

Safeguarding
Adults
in Stockport

STOCKPORT SAFEGUARDING ADULTS
BOARD

Partnership Agreement with Relevant
Agencies
September 2019

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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 Adult Social Care (ASC)
- Stockport Council – Adult Services and Principal Social Worker
 - 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
- Greater Manchester Fire and Rescue Services (GMFRS)
- Northwest Ambulance Services (NWAS)
- NHS Stockport Clinical Commissioning Group
 - Executive Nurse
 - 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 partnership group 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 Partnership Working Group 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

There is a requirement for the 3 statutory safeguarding partners and all relevant agencies to have arrangements in place, which clearly set out the processes and the principles for sharing information internally. In addition, these arrangements should cover sharing information with other organisations and practitioners, including third party providers to which local authorities have chosen to delegate adult's social care functions as well as safeguarding partners.

Locally, safeguarding partner organisations will adopt their own information sharing protocols. This agreement serves as the information sharing protocol under the auspices of the Safeguarding Adults Board.

Stockport's Safeguarding Adults Board endorse the **SEVEN GOLDEN RULES** to sharing information, as outlined in the Information Sharing: advice for practitioners providing safeguarding services to children, young people, parents and carers:

Remember that the General Data Protection Regulation (GDPR), Data Protection Act 2018 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.

1. Be open and honest with the individual (and/or their families 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.
2. Seek advice from other practitioners, or information governance lead, if you are in any doubt about sharing the information concerned, without disclosing the identity of the individual where possible.
3. Where possible, share information with consent, and where possible, respect the wishes of those who do not consent to having their information shared. Under the GDPR and Data Protection Act 2018 you may share information without consent if, in your judgement, there is a lawful basis 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 clear of the basis upon which you are doing so. Where you do not have consent, be mindful that an individual might not expect information to be shared.
4. Consider safety and wellbeing: base your information sharing decision on considerations of the safety and wellbeing of the individuals and others who may be affected by their actions.
5. 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).

6. 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.

These golden rules are set under the auspices of the information sharing principles as follows:

To effectively share information:

- a. All practitioners should be confident of the processing conditions, which allow them to store, and share, the information they need to carry out their safeguarding role. Information that is relevant to safeguarding will often be data that is considered 'special category personal data' meaning it is sensitive and personal.
- b. Information can be shared legally without consent, if a practitioner is unable to, cannot be reasonably expected to gain consent from the individual, or if to gain consent could place a child at risk.
- c. Relevant personal information can be shared lawfully if it is to keep a child or individual at risk, safe from neglect or physical, emotional or mental harm, or if it is protecting their physical, mental or emotional wellbeing.
- d. Practitioners must have due regard to these data protection principles which allows them to share information. There is also greater significance on organisations being transparent and accountable in relation to their use of data. All organisations handling personal data need to have comprehensive and proportionate arrangements for collecting, storing and sharing information.

The GDPR and Data Protection Act 2018 do not prevent, or limit, the sharing of information for the purposes of keeping children and adults at risk safe.

Safeguarding partners (as defined in Care Act 2014) will play a strong role in supporting information sharing between and within organisations and addressing any barriers to information sharing. This will include ensuring a culture of appropriate information sharing is developed and support as necessary by multi-agency training.

Safeguarding partners can require a person or body to comply with a request for information, as outlined in the Care Act 2014, respectively. This can only take place when the information requested is for the purpose of enabling or assisting the safeguarding partners to perform their functions. Any request for information to a person or body, should be necessary and proportionate to the reason for the request. Safeguarding partners should be mindful of the burden of requests and should explain why the information is needed.

The organisations identified as having a duty under the Care Act 2014, as detailed, must have arrangements in place to safeguard and protect the welfare of adults at risk.

