

CAMBRIDGESHIRE ADULT SAFEGUARDING BOARD

TERMS OF REFERENCE

1.0 Aim of the Adult Safeguarding Board

- 1.1 Cambridgeshire Adult Safeguarding Board brings together representatives of the main agencies in the, statutory, voluntary and independent sector, responsible for working with and providing services for vulnerable adults.
- 1.2 The Board will work together in co-operation to safeguard vulnerable adults from abuse, ensuring that services provided are of a high standard and that arrangements work effectively.
- 1.3 Strong partnerships are those whose work is based on agreed policies and strategies, with common definitions and a good understanding of each other's roles and responsibilities. This approach will underpin joint working in response to instances of abuse, wherever it occurs.
- 1.4 The Board will closely follow government advice set out in the:
 - No Secrets' multi-agency guidance published in 2000
 - Joint protocol between Association of Directors of Social Services (ADSS), Commission for Social Care Inspection and Association of Chief Police Officers of December 2003
 - Standards for Better Health 2004
 - Safeguarding Adults' Standards published by ADSS in October 2005.

And any subsequent guidance or legislation issued by central government.

- 1.5 The Board will provide strategic leadership in the management and co-ordination of adult safeguarding arrangements for all services in Cambridgeshire.

2.0 Roles and Responsibilities

- 2.1 To monitor local policies, guidance and procedures for interagency work in order to safeguard vulnerable adults from abuse, within the framework of the No Secrets.
- 2.2 To audit and evaluate how well local services work together to safeguard vulnerable adults from abuse.
- 2.3 To continue the development of good working relationships between different services and professional groups.
- 2.4 To improve local ways of working in the light of the knowledge gained through national and local experience and research, and to make sure that any lessons learned are shared, understood and acted upon.

- 2.5 To communicate clearly to individual services and professional groups and partnerships and promote the shared responsibility for adult safeguarding.
- 2.6 To improve the quality of safeguarding vulnerable adults work through staff training and ensure that training opportunities are available to all services.
- 2.7 To ensure all policies reflect equal opportunity and anti discriminatory training with regard to issues of race, ethnicity, religion, gender, sexuality, age, disadvantage and disability.
- 2.8 To raise awareness within the wider community of the need to safeguard vulnerable adults and promote their welfare. To explain how the wider community can contribute to the work of safeguarding vulnerable adults from abuse.
- 2.9 To ensure a balance between the requirement of confidentiality and the need to share information on a 'need to know' basis bearing in mind the provisions of the:
 - Public Interest Disclosure Act (1998),
 - The Caldecott Guardians
 - Human Rights Act
 - Section 17 Crime and Disorder Act (1998)
- 2.10 To disseminate and promote best practice in the co-ordination and management of safeguarding adults.
- 2.11 To report back on the work of the Board to their respective agencies or groups.
- 2.12 To undertake the specific review of cases (serious case review) where an individual or a group of people have suffered harm and it appears that learning from the issue raised would lead to a strengthening of multi agency procedures and improve outcomes for service users.
- 2.13 Ensure that the resources required for implementation of the strategy are made available.
- 2.14 To oversee the development of research links to ensure that information is available on current practice and trends which can support service improvements.
- 2.15 Individual Board members will ensure that information about adult safeguarding is disseminated across their areas of responsibility and the Board will develop a communication strategy to support specific projects to ensure service users, carers, staff and the wider community is aware of safeguarding adults' issues and the local arrangements.

3.0 Other Considerations

- 3.1 If a member of the Board has an allegation made against them, the individual's membership on the Board will be suspended and another representative sought from the organisation they represent. In all other circumstances in which a 'conflict of interest' situation occurs any other action would be agreed on an individual case basis, between the Chair of the Board and the agency/organisation's Chief Executive Officer, in consultation with the Adult Safeguarding Manager.

4.0 Wider Strategic Partnerships

- 4.1 As set out in the Adult Safeguarding Strategic Action Plan, the Board will ensure their work is linked into the wider strategic framework such as the Local Strategic Partnership (LSP), Safer Stronger Communities Board and the Health and Wellbeing Board. This will include ensuring that the business plans of these partnerships and individual organisations identify specific safeguarding adults targets.

5.0 Chairperson

- 5.1 There will be an Independent Chair of the Cambridgeshire Adult Safeguarding Board who will be determined by the Board, and should be of sufficient seniority to ensure the Board has the level of importance needed.
- 5.2 The Deputy Chair will be appointed from Cambridgeshire County Council because the County Council has overall responsibility for Adult Safeguarding in Cambridgeshire.

6.0 Membership

- 6.1 The Board consists of members from each of the main agencies who will be responsible for developing and maintaining strong and effective inter agency protocols to safeguard vulnerable adults from abuse.
- 6.2 The Board shall be composed of senior officers nominated by each member's agency. Members representing individual agencies must have sufficient delegated authority to effectively represent their agency and to make decisions on their agency's behalf.
- 6.3 Board Members will be expected to commit to attending all four board meetings a year; members unable to attend will ensure that a deputy attends on their behalf. If they are unable to attend Board Meetings for any reason they must send a representative of sufficient seniority.
- 6.4 Board Members will be required to sign a membership agreement agreeing to comply with the CASB membership expectations.

