



East Sussex Safeguarding Adults Board

Terms of Reference

The East Sussex Safeguarding Adults Board (SAB) is a multi-agency Board established to promote the safeguarding of adults within East Sussex.

The role of the SAB is:

- To ensure that all contact with adults at risk within East Sussex is based on the requirement to promote well-being and prevent abuse and neglect, and to make enquiries and respond where an adult safeguarding concern exists.
- To identify strategic aims that will assist and improve multiagency safeguarding work
- To ensure the effectiveness of partner agencies' activity to safeguard adults.
- To ensure that different services and professional groups co-operate and work in partnership to safeguard adults across East Sussex.
- To work in partnership with other relevant bodies to create a safer community for all.
- To use data and intelligence to identify risk and act on it

The SAB is committed to:

- Ensuring that safeguarding initiatives and services are available to all adults covered by the policy regardless of 'race', ethnicity, religion, gender, sexual orientation, age, disability or illness.
- Promote the principles of safeguarding adults work; namely respect for human rights, choice, respect, dignity and freedom from abuse and neglect.
- Enabling the rights and abilities of adults at risk to make informed choices in relation to their own independence, well-being and safety, even when this may involve a degree of risk.
- Developing effective procedures for sharing information and ensuring means of communication are in place across partnerships
- Moving away from a process led structure in safeguarding to a focus on what actions will achieve the most positive outcomes for all.

The SAB will have responsibility for:

- Overseeing the performance and monitoring of all safeguarding work relating to adults at risk including any agreement to undertake Safeguarding Adults Reviews and in ensuring that lessons are learned and acted upon.

- Requesting information from any relevant person (s) in order to carry out its' safeguarding functions as above
- Agreeing priority work and resources to support the work of the sub-groups of the Board.
- Monitoring the incidence of abuse and initiating the specific review of cases where it appears that issues raised would lead to the strengthening of the multi-agency procedures.
- Publishing a strategic plan each financial year with key objectives, consulting with HealthWatch to develop this plan and involving the local community
- Submitting and publishing an annual report on its work and findings of any Safeguarding Adults Reviews to member organisations and the public.
- Publishing, in accessible formats, relevant information to ensure that staff members, users of services, carers and the wider community are informed and updated on issues and best practice concerning safeguarding adults.
- Making links with other areas of policy, research and good practice guidance both nationally and locally.
- Raising awareness, knowledge and understanding of abuse and neglect with communities and organisations to promote the well-being of adults at risk
- Developing and maintaining a mechanism with users of services and carers to inform the Board of their experiences in relation to safeguarding.
- Establishing robust methods of information exchange between the Board and users of services and carers.
- Ensuring commissioning arrangements reflect the values of safeguarding adults by seeking user, carer and stakeholder views.

The SAB may also engage in any other activity that facilitates, or is conducive to, the achievement of its objectives.

Membership

There will be an appropriate strategic lead level of representation at Board level from key organisations that have a role in adult safeguarding and are able to make decisions, allocate resources on behalf of their organisations and hold their own organisation to account, or confirm these actions promptly after meetings. Each Board member is also required to report on their organisation's activities where appropriate.

The Board will include:

- East Sussex Adult Social Care
- Clinical Commissioning Groups (CCGs)
- Sussex Police
- East Sussex Local Safeguarding Children Board
- East Sussex Fire & Rescue Service
- Care Quality Commission
- HealthWatch
- Care For The Carers

- Provider representatives such as The registered Care Homes Association and Homecare representation
- East Sussex Healthcare NHS Trust
- Sussex Partnership NHS Foundation Trust
- Sussex Community NHS Foundation Trust
- NHS England
- South East Coast Ambulance Service NHS Foundation Trust
- Lewes Prison
- Lewes District Council Housing (representing the borough councils)
- National Probation Service
- Kent, Surrey and Sussex Community Rehabilitation Company
- Trading Standards
- Change, Grow, Live (CGL)
- Further Education representation

There will be links to and from groups and partnerships that may not be on the Board, but are key stakeholders in the safeguarding agenda such as the Community Safety Partnership and Health and Well-being Board. See the Partnership protocol for more information on the links between the Boards and Trusts that all have a role in ensuring the safety and wellbeing of the community.

People representing their sector, rather than their own agency, are expected to feedback and share relevant information within that sector.

Additionally, with the agreement of the Chair, others may be co-opted onto the Board to assist in meeting the terms of reference and objectives of the Board.

Representatives are appointed to discharge personally the functions of the SAB on behalf of their organisations. Therefore, the Chair should be informed before a representative is sent.

The Director of Adult Social Care & Health has specific responsibilities for leading safeguarding activity and recent guidance (2013) from the Local Government Association (LGA) and Association of Directors of Adult Social Services (ADASS) distils the following key messages for Directors:

- There must be a focus on people and the outcomes they want
- Collaborative leadership – supporting, integrating and holding partners to account
- Effective interfaces are essential – with developing Health and Wellbeing Boards, Community Safety Partnerships, and Safeguarding Children’s Boards
- Responsive specialist services need to be in place
- Ensuring concerns are addressed proportionately
- Commissioning, contracts management review and safeguarding intelligence must be fully integrated

Chair of the East Sussex SAB

The appointment of the Chair is made by the Local Authority. The Chair of the SAB is accountable to the Chief Executive of the Local Authority. An independent Chair can provide some independence

from the Local Authority and other partners. This is especially relevant for the performance of the function of holding member agencies to account.

