

## TERMS OF REFERENCE (Ratified April 2013)

### 1. VISION

Haringey residents are able to live a life free from harm, where communities:

- Have a culture that does not tolerate abuse;
  - Work together to prevent abuse; and
  - Know what to do when abuse happens.

### 2. ROLE OF THE BOARD

2.1 The Haringey Safeguarding Adults Board (SAB) has overall responsibility for co-coordinating safeguarding adult matters and ensuring that partner agencies carry out safeguarding adults work. Health agencies, the police, fire service, service user groups and the probation service are all represented on the SAB. The SAB has sub-groups covering training and prevention as well as a safeguarding adults practice board. The work of the SAB is set out in the [SAB 2013-2015 Business Plan](#).

2.2 The core purpose of the board is to protect those adults who are at risk of abuse (as defined in No Secret (DH 2000) guidance); the board also has a key role in promoting the wider agenda so that safeguarding is everyone's business.

2.3 Its membership includes statutory and independent agencies engaged in adult social care, community organisations and groups, including people who use services and carers.

2.4 The SAB works to the Association of Directors of Adult Social Care (ADASS) guidance about safeguarding arrangements. Relevant ADASS guidance includes the ADASS 2011 Safeguarding Adults Advice Note and the ADASS Safeguarding Standards 2010-2011 document.

### 3. SAB PRIORITIES

- i. Strategic Partnerships: There are shared values, aims and objectives of safeguarding that provides people with expertise across the council and with its partners.

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- ii. Safeguarding Practice: Practice will reflect the strategic objectives to deliver an accessible, responsive, quality service to people at risk.
- iii. Workforce Development: All staff will be equipped to safeguard adults at risk and enhance their knowledge and skills through a multi-agency training and development programme.
- iv. Prevention: There are strategic plans to promote awareness, use information to focus resources where it is needed most and work collegially with statutory, voluntary, carers and service users to prevent abuse.
- v. Organisational Learning: The council develops a culture of learning that enriches its work with adults at risk.

### 4. AIMS and FUNCTIONS OF THE BOARD

The aims of the SAB are to improve safeguarding arrangements for adults at risk by:

- Promoting a multi-agency partnership to lead safeguarding adults work in Haringey;
- Setting the strategic direction of safeguarding adults work;
- Working in partnership with all relevant people and organisations to prevent abuse occurring;
- Making sure that the safeguarding adults work of all agencies is properly co-ordinated;
- Linking safeguarding adults work with children's safeguarding work to make sure that the overall safeguarding work is connected and co-ordinated;
- Implementing new safeguarding adults policy directives;
- Making sure there is an effective engagement strategy with service users, carers and community groups;
- Promoting best practice in safeguarding adults work and co-ordinate an effective organisational learning programme;
- Developing multi-agency safeguarding adults training;
- Promoting awareness of adult abuse;

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- Quality assurance of safeguarding adults through the LB Haringey Adult, Commissioning and Safeguarding Quality Board;
- Management of the Deprivation of Liberty Safeguards (DOLS) process; and
- Making sure that services to support people who are at risk of abuse are provided without discrimination on the grounds of age, disability, gender, race or sexuality.

### 5. OBJECTIVES

5.1 The objectives of the board are as follows:

- 5.1.1 There is a SAB adults Strategic Delivery Plan;
- 5.1.2 SAB involves effective multi-agency working with partner agencies working collaboratively;
- 5.1.3 Provide well connected safeguarding services that make links between adults and children's safeguarding services;
- 5.1.4 Further enhanced work with service users and carers in safeguarding work through provision of information and strategies to assist people protecting themselves;
- 5.1.5 The local DOLS system provides assurance that DOLS works effectively and sensitively locally;
- 5.1.6 The SAB and local safeguarding adults' arrangements are subject to the scrutiny of a safeguarding panel made up of local elected representatives;
- 5.1.7 Produce an annual report of adult safeguarding activity and make available on the council's website;
- 5.1.8 Each SAB sub-group provides a regular report to the SAB as well as an annual report;
- 5.1.9 SAB information links to other council documents including the local authority Local Account and the JSNA;
- 5.1.10 Provide an effective local safeguarding service;
- 5.1.11 Have agreed ways of working together to respond to domestic violence that affects adults at risk;

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- 5.1.12 There is an agreed strategy for responding to Hate Crime as it affects adults at risk;
- 5.1.13 The Multi Agency Safeguarding Hub (MASH) is an integral part of local safeguarding arrangements;
- 5.1.14 The SAB monitors quality outcomes and performance data to continuously improve practice;
- 5.1.15 Have a local safeguarding Prevention Strategy including a prevention sub-group;
- 5.1.16 Safeguarding data is analysed to identify prevention trends and to inform the SAB prevention work;
- 5.1.17 There is an effective workforce development programme in place with partner agencies working jointly on workforce development;
- 5.1.18 Training and workforce development events are provided locally periodically throughout the year;
- 5.1.19 Information about safeguarding adults is provided to local individuals and groups in a variety of formats;
- 5.1.20 The Haringey Council website provides up-to-date and relevant information to staff and the public about safeguarding adults matters; and
- 5.1.21 There is capacity for local campaigns on safeguarding adults matters aiming at providing information and helping people to protect themselves.

