

## TERMS OF REFERENCE July 2017 – next review April 2020

### 1. VISION

Haringey residents are able to live a life free from harm, where communities:

- Have a culture that does not tolerate abuse;
- Work together to prevent abuse; and
- Know what to do when abuse happens.

### 2. ROLE OF THE BOARD

2.1 The Haringey Safeguarding Adults Board (SAB) has overall responsibility for co-ordinating safeguarding adult matters and ensuring that partner agencies carry out safeguarding adults work. Health agencies, the police, fire service, service user groups and key services are all represented on the SAB. The SAB has sub-groups covering Mental Capacity Act and Deprivation of Liberty Safeguards, Training and Prevention as well as a Quality Assurance sub-group. The work of the SAB is set out in the [SAB's Strategic Plan 2015-2018](#) which provides the framework under which progress and priorities are annual reviewed.

2.2 The purpose of the Safeguarding Adults Board is to assure itself that local safeguarding arrangements are in place as defined by the Care Act 2014 and further:

- assure itself that safeguarding practice is person-centred and outcome focused
- prevent abuse and neglect where possible;
- ensure timely and proportionate responses when abuse or neglect have occurred; and
- assure itself that safeguarding practice is continuously improving and enhancing the quality of life of adults in its area.

2.3 The Board has three core duties which the Care Act 2014 sets out. These include:

- developing and publishing an annual strategic plan setting out how we will meet our objectives ;

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- publishing an annual report which sets out what we have achieved; and
- commissioning safeguarding adults review where serious abuse or death has occurred and learning can take place

2.4 The Board's membership includes statutory and independent agencies engaged in adult social care, community organisations and groups, including people who use services and carers.

2.5 The HSAB works to the Association of Directors of Adult Social Care (ADASS) guidance about safeguarding arrangements.

### 3. SAB PRINCIPLES

3.1 The work of the Haringey SAB is underpinned by the safeguarding principles which were set out by the government in the statutory guidance accompanying the Care Act 2014. The following six principles apply to all sectors and settings including care and support services. The principles inform the ways in which we work with adults.

**Empowerment** – The presumption of person-led decisions and informed consent, supporting the rights of the individual to lead an independent life based on self-determination.

**Prevention** - It is better to take action before harm occurs, including access to information on how to prevent or stop abuse, neglect and concerns about care quality or dignity.

**Proportionality** - Proportionate and least intrusive response appropriate to the risk presented.

**Protection** - Support and representation for those in greatest need, including identifying and protecting people who are unable to take their own decisions, or to protect themselves or their assets.

**Partnership** - Local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse.

**Accountability** - Accountability and transparency in delivering safeguarding, with agencies recognising that it may be necessary to share confidential

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information, but that any disclosure should be compliant with relevant legislation.

### 3.2 Statutory Purposes

These six principles form the basis of our work and our Strategy, in which we set ourselves, the partnership and community specific actions to prevent and respond to abuse and its framework is built around the four statutory SAB purposes under the Care Act 2014:

- practice;
- prevention;
- responding to abuse and neglect; and
- learning and improvement.

## 4. MEMBERSHIP AND COMPOSITION

### 4.1 Membership

4.1.1 Local authorities are responsible for the establishment of SABs. The Care Act 2014 specifies that there are three core members:

- the local authority
- clinical commissioning groups (CCGs)
- the police – specifically the chief officer of police.

4.1.2 For a SAB to fulfil its responsibilities and duties effectively, other agencies will need to be involved in its work. Haringey SAB has agreed membership at Appendix A.

4.1.3 Particular individuals may also be invited to join the SAB if the board considers that it will be beneficial. SABs may also need to seek 'one-off' specialist advice or information in relation to any of their functions, in order to assist the implementation of their objectives. This may include seeking legal advice or consulting specialist advisors. The selection of agencies and individual members will be guided by the need for the SAB to keep itself informed about

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its local community, and about any wider safeguarding issues and risks, balancing the desirability of inclusion with the practicality of having a board of a manageable size.

4.1.3 SAB members must have sufficient seniority and leadership within their own agency to speak on its behalf, to commit resources and agree actions and to represent their agency should the SAB need to hold it to account. The SAB should have a range of members bringing different skills and experience to meetings, but all members should have attended safeguarding awareness training and have:

- an understanding of abuse and neglect and their impact
- knowledge of local safeguarding services
- personal commitment to the six safeguarding principles
- a clear understanding of their role and that of their agency within the SAB.

4.1.2 Organisations will nominate a named individual as their Safeguarding Adults Board member to ensure consistency and continuity. In circumstances where members are unable to attend, nominated representatives can attend in their place.

