

TSAB MEMBERS INDUCTION PACK

Version 6
April 2020



Welcome

Dear Safeguarding Adults Board Member,

I am very pleased to welcome you to the Teeswide Safeguarding Adults Board (TSAB) and thank you for taking on this very important role. This induction pack has been developed to provide new Board Members with an introduction to their roles and responsibilities and to provide an overview of the functions of the TSAB.

The Care Act 2014 requires that Safeguarding Adults Boards assure themselves that local safeguarding arrangements are in place across their locality and that their partners act appropriately to help and protect adults from abuse. Protecting adults at risk will always be the main priority. However, the Board also focuses on developing ways of raising awareness and preventing harm and in relation to this; we collectively share responsibility for ensuring that all efforts to keep people safe are effective and well co-ordinated.

Your role as a Board Member is crucial to the TSAB being able to meet its statutory duties and it is important that you feel able to contribute at Board meetings, to be in a position to promote the aims of the TSAB, to hold your own organisation to account, to commit resources, to make decisions on policy and practice, and to have an understanding of the issues facing front line practitioners. To help you in this, you will find some information about Adult Safeguarding, the role of the TSAB and how the Board fits in with other strategic and operational groups within the Induction Pack. As a Board member you are expected to attend bi-monthly Board meetings and our annual Development Day, as well as any other relevant training sessions.

Thank you once again for joining the Board. I am sure that we will benefit greatly from your knowledge and expertise. I hope that you find this Induction Pack useful, and I welcome any feedback that you may have. Should you require any more information, please do not hesitate to contact me or someone from the TSAB Business Unit.



Ann Baxter

Independent Chair	1
Contents	
1. Background	3
2. Purpose	3
3. Key Functions (Terms of Reference)	3
4. Adult Safeguarding – what it is and why it matters	5
5. Types of abuse	8
6. Governance and Administrative Arrangements	9
7. Structure	10
8. Chairing Arrangements	12
9. Membership	12
10. Roles and Responsibilities	13
11. Meetings	14
12. Declaration of Interest	14
13. Review of Terms of Reference	15
14. TSAB Business Unit	15
15. Finance and Resources	15
16. Links to Useful Websites	15
17. Glossary	16
Appendices	
Appendix 1: Sub-Groups’ Terms of Reference	18
Appendix 2: Independent Chair of Job description	29
Independent Chair Person Specification	31

Revision Number	Date Approved by the Board	Change Record	Links to Other Policies	Review Date:
Four	Nov-18			Nov-20
Five	Oct-19	PPP Sub-Group removed from structure		Oct-21
Six	Apr-20	Terms of Reference for Sub-Groups updated		Apr-22

1. Background

The Teeswide Safeguarding Adults Board (TSAB) was established in response to the requirements of the Care Act 2014, which created a legal framework for adult safeguarding to enable key organisations and individuals to agree how they would work together to keep adults at risk safe. The legislation required that a local authority establish a Safeguarding Adults Board in their area, to develop shared strategies for safeguarding and to report to their local communities on progress. Since there was a history of working jointly across Tees to promote co-operation and consistency in relation to adult safeguarding work, there was a consensus that this new statutory responsibility should rest with the TSAB. In order to meet these new requirements the structure and governance arrangements of the Board were revised and will continue to be reviewed in line with strategic planning activities and feedback from stakeholders.

2. Purpose

The TSAB works in partnership to safeguard and promote the well-being and independence of adults living in the Boroughs of Hartlepool, Middlesbrough, Redcar & Cleveland and Stockton-on-Tees; who are experiencing, or are at risk of abuse or neglect. The TSAB co-ordinates and monitors the effectiveness of partner organisations working together to implement their responsibilities for protecting adults whose independence is placed at risk by abuse or neglect. The TSAB is responsible for developing strategies to protect adults from abuse or neglect, and to respond effectively when abuse or neglect occurs.

The safeguarding duties apply to any adult who:

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

The adult experiencing, or at risk of abuse or neglect will hereafter be referred to as the adult throughout this induction pack.

3. Key functions (Terms of Reference)

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.

