



North Tyneside and Northumberland Safeguarding Adults Board

Terms of Reference November 2020

*“safeguarding adults is every one’s
business!”*

These terms of reference have been approved by the appropriate executive body, or lead officer from each of the respective partner agencies that comprise the Northumberland and North Tyneside Safeguarding Adults Board (SAB).

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Aug 11	2.0	Full amendments	All sections
Oct 2012	3.0	Full amendments	All sections
March 2013	4.0	Full amendments	All sections
July 2013	5.0	Membership and Sub Group Updates	All sections
July 2014	6.0	Membership and Sub Group updates	All sections
Nov 2018	7.0	Full amendments	All sections
Nov 2020	8.0	Full amendments	All sections

1. Membership

Main Board attendance:

Agency Member	Representative Post
Independent Chair	Independent Chair of the Northumberland and North Tyneside SAB
Adult Services, North Tyneside Council	Director of Children's and Adult Services Assistant Director, Business Assurance
Adult Services, Northumberland County Council	Executive Director of Adult Social Care and Children's Services General Manager, Adult Social Care
North Tyneside Council	Councillor Senior Manager Housing Strategy and Support Director of Public Health
Northumberland County Council	Councillor Head of Housing and Public Protection Director of Public Health
North Tyneside Clinical Commissioning Group	Executive Director of Nursing/Chief Operating Officer Safeguarding Adults Lead (deputy)
Northumberland Clinical Commissioning Group	Chief Operating Officer Director of Nursing, Quality & Patient Safety (deputy)
Northumbria Healthcare NHS Foundation Trust	Executive Director of Nursing, Midwifery and Allied Healthcare Professionals Professional & Operational Lead Safeguarding Adults & Children (Head of Safeguarding)(deputy)
Northumberland, Tyne and Wear NHS Foundation Trust	Group Nurse Director North Locality Care Group
Northumbria Police	Detective Chief Inspector Safeguarding
Northumbria Community Rehabilitation Company	Operational Team Manager Deputy Director (deputy)
National Probation Service	Head of North of Tyne Senior Operational Support Manager North of Tyne (deputy)
NSSP	NSSP Business Manager
Lay members	North Tyneside Lay member Northumberland Lay member

Co-opted attendance/minutes:

VCS	Chief Executive
North Tyneside Legal Services	Solicitor
Northumberland Legal Services	Principal Solicitor Solicitor (Deputy)

NT Carers	
Northumberland Fire & Rescue	Policy & Team Manager
Tyne & Wear Fire & Rescue	Group Manager, Service Delivery North
Northumberland Self-Directed support, Prevention and Carers	Operations Manager Team Manager, Carers & Prevention (Deputy)
Northumberland Housing	Strategic Housing Manager
HMP Northumberland	Deputy Director, Justice Services
CQC	Inspection Manager
NHS England (MOU)	Deputy Director Quality
NEAS (MOU)	Safeguarding Adults Lead
Healthwatch	North Tyneside Northumberland

2. Introduction

The Care Act 2014 introduced statutory Safeguarding Adult Boards which are legislated under Section 43 and Schedule 2 of the Act.

Both are detailed below as a legislative benchmark of what each statutory Safeguarding Adult Board (SAB) MUST have in place.

The Northumberland and North Tyneside Safeguarding Adults Board has written local terms of reference to reflect legal requirements of the Act which are published at point 3 below.

3. Legislation

Safeguarding Adults Boards

- (1) Each local authority must establish a Safeguarding Adults Board (a “SAB”) for its area.
- (2) The objective of a SAB is to help and protect adults in its area in cases of the kind described in section 42(1).
- (3) The way in which a SAB must seek to achieve its objective is by co-ordinating and ensuring the effectiveness of what each of its members does.
- (4) A SAB may do anything which appears to it to be necessary or desirable for the purpose of achieving its objective.
- (5) Schedule 2 (which includes provision about the membership, funding and other resources, strategy and annual report of a SAB) has effect.

