



Royal Greenwich Safeguarding Adults Board

2015/17 Terms of reference

“The main objective of the Safeguarding Adults Board is to assure itself that local safeguarding arrangements and partners act to help and protect adults in its area who meet the criteria: has needs for care and support (whether or not the local authority is meeting any of those needs) and; is experiencing, or at risk of, abuse or neglect; and as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.”

(Care Act 2014 Statutory Guidance for Implementation October 2014)

1. Vision and principles

These are set out in the Royal Greenwich Safeguarding Adults Strategy along with broad goals in pursuit of the vision and principles. The vision and principles must at all times underpin the work of the partnership and of the organisations that make up the partnership. They provide a foundation on which all agencies will establish their safeguarding arrangements and will support a rationale for effective mutual challenge. The Board will ensure that the voice of service users is heard and that there is an associated focus on the shift to *Making Safeguarding Personal*.

2. Core duties

The core duties of the Board are set out in Chapter 14 of the Care Act Statutory Guidance, issued under Schedule 78 of the Care Act 2014 which requires the Board to:

- publish a Strategic Plan for each financial year detailing how it will meet its main objective and what members will do to achieve this
- publish an Annual Report detailing what the Board has done during the year to achieve its objectives and implement its Strategic Plan and what Members have done to implement the Strategy
- conduct any Safeguarding Adults Review in accordance with Schedule 44 of the Care Act 2014 and advise the local authority and Board partners on lessons to be learned

3. Other duties

The Board will develop initiatives, plans, policies and procedures for Safeguarding Adults in its area, or where agreed by the Board, adopt existing “Protecting adults at risk: London multi-agency policy and procedures to safeguard adults from abuse” in relation to the role, responsibility, authority and accountability with regard to the action each agency and professional group should take to ensure the protection of adults.

The Board will:

- establish how it will hold partners to account and gain assurance of the effectiveness of arrangements
- identify circumstances which give grounds for concern and when these should be considered for referral to the local authority as an enquiry, including referral pathways and thresholds for intervention
- establish mechanisms for developing policies and strategies for protecting adults which should be formulated, not only in collaboration and consultation with all relevant agencies but also take account of



the views of adults who have need for care and support, their families, advocates and carer representatives

- develop strategies to deal with the impact of issues of race, ethnicity, religion, gender and gender orientation, sexual orientation, age, disadvantage and disability on abuse and neglect
- establish ways of analysing and interrogating data and information on safeguarding concerns and completed enquiries which increases the Board's understanding of prevalence of abuse and neglect locally and builds up a picture over time
- formulate guidance about the arrangements for managing adult safeguarding, and dealing with complaints, grievances and professional and administrative malpractice in relation to safeguarding adults
- develop clear partnership guidance on information sharing, balancing the requirements of confidentiality with the consideration that, to protect adults, it may be necessary to share information on a 'need-to-know basis'
- identify mechanisms for monitoring and reviewing the implementation and impact of policy and training such as peer review and self-audit
- promote multiagency training and consider any specialist training that may be required. Consider scope for jointly commissioned training with other partnerships
- In all activities the Board will promote equality of opportunity and aim to meet the diverse needs and wishes of adults at risk in the area.
- the Board will engage in any other activity that facilitates or is conducive to, the achievement of its objectives

4. Relationship to other partnerships/groups

The Board recognises that other partnerships and organisations working in Royal Greenwich have responsibilities in respect of safeguarding adults at risk. The Protocol for Safeguarding Partnerships* outlines the cooperative relationship between the Greenwich Safeguarding Adults Board (GGSAB), the Greenwich Safeguarding Children Board (GSCB), Health and Wellbeing Board (HWBB), Children's Trust Board (CTB) and Safer Greenwich Partnership (SGP) to safeguard and promote the welfare of children and adults in the Royal Borough of Greenwich.

* The Royal Greenwich protocol for Safeguarding Partnerships was endorsed by the GGSAB and GSCB Leadership Executive in October 2015.

