



## **Plymouth Safeguarding Adults Board**

### **TERMS OF REFERENCE 2014/15**

#### **Purpose**

The purpose of the Plymouth Safeguarding Adults Board is to lead the development, monitoring and evaluation of multi-agency processes and procedures in order to safeguard adults at risk from abuse and significant harm. It will ensure quality assurance systems are in place across commissioned services; commission Serious Case Reviews to be undertaken and implement lessons learned from these.

#### **Membership**

As far as possible, organisations within Plymouth will designate particular, named people as their SAB member.

Such members shall be persons with a strategic role in relation to safeguarding and promoting welfare of ADULTS AT RISK within their organisation and will be authorised to:

- Speak for their organisation with authority
- Commit their organisation on policy and practice matters
- Hold their organisation to account

The membership of the Safeguarding Adults Board shall be in accordance with the requirements set out in “No Secrets” Guidance 2000.

The statutory organisations are required to co-operate with the local authority in the establishment and operation of the Board and have shared responsibility for the effective discharge of its functions.

**Chair:** Jim Gould, Independent Chair

**Vice Chair:** Carole Burgoyne

**Membership:** Plymouth City Council Portfolio Holder for Safeguarding Adults;  
Plymouth City Council Director for People;  
Plymouth City Council Head of Safeguarding and Quality Assurance;  
Plymouth City Council Assistant Director Joint Commissioning and Adult Social Care;

Plymouth City Council Safeguarding Manager;  
Plymouth City Council Assistant Director for Homes and Communities;  
North East and West Devon Clinical Commissioning Group;  
Plymouth, Devon and Somerset Fire and Rescue;  
Care Quality Commission Compliance Manager;  
Plymouth Hospitals Trust;  
Plymouth Community Healthcare;  
Devon and Cornwall Police Head of Public Protection;  
Plymouth City College Safeguarding co-ordinator;  
Devon and Cornwall Probation;  
Managing Director Partnerships – Joint Commissioning NHS

**Frequency:** Quarterly

### **Policies and Procedures**

The SAB has a specific role in relation to the development and implementation of policies and procedures. In that regard the SAB shall:

- Develop policies and procedures for safeguarding and promoting the welfare of Adults at Risk in the area of the authority, including policies and procedures in relation to:
  - The action to be taken where there are concerns about the adults safety or welfare, including thresholds for intervention and as examples:
    - Setting out thresholds for referrals to The People Directorate who may be in need and processes for robust multi agency assessment of an Adult at Risk.
  - Clear thresholds and processes and a common understanding of them across local partners
  - Training of persons who work with Adults at Risk or in services affecting their health or welfare.
  - It is the responsibility of the SAB to ensure that single agency and multi-agency training on safeguarding and promoting welfare is provided in order to meet local need.
  - This covers training both by single agencies to their own staff, and multi-agency training where staff from more than one agency train together.
  - Recruitment and supervision of persons who work with Adults at Risk.
  - Investigation of allegations concerning persons who work with Adults at Risk, including policies and procedures based on national guidelines, to ensure that allegations are dealt with properly and quickly.
  - Safety and effectiveness of welfare of Adults at Risk who are privately placed.
- Other policies and procedures, particularly in relation to the convening and functioning of Adult Protection Procedures in the Mental Capacity Act and Deprivation of Liberty Safeguards.

## **Communication and Raising Awareness**

Communicating to persons and bodies in Plymouth the need to safeguard and promote the welfare of Adults at Risk, raising their awareness of how this can be done and encouraging them to do so.

## **Monitoring and Evaluation**

The SAB will monitor and evaluate the effectiveness of what is done by the Local Authority and Board Partners individually and collectively to safeguard and promote the welfare of Adults at Risk and advise them on ways to improve.

The SAB has a key role in achieving high standards in safeguarding and promoting welfare, not only through its co-ordinating role but also by evaluation and continuous improvement.

In order to evaluate performance the SAB will audit case files, looking at the involvement of different agencies, and identifying the quality of practice, and lessons to be learnt to promote best practice.

## **Serious Case Reviews**

**1.** The 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 —

(a) 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

(b) Condition 1 or 2 is met.

**2.** Condition 1 is met if —

(a) The adult has died, and

(b) 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).

**3.** Condition 2 is met if —

(a) The adult is still alive, and

(b) The SAB knows or suspects that the adult has experienced serious abuse or neglect.

**4.** The SAB may arrange for there to be a review of any other 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).

**5.** Each member of the SAB must co-operate in and contribute to the carrying out of a review under this section with a view to —

(a) Identifying the lessons to be learnt from the adult's case, and

(b) Applying those lessons to future cases.

