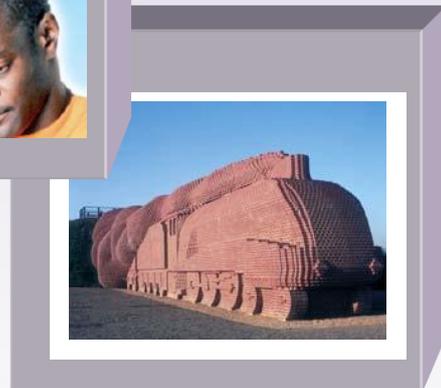




Darlington Safeguarding Adults Partnership Board

Terms of Reference and Governance Arrangements



Contents

No	Section Title	Page(s)
1	Introduction	4
	• Purpose of the DSAPB	4
2	DSAPB Mission	4
3	The DSAPB Strategic Role and Responsibilities	4
4	DSAPB Meetings	5
5	Governance Arrangements	5
	• Organisational accountability, responsibility and authority	5
	• Scrutiny and accountability	5
	• Risk management and insurance	5
	• Amendment to the governance arrangements	5
6	DSAPB Membership	6
8	Board Management Arrangements	6
	• Appointment of the Chair and the role of the Chair	6
	• Chair's action and decision-making	7
9	Board Working Arrangements	7
	• Extraordinary meetings	7
	• Quoracy	7
	• Records	8
	• Equality Impact Assessment	
	•	
10	The sub-groups of the DSAPB	8
	• Policy and Implementation sub-group	8
	• Quality Assurance and performance sub-group	8
	• Training, Communication and 'voice of the user' sub-group	9
	• Adult Learning and Improvement Group	
	• Frequency of sub-group meetings	9
	• Extraordinary meetings	9
	• Quoracy	9
	• Attendance at sub-group meetings	10
		10
11	Relationships with other Strategic Partnerships and Stakeholder groups	10
	• Darlington Safeguarding Children Board (DSCB)	10
	• DSAPB Relationship with the Community Safety Partnership (CSP)	10
	• DSAPB Relationship with the Health and Wellbeing Board (HWB)	10

• DSAPB Relationship with the Scrutiny Committee	11
• Accountability of the Independent Chair to Chief Officers	11
• Representation from North East Ambulance Service (NEAS)	11

1. Introduction

The main objective of the DSAPB is to seek assurance that local safeguarding arrangements protect and support adults in Darlington who meet the following criteria:

- where an adult has needs for care and support (whether or not the local authority is meeting any of those needs)
- where an adult is experiencing, or at risk of abuse or neglect and
- as a result of those care and support needs is unable to protect themselves from either the risk of or the experience of abuse or neglect

Purpose of the Darlington Safeguarding Adults Partnership Board (DSAPB)

The Care Act 2014 required the establishment of a Safeguarding Adult Board with the following statutory agencies being representatives as a minimum:

- Darlington Clinical Commissioning Group (DCCG)
- Durham Constabulary
- Darlington Borough Council (DBC)

DSAPB has a strategic role and coordinates what is done by each agency or organisation represented on the Board. It ensures the effectiveness of safeguarding adults with care and support needs who are at risk of abuse and neglect in Darlington.

The DSAPB has three core duties:

1. To publish a **Strategic Plan** for each financial year which sets how it will meet its main objectives and what the members will do to achieve this. The plan is developed with local community involvement and developed using evidence and all available intelligence from partners
2. To publish an **Annual Report** detailing what DSAPB has done during the year to achieve its main objectives and implement its strategic plan, and the findings of any safeguarding adults reviews and subsequent action
3. To conduct any **Safeguarding Adults Review (SAR)** in accordance with Section 44 of the Act

2. DSAPB Mission

DSAPB aims through inter-agency collaboration and co-ordination to protect and promote the welfare of adults with care and support needs who are at risk of abuse, injury or harm.

3. DSAPB Strategic Role and Responsibilities:

- Oversight of the provision of Adult Safeguarding across Darlington
- Ensuring that the partnership works effectively to protect adults at risk of abuse and neglect
- Prevention of abuse and neglect of adults with care and support needs
- Collation and analysis of multi- agency performance data
- Quality assurance and performance monitoring activities such as audits
- Learning *and* improvement processes, for example Lessons Learned Reviews

- Safeguarding Adult Reviews (SAR)
- Development of Training and Communication strategies

4. DSAPB Meetings

Meetings of the DSAPB take place every two months. At each meeting all members must declare any interests where relevant.

