

TERMS OF REFERENCE AND GOVERNANCE ARRANGEMENTS

Version 5



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Revision Number	Date Approved by the Board	Change Record	Links to Other Policies	Review Date:
Four	01-Nov-18	Annual review, addition of OLSG	All other Teeswide Safeguarding Adults Policies	Nov-20
Five	25-Oct-19	Removal of PPP, governance arrangements strengthened in line with the 'Legal considerations for SABs'	All other Teeswide Safeguarding Adults Policies	Oct-21

1. Purpose

- 1.1 The Teeswide Safeguarding Adults Board (TSAB) will work in partnership to safeguard and promote the well-being and independence of adults at risk of harm or abuse living in the Boroughs of Hartlepool, Middlesbrough, Redcar & Cleveland and Stockton-on-Tees. The TSAB will co-ordinate and monitor the effectiveness of partner organisations working together to implement their responsibilities for protecting adults whose independence is placed at risk by significant abuse or neglect.
- 1.2 The TSAB is responsible for developing strategies to reduce risk and prevent harm occurring to adults recognised as being at risk, and to respond effectively when harm or abuse occurs.
- 1.3 The TSAB is an unincorporated association of partners to fulfil the statutory functions set out in S43 and schedule 2 Care Act 2014.

2. Key functions

2.1 The key functions of the TSAB are to:

- Develop and maintain inter-agency frameworks to safeguard and protect adults at risk from abuse and harm
- Lead the development, review and evaluation of policies, procedures and protocols to safeguard and protect adults at risk from abuse and harm in accordance with national and local guidance
- Ensure that a quality assurance and improvement framework is in place within all TSAB member organisations
- Seek assurance that the safeguarding practice delivered by all the key organisations is maintained at the highest level and meets appropriate organisational and professional standards
- Agree, monitor and review the development of a 3 year strategy and annual business plan in order to establish the priorities and direct the work of the TSAB and evaluate the outcomes
- Undertake Safeguarding Adult Reviews in accordance with national and local guidance and scrutinise the outcomes, ensuring that the lessons learned are implemented across Tees
- Lead on the implementation of the Mental Capacity Act 2005 and ensure and evaluate the effectiveness of its use
- Develop and implement a multi-agency learning, training and development strategy and commission safeguarding adult training as appropriate to ensure the workforce is trained to specified standards in safeguarding adults
- Ensure that the TSAB reports annually in accordance with both its governance arrangements and those of all the TSAB partners
- Ensure effective engagement of adult safeguarding work with relevant interagency frameworks including the safeguarding of children, domestic violence, hate crime, Multi-Agency Public Protection Arrangements (MAPPA) and wider work on crime and disorder reduction

- Develop an engagement strategy with users of services and their carers to ensure that the purpose of the TSAB is being achieved
- Develop a communications strategy with communities and organisations across Tees which emphasises how to prevent abuse and neglect, and what to do if there are concerns that an individual is at risk of abuse and neglect
- Develop and implement a Complaints Policy which sets out how the TSAB and the Independent Chair will respond to complaints in respect of Board functions.

3. Governance and Administrative Arrangements

3.1 Accountability

3.1.1 The TSAB is accountable for its work to its constituent agencies and to the four Councils. Board members are accountable to their own organisations, and to the TSAB within the remit of the stated roles and responsibilities.

3.1.2 The TSAB and its activities are part of the wider context of the health and well-being of adults at risk of abuse and neglect and the TSAB will establish formal links with the respective Health & Wellbeing Boards. The TSAB will ensure that there is effective engagement with the Safeguarding Children Partnerships and other partnerships as appropriate in order to address cross-cutting issues.