Schedule 2 of Section 43 Care Act 2014

Safeguarding Adult Boards Membership

- (1) The members of a SAB are—
 - (a) the local authority which established it,
 - (b) a clinical commissioning group the whole or part of whose area is in the local authority’s area,
 - (c) the chief officer of police for a police area the whole or part of which

is in the local authority's area, and

(d) such persons, or persons of such description, as may be specified in regulations.

(2) The membership of a SAB may also include such other persons as the local authority which established it, having consulted the other members listed in sub-paragraph (1), considers appropriate.

(3) A local authority, having consulted the other members of its SAB, must appoint as the chair a person whom the authority considers to have the required skills and experience.

(4) Each member of a SAB must appoint a person to represent it on the SAB; and the representative must be a person whom the member considers to have the required skills and experience.

(5) Where more than one clinical commissioning group or more than one chief officer of police comes within sub-paragraph (1), a person may represent more than one of the clinical commissioning groups or chief officers of police.

(6) The members of a SAB (other than the local authority which established it) must, in acting as such, have regard to such guidance as the Secretary of State may issue.

(7) Guidance for the local authority on acting as a member of the SAB is to be included in the guidance issued for the purposes of section 78(1).

(8) A SAB may regulate its own procedure.

Funding and other resources

2 (1) A member of a SAB listed in paragraph 1(1) may make payments towards expenditure incurred by, or for purposes connected with, the SAB—

(a) by making the payments directly, or

(b) by contributing to a fund out of which the payments may be made.

(2) A member of a SAB listed in paragraph 1(1) may provide staff, goods, services, accommodation or other resources for purposes connected with the SAB.

Strategic plan

3 (1) A SAB must publish for each financial year a plan (its "strategic plan") which sets out—

(a) its strategy for achieving its objective (see section 43), and

(b) what each member is to do to implement that strategy.

(2) In preparing its strategic plan, the SAB must—

(a) consult the Local Healthwatch organisation for its area, and

(b) involve the community in its area.

(3) In this paragraph and paragraph 4, "financial year", in relation to a SAB, includes the period—

(a) beginning with the day on which the SAB is established, and

(b) ending with the following 31 March or, if the period ending with that date is 3 months or less, ending with the 31 March following that date.

Annual report

4 (1) As soon as is feasible after the end of each financial year, a SAB must publish a report on—

- (a) what it has done during that year to achieve its objective,
- (b) what it has done during that year to implement its strategy,
- (c) what each member has done during that year to implement the strategy,
- (d) the findings of the reviews arranged by it under section 44 (safeguarding adults reviews) which have concluded in that year (whether or not they began in that year),
- (e) the reviews arranged by it under that section which are ongoing at the end of that year (whether or not they began in that year),
- (f) what it has done during that year to implement the findings of reviews arranged by it under that section, and
- (g) where it decides during that year not to implement a finding of a review arranged by it under that section, the reasons for its decision.

(2) The SAB must send a copy of the report to—

- (a) the chief executive and the leader of the local authority which established the SAB,
- (b) the local policing body the whole or part of whose area is in the local authority's area,
- (c) the Local Healthwatch organisation for the local authority's area, and
- (d) the chair of the Health and Wellbeing Board for that area.

(3) "Local policing body" has the meaning given by section 101 of the Police Act 1996.

4. Local terms of reference of the North Tyneside and Northumberland SAB

4.1 Our Vision

The vision of North Tyneside and Northumberland Safeguarding Adults Board is to promote the individual's human rights, their capacity for independence, ensuring each person is treated with dignity and respect and able to enjoy a sustained quality of life and improved wellbeing. That at all times they are afforded protection from abuse, neglect, discrimination or poor treatment and that their carers whether paid or unpaid, are safe.

As no single agency can act in isolation all constituent members of the Safeguarding Adults Board recognise the need for and give a commitment to work in partnership and collaboration, to ensure positive outcomes in the welfare and protection of all citizens at risk of harm from abuse.

In addition we agree to adhere to the Care Act principles which underpin all adult safeguarding work;

Empowerment – People are supported and encouraged to make their own decisions and their decisions are based on 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- Accountability and transparency in delivering Safeguarding

The North Tyneside and Northumberland SAB will 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**’.

