

Safeguarding
Adults
in Stockport

STOCKPORT SAFEGUARDING ADULTS
BOARD

Statement of Commitment
September 2017

CONTENTS

- 1.0 Introduction**
- 2.0 Purpose and key function of the Stockport Safeguarding Adults Board**
 - 2.1 The Statutory Objectives and Functions of SSAB
 - 2.2 How SSAB carries out its functions
- 3.0 SSAB agency representation and common responsibilities**
 - 3.1 Role of the Chair and Vice Chair
 - 3.2 Statutory and non-statutory Members
 - 3.3 Agency representation and attendance
 - 3.4 Responsibilities/accountability of SSAB Members
- 4.0 Governance and Accountability**
 - 4.1 Independence
 - 4.2 Information Sharing
 - 4.3 Scrutiny arrangements
- 5.0 How is business done?**
 - 5.1 SSAB Board
 - 5.2 SSAB Subgroups
 - 5.3 Role of the Subgroup/Task and Finish Group Chair
- 6.0 Escalation Process**
- 7.0 SSAB Resources**

Appendix 1-5 Subgroup Terms of Reference

Appendix 6 Declaration

1.0 Introduction

This document sets out Stockport's arrangements for carrying out the functions of Stockport Safeguarding Adult Board (SSAB) in accordance with legislation and guidance.

The overarching purpose of a SAB is to help and safeguard adults with care and support needs. It does this by:

- Assuring itself that local safeguarding arrangements are in place as defined by the Care Act 2014 and statutory guidance
- assuring itself that safeguarding practice is person-centred and outcome-focused;
- Working collaboratively to prevent abuse and neglect where possible
- ensuring agencies and individuals give timely and proportionate responses when abuse or neglect have occurred
- Assuring itself that safeguarding practice is continuously improving and enhancing the quality of life of adults in its area.

The work of the Board is underpinned by the

THE SIX SAFEGUARDING PRINCIPLES:

- **Empowerment: people being supported and encouraged to make their own decisions and give informed consent**
- **Prevention: it is better to take action before harm occurs**
- **Proportionality: the least intrusive response appropriate to the risk presented**
- **Protection: support and representation for those in greatest need**
- **Partnership: local solutions through services working with their communities – communities have a part to play in preventing, detecting and reporting neglect and abuse**
- **Accountability and transparency in safeguarding practice**

The SAB must lead adult safeguarding arrangements across its locality, oversee, and coordinate the effectiveness of the safeguarding work of its member and partner agencies. This will require the SAB to develop and actively promote a culture with its members, partners and the local community that recognises the values and principles contained in [‘Making Safeguarding Personal’](#). It should also concern itself with a range of issues, which can contribute to the wellbeing of its community and the prevention of abuse and neglect, such as:

- The safety of people who use services in local health settings, including mental health
- The safety of adults with care and support needs living in social housing
- Effective interventions with adults who self-neglect, for whatever reason
- The quality of local care and support services
- The effectiveness of prisons in safeguarding offenders
- Making connections between adult safeguarding and domestic abuse.

2.0 Purpose and Key Functions of the Stockport Safeguarding Adults Board

2.1 The Statutory Objectives and Functions of SSAB

The Safeguarding Adults Board oversees the effectiveness of the arrangements made by individual agencies and the wider partnership to safeguard adults from abuse. It co-ordinates activity undertaken by member organisations for the purposes of safeguarding and promoting the wellbeing of adults at risk in Stockport and upholds the right of all adults to live their lives free from violence, abuse and neglect.

The Board has three core statutory duties:

- i. It **must** publish a strategic plan for each financial year that sets how it will meet its main objective and what the members will do to achieve this. The plan must be developed with local community involvement, and SSAB must

consult the local Healthwatch organisation. The plan should be evidence based and make use of all available evidence and intelligence from partners to form and develop its plan.

- ii. It **must** publish an Annual Report detailing what SSAB has done during the year to achieve its main objective and implement its strategic plan, and what each member has done to implement the strategy, as well as detailing the findings of any Safeguarding Adults Reviews and subsequent action.
- iii. It **must** conduct any Safeguarding Adults Review in accordance with Section 44 of the Care Act 2015.

The SAB provides a forum for strategic discussion and agreement on:

- I. Areas for improvement
- II. Policy issues
- III. Guidance for practitioners, commissioners and service providers
- IV. Approaches to self-neglect
- V. Preventing abuse and neglect
- VI. Addressing antisocial behavior, hate crime and domestic abuse
- VII. The respective roles of the board, other boards and partners.

The SAB must ensure it has arrangements that will enable it to carry out the duties and functions specified under the Care Act. It must have a clear, agreed understanding of the roles, responsibilities, authority and accountability of its member agencies and:

- Suitable governance arrangements including an escalation process for when agreement cannot be reached between members;
- An effective infrastructure and sub group arrangements
- Links to other boards and partnerships
- Adequate resources
- Opportunities for people with care and support needs and carers to contribute to and inform its work
person-centred, outcome-focused safeguarding arrangements and policies
- Ensure that there is awareness training for all health and social care staff and police who work directly with people with care and support needs
- Ensure that there is specialist training for all practitioners who have direct responsibilities for safeguarding work
evaluate effectiveness and impact of training
- A system for agencies reporting to the board on the measures they have in place, how they are working and enable them to respond to challenge from the board
- A prevention strategy specifying each agency's responsibilities
- Links with the wider community to inform it of and receive feedback on the work of the SAB
- Arrangements to monitor, evaluate and raise public awareness of adult abuse and neglect and how to respond
- Arrangements to provide advice and support to other organisations to improve their safeguarding mechanisms and activity

agreement and guidance on which types of Serious Untoward Incidents in the NHS are regularly reported to the SAB

- Produce Annual Reports, detailing what the SAB and its members have achieved, including how they have contributed to the board's objectives and what has been learned from and acted upon from the findings of Safeguarding Adults Reviews and other reviews and audits
- Ensure that partner organisations have arrangements for the quality assurance of the effectiveness of their safeguarding work
- A communication strategy to manage, among other things, the SAB's contact with other parties including the broader community and the media.

2.2 SSAB carries out these functions in the following ways:

- Monitoring and evaluating the effectiveness of what is done by SSAB members and their agencies, individually and collectively, to safeguard and promote the welfare of adults at risk, and advise them of ways to improve.
- Influencing the local planning and commissioning of services for adults at risk, to ensure that they take safeguarding and promoting the welfare of adults into account.
- Collecting and analysing multi-agency information (both qualitative and quantitative) relating to safeguarding adults at risk and prioritising the work of the SSAB and member agencies in response to this analysis.
- Collecting and analysing information relating to all adult deaths and serious injuries in Stockport, using this information to inform commissioning, and learning/awareness raising by agencies and the general public
- Undertaking Safeguarding Adult Reviews where neglect or abuse has been a known or suspected factor in deaths or serious injuries and to ensure that any lessons arising from the Review is learnt effectively
- Monitor and assess how well all agencies learn from Safeguarding Adult Reviews and change/improve their working practices as a result where identified
- Co-ordinating the development of policies and procedures that safeguard and promote the welfare of adults at risk in Stockport through direct contribution to the Greater Manchester Policies and Procedures
- Co-ordinating the delivery of effective and relevant multi agency training relating to safeguarding in order to contribute towards a confident and competent workforce in Stockport
- Communicating and raise awareness of the need to safeguard and promote the welfare of adults at risk to people and agencies in Stockport, raising their awareness of how this can be done, and encouraging them to do so.

