



# **Bexley Adult Safeguarding Board Memorandum of Agreement (MOA) 2018-2019 (Revised from original 2014)**

**‘The Board is to protect and promote individual human rights so that adults stay safe and are at all times protected from abuse, neglect, discrimination, or poor treatment.’**



*Clinical Commissioning Group*



**METROPOLITAN  
POLICE**

Lewisham and Greenwich   
NHS Trust

Dartford and Gravesham   
NHS Trust

**Oxleas**  


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1. Care Act 2014



**Memorandum of Agreement** - This Memorandum of Agreement (MOA) describes the framework that underpins the working of the Bexley Safeguarding Adults Board (SAB) and outlines the role, responsibilities, authority and accountability of the member organisations represented at the SAB. The authority of the Board, exercised over the members, is agreed through signature to this MOA.

1. **Statement of Purpose** - The Board is to protect and promote individual human rights so that adults stay safe and are at all times protected from abuse, neglect, discrimination, or poor treatment.

#### **We Will**

- Not tolerate abuse
- Reduce risk to adults in vulnerable situations, as well as reacting effectively when it happens
- Ensure local systems aim to protect people at risk are proportionate, balanced and responsive
- Work together to prevent harm and improve services
- Ensure there is communication with the public to develop awareness of the need to safeguard and protect adults in vulnerable situations from harm
- Provide information and support on how to access services to ensure the safety of adults in vulnerable situations
- Hold local agencies responsible and to give good reason for practice relating to Adult Safeguarding, Deprivation of Liberty Safeguards and Mental Capacity.

2. **Responsibilities** - The Board has a number of **statutory duties** as set out in the Care Act 2014, (see Appendix 1):

- a. **Ensure Statutory Partners are appropriately represented on the SAB** – i.e. Quorate only if Local Authority, CCG and Police are present
- b. **Develop and produce a 3 year Strategy and annual Business Plan in order to direct the work of the Board that reflects priorities** – e.g. this includes: National, Regional, Local priorities
- c. **Publish a Safeguarding Adults Board annual report and accountability statement** - highlighting the Board's progress and achievements in meeting stated objectives in the Strategic Safeguarding Plan and ensuring this is widely reported across partner agencies and organisations.

- d. **Learn from the experiences of individuals, through undertaking Safeguarding Adult Reviews (SAR)** - in accordance with the national guidance of best practice and the Board's SAR protocol

**Additional responsibilities are:**

- e. **Develop policies and procedures** for safeguarding the welfare of and protecting adults in Bexley from harm – including: ensuring agreement across agencies about operational definitions and thresholds for intervention, and regularly review and update them
- f. **Develop and implement a training strategy** to meet the training needs of staff across all agencies to work effectively together, and offer a consistent and effective response to safeguard and protect adults from harm
- g. **Ensure that systems are in place in all agencies for the investigation of allegations** of breaches of safeguarding practices concerning persons working in services and to monitor compliance with procedures
- h. Ensure that the work of the Bexley Adults Safeguarding Board **addresses the diverse needs of people from all communities**
- i. **Monitor and evaluate the effectiveness** – to ensure what is done by all partners individually and collectively to safeguard and protect adults from harm through a Quality Assurance Framework and advise them on ways to improve.
- j. **Engage with the local planning and commissioning of adult services** - ensuring that they take account of the need to safeguard and protect adults from harm.
- k. **Collect and analyse performance and quality information** - including activity about safeguarding adults and formally report on its work in accordance with governance procedures.
- l. **Undertake work as appropriate with other related board** – including: the Health & Wellbeing Board, Local Safeguarding Children's Board, Bexley Community Safety Partnerships, and other relevant networks to ensure that policy & procedures, training and all other activities are co-ordinated and coherent.

