

BARNSLEY SAFEGUARDING ADULTS BOARD Terms of Reference

1.0 TERMS OF REFERENCE

1.1 Aim

The Safeguarding Adults Board will include nominated lead officers from key organisations within the Barnsley area and includes those organisations that have statutory responsibilities in promoting the welfare of adults and protecting adults whose independence is at risk due to abuse & neglect. The role of the Safeguarding Adults Board is to maintain and develop inter-agency frameworks, co-ordinate activity between SAB members and hold each other to account by use of quarterly data to evidence our commitment and its impact on aim to keep adults safe.

1.2 Objectives

The Safeguarding Adults Board will deliver its responsibilities outlined in the Care Act 2014 to:

- ✓ Prepare and secure executive level agency approval and resourcing from Safeguarding Adults Board member organisations to develop and deliver a Safeguarding Strategic Plan, reflecting our responsibilities included in the Care Act and Making Safeguarding Personal guidance
- ✓ Produce an annual report on its work to keep adults safe and to evaluate progress in the delivery of its agreed Strategic Plan, to support amendments and additions to the plan to further develop the safeguarding partnership and inform service planning and commissioning.
- ✓ Work with other Partnership Boards to establish overlapping priorities and facilitate joint working to avoid duplication of effort and resources. E.g. Children's Safeguarding Board, Community

Safety Partnership, Local Intelligence Network etc as relevant.

- ✓ Develop, approve, implement, monitor, and review multi-agency safeguarding policies, protocols, procedures, and practice carrying out Equality Impact Assessments as appropriate.
- ✓ Oversee safeguarding activity by all partner agencies and generate timely and reliable data and other information on safeguarding adults' work.
- ✓ Promote quality assurance, by conducting regular audits to validate effectiveness of joint and single agency policy, protocols, procedures, and practice to make sure that staff and stakeholders can use the learning to improve practice
- ✓ Involve patients, service users and carers, adopting an inclusive approach, demonstrating the value of diversity and equality of opportunity.
- ✓ Prepare, monitor, and keep under review protocols/procedures stemming from Safeguarding Adults and other relevant Reviews (SAR).
- ✓ In partnership with Community Safety oversee, Domestic Homicide Reviews (DHR) and incorporate/disseminate learning from other sources and reviews as appropriate i.e. Patient Safety Incident Review Framework (PSIRF), Suicide and Drug and Alcohol related Deaths
- ✓ Receive and consider outcomes of Safeguarding Adults Reviews and other learning opportunities. Disseminate this learning into practice.
- ✓ Ensure we offer practitioners a multi-agency training programme that enables them to competently and confidently meet their safeguarding duties in relation to adults.
- ✓ Ensure relevant partner agencies support staff to undertake their safeguarding duties through the provision of relevant training internally / supporting access to external training to meet their needs.
- Support South Yorkshire and Yorkshire and Humber training events
- ✓ Plan and deliver local Safeguarding Awareness Week and support regional safeguarding activities
- ✓ Review progress in taking steps to recognise report, respond to and reduce risk of abuse and monitor incidence of abuse in all

settings.

- ✓ Co-produce and circulate accessible information about the Boards work to the public, professionals, service users, patients, and carers to support them to address harm and abuse, by recognising and reporting safeguarding concerns
- ✓ Review effectiveness of policies and procedures for the recruitment and supervision of people working with adults at risk, by use of agreed local policies, compliance with national guidance; including integration of best practice and learning across agencies.
- ✓ Ensure effective engagement with other relevant Boards and partnership arrangements, including Safeguarding Children Partnership, domestic violence (including MARAC), bullying, hate crime, MAPPA, and wider work on crime and disorder reduction via the Community Safety Partnership. Additionally, address the risks associated with rough sleepers.
- ✓ The Board will review and determine the number and purpose of any additional Sub-Groups required leading specific areas of work. Chairs of the Sub-Groups will provide a summary to each SAB meeting with recommendations for approval.
- ✓ The Board along with its South Yorkshire and Yorkshire and Humber partners will discuss local and national issues and contribute to the design and delivery of a regional and sub regional work plan.

1.3 Governance and administrative arrangements for the Safeguarding Adults Board

1.3.1 Membership and Chair

The Board will be independently chaired, in line with the Care Act. The Vice-Chair will be the Deputy spokesperson, or a person appointed from within the Board. The remaining membership of the Board is set out within this document. In addition to full Board membership, the Safeguarding Adults Board can have associate members who provide support to the Board, either generally or on specific areas of practice. Associate members are not voting or resourcing members of the Safeguarding Adults Board.

