented to SAB are required to be submitted at least one month before the quarterly Board meeting with a summary attached of its contents and relevance to the Board in order to be processed and disseminated appropriately. Papers received after the deadline will be considered in exceptional circumstances.

Co-ordination of papers, meetings and minutes are the responsibility of the Business Manager.

Each meeting is quorate if a minimum of 3 organisations are represented, in addition to the Chair and / or Business Manager.

### **Subgroups of the Board and their Purpose**

#### ***Effectiveness***

- 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.
- Create pathways for obtaining service users views on the safeguarding process, including their experiences where appropriate.

#### ***Communication and Publicity***

- Improve communication from and to the Board and establish a consistent approach across the West of Berkshire.
- Raise the profile of Board, its function and purpose.
- Improve engagement with a wider range of stakeholders, service users and carers on behalf of the Board.
- Assure the Board that partners are aware of the need to promote awareness and that opportunities are taken to prevent abuse.

#### ***Performance and Quality***

- Develop robust mechanisms which assure the SAB that good practice to safeguard vulnerable adults is delivered consistently by partner agencies.

#### ***Learning and Development***

- Ensure that the Berkshire Multi-agency Safeguarding Adults Policy and Procedures (the Procedures) are used within training.
- Develop and regularly review the training standards.
- Promote best practice and support the Board to raise awareness of safeguarding adults through training.
- Provide advice and guidance to support a range of learning solutions to meet identified learning needs.

#### ***Safeguarding Adults Review Panel***

- Ensure that the SAB has in place sound mechanisms for identification of potential Safeguarding Adults Reviews.
- Ensure that proper processes are followed in each case.
- Ensure that learning from local, regional and national cases is embedded across the partnership.