



## Terms of Reference

### 1. Statement of Purpose

The Somerset Safeguarding Adults Board (SSAB) is a statutory body established by the Care Act 2014<sup>1</sup>. Its main objective is to protect all adults in its area who have needs for care and support and who are experiencing, or at risk of, abuse or neglect against which they are unable to protect themselves because of their needs. The SSAB aims to fulfil its purpose by:

- Co-ordinating the work of its member agencies to determine shared policy, facilitate joint training, raise public awareness and monitor and review the quality of services relating to safeguarding adults in Somerset
- ensuring that all agencies work together to minimise the risk of abuse to adults at risk of harm and to protect and empower those people effectively when abuse has occurred or may have occurred

### 2. Principles

The Partnership will achieve its role by implementing the principles of adult safeguarding<sup>2</sup>, which are shown below along with the impact their implementation should have for adults the Partnership seeks to protect.

**Empowerment** – People being supported and encouraged to make their own decisions and giving informed consent.

*“I am asked what I want as the outcomes from the safeguarding process and these directly inform what happens.”*

**Prevention** – It is better to take action before harm occurs

*“I receive clear and simple information about what abuse is, how to recognise the signs and what I can do to seek help.”*

**Proportionality** – The least intrusive response appropriate to the risk presented.

*“I am sure that the professionals will work in my interest, as I see them and then will only get involved as much as needed.”*

**Protection** – Support and representation for those in greatest need.

*“I get help and support to report abuse and neglect. I get help so that I am able to take part in the safeguarding process to the extent that I want”.*

**Partnership** – Local solutions through services working with their communities.

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

*“I know that staff treat any personal and sensitive information in confidence, only sharing what is helpful and necessary. I am confident that professionals will work together and with me to get the best result for me.”*

**Accountability** – Accountability and transparency in delivering safeguarding.

*“I understand the role of everyone involved in my life and so do they.”*

<sup>1</sup> Care Act 2014, Part 1, Sections 42 and 43

<sup>2</sup> Care and Support Statutory Guidance, DH 2014

The work of the Partnership is also underpinned by other general sets of principles which will be applied in all its work:

- Nolan 'seven principles of public life'
- Caldicott Principles
- Data Protection Act 1998
- Equality Act 2010

The SSAB supports the rights of all adults to equality of opportunity, to retain their independence, wellbeing and choice and to be able to live their lives free from abuse, neglect and discrimination. It values diversity and will seek to promote equal access and equal opportunities irrespective of race, culture, sex, sexual orientation, disability, age, religion or belief, marriage/ civil partnership and pregnancy /maternity.

### 3. Tasks

The SSAB will:

- Publish a strategic plan each financial year that sets out how it will meet its main objective and what its members will do to achieve this. The plan will be developed with local community involvement and in consultation with Healthwatch Somerset.
- Publish an annual report detailing what the SSAB has done during the year, both collectively and through its members, to implement its strategic plan. The report will also detail the findings of any Safeguarding Adults Review completed during the year and any subsequent action. The report will be presented to the Cabinet of the Council, its equivalent in each member agency of the Partnership and Health and Wellbeing Board.
- Conduct any Safeguarding Adults Review as required by Section 44 of the Care Act 2014<sup>3</sup>
- Lead and promote the responsibility for safeguarding across all agencies and stakeholders, and ensure clear leadership and accountability are in place throughout all the organisations represented on the SSAB,
- ensure the multi-agency safeguarding policy is based on current national policy, national and regional guidance and reflects developing best practice
- develop and update operational multi-agency procedures and protocols, including information sharing, to protect people at risk of harm
- Establish quality assurance arrangements:
  - to collect and analyse relevant data to increase the SSAB's understanding of the prevalence of abuse and neglect in its area
  - to monitor implementation of the policy and the quality of safeguarding services across Somerset
  - identify and address resource shortfalls where these arise
  - use self-assessment, audit and peer review as appropriate
- develop preventative strategies that aim to reduce instances of abuse and neglect in Somerset
- Involve service users and carers wherever possible and adopt an inclusive approach to the work of the SSAB

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<sup>3</sup> See Appendix x for details of Section 44

- Ensure a multi agency training strategy is in place for all workers in all sectors who have contact with adults at risk and receiving regular reports on its delivery and effectiveness
- Promote awareness of Safeguarding issues and disseminate accessible information about the work of the SSAB via a comprehensive communications strategy aimed at ensuring that abuse is recognised, reported and immediate action taken wherever it arises.
- Ensuring effective engagement of safeguarding adults work with the safeguarding of children, domestic violence, bullying hate crime, MAPPA processes and wider work on community safety and public protection.

#### 4. Membership

The Care Act 2014 provides for three core members of the board - the local authority, the police and the clinical commissioning group – and for the local SAB to agree which organisations should also be members of the Board.

The membership of the SSAB consists of senior representatives from key organisations in Somerset, with authority and responsibility for Safeguarding Adults from the partner agencies as shown below. The representative (and their deputy) must be able to:

- Make decisions on behalf of their organisation
- Hold their organisation to account
- Commit their organisation on policy and practice developments
- Commit resources in their organisation to support the work of the NSSAPB

Representatives of wider groups such as independent providers, service users and carers must have access to appropriate networks to communicate information to and from the Board.