4.2 Purpose of the SAB

The North Tyneside and Northumberland Safeguarding Adults Board (SAB) is a multi-agency partnership that leads with the strategic development of safeguarding adult’s work across the Borough. The key purpose of the SAB is:

- To establish, agree and regularly update joint strategies and policies in respect of safeguarding to ensure effective partnership working, across North Tyneside and Northumberland, increasing our individual and joint capacity to protect vulnerable adults within the Boroughs by:
 - Providing effective and consistent responses to protect from abuse and neglect.
 - Balancing empowerment and safeguarding, choice and risk in the best interests of all vulnerable adults.
 - Taking preventative action within the community and service settings to avoid neglect and abuse.
- To comply with the legal requirements of statutory boards under Section 43 and Schedule 2 Care Act 2014.
- To strategically oversee and lead adult safeguarding across North Tyneside and Northumberland.
- To ensure a consistent focus on ‘learning and improvement’ in order to prevent and reduce abuse or neglect.

4.3 Specific Responsibilities

- To deliver nationally and locally agreed policies, priorities, standards and best practice.
- To report to the Health and Wellbeing Board, and work closely to Community Safety and Children’s Board partnerships.

- To hold a clear and shared understanding of purpose and the expected outcomes of the collective remit of the Board.
- To understand and ensure accountability and responsibility for all adult safeguarding activity and focus on good outcomes for people.
- To assess and deliver on risk management in relation to agreed business plans, stated objectives and outcomes.
- To monitor delivery and performance against agreed plans, priorities and best practice standards.
- To provide robust quality assurance, evaluation and scrutiny linked to the commissioning and provision of competency-based workforce training and development.
- To monitor and quality assure safeguarding training and development to ensure high quality practice and learning.
- To direct and contribute to the work of the Sub-Groups.
- To represent the interests of adults at risk and safeguarding on other committees and strategic groups.
- To recognise the work of the SAB and to prioritise attendance at meetings.

4.4 Membership

Membership of the SAB will consist of senior members of the organisations named on page 3. They will be able to commit resources and make strategic decisions on behalf of their organisations. It is expected that priority to attend the SAB meetings will be given and if attendance is not possible then a suitable, well briefed deputy, will attend on the Board members behalf.

If there is a disagreement between the statutory members then the arbitrator in the first instance, should be the SAB Independent Chair. If a resolution is still not forthcoming then the issue should be escalated to the leaders of the agencies to agree a way forward.

4.5 Information sharing

The Care Act has introduced a duty to share information under Section 45 of the Act to allow the SAB to exercise its functions. This will be used by the SAB to request information from any person or agency for issues such as conducting Safeguarding Adult Reviews, should the initial request be declined. There is a separate information sharing protocol for the SAB which has been updated in line with GDPR.

4.6 Accountability and Reporting

The SAB is accountable via the Chair to the Health and Wellbeing Boards in North Tyneside and Northumberland.

It will:

- Meet quarterly and have the power to call extraordinary meetings if required.
- Be chaired by an Independent Chair.
- Monitor progress against the strategic action plan.
- Oversee the production of the Annual Report.
- Make recommendations regarding any Serious Adult Reviews should be undertaken (delegated to Safeguarding Adults Review Committee).

The Board will oversee approaches to promote awareness of safeguarding and will establish systems to audit and evaluate the impact and quality of safeguarding work. This will be achieved by:

- Analysis of quantitative and qualitative data to inform safeguarding activity.
- Setting standards for best practice in Safeguarding.
- Receiving information from all agencies about work to progress safeguarding.
- Considering this information and deciding upon any actions required.
- Reviewing the work of Sub Groups.
- Supporting and scrutinising the work of the Safeguarding Adults Review Committee.

4.7 Legal advice

If the SAB requires legal advice on any policy or strategic issues in exercising its functions then legal advice will be obtained from North Tyneside or Northumberland Council legal services.

