

Teeswide Safeguarding Adults Board

Terms of Reference

Policy and Procedures Sub Group

1. Aims

- 1.1 To lead the development, implementation, monitoring, evaluation and promotion of the Teeswide Safeguarding Adults policies, procedures and practice guidance.
- 1.2 To ensure that partners on the Teeswide Safeguarding Adults Board (TSAB) operate in accordance with the Teeswide multi-agency safeguarding adults policy framework.

2. Objectives

- 2.1 To ensure that the Teeswide Safeguarding Adults policies, procedures and practice guidance are reviewed and reflect national policy, legislation, guidance and case law.
- 2.2 To ensure that the Teeswide Safeguarding Adults policies, procedures and practice guidance are implemented as a Teeswide framework for all agencies who have contact with adults at risk across Tees.
- 2.3 To ensure that the Mental Capacity Act (MCA) and the MCA Deprivation of Liberty Safeguards (DoLS) are embedded in the Teeswide Safeguarding Adults policies, procedures and practice guidance.
- 2.4 To develop practice guidance as appropriate and ensure implementation across all the relevant agencies.
- 2.5 To promote the development of information sharing protocols on safeguarding adults.
- 2.6 To organise the launch of any new Teeswide Safeguarding Adults policies, procedures and practice guidance.
- 2.7 To liaise with and respond to Quality Assurance working groups in relation to issues arising from audits that identify deficiencies in Teeswide Safeguarding Adults policies, procedures and practice guidance.
- 2.8 To liaise with the Learning, Training and Workforce Development Sub Group in relation to any training needs identified in the implementation of Teeswide Safeguarding Adults policies, procedures and practice guidance.
- 2.9 To support the implementation of recommendations made by Safeguarding Adult Reviews, Management Reviews and, where appropriate, Serious Incidents.
- 2.10 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: Commissioners of NHS Health Care services; providers of NHS Health Care services, Local Authority Adult Social Care, Cleveland Police and other organisations represented on the TSAB as appropriate.

5. Chairing Arrangements

- 5.1 A member of the TSAB will chair 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.

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.