There are also a number of other similar duties, which apply to other organisations. For example Section 175 of the Education Act 2002, which applies to local authority education functions and to governing bodies of maintained schools and further education institutions and Section 55 of the Borders, Citizenship and Immigration Act 2009 which applies to the immigration, asylum, nationality and customs functions of the Secretary of State (in practice discharged by UK Visas and Immigration, Immigration Enforcement and the Border Force, which are part of the Home Office).

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 what was the Stockport Safeguarding Children Board. Both boards produced a three-year strategic business plan.

Details can be found here:

https://assets.contentful.com/ii3xdrqc6nfw/2yipYZl6FWiYu2C0siQUyq/eab7dd9d4698e0653f40be31fb9b1a62/SSCB_SAB_Strategic_Plan_2017_-_2020.pdf

5.3 SSAB Partnership Working Groups

The Stockport Safeguarding Children's Board in line with Working Together 2018 has reviewed their governance arrangements and moved to a more flexible working arrangement, enabling a greater focus on front line practice and reducing bureaucracy. The SSAB will mirror these arrangements in 2019-20.

[Stockport Safeguarding Children Partnership \(SSCP\)](#)

The new arrangements are to be led by three partners: Local Authority; Police and Stockport CCG to work together with relevant agencies for the purpose of safeguarding and promoting the welfare of adults at risk in Stockport.

The following two groups will underpin the Stockport Safeguarding Adults Board:

- Practice Improvement Partnership
- Quality Assurance Partnership

Furthermore, there are going to be two joint Adult and Children Partnership Working Groups, known as:

- Complex Safeguarding
- Training and Development.

Alongside the new arrangements, there will be a number of wider partnership forums. A six-monthly review of the new arrangements will be undertaken, and the SAB will closely monitor this, so that we can decide whether to amend the new safeguarding arrangements.

5.3.1 Practice Improvement Partnership (PIP - ToR Appendix 2)

The primary purpose of the Practice Improvement Partnership is to ensure there is sufficient, high quality learning and development to meet the needs of frontline practitioners and their managers.

5.3.2 Quality Assurance Partnership (QAP – ToR Appendix 3)

The primary purpose of the Quality Assurance Partnership is to support Stockport Safeguarding Adults Board to fulfil its remit of ensuring local safeguarding arrangements are effective and deliver the outcomes that people want. The QAP 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 QAP also seeks assurance that organisations are compliant with the requirements of the Care act 2014.

5.3.3 Complex Safeguarding Partnership (CSP- ToR Appendix 4))

The Complex Safeguarding Partnership will provide the strategic overview, steer the safeguarding response and raise awareness of complex abuse and exploitation within Stockport. The group will be responsible for the development and implementation of the complex safeguarding strategy and will ensure the delivery of the work plans for each area of abuse and exploitation.

5.4.4 Joint Training & Workforce Partnership (T&WP - 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 Role of the Partnership Working Group Chair

All Partnership Working Groups will be accountable to the SSAB for the development of their action plan, and performance against this, via their Partnership Working Group Chair. See section 3.3 for more information on accountabilities of the Partnership Working Group and task and finish group Chair role.

6.0 Escalation Process

All prospective members will be expected to formally agree to the [Multi agency escalation policy](#) 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; 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 Adult Social Care as the accountable person for safeguarding adults at risk in line with the Care Act (2014)

7.0 SSAB Resources

Statutory partners will support the effective running of the Board. Invoices will be raised and statutory partners will make annual contributions.

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.

Partnership Working Groups

The SSAB will form partnership-working 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 bi-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.

Practice Improvement Partnership

Terms of Reference

1. Aims

- 1.1. The Practice Improvement Partnership is a fundamental part of the new safeguarding adult's arrangements in Stockport. These arrangements are laid out in Working Together 2019.
- 1.2. This group will aim to gather together learning from audit, case reviews and published inspections and disseminate this in a variety of ways including influencing training, seven minute briefings, learning circles and newsletters.
- 1.3. The work of this partnership will be underpinned by a Learning and Improvement Framework, to build on the experience, knowledge and skills that staff require for working with adults and families.
- 1.4. It will include a series of multi-agency safeguarding learning and development opportunities.
- 1.5. It will be responsible for overseeing case reviews; initiating, reviewing and endorsing policy and practice guidance/standards; ensuring communication, including practitioner bulletins and seven minute guides across the partnership, identifying best practice; learning from published inspections, case reviews and research to continuously improve the quality of services and outcomes for people.
- 1.6. To share and cascade relevant information to their own organisation and service users.