3. **Underpinning Principles of the Safeguarding Adults Board** - All agencies with full or associate membership of the SAB agree to subscribe to the underpinning values, principles and definitions laid out within the existing and any subsequent revisions of the *'Protecting adults at risk: London multi-agency policy and procedures to safeguard adults from abuse'*

**Partner agencies will:**

- **Work together**, as partners to deliver effective frameworks for improved safeguarding, prevention and best practice;
  - **Actively promote**, the empowerment, independence and well-being of vulnerable adults;
  - **Ensure the safety of vulnerable adults**, by integrating strategies, policies and services relevant to abuse within the framework of relevant legislation and promotion of human rights;
  - **Respect the right of the individual** to lead an independent life based on self-determination and personal choice;
  - **Identify people who are unable to take their own decisions** and/or protect themselves, their assets and bodily integrity, ensuring they have access, as necessary, to statutory (an Independent Mental Capacity Advocate) or other advocacy service, to enable a decision to be made in their best interest;
  - **Ensure an assessment of decision making capacity** is undertaken where a vulnerable adult makes life-transforming decisions or choices that may adversely affect their well-being and protection from abuse or risk of abuse and where they do not have appropriate family or friends to support them;
- **Accept that the right to self-determination can involve risk** and ensure that such risk is assessed, recognised and understood by all concerned;
  - **Seek to minimise risks** through open discussion between the individual and agencies about the risks involved and through the use of agreed protection arrangements and risk management plans;
  - **Ensure that when the right to an independent lifestyle and choice is at risk the individual concerned receives appropriate help**, including advice, support and protection, where necessary from relevant agencies;
  - **Assure that the law and statutory requirements are known and used appropriately** so that vulnerable adults receive the protection of the law and access to the judicial process.

### Other Principles:

- **The Bexley Safeguarding Adults Board supports the rights of all adults to equality of opportunity**, to retain their independence, well-being and choice, and to be able to live their lives free from abuse, neglect and discrimination.
- **The prevention of abuse and the protection and welfare of vulnerable adults or children is a priority for the Safeguarding Adults Board.** The principal focus of the work of the Board will be ensuring that effective inter-agency frameworks, policies and procedures are in place and working to safeguard and promote the independence and well-being of people who may be vulnerable to abuse and neglect, and raising awareness of the potential for abuse and neglect.
- **Each partner agency agrees to contribute to the achievement of safeguarding objectives**, support the principles of operation, and to have effective safeguarding policies and procedures within their organisation.
- **It is the shared responsibility of all agencies to work towards the effective safeguarding of adults.** The resourcing of the operation of the Board will be negotiated appropriately between member agencies according to the needs of the Board.
- **A fundamental cornerstone to effective services and safeguarding is the delivery of training to all**

**workers in all sectors** who have contact with vulnerable adults, in understanding, recognising and responding to adult abuse and neglect, is accepted and pursued.

- **As agencies we believe diversity is to be valued** and promotion of equal access and equal opportunity irrespective of race, culture, gender, sexuality, disability, age, and religion is integral to effective safeguarding of adults.



### Six Key Principles of Safeguarding under Care Act 2014:

The Board will seek to promote the Six Key Principles as set out in the Care and Support Statutory Guidance issued under the Care Act 2014 which underpin all adult safeguarding work:

1. **Empowerment** - People being supported and encouraged to make their own decisions and informed consent.
2. **Prevention** - It is better to take action before harm occurs.
3. **Proportionality** - The least intrusive response appropriate to the risk presented.
4. **Protection** - Support and representation for those in greatest need.
5. **Partnership** - Local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse.
6. **Accountability** - Accountability and transparency in safeguarding practice.

### Other statutory principles, which all members MUST adhere to:

- |  |                                |
|--|--------------------------------|
| 1. Nolan 'seven principles of public life' | 4. Crime and Disorder Act 1998 |
| 2. Caldicott Principles                    | 5. Human Rights Act 1998       |
| 3. Data Protection Act 1998                | 6. Modern Slavery Act 2015     |

#### 4. Governance and Structure of the Bexley Safeguarding Adults Board: The Board is accountable for its work to its constituent agencies and through the People Overview and Scrutiny Committee of Bexley Council and to the respective Local Strategic Partnerships as well as the Health and Wellbeing Board.

- |   |  |
|---|--|
| <ul style="list-style-type: none"><li>• The Independent Chairperson, on behalf of the Board, will be responsible for reporting to these groups.</li><li>• Board members are accountable to their own organisations, and to the Board within the remit of the stated roles and responsibilities. Those who sit</li></ul> | <ul style="list-style-type: none"><li>• on the Board will hold responsibility for feeding back to and representing the views of their own agencies when decisions are taken.</li><li>• There will be an annual meeting between all strategic partnerships to consider progress made against the strategic plan over the past year and to</li></ul> |
|---|--|

identify issues and action planning in relation to the ongoing strategic priorities for safeguarding and public protection of children and adults.