4.8 SAB Complaints

Attempts should be made to resolve disagreements at the earliest opportunity. Where there are disagreements that cannot be resolved by discussions between attendees at meetings or via an informal process a formal complaint can be raised with either Northumberland or North

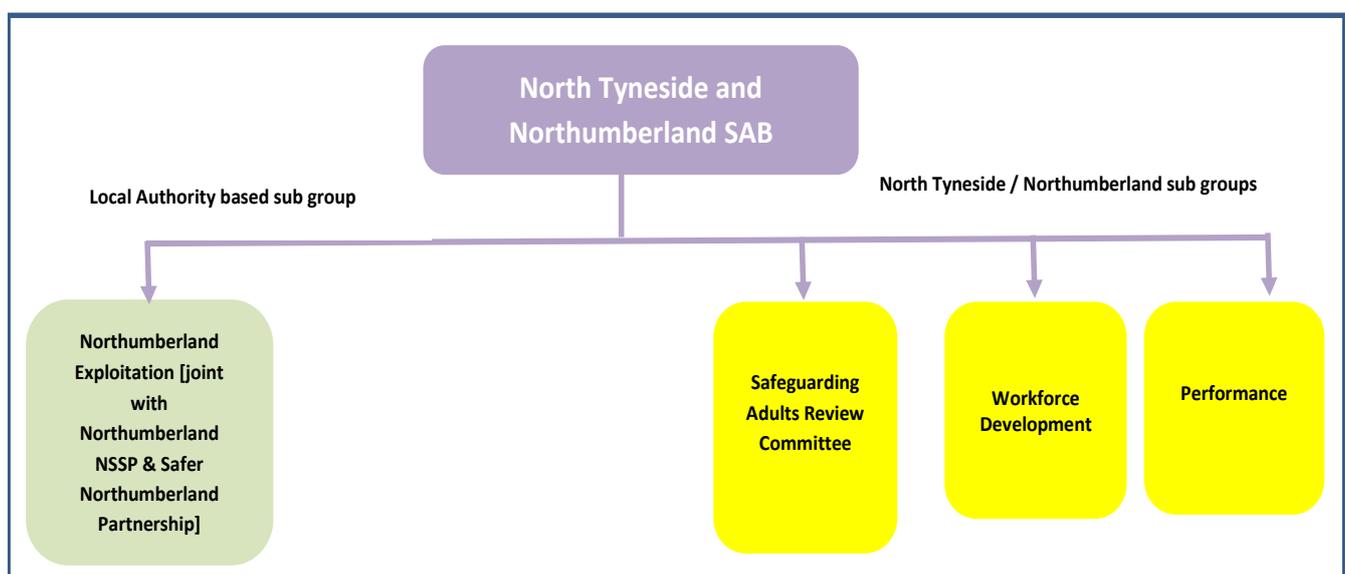
Tyneside (depending on where the issue mainly lies). The process for making a complaint can be found at;

[North Tyneside](#)

[Northumberland](#)

Complaints about the SAB itself can be escalated to the Local Government Ombudsman in certain situations. Please see ADASS guidance found [here](#).

4.9 Structure and Governance



Four sub-groups support the SAB:

- Performance sub group
- Workforce Learning and Development Group
- Safeguarding Adults Review Committee
- Northumberland Exploitation sub-group (joint with NSSP and Safer Northumberland Partnership)

The Board may also draw on professional/consultative advice on an ad-hoc basis from members who do not regularly attend the Board and who may or may not be sub-group members.

The SAB reports to the Overview Scrutiny Committees and also shares their Annual Report with the Health and Wellbeing strategic boards at North Tyneside and Northumberland.

4.10 Monitoring and review

- These terms of reference will be subject to an annual review at the same time as the publication of the Annual Report.

5. Sub-group Terms of Reference

Northumberland and North Tyneside Safeguarding Adults Board Performance Sub-Group Terms of Reference