3.1.3 As part of the Independent Chair's accountability arrangements, he/she are required to attend the following meetings:

- The Tees Valley Chief Executives Forum on a bi-annual basis for a specific agenda item
- The three Health and Wellbeing Boards (MBC and RCBC have a joint Board) on an annual basis; to present the TSAB Annual Report
- The four Adult Health Scrutiny meetings to present the TSAB annual report on an annual basis
- An annual meeting with each of the Local Authorities
- An annual meeting with Cleveland Police and the PCC Office
- An annual meeting with the Director of Nursing & Quality and/or Chief Officer of NHS Hartlepool & Stockton-on-Tees Clinical Commissioning Group and NHS South Tees Clinical Commissioning Group

Statutory partners can request additional meetings as and when necessary.

3.1.4 Each partner agency will demonstrate the effectiveness of their safeguarding arrangements by completing the Quality Assurance Framework/ Self-Audit tool and presenting a short assurance report to the Board on a bi-annual basis.

3.2 Legal Advice

3.2.1 Legal advice will be sought through the hosting authority (Stockton-on Tees Borough Council) unless there is a conflict of interest and then arrangements will be made to access independent legal advice

3.2.2 The TSAB is an unincorporated association and has no 'legal identity' so cannot start any legal action. Where legal proceedings are anticipated the relevant Local Authority, as lead agency (s43 Care Act 2014) will assume responsibility either as applicant or respondent in any proceedings.

3.3 Insurance

3.3.1 The TSAB is not a legal entity and cannot enter into a legal contract, therefore, cannot enter into an insurance contract. Each partner agency will hold appropriate and public liability and professional indemnity insurance.

4. Structure

4.1 The TSAB has strategic responsibility for safeguarding and protecting adults at risk from abuse and neglect. The TSAB will develop and deliver a strategy & annual Business Plan and be responsible for the TSAB budget. The TSAB will have the power to create whatever Sub-Groups it wishes including any Task & Finish groups to manage key pieces of development work.

4.2 The following Sub-Groups are established:

- **Communication & Engagement** to lead the development, implementation and evaluation of a Teeswide Communication and Engagement Strategy
- **Learning, Training & Development** to lead the development, implementation and evaluation of a multi-agency learning, training & development strategy
- **Operational Leads** to provide a forum to enable Safeguarding Adults Operational Leads from TSAB partner agencies to share good practice, problem-solve and access peer support. The Sub-Group will also provide qualitative data to inform the development of policies, procedures and strategies to further develop person centred practice
- **Performance, Audit & Quality** to lead the development and implementation of a performance framework and provide an audit and quality assurance function on behalf of the TSAB
- **Safeguarding Adults Review** to lead on the development and implementation of a Teeswide SAR policy and set of procedures, and to ensure that learning from any reviews undertaken locally and nationally is disseminated appropriately. The Sub-Group will also consider notifications for SARs and make recommendations to the Independent Chair

4.3 Sub-Groups will be chaired by TSAB members, supported by a member of the Teeswide Safeguarding Adults Business Unit, or the Teeswide Safeguarding Adults Business Manager, if appropriate. Each Sub Group will determine the frequency of meetings

4.4 The quorum at the Sub-Group meetings will be the attendance of three Board partner agencies

4.5 Task and Finish Groups arranged to lead on specific pieces of work will be aligned to a specific Sub-Group for reporting purposes.

4.6 A named Board member will be responsible for monitoring the work, and, for maintaining the link to the TSAB for any Task and Finish Groups allocated to lead on the development, implementation and evaluation of the Teeswide **Policies, Procedures and Practice Guidance**.

4.6 The business of the TSAB will be planned so that the reporting back of work by a Sub Group or Task & Finish Group is spread throughout the year and fits with the budget and performance cycles of the member organisations of the TSAB

4.4 The Local Authorities of Hartlepool, Middlesbrough, Redcar & Cleveland and Stockton-on-Tees have operational responsibility for safeguarding and protecting adults at risk from abuse and neglect in their area and will work to the TSAB strategy and annual business plan.

5. Chairing Arrangements

5.1 The four Local Authority Directors of Adult Services will appoint, in conjunction with other members of TSAB, an Independent Chair on terms agreed by the Directors of Adult Services.