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| Somerset Council                                     | <ul style="list-style-type: none"> <li>• Cabinet Member</li> <li>• Director of Adult Social Services</li> <li>• Director of Operations</li> <li>• Strategic Manager, Safeguarding, Quality &amp; Principal Social worker</li> <li>• Service Manager, Safeguarding &amp; Risk</li> </ul> |
| Somerset CCG   | <ul style="list-style-type: none"> <li>• Deputy Director of Quality, Patient Safety and Governance</li> </ul>   |
| NHS England  | <ul style="list-style-type: none"> <li>• Assistant Nurse Director</li> </ul>  |
| Somerset Partnership NHS Foundation Trust            | <ul style="list-style-type: none"> <li>• Head of Safeguarding</li> </ul>  |
| Yeovil District Hospital                             | <ul style="list-style-type: none"> <li>• Associate Director of Patient Safety and Quality</li> </ul>  |
| Musgrove Park Hospital                               | <ul style="list-style-type: none"> <li>• Deputy Director of Nursing</li> </ul>  |
| Avon & Somerset Constabulary                         | <ul style="list-style-type: none"> <li>• Designated Detective Inspector</li> </ul>  |
| Residential and nursing care provider representative | <ul style="list-style-type: none"> <li>• As nominated</li> </ul>  |
| South West Ambulance Service NHS Foundation Trust    | <ul style="list-style-type: none"> <li>• Safeguarding Manager</li> </ul>  |

|  |   |
|--|---|
| Somerset Fire & Rescue Service           | <ul style="list-style-type: none"> <li>• Station Commander</li> </ul>                           |
| National Probation Service               | <ul style="list-style-type: none"> <li>• Senior Probation Officer</li> </ul>                    |
| Community Safety Partnership             | <ul style="list-style-type: none"> <li>• Service Manager - Community Safety</li> </ul>          |
| Healthwatch Somerset                     | <ul style="list-style-type: none"> <li>• Chief Executive</li> </ul>                             |
| Care Quality Commission (CQC)            | <ul style="list-style-type: none"> <li>• Compliance Manager - Annual attendance</li> </ul>      |
| Domiciliary Care provider representative | <ul style="list-style-type: none"> <li>• As nominated</li> </ul>                                |
| Carer Representation                     | <ul style="list-style-type: none"> <li>• As nominated by the Carers' Reference Group</li> </ul> |
| Service User Representation              | <ul style="list-style-type: none"> <li>• Through the Service Users' Reference Group</li> </ul>  |

The Compliance Manager from the Care Quality Commission attends annually.

Other organisational representatives or specialist leads may be invited for reports of specific interest to them.

### **Chair**

The Chair of the Partnership is an independent person appointed for a three year term through procurement by Somerset Council.

A Deputy Chair arrangement is rotated on an annual basis across the three statutory agencies.

## **5. Structure, Accountability and Networks**

The SSAB will meet not less than four times a year, with additional meetings as necessary. It will set time aside each year for a half day workshop to review its achievements, assess performance and effectiveness and consider future priorities.

- The quorum for meetings will be one third of the usual membership providing the Council, one of the other core members<sup>4</sup> and one other partner organisation is represented.
- Lack of attendance will hinder the strategic development of the inter-agency arrangements for safeguarding adults. For this reason Board members are expected to attend two out of the four main meetings; substitutions are permissible, but should be by named, regular substitutes. A register of attendance is kept and will form part of the Annual Report.

### **Executive Group**

The Board is supported by a smaller executive group. The main tasks of this group are to:

- Identify issues the Board needs to address
- co-ordinate sub-group and task and finish groups, and translates their work into a Business Plan for the Board
- try to resolve problems
- identify and monitor progress

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<sup>4</sup> Core members prescribed by the Care Act 2014 are the Council, the CCG and the Police

The Executive will meet two weeks before each Board. Membership of the Executive are:

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| Independent Chair.                        |  |
| Somerset Council                          | <ul style="list-style-type: none"> <li>• Director of Adult Social Services</li> <li>• Director of Operations</li> <li>• Strategic Manager, Safeguarding, Quality &amp; Principal Social worker.</li> <li>• Business Manager - SAB</li> </ul> |
| Somerset CCG                              | <ul style="list-style-type: none"> <li>• Deputy Director of Quality, Patient Safety and Governance</li> </ul>  |
| Somerset Partnership NHS Foundation Trust | <ul style="list-style-type: none"> <li>• Head of Safeguarding</li> </ul>   |
| Yeovil District Hospital                  | <ul style="list-style-type: none"> <li>• Deputy Director of Nursing</li> </ul>   |
| Musgrove Park Hospital                    | <ul style="list-style-type: none"> <li>• Deputy Director of Nursing</li> </ul>   |
| Avon & Somerset Constabulary              | <ul style="list-style-type: none"> <li>• Head of Managing Place and People or Deputy</li> </ul>  |

### **Sub-groups**

The Board has standing sub-groups which are responsible to the Board and take forward the Business Plan priorities:

- Learning and Development( including Lessons Learned )
- Policies and Procedures
- Quality Assurance
- Safeguarding Adults Review
- *Comms (ad hoc)*

### **Task Groups**

The Board may establish task and finish groups for specific, time-limited work.

### **Accountability**

The SSAB reports to the Somerset Health and Wellbeing Board. It is accountable for its work to its constituent organisations and its members are individually accountable both to their own organisations and to the SSAB for the following roles and responsibilities:

- Contributing to the effectiveness of the SSAB in the achievement of its main objective and the delivery of the tasks listed in section 3
- Disseminating information to their own organisation and related agencies
- Participation in development, training and learning activities
- Contributing to the Annual Report as agreed by the SSAB, including a statement of their contribution to the Strategic Plan.
- Making appropriate resources available to the Board and its sub-groups and task groups.

## **Networks**

The Partnership will maintain links with other multi agency bodies as follows:

- Health and Wellbeing Board
- Community Safety Partnership
- Safeguarding Children Board
- CCG Board
- Quality Surveillance Group
- Overview and Scrutiny Committee

## **6. Review**

These Terms of Reference will be reviewed on an annual basis via the Policy & Procedures Subgroup.