Title of Group:	Safeguarding Adults Performance Sub-Group
Membership:	<ul style="list-style-type: none"> • Performance Advisor (ASC), Policy, Performance & Research NTC • Information and Performance Manager, Community Business Unit, NHFT / NCC • Strategic Safeguarding Lead - NCC • Professional & Operational Lead Safeguarding Adults & Children (Head of Safeguarding) - NHFT • Northumbria Police • Safeguarding Adults Lead, Northumberland CCG • Safeguarding Adults Lead, North Tyneside CCG • CNTW Safeguarding • Senior Social Worker, Adult Safeguarding Team NTC • Information Analyst, Community Business Unit, NHFT/NCC • Complaints and Customer Relations Manager, Wellbeing and Community Health Group (Adult Social Care) NHFT/NCC • Group Manager, Service Delivery North, Tyne and Wear Fire and Rescue Service • Community, Safety and Policy Team Manager, Northumberland Fire and Rescue Service <p>Attendance optional:</p> <ul style="list-style-type: none"> • Commissioning Manager, People based commissioning • Independent Advocacy • Neighbourhood Management / Housing • NEAS Safeguarding Team • National Probation Service • CRC <p>Co-opted support from other partner agencies/colleagues as and when required</p>
Chair:	<ul style="list-style-type: none"> • Policy, Intelligence and Research Advisor, North

	Tyneside Council
Vice Chair:	<ul style="list-style-type: none"> Information and Performance Manager, Community Business Unit, Northumbria Healthcare NHS Foundation Trust
Quorum:	Minimum of 4 core members – a representative from the Performance Team who produces the performance data for the service is felt to be an essential attendee
Frequency and duration of meetings:	Quarterly meetings – 2 hours duration
Objectives/functions:	<ul style="list-style-type: none"> Analyse performance of the safeguarding processes in North Tyneside and Northumberland Compare how we are performing in relation to our regional and national partners. Agree a clear set of data requirements (core performance data set) to assure the Board around performance. Develop outcome indicators and an audit process to measure service users and carers' experiences of safeguarding adults procedures -reviewed on a 6-monthly basis and reported to the Board. Ensure clear internal standards for Board performance, and transparent external accountability routes. Assure the Board that safeguarding adults systems and processes (governance) across North Tyneside and Northumberland are meeting the requirements of local and national standards Review implications of new policies and procedures or guidance which potentially affect local performance data collection or the governance agenda. Undertake work identified in the Strategic Action Plan and report back on progress to Board appropriately (in a timely manner). Analyse performance of DoLS and MCA.
Attendance:	Attendance is expected at each meeting, representatives accepted by agreement of Chair prior to attendance.
Reporting:	Sub-Group will formally report into the North Tyneside and Northumberland Joint Safeguarding Adults Board Meeting.

	Reporting will be in written/visual format with a verbal update presented at Board meetings.
Review Date:	August 2021

**Northumberland and North Tyneside Safeguarding Adults
Board
Workforce Development
Sub-Group
Terms of Reference**

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Governance Arrangements

To ensure that effective learning & development opportunities are in place across both LA areas, including for those who directly with, or come into contact with adults at risk. The Sub Group is directly accountable to the joint Northumberland & North Tyneside Safeguarding Adults Board (SAB).

Chair: Emma Adamson/ Leigh Waller

Meeting Frequency: Quarterly and as and when required for partner agencies

Meeting Method: Virtual

Membership:

Northumberland and North Tyneside Workforce Development Leads

As and when required:

Team Manager/Practitioner Representatives (Northumberland and North Tyneside)
 Northumbria Healthcare NHS Trust
 Northumberland Tyne and Wear Trust
 Independent Sector Representation
 Housing Representation
 North East Ambulance
 Northumbria Police
 Northumbria Probation
 Advocacy Services
 Children’s Services
 CCG – Northumberland & North Tyneside

Purpose:

The Workforce Development Group is responsible for planning, implementing and evaluating the learning and development needs of practitioners within the individual lead organisations, and to include our stakeholder partners, all of whom work with adults at risk.

This sub group will report directly to the Safeguarding Adult Board (SAB), in written format and by attending Safeguarding Adult Board meetings.

Role and Function:

To inform the strategic direction and annual/business plan set by the SAB by delivering and implementing a strategic approach to learning and development activities that supports partner agencies in raising the skills and competencies of staff and volunteers as appropriate.

