

Nottinghamshire Safeguarding Adults Board (NSAB) Terms of Reference

<u>Aim:</u>	The Nottinghamshire Safeguarding Adults Board exists to safeguard adults at risk in Nottinghamshire from harm and abuse by effectively working together.
<u>Objectives:</u>	<ul style="list-style-type: none"> • To develop and implement the Board's strategy to safeguard vulnerable adults in Nottinghamshire. • To ensure the strategy is incorporated into relevant strategies and policies in individual organisations. • To raise awareness within the wider community of the need to safeguard vulnerable adults and promote their welfare. • To identify and allocate resources for the sub group structure to support the implementation of the strategy. • To commission projects/ work from the Board sub groups and scrutinise and monitor the work of the sub groups. • To review local policies and procedures for interagency work to safeguard vulnerable adults as necessary. • To audit and evaluate the multi agency arrangements under 'No Secrets' and the ADSS National Framework of Standards for good practice, and to facilitate continuous improvement. • To identify multi agency information requirements in respect of performance management information. • To endorse all members organisations' annual statements and action plans. • To contribute to and influence the national safeguarding agenda. • To oversee the implementation of the Mental Capacity Act and other relevant legislation and policies.
<u>Membership:</u>	<p><u>Board Members</u> Members who represent statutory or local representative organisations. Members should inform the Chair of the Board if they are unable to attend Board meetings or if their agency representation changes. All members and their Deputy should have had a DBS/CRB Check within the last 3 years.</p> <ul style="list-style-type: none"> • Independent Chair • Chief Operating Officer (Vice Chair) – NHS Newark and Sherwood CCG • Corporate Director – Adult Social Care, Health and Public Protection, Nottinghamshire County Council • Superintendent, Head of Public Protection – Nottinghamshire Police • Pathway Lead Clinician for Older People and Named Doctor for Adult Safeguarding – Nottingham University Hospitals NHS Trust • Assistant Director of Nursing: Patient Experience – NHS England • Service Director – Joint Commissioning Quality and Business change, Adult Social Care, Health and Public Protection, Nottinghamshire County Council • Associate Director for Safeguarding and Social Care – Nottinghamshire Healthcare NHS Trust

	<ul style="list-style-type: none"> • Group Manager – Access and Safeguarding, Adult Social Care, Health and Public Protection, Nottinghamshire County Council • Engagements and Partnerships Manager – Nottinghamshire Fire and Rescue Service • Director of Nursing, Midwifery and Quality – Doncaster and Bassetlaw Hospitals NHS Trust • Head of Assurance / Deputy Nurse – NHS Bassetlaw CCG • Chief Executive Officer – Broxtowe Borough Council • Service Director – Nottinghamshire Probation Trust • Executive Director of Nursing and Quality – Sherwood Forest Hospital Trust • Locality Quality Manager – East Midlands Ambulance Service • Voluntary Sector Support Manager – Nottinghamshire Association of Voluntary Organisations (NAVO) • Training Co-ordinator – Safeguarding Adults Strategic Team, Adult Social Care, Health and Public Protection, Nottinghamshire County Council • Senior Account Officer – Communications and Marketing, Nottinghamshire County Council • Board Manager – Safeguarding Adults Strategic Team, Adult Social Care, Health and Public Protection, Nottinghamshire County Council <p><u>Associate Board Members</u> Members who are not acting as agency representatives but who provide an expert opinion or specialist area of knowledge.</p> <ul style="list-style-type: none"> • Chief Executive Officer – Ann Craft Trust • Local Service Manager – POhWER Advocacy Service • Crown Advocate – Nottinghamshire Crown Prosecution Service • Advanced Legal Practitioner – Nottinghamshire County Council • Compliance Manager – Care Quality Commission
<u>Secretariat to and Management of the Board:</u>	The Safeguarding Adults Strategic Team, Nottinghamshire County Council, will manage and administer the Board, providing support for its functions.
<u>Attendance:</u>	<p>Regular attendance is required by all members. On the occasions when members cannot attend they will submit a brief written report on all actions. This will be presented by their named deputy. NSAB may also request the attendance of other members of staff.</p> <p>Members from organisations should be able to:</p> <ul style="list-style-type: none"> • Speak for their organisation with authority. • Commit their organisation on policy, practice and resources. • Develop and deliver the organisations strategic intent. • Hold their organisations to account. • Ensure the relative aspects of the Safeguarding strategy are incorporated into their own organisations strategies and plans.
<u>Board Decisions:</u>	Wherever possible the Board will attempt to come to a shared consensus agreement.

