



Isle of Wight Safeguarding Adults Board

Constitution

January 2020

Contents

1. Purpose	Page 3
2. Function of the Board	Page 4
3. Governance and Accountability	Page 5
4. Structure of the Board	Page 8
5. Subgroups	Page 11
6. Strategic Plan	Page 12
7. Annual Report	Page 13
8. Funding	Page 13

Appendices

A - Memorandum of Understanding	Page 14
B - S45 of the Care Act	Page 17
<i>C-F – Sub-group Terms of Reference</i>	
C – Safeguarding Adult Review Sub-Group	Page
D – Quality Assurance & Performance Sub-Group	Page
E – Workforce Development Sub-Group	Page 24
F – Health Sub-Group	Page 26

Isle of Wight Safeguarding Adults Board Constitution

The following SAB partner agencies have signed up to the Isle of Wight SAB Constitution:

- 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 Constitution will be reviewed every 2 years.

1 PURPOSE

The Isle of Wight SAB covers the Local Authority area of the Isle of Wight.

The Isle of Wight Safeguarding Adults Board (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.

Statutory safeguarding responsibilities arise where there is reasonable cause to suspect that an adult:

- a) Has needs for care and support (whether or not the authority is meeting any of those needs);
- b) Is experiencing, or is at risk of, abuse or neglect; and
- c) As a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

The SAB's objective is to ensure that local safeguarding arrangements and partnerships act to help and protect adults at risk of, or experiencing, neglect and/or abuse, hereafter referred to as *adult*.

The 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 Isle of Wight and ensures the effectiveness of the work undertaken by partner agencies in the area.

In achieving the above, the following six key principles must be followed:

Empowerment: Presumption of person led decisions and informed consent.

Prevention: It is better to take action before harm occurs.

Proportionality: The least intrusive response appropriate to the risk presented.

Protection: Support and representation for those in greatest need.

Partnership: Local solutions through services working with communities.

Accountability: Accountability and transparency in delivering safeguarding.

2 FUNCTION OF THE BOARD

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 Boards:

- 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.

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 key functions of the SAB are to:

- Offer advice and assistance regarding safeguarding responsibilities and promote the understanding that **'safeguarding is everyone's responsibility'**.
- Co-ordinate what is done by each person or body represented on the Board for the purposes of safeguarding and promoting the welfare of adults in the area; and
- Ensure the effectiveness of what is done by each person or body for that purpose.

In order to deliver these functions, the SAB will *develop* policies and procedures and, where relevant, *oversee* the development of policies and procedures within partner agencies to:

- Establish ways of analysing and interrogating data on safeguarding notifications and completed enquiries which increases the SAB's understanding of the prevalence of abuse and neglect locally that builds up a picture over time.
- Hold partners to account and gain assurance of the effectiveness of its 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.
- Develop preventative strategies that aim to reduce instances of abuse and neglect in its area.
- Identify types of circumstances giving grounds for concern and when they should be considered as a referral to the local authority as an enquiry, including referral pathways and thresholds for intervention.
- Formulate guidance about the arrangements for managing adult safeguarding, and dealing with complaints, grievances and professional and administrative malpractice in relation to safeguarding adults.
- Develop strategies to deal with the impact of issues of race, ethnicity, religion, gender, sexual orientation, age, disadvantage and disability on abuse and neglect.
- Balance the requirements of confidentiality with the consideration that, to protect adults, it may be necessary to share information on a 'need-to-know basis'.
- Identify mechanisms for monitoring and reviewing the implementation and impact of policy and training.

- Carry out Safeguarding Adult Reviews and advise Board Partners on lessons to be learned.
- Publish a Strategic Plan and an Annual Report.
- Evidence how SAB members have challenged one another.
- The Board will engage in any other activity that facilitates the achievement of its objectives.

3 GOVERNANCE AND ACCOUNTABILITY

3.1 BOARD MEMBERS

Board Members represent their agencies and must be of sufficient seniority to do so, and they also have a responsibility to ensure effective safeguarding within their agencies and across partner agencies.

3.2 DECLARATION OF POTENTIAL CONFLICTS OF INTEREST

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

3.3 RELATIONSHIP WITH OTHER STRATEGIC BOARDS

In order to ensure an ongoing and direct relationship with other key strategic Boards and bodies the Board will have in place protocols to outline its relationship with the Local Safeguarding Children Partnership, the Health and Wellbeing Board and the Community Safety Partnerships in the area.

The Board's Annual Report will be submitted to these Boards on an annual basis. Similarly the other Boards will submit their annual reports to the SAB.

The Board's Chair will raise any concerns the SAB may have regarding the effectiveness of the arrangements these Boards and Partnerships or their members in safeguarding adults.