2. Objectives

- 2.1. Ensure there is sufficient, high quality learning and development to meet the needs of frontline practitioners and their managers.
- 2.2. Identify learning and improvement responses for Stockport to national and local developments, findings from audits, internal and external challenge and scrutiny.
- 2.3. Ensure the co-ordination and provision of inter-agency training which complements the professional development activities available to staff in single agency or professional settings.
- 2.4. Development/review of policies/practice guidance.

2.5. Ensure that partner agencies are kept abreast of developing safeguarding agendas and opportunities for learning and improvement.

2.6. Ensure that the learning Improvement Framework is monitored and maintained as an effective tool

3. Membership

3.1. Deputy Chief Nurse, Stockport NHS Foundation Trust
Deputy Chair, Principal Social Worker, ASC, Local Authority

3.2. Member Agencies

- Cheshire and Greater Manchester Community Rehabilitation Service
- Community and Voluntary Services
- Greater Manchester Fire and Rescue
- Lay Member
- National Probation Service
- Stockport Clinical Commissioning Group
- Stockport Council
- Stockport Homes

4. Information Sharing

4.1. Information is shared, under the Stockport Safeguarding Adults Board (SSABs) [Information sharing protocol](#), and this was reviewed and endorsed by the SSAB in August 2019.

5. Governance

5.1. There are three core groups that make up the Stockport Safeguarding Partnership.

5.2. The **Stockport Safeguarding Adult Board**, who is the decision making body that oversees the multi-agency plan to protect adults and safeguard their welfare.

5.3. The **Practice Improvement Partnership**, the groups work will be underpinned by a Learning and Improvement Framework, with a remit to report to the Safeguarding Adults Board on a quarterly basis.

5.4. The **Quality Assurance Partnership** is the third component to the Safeguarding Partnership. The work of this group is underpinned by the Quality Assurance Framework, and will also report to the Safeguarding Adults Board on a quarterly basis.

5.5. The Practice Improvement Partnership will also report progress annually to the Wider Partnership Development session.

6. Roles and Responsibilities of Members

- 6.1. To support the group to achieve its objectives.
- 6.2. To act as a point of contact for information about practice improvement within their own organisation/service and to ensure that appropriate resources made available for workers in their organisation/service to carry out quality assurance activity.
- 6.3. To share and cascade relevant information to their own organisation and service users.
- 6.4. To highlight areas of good practice in their agency and areas for development.
- 6.5. To challenge the quality of learning and dissemination of information.

7. Quorate

- Chair and statutory members
- Decision making with chair or deputy and statutory members
- Bi-annual review of Terms of reference
- Annual review

8. Effectiveness of Meeting

- 8.1 Meeting effectiveness to be reviewed at the end of the meeting with an annual report to the Safeguarding Adult Board.

Quality Assurance and Scrutiny Partnership Terms of Reference

Stockport Safeguarding Adults Board Vision

Our Vision is that we work in partnership to support and safeguard the people of Stockport to enable them to live safe, healthy and, where possible, independent lives.

Our refreshed values that will underpin the vision are:

- Be excellent
- Be of service and accountable
- Be honest and open
- Learn from experience
- Respect and value everyone
- Be kind and work together

Purpose of the Board

The purpose of the Quality Assurance and scrutiny partnership is to support Stockport Safeguarding Adults Board (the Board) to fulfil its remit of ensuring local safeguarding arrangements are effective and deliver the outcomes that people want. The Board's Quality Assurance Framework will act as the mechanism by which the Board will hold local agencies to account for their safeguarding work, including prevention and early intervention. This will be achieved through the delivery of an annual work plan developed in line with the Board's strategic priorities and objectives, and through the production of regular reports and information as required by the Board.