5. Governance Arrangements

Organisational accountability, responsibility and authority

The DSAPB has a role in coordinating and ensuring the effectiveness of local agencies and organisations work to safeguard adults at risk. It is not accountable for operational work.

Each member of the Board retains their own existing lines of accountability for safeguarding and promoting the welfare of adults at risk by their services. The DSAPB does not have a power to direct other organisations.

Scrutiny and Accountability

The DSAPB is accountable for its work to the public and partner agencies. Agreement from partner agencies is required for all work that has implications for policy, planning and the allocation of resources.

The DSAPB will produce its Strategic Plan and Annual Report each year. Both shall be agreed by the Board and shared with any parties as outlined within the Care Act 2014 (see also Section 10).

DSAPB is hosted by Darlington Borough Council. Board records will be managed in accordance with Darlington Borough Council's retention and destruction schedule.

Risk management and insurance

The Board will maintain a risk management register which will enable:

- The identification of risks associated with the achievement of the Board objectives
- Mitigating factors to reduce/minimise the risks
- Responsible Officer for the management of the risk
- The reporting of risks and their management to the Board

Insurance for individual partners is covered by individual partner agencies insurance. The Board or any of its sub groups does not have insurance.

Amendment to the governance arrangements

The governance arrangements will be reviewed at the discretion of the Board but not less than every three years, unless there have been statutory changes and the terms of reference must be reviewed as appropriate.

7. DSAPB Membership

Board Members are individuals able to speak for their organisation with authority and are of sufficient senior position to hold their organisation to account. Where a Board member is unable to attend a Board meeting they must aim to be represented by a suitable deputy. This should be in exceptional circumstances only.

The DSAPB has an Independent Chair and a Vice Chair. The members of the Board are representatives at a senior level from the following organisations:

- Darlington Borough Council
- Lead Member (Darlington Borough Council)
- Lay Member¹
- Durham Constabulary
- National Probation Service (NPS)
- Durham Tees Valley Community Rehabilitation Company (CRC)
- Darlington Clinical Commissioning Group (DCCG)
- County Durham and Darlington Fire and Rescue Service
- NHS England is represented by the Clinical Commissioning Group²
- County Durham and Darlington NHS Foundation Trust (CDDFT)
- Tees, Esk and Wear Valleys NHS Foundation Trust (TEWV)
- Care Quality Commission (CQC)
- Healthwatch Darlington

Each member organisation will provide appropriate resources to enable the DSAPB to fulfil its statutory functions.

If an agency is not represented on two consecutive Board meetings the Independent Chair will send a formal letter to the Lead Officer of the agency.

8. Board Management Arrangements

Appointment and role of the Chair

Darlington Borough Council will appoint an Independent Chair in consultation with the statutory partners. It is the role of the Independent Chair to provide leadership, coordination, support and challenge to all partner organisations within DSAPB and to ensure transparency and accountability. The role of the Independent Chair is to ensure partnership activity is aligned with national policy requirements and best practice, ensuring that safeguarding procedures are embedded in all organisations and agencies and that equality and diversity issues are addressed in all the Board's work.

The Independent Chair will provide the lead to critically challenge and hold respective agencies to account.

The Vice Chair will be appointed from one of the other statutory agencies and must be at a senior executive level. The Vice Chair will be appointed at the first meeting of a financial

¹ The role of a lay member is to bring a more 'grass roots' perspective to the work of DSAPB, to think as a member of the public and to play a part in the oversight and scrutiny of decisions and policies made by the Board.

² Letter dated 28 April, 2016 from Bev Reilly states NHS England will attend where required including their criteria for attendance at DSAPB. Rep. is Melanie Hesketh, Designated Nurse for Adult Safeguarding.

year for a period of one year, unless required sooner. The Vice Chair will be appointed with the consent of the board members. If the Chair or Vice Chair is not present at any meeting a substitute Chair will be appointed with the consent of board members. The Independent Chair will be subject to an annual appraisal with the Director of Children and Adult Services and the Chief Executive of Darlington Borough Council. Board members will have the opportunity to contribute to the process.

Chair's action and decision-making

Decisions will be made by consensus wherever possible. Should a consensus not be reached a vote may be called and the decision carried by the majority of those present and voting at the meeting. Voting will be restricted to a representative from each agency present at the Board meeting. The Independent Chair of the Board will have the casting vote.

Issues requiring decisions by the Independent Chair between meetings and which do not require a special (extraordinary) meeting to be convened, will be made by the Independent Chair. These decisions will be submitted for ratification at the next Board meeting. In the absence of the Independent Chair such decisions will be made by the Vice Chair.

