

EAST RIDING SAFEGUARDING ADULTS BOARD



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is everybody's
business*

Business Implementation Group Terms of Reference



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East Riding Safeguarding Adults Board version control template.

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The version number of a document in a draft format will start at 0.1 reflecting its draft status and then progress through revision by incrementing the number to the right of the point. The version number will convert to 01.0 upon the document/record receiving all required approvals, and deemed ready for publishing.

When the document has been approved and authorised ready for publishing the version number will start at 01.0, and the number will only be modified after the first minor amendment to become 01.1. A major revision to the document will result in the number to the left of the point incrementing by one and the number to the right of the dot point will return to zero e.g. 02.0.

Revision History:

Version	Date	Summary of Changes	Approved
Version 0.1	22/12/13	Final Document Agreed	
Version 1.0	14/01/15	Final Document Agreed	SAB
Version 1.1	09/11/16	Membership Update	
Version 1.2	14/12/16	Paper's circulation 9.5 added	BIG

Review Date: Dec 2018

1 Introduction

1.1 These terms of reference are intended to enable the East Riding Safeguarding Adults Board Business Implementation Sub-Group to support the Safeguarding Adults Board to deliver its responsibilities set out within the Care Act 2014 and in particular section 14 of the statutory guidance that accompanies the act.

1.2 The East Riding Safeguarding Adults Board's agreed constitution outlines its aim and core duties in complying with the Care Act 2014, in brief this includes assuring itself that local safeguarding arrangements and partners act to help and protect adults in its area who:

- have needs for care and support (whether or not the local authority is meeting any of those needs) **and**;
- is experiencing, or 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.

1.3 Under the Care Act 2014 The East Riding Safeguarding Adults Board has the following core duties delivery of the first three will be supported by the Business Implementation Sub-Group

1. It **must** publish a strategic plan for each financial year that sets out how it will meet its overarching objective and what the members will do to achieve this.
2. It **must** involve/consult with the local community and Healthwatch in the development of its strategic plan.
3. It **must** publish an annual report detailing what the SAB has done to achieve its overarching objective and implement its strategic plan, and what each member has done to implement the strategy as well as detailing the findings of any Safeguarding Adult Reviews and subsequent actions.
4. It **must** conduct any Safeguarding Adults Reviews in accordance with Section 44 of the Care Act 2014.

The delivery of the reviewing function in 4 above will be supported by the Safeguarding Adult Review Group who will report directly to the SAB.

- 1.4 The remainder of this document sets out the framework within which the Business Implementation Group will operate.

2 Purpose.

- 2.1 The Safeguarding Adults Board (SAB) Business Implementation Group is a group of experienced managers that on behalf of the SAB develop and deliver allocated tasks and projects that support the delivery of the Boards Strategic plan and key priorities. It may also identify and deliver tasks that will support the SAB in the delivery of its strategic plan.

3 Overarching Objectives:

- To develop and coordinate public consultation mechanisms for the SAB
- To produce and agree a draft annual business plan for consideration by the SAB.
- To produce and agree a draft annual report for consideration by the SAB.

4 Main Responsibilities:

- Ensure actions allocated from the SAB to the Business Implementation Group are prioritised and delivered.
- Ensure that appropriate working groups and structures are in place in order that the SAB can be assured that the priorities and outcomes outlined in the annual business plan are delivered.
- To Inform and implement activity within all organisations to embed safeguarding awareness into mainstream practice.
- Develop interagency practice guidelines or protocols for specific areas of practice.
- Develop monitor and publish relevant performance information in relation to safeguarding as required by the SAB
- Monitor and report to the SAB relevant national and local policy and guidance that may have an impact on the work of the SAB.
- Ensure SAB multi-agency Guidelines and Procedures remain fit for purpose and are regularly reviewed.

- Contribute to the development and delivery of SAB Marketing & Communications strategy and delivery plans
- Oversee and or undertake on behalf of the SAB interagency peer audit and quality assurance inspections of safeguarding practice and or interventions.

5 Individual Member Responsibilities.

5.1 Individual members undertaking the role of Business Implementation Group member will agree to:

- (1) Contribute to and take part in the effective working of the Business Implementation Group in delivering actions and outcomes allocated by the SAB.
- (2) To represent their organisation on the Business Implementation Group speaking with authority for that organisation when appropriate.
- (3) To provide a channel of communication between the Business Implementation Group and a members own organisation.
- (4) To be an objective member in undertaking scrutiny of performance of the Business Implementation Group and the services provided by all organisations.

5.2 Note: Some members of the Business Implementation Group may not have clear accountability frameworks for the groups they represent, e.g. the voluntary sector representative etc. In this case the expectation will be that they communicate effectively within their organisations the decisions made and the work of the ERSAB Business Implementation Group.

6 Individual Agency Responsibilities.

6.1 Member organisations are required to support their ERSAB Business Implementation Group member in carrying out their responsibilities by providing:

- (1) Dedicated time to fulfil their role.

