



Berkshire Safeguarding Adults Boards Policy and Procedures Sub Group Terms of Reference

1. Purpose

The three Safeguarding Adults Boards in Berkshire (Bracknell Forest and Windsor & Maidenhead, Slough and West of Berkshire) are committed to ensuring that all agencies work together to minimise the risk of abuse or neglect to vulnerable adults and to safeguard effectively where abuse or neglect have or may have occurred.

The Safeguarding Adults Policy and Procedures Sub Group's purpose is to:

- Ensure that Berkshire Multi-Agency Policy and Procedures commissioned by the Boards is developed and reviewed on a regular basis (twice yearly) to ensure that safeguarding adult's activity in Berkshire is robustly and effectively coordinated between and within each agency.
- Ensure that all Berkshire Multi-Agency Policy and Procedures promote confidentiality, dignity and effective access to safeguarding for all communities across Berkshire and promote Making Safeguarding Personal in line with legal requirements.

2. Accountability

The Policy and Procedures Sub Group reports to the three Safeguarding Adults Boards in Berkshire; Bracknell Forest and Windsor & Maidenhead, Slough and West of Berkshire.

3. Membership

Members will attend no less than a total of 75% of meetings per year and if they are unable to attend a deputy will attend in their absence.

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

To be quorate, there needs to be a minimum of four Local Authorities represented and two of the other statutory partners.

If members are unable to attend they are able to cast a vote electronically to the chair prior to the meeting.

If unable to attend any meetings all members are encouraged to have an identified deputy who will attend in their absence.

Membership of the Policy and Procedures Sub Group is:

- Safeguarding Leads/Managers from each local authority
 - SAB Business Managers for each Board
 - East & West CCG Berkshire Named Professionals
 - Representative of Berkshire Healthcare Foundation Trust
 - Representative of Thames Valley Police
 - Representative of Royal Berkshire Fire and Rescue Service
 - Other specialist advisors as necessary
- Members will bring a range of operational and strategic expertise.

Where legal advice is required a SAB legal representative will be invited to attend deemed appropriate.

4. Frequency

To meet at least twice yearly; with extraordinary meetings as required.

In addition there will be an annual meeting to review the contents of the Berkshire Safeguarding Adults Policies & Procedures Website

<https://www.berkshiresafeguardingadults.co.uk/>

5. Functions of the Group

- A. The Policy and Procedures Sub Group has the responsibility for undertaking the development and review of Policy and Procedures by:
- Using the ADASS London Multi- Agency Adult Safeguarding Policy & Procedures and localising these where appropriate.
 - Considering suggested changes to the “Berkshire Multi Agency Adult Safeguarding Policy & Procedures”;
 - Approving draft/update Board Safeguarding policies/guidance and procedures which will be sent to the four Boards for final ratification and adoption;
 - Addressing gaps in the “Berkshire Multi Agency Adult Safeguarding Policy & Procedures”;
 - Considering the implications of changes to national policy guidance and legislation;
 - Considering recommendations arising from local and national serious case reviews, domestic homicide reviews and Safeguarding Adults Reviews;
 - Ensuring Making Safeguarding Personal is embedded in the “Berkshire Multi Agency Adult Safeguarding Policy & Procedures”;
 - Ensuring the “Berkshire Multi Agency Adult Safeguarding Policy & Procedures” is subject to appropriate equality impact assessment;
 - Presenting policy and procedures to the three SABs in Berkshire for agreement and adoption;
 - Making recommendations to the four Safeguarding Adults Boards in Berkshire for hosting, ongoing maintenance and updating of the “Berkshire Multi Agency Adult Safeguarding Policy & Procedures”;
- B. Sharing information and good practice and promoting, where appropriate, joint development of common procedures.

Partners are required to update their local policies and procedures to ensure that they reflect the Berkshire Policy & Procedures.

6. Reporting and Governance Arrangements

The Sub Group will have a rotating Chair (for a year at a time) with representatives from each area responsible for reporting back to their Safeguarding Adults Board.

The Sub Group will review their terms of reference annually and propose amendments to the three SABs as necessary.

Where representatives are unable to make a decision on behalf of their agency they will be required to provide a response within two working days of the meeting.

7. Operational arrangements

The subgroup will be supported by the three SAB Business Manager's, who will rotate administrative duties.

Policy & Procedure papers will be distributed to the group one month in advance of the meeting to ensure adequate time is given for members to research their decisions/recommendations.

The agenda and other supporting papers will be distributed within one week of the meeting being held.

Minutes and an action log will be distributed within two weeks of the meeting being held.

Endorsed May 2020