



West of Berkshire Safeguarding Adults Partnership Board Scrutiny and Impact Group (SIG) Terms of Reference

Purpose

The purpose of the Scrutiny and Impact Group is to scrutinise the impact of safeguarding prevention and intervention against the West of Berkshire Safeguarding Adults Partnership Board (SAB) priorities, safeguarding adult review recommendations and policy. We will achieve this by implementing the expectations set out in the [SAB Quality Assurance Framework](#).

Vision and Values

Adult safeguarding means protecting people in our community so they can live in safety, free from abuse and neglect.

Our vision in West Berkshire is that all agencies will work together to prevent and reduce the risk of harm to adults at risk of abuse or neglect, whilst supporting individuals to maintain control over their lives and make informed choices without coercion.

SAB partners are strongly committed to the shared responsibility to safeguard adults with care and support needs. The SAB benefits from excellent inter-agency engagement, and proactive leadership, of this shared safeguarding agenda.

SAB Members have specifically committed to:

- Listen with care adults with care and support needs, their loved ones, and each other
- Hold each other to account through respectful support and challenge
- Collaborate and co-operate with each other to improve outcomes for adults with care and support needs that are at risk of or are experiencing abuse and neglect
- Spot problems and difficulties early, problem solve together, recognising that we have a shared responsibility
- Identify risks in our system, understand the impact and mitigate them together
- Facilitate and drive action beyond usual organisational and agency constraints and boundaries
- Be efficient and timely in our responses to each other and to the needs arising from our local communities
- Recognise that each locality area (Reading, Wokingham and West Berkshire) is different and Independent Scrutiny needs to operate differently in each area, but also recognise that we have much to learn from each other and ultimately are stronger together.

The measure of success of our shared multi-agency arrangements for safeguarding adults will be demonstrated in our [Annual Report](#).

Statutory Duty

The overarching purpose of an SAB is to help and safeguard adults with care and support needs. It does this by: assuring itself that local safeguarding arrangements are in place as defined by the Care Act 2014 and statutory guidance

- assuring itself that safeguarding practice is person-centred and outcome-focused
- working collaboratively to prevent abuse and neglect where possible
- ensuring agencies and individuals give timely and proportionate responses when abuse or neglect have occurred
- assuring itself that safeguarding practice is continuously improving and enhancing the quality of life of adults in its area.

Role and function

SAB partners value scrutiny and challenge in our multi-agency safeguarding arrangements. All members of the SIG are expected to provide this scrutiny and challenge through open and honest discussions at meetings facilitated by Chair that is appointed by the SAB.

The most important aim for the SIG is to understand how our safeguarding arrangements impact on outcomes for adults with care and support needs; we need to know what is, and is not, working.

There are seven key strategic functions we need to fulfil in the Independent Scrutiny and Impact Groups:

- Analyse performance information to spot patterns and trends (reporting exceptions, strengths and weaknesses to the partnership). Each agency is responsible for their own performance reporting and should bring analysis and narrative based on exception reporting.
- Multi-professional audit of specific themes, where we need to better understand what is happening and its impact, or where we might identify development work/improvement.
- Attendees must be willing to challenge and be challenged to improve outcomes for adults with care and support needs. Each member will be representing their own organisation.
- We need to gain the perspective of adults with care and support needs and their loved ones, to understand their experience, what they think is good and what they would like to see changed. If we examine our effectiveness around a theme (e.g. Domestic Abuse, Self-Neglect, etc.) we need to gain the perspective of those living in our local communities.
- We will include the messages from significant national issues in discussions and learning.
- Whatever we find/learn needs to be communicated in a way that is practical and tangible for our partnership e.g. what can we do that is effective and has positive impact, what do we need to change in our practice, and what those changes might look like?
- Learning should inform the priorities of the SAB, and where we find risk, we must understand the impact and proactively mitigate this, this must be communicated clearly to the SAB.
- Work strategically with other key partnership boards including children's and Community Safety Partnerships to ensure shared understanding and joined up approaches to overlapping issues for example hate crime, domestic abuse, exploitation.