The SSAB does NOT have operational responsibility for services, or deliver services themselves. Neither does the SSAB directly commission operational services.

3.0 SSAB agency representation, accountability and common responsibilities

3.1 Role of the Chair and Vice Chair

An Independent Chair, who is appointed by the Chief Executive of Stockport Council, chairs the SSAB. The Chair appointment will be reviewed three yearly, appraisals taking place annually during this period. The Chair works closely with the Director of People and with all SSAB partners.

The Chair is required to oversee the publication of an Annual Report on the effectiveness of adult safeguarding and promoting the welfare of adults at risk. The annual report will be published in relation to the preceding financial year and will be published by the September of the new financial year. The Report will be submitted to the Chief Executive, Leader of the Council, local Police and Crime Commissioner and the Chair of the Health and Wellbeing Board. This Annual Report will also be shared widely through partner agencies and will be available on the SSAB website.

The Vice chair will be nominated and appointed by the SSAB bi-annually to stand in for the Chair when required to do so.

3.2 Statutory and non-statutory members

The following membership has been agreed for Stockport Safeguarding Adults Board, some of whom are required by statute to take part:

- Independent Chair
- Stockport Council - Director of People
- Stockport Council – Adults Services
 - Director of Operations Adult Social Care ICO
 - Head of Mental Health and Learning Disability Services
 - Head of Market Development, Safeguarding, Quality & Commissioning
 - Head of Safeguarding & Learning
 - Staff and Workforce Development Manager
- Chief Police Officer for Stockport
- National Probation Services
- Community Rehabilitation Service
- NHS England
- NHS Stockport Clinical Commissioning Group
 - Executive Nurse
 - Designated Doctor
 - Designated Nurse
- Stockport NHS Foundation Trust
 - Deputy Director of Nursing and Midwifery
- Pennine Care NHS Foundation Trust – Director level representation
- Executive councillor for Adults (This role is as Participant observer)

- Sub group chairs not already represented
- Housing Services
- Healthwatch
- Public Health specialist
- Voluntary, Community and Faith sector representative
- SSAB Business Manager

3.3 **Agency representation and attendance**

The SSAB expects agency representation of an appropriate person, who has a strategic role in relation to safeguarding and promoting the welfare of vulnerable adult's within their organisation. In order to fulfil the role of SSAB member, the representative must be able to;

- Speak for their organisation with authority as a member of the SSAB,
- Commit their organisation to policy and proactive matters in relation to safeguarding adults at risk,
- Have sufficient authority within their organisation to hold their organisation to account in relation to safeguarding adults at risk,
- Be able to influence planning and commissioning of services within their agency in a way that effectively safeguards and promotes the welfare of adults at risk,
- Maintain attendance at the SSAB main meeting, and any subgroups or other working groups that they are also a member to. Where the SSAB members are not able to attend a meeting, they must ensure that they send an appropriately experienced and briefed substitute in order to ensure representation.
- Members should have sufficient delegated authority to allow them to speak on their agency's behalf and to make decisions at an agreed level, without referral to their own agency.

Attendance has been agreed as 80% for all members. The Business Manager will raise concerns about level of attendance with agencies in the first instance, and if they that cannot be resolved at this level will be escalated to the Independent Chair who will arrange a meeting to discuss their difficulties.

3.4 **Responsibilities/accountability of SSAB Members**

All new members will receive an induction pack and meet with the Independent Chair and/or Business Manager before taking a place on the Board to discuss mutual expectations and any areas for personal/professional development.

The SSAB will commit to providing members with access to the SSAB multi-agency training where training needs have been identified. Each SSAB member will have responsibility for their own personal development and will be expected to seek support from their own agency and the SSAB in this area if needed. Members are

required to have sufficient knowledge of the Care Act (2014) requirements and the wider safeguarding agenda in order to contribute effectively to the work of the SSAB.

All SSAB members have a duty to behave objectively when assessing the effectiveness of single and multi-agency safeguarding arrangements, and recommending or deciding necessary steps to resolve problems. This duty should take precedence over their role as a representative of their organisation. It is each individual member's responsibility to ensure they have an awareness and appreciation of the role and priorities of other member agencies and operate in a way that respects and takes account of different agency culture.

There is an expectation that all SSAB members will behave and conduct themselves whilst present at any SSAB meeting. Executive board members are asked that mobile phones are switched off, or in the event, they have to be on, then they are set to silent, and that board members ensure that Personal computers and laptops are not in use during any board meeting. The SSAB does expect its members to participate in full throughout the meeting and full engagement is necessary. If members do require taking a call, then all calls must be taken outside of the meeting.

There is an expectation of members that they will ensure the SSAB is consulted about proposed changes within their organisation, which could have an impact on adults at risk.

Each member has a duty to support the work of the SSAB and is accountable for the effective communication and dissemination of this work within their organisation in way that promotes positive outcomes for adults at risk. In particular, all SSAB members will be accountable for ensuring the following;

- Ensure that information sharing protocols are implemented and understood,
- Promote a culture of listening to adults at risk, their families and carers in relation to individual decisions and the development of services,
- Provide sufficient time, funding, supervision and support front line practitioners to fulfil safeguarding duties effectively,
- Where their agency undertakes assessments of adults at risk , these include evidence from all professionals involved, take account of case histories and significant events and include direct contact with the adult concerned,
- Each agency should comply with the reporting of Harm Levels in the appropriate quarterly logs. All submissions should give a general overview of the key themes, safeguards and learning from any logs submitted. The agencies Harm Level report should be submitted to the board manager on a quarterly basis, so that themes, trends and patterns can be shared to the board.
- The agency contributes effectively to request for involvement in Serious Adult Reviews (SAR), and other reviews such as Multi-Agency Learning Reviews, including meeting statutory and local timescales and deadlines, and allocating resources to support the process where required,

- The agency responds to requests in relation to the multi-agency audit programme,
- The agency contributes to the delivery of SSAB multi-agency training, and ensures that their staff access and attend relevant SSAB multi agency training.
- The agency effectively communicates the lessons to be learnt from SARs and Multi -Agency Learning Reviews to all staff, especially frontline staff, and proactively implements any relevant recommendations arising from reviews for their agency,
- Policies, procedures and protocols relevant to their agency's work are embedded into practice within their own agency, taking steps to remedy this if this is not the case,
- The agency has effective systems in place to ensure safer recruitment and staff management, including the management of allegations against staff,
- Where a representative chairs a subgroup or task and finish group on behalf of the SSAB, they take full ownership of this work, leading and supporting group members, ensuring timescales are met, proactively working with SSAB staff and escalating issues or blockages promptly to the SSAB Chair where needed.

4. Governance and accountability

4.1 Independence

The Independent Chair has a crucial role in making certain that the Board operates effectively and can secure an independent voice on behalf of the SSAB. The chair will be independent of local agencies so that he or she can exercise the key role of challenge effectively.

The Independent Chair will meet with the Strategic Director for People, Lead Member for Adults Services and the Chief Executive of the Council who will have the opportunity to hold the SSAB to account.

The SSAB whilst having a distinct role in relation to the safeguarding of adults at risk, it does not work in isolation from other strategic partnership boards in Stockport. The links between the SSAB and other strategic partnership boards will be set out in a Memorandum of Understanding.

Healthwatch have a role to play in challenging and holding SSAB to account to the public through their objective, non- specialist role.

4.2 **Information Sharing**

It is the responsibility of individual agencies and their representatives to be aware of legislation and/ or guidance affecting their ability to share information, including the Seven Golden rules for Information Sharing taken from HM Government's 'Information Sharing: Guidance for practitioners and managers' guidance document.