## 6. MEMBERSHIP AND COMPOSITION

### 6.1 Membership

- 6.1.1 Representatives should have sufficient seniority within their own organisation to enable them to fully participate in the development and maintenance of strong and effective multi-agency procedures and protocols and to ensure that local safeguarding adult's services are adequately resourced.

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- 6.1.2 Organisations will nominate a named individual as their Safeguarding Adults Board member to ensure consistency and continuity. In circumstances where members are unable to attend, nominated representatives can attend in their place.
- 6.1.3 Substitution of members and attendance by non-members may be permitted at the discretion of the Chair.
- 6.1.4 Lack of attendance at Board meetings by an organisation/agency will seriously hinder the strategic development of the multi-agency arrangements for safeguarding adults, and for this reason non-attendance is viewed as unacceptable. Where both the nominated and deputising member do not attend for two or more meetings this fact will be drawn to the attention of the Chair of the Board.
- 6.1.5 Other agencies will be invited to become members by the Board if it is identified that their representation would assist the Board in its objectives and there is an agreement of the members.
- 6.1.6 It is intended that both local Clinical Commissioning Groups (CCG's) and the NHS Commissioning Board (NHS CB) will have a statutory duty (subject to the Care and Support Bill) to be members of the SAB, working in partnership with Haringey to fulfil its safeguarding responsibilities.

### 6.2 Duties for Members

- 6.2.1 Each member of the Safeguarding Adults Board is responsible for ensuring that effective safeguarding arrangements are in place within their organisations/agencies. Members agree to play a strategic role, to promote safeguarding and people's independence, well-being and safety, to refer back to their organisations so that policy and practice

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can be developed, to disseminate within their own organisation and to contribute to sub-groups.

### 6.3 Chairperson

6.3.1 The Chair of the SAB is currently the Director of Adults and Housing Services.

6.3.2 The role of the Chair is to ensure the Safeguarding Adult Partnership's activity is aligned with national policy expectations and best practice ensuring safeguarding procedures are embedded in all practices and agencies. The chair will provide the lead to take the work forward to provide both critical challenge and hold the respective agencies to account.

### 6.4 Composition

6.4.1 See **Appendix A** for current membership list

## 7. SUB GROUPS

7.1 The SAB will carry out its responsibility by establishing a number of subgroups as required in order to deliver the Business Plan. All sub groups will have terms of reference agreed by the SAB and will be led by an agreed Board member to ensure governance accountability and reporting structures to the SAB. Each subgroup will have an action plan/work programme.

7.2 Each subgroup will produce a quarterly report regarding progress on their activity to the Safeguarding Board and this will inform the Safeguarding Annual report. The current subgroups are as follows:

- i. **Prevention:** responsible for the development of the Prevention Strategy and implement SMART action as agreed by the SAB.

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- ii. ***Training and Workforce Development:*** responsible for the strategy, development and coordination of multi-agency safeguarding adults training provision.
- iii. ***Safeguarding Adults Practice Board (SAPB):*** Coordinate and support the development of safeguarding adults work in Haringey with particular emphasis on developing best practice in safeguarding adults work and learning from experience.

### 7.3 Task and Finish Groups

7.3.1 Task and Finish Groups may be established as and when required by the board for the purpose of conducting any in-depth reviews, policies or issues relating to safeguarding, which falls under the remit of the SAB.

7.3.2 The Board will decide on the number of members to form the group and also seek volunteers from within the board's membership to join the group. The groups will be led by an agreed Board member to ensure governance accountability and reporting structures to the SAB.

## 8. ACCOUNTABILITY and LINKS WITH OTHER BOARDS

### 8.1 Links with other Boards and Partnerships

8.1.1 The SAB links to other bodies such as the Community Safety Partnership Board and the Local Safeguarding Children's Board (LSCB).

8.1.2 Links to other partnerships include the Multi Agency Safeguarding Hub (MASH), the Multi Agency Risk Assessment Conference (MARAC), and the Multi-Agency Public Protection Arrangements (MAPPA).

8.1.3 The SAB is responsible for monitoring quality outcomes for safeguarding and agreeing action plans to address areas of concern through the Haringey Adult, Commissioning and Safeguarding Quality Board.

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### 8.2 Accountability

8.2.1 Formed in response to national health reforms (the Health and Social Care Act 2012), the board will have statutory status from April 2013 and be the leading body responsible for health and wellbeing issues in Haringey.

8.2.2 The partnership plays a lead role in championing local health issues, giving residents a new voice to shape local services and say what matters most to them.

8.2.3 The governance arrangements will be determined on receipt of the detailed guidance and final new legislation.

## 9. **STRUCTURE** (See **Appendix B**)

## 10. **MEETING STRUCTURE**

### 10.1 Meeting Frequency

10.1.1 The SAB will meet for a minimum of four times a year. Additional 'special' meetings will be arranged if necessary.

