



DORSET SAFEGUARDING ADULTS BOARD (DSAB) BOURNEMOUTH & POOLE SAFEGUARDING ADULTS BOARD (BPSAB)

PAN-DORSET POLICY & PROCEDURES SUB-GROUP

*This Board exists to protect adults at risk from abuse, significant harm or neglect.
We will achieve this through strategic leadership and collective accountability*

TERMS OF REFERENCE (Last reviewed 24.04.18)

1. Overall Purpose

- 1.1 The Policy & Procedures working group will work on behalf of the DSAB and the BPSAB to ensure that:-
- There are local standards, policies and procedures in place in relation to safeguarding adults at risk.
 - These will reflect national standards, regulations, guidance and case law and will apply to all agencies who have contact with adults at risk across Dorset, Bournemouth & Poole.

2. OBJECTIVES

- To ensure that local standards, policies and procedures reflect national standards, regulations, best practice, guidance and case law;
- To support individual agencies and multi-agency groups in producing appropriate policies/procedures/protocols that promote safeguarding and meet agreed national and local standards.
- Collaborate with other Safeguarding Adult Boards in relation to these issues;
- To audit multi-agency procedures in relation to specific issues, as required by the Local Safeguarding Boards.
- Support the implementation of each policy and procedure in each agency, and support any integrated work needed in the delivery of policy implementation.
- Liaise with and respond to Quality Assurance working groups around issues arising from audits in relation to deficiencies in standards, policies or procedures.

- Liaise with the Training and Workforce Development working group around commissioning and/or delivery of training.
- Co-ordinate the launch of any adult safeguarding procedures and new policies.
- Share knowledge and skills in relation to Adult Safeguarding
- To consider and respond to proposals for amendments to existing policies and procedures by partner organisations;
- Review procedures and guidance to ensure they meet current legislation, government guidance and evidential best practice;
- Contribute to the Board's Annual Report and Business Plans.

2.1 Promote development of protocols for the sharing of information on safeguarding adults.

2.2 Liaison will continue to take place with cross boundary boards in order to agree cross boundary policies and procedures where appropriate. In areas where this is not possible, local protocols will be explored.

2.3 On behalf of Bournemouth & Poole SAB to monitor the Communications Strategy.

3. ROLE OF THE CHAIR

3.1 The working group will be chaired by a member of the Dorset SAB or the BPSAB.

3.2 The Chair will:

- Be responsible for developing the sub group work plan and delivering key outcomes within the set timescales by co-ordinating joint agency work, allocating specific tasks for other group members to carry out, tracking and recording progress back to the two Boards.
- Alert the Boards to blocks to progress or failure by any individual agencies to engage.
- Discuss any non-attendance by core agencies in advance.
- To ensure the meetings are well administered, that agencies receive their invitations, agenda, and papers a week in advance, wherever possible.

4. MEMBERSHIPS AND ATTENDANCE

4.1 The Chair will ensure that the appropriate representatives from partner agencies are represented on the group.

4.2 The current members are: Members with authority to make decisions on

behalf of their local Authority/Statutory Organisation from the following:

Borough of Poole
Bournemouth Borough Council
Dorset County Council
Dorset Police

Dorset County Hospital
Poole Hospital NHS Foundation Trust
Bournemouth & Christchurch Hospitals NHS Foundation Trusts
Dorset National Probation Service
Dorset Devon & Cornwall Rehabilitation Company,
Dorset Clinical Commissioning Group
Dorset & Wiltshire Fire Service
Dorset Healthcare University NHS Foundation Trust
Bournemouth & Poole Safeguarding Adults Board Business Manager
Dorset Safeguarding Adults Board Business Manager

- 4.3 The Chair will be supported by the Bournemouth & Poole Safeguarding Adults Board Business Manager.
- 4.4 The sub-group will function when there is at least 1 representative from each Local Authority, Health, Police.

5. FREQUENCY OF MEETINGS

- 5.1 The Policy & Procedures working group will meet 3-monthly.

6. REPORTING ARRANGEMENTS

- 6.1 The Chair of the Policy & Procedures working group will report to the Bournemouth & Poole and Dorset Safeguarding Adults Boards at every meeting.

Monitoring – Annual TOR Compliance report – detailing attendance.

DAVID VITTY

Reviewed 24.04.18