9. Board Working Arrangements

The Board will be supported by the Joint Safeguarding Boards' Business Unit.

Extraordinary meetings

- The Independent Chair may call an extraordinary meeting at any time in response to specific or exceptional circumstances arising outside of ordinary Board business;
- A DSAPB member may contact the Boards' Business Manager to call an extraordinary meeting, and the Independent Chair will decide if this is required;
- Any extraordinary meetings should normally be held within 28 days of the request being received by the Business Manager.

Quoracy

The quorum for meetings is at least four members from three partner organisations. The Independent Chair or Vice Chair must be in attendance and no decisions can be made without the meeting being quorate. The Safeguarding Boards Joint Business Unit will monitor attendance at Board and sub-group meetings.

Records

DSAPB minutes will be agreed as a permanent record at the next meeting. The minutes will be circulated within 20 working days of the meeting and members must ensure they note their actions and update at the next meeting. There will also be an action log which will log those ongoing actions. Scheduled meetings will receive the agenda's and papers for the meeting at least 5 working days in advance.

All documents shall be classified appropriately in line with relevant information sharing protocols.

Equality Impact Assessment

DSAPB is committed to promoting equality in all its work and will undertake Equality Impact Assessment (EIA) to establish the effect of policies.

10. The sub-groups of DSAPB

Sub-groups support the work of the DSAPB and meet at least once between Board meetings. Sub-group Chairs will provide an update report at each Board meeting. Sub-groups will record their progress against action plans and any barriers or challenges to taking work plans forward. Each sub-group will maintain individual work plans as directed by the Board's strategic plan. The Chair and Vice Chair are appointed by the members from within each sub-group.

Policy and Implementation sub-group

To review national legislation and government guidelines/recommendations, and ensure that the principles of the Care Act 2014 are embedded in policies, procedures and practice guidance, including learning from local and national Safeguarding Adult Reviews (SARs) Core membership of the sub-group is as follows:

- Darlington Borough Council – Adult Social Care
- Darlington Borough Council – Development & Commissioning
- Darlington Borough Council – Legal Services
- Darlington Borough Council – Review & Development Safeguarding
- Tees, Esk and Wear Valleys NHS Foundation Trust (TEWV)
- County Durham & Darlington NHS Foundation Trust (CDDFT)
- Darlington Clinical Commissioning Group (DCCG)
- Durham Constabulary
- Safeguarding Boards Business Unit (DSAPB)

Quality and Performance Management sub-group

To develop a clear understanding of the Safeguarding 'profile' of Darlington and how the respective agencies are performing to meet identified needs. This group is responsible for reviewing data, trends, key performance indicators and the results of audits. The group will quality assure practice through analysis of single agency and joint agency audit of case files and will identify good practice and areas where improvement is required. Core membership of the sub-group is as follows:

- Safeguarding Boards' Business Unit (DSAPB)
- Darlington Borough Council – Adult Social Care
- Darlington Borough Council – Development & Commissioning
- Darlington Borough Council – Legal Services
- Darlington Borough Council- Performance team member
- Darlington Borough Council – Review & Development Safeguarding
- Tees, Esk & Wear Valley NHS Foundation Trust (TEWV)
- County Durham & Darlington NHS Foundation Trust (CDDFT)
- Darlington Clinical Commissioning Group (DCCG)
- Durham Constabulary
- National Probation Service
- Lay Member
- Durham and Darlington Fire and Rescue Service

The Training, Communication and 'Voice of the User' joint sub-group (with Darlington Safeguarding Children's Board)

This is a joint sub- group across DSAPB and DSCB and provides training and development opportunities for the local workforce in relation to Safeguarding children, young people and

adults at risk. The aim is to develop practitioner's skills and knowledge in order to achieve better outcomes for service users. The sub-group also ensures that the purpose and the work of The Boards is communicated to service users, practitioners and the wider community, engaging meaningfully with children, young people and adults to capture the 'voice of the user' and use this information to inform policies and procedures.

