

WARRINGTON SAFEGUARDING ADULTS BOARD POLICIES AND PROCEDURES SUB-GROUP

TERMS OF REFERENCE

PURPOSE

To lead the development, implementation, monitoring, evaluation, promotion and review of Warrington Safeguarding Adults Board multi-agency policies and procedures.

MEMBERSHIP

1. The Group shall include:

- Head of Adult Safeguarding and Quality Assurance Division, Warrington Borough Council (Chair)
- Designated Nurse for Adult Safeguarding, Warrington CCG
- Operational Manager, Safeguarding & Quality, Warrington Borough Council
- Safeguarding Adults Board Co-ordinator, Warrington Borough Council
- Safeguarding Adults Matron, Warrington & Halton Hospitals Foundation Trust
- Head of Safeguarding Vulnerable Adults, Bridgewater Community Healthcare Trust
- Named Professional for Safeguarding, 5 Boroughs Partnership Foundation Trust

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 NHS Commissioner, NHS Provider and Local Authority representatives.

ACCOUNTABILITY

4. The Policies and Procedures 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.

DUTIES

- a) To ascertain and agree the required multi-agency policies and procedures in Warrington to reflect national policy, guidance, legislation and best practice;
- b) To develop an annual workplan which addresses the agreed requirements;
- c) To review any existing multi-agency policies and procedures to ensure that they are fit for purpose;
- d) To develop multi-agency policies and procedures where there are identified gaps;
- e) To ensure that all multi-agency policies and procedures take into account any relevant learning from
 - Local and national Serious Case Reviews
 - Evidence from research and good practice
 - Changes to legislative and regulatory regimes
 - Following feedback from agencies
 - Performance data provided by the relevant sub group
- f) To ensure that an appropriate period of consultation, for each policy and procedure, is undertaken with the relevant organisations, stakeholders and forums;
- g) To present all policies and procedures to Warrington Safeguarding Adults Board for agreement and adoption;
- h) To ensure linkages with the relevant sub groups for training and implementation of all policies and procedures;
- i) To receive updates from all partner organisations regarding the application of all policies and procedures and take account of any suggestions for improvement.