

Terms of Reference

Status: Approval Pending

Date of Board approval: To be agreed electronically by August 2020

Distributed to: SSAB Members

1. Vision

Salford Safeguarding Adults Board (SSAB) has zero tolerance for abuse.

The board will:

- Ensure the voice of the adult at risk informs everything we do;
- Respond to safeguarding concerns and provide the most effective safeguarding response possible;
- Evidence how the SSAB is making a difference.

2. Statement of Purpose

Salford Safeguarding Adults Board (SSAB) is a multi-agency Board with the overall aim to lead 'Safeguarding Adults at risk' work in Salford.

The Purpose of Salford Safeguarding Adults Board (SSAB) is to assure itself that local arrangements are in place as defined by Care Act 2014 including:

- Assure itself that safeguarding practice is person-centred and outcome focused;
- Prevent abuse and neglect, including self-neglect where possible;
- Ensure timely and proportionate responses when abuse or neglect have occurred;
- Respond effectively and consistently to instances of abuse and neglect to adults at risk in Salford;
- Assure itself that safeguarding practice is continuously improving and enhancing the quality of life of adults in its area;
- Promote the health, wellbeing and safety of adults at risk in Salford.

Salford Safeguarding Adults Board (SSAB) will agree policies and strategies which support partnership working to increase individual organisations and joint capacity to deliver the above.

The SSAB Board is committed to the **six principles** of adult safeguarding work as articulated in the Care Act 2014

- Empowerment - People being supported and encouraged to make their own decisions and 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.
- Accountability - Accountability and transparency in delivering safeguarding.

Communities have a part to play in preventing, detecting and reporting neglect and abuse.

It is also committed to:

- Ensuring that all safeguarding initiatives and services are available to all adults covered by the policy regardless of race, ethnic origin, religion, gender, including sexual orientation and gender reassignment, age or disability;
- Promoting the human rights principles in relation to all adults at risk of Fairness, Respect, Equality and Dignity.

2.1 Role & Function of the Safeguarding Adults Board

The Care Act 2014 Schedule 2 sets out the role, functions and [membership](#) of the SAB [Section 14 of the Care and Support Statutory Guidance](#) gives additional guidance regarding the role and function of the Safeguarding Adults Boards.

This states the following:

- The SAB has a strategic role that is greater than the sum of the operational duties of the core partners;
- Local SABs decide how they operate but they must ensure that their arrangements will be able to deliver the duties and functions under Schedule 2 of the Care Act.

The 3 core duties of the SSAB are that:

- It **must** publish a strategic plan for each financial year that sets how it will meet its main objective and what the members will do to achieve this. The plan must be developed with local community involvement, and the SSAB must consult the local Healthwatch organisation.
- It **must** publish an annual report detailing what the SSAB has done during the year to achieve its main 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 action.
- It **must** conduct any Safeguarding Adults Review in accordance with Section 44 of the Care Act.

The statutory guidance also advises that it should do the following:

- Identify the role, responsibility, authority and accountability with regard to the action each agency should take to ensure the protection of adults;
- Establish ways of analysing and interrogating data on safeguarding notifications and enquiries that increase the SAB's understanding of prevalence of abuse and neglect locally;
- Establish how it will hold partners to account and gain assurance of the effectiveness of its arrangements;
- Evidence how SSAB members have challenged one another and held other boards to account;

- Determine its arrangements for peer review and self-audit;
- Establish mechanisms for developing policies and strategies for protecting adults which should be formulated, with all relevant agencies but also take account of the views of adults who have needs for care and support, their families, advocates and carer representatives;
- Balance the requirements of confidentiality with the consideration that, to protect adults, it may be necessary to share information on a 'need-to-know basis and develop an information sharing agreement';
- Identify mechanisms for monitoring and reviewing the implementation and impact of policy and training;
- Promote multi-agency training and consider any specialist training that may be required.

3. Operation of the SSAB

3.1 Meetings of the SSAB

Meetings will take place every 3 months. Members will take responsibility for submitting relevant items and papers to the SSAB Business Manager for consideration. Additional meetings will be arranged as the need arises in agreement with the Chair.

Quoracy for each SSAB meeting will require an appropriately senior representative from each of the 4 core members to be present. This means in practice there needs to be a board member present to represent the Local Authority (LA), the Clinical Commissioning Group (CCG), Greater Manchester Police (GMP) & Salford Royal Foundation Trust Integrated Care Organisation (SRFT ICO) who deliver Adult Social Care (ASC) services on behalf of the LA.

Attendance of all members at meeting is recorded and attendance of core agencies is recorded to evidence quoracy of each meeting.