3.4 ACCOUNTABILITY

The SAB is accountable to the Chief Executive of the Council and Lead Member for Adult Social Care in respect of its governance. However, the SAB will act independently in respect of monitoring safeguarding arrangements and it is within its remit to scrutinise the safeguarding arrangements of all responsible organisations within the Isle of Wight.

The Board is accountable to its core funding partners and as good practice the Strategic Plan, Annual Report and the Business Plan will be shared with all the executive bodies of partner agencies.

It is the responsibility of the Chief Executive Officer and the Lead Member for Adult Social Care, as well as of partner agencies to ensure that an effective local Safeguarding Adults Board is in place.

3.5 THE ROLE OF ELECTED MEMBERS AND NON-EXECUTIVE DIRECTORS

The Isle of Wight SAB covers one Local Authority area and as such has one Director and one Lead Member of Adult Social Care to which it is accountable.

The Lead Member for Adult Social Care is politically accountable for ensuring the local authority fulfils its 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.

The Lead Member for Adult Social Care in the Local Authority will pay particular attention to how the Local Authority is fulfilling its responsibilities to safeguard and promote the welfare of adults.

Other Local Authority elected members and non-executive directors of other Board partners cannot be members of the Isle of Wight SAB.

The Lead Member for Adult Social Care can ask to speak to the Chair in order to seek the Chair's view on the Board's effectiveness and whether partners are fulfilling their responsibilities. The Lead Member should inform the Director of Adult Social Care of their intention to do so. The Chair may also contact the Lead Member and should likewise inform the Director of Adult Social Care.

3.6 THE FUNCTION OF CHALLENGE

One of the primary functions of the Isle of Wight SAB is to set in place quality assurance mechanisms to monitor the effectiveness of work carried out by the partners to safeguard and promote the well-being of adults. This covers not just the quality of the joint work that goes on between partner agencies, but also the quality of the work within individual agencies.

The Isle of Wight SAB will receive and scrutinise regular quality-assurance reports by individual agencies to identify good practice and highlight any shortcomings within those agencies. If shortcomings are identified, the SAB and the agency in question will agree a remedial action plan. The implementation and resulting impact of the action plan will be reviewed by the SAB.

If a Board partner is found not to be performing effectively in safeguarding and promoting the welfare of adults, and the SAB is not convinced of the adequacy of the planned action to improve practice, the Chair, in consultation with the relevant Director of Adult Social Care, will seek to provide support and ensure adequate action is taken to improve practice.

Whilst the Isle of Wight SAB has a role in coordinating and ensuring the effectiveness of work by local individuals and organisations in relation to safeguarding and promoting the welfare of adults, it is not accountable for their operational work. Each Board partner has their own existing lines of accountability for safeguarding and promoting the welfare of adults by their services. The Isle of Wight SAB does not have the power to direct other organisations.

3.7 DISPUTE RESOLUTION BETWEEN BOARD PARTNERS

The SAB always seeks to operate on a consensus basis. If it is not possible to reach a consensus, members will be required to undertake a formal vote on a simple majority basis which will be recorded. Each statutory agency's representative in attendance will have a single vote. In the event of a tied vote, the Chair will have the casting vote.

If there is a dispute between Board partners, dispute resolution procedures will be followed. Within 28 days of the Board determining that a dispute exists, the Isle of Wight SAB Chair, in consultation with the Director of Adult Social Care, will convene a joint meeting of the parties in dispute. This should take place as soon as is reasonably practicable, but within three months. In most cases the Chair of the SAB will chair the meeting. The agenda will be agreed jointly by the Chair and the parties in dispute. The aim of this meeting is for both parties to agree a formula for resolving the dispute or agreeing the issues that separate them and possible ways forward.

Where there is no agreement, either party may suggest to the Chair that an independent mediator be appointed to resolve the dispute; this course of action requires the agreement of the partners. If they cannot agree this within 28 days, the Chair, in consultation and agreement with the Director of Adult Social Care may refer the dispute to a Chartered Institute for Arbitrators to be resolved.

If there is a dispute between an Isle of Wight SAB partner and the Chair, similar dispute resolution procedures will be followed. The Director of Adult Social Care will convene a joint meeting of the parties in dispute within the same timescales and with the same aims as above. Where there is no agreement, either party may suggest to the Director of Adult Social Care that an independent mediator be appointed. If the partners cannot agree this within 28 days the Director of Adult Social Care, in consultation with the Chief Executive, may refer the dispute to the Chartered Institute for Arbitrators to be resolved.

3.8 ROLE OF INDEPENDENT CHAIR

The Chair is appointed by leads from the three statutory agencies of the SAB. There will be a clear role description for the Chair. The Chair's role will include the requirement to challenge partner agencies at a senior level where there are concerns about safeguarding performance or systems. The Chair will provide independent leadership and strategic vision to the SAB and ensure that the SAB has an independent, objective and authoritative identity.