	<p>The Chair may call for a vote to be taken where consensus is not possible. Each Board member (or their nominated deputy) will be entitled to vote. Associate members are not entitled to vote. In the event of a tied vote the Chair will have the deciding vote.</p>
<u>Quorum:</u>	<p>No business shall be transacted at the meeting unless at least five members of the Board are present.</p>
<u>Frequency of Meetings:</u>	<p>The Board will meet a minimum of four times per year, to include a development session. The Nottinghamshire Safeguarding Adults Partnership will meet twice a year, to review the work of the Board, develop and agree the strategy and advise the Board on safeguarding issues in Nottinghamshire.</p> <p>The Chair of the Board may call an emergency meeting at any time by giving two weeks' notice to Board members.</p>
<u>Accountability:</u>	<p>Each Board member retains their own existing lines of accountability for safeguarding adults at risk from harm and abuse in their service.</p> <p>Annual Reports must be circulated to the Chief Executive and leader of the local authority, the local policing body, the local Healthwatch, and the Chair of the Health and Wellbeing Board. The Annual Report will also be shared with the Nottinghamshire Safeguarding Adults Partnership.</p> <p>The Nottinghamshire Safeguarding Adults Board does not have the power to direct partner or other organisations.</p> <p>Where it is found that a Board member or organisation is not performing effectively in safeguarding and the Board is not convinced that any planned action to improve performance will be adequate, the Board Chair, or a member or employee designated by the Chair, should explain these concerns to those individuals and organisations that need to be made aware of the failing. The Board Chair will then formally request actions and a response from the most senior individual in the partner organisation or to the relevant inspectorate.</p>
<u>Sub-Groups:</u>	<p>The Board may at any time establish sub-groups to carry out the operations of the Board. Such groups may be task and finish groups or standing groups. The Board will provide terms of reference for all sub-groups, identifying the appropriate lines of accountability and reporting requirements.</p>
<u>Funding:</u>	<p>The Board will set an annual budget which will be agreed by the Board. The County Council will operate as Budget manager on behalf of the Board.</p>

Nottinghamshire Safeguarding Adults Partnership Terms of Reference

<u>Aim:</u>	The Nottinghamshire Safeguarding Adults Partnership exists to safeguard adults at risk in Nottinghamshire from harm and abuse by effectively working together.
<u>Objectives:</u>	<ul style="list-style-type: none"> • To inform, influence and challenge the Nottinghamshire Safeguarding Adults Board's (NSAB) strategic direction to safeguard adults at risk in Nottinghamshire. • To promote the inclusion of the Safeguarding Adults strategy into the relevant strategies and policies in individual organisations. • To raise awareness within the wider community of the need to safeguard adults at risk and promote their welfare. • To share information relevant to safeguarding adults with the Board • To formulate mechanisms to disseminate information and consult with the sector represented to ensure a two way flow of information to and from NSAB.
<u>Membership:</u>	<p><u>Partnership Members</u></p> <ul style="list-style-type: none"> • Nottinghamshire Safeguarding Adults Board (NSAB) members • Adult Social Care and Health Committee – Nottinghamshire County Council • Age Concern Nottingham and Nottinghamshire • Age UK • Ashfield District Council • Bassetlaw District Council • Broxtowe Borough Council • Care UK • Central Nottinghamshire Mind • Coroner's Office, Nottinghamshire • Countywide Older Peoples Partnership • Gedling Borough Council • Learning and Skills Council • Learning Disabilities Partnership Board • Mansfield District Council • Newark & Lincoln College • Newark & Sherwood District Council • New College Nottingham • North Nottinghamshire College • Nottingham and Nottinghamshire Racial Equality Council • Nottingham Roman Catholic Diocese • Nottinghamshire Care Association • Nottinghamshire SP Provider Forum • Nottinghamshire Women's Aid Ltd • Older Persons Advisory Group • Older Persons Strategic Partnership • Rushcliffe Borough Council • Safeguarding & Independent Review – Nottinghamshire County Council