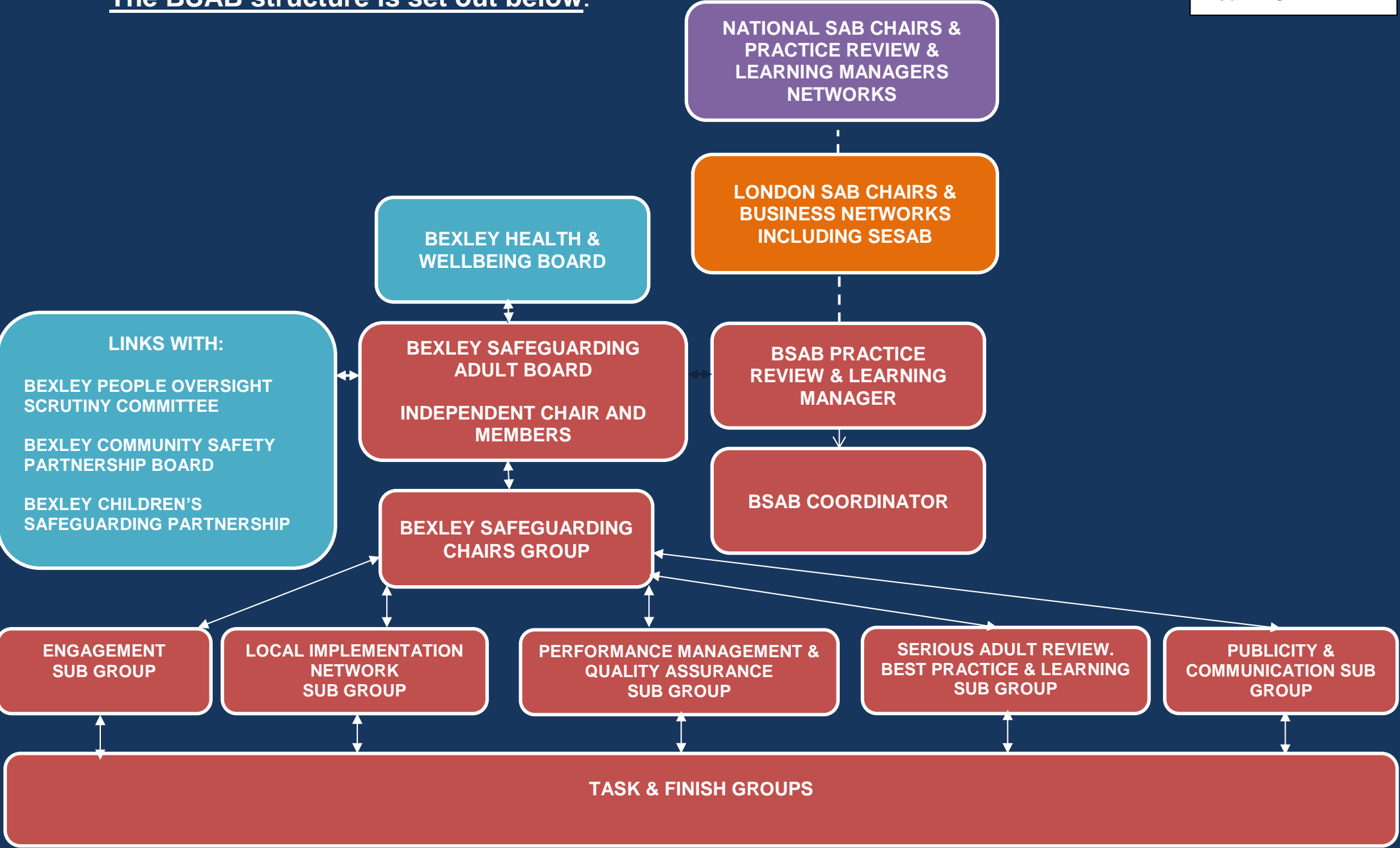
- The Bexley Safeguarding Adults BSACG (BSACG), chaired by the Independent Chairperson, reports directly to the Board. The BSACG focuses on the delivery of SAB strategic objectives and priorities and is a multi-agency forum of the Chairs from the Sub-Groups.
- The Sub-Groups will be co-ordinated by identified representatives from key partner agencies who will be responsible for making a written report to the BSACG, at a frequency agreed by the Board will be a minimum of at least annually.