Specifically:

- To assist the SAB in the ongoing development of the safeguarding adults workforce development strategy across the local authority areas
- To develop and implement the workforce development action plan in line with the strategic aims of the Safeguarding Board action plan.
- To evaluate the effectiveness of the workforce development opportunities with regard to the transfer of learning into practice.
- To quality assure delivery of safeguarding adults training and ensure that learning outcomes are clear and regularly evaluated, within a Quality Assurance framework and specific timeframe
- To commission training as and when required, which may be requested by a specific service area or following lessons learned from any serious case reviews, both nationally and locally.
- To identify future workforce learning and development opportunities that will support the safeguarding adults agenda as identified by the SAB
- To support SAB Members with their own safeguarding adults learning and development requirements
- Contribute to the development of the wider local workforce mapping and ensure partner organisations develop workforce development plans that include knowledge and skill levels for Safeguarding Adults including standardisation of training programmes across partner organisations.
- To establish and maintain links with safeguarding adults training and trainers throughout the North East region in order to share good practice.
- To maintain close links with the other SAB sub groups, to effectively communicate any recommendations and incorporate these into the workforce development plan.

Northumberland and North Tyneside Safeguarding Adults Board

Safeguarding Adults Review Committee

Terms of Reference

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1. Safeguarding Adults Review Committee

The Safeguarding Adults Review Committee should learn from *significant* case studies and national/regional research as well as Local Serious Case Reviews/ Safeguarding Adult Reviews. In her review of child protection Professor Eileen Munro confirmed the need to learn from ‘near misses’ as well as from tragedies. For this reason the Northumberland and North Tyneside sub group meets regularly to discuss national and regional reviews and research not only to consider the need for or completion of a local Safeguarding Adults review. The Safeguarding Adults Review Committee and its core members will be responsible for:

- Receiving and considering referrals of new cases against the Safeguarding Adults Review criteria and make recommendations to the Chair of the North Tyneside and Northumberland Safeguarding Adults Board.
- Receiving draft overview reports and discussing any suggested amendments;
- Members of the Committee will be required to facilitate the compilation of single agency/individual management reports for their respective agency;
- Presenting executive briefings summary reports and learning resources to the Committee and the Boards, together with any recommendations and action plans;
- Ensuring that any lessons learnt from Safeguarding Adults Reviews, significant case studies and research are clearly understood and acted on;
- Monitoring the implementation of recommendations from Safeguarding Adults Reviews and other reviews and reports, to ensure evidence of completion and to enable the provision of assurance to the Board.
- Ensuring that lessons learnt from any national or other regional reviews are included in the implementation of any local reviews;
- Working with other sub-groups as appropriate and particularly the Workforce Development Sub-Group to ensure that recommendations and lessons learnt from national, regional and local reviews are implemented, ensuring that changes can be evidenced;
- Working with communications teams via the Local Authorities leads in relation to cases which may attract media attention or where additional communication methods are required. Also to link with significant others when required, e.g. Coroner’s Office.

- Considering the need for exploration of the issues via other processes such as Appreciative Inquiries, Individual Management Reports, Root Cause Analysis and Serious Untoward Incidents, and examining the findings and implementing and monitoring learning in the same robust manner as if achieved via a Safeguarding Adults Review.
- Members will be proactive in bringing to the attention of the Chair any relevant cases or studies and producing briefings or summaries to facilitate exploration by the Panel and identify learning.

2. Governance Arrangements

Committee members will work to the terms of reference agreed by the Board and setting out their purpose, role, function, membership and governance arrangements.

Each member agency will formally identify its own governance arrangements for senior sign off and implementation of reviews and recommendations.

The Chair or Deputy Chair of the Committee will report quarterly to the North Tyneside and Northumberland Safeguarding Adults Board in written report format and by attending Board meetings.