1. Remember that the Data Protection Act 1998 and human rights law are not barriers to justified information sharing, but provide a framework to ensure that personal information about living individuals is shared appropriately.

2. Be open and honest with the individual (and/or their family where appropriate) from the outset about why, what, how and with whom information will, or could be shared, and seek their agreement, unless it is unsafe or inappropriate to do so.

3. Seek advice from other practitioners if you are in any doubt about sharing the information concerned, without disclosing the identity of the individual where possible.

4. Share with informed consent where appropriate and, where possible, respect the wishes of those who do not consent to share confidential information. You may still share information without consent if, in your judgement, there is good reason to do so, such as where safety may be at risk. You will need to base your judgement on the facts of the case. When you are sharing or requesting personal information from someone, be certain of the basis upon which you are doing so. Where you have consent, be mindful that an individual might not expect information to be shared.

5. Consider safety and well-being: Base your information sharing decisions on considerations of the safety and well-being of the individual and others who may be affected by their actions.

6. Necessary, proportionate, relevant, adequate, accurate, timely and secure: Ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those individuals who need to have it, is accurate and up-to-date, is shared in a timely fashion, and is shared securely (see principles).

7. Keep a record of your decision and the reasons for it – whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose.

4.3 **Scrutiny arrangements**

The Elected Member with responsibility for adults at risk will have a role, via the Scrutiny Committee, in determining how well the Local Authority is fulfilling its responsibilities to safeguard and promote the welfare of adults at risk, and the work of the SSAB in this.

5.0 How is business done?

5.1 Stockport Safeguarding Adult Board (SSAB ToR Appendix 1)

The main Board currently meets bi-monthly with all members being expected to attend as outlined in 3.3. The purpose of this meeting is for the Board to receive reports in relation to the key functions outlined in section 2.0, and any other matters that contribute to coordination or effectiveness of safeguarding work. The Board will also receive updates on the progress of the work contained in the SSAB Business Plan. The Board will have an agreed work plan that sets out the schedule of reporting to the Board.

The Board will be considered quorate if 50% of its members are present and at least four different agencies are represented.

5.2 Stockport Joint Safeguarding Board strategic plan 2017-2020

Stockport Safeguarding Adults Board undertook a joint development day working jointly with members of the Stockport Safeguarding Children Board. Both boards have produced a three year strategic business plan.

Details can be found here:

https://assets.contentful.com/ii3xdrqc6nfw/2yipYZI6FWiyu2C0siQUyq/eab7dd9d4698e0653f40be31fb9b1a62/SSCB_S SAB Strategic Plan 2017 - 2020.pdf

5.3 SSAB Subgroups

The Board currently has six subgroups, three of which are joint groups with Stockport's Safeguarding Children's Board. These subgroups support the Business of the Board:

The joint subgroups are, Training and Workforce, Communication and Engagement and Early Help and Prevention, they are each represented from members of both children's and adult's safeguarding boards.

5.3.1 Implementation Sub Group (ISG – ToR Appendix 2)

The primary purpose of the Implementation Sub Group (ISG) is to coordinate the work of the subgroups and to oversee the delivery of the SSAB Strategic plan.

5.3.2 Quality, Audit and Performance Sub Group (QAPSG – ToR Appendix 3)

The primary purpose of the Quality Audit and Performance Sub Group (QAPSG) is to scrutinise, monitor and evaluate the effectiveness of Stockport Safeguarding Adults Board (SSAB) partner agencies and commissioned organisations for the purposes of safeguarding and promoting the welfare of adults at risk in Stockport. The QAPSG would also lead the development and implementation of a performance framework and provide an audit and quality assurance function on behalf of the SSAB.

The QAPSG Sub Group also seeks assurance that organisations are compliant with the requirements of the Care act 2014.

5.3.3 Joint Communication and Engagement Sub Group (C&ESG – ToR Appendix 4)

The Joint C&ESG is responsible for the on-going development and implementation of both, SSAB & SSCB's agreed communication strategy.

The strategy's main aims are;

To communicate and share factual information that outlines the way in which Stockport's safeguarding Boards will share information with children, young people, families, adult at risk, partner agencies, the media and the wider public to ensure clear information is available about its work along with national and local safeguarding aims.

To promote the activity of both Stockport's Adult & Children's safeguarding boards in tackling abuse and to highlight the good work that has already been done.

To raise the awareness of all the residents of Stockport about the signs of both children and adult abuse and to support and encourage them to act on this in accordance with Stockport's safeguarding policies.

To ensure that all members of Stockport's health and social care economy are familiar with the expectations upon them as professionals to contribute to the safeguarding child/adult protection agenda. This includes paid staff and volunteers, whether directly or indirectly employed and includes statutory, private, independent and third sector agencies.

5.4.4 Joint Training and Workforce Subgroup (T&WSG - ToR Appendix 5)

The primary purpose of the Training and Workforce Sub Group (T&WSG) is to identify the multi-agency learning and development needs of both adult and children's commissioned services in Stockport. The T&WSG would also lead the development and implementation of the Training and Workforce Strategy for both Children's and Adults Safeguarding Boards.

5.5.5 Joint Early Help and Prevention Subgroup (EH&PSG - ToR Appendix 6)

The role of the Joint Early Help and Prevention Sub Group is to agree, implement and review an annual work programme across all partner agencies that meet the objectives of both Board's Business Plan.

5.5.6 Complex Safeguarding (CSSG)

The Complex Safeguarding subgroup is currently under review and the new sub group proposals are currently in progress. Updates with terms of reference will follow.

5.5.7 Policy and Practice Subgroup (P&PSG)

To lead the development, implementation, monitoring, evaluation and promotion of the Stockport Safeguarding Adults policies, procedures and practice guidance. In

addition, the group will ensure that partners on the SSAB operate in accordance with the Stockport inter-agency safeguarding adult's policy framework.

5.6 Role of the Subgroup Chair

All subgroups/task and finish groups will be accountable to the SSAB for the development of their action plan, and performance against this, via their subgroup Chair and regular reports to the SSAB Implementation Sub. See section 3.3 for more information on accountabilities of Subgroup and task and finish group Chair role.

6.0 Escalation Process

All prospective members will be expected to formally sign a Statement of Commitment agreement outlining these accountabilities before becoming a member of the SSAB.

There are a number of situations that may occur that would hinder the SSAB from carrying out its statutory function (Section 1); or disputes/issues that could arise that may cause concern regarding the safeguarding arrangements within a specific organisation.

The Board wants to embrace a culture of support, scrutiny and challenge and partners holding each other to account. It is anticipated that the majority of issues/disputes will be managed through the normal business of the Board; however, there are a number of ways that the Board could escalate issues that are not being addressed.

- Individual partners attendance at Board meeting (section 3.3);
- The Board can request a 'call in paper' to address the issues raised;
- 1-1 meeting with the Independent Chair and the respective partner;
- Independent Chair formally writes to the respective partner/organisation outlining the concerns raised and requesting formal response;
- Through the contractual process for services commissioned by Board partners;
- Escalate to the Director of People LA (Director of Adult Social Care) as the accountable person for safeguarding adults at risk in line with the Care Act (2014).

7.0 SSAB Resources

Partners will support the effective running of the Board. Individual partner contributions are yet to be agreed.

Stockport Safeguarding Adults Board (SSAB) Terms of Reference

Vision

That all adults living in Stockport are able to exercise their right to live in safety, free from abuse or neglect.

Purpose of the Board

The Safeguarding Adults Board obtains assurance about the effectiveness of local arrangements for safeguarding adults who, because of their care and support needs, are unable to protect themselves from abuse or neglect.