- Each SAB Sub-Group operates to terms of and reference and work plan agreed by the Board and which focus on the delivery of SAB strategic objectives and priorities. A chair will be appointed for each Sub Group that will be responsible for providing regular progress reports to SAB through the BSACG.
- Short term task and finish groups may also be set up as required and these focus on the implementation of specific objectives or projects.



The BSAB structure is set out below:

**Key:**  
 Blue – Bexley  
 Green – National  
 Orange - London  
 Red – BSAB



5. **Membership of the SAB:** The Board will be chaired by an independent person appointed by the Board but accountable to the Chief Executive of the London Borough of Bexley for the effective strategic leadership, organisation and performance of the Board in discharging its statutory duties. The chairperson will be appointed for a three-year term, subject to performance appraisals and up to 30 days per annum funded by the Board; but managed by the Local Authority.

#### **Chairperson's Key Responsibilities:**

1. To Chair programmed meetings of the Bexley Safeguarding Adults Board x 4 per year and any extraordinary meetings as required in an effective and professional manner including setting of agendas, approval of minutes and management of associated business.
2. Liaise with the Head of Safeguarding Adults to ensure timely management of the partnership business.
3. Meet with the Director of Adult Social Care Services or representatives as required.
4. To liaise with the Cabinet Member for Adult Services, Health and Wellbeing Board and the Overview and Scrutiny committee as required
5. Ensure that the Board works effectively, with good collaboration between its members, encouraging and supporting the development of partnership working between partner agencies, including the Chairs Group and its Sub Groups.
6. Provide assurance that the Board operates independently of its member agencies and that any conflicts of interest are appropriately managed.
7. Ensure the Board monitors and develops a safeguarding adults strategy and implement this in line with an agreed business plan which maintains a clear focus on outcomes for adults at risk and their carers.
8. Promote an awareness of Safeguarding Adults throughout Bexley.
9. Develop the Board members' ability to monitor, scrutinise and constructively challenge the effectiveness of the partnership's safeguarding adult's work.
10. Integrate performance management into the role and function of the Board and its sub-groups, so that it evidences improved outcomes for adults at risk and their carers.
11. Hold all partner organisations to account regarding the deployment of resources required for safeguarding

work to support the implementation of local multi-agency policy and protocols.

12. Lead in communication / consultation to respond to public relations issues or inter-agency problems, at short notice if required, including making additional public or professional presentations as required.
13. Link into regional and /or national networks as required to ensure the Safeguarding Adult Partnership's activity is aligned with national policy developments and best practice.
14. Prepare and deliver a Chair's Annual Report to accompany the BSAB Annual Report.
15. Provide leadership, advice and guidance to Board members, including the induction of new members of the BSAB.
16. Ensure that the BSAB addresses and incorporates best practice with regard to relevant legislation and guidance, including equality and diversity.

17. Develop links and work co-operatively where appropriate with other Safeguarding Adults Boards in neighbouring authorities to further develop good practice and learn from common issues.
18. Ensure that links are developed and work undertaken co-operatively where appropriate with the Bexley Safeguarding Children's Board, Bexley Community Safety Partnership and other strategic partnerships as appropriate.
19. Adhere to confidentiality in respect of Board or individual member agency business.
20. Respond to complaints or concerns made to BSAB regarding the conduct of safeguarding adults work in Bexley.
21. Undertake any other duties as may be needed from time to time as necessary and appropriate to the role.

**Note:** A vice chair may be agreed by the members of the SAB on an annual basis from amongst the core membership to act in the absence of the Chairperson and also work in partnership with the Chairperson to achieve the key objectives of the Board.

**Partner agencies:** Each partner agency has its own accountability and governance arrangements and has specific responsibility for ensuring their services are discharged with regard to the need to safeguard and promote the independence, health and well-being of adults who may be vulnerable to abuse or neglect. Partner agencies are committed to working in partnership to ensure effective safeguarding of vulnerable people in Bexley.