3. Membership

3.1 Core Membership

Agency	Representative Post
Independent (Chair)	<ul style="list-style-type: none"> • Group Nurse Director, Cumbria, Northumberland, Tyne & Wear NHS Foundation Trust
Cumbria, Northumberland, Tyne & Wear NHS Foundation Trust	<ul style="list-style-type: none"> • Safeguarding Adults Practitioner Lead (Case Review Officer)
Adult Social Care, North Tyneside Council	<ul style="list-style-type: none"> • Governance and Safeguarding Manager • Assistant Director Business Assurance
Adult Social Care, Northumberland County Council	<ul style="list-style-type: none"> • Strategic Safeguarding Adults Manager(s)
Legal Services, North Tyneside Council	<ul style="list-style-type: none"> • Lawyer, Law and Governance
Legal Services, Northumberland County Council	<ul style="list-style-type: none"> • Solicitor, Legal Governance and Commercial Services
Northumbria Healthcare NHS Foundation Trust	<ul style="list-style-type: none"> • Operational Services Manager • MCA/DOLS/MHA lead professional (Deputy)
North Tyneside Clinical Commissioning Group	<ul style="list-style-type: none"> • GP Lead for Adult Safeguarding
Northumberland Clinical Commissioning Group	<ul style="list-style-type: none"> • Head of Commissioning/Lead Nurse
Protecting Vulnerable People Unit, Northumbria Police	<ul style="list-style-type: none"> • DCI • DI (deputy)
Northumbria Probation Trust	<ul style="list-style-type: none"> • Team Manager, North Shields and North Tyneside lead for Safeguarding Adults • Team Manager, Northumberland (deputy)
Housing, North Tyneside Council	<ul style="list-style-type: none"> • Housing Options and Support Manager

Housing Services, Northumberland County Council	<ul style="list-style-type: none"> • Strategic Housing Manager
Workforce Development	<ul style="list-style-type: none"> • ASC Workforce Development Lead, North Tyneside • Staff Development Officer, Northumberland

Other members will be co-opted on to the Committee by the Chair where their agency knowledge or expertise is particularly relevant to a case or discussion.

Core membership and Terms of Reference will be reviewed annually.

4.2 Deputies

To support continuity and quorate meetings deputies have been identified for each agency as well as a Vice Chair. Where the named representative cannot attend it is expected that his/her deputy will attend and the Vice Chair will deputise for the Chair.

To be quorate the Chair or Vice Chair must be in attendance together with representatives from at least four member agencies, which will consist of two member agencies from North Tyneside and two member agencies from Northumberland. In exceptional circumstances where a quorum cannot be guaranteed the Chair will consider the efficacy of a virtual meeting where a swift decision is required.

Legal and housing representatives have been identified from each local authority but it may not always be necessary for both to attend. A single representative from either authority could provide generic advice and information but when the need for a serious case review is being considered, representatives from the relevant authority **must** attend.

4.3 The Role of the Chair

- Producing an agenda and maintaining a Forward Plan
- Chairing Committee meetings or arranging for the Vice Chair to deputise
- Arranging extraordinary meetings to consider urgent cases
- Ensuring that Safeguarding Adult Reviews are carried out to a high standard within agreed timescales and in line with National best practice.
- Ensuring notes from meetings are accurate and appropriately shared
- Monitoring the progress of action plans and reviews, and seeking evidence of completion
- Producing and presenting quarterly reports to the Board
- Notifying the Care Quality Commission of any Safeguarding Adult Reviews and subsequent updates

5 Meetings

5.3 Frequency

Regular bi-monthly meetings will be held. Where urgent consideration of the need for an individual Safeguarding Adults Review is called for, and/or to see through the completion of such a review extraordinary meetings will be convened at the request of the Chair as appropriate.

5.2 Agenda

The agenda for the meetings will be distributed by email by the Chair to all members, or their administration, one week before the scheduled meeting. Items for inclusion on the agenda and papers to accompany agenda items must be received by the Chair for consideration at least two weeks before the next scheduled meeting. The Chair will maintain a Forward Plan to capture items for future meetings.

5.3 Administrative Support

At the start of each financial year six meetings will be arranged by the Committee administrator.

The administrator for the SARC will provide the administrative support for producing and distributing the agenda, maintaining the forward plan and producing quarterly reports for the Boards.

6 Confidentiality

All of the core members of the Committee are representatives from statutory agencies who are familiar with the General Data Protection Regulations and with working with sensitive material. All members of the Committee will therefore ensure that strict confidentiality is maintained in relation to information concerning individual adults at risk. Safeguarding Adult Reviews and Individual Management Reviews will be anonymised using an agreed indexing system. Minutes of meetings will generally be accessible but where individuals are discussed their information will be anonymised or recorded in a separate, restricted section of the notes. Documents will be emailed using secure email. All documentation will be securely stored by all Committee members.

