Policy and Procedures Sub Group

Terms of Reference

Purpose

The Policy and Procedures Sub Group is a Sub Group of B&NES Local Safeguarding Adults Board. The Bath and North East Somerset Safeguarding Adults Board is committed to ensuring that all agencies work together to minimise the risk of abuse or neglect to vulnerable adults and to safeguard effectively where abuse or neglect have or may have occurred.

The Sub Group’s purpose is to:-

- Ensure that policy commissioned by the Board is developed and reviewed on a regular basis
- Ensure that procedures are developed to ensure that Safeguarding Adults activity in Bath and North East Somerset is robust and co-ordinated between and within each agency.
- Ensure that all policy and procedure promotes confidentiality, dignity and effective access to safeguarding for all communities in B&NES
- Gain assurance from the relevant SAB Sub-groups that the policies and procedures are effectively distributed and monitored

Role and Responsibilities

The Policy and Procedures Sub Group has the responsibility for undertaking the development and review of policy and procedures by:-

- Approving draft/update Board Safeguarding policies/guidance and procedures which will be sent to the Board for final ratification and adoption
- Identifying needs and gaps in policies and procedures
- Ensuring all safeguarding policies contain a clear statement about confidentiality, data protection and information sharing
- Considering implications of service modernisation e.g. personalisation on safeguarding arrangements
- Considering implications of changes to national policy guidance
- Considering recommendations arising from local and national serious case reviews
- Considering all relevant learning from:-
  - Quality Assurance, Audit and Performance Management work stream
  - Evidence from research and good practice
  - Changes to legislative and regulatory regimes
  - To include relevant learning from practitioners/teams
  - To receive feedback from practitioners/agencies
  - Feedback from the implementation of new policy/procedures and incorporate this learning into local policy and procedures
• Commissioning short term working groups for specific policy and / or procedure development as and when required.
• Ensuring all policy and procedures are subject to appropriate equality impact assessment.
• Being responsible for coordinating the annual review of all LSAB policy and procedures and making recommendations for amendments to these to the LSAB.
• Presenting policy and procedures to LSAB for agreement and adoption
• Providing advice to Partner agencies on the content of internal Safeguarding Adults policies and procedures ensuring a consistent approach is taken across B&NES.
• Ensuring the relevant sub-group is monitoring and evaluating the effectiveness of policies and procedures and receiving (six monthly/annual?) updates from those groups.
• To review the work plan for the sub group. This will include risk assessing and prioritising the workplan for the SAB using the approved risk tool. This will ensure an informed discussion can take place at SAB as to possible resource implications and support required.
• To consider where issues may have an impact on children or adults with care and support needs to ensure a ‘Think Family approach’ is taken across all work of the sub-group.

Accountability
The Policy and Procedures Sub Group is accountable to the LSAB. The Sub Group will raise issues that need resolution beyond the remit of its members to the Board.

Structure
The Chair of the Sub Group will be a member of the SAB and appointed by the LSAB on an annual basis. The Vice Chair will be appointed within the group.

Membership
Core members:
Membership of the Safeguarding Adults Policy and Procedures Sub Group is from the Statutory, Independent and Voluntary Sector and includes:

Core Members -
• Adult Care and Health Commissioning
• NHS BaNES Clinical Commissioning Group (CCG)
• Community Health and Social Care Services (Provider arm of Partnership)
• Royal United Hospitals Bath NHS Foundation Trust (RUH) (to include Royal United Hospital for Rheumatic Disease Foundation Trust)
• AWP (Avon and Wiltshire Mental Health Partnership NHS Trust)
• Avon & Somerset Police Constabulary
• Service user representatives via Healthwatch
• Representatives from the Independent and Voluntary Sector

Specialist Advisor Members (as required) -
• LA/CCG Joint Health and Social Care Training Department
• IMCA Service (Bath Mind – Independent Mental Capacity Advisory Service)
• B&NES Adult Education
• Avon Fire and Rescue
• South Western Ambulance Service NHS Foundation Trust B&NES Legal Services
• Care Quality Commission
• Other specialist advisor as necessary

Members will bring a range of operational and strategic expertise.

**Quoracy**
The group will be quorate when the Chair/or Vice Chair and three other members are present

**Frequency of Meetings**
The group will meet quarterly with special meetings as required. Meetings will be scheduled to ensure work feeds into the LSAB meetings in a timely manner.

**Administrative Support**
Administrative support will be provided by B&NES Council.

**Reporting and Governance Arrangements**
The Sub Group through the Chair will:

- Sub-group chair to meet with the Chair of the LSCB/LSAB and chairs of other Sub-groups on a quarterly basis at a time to inform the agenda setting process for the next LSAB and to review the risk register and Business Plan.
- Receive reports from the relevant sub-groups
- Review the business/work plan annually
- Produce an annual report which will be incorporated into the LSAB Annual Report
- Review the Terms of Reference every 3 years (unless appropriate do sooner) and propose amendments to the LSAB
- All members of the sub-group to be responsible for maintaining a regular dialogue between the sub-group and their agency, to ensure that key staff are actively involved in and committed to the process of safeguarding in the area

**Dispute**

In the event of a dispute or conflict of interest arising between agencies across or within groups, which cannot be resolved, the Sub Group Chair will draw this to the attention of the LSCB/LSAB Chair for appropriate action and the LSCB & LSAB Dispute Resolution Policy will be invoked.


**Date written:** November 2016
Amended March 2017 with addition of Think Family approach

**Date to be reviewed:** November 2019