The Chair is responsible for chairing all main Isle of Wight SAB meetings. The Chair will agree the agenda and correct and agree the minutes. The Chair will represent the Board at formal meetings with other Partnerships and scrutiny bodies.

The Chair will present an Annual Report of the Isle of Wight SAB's activities, including an assessment of the effectiveness of the local safeguarding arrangements and the challenges for the next year to relevant statutory bodies.

The Chair is also responsible for raising safeguarding issues with relevant statutory bodies as the representative of the Isle of Wight SAB and challenging the Board and its members if these are not addressed appropriately.

The Chair should be independent, either as a voluntary or paid position under contract. The Chair does not report directly to the Chief Executive or the Lead Member but should liaise with them and brief them on any issues of note and meet with them on an annual basis for a review of safeguarding governance and arrangements.

Board members will, with the Director of Adult Social Care, review the appointment annually to consider how effective the current arrangements are and whether the objectives of the Board are being met under the current Chair. The role of the Independent Chair is held for a period of 3 years to ensure consistency and continuity. Thereafter, a review of employment should be undertaken, and members consulted on the continuation of the Chair.

4 STRUCTURE OF THE BOARD

4.1 FREQUENCY OF MEETINGS

The SAB will adopt the financial year April 1st – March 31st. The full board will meet at least four times per year.

Extraordinary meetings may be called by the Independent Chair where a need arises. As much notice as possible will be given.

4.2 MEMBERSHIP

The full board will be chaired by the Independent Chair, who will agree the agenda. The SAB will elect a vice chair who will chair the meeting on occasions that the Independent Chair is unable to do so.

Organisations must designate particular, named people as their representative on the Isle of Wight SAB so that there is consistency and continuity in the membership of the Board. Members are required to nominate a suitable alternative representative in the event of them being unable to attend a meeting.

Membership should be from all key agencies or major service areas represented, and at as senior level as possible. The representative should hold a strategic position within their organisation with respect to safeguarding and promoting the welfare of adults. Board members and any suitable alternative representative must be:

- experienced in the work of their organisation;
- able to explain their organisation's priorities;
- able to promote the aims of the SAB;
- understand pressures facing front line practitioners;
- able to speak with authority within their organisation;
- hold their organisation to account; and
- commit their organisation on policy and practice and to agreed actions, including those with financial implications.

Members of the Isle of Wight SAB have a duty to contribute effectively to the work of the Board and its sub-groups.

Board members will also be responsible for cascading information about the activity of the SAB as well as local and national developments to senior management teams and Executive Boards within their own agency.

In the event of a member no longer being able to represent their agency, reasonable notice should be given to the Independent Chair so that a replacement may be found.

The Board regularly reviews membership to ensure it reflects those organisations that have a key role in safeguarding across the Isle of Wight and to ensure service users' views can be included within the voice of the Board.

The Isle of Wight SAB will include one senior representative from the organisations / services below:

- 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
- Isle of Wight Safeguarding Children Partnership

The SAB will secure the involvement of other relevant organisations, either by inviting them to be representatives of subgroups or through invitation for specific issues for discussion at a SAB meeting or through some other mechanism. In addition, links will be maintained with the following:

- Joint Legal Team
- Public Health and substance misuse team
- Domestic abuse forum
- Service user and carer forums
- MAPPA
- MARAC
- Advocacy services
- Department for Work and Pensions
- Office of the Public Guardian
- Coroner's office
- Care Quality Commission
- Prevent Board and Channel Panel

At the discretion of the Chair, advising officers and observers can attend Board meetings. Advising officers provide information and professional expertise. They and observers may, at the discretion of the Chair, address meetings but are not members of the Board and cannot vote.

4.3 ATTENDANCE

For the Board to be successful and to achieve its goals it needs to be truly reflective of all partner agencies. Attendance at the Board is essential to its success. Board members are expected to attend a minimum of 75% of Board meetings.

For some individuals in smaller organisations, it is accepted that a 'virtual membership' is the only way they can commit to the Board. Rather than lose their voice, the Board will list these individuals as members and they will receive all minutes and paperwork and be informed by the Business Manager of agenda items that may be of specific interest to them or issues that the Board would like them to comment on.

Attendance at Board and subgroup meetings will be monitored and reported as part of the SAB's Annual Report and any issues regarding attendance of agencies will be raised with the agency concerned.

4.4 QUORACY

A meeting of the Isle of Wight SAB 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.

4.5 RECORDS AND CONFIDENTIALITY

The minutes of the Isle of Wight SAB meetings will be entered as a permanent record and submitted for approval at the next meeting.

The meetings of the Isle of Wight SAB will not be held in public, although the minutes of the Board will, subject to issues of confidentiality and legal considerations, be a public document and posted on the website.