Core Duties

The Board will publish a strategic plan each financial year, which sets out its key objectives and says how those objectives will be met and what members of the Board will do to achieve the objectives.

The Board will publish an annual report detailing the progress the Board has made during the course of the financial year in implementing the strategic plan and achieving its objectives

The Board will conduct any Safeguarding Adults Reviews (SAR) where the criteria for conducting a SAR are met and will ensure any learning from the reviews is appropriately disseminated and is used to improve practice.

Key Responsibilities

To hold partner agencies to account and gain assurance in respect of the effectiveness of their safeguarding arrangements.

To analyse and interrogate data relating to safeguarding adults, including safeguarding notifications to increase the Board's understanding of the prevalence of abuse and neglect locally.

To develop policies and strategies for protecting adults who have care and support needs. Such policies need to include the arrangements for managing adult safeguarding and dealing with complaints, grievances and professional and administrative malpractice.

To develop preventative strategies that aim to reduce instances of abuse and neglect.
To 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.

To promote multi-agency training and consider any specialist training that may be required.

To monitor and review the implementation and impact of policy and training.

To provide advice and assistance to others in improving adult safeguarding mechanisms.
To balance the requirements of confidentiality with the consideration that, to protect adults, it may be necessary to share information on a "need to know basis".

To develop arrangements for peer review and self-audit of the effectiveness of the Board.

To ensure compliance with the Mental Capacity Act 2005 and the Deprivation of Liberty Safeguards.

To develop effective links with other strategic partnerships in particular the Health and Wellbeing Board and the Safeguarding Children Board.

Consultation

The Board has a duty to involve the local community in developing the strategic plan. The Board will develop a plan to discharge this duty in time for the development of the Strategic Plan in 2017-20.

The Board will take account of the views of adults with care and support needs, their families, advocates and carer representatives in discharging all core duties and key responsibilities.

Sub Groups

The SSAB will form sub groups to enable it to discharge its core duties and key responsibilities.

The SSAB may from time to time form task and finish groups to undertake pieces of work relevant to its core duties and key responsibilities.

Meeting of the Board

The Board will meet at two monthly intervals.

The Board will be quorate if there is a minimum of two thirds of members in attendance.

If a Board member is unable to attend, he or she will arrange for a deputy to be briefed and to attend in their place.

The Board agenda and papers will be circulated not less than one week prior to the date of the meeting.

Minutes of Board meetings will be distributed within 10 working days of the date of the meeting.

Implementation Subgroup (ISG)

Terms of Reference

Purpose

Stockport Safeguarding Adult Board is committed to ensuring all agencies work together to minimise abuse or neglect to adults at risk at risk, and to safeguard effectively where abuse or neglect has or may have occurred.

The primary purpose of the Implementation Sub Group (ISG) is to coordinate the work of the subgroups and to oversee the delivery of the SSAB Strategic plan.

The SSAB works to ensure that the six principles outlined in the Care Act 2014 are applied to all areas of SSAB, and that the SSAB fulfil its functions by monitoring, reviewing and implementing its key objectives through effective business planning and timely responses to local and national issues.

Membership

Membership reflects the multi-agency partnership of SSAB and includes work stream from the Statutory, Independent and Voluntary Sector. Agencies are represented, at a level of seniority that enables attendees to speak with authority on behalf of their service or organisation, together with chairs of SSAB sub groups.

If a group member is unable to attend, a named Deputy with delegated authority will attend the meeting.

The membership will include:

Head of Market Development, Quality & Commissioning	SMBC
Service Manager, Safeguarding and Quality Service	SMBC
Executive Nurse	NHS Stockport CCG
Head of Safeguarding and Learning	SMBC
Safeguarding Adults Board Development Manager	SMBC
Chief Officer	Healthwatch Stockport (HWS)
Strategic Lead Complex Dependency & Integrated Working	SMBC
Service Manager, Workforce Development	SMBC
Head of Independent Living	Stockport Homes
Superintendent	GM Police (GMP)
Designated Safeguarding Nurse	Stockport CCG

Head of Service
Comms & Marketing
Comms & Marketing

Pennine Care NHS FT
Stockport CCG
SMBC

Chairing Arrangements

The Chair is a representative of the SSAB.

The Vice Chair will deputise in the absence of the Chair.

Each chairperson will undertake the 'chairing' role for a minimum period of 1 year.

Meeting Arrangements

The ISG meets bi-monthly. Additional meetings may be called upon request and with the agreement of the Chair.

Meetings will be quorate if there is a minimum of two thirds of members in attendance. Non-quorate meetings should still take place and decisions can be made as long as consultation with key partners can be demonstrated.

Any member of the sub group may propose agenda items. The chair will confirm and agree the final agenda one week before the meeting.

Meetings are to be held at Stopford House and within one month of the SSAB meeting.

Actions of meetings to be distributed within 10 working days from the date of the meeting.

The group will review the relevance and value of its work and the terms of reference on a minimum annual basis at the beginning of each financial year.

Decisions will be arrived at by a majority of those in attendance at the ISG and recorded in the actions.

All information and business will be circulated in a summary report to the SSAB for business updates and for endorsement.

A volunteer from the membership will take actions from the meetings and which the Chair of the meeting and the Business Development Manager will approve.

The Business Development Manager is responsible for receiving agenda items and the distribution of the minutes of meetings.

The Business Development Manager will set the draft agenda for approval by the Chair wherever possible one week prior to each meeting.

Every member of the group has the opportunity to place items on each meeting's agenda.

The Business Development Manager should receive these items no later than two working weeks before the date of the next meeting.

Accountability and Reporting

The ISG is accountable to SSAB and operates under delegated authority from the SSAB to act within the scope of the agreed terms of reference.

Each member of the group is accountable to the agencies they represent.

Each constituent agency is responsible for ensuring information is provided and communicated effectively in order to achieve the purpose and objectives of the group.

The ISG will contribute to the SSAB work programme and annual report.

The group will provide reports to SSAB in accordance with the Board's Terms of Reference.

Work Plan

The subgroup works to an annual work plan agreed by the SSAB. A progress report is provided to the Board by the chair of the sub group quarterly.

Main function

The role of the implementation Sub Group is to agree, implement and review an annual work programme across all partner agencies that meet the objectives of the Board's Business Plan.

The key responsibilities are:

- To develop and monitor the implementation of the SSAB work programme and to provide the board with a report on a bi monthly timeframe.
- To agree the agenda of SSAB meetings and commission work required for meetings ensuring agenda items are presented as a report with recommendations requiring a decision from the SSAB.
- The group is to oversee and drive the work programmes of all SSAB sub groups and ensure these reflect SSAB business plan objectives and priorities.
- To take a lead, coordinating role in the production and publication of the SSAB Annual Report and Strategic Plan.
- To implement and monitor the risk register of the SSAB.
- To agree and annually review, the budget requirements to service the SSAB securing partner contributions as appropriate.
- To establish and maintain effective links and interfaces with other strategic plans and forums.
- To review relevant national policy developments and initiatives and provide SSAB with a regular report on safeguarding policies and best practice from elsewhere.
- To provide a response to an urgent or critical incident and ensuring any related briefing or media release is consistent with the SSAB Media Protocol.

- To bring to the attention of the SSAB any matter requiring its attention and/or response.
- Provide a channel for consultation and development of local policies, procedures, guidance and protocols.
- Ensuring that appropriate sub groups or task and finish groups are in place and are functioning appropriately to deliver the tasks outlined in the business plan.
- Identifying and proactively alert the SSAB to operational and national safeguarding issues, escalating them upwards and downwards to sub groups as and when necessary.
- Addressing practice issues identified through analysis of data conducted by the existing Sub groups.
- Monitoring SSAB communications including via the website and other methods of public dissemination.