In order to ensure that the SAB is an effective way of improving adult safeguarding arrangements in its area SAB member organisations should designate a named person to attend all meetings. The named person must have the required seniority, experience, skills and decision making authority to represent their organisation. A designated person (also of sufficient seniority) should also be identified to deputise for the named person when necessary.

**Board membership: Partner agencies will have either full or associate membership. Full membership is open to agencies responsible for safeguarding services and must include the following statutory partners:**

- London Borough of Bexley -
  - Adult Social Care
    - Deprivation of Liberty Safeguards (DOLS) Service
    - Commissioning
    - Transitions
  - Public Health
  - Housing
  - Children's Services
- NHS Clinical Commissioning Group
- Metropolitan Police
  - Community safety partnerships



**The Board is also expected to involve a much wider range of organisations and individuals who will have an Associate role and may include:**

- Coroner's office
- London Ambulance Service
- London Fire Service
- Representatives of providers of health and social care services i.e.
  - Lewisham & Greenwich NHS Trust
  - Dartford Gravesham NHS Trust
  - Oxleas NHS Foundation Trust
- Representatives of housing providers
- Probation services
- Local Healthwatch
- Care Quality Commission
- Adult Education services
- Representatives from the Independent Sector, Third Sector and providers of services for adults through Commissioned Services – BVSC, Lay Persons

**The named person (and their deputy) must be able to:**

- Make decisions on behalf of their organisation
- Hold their organisation to account
- Commit their organisation on policy practice developments
- Commit resources in their organisation to support the work of the SAB

**The SAB will also maintain definitive links with a range of agencies whose functions support adult safeguarding work and the protection of adults at risk. SAB's strategic links to the agencies below will be developed and maintained by the SAB Practice Review & Learning Manager and a brief update of relevant developments in these agencies included in the SAB Annual Report:**

- Crown Prosecution Service
- Department of Work and Pensions
- Domestic Abuse services
- Drug and Alcohol Services
- Human Trafficking Centre
- MAPPA (Multi-Agency Public Protection Arrangements)
- Police and Crime Commissioner's Office
- PREVENT
- Office of the Public Guardian
- UK Border Agency
- Victim Support
- Witness Protection Services

6. **Professional Support:** The Council will be responsible for managing the professional and administrative support arrangements for the Board. The BSAB has an appointed full-time Practice Review & Learning Manager, which is managed by the Adult Social Care Department within the Local Authority.

**Practice Review & Learning Manager Major Duties and Responsibilities:**

- To develop and manage the BSAB's relationships with a wide range of senior stakeholders, including directors and chief executives in partner organisations, at borough, regional and national levels.
- Working in conjunction with the Independent Chair to develop, and keep under review robust governance arrangements with all members of the Board which will ensure delivery of the duties and functions described in the Care Act and national guidance.

- To co-ordinate and promote high level communication, joint planning and multi-agency projects, and implementation of strategic plans between BSAB member organisations and other strategic partner agencies.
- To work closely with lead officers on the development of strategic and operational plans for services to adults at risk, including taking a development lead in specified policy areas.
- To lead with the Independent Chair on preparing the boards for inspection or review.
- To lead on specific areas of service development as agreed with the Chair of the BSAB
- To oversee the BSAB business-planning processes, enabling the BSAB to formulate their strategic directions and identify their key priorities, and ensuring high level ownership of the BSAB business plans.
- To work in close partnership with appropriate senior officers and Lead Members in their roles to oversee safeguarding arrangements for adults in Bexley
- To work with the chair of the BSAB and other Boards in monitoring the strategic 'horizon' in order to prepare the SAB for changes in legislation, policy and opportunities to improve practice
- To ensure that BSAB members and partner agencies are briefed on new legislation, government guidance, research findings, funding arrangements and policy developments relating to the safety and welfare of adults and to advise them of the implications for their business planning and service areas.
- To ensure BSAB and member organisations, policies, procedures and protocols are regularly reviewed and amended in response to legislative and guidance changes, lessons learned and any other relevant factors such as service re-structure.
- To line-manage the BSAB staff providing regular supervision and annual appraisals, and line-manage any short-term consultants or temporary staff, as required.
- To manage and monitor the multi-agency BSAB budget, and make recommendations for expenditure.
- To oversee and make recommendations to the Chairs Group and sub /task groups on objectives, work planning, policies and resource allocation.