Minutes are also shared with the Independent Chair and Business Managers of the Local Children's Safeguarding Partnership in the area.

Documents relating to Safeguarding Adults Reviews are only shared with the SAR Panel members and anonymised summaries are provided to the Board.

Papers must not be shared by Board members without the permission of the Independent Chair.

5 SUBGROUPS

There are four Subgroups which meet quarterly, usually in advance of the Board meeting, and provide a written report to each Board meeting. Time limited tasks groups may be set up for individual pieces of work. These will be agreed and monitored by the Board. The terms of reference for each sub-group can be found in the appendices.

5.1 PERFORMANCE & QUALITY SUBGROUP

The Subgroup aims to

- 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

5.2 WORKFORCE DEVELOPMENT SUB-GROUP

The sub-group aims to:

- Ensure that the Isle of Wight 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.

5.3 SAFEGUARDING ADULTS REVIEW PANEL

The aims of the SAR Panel are to ensure that:

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

5.4 HEALTH SUB-GROUP

The sub-group aims to:

- To review local, regional and national guidance relevant to health services in relation to child and adult protection and safeguarding and to make recommendations as appropriate.
- To identify and address concerns in relation to the delivery of services and/or interagency working within the health economy.
- To provide a forum for open and honest strategic discussion of child/adult protection and safeguarding in health services across the Isle of Wight and to provide a common health voice at IOW SCB and SAB.

6 STRATEGIC PLAN

The SAB will publish a Strategic Plan covering each financial year outlining its strategy for achieving its objectives and what each member is to do to implement that strategy. In preparing its strategic plan, the SAB will consult with Board members, Healthwatch and other stakeholders including the local community, specifically adults who have experienced the safeguarding process.

The Strategic Plan will outline a set of key priorities and objectives which the SAB will use as benchmarks to assess the performance and effectiveness of local services in relation to safeguarding related activities. The scope of the SAB includes a broad range of activities to improve outcomes for adults at risk by promoting awareness, improving practice and learning and the prevention of harm to adults across a range of areas of activity.

Individual partners are expected to use their own internal governance arrangements to seek wider endorsement of and contribution to the plan.

7 ANNUAL REPORT

Each year the SAB will publish an Annual Report outlining the progress of safeguarding adults work in the Isle of Wight in the past year. The Chair will coordinate the production of the annual report, but this will be agreed by the Partner agencies and will detail:

- what it has done during that year to achieve its objective;
- what each member has done during that year to implement the objectives of its Strategic Plan;
- the findings of any safeguarding adults' reviews which have concluded in that year (whether or not they began in that year);
- the reviews arranged by it under that section which are ongoing at the end of that year (whether or not they began in that year);
- what it has done during that year to implement the findings of any SARs; and
- where it decides during that year not to implement a finding of a review arranged by it under that section, the reasons for its decision.

The SAB will send a copy of the report to:

- The Chief Executive of all partner agencies.
- The Leader of the Isle of Wight.
- The Chair of the Health and Wellbeing Board.
- The Chair of the Local Safeguarding Children's Partnership.
- Healthwatch.

The Isle of Wight SAB Strategic Plan, Business Plan and Annual Report will be public documents and will be published on the Board's website.

8 FUNDING

The SAB's funding partner agencies will contribute annually, at an agreed payment level or, where previously agreed through services in kind to the funding required to meet the responsibilities, duties and objectives of the SAB. The members agree to the establishment and maintenance of a pooled fund which will be managed by the host Local Authority on behalf of Board Partners. The fund will be used for resourcing the Board to ensure it meets its responsibilities, duties and objectives. A transparent budget monitoring process will be employed by the host Local Authority, with regular updates provided to the Board. Any unspent funds will be carried over to the next financial year. The financial year will run from the 1 April to the 31 March the following year, with contributing agencies being invoiced by the 1 October each year.

Memorandum of Understanding ***Board Member Roles and Responsibilities***

1 IN RELATION TO THE BOARD MEETINGS:

- To attend all meetings and for the whole meeting. The minimum expectation is to attend 75% of meetings in a year.
- To be punctual.
- To read all papers prior to the meeting and be prepared to contribute to the discussion.
- To nominate a named deputy who will attend on occasions when attendance is not possible who will be properly briefed to address the issues on the agenda, to present relevant agenda items and to make decisions on behalf of the agency.
- To declare any conflict of interests to the SAB Chair.

