

**West Sussex Safeguarding Adults Board
Chairs Subgroup
Terms of Reference – February 2016**

1. Purpose of Group

The purpose of the Chairs subgroup as part of West Sussex Safeguarding Adults Board (SAB) is to establish identify resources and systems for completion of actions identified for organisations with regards to Adult Safeguarding; linking annual reporting to strategic planning and a measurable work programme.

The group will bring together the current Chairs from the following subgroups of the Safeguarding Adults Board:

- SAR Panel
- Quality and Performance
- Training
- Comms?
- *Do we want a note in here that attendance should be all stat partners, as well as chairs/IC and Board team manager?

Members will be responsible for ensuring that the strategic plan for the Safeguarding Adults Board is being effectively followed and that the Board Risk register will held by the group and resources identified within the subgroups.

Members will be committed to effective partnership working based on trust and open communication, as outlined in the Care Act 2014 and members will need to be aware of and understand the organisational frameworks within which colleagues in different agencies work.

Key purposes of the group include:

- Ensure that all subgroups have a clear understanding of the work being undertaken by other subgroups working under the Safeguarding Adults Board.
- To hold and direct risks raised to the Risk Register for either workplan allocation to other subgroups, or escalation to the full Safeguarding Adults Board or other direction as agreed by the group.
- agencies have robust performance, quality and audit processes in place in relation to safeguarding adults.
- Review available data from key agencies to ensure the safety of adults in West Sussex and to inform annual priority setting for the work plan of the Safeguarding Adults Board (SAB)
- Monitor performance and improvements needed following Care Act implementation, and other new legislation ensuring that this is reflected accurately within pan-Sussex procedures.

People can be members of both the Chairs subgroup, and the Safeguarding Adult Review panel, providing they are independent of the case being discussed. The decision to agree a Safeguarding Adult Review lies with the chair of the West Sussex Safeguarding Adults Board.

2. Membership

Members represent the key partners on the SAB. Representatives are able to make decisions and have links to resources for performance, quality and audit.

Chair:

SAB Team representative

Nicky Kentell - Safeguarding Adults Board Team Manager

Statutory agencies

Non-statutory agencies:

It is anticipated that other members may be co-opted into the group and any working groups as and when specific needs are identified.

3. Accountability

The group will take direction, carry forward, and report progress of its work plan to the West Sussex Safeguarding Adults Board. Links will be maintained between this group via the Chair and the SAB QA Officer. The Chair will attend the SAB meetings to provide a formal update from the group.

4. Quorum

Needs to be discussed with all agencies at the initial meeting of the group.

5. Attendance

It is expected that each agency will send their nominated representative or a fully briefed representative as a deputy to every meeting.

6. Terms of Reference review date

The group's Terms of Reference will be reviewed annually (or sooner if warranted)

7. Administration of the group

The Safeguarding Adults Board Co-ordinator will provide administration for the meeting. They will organise dates, times and venue for the meeting and will coordinate the collection of agenda items.

Agenda items will be called for by members of the group approximately 1 month in advance of the meetings. The final agenda will be sent at least 1 week in advance of meetings. Notes of the last meeting, and work plan will be circulated with the agenda for the next meeting.

8. Chairing of the group

The Group will be chaired by

Regularity and length of meetings

Meetings will be held on a bi-monthly basis for a minimum of 12 months pending a review.

Meetings will normally be booked for 2 hours (ALL TBC)

9. Venues for meetings

Normally held at Centenary House, Durrington, however this may be flexible dependent on the need of the group.