



## HALTON SAFEGUARDING ADULTS BOARD

### TERMS OF REFERENCE

#### 1.0 INTRODUCTION

- 1.1 The Care Act 2014 introduced statutory Safeguarding Adults Boards which are legislated under Section 43 and Schedule 2 of the Act
- 1.2 This document will summarise the statutory requirements for Safeguarding Adults Boards and also detail local arrangements for Halton Safeguarding Adults Board

#### 2.0 PURPOSE AND AIM

- 2.1 **Aim:** To ensure vulnerable adults in Halton are safe

#### 2.2 Duties of Safeguarding Adults Boards

As stated in the Care Act 2014 (chapter 14), the main objective of a Safeguarding Adult Board is to assure itself that local safeguarding arrangements and partners act to help and protect adults in it's area who meet the criteria set out; ie. the safeguarding duties apply to an adult who:

- ❖ Has needs for care and support (whether or not the local authority is meeting any of those needs)
- ❖ Is experiencing, or at risk of, abuse or neglect
- ❖ As a result of those care and support needs is unable to protect themselves from either the risk of, or experience of abuse or neglect

The Care Act states that Safeguarding Adults Boards have three core duties:

- ❖ Develop and publish a Strategic Plan setting out how they will meet their objectives and how member and partner agencies will contribute
- ❖ Publish an Annual Report detailing how effective their work has been
- ❖ Commission Safeguarding Adults Reviews for any cases which meet the criteria

- 2.3 The **purpose** of Halton's Safeguarding Adults Board (SAB) is to:

- ❖ Act as a multi-agency partnership board of lead officers and key representatives, which takes strategic decisions aimed at safeguarding adults at risk of abuse or neglect in Halton
- ❖ Develop and implement policies, co-ordinate activity between agencies, facilitate training and to monitor, review and evaluate the safeguarding of adults
- ❖ Promote inter-agency co-operation, to develop effective partnership working with various agencies and organisations based on mutual understanding and trust
- ❖ All partner agencies are responsible for contributing fully and effectively to the work of the SAB. The SAB must hold partner agencies to account when expectations fall short of expected standards
- ❖ Ensure the Board adheres to its statutory duties regarding safeguarding adults as set out in the Care Act 2014
- ❖ To monitor performance of safeguarding services in Halton on a multi-agency basis, including quality assurance of service providers.
- ❖ To constructively challenge agencies and hold to account for safeguarding adults at risk of abuse or neglect
- ❖ To promote a learning culture across all agencies which ensures staff are skilled in safeguarding and lessons are learned from Safeguarding Adult Reviews nationally and locally

### **3.0 FUNCTIONS**

- 3.1 Ensure that there is a level of agreement and understanding across agencies regarding operational definition; thresholds for intervention and referral pathways
- 3.2 Develop and review local policies and procedures, systems and protocols for inter-agency work to safeguard adults at risk of abuse or neglect
- 3.3 Monitor information sharing agreements and protocols across the partnership to ensure they are appropriate and agencies are compliant
- 3.4 Promote agreed policies, procedures, protocols and other SAB related work to managers, staff and volunteers, service users and the public
- 3.5 Information and intelligence regarding safeguarding adult services to be gathered and evaluated through an agreed performance framework
- 3.6 Facilitate training and ensure its delivery and evaluation, to help improve the quality of adult safeguarding and inter-agency working
- 3.7 Ensure that service developments take into account the needs of all adults at risk regardless of their age, gender, race, sexuality, disability, religion or belief, who may experience discrimination and disadvantage

- 3.8 Ensure that all service developments take into account all relevant current legislation including the Care Act 2014 and Human Rights Act 1998
- 3.9 Review national guidance and research as it is issued, consider any implications and make recommendations for local implementation. Action and monitor such implementation to ensure the SAB is a learning Board.
- 3.10 Respond to local and national consultation exercises where appropriate
- 3.11 Commission Safeguarding Adult Reviews where an adult at risk has died, or in certain circumstances, is seriously harmed and abuse or neglect are confirmed or suspected, acting in accordance with Halton's Safeguarding Adult Review Policy
- 3.12 Link with other agencies, sectors and forums that have a responsibility for protecting those at risk, such as Halton Safeguarding Children's Board, Halton Domestic Abuse Forum, Health and Wellbeing Board, to ensure that both adult and child protection arrangements benefit from coordinated and shared learning and work streams, where appropriate.
- 3.13 Raise awareness within the wider community, of the need to safeguard adults at risk of abuse or neglect, and how they can contribute to this process effectively
- 3.14 To produce and publish a strategic plan for each financial year that sets out how it will meet its main objectives and what members will do to achieve this
- 3.15 To produce and publish an annual report detailing what the SAB has done during the year to achieve its main objective and implement its strategic plan