- To represent BSAB interests at regional and national levels and to share information, skills, experience and knowledge via regional and national networks and consortia.
- To lead on and ensure that the BSAB fulfils its statutory function in undertaking Safeguarding Adult Reviews using a range of bespoke processes that actively promote effective learning and improvement action to prevent future deaths or serious harm
- To lead on ensuring that the BSAB has appropriate performance information both single and multi-agency, in order to evaluate the effectiveness of safeguarding within Bexley and to work in partnership with appropriate monitoring sub groups and chairs to deliver this.
- Work in partnership with agencies to ensure that they provide regular reports of their own safeguarding practice and quality assurance of all areas of practice to the BSAB.
- To oversee the development, delivery and evaluation of a multi-agency training programme and to work in partnership with the Training and Development sub group and chair to deliver this.
- To lead on the strategic safeguarding adult professional development activities and events to promote an effective workforce including changes of “organisational culture” and approach where necessary
- To develop and deliver, working in close partnership with agencies and the appropriate sub / task groups, an on-going programme of partner agency audit and action planning.
- To ensure that findings from agency audits are reported to the relevant Boards and committees, and the implementation of any recommendations are monitored and exceptions reported.
- To work in close partnership with all BSAB sub / task groups and Chairs so that they develop and implement appropriate work plans that meet the objectives of the BSAB business plan and to ensure that there is effective reporting of their activity to the Board.
- Responsible for developing and identifying opportunities to work with a wide range of partners not represented on the BSAB to promote adults safety and the aims of the Board
- Responsible for promoting positive links and professional development opportunities with local and national organisations which promote best practice

- Ensure the views of adults with care and support needs and their families influence the development of safeguarding policies and procedures, leading to the development of an organisation that listens and learns from adults and service users
- To contribute to the development of safeguarding procedures and practice guidance which reflects the Board's commitment to Making Safeguarding Personal approach and London Multi-Agency Policy and Procedures
- To develop and ensure that the SAB Website is maintained and updated on a regular basis with latest guidance and that any changes in guidance are communicated to partner agencies.
- To manage and coordinate the day to day tasks and responsibilities of the BSAB and its sub/task groups.
- To ensure implementation of recommendations from Safeguarding Adults Reviews monitoring the progress in conjunction with the Safeguarding Adult Review Panel.

**Note: The SAB will be supported by the Adult Safeguarding Lead for the local authority who shall provide professional advice and guidance in developing or existing practice or strategic objectives.**

- 7. Financial Arrangements:** The Board will have a pooled budget made up of contributions from statutory partner agencies. The statutory partner agencies have a shared responsibility for the discharge of the Boards functions and this includes a responsibility to determine how the necessary resources are to be provided to support it.

The Board will review at every Board meeting the status of the budget, which will be managed by the BSAB Practice Review & Learning Manager with support from the Local Authority on behalf of the Board. There will be an Annual Review in the light of the coming year's BSAB strategic plan and will be monitored to ensure that monies are spent efficiently and effectively. The Board will convene Budget Review meetings as and when necessary between statutory partner agencies.

- 8. Terms of Reference BSAB Groups:** The Bexley Safeguarding Adults Chairs Group (BSACG) will oversee the Sub Groups of the BSAB will be contained within this remit is the development, delivery, oversight and review of multi and single agency policies, protocols, procedures and training for the protection of vulnerable adults, changes to which are to be presented to the BSAB for approval.





### **BSAB Chairs Group (BSACG) Key Objectives:**

- To implement the strategic decision made by the BSAB and to alert the Board to any problems identified in local practices or in the implementation of the strategy.
- To monitor the implementation of a Training Needs Analysis across Health and Social Care in relation to Safeguarding Adults.
- To ensure that local and national data related to the protection of vulnerable adults is collated and reported to the BSAB by the Safeguarding Adults Performance Management and Quality Assurance Sub Group.
- Contribute evidence and information to the Safeguarding Adults Board Annual Report
- Provide a quarterly report to the Safeguarding Adults Board on the outcomes of the work undertaken by the Group
- Consider the impact of guidance, legislation, case law, multi-agency procedures and protocols on operational practice
- Share new research evidence and take responsibility for dissemination of research to inform practice
- Support the development of local practitioner forums and to feedback issues and concerns to the group and where appropriate to the Board
- Ensure the development of inter-agency procedures and guidance regarding thresholds consistent with principles of alert, referral, decision, safeguarding strategy, assessment, planning, review, recording and monitoring
- Develop protocols for Board approval to allocate and clarify agency roles and responsibilities including having effective adult safeguarding employment practice and processes
- Disseminate information on policy, procedures and best practice
- Ensure the production of policies, procedures and protocols for responding to perpetrators of abuse and risk to others
- Provide information to the BSAB regarding other matters regarding the wider Safeguarding remit, e.g. matters of safety in the home or community, to enable the BSAB to commission reports and work for progress to be reported to the Board
- Ensure that an equality impact assessment on safeguarding adults' policy and procedures is in place and reviewed as required.