Quality, Audit and Performance Sub Group (QAPSG)

Terms of Reference

Purpose

Stockport Safeguarding Adult Board is committed to ensuring all agencies work together to minimise abuse or neglect to adults at risk and to safeguard effectively where abuse or neglect to adults at risk and to safeguard effectively where abuse or neglect have or may have occurred.

The primary purpose of the Quality Audit and Performance Sub Group (QAPSG) is to scrutinise, monitor and evaluate the effectiveness of Stockport Safeguarding Adults Board (SSAB) partner agencies and commissioned organisations for the purposes of safeguarding and promoting the welfare of adults at risk in Stockport. The QAPSG would also lead the development and implementation of a performance framework and provide an audit and quality assurance function on behalf of the SSAB.

The QAPSG Sub Group also seeks assurance that organisations are compliant with the requirements of the Care Act 2014.

Membership

Membership reflects the multi-agency partnership of SSAB and includes work stream from the Statutory, Independent and Voluntary Sector. Agencies are represented, at a level of seniority that enables attendees to speak with authority on behalf of their service or organisation, together with chairs of SSAB sub groups.

Meetings will be quorate if there is a minimum of two thirds of members in attendance. Non-quorate meetings should still take place and decisions can be made as long as consultation with key partners can be demonstrated.

If a group member is unable to attend, a named Deputy with delegated authority will attend the meeting.

The following membership has been agreed for QAPSG, some of whom are required by statute to take part:

Executive Nurse	NHS Stockport CCG
Designated Nurse for Adult Safeguarding	NHS Stockport CCG
Team Manager	SMBC - REaCH
Service Manager, Quality & Commissioning	SMBC – Adult Social Care
Specialist Practitioner Adult Safeguarding	Pennine Care NHS FT
Safeguarding Adults Board Business Manager	SMBC
Hospital Social Worker & Safeguarding Lead	Priory Hospital Cheadle Royal
Service Manager, Safeguarding and Quality Service	SMBC – Adult Social Care
Named Nurse Adult Safeguarding & Prevent Lead	Stockport NHS Foundation Trust

Chairing Arrangements

The Chair is a representative of the SSAB.

The Vice Chair will deputise in the absence of the Chair

Each chairperson will undertake the 'chairing' role for a minimum period of 1 year.

Meeting Arrangements

The QAPSG meets bi-monthly. Additional meetings may be called upon request and with the agreement of the Chair. Meetings will be quorate if at least three agencies are represented.

Any member of the sub group may propose agenda items. The chair will confirm and agree the final agenda one week before the meeting.

Accountability and Reporting

The QAPSG is accountable to SSAB and operates under delegated authority from the SSAB to act within the scope of the agreed terms of reference.

Each member of the group is accountable to the agencies they represent.

Each constituent agency is responsible for ensuring information is provided and communicated effectively in order to achieve the purpose and objectives of the group.

The QAPSG will contribute to the SSAB work programme and annual report.

The group will provide reports to SSAB in accordance with the Board's Terms of Reference.

Work Plan

The subgroup works to an annual work plan agreed by the SSAB. A progress report is provided to the Board by the chair of the sub group quarterly.

Main function

- Assess whether SSAB partners are fulfilling their statutory obligations.
- Quality assure practice, including through joint audits of case files, involving practitioners and identifying lessons to be learned;
- Agree a framework for collection data in accordance with National guidelines.
- Collate and analyse information on activity and outcome data to direct and undertake audits in accordance with priorities of the Board, and to establish compliance with the policy framework and procedures, including consideration of standards and outcome measures.
- To develop safeguarding adults quality, audit and performance framework (QAPF) and range of tools and methodologies to support the implementation of the SSAB QAPF.
- To co-ordinate the implementation of the SSAB Safeguarding Audit Tool/Kit to identify areas of generic learning to inform future planning and development and establish audit tools/tool kits to support performance management processes, with the aim of demonstrating improvements.

- Identification of resource implications for Commissioners and Providers.
- To disseminate information and share best practice.
- To ensure the activities of the QAPSG reflect and promote the principles of Making Safeguarding Personal and those outlined in the Government Statement on Safeguarding Adults (May 2013).
- To identify themes, trends and gaps arising from monitoring activity and to make recommendations about where to target SSAB work to gain greatest improvement.
- To maintain a strategic overview of Mental Capacity Act and Deprivation of Liberty Safeguard arrangements across organisations and in particular to ensure these are working effectively – across health and social care – alongside safeguarding adults processes.
- To liaise with other SSAB subgroups and working groups to ensure a joined up and consistent approach to the work undertaken.

Communication and Engagement Sub Group (C&ESG)

Terms of Reference

Introduction

The C&ESG will support the work of both Stockport's Safeguarding Adults and Children's Board by advising and assisting the boards with engaging community stakeholders to help shape and monitor its plans and those of its partners.

Safeguarding children and adults in need of care and support should be everyone's business, regardless of any legal obligations already placed upon them. Every organisation that provides services for children and adults or that encounters children and families in the course of its operations, should as a matter of good practice apply the principles of Section 11 of the Children Act 2004, and or the Care Act 2014.

The group will provide an interface between the safeguarding boards and its partner organisations and the wider public to increase awareness of safeguarding in Stockport and provide a channel of communication with members of the public.

The group will report to both safeguarding boards on progress against delivery of business plan priorities. The group will raise issues that need resolution beyond the remit of its members to the Implementation group and the respective Chair of the safeguarding boards if they cannot be resolved.

Purpose

The role of the C&ESG is to deliver activities to ensure that both Stockport children's and adults safeguarding board engages with and seeks the views of children, young people, vulnerable adults, families/carers and communities in the delivery of its functions and activities. It also aims to positively promote and raise awareness of activities, campaigns and local work to ensure children, young people and vulnerable adults are safe in Stockport. This sub-group has the responsibility for developing, reviewing and disseminating a range of accessible information in a variety of formats to raise awareness about both children and adult safeguarding, targeting citizens, professionals, service users and carers.

Functions of the Group

1. To deliver activities to ensure the voices of children, young people, vulnerable adults, families and carers are heard within the work of both boards and the wider partnership.
2. Develop a local media and communication plan to raise awareness of safeguarding issues.
3. To develop and maintain a website on behalf of both Stockport's Safeguarding adult and children's board that can reach the wider public with accessible information and resources.
3. To create and design a logo that will represent both boards consistently, and allow both boards to have a brand that can be utilised for all public facing materials.
4. An ambition is to put together an annual report on behalf of both boards each year that is public facing, friendly and accessible.

5. Ensure that the work of the board is communicated through regular website updates.
6. Liaise with other groups working with children, young people and vulnerable adults to be aware of their communication strategies and to avoid duplication of efforts.
7. Deliver priorities and action as agreed in both boards business plan and raise issues where progress is slow.
8. To review existing safeguarding material and to reinvigorate the use of the easy accessible leaflets for safeguarding.
9. Facilitate increased membership through community engagement with service users, carers and families.

Value Base

The C&ESG will work collaboratively with members from both adults and children's safeguarding boards to develop an engagement strategy for internal and external use.

Membership

Membership will include a combination of statutory partners as well as third sector and provider agencies from both children's and adult services.

Meetings will be quorate if there is a minimum of two thirds of members in attendance. Non-quorate meetings should still take place and decisions can be made as long consultation with key partners can be demonstrated.