	<ul style="list-style-type: none"> • Sheffield Methodist Church • South Nottinghamshire College • Trading Standards • West Nottinghamshire College
<u>Secretariat to and Management of the Partnership:</u>	The Safeguarding Adults Strategic Team, Nottinghamshire County Council, will manage and administer the Partnership, providing support for its functions.
<u>Attendance:</u>	<p>Regular attendance is required by all Partnership members. On the occasions when Partnership members cannot attend they may identify and send a suitable deputy.</p> <p>In addition to attending six-monthly meetings, Partnership members will be required to respond to consultations or other requests deemed appropriate by the Board.</p> <p>Members from Partnership organisations should be able to:</p> <ul style="list-style-type: none"> • Receive, provide and disseminate information to the relevant sector(s) in relation to the safeguarding agenda
<u>Partnership Decisions:</u>	Recommendations will be sought from Partnership members. However, the final decision of all business issues rests with the Nottinghamshire Safeguarding Adults Board.
<u>Quorum:</u>	No business shall be transacted at the meeting unless at least five NSAB members and five Partnership members are present.
<u>Frequency of Meetings:</u>	The Nottinghamshire Safeguarding Adults Partnership will meet twice a year, to review the work of the Board, develop and agree the strategy and advise the Board on Safeguarding issues in Nottinghamshire. In addition guest speakers will give presentations on topical issues.
<u>Accountability:</u>	<p>Partnership members are expected to promote a two-way flow of information between NSAB and appropriate organisations within their area of work.</p> <p>Each Partnership member retains their own existing lines of accountability for safeguarding adults at risk from harm and abuse in their service.</p>

Nottinghamshire Safeguarding Adults Board
Terms of Reference
Quality Assurance Sub-Group

Purpose:	To provide NSAB with assurance that safeguarding arrangements, processes and practice are effective, person centred and that risks are identified and escalated when they cannot be mitigated.
Key Aims	<p>1. Risk Management Identified safeguarding themes, trends and lessons learned are explained and, where possible, risks are mitigated or escalated.</p> <p>Key Tasks Receive and analyse a range of data, information and reports such as:</p> <ul style="list-style-type: none"> • Performance data; • Feedback from surveys; • Information from case audits; • Service user feedback from the safeguarding process. <p>2. Organisation Assurance Board member organisations have effective safeguarding arrangements in place.</p> <p>Key Tasks Oversee arrangements and processes for annual organisational audits (Markers of Good Practice, SAAF) etc by:</p> <ul style="list-style-type: none"> • Receiving and analysing completed annual organisational audits; • Identifying areas of risk and common areas for development. <p>3. Policy, Procedures and Practice There are effective multi-agency policies and procedures in place, which are followed by practitioners and person centred.</p> <p>Key Tasks Oversee arrangements of:</p> <ul style="list-style-type: none"> • Review process of multi-agency safeguarding adults policy and procedures to ensure that they are maintained effectively; • Multi-agency case audits to ensure that processes are followed which are person centred and outcome focussed.
Sub Group Accountability	<p>The Sub-Group will:</p> <ul style="list-style-type: none"> • Agree a quarterly Board update report which will be presented to the Board by the Sub-Group Chair. • Produce an annual impact statement, presented to the board and used to formulate the annual report and future action plans.
Chair:	The Sub-Group must be Chaired by a full Board member.

	<p><u>Current Membership:</u></p> <ul style="list-style-type: none"> • Group Manager – Safeguarding Adults, Nottinghamshire County Council (Chair) • Head of Quality and Patient Safety – Newark and Sherwood Clinical Commissioning Group • Safeguarding Adults Advisor – Sherwood Forest Hospital Trust • Market Development Officer – Market Development and Care Standards, Nottinghamshire County Council • Quality Assurance Manager – Safeguarding Adults, Nottinghamshire County Council • Board Manager – Safeguarding Adults, Nottinghamshire County Council • Named Nurse – Safeguarding Team, Nottinghamshire Healthcare NHS Trust • Head of Assurance/ Deputy Nurse – Bassetlaw Clinical Commissioning Group • Detective Inspector – Adults at Risk Team, Nottinghamshire Police • Practice Development Matron – Nottingham University Hospitals Trust
<p>Frequency of Meetings:</p>	<p>Meetings to be held six-weekly and last approximately two hours.</p>
<p>Member Accountability:</p>	<p>Members of the group are responsible for liaising and consulting with appropriate NSAB leads to ensure the agreed strategy meets the needs of that particular organisation.</p> <p>Regular attendance is required by all members. On the occasions when partner members cannot attend they will submit a brief written report on all actions. This will be presented by their named deputy. The sub group may also request the attendance of other members of staff.</p> <p>The meeting requires 50% attendance by representatives of partner agencies in order to be quorate.</p>
<p>Funding:</p>	<p>N/A</p>

