

Teeswide Safeguarding Adults Board – Terms of Reference & Governance Arrangements

1. Purpose

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

2. Key functions

- 2.1 The key functions of the TSAB are to:
 - Develop and maintain inter-agency frameworks to safeguard and protect adults at risk from abuse and harm
 - Lead the development, review and evaluation of policies, procedures and protocols to safeguard and protect adults at risk from abuse and harm in accordance with national and local guidance
 - Ensure that a quality assurance and improvement framework is in place within all TSAB member organisations
 - Seek assurance that the safeguarding practice delivered by all the key organisations is maintained at the highest level and meets appropriate organisational and professional standards
 - Agree, monitor and review the development of a 3 year strategy and annual business plan in order to establish the priorities and direct the work of the TSAB and evaluate the outcomes
 - Ensure effective engagement with the Local Executive Groups (LEGs) for Safeguarding Adults in Hartlepool, Middlesbrough, Redcar & Cleveland and Stockton-on-Tees in order to inform and deliver the priorities of the TSAB
 - Undertake Serious Case Reviews in accordance with national and local guidance and scrutinise the outcomes, ensuring that the lessons learned are implemented across Tees
 - Lead 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 harm, and what to do if there are concerns that an individual is at risk of abuse and harm

Governance and Administrative Arrangements

3. Accountability

- 3.1 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.
- 3.2 The TSAB and its activities are part of the wider context of the health and well-being of vulnerable adults and the TSAB will establish formal links with the respective Health & Wellbeing Boards. The TSAB will ensure that there is effective engagement with the Local Safeguarding Children Boards and other partnerships as appropriate in order to address cross-cutting issues.

4. Structure

- 4.1 The TSAB has strategic responsibility for safeguarding and protecting adults at risk from abuse and harm. The TSAB will develop and deliver a strategy & annual Business Plan and be responsible for the TSAB budget. The TSAB will have the power to create whatever Sub Groups it wishes and any Task & Finish groups to manage key pieces of development work.
- 4.2 The following Sub Groups will be established:
- Policy, Practice & Procedures to lead the development, implementation and evaluation of the Teeswide Policies, Procedures and Practice guidance, and ensure local partners operate in accordance with the Teeswide framework. The Sub Group will have a strategic role in the delivery and implementation of the Mental Capacity Act 2005 and Deprivation of Liberty Safeguards
 - Learning, Training & Development to lead the development, implementation and evaluation of a multi-agency learning, training & development strategy
 - Performance, Audit & Quality Assurance to lead the development and implementation of a performance framework and provide an audit and quality assurance function on behalf of the TSAB
 - Communication & Engagement to lead the development, implementation and evaluation of a Teeswide Communication and Engagement Strategy
 - Case Reviews

- 4.3 Sub Groups will be chaired by TSAB members, supported by a member of the Teeswide Safeguarding Adults Business Unit, or the Teeswide Safeguarding Adults Business Manager if appropriate. Each Sub Group will determine the frequency of meetings.
- 4.4 The business of the TSAB will be planned so that the reporting back of work by a Sub Group or Task & Finish Group is spread through the year and fits with the budget cycles of the member organisations of the TSAB.
- 4.4 LEGs for Safeguarding Adults in the Boroughs of Hartlepool, Middlesbrough, Redcar & Cleveland and Stockton-on-Tees have operational responsibility for safeguarding and protecting adults at risk from abuse and harm in their area and will work to the TSAB strategy and annual business plan.

5. Chairing Arrangements

- 5.1 The four Local Authority Directors of Adult Services will appoint, in conjunction with other members of TSAB, an Independent Chair on terms agreed by the Directors of Adult Services.
- 5.2 The Independent Chair will be appointed for a period of two years, renewable up to a whole tenure of five years.
- 5.3 The Independent Chair is responsible for ensuring that the TSAB meets its obligations and reports on the discharge of its functions.
- 5.4 The TSAB will appoint a Vice Chair from the membership of the TSAB, but the Directors of Adult Social Services will be excluded from taking on this role.