5.2 The Independent Chair will be appointed for a period of two years, renewable up to a whole tenure of five years.

5.3 The Independent Chair is responsible for ensuring that the TSAB meets its obligations and reports on the discharge of its functions.

5.4 The TSAB will appoint a Vice Chair from the membership of the TSAB.

6. Funding Arrangements

6.1 Funding for the delivery of the TSAB statutory duties will be provided by the Statutory Partners; the four Local Authorities, the Clinical Commissioning Groups and the Office of the Police and Crime Commissioner (on behalf of Cleveland Police). The percentage split of the funding is outlined below:

Statutory Partner	Percentage
Hartlepool Borough Council	8%
Middlesbrough Borough Council	12.5%
Redcar and Cleveland Borough Council	12.5%
Stockton-on-Tees Borough Council	17%
Clinical Commissioning Groups	40%
Office of the Police and Crime Commissioner	10%

6.2 The TSAB Business Unit Manager will be the budget holder and responsible for managing the TSAB budget. An annual budget setting meeting will be held in December of each year to report on expenditure and to determine the financial requirements for the next financial year.

7. Membership of the TSAB

7.1 The following organisations are represented on the TSAB:

Statutory Partners	
Hartlepool Borough Council	Hartlepool and Stockton on Tees Clinical Commissioning Group
Middlesbrough Borough Council	South Tees Clinical Commissioning Group

Redcar and Cleveland Borough Council	Cleveland Police
Stockton-on-Tees Borough Council	
Non Statutory Partners	
Care Quality Commission	Cleveland Fire Brigade
Community Rehabilitation Company: Durham Tees Valley	Healthwatch Hartlepool
Healthwatch South Tees	Healthwatch Stockton
HM Prison Service	National Probation Service (Cleveland)
North Tees and Hartlepool Hospitals NHS Foundation Trust	South Tees Hospitals NHS Foundation Trust
Tees, Esk and Wear Valleys NHS Foundation Trust	

7.2 The Lead Members for Adults for the Boroughs of Hartlepool, Middlesbrough, Redcar & Cleveland and Stockton-on-Tees will sit on the Board as 'participant observers' (non-voting).

7.3 In addition to full board membership, the TSAB has associate members who provide support to the Board either generally or on specific areas of practice.

7.4 The following organisations are associate members of the Board:

- Crown Prosecution Service
- Department for Work and Pensions
- Victim Support
- North East Ambulance Service (NEAS)
- Teesside University
- Catalyst (representing voluntary sector North of Tees)
- Middlesbrough & Redcar Voluntary Development Agency
- Office of Police and Crime Commissioner
- Thirteen Housing Group

7.5 Each agency should nominate a deputy to attend in the absence of the agency representative, with the same delegated authority as the agency representative. The Chair of the TSAB may request formal action from an agency if the representative does not attend on four occasions in a twelve month period. A register of attendance will be kept and may form part of the Annual Report.

8. Role and responsibilities of Board Representatives

8.1 The main objective is to share the responsibility of ensuring that the TSAB discharges its functions effectively.

8.2 TSAB representatives will:

- Attend all TSAB meetings and contribute to debate and decision-making
- Represent own organisation and speak for the organisation with authority
- Commit own organisation on agreed policy and practice matters
- Commit resources or directly contribute to decision-making processes within own organisation about the commitment of resources as appropriate
- Hold own organisation to account for the quality of safeguarding work
- Promote safeguarding work within own organisation
- Contribute in person or nominate appropriate staff to serve on the Sub Groups and task & finish groups as appropriate
- Ensure the production of reports as required by the TSAB, including the provision of a bi-annual statement
- Act on any concerns raised through the Quality Assurance Framework

9. Meetings

- 9.1 The TSAB will meet a minimum of six times a year, of which one meeting must be a Development Day. The purpose of the Development Day is to update TSAB members on policy and practice developments in adult safeguarding, review the strategy and determine the annual business plan.
- 9.2 The quorum at the TSAB shall be 25% of the voting members.
- 9.3 Wherever possible the Independent Chair shall encourage decision-making by consensus but if this is not possible then the matter will be settled by a majority of those Members of the TSAB entitled to vote. The Independent Chair is entitled to vote as a full member of the TSAB.
- 9.4 The agenda for the TSAB will be sent out 5 working days in advance of the meeting. The Independent Chair will ensure that the minutes from these meetings reflect accurately the discussions, agreements and actions, and will ensure timely distribution of the minutes.

