



TERMS OF REFERENCE

Purpose of the Board:

The West of Berkshire Safeguarding Adults Board (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 SAB is established in line with duties set out in s43 and Schedule 2 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:

- 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, Berkshire West Safeguarding Children Partnership, Health and Wellbeing Boards.
- 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 mechanisms are in place to raise awareness of safeguarding issues amongst the general public, carers, service users, voluntary and paid workers.
- Ensure that partner agencies have preventative measures in place to lessen the likelihood of abuse occurring.
- Hold to account those organisations with safeguarding responsibilities.
- To promote and follow the following common objective: "Safeguarding, the protection of people at risk is everyone's business. Risk comes in many forms and is not always obvious.

We ask all our staff:

- To demonstrate an understanding of Safeguarding within your role;
- To be proactive in identifying people at risk;

- To take responsibility, assess and take positive action to keep people safe;
- To fully report and refer, both internally and to relevant partner agencies.

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 SABs:

- 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.
- 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.
- Ensure that learning through SARs and Audits is embedded across the partnership.

Membership

Core membership of the Board is as follows:

- Clinical Commissioning Groups (CCGs)
- Berkshire Healthcare Foundation Trust (BHFT)
- Emergency Duty Service (EDS)
- Reading Borough Council (RBC)¹
- Royal Berkshire Fire and Rescue Service (RBFRS)
- Royal Berkshire NHS Foundation Trust (RBFT)
- South Central Ambulance Service, Berkshire Division (SCAS)
- Thames Valley Police (TVP)
- West Berkshire District Council (WBDC)¹
- Wokingham Borough Council (WBC)¹

The following members are virtual panel members who will attend Board meetings when there are items on the agenda specific to their areas:

- Thames Valley Community Rehabilitation Company
- NHS England Thames Valley Area Team
- National Probation Service
- Legal Representative
- Community Safety Partnerships

The following members are invited to attend the Board, but are able to attend if and when they feel that the agenda is appropriate to their organisations.

- Healthwatch Reading
- Healthwatch Wokingham
- Healthwatch West Berkshire
- Reading Voluntary Action
- Involve Community Wokingham
- Volunteer Centre West Berkshire

There is a specific subgroup for these organisations which is held on a six monthly basis.

The Board meetings are chaired by an Independent Chair.

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

The Lead Members for Adult Social Care are politically accountable for ensuring the local authorities fulfil their legal responsibilities for safeguarding and promoting the welfare of adults and should provide the political leadership needed for the effective co-ordination of work with other agencies with safeguarding responsibilities and should be a 'participant observer' member of the SAB. As such, the Lead Member will attend meetings as an observer when the meeting is held in their area, receive all written reports, engage in discussions, ask questions and seek clarity, but will not be part of the decision-making process and thus will have the independence to challenge when necessary from a well-informed position.

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

¹ Adult Social Care, Housing
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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.

If there is any possibility of conflict of interest, the Board member should declare their interests to the Board Chair.

To be quorate the Board meetings requires at least five members, representing at least four separate agencies, to be quorate. This quorum should always include either the Independent Chair or Business Manager. No decisions can be made without the meeting being quorate.

Core Members are required to attend 75% of Board meetings, attendance will be monitored by the SAB.

Links with other Boards

The Board is working towards established links with the following Groups/Boards; common priorities will be identified for joint working approaches to meet the required outcomes:

- Community Safety Partnership, West Berkshire - a representative for both Boards is on the distribution lists.
- Community Safety Partnership, Reading – a representative for both Boards is on the distribution lists.
- Community Safety Partnership, Wokingham – a representative for both Boards is on the distribution lists.
- Health and Wellbeing Board, West Berkshire – The SAB Chair will present the SAB Annual Report to the Boards, opportunities for joint working will be identified and implemented.
- Health and Wellbeing Board, Reading – The SAB Chair will present the SAB Annual Report to the Boards; opportunities for joint working will be identified and implemented.
- Health and Wellbeing Board, Wokingham– The SAB Chair will present the SAB Annual Report to the Boards, opportunities for joint working will be identified and implemented.
- Berkshire West Safeguarding Children Partnership – minutes, business plans and annual reports are shared as standard between the Boards.

Subgroups of the Board and their Purpose

All subgroup are required to set an action plan to deliver the outcomes within the business plan, providing clear measures for success. Subgroup chairs and West Berkshire lead for the Policies and Procedures group, will meet on a quarterly basis, with the Independent Chair and Business Manager; to discuss business plan progress and to ensure that the Subgroups are working together effectively.

Performance and Quality

- To set an action plan to deliver the outcomes within the business plan
- Provide an interface with the Pan Berkshire 'Policy and Procedure' group
- Develop a range of mechanisms for measuring outcomes in respect of assuring the SAB about the effectiveness of safeguarding activity in practice, including implementation of Action Plans from SARs and trends being identified through data reporting
- Oversee performance and data quality of all safeguarding activity across the area
- Develop and maintain a framework, which ensures there are effective and accountable quality performance indicators and monitoring systems in place

- Produce regular reports to the SAB, which ensures a consistent approach and good quality of safeguarding provision is maintained across all partner agencies
- Consider trends in safeguarding activity and share these with the SAB and the other subgroups for them to support relevant work, as required

Learning and Development

- Ensure that the Berkshire Multi-agency Safeguarding Adults Policy and 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.

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.

Safeguarding Adults Review Panel

- Develop a range of options/models for undertaking SARs
- Consider all requests for SARs
- Where it is agreed a SAR is required to agree the most effective and proportionate type of SAR to commission
- Commission, manager and monitor any reviews
- Keep the SAB informed of any reviews
- Share Action Plans from reviews with SAB and with relevant

Policy and Procedures – Berkshire wide

The Policy and Procedures Sub Group has the responsibility for undertaking the development and review of Policy and Procedures by:

- 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 four SABs in Berkshire for agreement and adoption;

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- 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”;
- Sharing information and good practice and promoting, where appropriate, joint development of common procedures.

The lead for the Berkshire SAB will be responsible for:

- Co-ordination of local policies and procedures updates when the Policy and Procedures Subgroup introduce/update a policy or procedure
- Ensure local standards, policies and procedures are in place and are updated at least annually, both in line with Pan Berkshire developments and wider legislative or guidance changes
- Ensure the importance of safeguarding adults is included in other policy documents, e.g. Domestic Abuse, Safeguarding Children etc.

Voluntary Care Sector and Healthwatch

- To open communication between SAB, VCS and Healthwatch across the partnership to ensure that their knowledge is considered when agreeing board priorities.
- To contribute to work of the SAB
- Specific Business Plan tasks

Subgroup Chairs

A forum to regularly to check and discuss progress against the Boards Business Plan; ensuring that subgroups have insight into each other’s work to avoid duplication and promote best practice.

Sign Off Dates

- SAB - 3rd December 2020

Review Date

December 2022