## **Involvement of Other Agencies and Groups**

In addition the SAB shall make appropriate arrangements at a strategic management level to involve others in its work as needed. Details of associate members of the SAB are set out below:

- The Coroner's service
- Dental health services
- Drug and alcohol misuse services
- Drug Action Teams
- Housing, culture and leisure services
- Housing providers
- Local MAPPAs
- Other health providers such as pharmacists
- Sexual health services
- The CPS
- Housing Services
- Health and Safety Executive

The involvement of these organisations will be dependent upon their particular role in service provision to Adults at Risk or role in public protection. There may be other organisations the SAB will need to forge links with by either by inviting them to join the SAB, or through some other mechanism

## **Other Activities**

The SAB, where appropriate, may determine to promote individual initiatives with partner organisations, for example in relation to domestic abuse. Its role is co-ordinating and ensuring the effectiveness of what its member organisations do, and contributing to broader planning, commissioning and delivery. The SAB is not an operational body that is expected to deliver services directly to Adults at Risk.

## **Governance Arrangements**

The SAB recognises that to work most effectively it will have strong links with other partnerships including:

- Plymouth Safeguarding Children's Board
- NEW Devon CCG Partnership Board
- Health & Wellbeing Board
- Multi-Agency Public Protection Arrangements (MAPPAs)
- South West Peninsula SABs
- Joint Commissioning Partnership
- Caring Plymouth

The Plymouth Safeguarding Adults Board (SAB), together with the Executive Group, will progress its work with sub groups:

- Lead Officer Group
- Serious Case Review sub group
- Quality & Assurance sub group
- Policies & Procedures sub group
- Learning & Development sub group

**Each of these sub groups will be chaired by a member of the SAB, delegated officer of SAB member, or officer in attendance at SAB full board meetings and the terms of reference for each group will be agreed by the Board, and reviewed each year.**

The SAB shall if appropriate give consideration to the need for additional or ad hoc sub groups to enable it to undertake its work effectively.

The SAB will also develop formal links with each of the service user/carer strategic planning groups to ensure Safeguarding is being taken forward at both strategic planning and policy levels and operationally.

### **PSAB Meeting Structure**

- The SAB shall meet at least four times in each year. At the first meeting in each new financial year the dates of its future meetings shall be agreed.
- The SAB shall be chaired by the Independent Chair. In his absence, the SAB shall be chaired by the Vice Chair.
- Wherever possible the SAB shall make any decisions/recommendations on the basis of a consensus of agreement between all parties present.
- Where a decision on matter is necessary and no consensus exists, the decision shall be taken by a simple majority on a show of hands of the members present. In the event of an equality of votes the Chair shall hold the casting vote (but it is not the intention of the SAB that the casting vote shall be utilised unless it is unavoidable).
- The SAB will commission sub groups and task and finish activities to deliver its agreed business plan. All sub groups and task and finish activity will have terms of reference agreed by the SAB and will be led by an agreed Board member to ensure governance accountability and reporting structures to the SAB.
- Agendas and papers for Board meetings will be circulated the week before the date of the Board meeting.
- Substitution of members may be permitted at the discretion of the Chair but this will be in line with the member's accountability agreement for the Board and should not occur more than once in a yearly cycle of meetings.

### **Authority**

- Each partner shall authorise its representative to make decisions at SAB meetings.
- All partners commit themselves to be actively involved in the decision making processes and ensure they contribute to the annual work plan of the SAB.

## **Standards of Conduct**

- The Partners and Board Members will comply with all statutory requirements both local and national, and other guidance on conduct and probity, and ensure good corporate governance.
- No member, officer or any partner shall put themselves in a position whereby duty and private interest conflict.
- Members of the SAB have all signed a Partnership Agreement and in signing such an agreement these Terms of Reference are deemed to be agreed and accepted.

## **Memorandum of Understanding**

The members of the SAB shall each sign a Memorandum of Understanding which sets out a series of commitments that the agencies / organisations and the individual representatives agree to. The Memorandum of Understanding, once agreed, will be reviewed at the first meeting in each new financial year and amended if appropriate.

## **Administering Authority**

The administering authority will be Plymouth City Council.

The SAB expects Plymouth City Council to maintain an effective management and staffing structure to manage its programme within the constraints of the resources allocated to this purpose.

## **Performance Monitoring and Scrutiny**

The SAB will introduce an effective performance management model which will include:

- Annual Business Plan
- Annual priorities / objectives
- LOG and Sub-group work plans / programmes
- Reporting to partners and other stakeholders

Such performance information will be publicly available and each partner has the right to scrutinise any aspect of the SAB programme through its own scrutiny/overview mechanisms.

These Terms of Reference will be reviewed on an annual basis.