10. Declaration of Interest

- 10.1 Board members are required to declare any personal interest that arises in the course of conducting TSAB business and should declare this at the start of Board meetings. Board members who have declared a personal interest will be able to participate in the meeting at the discretion of the Independent Chair.

11. Review of the TSAB Terms of Reference

- 11.1 The TSAB Terms of Reference may be amended by resolution of the TSAB and will, in any event, be reviewed annually or sooner if deemed necessary.

12. Teeswide Safeguarding Adults Business Unit

- 12.1 The Teeswide Safeguarding Adults Business Unit will be hosted by Stockton-on-Tees Borough Council for the purposes of employment.
- 12.2 The Teeswide Safeguarding Adults Business Unit will provide administrative support for the TSAB, all Sub Groups and any Task & Finish Groups. The Teeswide Safeguarding Adults Business Manager will provide professional advice and support to the TSAB and chair Task and Finish groups as appropriate. A member of the Business Unit will also support Board members with responsibility for chairing a Sub Group or Task & Finish Group.

13. Sub-Groups' Terms of Reference

Communication and Engagement Sub Group

1. Aims

- 1.1 To lead the development, implementation and evaluation of a multi-agency strategy aimed at increasing awareness of safeguarding adults and promoting the involvement of adults at risk, carers and advocates in the Teeswide Safeguarding Adults processes.

2. Objectives

- 2.1 To develop a multi-agency communication and engagement strategy aimed at increasing awareness of safeguarding adults and promoting the involvement of adults at risk, carers and advocates in the Teeswide Safeguarding Adults processes.
- 2.2 To organise campaigns and participate in regional and national campaigns where appropriate to increase awareness.
- 2.3 To evaluate the effectiveness of the multi-agency communication and engagement strategy.
- 2.4 To use the individual communication and engagement strategies of partner agencies to increase awareness of and involvement in safeguarding.
- 2.5 To review the current arrangements and practices in relation to the participation and involvement of both capacitated and incapacitated adults at risk in the Teeswide Safeguarding Adults processes.
- 2.6 To develop best practice in the use of advocacy services and user participation in adult safeguarding systems and to implement them across Tees.
- 2.7 To develop mechanisms and approaches to receive feedback from adults at risk who have experienced harm or abuse and ensure that the feedback influences practice.
- 2.8 To review and develop information for staff and the public about safeguarding issues, and for adults at risk, carers and advocates involved in the Teeswide Safeguarding Adults processes.
- 2.9 To make applications as appropriate to the TSAB, in liaison with the Teeswide Business Unit, for an allocation from the budget to support project work by the Sub Group.

3. Responsibilities and Accountabilities

- 3.1 The Sub Group is accountable to the Teeswide Safeguarding Adults Board (TSAB).
- 3.2 Each member of the group is accountable to the agency they represent.
- 3.3 Each constituent agency is responsible for ensuring information is provided and communicated effectively in order to achieve the purpose and objectives of the group.
- 3.4 The Sub Group will contribute to the TSAB work programme and annual report and develop an annual work programme.

- 3.5 The Sub Group will provide reports to the TSAB in accordance with the TSAB's Terms of Reference.

4. Membership

- 4.1 The Sub Group will comprise representatives from: Clinical Commissioning Groups; providers of NHS Health Care services, Local Authority Adult Social Care, Cleveland Police and other organisations represented on the TSAB as appropriate.
- 4.2 The TSAB Business Unit will maintain an up to date list of current members and will advise the Chair of any potential gaps in membership.