The group membership includes:

Head of Safeguarding and Learning	SMBC
Communication and Engagement Officer	Healthwatch Stockport (HWS)
Project Officer	SMBC
Designated Nurse - Adult Safeguarding	NHS Stockport CCG
Lead Nurse Adult Safeguarding & Prevent	Stockport NHS Foundation Trust
Head of Service	Pennine Care NHS Foundation Trust
Team Manager	SMBC Learning Disability Team.
Registered Manager and Company Director	Independent Care
Safeguarding Adults Board Business Manager	SMBC
Safeguarding Children's Business Manager	SMBC
Senior Advisor	Safeguarding in Education
Named Nurse Safeguarding Children	Stockport NHS Foundation Trust
Service Manager	SMBC - REaCH
Marketing and Communications Manager	Stockport Homes
Head of Communications.	NHS Stockport CCG
Corporate Communications & Marketing	SMBC
Director of Resources	Seashell Trust
Registered Manager	Together Trust

The group will invite representatives of appropriate organisations or individuals onto the group as and when it is deemed necessary.

All members will commit to attend the group on a bi monthly basis or send a deputy to ensure continuity of the work of the group. (Attendance is monitored and reported to both boards)

A panel member from the sub group is responsible for ensuring that relevant information from their organisation is made available to the group and is communicated back to the organisation they are representing.

Meeting arrangements

Meetings will be held bi-monthly at Stopford House and within a month of the SSAB meeting. Minutes of meetings will be distributed within 10 working days from the date of the meeting, and the group will review the relevance and value of its work, and the terms of reference on a minimum annual basis at the beginning of each financial year.

Decisions will be arrived at by a majority of those in attendance at the group and recorded in the minutes. All information will be reported to the Implementation Group for business updates and for endorsement before business is fed up to the boards.

The Sub Chair to be accountable for attendance, progress of work and achieving planned outcomes. The group is required by the board to make decisions where this is consistent with the achievement of the agreed work plan.

Agenda and papers will be sent out two weeks prior to each meeting. Minutes will be written and notes will be taken on action required, all notes will be circulated within two weeks of each meeting.

The Business Development Manager is responsible for receiving agenda items and the distribution of the minutes of meetings.

The Business Development Manager will set the draft agenda for approval by the Chair wherever possible one week prior to each meeting.

Every member of the group has the opportunity to place items on each meeting's agenda.

The Business Development Manager should receive these items no later than two working weeks before the date of the next meeting.

TRAINING AND WORKFORCE DEVELOPMENT SUB-GROUP (T&WDSG) TERMS OF REFERENCE

Introduction

The Training and Workforce Development Sub-group is responsible for the following on behalf of both the Stockport Safeguarding Adults and Children boards:

- the strategic overview of training and workforce development relating to all aspects of safeguarding in Stockport
- managing the identification of multi-agency training needs in relation to the safeguarding of children and adults and the promotion of their welfare, feeding those into the planning and commissioning of training
- evaluating multi-agency training to ensure it is making a difference to practice
- monitoring and reporting on the standard of single agency training provision

Terms of reference

In relation to both single agency and multi-agency training provision for the purpose of safeguarding children and adults, the group aims:

- To ensure training supports the strategic Safeguarding Adults and Children board priorities, Business Plans and relevant measures identified on risk logs
- To ensure that training supports recommendations from Serious Case Reviews, Safeguarding Adults Reviews and Multi-Agency Learning Reviews
- To ensure that training is delivered to a consistently high standard, and that a process for evaluating the effectiveness of training is developed and maintained
- To ensure single agency and multi-agency training needs are identified and met within the context of local, and national, policy and practice developments
- To advocate for the appropriate levels or resources from the various agencies that are required to enable training and development work
- To ensure collaboration and communication across agencies and disciplines in relation to planning, design, delivery, and administration of the training
- To work with the communications sub-group to promote single and multi-agency safeguarding training and workforce development events
- To maintain an oversight of quality and sufficiency of single agency training especially at basic awareness levels

Role of the membership

The sub-group membership includes people with sufficient knowledge of training needs and processes to enable them to make informed contributions to the development and evaluation of an effective training and communication strategy.

Members of the Training Sub-group will have the following roles within the Organisation they represent:

- To take organisational responsibility for those who will participate in training and those who deliver safeguarding training in both a single and multi-agency capacity

- To have sufficient authority to make decisions in relation to training
- Have sufficient knowledge of training processes to enable them to make an informed contribution regarding the development and evaluation of a training strategy
- To contribute resources to the development and delivery of safeguarding courses
- To report to the group within agreed timescales on the delivery, uptake and outcomes of any single agency safeguarding training their organisation may provide

The group membership includes those who attend the Adult and Children Implementation Sub- Groups and can therefore feedback into the group any priorities taken from the board meetings.

Membership

Workforce Development Manager	SMBC
Workforce Development	SMBC
PVI Rep (Care Home Provider)	Independent Sector
Service Manager for Learning	Stockport Family
Adult Safeguarding Practitioner	Pennine Care NHS Foundation Trust
Named Nurse	Stockport NHS Foundation Trust
Community Development Manager	Age UK
Staff and Workforce Development	SMBC
Health Representative	Stockport Family
Integrated Children's Service	Stockport Family YP
Specialist Nurse Adult Safeguarding	Stockport NHS Foundation Trust
Learning & Development Coordinator	Stockport Homes
Senior Advisor for Safeguarding in Education	SMBC
Integrated Children's Service	SMBC
Workforce Development	SMBC
Business Manager	Safeguarding Adults Board (SSAB)
Interchange Manager	Community Rehabilitation Company
Senior Probation Officer	National Probation Service (NPS)
Clinical Lead	Beacon Counselling
Operations Manager	SMBC - MASSH
CAMHS	Pennine Care NHS Foundation Trust
Team Manager	Youth Offending Service (YOS)
Team Manager – Safeguarding Adults	SMBC
Nurse Specialist Safeguarding Children	Stockport NHS FT
Business Manager	Safeguarding Children Board (SSCB)
PPIU Sergeant	Greater Manchester Police
Team Manager - HTV Locality	Stockport Family

Other people may be invited to join the Training Sub-group as required.

Attendance at meetings

Meetings will be quorate if there is a minimum of two thirds of members in attendance. Non-quorate meetings should still take place and decisions can be made as long as consultation with key partners can be demonstrated.

The Training Sub Group meets 4 times per year. Members are required to attend 75% of meetings. If members are unable to attend, a deputy should attend wherever possible. Details of attendance at meetings will be reported in the Annual Report.

Programme of work

The Training and Workforce Development Sub-group will:

- Update these Terms of Reference on a yearly basis
- Provide information to support the Implementation Sub-Group's progress reports to the Board meetings
- Provide information to support the Board's Annual Reports

Chairing Arrangements

The Chair is a representative of the SSAB

The Vice Chair will deputise in the absence of the Chair

Each chairperson will undertake the 'chairing' role for a minimum period of 1 year.

Meeting Arrangements

The T&WDSG meets quarterly. Additional meetings may be called upon request and with the agreement of the Chair. The chair will confirm and agree the final agenda one week before the meeting.

Accountability and Reporting

The T&WDSG is accountable to SSAB and operates under delegated authority from the SSAB to act within the scope of the agreed terms of reference.

Each member of the group is accountable to the agencies they represent.

Each constituent agency is responsible for ensuring information is provided and communicated effectively in order to achieve the purpose and objectives of the group.

The T&WDSG will contribute to the SSAB work programme and annual report.

