



TERMS OF REFERENCE

Purpose of the Board:

The Isle of Wight Safeguarding Adults Board (SAB) is a multi-agency strategic partnership made up of senior officers within adult social care, police, health, housing, community safety, residential and nursing home sector, Healthwatch, and voluntary organisations. It coordinates the strategic development of adult safeguarding across the Isle of Wight 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 Isle of Wight 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 Partnership, Domestic Abuse Forum, Local Safeguarding Children's Partnership, Health and Wellbeing Board.
- 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 Isle of Wight.
- 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 Isle of Wight 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.

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- 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:

- Isle of Wight Adult Social Care
- Isle of Wight Clinical Commissioning Group
- Hampshire Constabulary
- Isle of Wight NHS Trust
- Isle of Wight Care Partnership
- Isle of Wight Council Housing
- Isle of Wight Council Regulatory Services and Community Safety
- Southern Housing Group
- Public Health
- Isle of Wight Community Rehabilitation Company
- HMP Isle of Wight
- Care UK
- Isle of Wight National Probation Service
- Isle of Wight Fire and Rescue Service
- Healthwatch Isle of Wight
- Isle of Wight Voluntary Sector
- Portsmouth & Isle of Wight Diocese
- Department of Work and Pensions

The Board meetings are chaired by an Independent Chair.

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

The Lead Member for Adult Social Care is 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 wellbeing of adults within their organisation and have the authority to hold their agency or organisation to account, precipitating and influencing change where appropriate.

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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, Isle of Wight - a representative for both Boards is on the distribution lists.
- Health and Wellbeing Board, Isle of Wight – The SAB Chair will present the SAB Annual Report to the Boards, opportunities for joint working will be identified and implemented.
- Local Safeguarding Children's Partnership – minutes, business plans and annual reports are shared as standard between the Boards.

Subgroups of the Board and their Purpose

All subgroups are required to set an action plan to deliver the outcomes within the business plan, providing clear measures for success. Subgroup chairs 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
- 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 Isle of Wight Multi-agency Safeguarding Adults Policy and Procedures are used within training.
- Develop and regularly review the training standards.

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- 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

- 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, manage and monitor any reviews
- Keep the SAB informed of any reviews
- Share Action Plans from reviews with SAB and with relevant agencies

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 Date

- January 2020

Review Date

- January 2021

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