

EAST RIDING

SAFEGUARDING ADULTS BOARD



*Safeguarding
is everybody's
business*

Learning, Audit & Improvement Sub Group

Terms of Reference



**Safeguarding
is everybody's
business**

East Riding Safeguarding Adults Board version control template.

Revision History:

Version	Date	Summary of Changes	Approved
Version 0.1	5.08.2020	Final Document Agreed	L,A & I sub group

Review Date: July 2022

1 Introduction

1.1 These terms of reference are intended to enable the East Riding Safeguarding Adults Board (SAB) to deliver its responsibilities set out within the Care Act 2014 and in particular section 14 of the statutory guidance that accompanies the act.

1.2 The Care Act 2014 guidance states that ... *each Safeguarding Adults Board should:*

- *Establish how it will hold partners to account and gain assurance of the effectiveness of its arrangements;*
- *Determine its arrangements for peer review and self-audits;*
- *Balance the requirements of confidentiality with the consideration that, to protect adults, it may be necessary to share information on a “need-to-know” basis.*
- *Incorporate learning from published research, peer reviews, case law and lessons from recent cases and Safeguarding Adults Reviews*
- *Establishing ways of analysing and interrogating data on safeguarding notifications that increase the SABs understanding of prevalence of abuse and neglect locally that builds up a picture over time*
- *Ensure a culture of continuous learning and improvement across the organisations that work together to safeguard and promote the wellbeing and empowerment of adults, identifying opportunities to draw on what works and promote good practice*

1.3 The Learning, Audit and Improvement sub-group is one of the groups which will contribute to the delivery of the above functions and the remainder of this document sets out the framework within which the Improvement, Audit and Assurance sub-group will operate.

2. Purpose.

2.1 The purpose of the Learning, Audit and Improvement sub-group is, on behalf of the Safeguarding Adults Board, to deliver those responsibilities relating to the continuous learning and improvement of safeguarding activities including

gaining assurance of partner agencies for the way in which they report and act on safeguarding concerns.

- 2.2 The group's overall aim is to improve the quality of service delivery and outcomes for all adults at risk of harm & abuse in the East Riding.

3. Overarching Objectives:

- 3.1 To analyse the findings and recommendations from SARs and other reviews (including DHRs, LeDeR reviews, Court of Protection etc) undertaking both nationally and locally, and when appropriate produce learning briefs for implementation locally.
- 3.2 To research journal articles related to the continuous improvement of adult safeguarding and reflect this in wider learning & improvement.
- 3.2 To agree an annual cycle of audit which includes partners contributions to safeguarding concerns, decision making documentation, s42 enquiries and other records, and as a result produce learning briefs for cascade.
- 3.3 As a result of the above where necessary produce updates to safeguarding training programmes so that the learning is further embedded.
- 3.4 Seek assurance that individual agencies that are tasked with actions as a result of the audit process, complete their tasks within appropriate timescales and report back to the sub group on progress.
- 3.5 To provide support and advice that afford agencies and organisations opportunities to increase the effectiveness of their safeguarding processes.
- 3.6 To provide data to the Safeguarding Adults Board as requested on the activities undertaken by the subgroup, to support the development of the SAB performance framework.
- 3.7 To contribute to the review of the multi-agency Safeguarding Adult procedures.
- 3.8 To promote best practice in adult safeguarding activity and encourage all agencies to continually improve services to adults at risk of harm.
- 3.9 To review on an annual basis both the work and membership of this subgroup.
- 3.10 To undertake bespoke audits at the direction of the Board or other sub-groups.

4. Individual Member Responsibilities.

Individual members undertaking a role on the sub-group are expected to:

- 4.1 Contribute to the effective working of the group in promoting high standards of safeguarding work and fostering a culture of continuous improvement.
- 4.2 Ensure appropriate cases with all the relevant documentation are prepared for meetings a **week prior** to each meeting.
- 4.3 Constructively challenge and undertake scrutiny of practice and the services provided by partner organisations, encouraging a culture of continuous improvement.
- 4.4 Bring to the group relevant SARs, DHRs, research articles and other relevant reviews which you think include recommendations which are worthy of further work locally.
- 4.4 Act as a conduit for communication between the Sub-Group and the members own organisation.
- 4.5 Ensure actions agreed resulting from either case reviews, audits and or improvement activities are implemented within their own agency.
- 4.6 Ensure confidentiality is maintained in relation to information shared at the meetings, ensuring that the information is used for the purposes of that meeting only and for no other purpose.
- 4.7 Ensure that all paper copies of case files are destroyed by shredding and that all electronic files are deleted from partner agencies systems as soon as the meeting has concluded.

5. Individual Agency Responsibilities.

Member organisations are required to support their AA subgroup member in carrying out their responsibilities by providing:

- 5.1 Dedicated time to fulfil their role.
- 5.2 Support to access data and adult safeguarding case files that allow delivery of the group's responsibilities.
- 5.3 Assurance that a Safeguarding accountability framework operates within their organisation, ensuring that safeguarding underpins all their activities with adults at risk of harm.

6. Safeguarding Adult Board Officers responsibilities

- 6.1 To support the chair to ensure facilitation of meetings, and the co-ordination of actions in a timely manner.
- 6.2 To provide administrative support to the sub-group.
- 6.3 To provide independent challenge on behalf of the Safeguarding Adult Board.
- 6.4 To maintain an electronic reference file of cases reviewed so that should a case need to be revisited at a later date the information shared can be retrieved from the original data controller.
- 6.5 To include details of the work undertaken by the sub-group in the quarterly Board Managers report which is presented at each Board Meeting.