- (2) A Safeguarding accountability framework for their organisation, ensuring that safeguarding underpins all their activities with adults at risk.

7 Accountability.

- 7.1 The SAB Business Implementation Group is accountable to the East Riding Safeguarding Adults Board.
- 7.2 Individual members of the SAB Business Implementation Group remain accountable to their own organisations and to the ERSAB within the remit of the agreed Terms of Reference.
- 7.3 The SAB Business Implementation Group is NOT accountable for the day to day operational work; this remains the duty of individual partner agencies.

8 Membership.

- 8.1 Membership will be drawn from the partner agencies and organisations that make up the Safeguarding Adults Board. Each board member will be invited to nominate someone to represent their agency on the Business Implementation Group.
- 8.2 Individuals from more specialist areas of business will be invited to be part of the Business Implementation Group as and when necessary.

8.3 Member Organisations are currently:

- East Riding of Yorkshire Council
- Humberside Police.
- Clinical Commissioning Group
- Hull & East Yorkshire Hospitals
- Humber NHS Foundation Trust
- HM Prison Service
- Humberside Fire and Rescue Service
- Third Sector Representative
- Independent Provider Representative

8.4 Representatives from York Teaching Hospital NHS Foundation Trust and North Lincolnshire & Goole Hospital NHS Foundation Trust will be invited on a subject specific basis. However reports and meeting papers will be circulated to them for information and comment.

9 Meetings

9.1 Meetings will be bi-monthly and scheduled to the most effective date in support of the Safeguarding Adults Board meeting.

9.2 Members of the group will elect annually a chair and vice chair from within its membership.

9.3 Meetings will be deemed quorate when at least 3 member agencies/organisations represented on the group, (the differing sections of the ERYC will be seen as one agency) are present at the meeting.

9.4 Administration for the meeting will be supplied by the Safeguarding Adults Board support staff. Each meeting will have an agenda and minutes of the meeting produced and circulated following the meeting.

9.5 The ERSAB support function will aim to circulate all relevant papers one week prior to the meeting. Should this not be possible those papers that are available at that point will be circulated, others will be circulated when available but no later than 2 working days prior to the meeting

9.6 Actions coming from meetings will be captured within an 'Action Table' and completion monitored in subsequent meetings. Actions will only be

taken from the table with the approval of the Business Implementation Group.

- 9.7 Minutes will be taken at all Business Implementation Group meetings by the SAB Technical Assistant and checked by the chair prior to circulation. Minutes will be sent out to members within 10 working days of the meeting.
- 9.8 The minutes of the meeting will be entered as a permanent record and submitted for approval at the next meeting.

10 The Decision Making Process.

- 10.1 Decisions will normally be made through consensus between members; however, where there is a need for a vote to be taken to reach a decision, each members vote will have equal status.
- 10.2 Any member may ask for a decision that did not have consensus amongst members to be escalated to the next Safeguarding Board meeting for further consideration, this must include a written rationale for making the request
- 10.3 Where the Business Implementation Group is asked to make a decision on a particular issue detail of the matter will be circulated in writing to all members prior to the meeting.
- 10.4 Decisions must be recorded appropriately and circulated to all Board Members.
- 10.5 Decisions will routinely be recorded within the minutes of the meeting however where decisions also relate to an action for an individual or body these will also be recorded within an action schedule which will form part of the agenda for subsequent meetings.

11 Review

- 11.1 These Terms of Reference will be reviewed every two years, or sooner at the direction of the members of the group.
- 11.2 Before being adopted, any proposed amendment to these Terms of Reference must:
 - (1) Be circulated to all Business Implementation Group Members for consultation and comment at least 5 days prior to consideration at a Business Implementation Group meeting.

- (2) Secure the approval of the majority of those present at a quorate Business Implementation Group meeting.

Business Implementation Group Members

<u>Members</u>	
Safeguarding Adults Board Manager	Trevor Collinson (Chair)
East Riding of Yorkshire Council Adult Services Strategic Manager	Clare Brown
East Riding of Yorkshire Council Adult Services Area Manager	Anita Morley
East Riding of Yorkshire Council Business Management Service Planning & Procurement Manager	Dorothy Montgomerie
East Riding of Yorkshire Council DVAP Team Leader	Julie Petre
Humberside Police Detective Chief Inspector	Craig Nicholson
East Riding Clinical Commissioning Group Designated Professional for Adult Safeguarding	Olwen Fisher
Hull & East Yorkshire NHS Trust Safeguarding Adults Specialist Nurse	Chris Davidson
Humber NHS Foundation Trust Named Nurse for Adult Safeguarding MCA/DoLS	Wendy Proctor
Humberside Fire and Rescue Service Watch Manager	Lee Potter
City Health Care Partnership Senior Operations Manager for Safeguarding	Gail Mayes

Charity: Mencap Service Manager	Kim Agar
Independent Provider: East Riding Care Services Operations Director	Laura Harding
ERSAB Learning & Development sub-Group Chair	Linda Tovey

(Members as at Nov 2016)