

Berkshire Safeguarding Adults Boards

Policy and Procedures Sub Group

Terms of Reference

1. Purpose

The four Safeguarding Adults Boards in Berkshire (i.e. Bracknell Forest, Slough, West of Berkshire and Windsor & Maidenhead) are committed to ensuring that all agencies work together to minimise the risk of abuse or neglect to vulnerable adults and to safeguard effectively where abuse or neglect have or may have occurred.

The Safeguarding Adults Policy and Procedures Sub Group's purpose is to:

- Ensure that Berkshire Multi-Agency Policy and Procedures commissioned by the Boards is developed and reviewed on a regular basis (twice yearly) to ensure that safeguarding adults activity in Berkshire is robustly and effectively co-ordinated between and within each agency.
- Ensure that all Berkshire Multi-Agency Policy and Procedures promote confidentiality, dignity and effective access to safeguarding for all communities across Berkshire and promote Making Safeguarding Personal in line with legal requirements.

2. Accountability

The Policy and Procedures Sub Group reports to the four Safeguarding Adults Boards in Berkshire (i.e. Bracknell Forest, Slough, West of Berkshire and Windsor & Maidenhead).

3. Membership

Membership of the Policy and Procedures Sub Group is:

Safeguarding Leads/Managers from each local authority
SAB Business Managers for each Board
East & West CCG Berkshire Named Professionals
Other specialist advisors as necessary

Members will bring a range of operational and strategic expertise.

4. Frequency

To meet at least twice yearly, with special meetings as required.

5. Functions of the Group

- A. The Policy and Procedures Sub Group has the responsibility for undertaking the development and review of Policy and Procedures by:
- Considering suggested changes to the “Berkshire Multi Agency Adult Safeguarding Policy & Procedures”;
 - Approving draft/update Board Safeguarding policies/guidance and procedures which will be sent to the four Boards for final ratification and adoption;
 - Addressing gaps in the “Berkshire Multi Agency Adult Safeguarding Policy & Procedures”;
 - Considering the implications of changes to national policy guidance and legislation;
 - Considering recommendations arising from local and national serious case reviews, domestic homicide reviews and Safeguarding Adults Reviews;
 - Ensuring Making Safeguarding Personal is embedded in the “Berkshire Multi Agency Adult Safeguarding Policy & Procedures”;
 - Ensuring the “Berkshire Multi Agency Adult Safeguarding Policy & Procedures” is subject to appropriate equality impact assessment;
 - Presenting policy and procedures to the four SABs in Berkshire for agreement and adoption;
 - Making recommendations to the four Safeguarding Adults Boards in Berkshire for hosting, ongoing maintenance and updating of the “Berkshire Multi Agency Adult Safeguarding Policy & Procedures”;
- B. Sharing information and good practice and promoting, where appropriate, joint development of common procedures.

6. Reporting and Governance Arrangements

The Sub Group will have a rotating Chair (for a year at a time) with representatives from each area responsible for reporting back to their Safeguarding Adults Board.

The Sub Group will review their terms of reference annually and propose amendments to the four SABs as necessary.