2 IN RELATION TO THE BOARD MEMBER'S OWN AGENCY

The key role is to champion and lead the safeguarding agenda within their agency, to include the following activities:

- To promote the need for a named lead for Safeguarding Adults within their agency.
- To ensure that relevant departments within their agency contribute to the safeguarding work of the Board:
 - Human Resources contribution to Safe Recruitment.
 - Finance contribution to the budget for safeguarding work.
 - Training contribution to single agency and multi-agency training programme for safeguarding.
 - Media and Communications Teams contribution to media management and publicity.
 - Data and ICT contribution to the Safeguarding Agenda.
 - Information systems.
- To bring to the SAB agenda, issues regarding safeguarding that relate primarily to their own agency, but which have implications for the co-operation between agencies and the monitoring role of the Board e.g. performance assessments, audits of practice, new guidelines either national regional or local.
- To alert to independent chair of any potential conflict of interest when carrying out Board business.

3 IN RELATION TO THE BOARD'S BUSINESS

- To lead on key activities outlined in the Business Plan and work programmes of the Subgroups and any additional activities to deliver the key priorities and outcomes of the SAB.
- To be prepared to chair and participate in subgroups and task and finish groups and to resource these from their agencies where necessary, making sure that representatives are briefed about the strategic context and priorities of the SAB, attend regularly and make relevant contributions.
- To work within their agencies to ensure that information is communicated efficiently and that activities within the agency are coordinated.
- To communicate key messages about safeguarding within their own agencies.
- To complete required tasks within agreed deadlines.
- To share accountability for multi-agency work in safeguarding proactively.
- To be responsible for identifying poor performance in safeguarding practice within their agency and other agencies, and where responsible for that area of work, acting to address this or bringing it to the attention of the relevant person. Where poor practice continues despite intervention or due to circumstances beyond the individual's sphere of influence, to bring the concerns to the Board.
- Where required, be a member of a Safeguarding Adults Review Panel and carry out the responsibilities this entails or commission such membership from within their agency.

4 IN RELATION TO OTHER PARTNER AGENCIES:

- To know and understand the roles and responsibilities of other agencies and to hold them to account.
- To support other agencies by respecting and valuing their contribution and actively seeking to contribute to the work they are leading on, ensuring that activity is collaborative and avoids duplication or creating avoidable gaps in provision.
- To challenge attitudes, actions and practices that do not support the objectives of the SAB.
- To deliver on the Business Plan and work programme(s) and to contribute to the identification and review of priorities.
- To provide support to the agency representatives on the SAB subgroups in identifying and accessing sources of performance information in order to contribute to the performance management and priorities for the SAB.

5 THE SAB COMMITMENT TO MEMBERS

The SAB is supported by an Independent Chair and Business Manager and the following processes are in place to support the work of the board, individual members and their agencies.

- All papers will be sent out a minimum of one week (5 working days) before each meeting.
- Minutes will be sent out 2 weeks after the meeting to ensure that actions can be completed.

Classification: OFFICIAL

- To ensure the effectiveness of the board, reminders on action points will be sent in a timely fashion.
- Board meetings are quarterly and will last for three hours.

I the undersigned confirm my role as member of the Isle of Wight SAB and agree to carry out my responsibilities as set out in the Board's Constitution.

Name and Position:

Signature:

Date:

I confirm membership of the above and welcome them to the Isle of Wight SAB.

Name and Position: Teresa Bell SAB Independent Chair

A handwritten signature in black ink that reads "Teresa Bell". The signature is written in a cursive style with a large initial 'T'.

Signature:

Arrangements to Apply the SAB's Powers Under s45 of the Care Act

The Care Act introduces a new duty for Safeguarding Adults Boards. In essence section 45 of the Care Act means that:

- A person must supply information on request by the SAB if he/she is likely to have information relevant to the SAB's functions.
- The information can be about the person, or a function or activity they engage in, or a person in respect of whom they exercise the function / activity.

The power to request information could be used when carrying out a Safeguarding Adults Review, but might also assist in the context of an ongoing safeguarding investigation, particularly if issues are raised about the disclosure of relevant information. The request places the person it is made to under a duty to disclose.

It is the Board rather than Adult Social Care or any other agency which has the power to request disclosure.

The SAB has agreed an arrangement for requesting information in urgent cases, as outlined in the following procedure:

1. As the delegate of the Safeguarding Adults Board, the Chair or her nominee may request proportionate and relevant information which is required to assist in a safeguarding adults investigation.
2. A referral may be made to the Chair and should identify the agency or individual and the information sought from them, together with a brief statement of the reasons for seeking disclosure, and timescale. In specifying a timescale for disclosure, the Chair will consider both the urgency of the request and the time likely to be needed to make available the information requested.
3. The Chair will consider the referral and decide whether to make a request. Any individual or agency recipient will be given the opportunity to state any exceptional reasons for withholding information which has been requested. In deciding whether to make a request, the Chair will consider any exceptional reasons put forward for withholding some or all of the information and will balance these against the likely importance of the information to the achievement of the Board's functions. Any objections to a request under section 45 could be referred to an independent third party, whose decision on behalf of the Board would be final.