4. Adult Safeguarding – what it is and why it matters

Safeguarding means protecting an adult's right to live in safety, free from abuse and neglect. It is about people and organisations working together to prevent and stop both the risks and the experience of abuse or neglect, while at the same time making sure that the adult's wellbeing is promoted including, where appropriate, having regard to their views, wishes, feelings and beliefs in deciding on any action. This must recognise that adults sometimes have complex interpersonal relationships and may be ambivalent, unclear or unrealistic about their personal circumstances.

Organisations should always promote the adult's wellbeing in their safeguarding arrangements. People have complex lives and being safe is only one of the things they want for themselves. Professionals should work with the adult to establish what being safe means to them and how that can be best achieved. Professionals and other staff should not be advocating "safety" measures that do not take account of individual well-being, as defined in Section one of the Care Act.

Safeguarding is not a substitute for:

- Providers' responsibilities to provide safe and high quality care and support
- Commissioners regularly assuring themselves of the safety and effectiveness of commissioned services
- The Care Quality Commission (CQC) ensuring that regulated providers comply with the fundamental standards of care or by taking enforcement action
- The core duties of the police to prevent and detect crime and protect life and property.

The Care Act requires that each local authority must:

- Make enquiries, or cause others to do so, if it believes that an adult is experiencing, or is at risk of, abuse or neglect. An enquiry should establish whether any action needs to be taken to prevent or stop abuse or neglect, and if so, by whom
- Set up a Safeguarding Adults Board (SAB)
- Arrange, where appropriate, for an independent advocate to represent and support an adult who is the subject of a safeguarding enquiry or Safeguarding Adult Review (SAR) where the adult has 'substantial difficulty' in being involved in the process and where there is no other suitable person to represent and support them
- Co-operate with each of its relevant partners (as set out in Section six of the Care Act) in order to protect the adult. In turn each relevant partner must also co-operate with the local authority.

The aims of adult safeguarding are to:

- Stop abuse or neglect wherever possible
- Prevent harm and reduce the risk of abuse or neglect to adults with care and support needs
- Safeguard adults in a way that supports them in making choices and having control about how they want to live
- Promote an approach that concentrates on improving life for the adults concerned
- Raise public awareness so that communities as a whole, alongside professionals, play their part in preventing, identifying and responding to abuse and neglect
- Provide information and support in accessible ways to help people understand the different types of abuse, how to stay safe and what to do to raise a concern about the safety or well-being of an adult; and
- Address what has caused the abuse or neglect.

In order to achieve these aims, it is necessary to:

- Ensure that everyone, both individuals and organisations, are clear about their roles and responsibilities
- Create strong multi-agency partnerships that provide timely and effective prevention of and responses to abuse or neglect
- Support the development of a positive learning environment across these partnerships and at all levels within them to help break down cultures that are risk-averse and seek to scapegoat or blame practitioners
- Enable access to mainstream community resources that can reduce the social and physical isolation which in itself may increase the risk of abuse or neglect.

Making Safeguarding Personal (MSP) means that the safeguarding process should be person-led and outcome-focused, enhancing the individual's involvement and choice and control together with seeking to improve quality of life, wellbeing and safety.

Six key principles underpin all safeguarding adult work:

The Department of Health Care and Support Statutory Guidance issued under the Care Act 2014, describes six principles that underpin all safeguarding adult work which applies to all sectors and settings including care and support services, further education colleges, commissioning, regulation and provision of health and care services, social work, healthcare, welfare benefits, housing, wider Local Authority functions and the criminal justice system. These principles should always inform the ways in which professionals and other staff work with adults.

- Empowerment** People being supported and encouraged to make their own decisions and informed consent. *“I am asked what I want as the outcomes from the safeguarding process and these directly inform what happens.”*
- Prevention** It is better to take action before harm occurs. *“I receive clear and simple information about what abuse is, how to recognise the signs and what I can do to seek help.”*
- Proportionality** The least intrusive response appropriate to the risk presented. *“I am sure that the professionals will work in my interest, as I see them and they will only get involved as much as needed.”*
- Protection** Support and representation for those in greatest need. *“I get help and support to report abuse and neglect. I get help so that I am able to take part in the safeguarding process to the extent to which I want.”*
- Partnership** Local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse. *“I know that staff treat any personal and sensitive information in confidence, only sharing what is helpful and necessary. I am confident that professionals will work together and with me to get the best result for me.”*
- Accountability** Accountability and transparency in delivering safeguarding. *“I understand the role of everyone involved in my life and so do they.”*

