

WARRINGTON SAFEGUARDING ADULTS BOARD EXECUTIVE SUB-GROUP

TERMS OF REFERENCE

PURPOSE

To effectively manage the Warrington Safeguarding Adults Board Strategic Work plan. The group will be a conduit between sub groups and the Board to ensure work is progressed and areas requiring scrutiny or challenge are highlighted to the WSAB. This will ensure that there is collaborative working across the sub groups of the WSAB and that where executive decisions are needed these are brought to the attention of the WSAB.

MEMBERSHIP

1. The Group shall include all recognised Chairs of WSAB sub groups, which includes:
 - Chair of the Safeguarding Adult Learning & review sub group
 - Chair of the Training & Development Sub group
 - Chair of the Policy & Procedures Sub group
 - Chair of the Executive Sub group
 - Safeguarding Adults Board Independent Chair
 - Safeguarding Adults Board Manager
 - Cheshire Police
 - Chair of Safeguarding Adults Forum

The group should have representatives from all statutory partners of the WSAB which should be Board representatives.

2. Members are required to attend 75% of sub-group meetings. Deputies should be nominated by each organisation to attend where members are not available. The Committee may co-opt experts as required where agenda items dictate.

QUORUM

3. Meetings will be quorate when attended by 1 Board representative, 1 Chair from within Warrington Borough Council and 1 Chair from an external partner agency.

ACCOUNTABILITY

4. The Chairs sub group reports to Warrington Safeguarding Adults Board.
5. Each agency is accountable to the organisations they represent

6. Each agency is responsible for ensuring information is provided and communicated effectively in order to achieve the purpose and duties of the group

FREQUENCY OF MEETINGS

7. Meetings will be held on a quarterly basis, and in line with reporting cycles and Safeguarding Adult Board meetings. There will also be additional meeting/workshops within the financial year on an ad hoc basis as required to oversee performance and the annual report.

DUTIES

- a) To collate and review activity of WSAB sub groups against the Strategic Work plan
- b) To identify and highlight areas of challenge requiring greater scrutiny of the Board
- c) To set the agenda of the WSAB meeting
- d) To review and maintain the WSAB risk register
- e) To review performance data for Safeguarding Adults and ensure issues and progress are escalated to WSAB
- f) To monitor joint working plans with the WDAP and WSCB
- g) To ensure the coordination of subgroup activity