Isle of Wight Safeguarding Adults Board

Safeguarding Adult Review Sub-Group

Terms of Reference

1. Purpose

The Safeguarding Adult Review (SAR) Sub-group supports the IOW SAB Independent Chair in commissioning and overseeing Safeguarding Adult Reviews (SARs) and other reviews of practice and recommending ways in which the learning and improvement from such reviews can be embedded into practice.

2. Objectives

To involve agencies, staff and families in a collective endeavour to reflect and learn from what has happened in specific cases in order to improve practice in the future.

3. Responsibilities

- a) To maintain the IOW SAB Learning and Review Framework.
- b) To provide an opportunity for a serious incident to be reviewed in a culture that is experienced as fair and just by all concerned.
- c) To recommend to the SAB Independent Chair whether a case meets the criteria for a SAR and produce proposed terms of reference and review methodology for approval by the Independent Chair.
- d) For cases that do not meet the criteria for a SAR, to recommend an alternative case review (such as a Multi-Agency Partnership Review, Multi-Agency Reflective Workshop or Multi-Agency Audit), producing the terms of reference and review methodology for approval by the Independent Chair.
- e) Commissioning and overseeing all case reviews undertaken.
- f) To consider the most effective and proportionate ways of conducting reviews that highlight appreciative learning, and how to best disseminate good practice throughout agencies.
- g) Approving the final draft of any case review before presentation to the main Board.
- h) To recommend how the findings from any case review should be disseminated and a multi-agency action plan drawn up.
- i) To identify any risk factors to the Independent Chair that may impact on publication of any final report, including the safety and welfare of children and vulnerable adults should a report be published.
- j) To recommend how the IOW SAB should publish its response to any SAR. If required co-ordinate the response.

- k) To monitor the progress of all recommendations outlined in action plans from SARs and other types of reviews
- l) To monitor and review the action plans from any DHRs carried out by the Isle of Wight Community Safety Partnership (CSP). Accountability for the update, circulation and sign off of the DHR action plan will still remain the responsibility of the CSP Chair
- m) The premise on which the group operates will be that of challenge and transparency, with the concept of publication always in mind when commissioning a case review. This acknowledges the benefits of sharing learning through the direct engagement of front line practitioners and the SAB's drive to hold itself publicly accountable.
- n) To ensure lessons to be learned from Safeguarding Adults Reviews are conveyed to front line staff and managers through training sessions to promote improved practice. An annual learning event for senior management is to be held annually to facilitate organisational change.

4. Definition

For the avoidance of doubt, the SAR sub-group will work to the following criteria for undertaking a Safeguarding Adult Review as set out in Section 44 Care Act 2014:-

An SAB must arrange for there to be a review of a case involving an adult in its area with needs for care and support (whether or not the local authority has been meeting any of those needs) if there is reasonable cause for concern about how the SAB, members of it or other persons with relevant functions worked together to safeguard the adult, **and** condition 1 or 2 is met.

Condition 1 is met if the adult has died, **and** the SAB knows or suspects that the death resulted from abuse or neglect (whether or not it knew about or suspected the abuse or neglect before the adult died).

Condition 2 is met if the adult is still alive, **and** the SAB knows or suspects that the adult has experienced serious abuse or neglect.

5. Accountability

- a) The SAR sub-group will be directly accountable to the SAB Independent Chair.
- b) The SAR sub-group Chair will provide a quarterly report to the Board on the activity of the sub-group.
- c) Members will be accountable to the IOW SAB through their agency representative on the Board and through the Chair of the sub-group.
- d) Members will ensure that they are fully franchised to fulfil their role on the sub-group by their agency.
- e) Members will contribute their knowledge, professional time and influence upon resources to ensure that the group functions effectively.

- f) If members are unable to attend a meeting, they must nominate a deputy to attend from their agency, with the right level of seniority to contribute and commit to actions.

6. Membership

- a) Representation from each statutory agency and co-opted members.
- b) The sub-group chair will be appointed by the IOW SAB.
- c) The vice-chair will be appointed from within the sub-group.

7. Frequency of Meetings

Six weekly

8. Quoracy

The sub-group will be quorate if there is representation from the Local Authority, Police and the CCG.

9. Support from the Business Unit

- a) Send out the agenda and supporting papers at least one week in advance of the meeting.
- b) Produce and send out minutes and an action log to members.
- c) Maintain an up to date list of members and their contact details.
- d) Organise and provide administrative support for any task and finish groups commissioned

Date of Update: August 2018

Date of Review: August 2020

Appendix D



Isle of Wight Safeguarding Adults Board

Quality Assurance and Performance Sub-Group

Terms of Reference

1. Introduction

The Isle of Wight Safeguarding Adults Board has a duty to ensure the effectiveness of what organisations and agencies do in order to safeguard and promote the safety and wellbeing of adults at risk on the Island. Effective work in this area will contribute towards achieving better outcomes for adults at risk and protecting them from abuse.