#### **4.0 MEMBERSHIP**

- 4.1 Members of SAB should have sufficient seniority within their own organisations to enable them to fully commit to the work of the Board, to support effective partnership working and to make key decisions as required.
- 4.2 In circumstances where members are unable to attend, a representative would only be able to attend in exceptional circumstances at the discretion of the Independent Chair
- 4.3 The SAB may co-opt additional members to the Board as required, where they have a relevant interest or area of expertise
- 4.4 The Membership of Halton SAB will be as follows:
  - ❖ Halton Borough Council
  - ❖ NHS Cheshire and Merseyside ICB: Halton Place
  - ❖ Cheshire Police
  - ❖ Cheshire Fire and Rescue
  - ❖ National Probation Service / Merseyside, Cheshire and Greater Manchester Community Rehabilitation Company
  - ❖ Healthwatch Halton
  - ❖ North West Ambulance Service

- ❖ SHAP
- ❖ Age UK, Mid-Mersey
- ❖ Health Provider Chief Nurses
- ❖ Independent Scrutineer

4.5 Members of the SAB make the following undertakings:

- ❖ To demonstrate a commitment to attend the meetings
- ❖ To submit apologies if they cannot attend and should endeavour to send a representative from their organisation or an update on their actions.
- ❖ To send agenda items to the chairperson at least two weeks prior to the meeting. Urgent items that arise outside of this timescale can be raised through any other business
- ❖ To feedback to their Department/Organisation/Agency/Sector and canvas their views to bring to meetings where appropriate
- ❖ To act as a conduit between the SAB and the Department/Organisation/Agency/Sector they represent, to further the adoption of policies, procedures, guidance, protocols and any other work of the Board

## **5.0 CHAIRING ARRANGEMENTS**

5.1 Halton Safeguarding Adults Board is chaired on a rolling 12-month rota between the three main organisations (police, local authority, and health). The current chair is the Associate Director of Quality and Safety Improvement for Cheshire and Merseyside ICB. In their absence the role will be undertaken by a Vice Chair who will be nominated.

5.2 The role of the Chairperson is to ensure that safeguarding adults' activity aligned with national policy expectations and best practice thus ensuring safeguarding procedures are embedded throughout all agencies.

5.3 The Chairperson will also provide critical challenge and hold agencies and organisations to account, as required.

## **6.0 SUB GROUPS**

6.1 Currently Halton SAB has an Executive Group, with four main sub-groups feeding in:

- ❖ Partnership Forum (including Faith Sector Forum (joint with LSCB))
- ❖ Policy, Practice & Procedure Group
- ❖ Performance, QA & Audits
- ❖ Safeguarding Adults Review (SAR) Group

6.2 With the addition of Task and Finish Groups as and when required. Task and Finish Groups may be set up for particular purposes on a short term or standing

basis, through agreement in the sub-groups, to support the work of the Board, for example:

- ❖ Carry out specific tasks
- ❖ Provide specialist advice
- ❖ Undertake in-depth reviews on a particular topic

6.3 There is an expectation that sub groups will support the SAB to undertake its responsibilities in the delivery of the SAB strategic plan. The Executive Group will monitor the work programmes of the sub-groups, with regular reports to the SAB.

## **7.0 GOVERNANCE**

### **7.1 Accountability and assurance**

The Care Act 2014 states every SAB must send a copy of its Annual Report to:

- The Chief Executive and leader of the Local Authority;
- The Local Policing Body;
- The Local Healthwatch;
- The Chair of the Health and Wellbeing Board.

7.2 The Chairperson is accountable to the Chief Executive of Halton Borough Council. The SAB is a Statutory Board and will be subject to scrutiny by the Council's Health Policy and Performance Board (HPPB).

7.3 The SAB will meet on a quarterly basis, with the schedule of meetings published in advance for the year. Meetings can be called more frequently as circumstances dictate.

7.4 The agenda and papers for the SAB will be circulated a week before the meeting. The agenda will state the date, time and venue of the meeting and outline the items to be considered along with any supporting documents.

7.5 Urgent business additional to the agenda or late items may be included at the discretion of the Chairperson.

7.6 There is an expectation that Board members will read agenda items ahead of the meeting in order for enquiries to be made and pertinent discussions to take place.

7.7 Minutes of the SAB meeting will be taken by an appropriate minute taker and distributed accordingly. All minutes will be stored on the HSAB website.

7.8 Members of the SAB will engage in the work of the Cheshire and Merseyside Integrated Care Board.

## **8.0 QUORUM**

8.1 There is an expectation that all organisations represented at the Safeguarding Adults Board has a representative on at least one of the sub groups to ensure that information is cascaded effectively.

8.2 The minimum quorate for a SAB meeting to take place in order to make any necessary decisions would be for the attendance of a representative from each of the following: NHS Cheshire and Merseyside ICB: Halton Place; Halton Borough Council; Cheshire Police and a representative from one other SAB agency.

**DATE TERMS OF REFERENCE AGREED: September 2024**

**REVIEW DATE: September 2026**