The group will provide reports to SSAB in accordance with the Board's Terms of Reference.

Work Plan

The T&WDSG works to an annual work plan agreed by the SSAB. A progress report is provided to the Board by the chair of the sub group bi-monthly.

Joint Early Help and Prevention Subgroup (EH&PSG)

Terms of Reference

Introduction

The experience of agencies, both statutory and non-statutory, over many years, together has confirmed that there are three key areas of concern in Stockport, in addition to domestic violence and abuse, which reports directly to the Safer Stockport Partnership:

- Working age adults with support needs (Live well)
- Young people transitioning from children services to adult hood
- Self-neglect

It has been agreed that an Early Help and Prevention sub-group of the Safeguarding Adults Board meets to progress activity against the key issues and to develop and monitor the effectiveness of multi-agency activities in addressing these issues. It will also have a focus on the promotion of cultural change across partner organisations and systems, and to share learning and promote consistency and collaboration.

It will also promote a design by doing approach to test and evaluate new ways of innovative working.

This Group will build on the experience of Stockport's broad objectives in relation to domestic abuse and adults at risk through the engagement of other interested and capable parties, benefiting from a broad multi-agency approach. This is coupled with the Care Act 2014, which has provided a legal footing and provided requirement to adjust processes and multi-agency practice as well as a broadened definition and requirement around domestic abuse and self-neglect

Purpose of the Sub Group

The role of the Early Help and Prevention Sub Group is to agree, implement and review an annual work programme across all partner agencies that meet the objectives of the Board's Business Plan.

- Providing a forum to focus on preventing escalation of issues relating to working age adults who may be struggling to live independently and resiliently.
- To mainstream the multi-agency good practice that has been developed in MAARS, place based working in Brinnington and Stockport Family and Stockport Together.
- To have a key role in changing culture with the widest workforce concerning self-neglect, including alignment with the development of place based practice and integrated health and social care localities.
- Transitions – to ensure a better approach to supporting young people make the transition from service for Young People to adulthood through joint working, appropriate information sharing and aligned structures between children's and adults to prevent duplication and increase engagement.

- Promote networking and the sharing of ideas and information in relation to transitions, self-neglect and working age adults requiring support (Live Well) across the Borough.
- Review MAARS in light of self-neglect recommendations to improve pathways and collaboration between agencies.
- Ensure that we draw upon the experience of children, families, young people and adults, who may benefit from support.
- Keeping up to date with developments outside Stockport, in order to work within Greater Manchester (GM) to maximise learning opportunities and to identify actions that it might be appropriate to adopt, but to also contribute best practice to public sector reform in GM, developing good practice which cuts across the following GM work-streams:
 - Complex Dependency
 - Place Based Integration
 - Health and Social Care
 - Crime work-streams 1) Police and Crime Commissioner STRIVE programme and 2) AGMA
- To have oversight of the actions coming out of the SCR, SAR and DHRs when fully completed to inform changed practice. (Understanding accountabilities) and all agencies are fully informed.
- To liaise with workforce development to ensure that the workforce is equipped to recognise complex safeguarding issues, such as, self-neglect, MCA and DoLS and there is adequate process to report and respond responsively and effectively to reduce the likelihood of escalation (including integrated offender management).
- To liaise and keep other agencies updated of the work that is being done within their own workforce.
- For children's and adults services to increase their understanding of each other's service structures, roles and responsibilities and to recognise how each service operates and functions.

Value Base

The sub-group members will ensure that policies and procedures reflect a consistent value base in regard to the principles of safeguarding:

- Safeguarding is everyone's responsibility for services to be effective each professional and organisation should play their full part.
- A people-centred approach for services to be effective, they should be based on a clear understanding of the needs and views of adults and children.

- Anti-discriminatory and anti-oppressive practice demonstrated through mutual respect and sensitivity to the diversity of children and adults circumstance and backgrounds in respect to age, gender, physical or mental ability, culture, religion, language, sexual orientation or socio-economic status
- Confidentiality, data protection and information sharing - the Sub group members will be innovative within the agreed Information Sharing Protocol.

Information Sharing

It is the responsibility of individual agencies and their representatives on the Early Help and Prevention Sub-group to be aware of legislation and/ or guidance affecting their ability to share information, including the Seven Golden rules for Information Sharing taken from HM Government's 'Information Sharing: Guidance for practitioners and managers' guidance document.

1. Remember that the Data Protection Act 1998 and human rights law are not barriers to justified information sharing, but provide a framework to ensure that personal information about living individuals is shared appropriately.
2. Be open and honest with the individual (and/or their family where appropriate) from the outset about why, what, how and with whom information will, or could be shared, and seek their agreement, unless it is unsafe or inappropriate to do so.
3. Seek advice from other practitioners if you are in any doubt about sharing the information concerned, without disclosing the identity of the individual where possible.
4. Share with informed consent where appropriate and, where possible, respect the wishes of those who do not consent to share confidential information. You may still share information without consent if, in your judgement, there is good reason to do so, such as where safety may be at risk. You will need to base your judgement on the facts of the case. When you are sharing or requesting personal information from someone, be certain of the basis upon which you are doing so. Where you have consent, be mindful that an individual might not expect information to be shared.
5. Consider safety and well-being: Base your information sharing decisions on considerations of the safety and well-being of the individual and others who may be affected by their actions.
6. Necessary, proportionate, relevant, adequate, accurate, timely and secure: Ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those individuals who need to have it, is accurate and up-to-date, is shared in a timely fashion, and is shared securely (see principles).

7. Keep a record of your decision and the reasons for it – whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose.

Representatives will share information within that context, recognising as far as is reasonably possible, that they should not share information which could lead to the identity of any individual being disclosed, unless they have the written consent of that individual to do so. This clause will be inserted on the sub-group meeting attendance list and all representatives attending each meeting will be asked to read this clause and sign the attendance list in acknowledgement.

Membership

Members are responsible for ensuring that relevant information from their organisation is made available to the group and is communicated back to the organisation they are representing.

Meetings will be quorate if there is a minimum of two thirds of members in attendance. Non-quorate meetings should still take place and decisions can be made as long consultation with key partners can be demonstrated.

The Sub group members will be expected to regularly attend or ensure attendance of a named deputy and actively contribute to the group. (Attendance at sub-group is monitored and reported)

The group membership will include:

Strategic Lead Complex Dependency (Chair)	SMBC
Head of Corporate Safeguarding and Learning	SMBC
Integrated Localities Manager	SMBC
Safeguarding Children’s Business Manager	SMBC
Designated Nurse Adult Safeguarding	Stockport NHS CCG
Named nurse- adult safeguarding & prevent lead	Stockport NHS FT
Head of Policy, performance & reform	Safer Stockport Partnership (SSP)
Rehousing services manager	Stockport Homes
Detective Inspector	Police (GMP)
Alliance Manager	Targeted prevention Alliance (TPA)
Head of Service & contracts manager	Pennine Care- Pathfinder Stockport
Leaving Care team manager	SMBC
Domestic Abuse and sexual exploitation team	SMBC Children’s Social Care
Children’s Sexual Exploitation	CSE
Senior Probation officer	National Probation Services
Primary Care Service Manager	Pennine Care
Alliance Manager	Alliance for positive relationships
Inspector	GM Police (GMP)
Service Manager	MASSH targeting and prevention
Service Manager	SMBC Learning Disabilities Service
Principal Social Work Lead	SMBC
Community Safety Manager	GM Fire and Rescue Service (GMFRS)

Safeguarding Education	SMBC
Strategic Housing	SMBC
Named Safeguarding children's Nurse	Stockport NHS FT
Senior Advisor - Safeguarding Education	SMBC

Members are responsible for ensuring that relevant information from their organisation is made available to the group and is communicated back to the organisation they are representing.