6.5 All Board Members will ensure that:

- they are fully prepared for each meeting,
- they complete actions as designated,
- they submit any written reports for meetings to the Chair 7 days prior to that meeting,
- if they nominate substitutes, that the substitute is similarly prepared and have full delegated authority.

6.6 The Adult Safeguarding Board is made up of the following Partner Agencies:

Adult Safeguarding Team, Cambridgeshire County Council
Age Concern
Anglia Ruskin University
Cambridge University Hospital NHS Foundation Trust (Addenbrookes Hospital)
Cambridgeshire and Peterborough NHS Foundation Trust
Cambridgeshire Community Services (Provider arm of Cambridgeshire PCT)
Cambridgeshire Constabulary
Cambridgeshire Learning Disability Partnership
Care Quality Commission – Attendance Only
Disability Services, CCC
Excel Care representing Residential and Nursing Care Providers
Fenland District Council – representing District Councils across Cambridgeshire
Granta Housing Society - Registered Social Landlord
Hinchingsbrooke Health Care NHS Trust
Hunts Mind
Legal Services, CCC
NHS Cambridgeshire (commissioning arm of Cambridge PCT)
Older People's representative (Cambridgeshire Older People's Reference Group)
Peterborough Primary Care Trust
Cambridgeshire County Council Procurement (Social Care)
Red Cross
Safeguarding and Standards, Children's Social Care CCC
Speaking Up
Supporting People

6.7 Links will also be made with:

- General Practitioners
- Coroners Service
- Ambulance Service
- Fire Service
- Community Safety Partnerships
- Drug and Alcohol Services
- Customer Care Services
- Public Guardianship Office
- Citizens Advice Bureau

7.0 Quoracy

7.1 To be quorate the minimum attendance must include the Chair (or nominated delegate) and two non Cambridgeshire County Council agencies that are full members of the Board.

8.0 Training and Workforce Development

8.1 All Board Members will:

- jointly develop and implement the Adult Safeguarding Training and Workforce Development Strategy and Adult Safeguarding Strategic Plan,
- ensure that the resources required for implementation of the strategy are made available,
- ensure that safeguarding vulnerable adults training is given a high priority in their agency/service.

9.0 Sub Groups

9.1 The Board may commission short term working groups. These groups will assist the Board in specific areas of its remit.

Recommendations from the groups will be submitted to the Board for endorsement.

Membership of these groups will be determined by the Board and may include persons who are not members of the Board where it is considered to be appropriate and or necessary.

Sub groups identified to undertake work in 2010 are:

- Training and Development
- Quality and Audit
- Managing Sex Offenders and those posing a risk in the Community
- Service User and Carers

- Serious Case Review
- Practice Guidance and Procedures
- Learning Disability Safeguarding Forum

10.0 Annual Report

10.1 The report will be produced in July of each year and will outline the work of the Board, state objectives and priorities for the coming year and present information gained from the monitoring of abuse in Cambridgeshire.

11.0 Review

11.1 The terms of reference will be reviewed on a yearly basis in order to take into consideration National and Local Developments.

12.0 Cambridgeshire Adult Safeguarding Board Members Agreement

12.1 Name of Individual:

Employed by:

Role:

13.0 Members of The Board Agree:

13.1 To carry out a strategic role in relation to safeguarding and promoting the independence, wellbeing and safety of vulnerable adults.

13.2 That they have the authority to speak on behalf of their organisation to represent its views and various duties.

13.3 To refer back to their organisation to account on all matters relating to adult safeguarding and to recommend ways to implement necessary changes within their organisation.

13.4 To request that their organisation deploys resources to support adult safeguarding work:

- by the allocation of financial or human resources to directly support the achievement of the strategic action plan,
- by the internal allocation of resources to ensure that vulnerable adult's safety and wellbeing is promoted within the services provided by their organisation.

14.0 Members of the Board will Contribute to its Effective Running By:

14.1 Prioritising attendance at meetings.

14.2 Ensuring that staff and volunteers within their organisation are kept fully informed of the partnerships work and that their views are fed into the partnership.

14.3 Representing the interests of vulnerable adults and adult safeguarding on other committees.

14.4 Contributing to the work of the Board by identifying and mandating appropriate delegates from their own organisation and ensuring colleagues keep them informed as appropriate.

14.5 Ensure that their organisation is appropriately represented on any working groups.

14.6 Contribute to Cambridgeshire Adult Safeguarding Annual Report.

15.0 The Adult Safeguarding Board Will Provide Members With:

- Information on all relevant local and national developments,
- An up to date copy of the Adult Safeguarding Practice Guidance and Procedures,
- Advice and guidance from peers,
- Consultation on difficult issues or cases.

15.1 Members of the Cambridgeshire Adult Safeguarding Board who sign this agreement are committing themselves and their organisation to contribute to the effective working of all services which they provide or commission that impact on the wellbeing and safety of vulnerable adults.

Signed: _____

Date: _____