5. Types of abuse

Types	Definitions
Discriminatory Abuse	Includes forms of harassment, slurs or similar treatment; because of race, gender and gender identity, age, disability, sexual orientation or religion.
Domestic Abuse	Any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over who are, or have been, intimate partners or family members regardless of gender or sexuality, including psychological, physical, sexual, financial, emotional abuse; so called 'honour' based violence.
Financial or Material Abuse	Including theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements, including wills, property, inheritance or financial transactions.
Modern Slavery	Encompasses slavery, human trafficking, forced labour and domestic servitude. Includes traffickers and slave masters using whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.
Neglect & Acts of Omission	Including ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, care and support or educational services. Includes the withholding of the necessities of life, such as medication, adequate nutrition and heating.
Organisational Abuse	Including neglect and poor care practice within an institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one's own home. This may range from one off incidents to on-going ill treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.
Physical Abuse	Including assault, hitting, slapping, pushing, misuse of medication or restraint, and the use of inappropriate physical sanctions.
Psychological Abuse	Including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber - bullying , isolation and unreasonable and unjustified withdrawal of services or supportive networks.
Self-Neglect	This covers a wide range of behaviour neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding
Sexual Abuse	Including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure, sexual assault , and sexual acts to which the adult has not consented or was pressured into consenting.

6. Governance and Administrative Arrangements

Accountability

The TSAB has a separate identity and is not subsumed within other strategic bodies. The Board will form a view of the quality of safeguarding locally, challenge organisations when necessary and have an independent voice. However the Board will strive to develop useful relationships with other strategic bodies and open channels of communications (see section six). The Board must publish a strategic plan for each financial year that sets out how it will meet its main objectives and what members will do to achieve this. The plan must be developed with local community involvement and the Board must consult the local Healthwatch organisation(s). The plan should be evidence based and make use of available evidence and intelligence from partners to form and develop the plan.

The Board must publish an Annual Report detailing what it has done during the year to achieve its main objectives and implement the strategic plan. A copy of the Annual Report will be sent to the Chief Executive and Leaders of the four Local Authorities, the Police and Crime Commissioner and the Chief Constable, the local Healthwatch and Chairs of the local Health and Well-Being Boards. The Board will be consulted on issues that affect safeguarding and promoting the welfare of adults experiencing or at risk of abuse and neglect.

Find the current Business Plan and Annual Report at; www.tsab.org.uk

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

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 has established formal links with the respective Health & Wellbeing Boards. The TSAB also ensures that there is effective engagement with the Safeguarding Children Partnerships and other partnerships as appropriate in order to address cross-cutting issues.

As part of the Independent Chair's accountability arrangements, they are required to attend the following meetings:

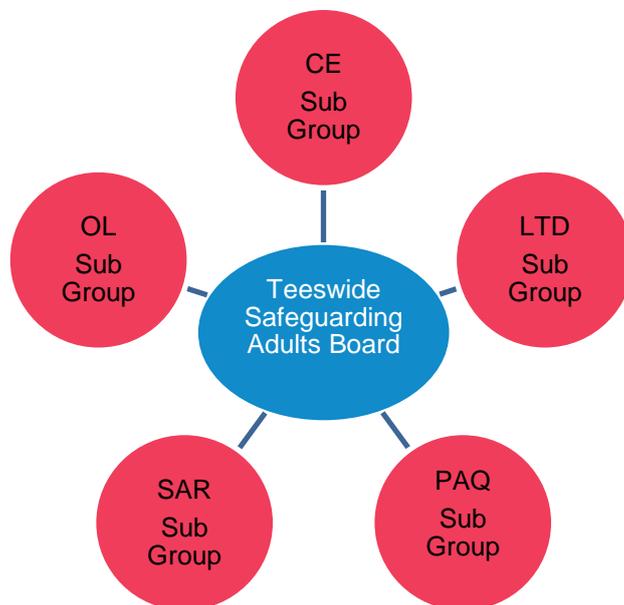
- The Tees Valley Chief Executives Forum on a bi-annual basis for a specific agenda item
- The three Health and Wellbeing Boards (MBC and RCBC have a joint South Tees Board) on a an annual basis; to present the TSAB Annual Report
- The four Adult Health Scrutiny meetings to present the TSAB annual report on an annual basis
- An annual meeting with each of the Local Authorities

- An annual meeting with Cleveland Police and the Office of the Police & Crime Commissioner
- 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.