The role of the nominated Safeguarding Adults Board member from the Care Quality Commission, will not be an active member of the Safeguarding Adults Board, but will attend on request from either side. Nominated deputies may attend in place of the Board Member but may not do so for more than two consecutive meetings without review of the nominated membership by the partner agency.

Lack of attendance at Safeguarding Adults Board meetings by an organisation will seriously hinder the strategic development of the interagency arrangements for safeguarding adults. The Chair will be notified when both the nominated and deputising member do not attend for two or more consecutive meetings.

Public minutes are produced and shared on the webpage. The Annual Reports will be available to the public. Observers wishing to attend the Board should seek prior agreement from the Safeguarding Adults Board via the Chair.

1.4 Accountability and Reporting

Barnsley Safeguarding Adults Board is accountable for its work to its member organisations and the public. Board Members are accountable to the organisation they represent and to the Board within the purpose of the stated role and responsibilities as described in this document.

The subgroups and SAB have the responsibility to sign off the Annual Report prior to review by Barnsley elected members, Scrutiny and the Health and Well-Being Boards. BSAB will publish the report on its webpage.

Board Members will submit a summary to the Safeguarding Adults Board of the reporting lines within their organisations for safeguarding adults' issues. As part of their responsibility to feedback through appropriate reporting lines within their own organisation, Board Members will commit to complete a quarterly performance return for review by PMQA.

The Board will maintain a RAG rated work plan and a risk register.

1.5 Board Decision Making & Voting

Prior to discussion of a matter of course Board members should have:

- 1. Read the information included in the meeting pack.
- 2. Identified key lines of discussion/enquiry to discuss at the meeting.

- 3. Identified potential areas of good practice and shared learning; and,
- 4. Established the relevant position of their own agency, as necessary.

The Chair will manage the consideration of reports and highlight any further action, outputs or outcomes required by the Board, recognising progress and successes.

The Board needs to have at least 10 Members present from three different agencies to be quorate for decision-making. Safeguarding Adults Board will, wherever possible, seek consensus on business matters under consideration at its meetings. In the event of a vote, all attending full members of Safeguarding Adults Board, or their nominated deputy will be involved in the vote. In cases where there are an equal number of votes, the Chair will have a second or casting vote.

1.6 Dispute and Conflict Resolution

Should a dispute arise in respect of the arrangements the lead agency for Safeguarding, the Director of Adult Social Services (DASS) or the nominated representative and the Chair of the Safeguarding Board will take appropriate steps to meet with the agency concerned to resolve the issue.

The Board will receive disputes not resolved via the escalation policy (ADD link)

An escalation policy is in place and the Board will provide final arbitration- https://www.barnsley.gov.uk/media/naahkstx/multi-agency-escalation-policy.pdf

1.7 Complaints

The Board has signed up to the Association of Directors of Adult Social Services (A)DASS and Ombudsman complaints protocol to address and complaints about Board activity. The document is held on the Safeguarding Adults website

https://www.barnsley.gov.uk/services/children-families-and-education/safeguarding-families-in-barnsley/safeguarding-adults-in-barnsley/for-professionals-and-volunteers/

1.8 Frequency of Meetings

The Board will meet not less than four times a year together with a commitment to attend at least one annual development event. The SAB will set time aside to:

- 1. Review its achievements.
- 2. Assess performance and effectiveness.
- 3. Review its risk register.
- 4. Consider future requirements.

Members of the Safeguarding Adults Board reserve the right to convene an extraordinary meeting if required.

1.9 Declaration of personal interest

Board Members must declare any personal interest that arises while conducting Board business and should declare this at the start of Board meetings. Board Members who have declared a personal interest will be able to participate in the meeting at the discretion of the Chair.

1.10 Conduct of Board Meetings

Board meetings and Sub-Groups will adhere to the Partnership in Action Rules of Behaviour, included in the Memorandum of Understanding.

2.1.11 Reports

The Safeguarding Adults Board Manager / Administrative Support must receive reports for the Board no later than ten working days before the date of the meeting to support circulation to all members seven days in advance of the meeting date.