The Sub group members will be expected to regularly attend or ensure attendance of a named deputy and actively contribute to the group. (Attendance at sub-group is monitored and reported)

Meeting arrangements

Meetings to be held bi-monthly at Stopford House and usually within ten working days of any Safeguarding Adults board meeting.

Actions of meetings to be distributed within 10 working days from the date of the meeting.

The group will review the relevance and value of its work and the terms of reference annually or where necessary.

Non-members will be invited on the proviso they had specialist knowledge that can contribute to the group.

All group members will share sensitive information using a secure password when sharing of information.

Decisions will be arrived at by a majority of those in attendance at the Sub group meeting and recorded in the minutes, information will be circulated through to the Implementation sub group, where the lead sub chair will oversee the general business of the sub group before agreed decisions are provided to the board for approval.

Issues from the Board may on occasion need feeding across to other groups e.g. Safeguarding Boards for both adults and children.

A Business administrator will record actions from the meetings and will circulate an actions only format. The Chair of the meeting and the Business Development Manager will approve these actions.

The Business Development Manager is responsible for receiving agenda items and the distribution of the minutes of meetings.

The Business Development Manager will set the draft agenda for approval by the Chair wherever possible one week prior to each meeting.

Every member of the group has the opportunity to place items on each meeting's agenda.

The Business Development Manager should receive these items no later than two working weeks before the date of the next meeting.

Policy and Practice Sub Group (PPSG) Terms of Reference

Role of the Group

The Stockport Safeguarding Adults Board (SSAB) has a statutory responsibility under the Care Act 2014 to develop policies and procedures for safeguarding and promoting the welfare of adults at risk to promote consistent and effective practice across organisations working with adults at risk to improve their outcomes.

Aims of the group

To lead the development, implementation, monitoring, evaluation and promotion of the Stockport Safeguarding Adults policies, procedures and practice guidance.

To ensure that partners on the SSAB operate in accordance with the Stockport inter-agency safeguarding adult's policy framework.

Objectives

To ensure that the Stockport Safeguarding Adults policies, procedures and practice guidance are reviewed within the required timescale and reflect national policy, legislation, guidance and case law.

In collaboration with the Quality Assurance (QA) Sub-Group, ensure that the Stockport Safeguarding Adults policies, procedures and practice guidance are implemented as a Stockport framework for all agencies that have contact with adults at risk across Stockport.

To ensure that the Mental Capacity Act (MCA) and the MCA Deprivation of Liberty Safeguards (DoLS) are embedded in the Stockport Safeguarding

To identify shortfalls in practice guidance in line with the work plan and monitor implementation across all the relevant agencies. All gaps or shortfalls are escalated up through to the implementation group.

Safeguarding leads within partner organisations identify which safeguarding policies within their own organisations feed in to the Multi agency policy, and from that starting point, we examine guidance to see how they are effective and joined. The group will identify what work is required to rectify any areas of practice identified for improvement.

In collaboration with the Communication and Engagement (CE) Sub-Group organise the launch of any new Stockport Safeguarding Adults' policies, procedures and practice guidance.

To respond to information from the Quality Assurance working group in relation to issues arising from audits where deficiencies have been identified.

To liaise with the Training and Workforce Sub-Group in relation to any training needs identified in the implementation of Stockport Safeguarding Adults policies, procedures and practice guidance.

To ensure safeguarding leads are aware of the recommendations made by Safeguarding Adult Reviews, Management Reviews and, where appropriate, Serious Incidents to update practice guidance.

Recommendations from any serious safeguarding review will be available by the Safeguarding Business Manager.

To make applications as appropriate to the SSAB, in liaison with the Stockport Business Unit, for an allocation from the budget to support project work by the Sub Group.

Responsibilities and Accountabilities

- The Sub Group is accountable to the SSAB.
- Each member of the group is accountable to the agency they represent.
- Each constituent agency is responsible for ensuring information is provided and communicated effectively to achieve the purpose and objectives of the group.
- The Sub Group will contribute to the SSAB work programme and annual report and develop an annual work programme.
- The Sub Group will provide reports to the SSAB in accordance with the SSAB's Terms of Reference.

Membership

The Sub Group will comprise of safeguarding leads from Stockport Clinical Commissioning Groups (CCG), providers of NHS Health Care services, Local Authority Adult Social Care, Greater Manchester Police (GMP) and other organisations represented on the SSAB as appropriate.

Interim Service Lead	SMBC – Adult Social Care
Designated Nurse - Adult Safeguarding	Stockport CCG
Lead Nurse Adult Safeguarding & Prevent	Stockport NHS Foundation Trust
Specialist Practitioner Safeguarding Adults	Pennine Care NHS Foundation Trust
Community Safety Manager	Greater Manchester Fire & Rescue Service
Safeguarding and Quality Service (Adults)	SMBC - Adults
Senior Probation Officer	National Probation services
Team Manager	SMBC – Adult Social Care
Market Development, Quality & Commissioning	SMBC – Adults
Workforce Development	SMBC
Learning Disability Service	SMBC –Adult Social Care
Safeguarding Adults Board Business Manager	SSAB

The SSAB Business Manager will maintain an up to date list of current members and will advise the Chair of any potential gaps in membership.

Chairing Arrangements

Denise Britch, Interim Service Manager, Stockport Adult Social Care will chair the Group.

Membership will be representative of partner agencies and all sub group members require a named deputy.

Stockport NHS FT will be appointed to Vice Chair meetings in the absence of the Sub Chair.

Meetings

The subgroup will meet on a quarterly basis. Additional meetings may be called on request and with the agreement of the Chair. The Chair will be accountable for attendance, progress of work and achieving planned outcomes and the Chair will confirm the frequency of meetings.

Meetings will be quorate if at least three agencies are represented for the purpose of quoracy. Any non-quorate meeting should still be able to take decisions as long as the group had consulted key partners and shared decisions with key personnel.

The SSAB Business Unit will provide administration support. Minutes will be circulated within two weeks of the meeting and any amendments or queries to be notified to the SSAB Business Unit within 3 days of receipt. Agenda papers within the Policy, procedures and practice subgroup will be circulated 5 working days prior to the subgroup meeting. Agenda items to be submitted to the Business Manager 7 days in advance of meetings.

Every member of the group has the opportunity to place items on each meeting's agenda and these are to be submitted to the Business Manager one week prior to the meeting.

Decisions will be arrived at by a majority of those in attendance at the group and recorded in the minutes. All information will be reported to the SSAB Implementation Group for business updates and for endorsement before business is fed up to the SSAB.

There is an expectation that all nominated members will attend, if not, a named deputy will attend on their behalf.

Sharing of information

The subgroup will operate under the SSAB sharing information confidentiality procedures. Members will sign the SSAB Confidentiality Agreement.

Review of Terms of Reference

The Terms of Reference may be amended, modified or replaced by resolution of the Sub Group, following approval of the SSAB and will, in any event, be reviewed annually or sooner if deemed necessary

Work plan

The subgroup will develop an outcomes based work plan based on the key deliverables from the Joint Strategic Business plan, which will form the framework for reporting to the SSAB.

Appendix B

Declaration

I have read the SSAB statement of Commitment and agree to sign up to the requirements included within;

SIGNED _____

PRINT NAME _____

ON BEHALF OF (INSERT AGENCY) _____

DATE _____

| |