Each partner agency is required to demonstrate the effectiveness of their safeguarding arrangements by presenting a short assurance report to the Board on an annual basis.

7. Structure: Sub-Groups



Key:

- CE Communication and Engagement
- LTD Learning, Training and Development
- OL Operational Leads
- PAQ Performance, Audit and Quality
- SAR Safeguarding Adults Review

The TSAB has strategic responsibility for safeguarding and protecting adults at risk of abuse or neglect. The TSAB produces and delivers a three year Strategic Vision, an annual Business Plan and has responsibility for the TSAB budget. The TSAB has the power to create whatever Sub Groups it wishes and any Task & Finish groups to manage key pieces of development work. The following Sub Groups are established and the full Terms of Reference can be found at Appendix 1:

Communication & Engagement (CE) leads the development, implementation and evaluation of a Teeswide Communication and Engagement Strategy

Learning, Training & Development (LTD) leads the development, implementation and evaluation of a multi-agency learning, training & development strategy

Operational Leads (OL) provides 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 also provides qualitative data to inform the development of policies, procedures and strategies to further develop person centred practice

Performance, Audit & Quality Assurance (PAQ) leads the development and implementation of a performance framework and provides an audit and quality assurance function on behalf of the TSAB

Safeguarding Adults Review (SAR) leads on the development and implementation of a Teeswide SAR policy and procedures to ensure that learning from any reviews undertaken locally and nationally is disseminated appropriately. The Sub-Group also considers notifications for SARs and makes recommendations to the Independent Chair.

- Sub Groups are chaired by TSAB members, supported by members of the Teeswide Safeguarding Adults Business Unit, or the Teeswide Safeguarding Adults Business Manager, where appropriate
- Each Sub Group determines the frequency of meetings
- The business of the TSAB is 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 cycles of the member organisations of the TSAB
- Task and Finish Groups report directly to the Board and undertake work to ensure the delivery of the agreed priorities. They comprise of representatives nominated by Board members who have sufficient knowledge and skills to contribute to the required task
- SARs must be conducted in accordance with Section 44 of the Care Act 2014.

8. Chairing Arrangements

- The three statutory partners (LAs, CCG and Cleveland Police) appoint, in conjunction with other members of TSAB, an Independent Chair on agreed terms.
- The Independent Chair is appointed for a period of two years, renewable up to a whole tenure of five years.
- The Independent Chair is responsible for ensuring that the TSAB meets its obligations and reports on the discharge of its functions.
- The TSAB appoints a Vice Chair from the membership of the TSAB.
- The job description and person specification for the position of TSAB Independent Chair is included at Appendix 2.

9. Membership

The following organisations are represented on the TSAB:

Statutory partners:

Hartlepool Borough Council

Middlesbrough Borough Council

Redcar & Cleveland Borough Council

Stockton -on-Tees Borough Council

Cleveland Police

Hartlepool and Stockton-on-Tees Clinical Commissioning Group

South Tees Clinical Commissioning Group

Non-Statutory partners include:

Care Quality Commission

Cleveland Fire Brigade

Community Rehabilitation Company: Durham Tees Valley

Healthwatch Hartlepool

Healthwatch South Tees

Healthwatch Stockton

HM Prison Service: Holme House Prison

National Probation Service (Cleveland)

North Tees and Hartlepool NHS Foundation Trust

Public Health

South Tees Hospitals NHS Foundation Trust

Tees, Esk and Wear Valley NHS Foundation Trust

Lead Members for Local Authorities sit on the Board as non-voting participant observers

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. These currently include:

- 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

A register of attendance is held and included within the TSAB meeting minutes.