7. Accountability.

- 7.1 The subgroup is accountable to the Chairs Assurance & Advisory group.
- 7.2 Individual members of the subgroup remain accountable to their own organisations.
- 7.3 The subgroup is not accountable for any day to day operational safeguarding work; this remains the duty of individual partner agencies.

8. Reporting

- 8.1 The groups work will be reported quarterly to the SAB via the Board managers quarterly update report and in addition to this will report progress on bespoke audit requests directly to the SAB when required.

9. Data Security

- 9.1 All reports and documentation sent by any agency, to other member agencies, which may contain personal identifiable information will be shared by email using only secure email addresses.
- 9.2 Upon receipt of case files, the SAB Officer store securely and safely. An electronic audit trail will be kept of documentation reviewed at each meeting. Where necessary, should a concern be raised about a case which the group feels warrants further investigation or review, a discussion will be held with the agency concerned, so that the report can be brought back to the group as necessary.
- 9.3 The SAB Officer will collate the information required along with other agenda papers (minutes, action table etc) and circulate by secure email to all group members at least 5 working days prior to the meeting.
- 9.4 It is the responsibility of all group members to destroy hard copy documentation after each meeting, or alternatively pass to the SAB Officer for shredding.

9.5 It is the responsibility of all group members to delete electronic documentation both from email boxes and if saved electronically on files, immediately after each meeting.

9.6 It is the responsibility of each group member to sign the confidentiality sign-in sheet at each meeting.

10. Membership.

10.1 Membership will be drawn from the partner agencies that make up the Safeguarding Adults Board and can make a significant professional contribution to the delivery of the subgroup's main responsibilities.

10.2 When necessary individuals from specialist areas of practice may be invited to take part in the work of the subgroup.

10.3 Core Membership:

- East Riding Council Adult Services
- East Riding Council Training
- Humberside Police
- East Riding Clinical Commissioning Group (CCG)
- Hull University Teaching Hospitals NHS Trust
- Humber NHS Foundation Trust
- North Lincolnshire & Goole NHS Trust
- York NHS Foundation Trust (member by agenda & minutes only)
- City Healthcare Partnership (CHCP)
- East Riding Safeguarding Adults Board representative
- A representative of an Independent Provider Group or organisation

A list of responsible officer roles can be found at Appendix A of this document

11. Meetings

11.1 The sub group will be chaired by an elected chair who is a member of one of the partner agencies. The chair position will be reviewed annually.

11.2 Standard business meetings will be bi-monthly.

11.3 Meetings will be deemed quorate when at least three agencies/organisations are present not including staff employed by the Safeguarding Adults Board.

- 11.4 Administration for the meeting will be supplied by the Safeguarding Adults Board support staff. Each meeting will have an agenda and minutes of the meeting produced and circulated following the meeting.
- 11.5 Actions coming from meetings will be captured within an 'Action Table' and completion monitored in subsequent meetings. Actions will only be closed from the table with the approval of the Sub Group.

12 Information Sharing

- 12.1 The appropriate exchange of information is essential to deliver effective and efficient services for our citizens, to meet their needs and ensure their welfare and protection. However there is a balance between the need to share sufficient information to deliver effective services, and preserving the privacy of the individual.
- 12.2 Members must at all times use the information shared for the purposes of the meeting only and for no other purpose.
- 12.3 The principles of the General Data Protection Regulation (GDPR), the Tier 1 Humber Information Sharing Charter and the East Riding Tier 2 Information Sharing Agreement must be followed.

13. Review

- 13.1 These Terms of Reference will be reviewed every two years, or sooner at the direction of the members of the group.

14. Review and Amendment Process.

- 14.1 Before being adopted, any proposed amendment to these Terms of Reference must:
 - 14.2 Be circulated to all members of the subgroup for consultation and comment at least 5 days prior to consideration at a regular meeting of the group.
 - 14.4 Secure the approval of the majority of those present at a quorate sub group.
 - 14.5 Be approved by the full Safeguarding Adults Board.

Appendix 1

**Safeguarding Adults Learning, Audit and Assurance sub-group Member roles
(as at July 2020)**

Member roles	
East Riding of Yorkshire Council Adult Services	Area Manager, Safeguarding
East Riding of Yorkshire Council Adult Services	Strategic Services Manager
East Riding of Yorkshire Council Learning and Development	Senior Learning & Development Officer
Humberside Police	Detective Sergeant
East Riding Clinical Commissioning Group (CCG)	Named Dr for Adult Safeguarding (current Chair) Named Nurse for Adult Safeguarding
Hull University Teaching Hospitals NHS Trust	Safeguarding Adults Specialist Nurse
City Healthcare Partnership (CHCP)	Safeguarding Practitioner
Humber Teaching NHS Foundation Trust	Named Nurse for Adult Safeguarding Specialist Safeguarding Practitioner
North Lincolnshire & Goole NHS Trust	Named Nurse Safeguarding Adults
York NHS Foundation Trust	Named Nurse for Safeguarding Adults
Independent Provider group rep	Group Director
Safeguarding Adults Board	Manager
Safeguarding Adults Board	Development Officer
Safeguarding Adults Board	Training Coordinator