



## SSAB Board

### Terms of Reference

Date Agreed: 13/10/2020

Date of Next Review: October 2021

#### 1. 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 organisations to determine shared policy, consistent 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.

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<sup>1</sup> Care Act 2014, Part 1, [Section 43](#)

<sup>2</sup> [Care and Support Statutory Guidance](#)

*“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.”*

### **3. Chairing**

The Board will be Chaired by an independent person appointed for a three-year term through a process facilitated by Somerset County Council.

### **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.

Membership of Board will therefore be made up:

- SSAB Independent Chair
- Avon and Somerset Constabulary
- NHS Somerset Clinical Commissioning Group
- Somerset County Council

#### **Plus**

Representatives of:

- Adults with care and support needs
- Unpaid carers of adults with care and support needs
- Healthwatch Somerset
- Organisations and sector representatives with an interest in furthering the development of adult safeguarding in Somerset

Additionally, members of the public may be invited to attend to talk to the Board about their experiences.

A full list of members, the organisations they represent, will be published on the Board's [website](#) and in its annual report.

The SSAB Business Manager will attend meetings and representatives of other organisations may be invited attend for specific agenda items.

### **5. Meeting Frequency**

The SSAB will meet not less than three times a year, with additional meetings as necessary.

### **6. Quorum**

The quorum for a meeting will be ten, consisting of the Independent Chair, representatives of the three SSAB statutory partners plus six other members, excluding the SSAB Business Manager.

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 or send a representative to no less than two out of the three meetings annually. A register of attendance is kept and will form part of the Annual Report.

## 7. Membership Responsibilities

- To work collaboratively
- To attend meetings or send a representative with decision making authority
- To submit any papers for consideration no less than 6 working days before a meeting so that they can be circulated in advance
- To complete agreed actions in a timely way
- To maintain confidentiality where required

## 8. Activities

The Board will:

- Publish a strategic plan each financial year that sets out how it will meet its main objectives and what its members will do to achieve this.
- 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 Scrutiny for Policies, Adults and Health Committee and the Somerset Health and Wellbeing Board by the Independent Chair. Partners will also present the report to key committees within the governance of their own organisations.
- 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 adults with care and support needs and unpaid carers wherever possible and adopt an inclusive approach to the work of the SSAB
- Promote awareness of Safeguarding issues and disseminate accessible information about the work of the SSAB via a communications strategy aimed at ensuring that abuse is recognised, reported and immediate action taken whenever and wherever it arises.
- Ensure effective engagement of safeguarding adults work with the safeguarding of children, domestic violence, hate crime, and wider work on issues of community safety and public protection.

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<sup>3</sup> <https://www.legislation.gov.uk/ukpga/2014/23/section/44#>

## **9. Interdependencies and delegated responsibilities**

### **Executive Group**

The Board is supported by a smaller executive group which has delegated decision making responsibility for delivering the statutory functions of the Board. The main tasks of this group are to:

- Ensuring the statutory responsibilities for the Board are delivered
- Acting as the key decision-making body for the Board
- Approving and determining agendas for Board meetings
- Monitoring the effectiveness of the Board and its subgroups
- Coordinating the delivery of, and reviewing progress against, the SSAB's Strategic Plan
- Coordinating the production of the SSAB Strategic Plan and Annual Report and acting as the final sign-off point both documents
- Coordinating the peer challenge processes
- Signing off SARs before consideration by the Board
- Monitoring progress against SARs and audit reports
- Monitoring the implementation of SAR recommendations
- Reviewing and/or resolving any issues and risks
- Coordinating any significant communications activities
- As and when required reviewing the structure, membership and function of the Board and its subgroups

The Board will review the Terms of Reference of the Executive Group annually

In addition, the Executive Group will be supported by 5 Subgroups:

- Learning and Development
- Policy and Procedures
- Quality Assurance
- Safeguarding Adults Review
- Mental Capacity Act

The Executive Group will review the Terms of Reference of each subgroup annually

## **10. Accountability**

The SSAB reports annually to the Somerset Health and Wellbeing Board and Scrutiny for Policies, Adults and Health Committee. 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.

## **11. Review**

These Terms of Reference will be reviewed on an annual basis by the Board