5. Chairing Arrangements

- 5.1 A member of the TSAB will chair the Sub Group. A Deputy Chair will be appointed by the Sub-Group.

6. Meeting Schedules

- 6.1 The Chair will confirm the frequency of meetings and administration will be provided by the Teeswide Business Unit.
- 6.2 Three Board partner agencies will be in attendance to provide quoracy for the meeting.

7. Review of Terms of Reference

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

Terms of Reference

Learning, Training and Development Sub Group

1. Aims

- 1.1 To lead the development, implementation and evaluation of a multi-agency training strategy for the protection of adults at risk of abuse or neglect including awareness raising, investigation training and training for managers.

2. Objectives

- 2.1 To develop a multi-agency training strategy for the protection of adults at risk of abuse or neglect aimed at increasing awareness and supporting best practice.
- 2.2 To evaluate the effectiveness of the multi-agency training strategy.
- 2.3 To ensure appropriate links are made between the in-house training strategies of statutory agencies and other relevant organisations and the multi-agency training strategy.
- 2.4 To identify the training requirements of all levels of staff across statutory agencies, independent provider organisations and other relevant organisations.
- 2.5 To develop competency requirements for all levels of staff across statutory agencies and other relevant organisations in accordance with national / occupational standards.
- 2.6 To make recommendations to the Teeswide Safeguarding Adults Board (TSAB) on how the training element of the TSAB budget should be used and to be responsible for monitoring the allocation of the budget.
- 2.7 To make applications as appropriate to the TSAB, in liaison with the Teeswide Business Unit, for an allocation from the budget to support project work by Sub Groups.

3. Responsibilities and Accountabilities

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

4. Membership

- 4.1 The Sub Group will comprise representatives from: Clinical Commissioning Groups, providers of NHS Health Care services, Local Authority Adult Social Care, Cleveland Police and other organisations represented on the TSAB as appropriate.

- 4.2 The TSAB Business Unit will maintain an up to date list of current members and will advise the Chair of any potential gaps in membership.

5. Chairing Arrangements

- 5.1 A member of the TSAB will chair the Sub Group. A Deputy Chair will be appointed by the Sub-Group.

6. Meeting Schedules

- 6.1 The Chair will confirm the frequency of meetings and administration will be provided by the Teeswide Business Unit.
- 6.2 Three Board partner agencies will be in attendance to provide quoracy for the meeting.

7. Review of Terms of Reference

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

Terms of Reference

Operational Leads Sub-Group

1. Aims

- 1.1 To provide a forum to enable Safeguarding Adults Operational Leads from TSAB partner agencies to share good practice, problem-solve and access peer support.
- 1.2 To provide qualitative data to inform the development of policies, procedures and strategies to further develop person centred practice.

2. Objectives

- 2.1 To develop and implement an annual multi-agency audit programme and provide reports to the PAQ Sub-Group and other relevant work streams, as appropriate
- 2.2 To lead on embedding Making Safeguarding Personal into safeguarding adults' work
- 2.3 To share good and innovative practice with the aim of establishing a consistent approach to safeguarding adults across Tees
- 2.4 To provide a forum for discussing operational issues and solutions in a safe environment
- 2.5 To lead on specific projects as determined by the annual TSAB Strategic Business Plan
- 2.6 To consider the learning from Safeguarding Adult Reviews and other reviews, and ensure implementation of any actions are carried out and embedded into operational practice, as appropriate
- 2.7 To proactively support the work of the PPP Sub-Group by identifying any changes required to existing TSAB policies and procedures and/or by recommending development of new policies and procedures
- 2.8 To make applications, as appropriate, to the TSAB in liaison with the TSAB Business Unit, for an allocation from the budget to support project work

3. Responsibilities and Accountabilities

- 3.1 The Sub-Group is accountable to the TSAB
- 3.2 Each member of the group is accountable to the agency they represent
- 3.3 Each constituent agency is responsible for ensuring information is provided and communicated effectively in order to achieve the purpose and objectives of the group
- 3.4 The Sub-Group will contribute to the TSAB work programme, Annual Report and develop an annual work programme

