North Somerset Safeguarding Boards

NSSAB AND **NS**SCB SUB-GROUP Terms of Reference

POLICY AND PROCEDURES

1. AIM
The aim of the sub-group is to drive forward the strategic priorities of the Boards.

NSSAB
The overarching purpose of a Safeguarding Adult Board is to help and safeguard adults with care and support needs. It does this by:

- assuring itself that local safeguarding arrangements are in place as defined by the Care Act 2014 and statutory guidance
- assuring itself that safeguarding practice is person-centred and outcome-focused
- working collaboratively to prevent abuse and neglect where possible
- ensuring agencies and individuals give timely and proportionate responses when abuse or neglect have occurred
- assuring itself that safeguarding practice is continuously improving and enhancing the quality of life of adults in its area

NSSCB
Section 14 of the Children Act 2004 sets out the objectives of LSCBs, which are:
a) to develop policies and procedures for safeguarding and promoting the welfare of children;
b) to coordinate what is done by each person or body represented on the Board for the purposes of safeguarding promoting the welfare of children in the area; and
c) to ensure the effectiveness of what is done by each such person or body for those purposes.

2. PURPOSE
The purpose of the sub-group is to:
- promote the welfare of children, young people and adults at risk in North Somerset;
- coordinate matters arising from Board relating to multi-agency policy and procedures;
- coordinate the development of new and review existing local children's policies, procedures and guidance for safeguarding;
- coordinate the development of new and review existing local adult policies, procedures and guidance for safeguarding;

- analyse implications of national multi-agency policies, procedures, guidance or research findings in order to develop any additional local policy, procedures or guidance;
- commission audits to check and test whether policies and procedures are being implemented and are having the desired impact.

Scope:
- Contribute to the development and implementation of the NSSAB and the NSSCB Annual Business Plans
- Assure that other sub groups are tasked with relevant work and communicate relevant information to other sub groups, the Executive and the Board
- Ensure that the voice of children, young people and adults at risk is central to the work of the group
- To receive, review, consider, implement and where appropriate develop policies and procedures for safeguarding and promoting the welfare of children, young people and adults at risk in North Somerset
- Ensure there is an agreement and understanding across agencies about operational practice in relation to each new policy, procedure, guidance or research findings
- Agree actions to resolve issues identified by new or existing policies, procedures, guidance or research findings

3.   KEY PRIORITIES
(These will change yearly and be directly linked to the Business Plan)

NSSAB	NSSCB
Empowerment	Neglect
Protection	Sexual Exploitation
Prevention	Missing/Missing from Education
Proportionality	Domestic Abuse
Partnership	Early Intervention
Accountability	Bullying

4.   ACCOUNTABILITY AND RESPONSIBILITY
- The *Policy and Procedure's sub-group* is accountable to the NSSCB and NSSAB. The group will report to the NSSCB and NSSAB Executive Groups.
- All members will be responsible for linking to their senior management teams within their agencies and will take on projects/tasks as appropriate to their role on behalf of the group.
- The sub-group will link and work with, as appropriate, the Boards other sub-groups.
- The Board Manager will have management oversight of the group.

5.   STRUCTURE
The *Policy and Procedures sub-group* will have two co-chairs who will share the responsibilities of the group.

The Care Act 2014 states that "Members of a SAB are expected to support the Board in its work". This expectation includes financial and other resources such as administrative support.

In accordance with Working Together 2015 "all LSCB member organisations have an obligation to provide LSCBs with reliable resources which enable the LSCB to be

strong and effective." This obligation includes financial and other resources such as administrative support.

6. MEMBERSHIP, QUORACY, AUTHORITY

6.1 The co-chairs of the sub-group will be Board members and will automatically attend both the Boards and both the Executives in that capacity.

6.2 Professional advisers may be co-opted as necessary.

6.3 To be quorate all meetings of the sub-group must have at least five members from at least three agencies.

6.4 The *Policy and Procedures sub-group* is authorised by the NSSAB and the NSSCB to undertake the activities described in these Terms of Reference.

7. FREQUENCY OF MEETINGS

A minimum of every quarter with additional meetings to be held as necessary. The agenda and supporting papers will be circulated a minimum of two weeks in advance of the meeting.

8. REPORTING AND GOVERNANCE ARRANGEMENTS

Governance and challenge will be provided by the NSSAB and the NSSCB to support the work of delivering the actions. All sub-group members are responsible for ensuring proactive support and delivery of the Business Plans (*appendix 1 and 2*). The Board will hold all members to account.

8.1 **Principle accountabilities for members of the *Policy and Procedures sub-group***
   - there is an expectation to attend the *Policy and Procedures sub-group* quarterly or send a nominated deputy
   - to familiarise themselves with the group's terms of reference
   - to undertake a commitment to support the group's work plan by carrying out actions in-between meetings, on occasions working with other group partners in short time working groups.

8.2 The co-chairs of the *Policy and Procedures sub-group* will be appointed by the NSSAB and NSSCB for a term of three years.

9. REVIEW OF THE TERMS OF REFERENCE

Terms of reference will be reviewed annually.

Date of revision:	Review date:
	October 2017

Appendix 1: NSSAB Annual Report and Business Plan
Appendix 2: NSSCB Annual Report and Business Plan