



TERMS OF REFERENCE

MISSION STATEMENT:

West of Berkshire Safeguarding Adults Board:
Preventing abuse and empowering adults to stay safe.

Purpose of the Board:

The Safeguarding Adults Board (SAB) is a multi-agency partnership that leads the strategic development of safeguarding adults work across the West of Berkshire. The SAB is the body which holds individual agencies to account on their effectiveness in delivering their responsibilities under Safeguarding Adults.

The overarching aims of the Board are to:

- Ensure that partner agencies have preventative measures in place to lessen the likelihood of abuse occurring.
- To increase the opportunities for prevention, by raising the awareness of safeguarding issues amongst the general public, carers, service users, voluntary and paid workers.
- Ensure 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.
- Provide a framework for inter-agency development of safeguarding policy, including lessons learned from practice across West of Berkshire and nationally.
- To be a critical friend to partners, agencies and individuals involved in safeguarding matters and, by doing so, increase the prevention of abuse and improve the response to abuse that occurs.
- 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:

Functions of the Board

The Safeguarding Adults Board will work to:

- Raise public awareness of adult abuse, neglect and safeguarding adults work, including grooming and an understanding of the right of every person to live their life free from abuse and exploitation.
- Co-ordinate and monitor the effectiveness of safeguarding adults work across Berkshire ensuring strategic plans clearly identify priorities and agreed outcomes. Whilst the Board has a role in co-ordinating and ensuring the effectiveness of local individuals and organisations work to safeguard and promote the wellbeing of adults, it is not accountable for their operational work.
- Develop 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.
- Set its key priorities in the form of a business plan.
- Ensure safeguarding matters are embedded into the commissioning of all services.
- Regularly review and update existing inter-agency frameworks, policies and procedures that have been designed to safeguard and promote the independence and well being of people who may be vulnerable to abuse and neglect.
- Develop and deliver multi-agency training in accordance with a work force development strategy and agreed standards, ensuring staff and volunteers have the appropriate knowledge to confidently carry out their roles in accordance with safeguarding requirements.
- Analyse and review the safeguarding activities of agencies through consistent and timely data collection.
- Ensure the inclusion of 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.
- To share the findings and lessons to be learned from any SAR within each Authority and partner agencies at every level.
- To 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 sub groups 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.
- Provide an annual report of its work to member organisations, other partnerships and the public.

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

Governance

The purpose of the Governance Sub-group is to:

- Scrutinise the work of the Board, challenging where necessary to ensure excellence;
- Ensure multi-agency commitment is effective and sustainable; and
- Ensure partner agencies have robust accountability mechanisms in place.

Partnership and Best Practice

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.

Communication and Publicity

The purpose of the Communication and Publicity Sub-group is to:

- 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

The purpose of the Performance and Quality Subgroup is to develop robust mechanisms which assure the SAB that good practice to safeguard vulnerable adults is delivered consistently by partner agencies. Areas of weakness are identified and strategies developed to make improvements when the need arises.

Learning and Development

The purpose of the Learning and Development subgroup is to:

- Ensure that the Berkshire Multi-agency Safeguarding Adults Policy and Procedures (the Procedures) are used within training delivery
- 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

The purpose of the SAR Panel is to ensure that:

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