To ensure proper consideration and discussion of content, tabled reports will only be accepted at the discretion of the Chair. Any person wanting to defer submission of a report to a later agenda must obtain the agreement of the Chair or Vice Chair prior to the circulation of the agenda for the meeting.

2.1.12 Agendas & Notes of meetings

The Safeguarding Adults Board Manager/Administrative Support will circulate agendas for meetings and relevant supporting documentation papers, seven working days before each scheduled meeting. Minutes of the meetings will be circulated to Members, within ten working days of the meeting.

2.1.13 Co-ordination and Support

The Safeguarding Adults Board Managers and team will support the work of the SAB and its sub groups.

14 Current Membership

Independent Chair
Deputy Chair
Cabinet Spokesperson (BMBC)
Support Cabinet Spokesperson (BMBC)
DAS/Place Director (BMBC/ICB)
Service Director, Adults and Communities (BMBC)
Chairs of all Sub Groups
Safeguarding Adults Board Manager (BMBC)
Deputy Chief Nurse SYICS (Sheffield & Barnsley)
Head of Safeguarding, BHNFT
Service Director, Public Health (BMBC)
Head of Service, Safeguarding and Quality Assurance (BMBC)
Head of Service, Adult Joint Commissioning (BMBC)
Chief Superintendent, South Yorkshire Police
Service Manager, Safer Communities, BMBC
Assistant Director of Nursing, South West Yorkshire Partnership NHS Foundation Trust (SWYPFT)
Tenants First Service Manager, Berneslai Homes
SAFE Member
Named GP, Safeguarding Adults, ICB
Barnsley Safeguarding Children Board Manager (BMBC)

Vice Principal, Northern College
Head of Probation – SY Probation Service
Vice Principal Quality, Barnsley College.
Chair, Healthwatch
Community Safety Team Leader (South Yorkshire Fire & Rescue Service)
Partnership Manager (DWP)
Manager (Advocacy Services)
CEO (Barnsley Council for Voluntary Services)
Legal Representative (BMBC)

BARNSLEY SAFEGUARDING ADULTS

2.2 BUSINESS GROUP - TERMS OF REFERENCE

The Business Group meet quarterly in advance of BSAB meetings to

- Evaluate any risks and bring updates to BSAB
- Agree the BSAB agenda
- Consider any cross-partnership issues from BSCP/BSP etc
- Review financial status

2.2.1 Current Membership

Safeguarding Adults Board Independent Chair

Safeguarding Adults Board Manager (BMBC)

Chief Superintendent, South Yorkshire Police

Deputy Chief Nurse SYICS (Barnsley and Sheffield)

Director of Adult Social Services

3 Safeguarding Adults/Domestic Homicide Review Panel

The purpose of the SAR/DHR Review Panel is to determine if a SAR/DHR request meets the criteria and ensure that timescales are adhered to.

Members of the Safeguarding Adults Review Panel will have appropriate levels of experience of Safeguarding Adults and inter-agency work and will have suitable experience and seniority within their agencies when contributing to a Safeguarding Adults Review. The Safeguarding Adults Review Panel will have representatives from Children's services where an adult subject to Safeguarding Adults Review is in receipt of Children's services. The selection of contributors will be the responsibility of the Chairperson of the Safeguarding Adults Review Panel in discussion with Panel members.

The Safeguarding Adults Review Panel will oversee the quality of all reviews and deliver the recommendations agreed via an action plan.

All agencies will have their own internal/statutory review procedures to investigate serious incidents, e.g. PSIRF (Patient Safety Incident). A SAR or DHR will not replace these. Agencies may also have their own mechanisms for reflective practice.

2.2.2 Safeguarding Adult Board Sub-Groups

The Safeguarding Adults Board will have sub groups to manage performance, quality assurance, practice and learning and development. There may be other Sub-Groups set up for specific pieces of work. The Sub-Groups will include people from relevant agencies and service areas.

Partner agencies will participate in the work of the Sub-Groups, though the composition and membership of the Sub-Groups will vary over time. The Sub-Groups will offer opportunities for information exchange to develop Safeguarding systems and practice whilst raising awareness about adult safeguarding issues.

The administrative and governance arrangements for the Safeguarding Adults Board as detailed above will apply to the Safeguarding Adults Board Sub-Groups and detailed in their terms of reference.

A commitment to attend SAB and sub groups meetings supports the effectiveness of the meetings