### 10.2 Quorum

10.2.1 The quorum at a meeting of the Board shall be 25% of the number of Members entitled to attend the meeting and in the absence of a quorum at any time during the meeting the power to make decisions shall cease and the meeting adjourned to another date and time.

### 10.3 Agenda and Papers

10.3.1 Agenda and papers for Board meetings will be circulated a week before the date of the Board meeting. The agenda will set out the date, time



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and venue of the meeting together with an outline of the items to be considered and any supporting documents.

10.3.2 Urgent business, additional or late items will be at the discretion of the Chair.

10.3.3 Prior to discussion of a matter, all Board members to read respective agenda items, identify key lines of discussion/enquiry to be taken up at the meeting, identify potential areas of good practice and shared learning, and establish the relevant position within their own agency as necessary.

### 10.4 Minutes

10.4.1 Minutes shall be kept for all meetings of the SAB and the appropriate 'minute taker' shall make a record of all proceedings and resolutions and save on the appropriate council shared drive.

## 11. NOTICES AND OTHER COMMUNICATION WITH MEMBERS AND DATA PROTECTION

11.1 The Board will communicate with Members by electronic mail but reserves the right to deliver notices and papers by hand or post where this is deemed to be appropriate by the Chair.

11.2 All matters discussed at the SAB will be confidential and unless agreed should not be divulged to other parties. All agenda, reports and other documents and all proceedings of the SAB, shall be treated as confidential unless and until they become public in the ordinary course of the Board's business. However if information is discussed that would prejudice the welfare of the person or persons concerned and/or others it will be the responsibility of the chair to ensure that such information is handled appropriately. Members will act in

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accordance with the provisions of the Data Protection act 1998 treat all information as confidential.

### 12. GOVERNANCE

#### 12.1 Compliance with Statutory requirements

Board Members will comply with all statutory requirements both local and national, and other guidance on conduct and probity, and ensure good corporate governance.

#### 12.2 Electing Chair

Elect a Chair at the first meeting of each municipal year from the membership.

#### 12.3 Partnership Logo

Use the agreed partnership logo and slogan on papers relating to the business of the SAB.

#### 12.4 Decisions and Votes

Wherever possible the Board shall make any decisions and recommendations on the basis of a consensus of agreement between all parties present. Where a decision on a matter is necessary and no consensus exists, the decision shall be taken by a simple majority on a show of hands of the members present. In the event of an equality of votes the Chair shall hold the casting vote. Observers are not eligible to vote.

#### 12.5 Urgent Decisions

If necessary, because of urgency and the timing of meetings, decisions may be taken by email on the basis of a report and recommendations. Decisions will be simple majority. Abstainers will be recorded.

#### 12.6 Disclosure of Information

Any documents that may involve the disclosure of exempt or confidential information will be amended prior to public access, with an explanation of the reason(s) for this censorship.

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### 12.7 Serious Case Reviews

To commission Serious Case Reviews (SCR), in line with Haringey Safeguarding Board serious case review policy. Address areas of recommendations and monitor actions taken to address these recommendations across all agencies/organisations.

### 12.8 Declarations of Interest

The Partners and Board Members will comply with all statutory requirements both local and national, and other guidance on conduct and probity, and ensure good corporate governance. No member or officer of any partner shall put themselves in a position whereby duty and private interest conflict. Declarations of any conflicts of interest must be made to the Chair of the Board prior to the relevant agenda item and the member concerned must excuse themselves from the item and ensure their organisation is represented by a Deputy member.

## 13. REVIEW

13.1 The terms of reference, membership, roles and responsibilities, groups, governance will be reviewed and amended on an annual basis and or as necessary.

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### Appendix A

RESPONSIBILITY	REPS	AGENCY
Director of Adult and Housing Services Deputy Director of Adult & Community Services (SAPB Subgroup Chair) Workforce Development Manager (Training & Workforce Development Subgroup Chair) Prevention Subgroup Chair Assistant Director for Children & Young People's Service Head of Business Management & Improvement Head of Housing Support & Options Community Safety Strategic Manager	8	Haringey Council
Deputy Director of Nursing	1	Whittington Health
Deputy Director of Nursing & Midwifery	1	North Middlesex University Hospital
Assistant Director Mental Health & Vulnerable Adults	1	NCH NHS Haringey
Lead for Adult Safeguarding on CCG	2	NHS Haringey
Executive Director of Nursing, Quality and Governance	1	BEH-MHT
Operations Manager LAS	1	London Ambulance
Borough Commander, Haringey	1	London Fire Brigade
Borough Commander, Haringey	1	Metropolitan Police
Director	1	Age Concern Haringey
Chief Executive	1	HAVCO

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User Representative	1	Haringey Forum for Older People
Carer Representative	1	Carers Partnership
Acting Assistant Chief Officer, Haringey Probation	1	London Probation
Care Quality Commission	1	CQC

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### Appendix B