4.1.3 Substitution of members and attendance by non-members may be permitted at the discretion of the Chair.

4.1.4 Lack of attendance at Board meetings by an organisation/agency will seriously hinder the strategic development of the multi-agency arrangements for safeguarding adults, and for this reason non-attendance is viewed as unacceptable. Where both the nominated and deputising member do not attend for two or more meetings this fact will be drawn to the attention of the Chair of the Board.

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4.1.5 Each member of the Safeguarding Adults Board is responsible for ensuring that effective safeguarding arrangements are in place within their organisations/agencies. Members agree to play a strategic role, to promote safeguarding and people's independence, well-being and safety, to refer back to their organisations so that policy and practice can be developed, to disseminate within their own organisation and to contribute to sub-groups.

### 4.2 Chair

4.1.1 The HSAB has an Independent Chair who is not an employee, or a member of an agency that is a member of the SAB, and provides partners with the reassurance that the Board has independence from the local authority and other partners.

4.1.2 The Chair is accountable to the chief executive of the local authority for:

- providing leadership
- promoting collaborative working
- promoting good practice
- providing advice, support and encouragement
- facilitating the participation of people with care and support needs and carers
- offering constructive challenges
- holding member agencies to account
- ensuring that interfaces with the other strategic boards are constructive
- acting as the spokesperson for the SAB
- developing and maintaining their knowledge and expertise in relation to safeguarding
- endorsing and promoting good practice and quality services.

## 5 SUB GROUPS

5.1 The HSAB will carry out its responsibility by establishing a number of subgroups as required in order to deliver the Strategic Plan. All sub groups will have terms

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of reference agreed by the SAB and will be led by an agreed Board member to ensure governance accountability and reporting structures to the SAB. Each subgroup will have an action plan/work programme.

5.2 Each subgroup will produce a quarterly report regarding progress on their activity to the Safeguarding Board and this will inform the Safeguarding Annual report. The current subgroups are as follows:

- i. ***Prevention and Training, Learning and Development sub-group:*** responsible for the delivery of the Prevention and Training Strategy#
- ii. ***Multi-agency Mental Capacity Act and Deprivation of Liberty Safeguards sub-group:*** oversees the ongoing implementation and operation of the Mental Capacity Act (MCA) 2005, including the Deprivation of Liberty Safeguards (DoLS).
- iii. ***Multi-agency Quality Assurance sub-group:*** the purpose of the Quality Assurance sub-group is to support Haringey Safeguarding Adults Board (the Board) to fulfil its remit of ensuring local safeguarding arrangements are effective and deliver the outcomes that people want.
- iv. ***Safeguarding Adults Reviews Sub-group:*** to consider referrals of any case which may meet the statutory criteria and to make decisions on this basis; to make arrangements for and to oversee all SARs; to ensure recommendations are made, messages are disseminated and that lessons are learned.
- v. ***Chairs' Planning Sub-group:*** to monitor and review progress on the Board's Strategic Plan; to monitor and review the Board's business management and planning cycle; to ensure coordination of the Board's work through its sub-groups.

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### 5.3 Task and Finish Groups

**5.3.1** Task and Finish Groups may be established as and when required by the board for the purpose of conducting any in-depth reviews, policies or issues relating to safeguarding, which falls under the remit of the SAB.

**5.3.2** The Board will decide on the number of members to form the group and also seek volunteers from within the board's membership to join the group. The groups will be led by an agreed Board member to ensure governance accountability and reporting structures to the SAB.

## 6 ACCOUNTABILITY and LINKS WITH OTHER BOARDS

### 6.1 Links with other Boards and Partnerships

6.1.1 The SAB links to the other four strategic partnerships in the borough: the Community Safety Partnership, the Health & Wellbeing Board, the Violence Against Women and Girls Strategic Partnership and the Local Safeguarding Children's Board (LSCB) including the operational partnerships that sit beneath: the Multi Agency Safeguarding Hub (MASH), the Multi Agency Risk Assessment Conference (MARAC), the Multi-Agency Public Protection Arrangements (MAPPAs) and the Multi Agency High Risk Panel.