6. Membership of the TSAB

- 6.1 The following organisations are represented on the TSAB:

Organisation	Representative/s
Hartlepool Council	Director of Adult Social Services
Middlesbrough Council	Director of Adult Social Services
Redcar & Cleveland Council	Director of Adult Social Services
Stockton-on-Tees Council	Director of Adult Social Services
Hartlepool and Stockton-on-Tees Clinical Commissioning Group & South Tees Clinical Commissioning Group	Executive Nurse Head of Quality and Safeguarding
NHS England Durham, Darlington and Tees Local Area Team	Deputy Director of Nursing

Cleveland Police	Detective Superintendent Specialist Crime
South Tees NHS Foundation Trust	Assistant Director of Nursing & Patient Safety
North Tees and Hartlepool NHS Foundation Trust	Director of Nursing
Tees, Esk and Wear Valleys NHS Foundation Trust	Lead Senior Nurse Safeguarding Adults
North East Ambulance Service	Safeguarding Lead
Public Health	Director of Public Health
Cleveland Fire Brigade	Director of Community Protection
Durham Tees Valley Probation Trust	Director of Offender Services
Multi-Agency Public Protection Arrangements (MAPPA)	Governor, HMP Holme House
Care Quality Commission	Compliance Manager
Healthwatch	Healthwatch Co-ordinator for Hartlepool Healthwatch Co-ordinator for Middlesbrough, Redcar & Cleveland and Stockton-on-Tees

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

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

6.4 The following organisations are associate members of the Board:

- Crown Prosecution Service
- Department for Work and Pensions
- Victim Support
- HMP Holme House

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

7. Role and responsibilities of Board Representatives

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

7.2 TSAB representatives will:

- Attend all TSAB meetings and contribute to debate and decision-making
- Represent own organisation and speak for the organisation with authority

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

8. Meetings

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

9. Declaration of Interest

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

10. Review of the Terms of Reference

- 10.1 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.

11. Teeswide Safeguarding Adults Business Unit

- 11.1 The Teeswide Safeguarding Adults Business Unit will provide administrative support for the TSAB, all Sub Groups, any Task & Finish Groups and the LEGs. The Teeswide Safeguarding Adults Business Manager will provide professional advice and support to the TSAB and chair Task and Finish groups as appropriate. A member of the Unit will also support Board members with responsibility for chairing a Sub Group or Task & Finish Group.

Local Executive Groups for Safeguarding Adults

12. Purpose

- 12.1 The LEGs for Safeguarding Adults in Hartlepool, Middlesbrough, Redcar & Cleveland and Stockton-on-Tees will work together as inter-agency partnerships to provide operational leadership and embed Teeswide Policy, Procedures and Practice Guidance in front line practice.

13. Functions

- 13.1 The key functions of the LEGs are to:

- Implement the Teeswide Policy, Procedures and Practice Guidance
- Identify local priorities and areas for development to the TSAB for inclusion in Teeswide strategic planning and the annual work programme
- Discuss and, where appropriate, resolve practice issues as they arise
- Propose cases for Safeguarding Adult Review consideration
- Report to and support the work of the TSAB (and its various Sub Groups) and its priorities
- Assist the TSAB to review the data analysis relating to Safeguarding Adults referrals and outcomes
- Support the TSAB in its duty to consult the communities and organisations in its area in the development of the strategic plan
- Support the TSAB in raising awareness of the need to safeguard adults and promote their welfare

14. Governance and Administrative Arrangements

- 14.1 The LEGs are accountable to the TSAB and will engage in the development and delivery of the strategy and annual business plan.

- 14.2 The LEGs will meet a minimum of four times a year.

- 14.3 The LEGs will be chaired by the relevant Assistant Director of Adult Social Services and administrative support will be provided by the Teeswide Safeguarding Adults Business Unit.

15. Membership

- 15.1 The Local Authority, the relevant Clinical Commissioning Group, the relevant NHS Foundation Trusts and Cleveland Police will be represented on the LEG.

- 15.2 The LEG will decide additional membership and include representation from local provider organisations, housing representatives, user led groups, carers groups and voluntary organisations.