2. Purpose

The Quality Assurance & Performance Group is a sub-group of the Isle of Wight Safeguarding Adults Board and membership of the group is from organisations represented on the Board.

The purpose of this group is to provide the IWSAB with appropriate information to be assured that all partners are consistently safeguarding adults across the Island and are working in accordance with the Care Act 2014, Statutory Guidance and the SHIP Multi Agency Safeguarding Procedures. The information collated through this group will help to inform the strategic priorities for the Board and business work plan.

There will be linkages across other sub-groups to ensure issues identified are addressed and quality assured. The work of the LSAB and its sub-groups will include a focus on whole family approaches to safeguarding.

3. Main Functions

- To work with the IWSAB Quality Assurance Framework
- To receive Performance Reports as agreed from Organisations – this information to include PREVENT and CHANNEL reports.
- To utilise data from Organisations that is consistent with national guidelines and to inform the Board on future data and audit requirements
- To review data from Organisations and from service users and carers to inform service improvement and delivery
- To ensure that the responsibility of taking appropriate actions rests with individual Organisations and not with the sub-group
- To identify themes or concerns of systemic abuse or reputational risk and making recommendations to the Board
- To disseminate information and share best practice.
- To ensure that appropriate links are in place with other Board sub-groups, so that work undertaken is not replicated

- To work in conjunction with the SAR sub-group to ensure that lessons have been embedded across the Island as directed by the Board
- To respect confidentiality of sensitive information provided by agencies.

4. Accountability

- a) To oversee and prepare regular performance reports for consideration by the Board
- b) To contribute to the production of the Board's annual report
- c) To maintain a forward plan of work each year with designated responsibility to group members.
- d) The Chair of this sub-group will be a member of the Safeguarding Adults Board.

5. Membership

The core membership of the sub-group will be composed of the LSAB statutory partners - the Police, the Local Authority and the CCG. Other members representing individual organisations must have sufficient delegated authority to effectively represent their agency and to make decisions on their agency's behalf. If members are unable to attend a meeting, they must nominate a deputy to attend from their agency, with the right level of seniority to contribute and commit to actions.

6. Frequency of Meetings

The group will meet 6 weekly as a minimum, though more frequent meetings may be necessary to complete specific case tracking exercises.

7. Quorum

This sub-group will be quorate if the three statutory partners - Police, Adult Social Care and CCG - are in attendance.

8. Reporting

The Chair of the sub-group will prepare an update report for the quarterly Safeguarding Adult Board meetings and contribute to the Board's annual report and strategic business plan.

9. Review

The Terms of Reference and membership will be reviewed and amended if necessary, on annual basis or sooner if deemed necessary.

10. Date agreed: 29th April 2019

11. Date for review: April 2020

Appendix E

Terms of Reference
Workforce Development Sub-group

6 Purpose

To understand need, procure, co-ordinate, promote, quality assure and evaluate training and development activities for the children and family workforce on behalf of the IOWSCP and IOWSAB.

7 Objectives

To annually review a training and development policy and produce a multi-agency training plan aligned to the IOWSCP and IOWSAB business plans that also reflects recommendations arising from inspections, audits and Local Learning Reviews/ Safeguarding Adult Reviews.

To monitor, quality assure and evaluate the effectiveness of multi-agency training, on frontline practice in safeguarding and promoting the welfare of children and families

8 Responsibilities

- Identify multi-agency learning and development needs by undertaking an annual needs analysis.
- Develop, maintain and review a multi-agency Training and Development policy.
- Support progress of relevant actions in SCP/SAB Business Plans

- Agree a costed programme of SCP/SAB and joint learning events and contribute to commissioning arrangements on behalf of the Partnership Board.
- Ensure that learning events remain up to date, relevant and provide local context.
- Ensure that the 'voice of the child' and a Family Approach is considered in the commissioning of the multi-agency training and development programme.
- Ensure that learning from audits, inspections and case reviews is incorporated within the multi-agency training and development programme.
- Consider opportunities for children to contribute to the SCP annual conference.
- Consider, through member updates, agency compliance with in-house and multi-agency training and to escalate risks to the SCP Business Group and Partnership Boards through the risk register
- Monitor and evaluate the quality and effectiveness of the programme of learning through observations and impact assessments.
- Work with other strategic boards to maximise co-commissioning of learning events to achieve efficiency and promote a family approach.