6.1.2 The HSAB is also linked to the North Central London group of SABs and the London Safeguarding Adults Board.

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### 7 STRUCTURE (See Appendix B)

### 8 MEETINGS

- 8.1 The SAB will meet for a minimum of four times a year. Additional 'special' meetings will be arranged if necessary.
- 8.2 The quorum at a meeting of the Board shall be 25% of the number of Members entitled to attend the meeting and in the absence of a quorum at any time during the meeting the power to make decisions shall cease and the meeting adjourned to another date and time.
- 8.3 Agenda and papers for Board meetings will be circulated a week before the date of the Board meeting. The agenda will set out the date, time and venue of the meeting together with an outline of the items to be considered and any supporting documents.
- 8.4 Urgent business, additional or late items will be at the discretion of the Chair.
- 8.5 Prior to discussion of a matter, all Board members to read respective agenda items, identify key lines of discussion/enquiry to be taken up at the meeting, identify potential areas of good practice and shared learning, and establish the relevant position within their own agency as necessary.
- 8.6 Minutes shall be kept for all meetings of the SAB and the appropriate 'minute taker' shall make a record of all proceedings and resolutions and save on the appropriate council shared drive.

### 9 NOTICES AND OTHER COMMUNICATION WITH MEMBERS AND DATA PROTECTION

- 9.1 The Board will communicate with Members by electronic mail but reserves the right to deliver notices and papers by hand or post where this is deemed to be appropriate by the Chair.
- 9.2 All matters discussed at the SAB will be confidential and unless agreed should not be divulged to other parties. All agenda, reports and other documents and

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all proceedings of the SAB, shall be treated as confidential unless and until they become public in the ordinary course of the Board's business. However if information is discussed that would prejudice the welfare of the person or persons concerned and/or others it will be the responsibility of the chair to ensure that such information is handled appropriately. Members will act in accordance with the provisions of the Data Protection act 1998 treat all information as confidential.

- 9.3 Partners will use the agreed partnership logo and slogan on papers relating to the business of the SAB.

## 10 GOVERNANCE

### 10.1 Compliance with Statutory requirements

Board Members will comply with all statutory requirements both local and national, and other guidance on conduct and probity, and ensure good corporate governance.

### 10.2 Decisions and Votes

Wherever possible the Board shall make any decisions and recommendations on the basis of a consensus of agreement between all parties present. Where a decision on a matter is necessary and no consensus exists, the decision shall be taken by a simple majority on a show of hands of the members present. In the event of an equality of votes the Chair shall hold the casting vote. Observers are not eligible to vote.

### 10.3 Urgent Decisions

If necessary, because of urgency and the timing of meetings, decisions may be taken by email on the basis of a report and recommendations. Decisions will be simple majority. Abstainers will be recorded.

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### 10.4 Disclosure of Information

Any documents that may involve the disclosure of exempt or confidential information will be amended prior to public access, with an explanation of the reason(s) for this censorship.

### 10.5 Safeguarding Adults Reviews

To commission Safeguarding Adults Reviews (SAR), and address areas of recommendations and monitor actions taken to address these recommendations across all agencies/organisations.

### 10.6 Declarations of Interest

The Partners and Board Members will comply with all statutory requirements both local and national, and other guidance on conduct and probity, and ensure good corporate governance. No member or officer of any partner shall put themselves in a position whereby duty and private interest conflict. Declarations of any conflicts of interest must be made to the Chair of the Board prior to the relevant agenda item and the member concerned must excuse themselves from the item and ensure their organisation is represented by a Deputy member.

## 11 REVIEW

11.1 The terms of reference, membership, roles and responsibilities, groups, governance will be reviewed at least every three years or as necessary.

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**Appendix A**

RESPONSIBILITY	REPS	AGENCY
Independent Safeguarding Adults Board Chair	1	Independent
Director of Adult Social Services Head of Service Integration and Personalisation Organisational Development Consultant Assistant Direct of Joint Commissioning Assistant Director for Children & Young People’s Service Strategic Lead of Governance and Business Improvement Deputy Director of Housing Operations Assistant Director of Legal Services Community Safety Lead VAWG Strategic Lead Public Health Lead	11	Haringey Council
Deputy Director of Nursing	1	Whittington Health
Deputy Director of Nursing & Midwifery	1	North Middlesex University Hospital
Executive Director of Nursing	2	Haringey CCG

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GP Representative		
Executive Director of Nursing, Quality and Governance	1	BEH-MHT
Operations Manager LAS	1	London Ambulance
Borough Commander, Haringey	1	London Fire Brigade
Borough Commander Detective Chief Inspector - Violence and Public Protection Portfolio (Prevention and Training & Development sub-group Chair)	2	Metropolitan Police Service
Chief Executive	1	Bridge Renewal Trust
User Representative	1	Older People's Representative
Assistant Chief Officer, Head of Haringey, Redbridge and Waltham Forest	1	National Probation Service
-	1	London CRC
Care Quality Commission	1	CQC
Chair, Haringey Healthwatch	1	Haringey Healthwatch



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### Appendix B

