

Terms of Reference
West of Berkshire Safeguarding Adults Partnership Board
Executive Group

Introduction

- 1.1. Full membership details of the Executive Group are in Appendix A.

Role and purpose of the Executive Group

- 1.2. The overall aim of the Executive Group is to oversee the strategic management of safeguarding adults work in West Berkshire. It uses the vision agreed by the SAB (Safeguarding Adults Board) to set targets, oversees performance and steer resources. It holds partner organisations to account for ensuring that their front-line workforce understand the SAB strategy and purpose
- 1.3. The Executive Group will keep the SAB up to date with the progress of the subgroup business plans, budget and local/national developments, through providing updates at each of the Board meetings and in the annual report.
- 1.4. The SAB is responsible for assuring local compliance with the Care Act 2014 and Berkshire Safeguarding Adults Policies and Procedures.
- 1.5. To cascade all pertinent information to the SAB subgroups.
- 1.6. The SAB Independent Chair will Chair the Executive Group
- 1.7. The Executive Group is responsible for creating the SAB Strategic Plan and Business Plans for endorsement by the SAB.
- 1.8. The Executive Group is responsible for monitoring the progress of the SAB Strategic plan through the development of an annual work plan that includes the work of the SAB's subgroups.
- 1.9. The annual work plan will be monitored at each meeting and actions taken to progress the agreed work plan.
- 1.10. The Executive Group is responsible for agreeing and monitoring the SAB's budget and approving funding requests and plans for expenditure as and when required. The Chair is responsible for authorising any payments that may be required between meetings.
- 1.11. The Executive Group is responsible for identifying the need for the development of policies, procedures and publicity and bringing forward recommendations to the Pan Berkshire Policies and Procedure Subgroup.
- 1.12. The Executive Group is responsible for monitoring the progress of the SAB Subgroups: Performance and Quality, Learning and Development, Communication and Publicity, Pan Berkshire Policies and Procedures,

Voluntary Care Sector and Healthwatch Subgroup and Safeguarding Adults Review (SAR) Panel. Any additional subgroups and task and finish groups will also be monitored by the Executive Group.

- 1.13. The Executive Group is responsible for reviewing SAB and subgroup membership on an annual basis and chairing arrangements on a two-year basis usually at the first meeting of the calendar year. It will also be responsible for appointing new chairs of subgroups during the year if needed.
- 1.14. The Executive Group is responsible for ensuring the production of an annual report on the activity and progress of SAB strategic plans.

Roles and Role and purpose of members

- 1.15. To attend Group meetings at a minimum of three times per year or at more frequent intervals depending on need.
- 1.16. Executive Group members should have the authority to hold their organisation to account
- 1.17. If a member for of the group cannot attend, they should identify a suitable replacement.
- 1.18. Membership will include statutory members, as identified through section 43 of the Care Act 2014 and relevant NHS guidance and associate members who are invited on to the SAB. These include:
 - Executive Lead for Safeguarding or their representative, Berkshire West Clinical Commissioning Group (CCG)
 - A Senior Police Officer at Thames Valley Police (TVP)
 - Executive Lead for Safeguarding or their representative Royal Berkshire NHS Foundation Trust (RBFT)
 - Safeguarding Lead Berkshire Healthcare Foundation Trust (BHFT)
 - Director of Adult Social Care, Reading Borough Council, West Berkshire District Council and Wokingham Borough Council

Meeting protocols

- 1.19. For the meeting to be quorate, there needs to be a minimum of 4 statutory agencies represented.
- 1.20. Confidentiality is emphasised: All matters discussed at meetings of the Executive Group will be confidential and unless agreed at the meeting should not be divulged.
- 1.21. SAB member organisations should designate a named person to attend all meetings. The named person must have the required seniority, experience, skills and decision-making authority to represent their organisation. A designated person (also of sufficient seniority) should also be identified to deputise for the named person when necessary. The named person (and their deputy) must be able to:
 - Make decisions on behalf of their organisation
 - Hold their organisation to account

- Commit their organisation on policy practice developments
- Commit resources in their organisation to support the work of the SAB

1.22. The SAB will receive support and advice from legal and performance information advisors as required.

1.23. Will meet minimum of three times per year or at more frequent intervals depending on need.

1.24. An action log of the meeting will be in place and maintained by the SAB Business Manager.

Accountability

1.25. The Executive Group reports to the SAB.

Membership

Role	Agency	Name	Deputy
SAB Independent Chair	SAB	Teresa Bell	
SAB Business Manager	SAB	Lynne Mason	
DASS	Reading Borough Council	Seona Douglas	Jo Lappin, Assistant Director for Safeguarding, Reading Borough Council
DASS	West Berkshire Council	Andy Sharp	
DASS	Wokingham Borough Council	Matt Pope	Simon Broad, Assistant Director - Adult Social Care at Wokingham Borough Council, Wokingham Borough Council
Executive Lead for Safeguarding	Berkshire West CCG	Debbie Simmons	Kathy Kelly, Head of Safeguarding Adults , NHS Berkshire West Clinical Commissioning Group (CCG)
Senior Police Officer	Thames Valley Police	Dave Turton	
Associate Chief Nurse Safeguarding, Mental Health and Learning Disability	Royal Berkshire NHS Foundation Trust	Patricia Pease	
Safeguarding Lead	Berkshire Healthcare Foundation Trust	Heidi Ilsley	