### BSACG Reporting Requirements and Frequency of Meetings:

The BSACG will meet on a quarterly basis prior to Board Meetings, with additional meetings arranged as necessary to meet reporting and delivery requirements; Chairs will submit quarterly reports to each Board meeting via the BSACG. The BSACG is required to maintain a forward plan of work and set time aside to:

- Review Terms of Reference;
- Review achievements;
- Assess effectiveness;
- Consider future requirements.

The BSACG Chair/Vice Chair will provide a verbal report supported by contributions from Sub Group Members quarterly to the Safeguarding Adults Board. Chair: Independent Chair of the BSAB; and Vice Chair: Vice Chair of the BSAB

**Membership:** The BSACG will consist of the Chairs of the Sub Groups of the BSAB; in their absence the Vice Chairs of the Sub Groups will be invited to present their quarterly report. On occasion, the BSACG will have presentations or key interest topics on behalf of the Board to keep in alignment with National, Regional and Local changes in adult safeguarding.



**Management and Co-ordination:** All management and co-ordination will be provided by the BSAB Practice Review & Learning Manager and BSAB Coordinator.

### BSAB Sub Groups:

1. Publicity and Communications Sub Group
2. Performance Management & Quality Assurance Sub Group  
Practice Development
3. Safeguarding Adults Review (SAR) & Learning Sub Group
4. Local Implementation Network (LIN) Sub Group
5. Engagement Sub Group

### Publicity & Communications Sub Group:

**Aim:** Review progress in the development and implementation of effective communication strategies to assist in the awareness of adult abuse and self-protection and prevention strategies across Bexley.

#### **Key Objectives:**

1. To report to and receive advice from the BSACG on matters relating to communication and publicity
2. To produce a communication strategy, which will support the awareness raising of adult safeguarding and associated aspects of self-protection with partner agencies and service users and carers
3. Devise, monitor and evaluate the effectiveness of communication and publicity strategies in relation to adult safeguarding and their implementation
4. Ensure that any revised/developed information or awareness are clearly presented to service users, carers and professionals in appropriate formats
5. To ensure that the issue of adult safeguarding achieves prominence within the London Borough of Bexley and its multi-agency partners and that publicity practices of all agencies supports this
6. To develop/contribute materials and means to support prevention strategies as required by the BSACG
7. To identify means to raise awareness within key target client and other groups as may be required
8. To provide, and regularly up-date a work plan on the priorities of the Communication and Publicity Group, and to advise the BSACG of outcomes

**Reporting Requirements and Frequency of Meetings:** This Sub Group will meet on a quarterly basis between Board meetings, with additional meetings arranged as necessary to meet reporting and delivery requirements. The Sub Group is required to maintain a forward plan of work and set time aside to:

- Review Terms of Reference;
- Review achievements;
- Assess effectiveness;
- Consider future requirements; and
- Complete the Joint Work Programme of the Board.

**Chair:** Head of Adult Safeguarding, London Borough of Bexley

**Vice Chair:** To be nominated by the Sub Group

**Membership:** The Publicity & Communications Sub Group will approach members within the BSAB member organisations. It will consist of a core group of statutory, independent and voluntary agencies with the ability to co-opt associate members for specific areas of activity.

**Management & Co-ordination:** The Sub Group will be managed and co-ordinated by the BSAB Practice Review & Learning Manager and BSAB Coordinator.

### **Performance Management & Quality Assurance Professional Development Sub Group:**

**Aim:** Review progress in taking steps to recognise report, respond to and reduce risk of abuse and monitor incidence of abuse by analysis of data, including institutional abuse and discrimination. Within the discharge of this remit is the production of reports on data and quality issues reflecting national or local concerns or requirements.