Failure to share information is all too often identified in Safeguarding Adult Reviews as a factor in poor joint working contributing to an inability to adequately protect adults at risk. It is therefore imperative that Committee members be prepared to observe this clause, as supported by existing information sharing protocols, and share information as appropriate in the interests of transparency, accountability and the maximisation of learning opportunities.

7 Annual Plan

The Committee will contribute to the SAB annual plan and account for its progress against this plan quarterly.

Northumberland Exploitation Sub Committee Terms of Reference



The purpose of the Exploitation Sub Committee is:

- To provide strategic leadership for all partner agencies on behalf of Northumberland Strategic Safeguarding Partnership, Safeguarding Adults Board and Safer Northumberland Partnership, supporting each board to promote early identification, prevention and protection of vulnerable children, young people and adults at risk from all forms of Exploitation, including sexual and criminal exploitation, trafficking and modern day slavery, promoting recovery and bringing offenders to justice.

Objectives:

- To undertake delegated functions on behalf of NSSP, NSAB and SNP, (Known as the Partnerships)
- To take a strategic lead on all issues relating to the Exploitation of children and adults at risk in Northumberland
- To develop an Exploitation Strategy and Delivery Plan, based on the model Prevent, Pursue, Protect and Prepare.
- To oversee and monitor the implementation of the Exploitation Strategy incorporating the views of service users and a multi-agency risk prevalence profile
- To receive quarterly reports from MSET and any future AMSET arrangements
- To seek assurance that all relevant staff in Northumberland receive relevant training appropriate to their role
- To seek assurance children and young people are being appropriately educated regarding the issues surrounding Exploitation
- To identify and disseminate emerging good practice, risks and areas for development, best practice as well as learning from reviews and research locally and nationally
- To promote the use of high quality and effective risk assessment for Exploitation
- To support partner organisations following inspection to monitor and progress relevant action plans
- To develop a communication strategy to improve general awareness across the population of Northumberland
- To ensure the needs of disabled children, young people and their parents or carers are considered across the sub-committees functions.

Governance arrangements:

- To provide regular reports and contribute to the annual reports of the Partnerships as well as where identified by other statutory bodies.
- As required, Task and Finish Groups can be convened to undertake specific, time limited pieces of work

Membership:

Members will be of sufficient seniority to be able to effect change, being responsible for raising issues and feeding back to their own agencies. Membership will be drawn from, but not limited to:

Chair: NSSP Business Manager

Deputy: Detective Chief Inspector Northumbria Police

Head of Quality and Patient Safety Adults/Designated Adult Safeguarding Manager, CCG.

Head of Safeguarding and Public Protection, NTW

School Well-Being and Safeguarding Manager

Housing Services Manager, NCC.

Public Health Service Manager, NCC

Consultant Paediatrician

Manager, National Probation Service.

Designated Doctor, Child Safeguarding, NHCT/CCG

NCC Business Compliance & Public Safety Unit Manager

Assistant Director Children's Services, Barnardo's East

Learning and Development Lead, Northumbria Healthcare NHS Foundation Trust

Training and Development Officer, NCC

Safeguarding Operational Lead, Northumbria Healthcare Foundation NHS Trust

Education Lead Learner Support, Designated Safeguarding Officer, Adult Learning

Strategic Community Safety Manager, Safer Northumberland

Strategic Safeguarding Adults Manager, NCC

Senior Manager, Specialist Services

NCC Legal Adult Care

Team Manager, LD Nurses

Domestic Abuse & Sexual Violence Coordinator

CEO, Grace, Tyneside & Northumberland

Service Manager, Changing Lives

Working Arrangements:

- The group will meet a minimum of quarterly (for 2 hours) and additionally where required
- The meeting will be quorate if the 3 partnerships are represented as well as the chair or deputy.
- Attendance will be expected at 75% by named person or deputy
- The agenda and meeting papers will be circulated at least 5 working days prior to the meeting.
- The meetings will be minuted and the minutes agreed by the Chair

- contribute to the annual reports of the Partnerships as well as where identified by other statutory bodies.
- As required, Task and Finish Groups can be convened to undertake specific, time limited pieces of work