5. Leadership and accountability

- 5.1 The Care Act 2014 requires Royal Greenwich Council as a local authority to establish a Safeguarding Adults Board. The Board is independent of the Council. In order to provide effective scrutiny it will not be subordinate to, nor subsumed within other local structures.
- 5.2 The Board will appoint an Independent Chair to lead collaboratively, give advice, support and encouragement, whilst offering constructive challenge and holding main partner agencies to account.
- 5.3 The Chair will be accountable to the Chief Executive of the local authority as the lead body responsible for establishing the Board. The Chair will be appointed by the local authority in consultation with its statutory partners.
- 5.4 The Chair will work closely with all Board partners and in particular with statutory members of the Board.
- 5.5 A Leadership Executive will be established with representation at the most senior level from the three statutory agencies and other organisations as identified by the statutory membership. This Executive has a leadership, governance and performance management role in ensuring the Board's effective co-ordination of



services to safeguard and promote the welfare of adults in accordance with the Care Act 2014 and Care and Support Statutory Guidance October 2014.

- 5.6 The Chair will ensure the Board publishes a Strategic Plan for each financial year. The plan will address both short and longer term actions and will set out how it will support and safeguard adults in its area and what action each member of the Board will take to deliver the plan and enhance protection from abuse/neglect. When preparing the plan the Board will consult the Greenwich Healthwatch and involve the community. The Plan may extend over a period up to 5 years. It will be clear as to what is expected to be achieved in each year.
- 5.7 The Chair must ensure the Board publishes an Annual Report on its activities including an assessment of the effectiveness of local safeguarding arrangements and the challenges for the coming year. The Annual Report must provide information about any Safeguarding Adults Reviews (SARs) and show how the Board is monitoring progress against its policies and its Strategic Plan. In order to accommodate the statutory data return, the Annual Report will be published between September and November each year for the preceding financial year. The Annual report will publish details of members' attendance at the Board and subgroups to the Board. The report must be submitted to the following:
- Leader of Royal Greenwich Council;
 - CEO of Royal Greenwich Council
 - Council Cabinet Member for Adults & Older People Service Royal Greenwich Council
 - Metropolitan Police Service Borough Commander;
 - Chief Operating Officer of NHS Greenwich Clinical Commissioning Group
 - Health and Wellbeing Board; and
 - Local Healthwatch Chief Executive
- 5.8 The Board will adopt the financial year April 1st – March 31st.
- 5.9 The Board will its hold meetings at least four times a year (quarterly).
- 5.10 The Board will require a quorum of at least one third of the voting membership in order to have a fully constituted meeting.
- 5.11 The Board will review its terms of reference on an annual basis along with the terms of references for its sub-groups.
- 5.12 The Board will keep a written record of all Board meetings and meetings of its sub-groups.

6. The Safeguarding Adult Board sub-groups

- 6.1 The Board will operate sub-groups which will carry out its operational functions. All sub-groups will have their own terms of reference and an annual work plan which will derive from the Board's strategic plan and support the functions of the Board.

The 2015/16 sub-groups are identified as follows:

- Quality Assurance
- Mental Capacity Act
- Making Safeguarding Personnel
- Learning & Development



6.2 The Board will put in place a Safeguarding Adults Review (SAR) evaluation group which will consider potential SAR referrals and make recommendations to the Board Chair. The SAR Evaluation Group will be chaired by the Royal Greenwich Assistant Director (Adult & Older People Services) Partnerships & Operations.

7. The Board Membership

7.1 The Royal Borough of Greenwich identifies the required statutory Board partners who must be represented:

- Greenwich local authority
- NHS Greenwich Clinical Commissioning Group
- Metropolitan Police Service

7.2 In addition, membership of the Board will include such other organisations and individuals as Greenwich Council considers appropriate having consulted its Board partners from the CCG and the police. The Board may wish to invite additional partners to some meetings depending on the specific focus or to participate in its work more generally.

7.3 Greenwich Council and the Board must ensure that between them, all members of the Board have the requisite skills and experience necessary for the Board to act effectively and efficiently to safeguard adults in its area.

7.4 The Board will secure the involvement of other relevant organisations, either by inviting them to be representatives of Board subgroups or, for example, through invitation for discussion of specific issues at a Board meeting.

7.5 There will be an agreed induction programme for all new members.

8. Financial arrangements

Board partners have agreed to the establishment and maintenance of a pooled budget pursuant to Schedule 2 of the Care Act 2014 which will be managed by the local authority on behalf of Board partners. This will enable the Board to carry out its responsibilities as set out in the Care Act, 2014 and to realise the aims set out in the strategic plan. An annual budget will be published in the Annual Report.

9. Overview & Scrutiny

The Leadership Executive provides an overview and scrutiny function to the Board. The Board will cooperate with any reasonable request by the Council in respect of its overview and scrutiny functions.