The core member representative could be a named deputy arranged by the core board member but the core members do need to ensure as a matter of priority their agency is represented for the board to be declared quorate.

3.2 Planning and prioritising the work of the SSAB

The SSAB will have a 3 yearly strategic plan of work.

A yearly work plan will be agreed to sit under this outlining the prioritised work for that year

The SSAB will support a substructure of groups to progress particular aspects of the strategic plan, this will include an Implementation group to oversee the work of the SSAB and delivery of the work plan and a Safeguarding Effectiveness sub group. Some sub groups may be joint with the Children's safeguarding board by mutual agreement.

3.3 The Chair

There will be an Independent Chair who has no responsibility for delivering services that support adults at risk in Salford.

The Chair is accountable to the Chief Executive of the Local Authority for:

- Providing leadership to ensure the vision of the SAB is achieved.
- Promoting collaborative working and culture of learning
- Providing advice, support and encouragement
- Facilitating the participation of people with care and support needs and carers
- Offering constructive challenge
- Holding member agencies to account
- Ensuring that interfaces with the other strategic boards are constructive
- Acting as the spokesperson for the SAB
- Continue to develop and maintain their knowledge and expertise in relation to safeguarding
- Endorsing and promoting good practice and quality services.

3.4 Membership

The core members of the SSAB are:

- The Local Authority
 - Salford CCG
 - Greater Manchester Police
 - Salford Royal Foundation Trust Integrated Care Organisation
- Broader SSAB membership will reflect the wide range of agencies with a responsibility for safeguarding adults in Salford ensuring a much wider representation than the minimum statutory requirement. See list of the full board members: [SSAB Membership](#)

The SSAB has developed a protocol for collaborative working with Healthwatch who are also represented on the SSAB [click here to see protocol](#).

- It should be noted that whilst most board members represent their agency some board members represent the Voluntary, Community & Social Enterprise Sector (VCSE). Salford CVS are a VCSE umbrella organisation who represent a sector over which they will have influence rather than direct responsibility. VOCAL representatives are elected representatives of the VOCAL forums they represent and as such are mandated to speak on their behalf and feedback to them.
- Key member organisations will appoint a lead manager with responsibilities for adult safeguarding work who will be that organisation's link representative on the board. In the absence of the nominated representative a delegated deputy should attend meetings of the Safeguarding Board. They should be fully briefed, have relevant delegated powers and report back to the nominated representative.

- Members have a responsibility to report back to their organisation matters relating to the safety and wellbeing of adults at risk who may engage with their services as is outlined in the membership agreement.
- The representative will be at a sufficiently senior level and leadership to influence the activities of their organisation in respect of participation in safeguarding processes. The SSAB representative should be able to commit resource and agree actions and to represent their agency should the SSAB need to hold it to account.
- It is a requirement of board members that they are committed to the work of the board and this is reflected in their attendance and active contribution.
- All partner agencies which form the SSAB agree to proactively share with the board any updates relevant to safeguarding within their agencies or any knowledge which may affect the safeguarding responsibilities of any other member.
- All members will complete and sign a membership agreement outlining their role and responsibility
- All members will need to be aware of any potential conflict of interest that may arise for them or their agency in relation to any aspect of board business under discussion and to declare this. If it is agreed by the chair that there is a real or potential conflict of interest for the board member then the board member would absent themselves from participation in that part of the board's business
- The core members to the board and board members with a specific health and social care remit will be required to appoint a Strategic Lead. [SSAB Member Agreement](#) is available on the website, together with the current membership of the board. Membership of the board will be reviewed annually to identify and address any perceived gaps or unnecessary duplication

4. Governance and linkage to other partnership boards

The Safeguarding Adults Board is committed to working with Salford's other strategic boards to develop a more unified approach to inter-board working to identify and reduce any duplication of work and clarify governance and reporting arrangements for shared areas of responsibility such as domestic abuse and Complex Safeguarding.

Any changes to governance and reporting will be openly shared with partners and other involved agencies. Key parties identified are:

- Salford Health and Well Being Board
- Salford Safeguarding Children's Partnership
- Salford Community Safety Partnership
- Skills and Work Board
- Strategic Housing Partnership
- Quality Improvement Network
- Care Quality Commission (CQC)

5. Resources

The board will seek to identify and develop its resources as an entity in itself to progress the work of the board effectively. Some agencies will be contributing financially towards this, others in kind, in terms of their board members time, perhaps by leading a sub group or by providing other resources (non-financial) as part of all board members commitment to improving adult safeguarding in Salford.

6. Review

The Safeguarding Board will review terms of reference on a minimum annual basis at the beginning of each financial year.

Contact details for queries;

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