Specific Responsibilities

1. To produce an annual programme of work in line with the Board's strategic priorities and objectives.
2. To develop a range of tools and methodologies to support the implementation of the Board's Quality Assurance Framework, including exception and performance reporting to the Board.
3. To ensure the activities of the Quality Assurance sub-group reflect and promote the principles of Making Safeguarding Personal.
4. To collaboratively work with partner organisations to develop and collect data and intelligence and to identify and mitigate any challenges to its collection.

5. To liaise with the Board's Practice Improvement Partnership, training and workforce development and other working groups to deliver the SSAB Strategic Plan.
6. Identify themes, trends and gaps, and make recommendations to target the Board's work and gain the greatest improvement.
7. To ensure identified minimum standards in Board's safeguarding adults audit tool are in place and reflected in inter-agency policy and practice.
8. To contribute to the review and monitor impact of the multi-agency Safeguarding Adults procedures.
9. To formulate an annual audit programme informed by the Board's strategic plan as well as findings from monitoring activities. This will include commissioning multi-agency themed audits and case file audits.
10. To ensure action plans from safeguarding adult reviews and domestic homicide reviews are moderated, and to assure the SAB on progress made against the recommendations.
11. To consider actions in relation to learning from case reviews and audits including safeguarding adult reviews and domestic homicide reviews, and to assess the impact on front line practice and outcomes for service users.
12. To advise the Board of approaches to gain user feedback in order to ensure that the voice of the service users informs, influences and shapes the development of services.

Operational Arrangements

The Board's Quality Assurance and scrutiny partnership will meet bi-monthly. To be considered quorate, meetings must be quorate at 50% attendance. Non-quorate meetings should still take place and decisions can be made as long consultation with key partners can be demonstrated.

The meeting agenda and papers will be circulated 5 working days in advance of the meeting.

The chair will be appointed by Stockport Safeguarding Adults Board. The vice-chair will be appointed the Quality Assurance and scrutiny partnership.

Membership will be drawn from the partner agencies that have representatives from statutory, non-statutory and voluntary services, which can make a significant professional contribution to the delivery of the Quality Assurance and scrutiny partnership's main responsibilities.

When necessary, individuals from specialist areas of practice may be invited to take part in the work of the partnership.

Core Membership:

- Stockport Local Authority
- Stockport Metropolitan Police
- Stockport Clinical Commissioning Group
- Stockport NHS FT
- Pennine Care Foundation Trust
- Greater Manchester Fire and Rescue Service
- Stockport Healthwatch
- Stockport Homes

Each agency should identify a deputy to attend in the absence of a core QA member.

Review:

These Terms of Reference will be reviewed annually and agreed by the Quality assurance and scrutiny partnership. The next date of renewal is August 2020

Stockport Children and Adult Complex Safeguarding Partnership Working Group

Definition

The term complex safeguarding is used to describe criminal activity (often organised) or behaviour associated to criminality, involving children and adults at risk where there is exploitation and/or a clear or implied safeguarding concern.

Working Together to Safeguard Children (2010) states that complex (organised or multiple) abuse may be defined as abuse involving one or more abusers and a number of children. The abusers concerned may be acting in association to abuse children, sometimes acting in isolation, or may be using an institutional framework or position of authority to recruit children for abuse.

In Stockport, we have defined that complex abuse and exploitation covers the following areas:

- Honour based violence and forced marriage
- Sexual Exploitation
- Serious Organised Crime
- Modern Slavery and Trafficking
- Female Genital Mutilation
- Radicalisation and Extremism and due to the links between those who are at risk of exploitation and abuse
- Missing from home, care, education

Some children and adults who need safeguarding from abuse or exploitation may be vulnerable for specific reasons. They may belong to a community that uses harmful traditional or cultural practices, such as female genital mutilation. They may also be at risk of forced marriage or abuse linked to faith or belief, or face extra-familial abuse through radicalisation, gangs or sexual exploitation.