10. Role and responsibilities

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

TSAB representatives will:

- Attend all TSAB meetings and contribute to debate and decision-making
- Represent their own organisation and speak for the organisation with authority
- Commit their own organisation on agreed policy and practice matters
- Commit resources or directly contribute to decision-making processes within their own organisation about the commitment of resources as appropriate
- Hold their own organisation to account for the quality of safeguarding work

- Promote safeguarding work within their 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 assurance statement to the Board
- Act on any concerns raised through the Quality Assurance Framework/ Self-Audit process

Training and Personal Development:

- All TSAB members must undertake Foundation Level Training on Safeguarding Adults within their own organisations and will also have access to Intermediate and Advanced level training on request
- All TSAB members are expected to maintain up-to-date knowledge of all statutory, national and regional developments in Safeguarding Adults including examples of good practice.

11. Meetings

The TSAB meets for a minimum of six times a year, of which one meeting will 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 three year Strategic Vision and determine the annual Strategic Business Plan.

- The quorum at the TSAB shall be 25% of the voting members.
- In the event of a member no longer representing their agency, reasonable notice should be given to the Chair so that a replacement can be sourced.
- 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.
- The agenda for the TSAB will be sent out five 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.

12. Declaration of Interest

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.

13. Review of the Terms of Reference

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

14. TSAB Business Unit

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 & Finish groups as appropriate. A member of the Unit will also support Board Members with responsibility for chairing a Sub-Group or a Task & Finish Group.

15. Finances and Resources

The SAB statutory member agencies (The Local Authorities of Hartlepool, Middlesbrough, Redcar & Cleveland and Stockton-on-Tees; North & South Tees Clinical Commissioning Groups; and Cleveland Police) will contribute annually towards resources at an agreed level, having regard to the differing size, resources and responsibilities of each agency.

The financial year will run from 1 April to 31 March the following year.

Stockton-on-Tees Borough Council will administer the budget on behalf of the Board. The TSAB Business Manager will have the authority to act as the Board's budget holder for the authorisation of payments.

Members may, in addition, be required to provide resources such as staffing and accommodation.

16. Links to useful websites

www.tsab.org.uk

[Care Act 2014](#)

[Care Act Statutory Guidance](#)

[Making Safeguarding Personal](#)

17. Glossary

CE	Communication and Engagement Sub-Group
CCG	Clinical Commissioning Group
CPS	Crown Prosecution Service
CSP	Community Safety Partnership
CQC	Care Quality Commission
DH	Department of Health
DWP	Department of Work and Pensions
HBC	Hartlepool Borough Council
IMCAs	Independent Mental Capacity Advocate
LTD	Learning, Training and Development Sub-Group
MAPPA	Multi-Agency Public protection Arrangements
MARAC	Multi-Agency Risk Assessment Conference
MBC	Middlesbrough Borough Council
MCA/DoLS	Mental Capacity Act/ Deprivation of Liberty Safeguards
MCA COP	Mental Capacity Act – Code of Practice
MHA	Mental Health Act
MHA COP	Mental Health Act – Code of Practice
MSP	Making Safeguarding Personal
NEAS	North East Ambulance Service
NHS	National Health Service
OL	Operational Leads
PAQ	Performance, Audit and Quality Sub-Group
QSG	Quality Surveillance Group
RCBC	Redcar & Cleveland Borough Council
SAB	Safeguarding Adults Board

SAR Safeguarding Adult Review
SBC Stockton Borough Council
SCP Safeguarding Children Partnerships
TSAB Teeswide Safeguarding Adults Board
Tees Boroughs of Hartlepool, Middlesbrough, Redcar & Cleveland and Stockton-on-Tees

Appendix 1: 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: Tees Valley Clinical Commissioning Group; 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 work closely with the Safeguarding Adults Review (SAR) Sub-Group in taking forward any learning and development activities identified from SARs or other reviews on a local, regional and national basis.
- 2.6 To develop competency requirements for all levels of staff across statutory agencies and other relevant organisations in accordance with national / occupational standards.
- 2.7 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.
- 2.8 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: Tees Valley Clinical Commissioning Group, 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 and the Think Family approach 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: Tees Valley Clinical Commissioning Group, 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: Tees Valley Clinical Commissioning Group; 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 create and adopt an appropriate briefing template to ensure all lessons learned from reviews are cascaded within all relevant organisations.
- 2.12 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.
- 2.13 To ensure that the TSAB is advised about any changes in legislation that impact on the Safeguarding Adult Review process.
- 2.14 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.
- 2.15 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: Tees Valley Clinical Commissioning Group; 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.