3.5 The Sub-Group will provide reports to the TSAB in accordance with the TSAB's Terms of Reference

4. Membership

4.1 The Sub-Group will comprise representatives from: Clinical Commissioning Groups, NHS Trusts, Local Authority Adult Social care, Cleveland Police and other organisations represented on the TSAB, as appropriate

4.2 The TSAB Business Unit will maintain an up to date list of current members and will advise the Chair of any potential gaps in membership

5. Chairing Arrangements

5.1 The TSAB Business Manager will chair the Sub-Group

5.2 A Deputy Chair will be appointed from an organisation other than that of the Chair

6. Meetings

6.1 The Chair will confirm the frequency of meetings and administration will be provided by the TSAB Business Unit

6.2 The quorum of the Operational Leads' Sub-group shall be provided by three TSAB partner agencies

7. Review of Terms of Reference

7.1 The terms of Reference may be amended, modified or replaced by resolution of the Group, following approval of the TSAB and will, in any event, be reviewed annually or sooner if deemed necessary.

Terms of Reference

Performance, Audit and Quality Assurance Sub Group

1. Aims

- 1.1 To ensure that there is appropriate oversight of the delivery of the Teeswide Safeguarding Adults Board's (TSAB) strategic leadership role to promote inter-agency co-operation to prevent risk of abuse and neglect, and to improve outcomes for people who have been abused or neglected.
- 1.2 To lead the development and implementation of a performance framework and provide assurance to the TSAB that safeguarding practice across all the agencies on the TSAB is in line with agreed policies and procedures.

2. Objectives

- 2.1 To agree a framework for collecting and reporting on data in relation to key performance measures for safeguarding activity covering the Teeswide Local Authorities and partner organisations to inform the TSAB that partners are fulfilling their responsibilities for safeguarding adults.
- 2.2 To produce, maintain, collate and analyse quality data and to respond to requests from the TSAB.
- 2.3 To ensure systems are in place to receive feedback from service users and carers of their experience of the safeguarding process and that this is used to improve practice where appropriate.
- 2.4 To develop systems to audit safeguarding operational practice, in conjunction with the Policy & Procedures Sub Group, to provide assurance to the TSAB that practice is in line with agreed safeguarding procedures and protocols.
- 2.5 To direct and undertake multi-agency audits in accordance with the TSAB's Business Plan priorities.
- 2.6 To performance manage the delivery of the TSAB's Business Plan priorities and to provide regular reports on progress.
- 2.8 To make applications as appropriate to the TSAB, in liaison with the Teeswide Business Unit, for an allocation from the budget to support project work by Sub Groups.

3. Responsibilities and Accountabilities

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

4. Membership

- 4.1 The Sub Group will comprise representatives from: Clinical Commissioning Groups; providers of NHS Health Care services; Local Authority Adult Social Care, Cleveland Police and other organisations represented on the TSAB as appropriate.
- 4.2 The TSAB Business Unit will maintain an up to date list of current members and will advise the Chair of any potential gaps in membership.

5. Chairing Arrangements

- 5.1 A member of the TSAB will chair the Sub Group. A Deputy Chair will be appointed by the Sub-Group.

6. Meetings

- 6.1 The Chair will confirm the frequency of meetings and administration will be provided by the Teeswide Business Unit.
- 6.2 Three Board partner agencies will be in attendance to provide quoracy for the meeting.