In addition, some children and adults may have had certain life experiences or personal circumstances, which are known to increase the risk of them suffering complex abuse and exploitation such as physical, sexual or emotional abuse or neglect in childhood or traumatic experiences with adverse impact on their emotional well-being and development, including significant loss or bereavement. People with additional learning needs or disabilities may be more vulnerable to being groomed or exploited by perpetrators of complex abuse.

Aims

The partnership working group will provide the strategic overview, steer the safeguarding response and raise awareness of complex abuse and exploitation within Stockport. The group will be responsible for the development and implementation of the complex

safeguarding strategy and will ensure the delivery of the work plans for each area of abuse and exploitation.

The partnership working group will also receive reports from associated groups, such as the Domestic Abuse Steering Group and the Prevent Board, that impact upon the management of complex safeguarding. The group will receive reports from operational groups responsible for implementing operational practice and action plans for any of the work streams within complex abuse and safeguarding areas. The purpose of the partnership group will be to provide assurance to both the SSAB/SSCP.

The group is a joint business to Stockport Safeguarding Children Partnership and Stockport Safeguarding Adult Board (SSCP/SSAB). The complex safeguarding strategy aims to address four overarching priorities. A detailed implementation plan will support these priorities:

- Prevent
- Protect
- Provide
- Prosecute

Objectives

- To lead on the delivery of the complex safeguarding strategy and implementation work plans
- To ensure that resources available to children, families and adults who are at risk of complex abuse and exploitation are publicised so that they can access the support they need to be safe
- To develop data collection and analysis in relation to complex safeguarding
- To raise awareness about the risk factors linked to complex abuse and exploitation
- To oversee and receive updates on the work completed on each area of complex abuse by the relevant operational task and finish group.
- To support other SSCP and SSAB working groups as appropriate.
- To ensure complex safeguarding work in Stockport is in line with the Greater Manchester approach.
- To keep members of the partnership working group abreast of national policy and guidance and ensure local implementation.

Membership

Safeguarding Unit

Service Manager

SSCP Business Manager

SSAB Business Manager

Senior Advisor for Safeguarding in Education

Strategy and Performance Manager

Children Social Care (Stockport Family)

Service Lead (HTV Locality/Aspire Complex Safeguarding)
Service Lead (MASSH)
Aspire Team Leader
Fostering and Adoption Manager

Borough wide Services (Stockport Family)

Principal Lead, HTV Locality, Stockport Family
Service Lead (Targeted Youth Services)
Youth Offending Service Team Leader

Greater Manchester Police

Chief Inspector
Detective Inspector (Phoenix/Challenger)

Education Services (Stockport Council)

Virtual School Head/School improvement
School Inclusion Lead (TBC)
Head of Ethnic Diversity Service

Corporate & Support Services (Stockport Council)

Business Intelligence and Improvement Manager

Health Services

Stockport NHS Foundation Trust
Designated Nurse Looked After Children (CCG)
Pennine Care
Public Health

PVI Sector

Together Trust
Alliance for Positive Relationships
The Prevention Alliance

SMBC Adult Safeguarding Service

Service Manager
Manager -Deprivation of Liberty Safeguards

SMBC Stockport Neighbourhood Care

Principal Lead
Team Manager – Marple

Greater Manchester Fire Service GMFRS

Community Safety Manager

National Probation Service

Senior Probation Officer

Community Rehabilitation Company

Senior Probation Officer

Chair

Rebecca Key, Service Lead Children Social Care is the chair for the group and Julia Newton, Principal Social Worker, Adult Social Care, will be the deputy chair of the Partnership Working Groups. This will ensure that sufficient parity and consideration is given to both children and adult services.