Deliverables

- To oversee the application of the [SAB Quality Assurance Framework](#) and report to the SAB where there is risk actions will not be met within timescale
- To work towards the actions set within the SAB Business plan and report to the SAB where there is risk actions will not be met within timescale
- To maintain a performance dashboard, which reports on key SAB priorities and report to SAB on a six monthly basis
- Provide evidence for the SAB Annual Report
- Produce minutes of all meetings
- Develop and monitor delivery an action log
- To escalate to the SAB where there are concerns about practice where the SIG are not assured that the issues are being addressed
- Identify areas of concern where learning from safeguarding adults reviews is not being shared and/or embedded, and highlight to the SAB
- To identify and highlight areas of concern to the Board in regard to partner compliance with Pan Berkshire Safeguarding Adults Policy and Procedures and SAB procedures.

Membership and Organisational Arrangements

In order to maximise the impact and effectiveness of the group, members are required to have a range of skills and experience, including:

- Analysing data and audit findings
- Are able to have difficult conversations, calmly and with respect, to work together as a partnership to find solutions
- Facilitating reflective practice conversations with frontline staff

- Facilitating conversations with adults with care and support needs their families and carers
- Knowledge of relevant legislation and guidance relevant to safeguarding adults.
- Understanding of strategic and operational safeguarding adults practice within their organisations.

Members will be expected to come with the mandate of /and speak on behalf of their organisations and will be senior enough to make decisions on behalf of their organisation.

The [SAB Quality Assurance Framework](#) action plan will be a standing item on the meeting agenda; this was developed to track the annual cycle of work/reporting outlined in the quality assurance framework. There is an expectation that items on the action are presented on the meeting date allocated.

Members will include colleagues from:

- Safeguarding representative from each local authority – it is important to ensure decisions made by the group are practical that leads from each LA attend
- Performance Monitoring Officers from each local authority
Thames Valley Police
- Royal Berkshire NHS Foundation Trust
- Berkshire Healthcare Foundation Trust
- Berkshire, Oxfordshire, and Buckinghamshire Integrated Care Board (BOB ICB)
- SAB Business Manager

The following agencies will be virtual members of the group and will be included in communication and are welcome to attend meetings as necessary, where attendance is required this will be highlighted to the virtual members by the SAB Business Manager.

- South Central Ambulance Service - Due to the large area South Central Ambulance Service covers their engagement with this subgroup will be supported by the representation of the Integrated Care Board. S
- Thames Valley Probation
- Royal Berkshire Fire and Rescue Service

All virtual members will be invited to offer assurance to the SAB on safeguarding practice at least once a year.

When required the SIG will seek advice and support from the SAB Voluntary Care Sector and Healthwatch Subgroup.

Attendance

If unable to attend any meetings all members are required to send a suitable substitute who is fully briefed on the agenda and is able to contribute to the meeting in full.

When a member is unable to attend and a substitute is not available, there should always be a written update provided to the meeting.

Frequency

Standing meetings of the subgroup will be held at least quarterly. Meeting frequency will be increased and/or Task and Finish Groups will be set up where necessary for the subgroup to deliver on its aims.

Chairing and Quoracy

There will be 2 chairs in place which will be reconsidered by the SAB every 2 years. The subgroup will be supported by the SAB Business Manager.

To be quorate, at least 1 of the Chair and at least 3 other members from different organisations will be present. At least 2 LA's.

When meetings are not quorate, or a decision has been made by the attending Partners that the delegated authority has insufficient seniority, challenge and escalation to the absent Partner should be standard practice.

Review of Terms of Reference

The Terms of Reference will be reviewed every 2 years. Any changes must be agreed by the SAB.

These Terms of Reference will be reviewed and updated every 2 years.

Date Agreed SIG: May 2024

Date Agreed SAB: June 2024

Acknowledgements

Thankyou to the Berkshire West Safeguarding Children Partnership, whose Independent and Scrutiny Impact Terms of Reference were used to created this document.