Nottinghamshire Safeguarding Adults Board
Terms of Reference
Safeguarding Adults Review Sub-Group

<u>Aim:</u>	The NSAB Safeguarding Adults Review (SAR) Sub-Group exists to commission Serious Case Reviews and provide assurances to NSAB on the procedures, conduct and actions taken following the reviews.
<u>Objectives:</u>	<ul style="list-style-type: none"> • To commission SARs on behalf of NSAB • To confirm Author and Chairs for SARs • To define terms of reference for SARs in conjunction with Chairs and Authors • To receive, quality assure and ensure completion of all SARs commissioned including recommendations for individual agencies and NSAB • To provide quality assurance to NSAB on the procedures, conduct and actions taken in relation to SARs • To ensure agreed actions are implemented and lead to lessons being learned and to change in safeguarding practices • To develop and monitor recommendations for cases that do not meet the SAR criteria. <p><u>Scope</u></p> <ul style="list-style-type: none"> • To receive case information where a SAR has been requested. • To discuss cases, and agree a course of action, as to whether the criteria for undertaking a SAR are met where the Chairs require further discussion.
<u>Membership:</u>	<p>Members will be drawn from any organisation with membership of NSAB and will include, as a minimum, Health, Police and Social Care representatives. Additional members can be co-opted for their skills and expertise, dependant upon the nature of the SAR being considered.</p> <p><u>Current Membership:</u></p> <ul style="list-style-type: none"> • Chief Officer – Newark and Sherwood CCG (Chair) • Adult Safeguarding Lead – Nottingham North and East, Nottingham West and Rushcliffe CCG • Safeguarding Adults and Consent Matron – Nottingham University Hospitals NHS Trust • NSAB Manager – Nottinghamshire County Council • Group Manager – Access and Safeguarding, Nottinghamshire County Council • Head of Assurance / Deputy Nurse – NHS Bassetlaw CCG

	<ul style="list-style-type: none"> • Safeguarding Adults Professional Lead – Doncaster and Bassetlaw Hospital Trust • Service Director – Personal Care and Support, South Nottinghamshire - Nottinghamshire County Council • Safeguarding Lead – Nottinghamshire Healthcare NHS Trust • Detective Chief Inspector, Public Protection Unit – Nottinghamshire Police • Safeguarding Adults Nurse – Sherwood Forest Hospital Trust • Group Manager Community Safety – Nottinghamshire Fire and Rescue
<u>Frequency of Meetings:</u>	Meetings will be held once every six weeks. Additional meetings may be held if there is a SAR in process.
<u>Quorum</u>	50% of member organisations must be present including the Chair or Deputy Chair.
<u>Accountability:</u>	<p>Members of the Sub-Group are responsible for liaising and consulting with appropriate NSAB leads to ensure the agreed strategy meets the needs of that particular organisation.</p> <p>Defer decisions if key agencies are not present.</p> <p>The Sub-Group is accountable to NSAB and will provide regular updates on progress at each NSAB meeting.</p>
<u>Funding:</u>	Funding for SARs is via the NSAB annual budget.