9 Accountability

- The Group will be directly accountable to the SCP Business Group and the SAB.
- The Chair will report to the Business Group/ SAB on quarterly basis the activity of the Group as well as training needs, issues relating to the provision and quality of training programmes and evaluation of impact.
- Challenge regarding the quality and range of safeguarding training provided by organisations will be made for the SCP through the Section 11, Safeguarding in Education audit processes and other audits of safeguarding training undertaken by IOWSCP/SAB

10 Membership

The group will have as a minimum membership of the following:

- Isle of Wight Council Children's Social Care
- IOW Clinical Commissioning Group
- Hampshire Constabulary
- Isle of Wight Council Learning and Development
- Education sector
- Voluntary sector
- Youth Offending Team
- Probation (NPS and CRC)

To ensure multi-agency support and engagement, the Chair and Vice Chair should be representatives from different agencies.

11 Frequency of meetings

The WFD Group will meet quarterly.

12 Quoracy

The WFD Group will be quorate when at least half of its members are present including members from the three partner agencies, including the Chair or Deputy Chair.

13 Support from the SCP/SAB Partnership Teams

- Agree the agenda with the Chair at least four weeks before the meeting

- Send the agenda and supporting papers to members one week in advance of the meeting
- Produce and send to members the meeting minutes and an action tracker no later than one week after the meeting
- Maintain an up to date list of members and their contact details
- Organise and provide administrative support for any task and finish groups commissioned
- Provide support to the group to enrich and improve local processes and procedures

Date reviewed:	September 2019
Date agreed:	June 2020
Next review date:	June 2021

Appendix F

TERMS OF REFERENCE
Health Group

1. Purpose

The overarching purpose of the group is to safeguard and promote the welfare of children and adults-at-risk across the Isle of Wight health economy in line with the statutory duty under the Care Act (2014) and Section 11 of the Children Act (2004).

The Health Group has been established to enable health representatives to meet in order to fulfil their responsibilities to keep adults-at-risk and children safe across the IOW.

2. Objectives

To provide a forum for open and honest strategic discussion of child protection and child and adult safeguarding in health services across the Isle of Wight and to provide a common health voice at IOWSCP/SAB.

3. Responsibilities

- To consider current safeguarding priorities for both children and adults-at-risk within the IOW health economy, particularly those arising from CQC Inspections, and how these might be progressed.
- To consider IOWSCP decisions and recommendations relating to health services and to assure the Partnership that they are implemented through a coordinated health response.
- To ensure that those responsible at a senior level for safeguarding children and adults-at-risk within the Isle of Wight health services are linked into the IOWSCP/SAB.
- To authorise decisions of the IOWSCP (e.g. approval of policies and procedures).
- To ensure that there is appropriate discussion and dissemination of lessons emerging from case reviews, audits and best practice.
- To monitor progress in health on behalf of the IOWSCP in relation to inspections, case reviews and audits.

- To review local, regional and national guidance relevant to health services in relation to child protection and child and adult safeguarding and to make recommendations as appropriate.
- To identify and address concerns in relation to the delivery of children's services and/or interagency working within the health economy.
- To contribute to the monitoring and evaluation of child protection arrangements in health settings, escalating risks to the Partnership.
- To contribute to actioning business plan priorities appropriate to this group.

4. Accountability

- The Chair is a member of the IOWSCP Business Group and the IOWSCP and IOWSAB Boards
- The Chair will be agreed by the Boards
- The group will be directly accountable to the IOWSCP and IOWSAB
- The Chair will report to the IOWSCP Business Group and IOWSAB on a quarterly basis
- The group will act on behalf of both boards and is empowered to make decisions where this is consistent with the achievement of objectives within the business plans.
- The health trust and other agencies retain responsibility for meeting their own relevant statutory duties and responsibilities.

5. Membership

The group is chaired by a senior clinical leader from the Isle of Wight Clinical Commissioning Group. The core membership of the group is made up of senior operational managers from health services on the Island. This group operates across both the IOW Safeguarding Children Partnership and the IOW Safeguarding Adult Board. Membership:

- IOW CCG
- NHS England (Wessex)
- IOW NHS Trust
- Public Health
- Healthwatch
- Care UK
- IOW Prison
- CAMHS
- Primary Care
- Mountbatten Hospice
- Inclusion IOW

Other agencies may be co-opted as required (e.g. Dental, Pharmacy, Ophthalmology, Private Hospital).

Agency leads are expected to attend all scheduled meetings. Deputies may attend under exceptional circumstances, but this should be no more than two meetings per year.

6. Frequency of meetings

The Health Group will meet quarterly.

7. Quoracy

The Chair will deem the meeting not quorate if less than two thirds of the membership is present.

8. Support from the Partnership Team

- Agree the agenda with the SCP Partnership Manager, SAB Coordinator and Chair at least four weeks before the meeting
- Send the agenda and supporting papers to members at least one week in advance of the meeting
- Produce and send to members the meeting minutes and an action tracker no later than one week after the meeting
- Maintain an up to date list of members and their contact details
- Organise and provide administrative support for any task and finish groups commissioned

Date reviewed:	January 2020
Date agreed:	January 2020
Next review date:	January 2021