Appendix 2

Independent Chair Job Description

Purpose:

- To ensure that the Teeswide Safeguarding Adults Board operates effectively and exercises its functions in accordance with regulations and guidance
- To provide independent leadership in the strategic development of the TSAB, ensuring that organisations work effectively to safeguard adults experiencing or at risk of abuse or neglect and that each organisation fulfils its responsibilities in this regard
- To ensure that the TSAB, by working in close collaboration with partners), responds to identified priorities Teeswide for adult safeguarding
- To drive forward the continuous development of the TSAB and improvements associated with safeguarding adults across Tees.

Key Responsibilities:

- To chair the TSAB scheduled and extraordinary meetings and other meetings as appropriate
- To ensure all plans and reports are produced to a high standard and that all TSAB minutes reflect accurately TSAB discussions, agreements and actions, and ensure timely distribution of these
- To oversee the development and implementation of the Business Plan, assisting the TSAB to identify and agree key strategic priorities in collaboration with partners
- To ensure the formulation and publication of an annual report to the TSAB and other partnerships across Tees as identified by the TSAB
- To ensure that the TSAB works effectively, with good collaboration between its members, supporting the development of partnership working between partners and organisations, including any sub-groups/task groups of the Board
- To ensure that the TSAB provides independent challenge to TSAB partners and organisations in order to bring about improved outcomes
- To ensure that the TSAB monitors, reviews, challenges and evaluates safeguarding performance and practices across member organisations in line with the requirements of regulations, guidance and policy

- To ensure that there are effective quality assurance and performance management arrangements in place that will support the TSAB in fulfilling its functions and strategic priorities
- To maintain an overview of the work of TSAB Sub Groups and task groups, supported by the Teeswide Safeguarding Adults Business Manager, to ensure that key issues are reported to the Board and followed up as appropriate
- To review the TSAB budget with relevant organisations and arrangements for maintaining the Board's income
- To consider recommendations as to whether the TSAB should instigate a Safeguarding Adults Review, and ensure that the action plans from any Safeguarding Adults Reviews are completed satisfactorily and that the learning is shared
- To liaise with relevant organisations when communication with the media is required with regard to individual cases and where appropriate to represent publicly the views of the Board
- To monitor actively national and regional safeguarding issues that have a bearing on the Board and its function and, in conjunction with the Teeswide Safeguarding Adults Business Manager, ensure that key issues and national developments are brought to the attention of the Board
- To promote the participation of and feedback from adults and their families regarding the work of the TSAB.

Independent Chair Person Specification

All the following are essential requirements:

Qualifications

Academic and/or professional qualification in social care or health care or any discipline represented on the Teeswide Safeguarding Adults Board.

Knowledge

Extensive knowledge of the legislation and guidance in relation to safeguarding adults. Thorough knowledge and understanding of performance information and use of data to drive improvement.

Experience

The successful candidate should be of sufficient standing to command the respect and support of member agencies and have experience of:

- Working at a senior, strategic level in the leadership of partnerships
- Chairing complex partnership meetings
- Monitoring and improving performance in relation to safeguarding practice and outcomes.

Skills

The successful candidate should have the confidence, authority and objectivity to challenge practices and hold organisations to account for their practice and the ability to:

- Communicate effectively with a wide range of stakeholders and organisations
- Develop effective working relationships between organisations
- Work collaboratively with partners
- Exercise problem solving skills, identify issues and areas of risk, and lead partners to effective resolution and decision
- Summarise discussions in order to clarify the key issues, ensure a clear decision is made and the appropriate action agreed
- Provide direction, follow through on key decisions, manage competing or differing views, and challenge constructively to achieve the desired outcome
- Analyse and evaluate qualitative and quantitative data and information
- Champion equality and diversity and promote best practice by challenging discrimination in all its forms

- Demonstrate a commitment to ensuring that safeguarding policy, procedures and practice are focused on the adult at risk and informed by their perspective
- Ensure high standards of confidentiality in terms of individual cases and cross organisational issues.

Availability

The successful candidate will have the ability and willingness to be flexible in order to carry out the required tasks and duties.