Last update – 6th June 2015

Nottinghamshire Safeguarding Adults Board
Terms of Reference
Communication Sub-Group

<u>Aim:</u>	The Nottinghamshire Safeguarding Adults Communication Sub-Group exists to provide a robust and effective approach to communicating with service users, public and staff in relation to safeguarding adults.
<u>Objectives:</u>	<ul style="list-style-type: none"> • To develop and implement a safeguarding adults communication strategy for Nottinghamshire • To agree, produce and market a range of communication products and tools • To evaluate the effectiveness of products in line with their agreed aims and target audience
<u>Membership:</u>	<p>The Sub-Group must be chaired by a NSAB member.</p> <p><i>Current Membership:</i></p> <ul style="list-style-type: none"> • Communications Officer – Nottinghamshire County Council Communications. Chair and link to NSAB • Deputy Director of Communications and Engagement – NHS Nottinghamshire • Communications Manager – Nottingham University Hospitals Trust • Communications Manager – Sherwood Forest Hospitals • Deputy Head of Communications – Nottinghamshire Healthcare Trust • Head of Communications – Local Medical Committee • Communications Officer – Nottinghamshire Police • Communications Officer – Probation Service • Communications Manager – East Midlands Ambulance Service
<u>Frequency of Meetings:</u>	Meetings will take place when it is deemed appropriate to enable the effective completion of specific tasks.
<u>Accountability:</u>	Members of the Sub-Group are responsible for liaising and consulting with appropriate NSAB leads to ensure the agreed products meet the needs of that particular organisation.
<u>Funding:</u>	The County Council, acting as Budget manager for the Board, will set an annual budget for communication. Additional funding will be requested from the Board should this be necessary to complete additional work which the Sub-Group agrees to undertake on behalf of the Board.

Nottinghamshire Safeguarding Adults Board
Terms of Reference
Training Sub-Group

<u>Aim:</u>	The NSAB Training Sub-Group has a responsibility to ensure that single and inter-agency training is provided across the county at an acceptable standard and that this is accessible for those members of statutory, independent and voluntary organisations who require it to effectively carry out their duties towards adult safeguarding.
<u>Objectives:</u>	<ul style="list-style-type: none"> • To provide clear leadership to the partner organisations and be accountable to the Board. • To develop the Board's training strategy to safeguard adults at risk in Nottinghamshire. • To ensure the training strategy is incorporated into relevant strategies and policies in individual organisations. • To influence and implement the safeguarding training within individual organisations. • To ensure that both single agency and multi agency training is delivered to a consistently high standard and that a process exists for monitoring and evaluating the effectiveness of training. • To raise awareness of training opportunities within the statutory and voluntary sector. • To provide to the Board an annual statement of the activity of the subgroup. • To provide the Board with quarterly reports on progress. • To consider training requirements following the completion of individual serious case reviews. • To consider training implications for Nottinghamshire of high profile national serious case reviews, from other areas.
<u>Membership:</u>	<p>The Sub-Group must be chaired by a Member of the NSAB.</p> <p><u>Current Membership:</u></p> <ul style="list-style-type: none"> • Workforce and Organisational Development Officer – Environment and Resources, Nottinghamshire County Council • Detective Sergeant – Nottinghamshire Police • Safeguarding Nurse Specialist for Adults – Doncaster and Bassetlaw Hospital Trust (Vacancy) • Head of Learning and Development – Nottinghamshire Healthcare NHS Trust • Safeguarding Adults Lead – Sherwood Forest Hospital NHS Trust • HR Manager Staff Development – Nottingham Probation • Safeguarding Vulnerable Adults & Consent Manager – Nottingham University Hospitals • Training Coordinator – Safeguarding Adults Strategic Team – (Chair) • Adult Safeguarding Lead – Newark and Sherwood CCG • Management Development Trainer – Nottinghamshire Fire and Rescue.

	<ul style="list-style-type: none"> • NSAB Board Manager – Safeguarding Adults Strategic Team
<u>Secretariat to and Management of the Board:</u>	The Safeguarding Adults Strategic Team will manage and administer the Training Sub-Group, providing support for its functions.
<u>Frequency of Meetings:</u>	The Sub-Group will meet eight-weekly.
<u>Accountability:</u>	<p>Each Sub-Group member retains their own existing lines of accountability for safeguarding and promoting the welfare of adults at risk by their service.</p> <p>Each Sub-Group member will be accountable to the Chair for their contribution to the Sub-Group.</p> <p>Members should be able to:</p> <ul style="list-style-type: none"> • Speak for their organisation with authority. • Participate on behalf of their organisation on policy, practice and resources. <p>The Sub-Group is accountable to NSAB and will provide regular updates on progress at each NSAB meeting.</p>
<u>Funding:</u>	Funding for events will be applied for from NSAB through the Chair.