7. Review of Terms of Reference

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

Terms of Reference

Safeguarding Adults Review Sub Group

1. Aims

- 1.1 To develop and implement a Teeswide Safeguarding Adults Review (SAR) process and procedure.
- 1.2 To ensure that any lessons learnt from local, regional and, where appropriate, national *Serious Care Reviews (SCR), SARs, other forms of review and operational issues (including invoking the Serious Concerns Protocol) are disseminated throughout the TSAB partner agencies.
- 1.3 To agree and monitor the implementation of action plans resulting from SARs, *SCRs and other forms of review.
- 1.4 To make recommendations to the TSAB Independent Chair on the appropriate type of review and where responsibility rests for leadership, oversight and co-ordination of the chosen review process.
- 1.5 To fulfil the statutory duty of the Teeswide Safeguarding Adults Board (TSAB) in respect of Safeguarding Adults Reviews and to ensure that SARs are completed in line with national guidance and best practice.

*Refers to cases prior to the implementation of the Care Act in April 2015.

2. Objectives

- 2.1 To ensure that the Teeswide SAR procedure is developed in line with local, regional and national best practice and takes into account the different forms of review that may take place.
- 2.2 To consider the wide range of circumstances that might give rise to a request for a review and decide the appropriate review process, dependent on the seriousness and complexity of the case.
- 2.3 To achieve the timescales as determined within the agreed TSAB Safeguarding Adults Review procedures in relation to the decision making stage.
- 2.5 To recommend to the Chair of the TSAB where responsibility rests for leadership, oversight and co-ordination of the chosen review process.
- 2.6 In relation to SARs, appoint an Independent Chairperson and members of the Review Panel, draft the Terms of Reference, and appoint an author of the Overview Report.
- 2.7 To liaise with the Teeswide Business Unit Manager to agree how the Teeswide Business Unit will support the organisation, co-ordination and administration of the chosen review process.
- 2.8 To monitor progress of the review and ensure compliance with timescales.
- 2.9 To ensure that the reports from all reviews, together with a recommendation on action planning, are presented to the TSAB for approval.

- 2.10 To implement an agreed process for disseminating learning from reviews and operational issues including outcomes from the implementation of the Responding to and Addressing Serious Concerns policy and procedures (RASC).
- 2.11 To work closely with the Policy, Procedures and Practice Sub-Group and the Learning, Training and Development Sub-Group to ensure that any recommendations from a review are fully implemented.
- 2.12 To ensure that the TSAB is advised about any changes in legislation that impact on the Safeguarding Adult Review process.
- 2.13 To make applications as appropriate to the TSAB, in liaison with the Teeswide Business Unit, for an allocation from the budget to support project work by the SAR Sub- Group.
- 2.14 To provide a summary of progress against agreed action plans to the TSAB on a bi-annual basis, or sooner if there is cause for concern.

3. Responsibilities and Accountabilities

- 3.1 The SAR Sub-Group is accountable to the Teeswide Safeguarding Adults Board (TSAB).
- 3.2 Each member of the group is accountable to the agency they represent.
- 3.3 Each constituent agency is responsible for ensuring information is provided and communicated effectively in order to achieve the purpose and objectives of the group.
- 3.4 The SAR Sub-Group will contribute to the TSAB work programme and annual report and develop an annual work programme.
- 3.5 The SAR Sub-Group will provide reports to the TSAB in accordance with the TSAB's Terms of Reference.

4. Membership

- 4.1 The SAR Sub-Group will comprise representatives from: Clinical Commissioning Groups; providers of NHS Health Care services, Local Authority Adult Social Care, Cleveland Police and other organisations represented on the TSAB as appropriate.
- 4.2 The TSAB Business Unit will maintain an up to date list of current members and will advise the Chair of any potential gaps in membership.
- 4.3 For a meeting to be quorate the Chair must be in attendance and there must be representation from a minimum of three agencies.

5. Chairing Arrangements

- 5.1 A member of the TSAB will chair the SAR Sub-Group.
- 5.2 A Deputy Chair will be appointed.
- 5.3 At SAR Sub-Group meetings where the SAR Recommendation Panel is considering specific cases, the Chair will be from an agency **not** connected to the cases being considered.

6. Meeting Schedules

6.1 The Chair will confirm the frequency of meetings and administration will be provided by the Teeswide Business Unit.

7. Review of Terms of Reference

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