Governance

The East Sussex SAB is accountable to the East Sussex County Council Scrutiny Committee and through the Lead Member for Adult Social Care. The Board will produce an annual report stating what both the SAB and its members have done to carry out and deliver its objectives. This report will be sent to the Chief Executive and Lead member, the local policing body, HealthWatch and the Chair of the Health & Wellbeing Board. The report will also be presented at the Local Safeguarding Children's Board (LSCB) and be accessible to the public on the Council's and the East Sussex SAB's website.

Quality Assurance

The SAB should have arrangements for assuring the effectiveness of safeguarding work including arrangements for:

- Data recording, analysis and reporting
- Case file audits
- SAB and agencies self-audits and peer reviews
- Safeguarding Adult Reviews (SARs)
- Forums to share lessons learnt from case file audits, research and SARs
- Holding member and partner agencies to account
- Managing complaints, grievances and professional malpractice.

Confidentiality

Members of the Board will be individually responsible for respecting the confidentiality of any sensitive information shared.

Meetings

The East Sussex SAB will meet quarterly with agreed agendas and meetings recorded and published in writing. The Board members will receive regular briefings on Board activities and there will be an annual meeting to consider priorities. Members will be expected to contribute throughout the year and disseminate key messages to their respective agencies.

Additional meetings of the Board may be called in exceptional circumstances by the Chair.

Subgroups

The East Sussex SAB has a number of sub-groups to carry forward the specific function of the Board and implement its work plan.

The sub-groups are:

- Operational Practice
- Performance, Quality & Audit
- Clients & Carers Safeguarding Advisory Network
- Training and Workforce Development
- Sussex Policy and Procedures Review (Sussex wide)
- Multi-Agency Case Review Panel

Each subgroup is comprised of multi-agency membership and chaired by persons of senior management level within their agency. All of these groups are established by the SAB and work to agreed terms of reference with explicit lines of reporting, communication and accountability to the SAB.

Function of Subgroups

Operational Practice – to establish and coordinate local safeguarding work, ensure priorities of the SAB are put into place operationally and to embed outcomes focussed safeguarding practice.

Performance, Quality & Audit – to establish effective systems for monitoring, reporting and evaluating performance across agencies linking annual reporting to improvement planning.

Clients & Carers Safeguarding Network – to provide a forum to enable two way communication and exchange of information between the SAB and clients and carers to improve safeguarding experiences and inform policy development.

Training and Workforce Development - This group is responsible for delivering the objectives of the SAB training strategy 2015 – 18, and overseeing training and development opportunities in key safeguarding matters affecting a number of agencies.

Sussex Policy and Procedures Review - This consists of the statutory partners of the SABs across Sussex, with the purpose of reviewing and updating the safeguarding procedures in line with any policy and legal updates

Multi-Agency Case Review Panel – This meets monthly, consisting of the statutory partners of the East Sussex SAB, with the purpose of considering cases that may require a Safeguarding Adults Review, and makes a recommendation to the SAB Chair.

Short life groups will also be established as required to undertake specific functions or work projects including Safeguarding Adults Reviews.

Rules of Procedure

Quorum

The quorum at a meeting of the SAB and its subgroups shall be 25% of the numbers of members entitled to attend the meeting. If the meeting is inquorate then the power to make decisions shall cease.

Votes

Wherever possible the Chair shall aim to facilitate decision-making by consensus but if this proves not to be possible then matters will be settled by a simple majority of the members present and entitled to vote. Where the votes are equal then the Chair shall have the casting vote.

Agenda

Every meeting of the SAB and its subgroups should have an agenda circulated 5 working days in advance of the meeting. Urgent business may be taken to any meeting at the discretion of the chair. All members have a responsibility to bring items for agendas where appropriate.

Attendance

All members have a responsibility of attendance in order to achieve optimum effectiveness of the SAB. If a member is absent from two or more meetings, attention of this will be raised to the chair for further consideration.

Accountability

The East Sussex SAB is responsible for co-ordinating and ensuring the effectiveness of work undertaken by local agencies to safeguard adults at risk but is not accountable for their operational work. Each agency retains their own existing lines of accountability for their services.

Addressing weaknesses

Where it is found that a Board member is not performing effectively in safeguarding and the SAB is not satisfied that planned action to improve performance will be adequate, the SAB chair or designated representative should explain these concerns to those individuals and organisations that need to be aware of the failing so that action can be taken.

Funding

To ensure effective functioning of the SAB, sufficient resources will be required from partner agencies. This can take the form of monetary contributions and/or provision of staff, goods, services, training and accommodation to assist with the functions of the board and its' subgroups.

Detail of specific amounts and allocations will be completed annually and published in the report. Details will be made available to Board members on request at any time.

Specific Responsibilities of Board Members

Board members will need to:

- Be able and prepared to report to the SAB on their activities to promote and safeguard adults at risk
- Actively participate in the activities of the SAB and carry forward any action identified for them and their agency
- Have the authority to speak for their organisation
- Champion Adult Safeguarding
- Commit resources on behalf of their organisation
- Hold their organisation to account
- Commit their organisation on policy and practice matters
- Read all papers and reports prior to meetings
- Ensure effective communication between the SAB and their organisation and disseminate any information from SAB reports, research, policies or procedures within their organisation
- Contribute to the development and implementation of the SAB work plan and Annual report
- Challenge and question the practice of members or represented agencies, where needed, to improve adult safeguarding

Lay members

Specific responsibilities of Lay members include:

- Champion Adult Safeguarding within diverse communities
- Challenge and question the practice of members or represented agencies, where needed, to improve adult safeguarding
- Challenge the SAB on the accessibility of plans, procedures and reports to the public
- Assist the SAB to build stronger links with a wide variety of communities and to enable the voice of clients and carer's to be heard in safeguarding policy and practice