



**DORSET SAFEGUARDING ADULTS BOARD (DSAB)
BOURNEMOUTH, CHRISTCHURCH & POOLE SAFEGUARDING ADULTS
BOARD (BCPSAB)**

PAN-DORSET POLICY & PROCEDURES SUB-GROUP

*This Board exists to protect adults at risk from abuse, significant harm or neglect.
We will achieve this through strategic leadership and collective accountability*

**TERMS OF REFERENCE
(Last reviewed 01.09.2020)**

1. Overall Purpose

- 1.1 The Policy & Procedures working group will work on behalf of the DSAB and the BCPSAB to ensure that
- There are local standards, policies and procedures in place in relation to safeguarding adults at risk.
 - These will reflect national standards, regulations, guidance and case law and will apply to all agencies who have contact with adults at risk across Dorset, Bournemouth, Christchurch & Poole.

2. OBJECTIVES

- To ensure that local standards, policies and procedures reflect national standards, regulations, best practice, guidance and case law.
- To support individual agencies and multi-agency groups in producing appropriate policies/procedures/protocols that promote safeguarding and meet agreed national and local standards.
- Collaborate with other Safeguarding Adult Boards in relation to these issues.
- To audit multi-agency procedures in relation to specific issues, as required by the Local Safeguarding Boards.
- Support the implementation of each policy and procedure in each agency, and support any integrated work needed in the delivery of policy implementation.
- Liaise with and respond to Quality Assurance working groups around issues arising from audits in relation to deficiencies in standards, policies or procedures.
- Liaise with the Training and Workforce Development working group around commissioning and/or delivery of training.

- Coordinate the launch of any adult safeguarding procedures and new policies.
 - Share knowledge and skills in relation to Adult Safeguarding.
 - To consider and respond to proposals for amendments to existing policies and procedures by partner organisations.
 - Review procedures and guidance to ensure they meet current legislation, government guidance and evidential best practice.
 - Contribute to the Boards' Annual Reports and Business Plans.
- 2.1 Promote development of protocols for the sharing of information on safeguarding adults.
- 2.2 Liaison will continue to take place with cross boundary boards in order to agree cross boundary policies and procedures where appropriate. In areas where this is not possible, local protocols will be explored.
- 2.3 On behalf of the Boards to monitor the Communications Strategy. The group will put in place mechanisms to deliver the Boards' public and organisational communication.

3. ROLE OF THE CHAIR

- 3.1 The working group will be chaired by a member of the Dorset SAB or the BCPSAB.
- 3.2 The Chair will:
- Be responsible for developing the subgroup work plan and delivering key outcomes within the set timescales by coordinating joint agency work, allocating specific tasks for other group members to carry out, tracking and recording progress back to the two Boards.
 - Alert the Boards to blocks to progress or failure by any individual agencies to engage.
 - Discuss any non-attendance by core agencies in advance.
 - To ensure the meetings are well administered, that agencies receive their invitations, agenda, and papers a week in advance, wherever possible.

4. MEMBERSHIPS AND ATTENDANCE

- 4.1 The Chair will ensure that the appropriate representatives from partner agencies are represented in the group.
- 4.2 The current members are -
Members with authority to make decisions on behalf of their Local Authority/Statutory Organisation from the following:

Bournemouth, Christchurch and Poole Council

Dorset Council
Dorset Police
Health - may be represented by any or all of the following organisations:
Dorset Clinical Commissioning Group
Dorset Healthcare University NHS Foundation Trust
Dorset County Hospital
Poole Hospital NHS Foundation Trust¹
Royal Bournemouth & Christchurch Hospitals NHS Foundation Trusts

As well as:

Bournemouth, Christchurch & Poole Safeguarding Adults Board Business Manager
Dorset Safeguarding Adults Board Business Manager
Dorset & Wiltshire Fire Service

- 4.3 The Chair will be supported by the Bournemouth, Christchurch & Poole Safeguarding Adults Board Business Manager.
- 4.4 The subgroup will function when there is at least one representative from each Local Authority, Health, Police, or they have delegated authority.

5. FREQUENCY OF MEETINGS

- 5.1 The Policy & Procedures working group will meet 3-monthly barring unforeseen or exceptional circumstances.

6. REPORTING ARRANGEMENTS

- 6.1 The Chair of the Policy & Procedures working group will report to the Bournemouth, Christchurch & Poole and Dorset Safeguarding Adults Boards at every meeting.

Monitoring – Annual TOR Compliance report – detailing attendance.

DAVID VITTY

Reviewed 01.09.2020

¹ Footnote added October 2020 re membership

On 1st October 2020 Poole Hospital NHS Foundation Trust and the Royal Bournemouth and Christchurch NHS Foundation Trust merged to create University Hospitals Dorset NHS Foundation Trust.