Core membership of the sub-group is as follows:

- Safeguarding Boards' Business Unit (DSCB/DSAPB)
- Darlington Borough Council – Adult Social Care
- Darlington Borough Council - Children's Services
- Darlington Borough Council – Development & Commissioning
- Darlington Borough Council –Media and Marketing Team
- Tees, Esk and Wear Valleys NHS Foundation Trust (TEWV)
- County Durham & Darlington NHS Foundation Trust (CDDFT)
- Darlington Clinical Commissioning Group (DCCG)
- Harrogate and District NHS Foundation Trust (HDFT)
- Durham Constabulary
- Darlington College
- Healthwatch Darlington
- Age UK
- Darlington Association for Disability (DAD)

Adult Learning and Improvement sub-group

To review cases for a statutory or a discretionary Safeguarding Adult Review (SAR).The group also monitors and review local and national SARs, SCRs, audits and single agency reviews to inform multi-agency practice across Darlington. Core membership of the sub-group is as follows:

- Darlington Borough Council (Adult Social Care)
- Darlington Borough Council (Legal Section) Advisory as appropriate
- Darlington Borough Council (Contracts and Commissioning)
- Durham Constabulary
- Darlington Clinical Commissioning Group (DCCG)
- County Durham and Darlington NHS Foundation Trust (CDDFT)
- Tees, Esk and Wear Valleys NHS Foundation Trust (TEWV)
- Safeguarding Boards Business Unit (DSAPB)

Frequency of sub-group meetings

The sub-groups meet every two months as a minimum with the exception of the Quality Assurance and Performance Management sub-group which meets quarterly.

Extraordinary meetings

The sub-group Chair may call an extraordinary meeting at any time in response to a specific issue or exceptional circumstances arising outside of the scheduled sub-group meeting.

Quoracy

The quorum for meetings is at least three representatives from different organisations. The Independent Chair or Vice Chair must be in attendance and no decisions can be made without the meeting being quorate.

Attendance at sub-group meetings

Sub-group members are expected to prioritise attendance at sub-group meetings, task and finish groups and extraordinary meetings and must ensure the attendance of a named and fully briefed deputy for meetings where the main representative is unable to attend.

Each Board member should have a nominated deputy to attend sub-group meetings in his/her absence.

Attendance is monitored and when an agency is not represented at two consecutive sub-group meetings, the Chair will write to the nominated Board member to raise concerns.

11. Relationships with other Strategic Partnerships and Stakeholder groups

Darlington Community Safety Partnership Board and Darlington Health and Wellbeing Board and Darlington Safeguarding Children Board

The Darlington Protocol outlines the relationship between the Safeguarding Board's and other strategic partnerships. It is recognised that each Board has its own governance and priorities and the protocol promotes effective ways of working to deliver the strategic outcomes, reflecting that 'safeguarding is everyone's business'.

Safeguarding is a responsibility that runs through all Boards but it is the responsibility of the two Safeguarding Boards to call the other partnerships to account. There are issues that are of common interest to all Boards.

The Boards cover a wide range of issues. However, there are a number of areas of common interest where the named Strategic Boards need to ensure that leadership and accountability for issues is clear and that information is effectively shared. The areas of common interest include:

- child sexual exploitation
- human trafficking and modern day slavery
- female genital mutilation
- radicalisation and PREVENT strategy
- domestic abuse
- hate crime
- forced marriage and 'honour' based violence
- mental health

The Board chairs meet together twice a year to discuss specific issues and concerns. The discussion covers work plans and scopes potential new areas of common interest.

Where appropriate the Boards support joint sub-groups to efficiently carry out tasks and business on behalf of a number of partnership Boards.

Both Safeguarding Boards expect that they are informed and alerted when issues relating to areas of common interest are identified. The Safeguarding Boards will make sure that the other Boards are also kept informed through consultation on strategies, annual reports, inspection reports, business plans, shared membership and through the chairs meeting together.

The Independent Chairs of both Safeguarding Boards will present their annual reports to the Health and Wellbeing Board and will ensure there are relationships with the Community Safety Partnership.

At the appropriate time the Safeguarding Boards will share their annual plans for the next twelve months to ensure co-ordination and mutual understanding.

Where possible the Boards will work together on specific projects for example training, media and communication messages, policies, conduct of reviews and sharing learning from the outcomes to inform practice.

Scrutiny Committee

The Chair of the DSAPB, or appropriate other, will attend the Council Scrutiny Committees as appropriate to discuss the work of the Board and safeguarding matters. As a minimum the DSAPB annual report will be presented to the Adults and Housing Scrutiny Committee.

Accountability of Independent Chair to Chief Officers across the Partnership

There is an expectation that the Chief Executive and Chief Officers receive regular updates of the progress of the DSAPB plan and any challenges. The Boards' Business Manager and DSAPB Chair will meet with the Chief Executive as well as any Chief Officers for that purpose.

Representation from North East Ambulance Service (NEAS)

There is an agreement and memorandum of understanding that the Clinical Commissioning Group Designated Lead/Director of Nursing (or appropriate deputy) will represent NEAS at Board. The CCG Board member will notify of any issues relating to NEAS raised at Board and feedback on Board discussion items.