Reporting & Accountability

The Chair(s) will report to the Children and Adult Sub Chair meeting bi-monthly. Regular reports will be also presented to both SSCP/SSAB. Both Safeguarding Partnership/Board are required to include information about complex safeguarding in their Annual Report. The partnership-working group will meet quarterly, with dates agreed annually and circulated electronically. The meetings will be held at Fred Perry House Conference Room, where possible, and will last for 2 hours. Meetings will be serviced by the SSCP Business Support and agendas and minutes circulated.

The Chairs of the working groups relating to the work streams will present updates accordingly as a standing agenda items.

In line with the Partnership agreement, the meeting will be quorate at 50% attendance. Individual attendance is expected to reach 80% per individual agency – an informed agency representative may be sent in the event the named representative cannot attend. Attendance is monitored and will be reported to both safeguarding boards from time to time.

The terms of reference will initially be reviewed on a yearly basis.

Work plan

The work plan will bring together the individual work streams for each area of complex abuse and exploitation and provide an overview of progress against all actions over the cycle of the strategy.

Roles and responsibilities of members

- To support the partnership working group to achieve its objectives.
- To act as a champion and point of contact for information about complex safeguarding within their own organisation/service and to ensure that appropriate resources are made available for workers in their organisation/service.
- To share and cascade relevant information, advice, guidance, tools and other resources in relation to complex safeguarding to their own organisation and service users.
- To monitor and evaluate how well awareness and action in relation to complex abuse and safeguarding is embedded within their organisation.
- To highlight areas of good practice in their agency and areas for development.

- To contribute to the identification of themes and trends of complex safeguarding in Stockport.
- To promote the complex safeguarding strategy and action plan in other relevant partnership meetings.
- The Partnership Working Group will strive to provide an open forum where any risks to the implementation of the strategy can be discussed, challenge, and scrutiny provided by all partners.
- The Partnership Working Group will operate under Stockport's Information and confidentiality procedures. Partners have signed up to the SSCP/SSAB information sharing protocol, which is an agreement that partners are committed to ensure that all staff, who work with personal sensitive information understand and comply with their responsibilities to share information.

Training and Workforce Development Partnership (T&WDP) 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, and feeding those into the planning and commissioning of multi-agency 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 Stockport Safeguarding Adults Board and Stockport Safeguarding Children Partnership 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 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 Safeguarding Sub- Groups and can therefore feedback into the group any priorities taken from those meetings.

Job Role	Organisation
Service Manager – Workforce Development	Stockport Council
Training Manager	SSCP
Detective Inspector	GMP
Adult Safeguarding Practitioner	Pennine Care
Workforce Development Manager	Stockport Council
Health Representative - Stockport Family	Stockport Council
Specialist Nurse Adult Safeguarding	NHS FT
Specialist Nurse Safeguarding Children	NHS FT
Principle Social Worker	Stockport Council
Senior Advisor for Safeguarding in Education	Stockport Council
Business Manager	SSAB
Workforce Development Lead	Probation
Named Nurse – Safeguarding Children	NHS FT
Clinical & Safeguarding Lead	Beacon Counselling
Operations Manager, MASSH	Stockport Council
Designated Nurse Safeguarding Adults and MCA Lead	NHS CCG
Safeguarding Trainer Education	Stockport Council
Operational Manager	Stockport Family
Health & Wellbeing School Co-Ordinator	Stockport Council
Learning & Development	Stockport Homes
Nurse Specialist Safeguarding Children	NHS FT
Service Manager	Stockport Family

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

Attendance at meetings

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 every two years
- Provide updates by means of its Work Plan and reports to the SSAB and SSCP meetings
- Provide information to support the Annual Reports as required

Appendix B

Declaration

I have read the SSAB Partnership Agreement with Relevant Agencies and agree to sign up to the requirements included within;

SIGNED _____

PRINT NAME _____

ON BEHALF OF (INSERT AGENCY) _____

DATE _____

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