This multi-agency group meets to review anonymised completed safeguarding investigations and data reports. Its role includes dissemination of identified learning points to all partner agencies including the other sub groups.

The Sub Group seeks to ensure all staff who come into contact or work directly with adults at risk of abuse and their families, have access to high quality single-agency and multi- agency safeguarding adults training which seeks to coordinate related work by each body represented on the Board for the purpose of safeguarding and promoting the welfare of vulnerable adults in Bexley and to ensure the effectiveness of that work.

**Note: All partner agencies are expected in ensuring the learning points are disseminated throughout their own organisation's management and front-line structures.**

#### **Key Objectives:**

1. To analyse data to evaluate the impact and importance of specific initiatives in achieving the remit of the Sub Groups
2. To seek to develop data collection methods in partner agencies
3. To collect, collate and create activity performance information in line with national data collection

requirements to inform the strategic development and operational practices of the Safeguarding Adults service in Bexley

4. To report to the Safeguarding Adults Chairs Group on the work undertaken. A quarterly written report to be submitted to the Safeguarding Adults Board
5. To undertake regular assessments of the effectiveness of the operation of the Adults Procedures and of professional practice in Bexley
6. To collate and analyse data across the Bexley and comparator authorities and to provide comparative reports annually
7. To evaluate the effectiveness of new initiatives (e.g. Disclosure and Barring Service (DBS).
8. Implement expectations and monitor the Safeguarding Adults training & development needs on a multi-agency basis and provide regular updates to the Board

9. Require each organisation to undertake an annual training review to identify training priorities
10. Commission multi-agency training to meet common needs. This should include training for those undertaking specific roles within the Safeguarding Adults procedures, for example (Investigators and Safeguarding Adults Managers Training). It will also address different modules of training delivery.
11. Agree evaluation methodology for each level of Safeguarding Adults training
12. Ensure that appropriate links are in place with other relevant BSACG & Sub Groups
13. Convene time limited work groups as required and as approved by the BSACG
14. Identify future developments. This will include not only links to associated strategies such as the Deprivation of Liberty Safeguards, Mental Capacity, Domestic Violence and Children's Safeguarding but also recognise that Safeguarding Adults is part of Bexley's wider agenda to create safe communities.

**Reporting Requirements and Frequency of Meetings:** The Sub Group will meet on a quarterly basis before BSACG between Board meetings, with additional meetings arranged as necessary to meet reporting and delivery requirements. The Sub Group is required to maintain a forward plan of work and set time aside to:

- Review Terms of Reference;
- Review achievements;
- Assess effectiveness;
- Consider future requirements.

The meeting should be structured to enable full participation of staff from all agencies. The Performance Sub Group Chair/Vice Chair will provide a written report supported by contributions from Sub Group Members to every BSACG meeting.

**Note: Members of the Safeguarding Adults Performance Sub Group reserve the right to convene an extraordinary meeting if required.**

**Chair:** Safeguarding Lead, CCG      **Vice Chair:** Safeguarding Lead, LGHT

**Membership:** The Performance Management & Quality Assurance Professional Development Sub Group will consist of members nominated by the Safeguarding Adults Board member organisations. It will consist of a core group of statutory, independent and voluntary agencies with the ability to co-opt associate members for specific areas of activity.

**Management & Co-ordination:** The Sub Group will be managed and co-ordinated by the BSAB Practice Review & Learning Manager and BSAB Coordinator .

### **Safeguarding Adults Review (SAR) & Learning Sub Group:**

**Aim:** This Sub Group of the Bexley Safeguarding Adults Board to ensure the **statutory responsibilities** of the Board are carried out in respect of Safeguarding Adult Reviews (SARs), Serious Incidents (SI) and Learning Disability Mortality Reviews (LDMR); and where appropriate participate in Domestic Homicide Reviews (DHR).



This Sub Group is a combination of both SAR and Best Practice & Learning Lessons, which makes it responsible for monitoring professionals and volunteers, assessing situations on behalf of organisations know and include the potential safeguarding dangers for vulnerable adults from carers or others by the lessons learned Nationally, Regionally and Locally. Ensuring the requirement to report any concerns of abuse or neglect is known across agencies.

#### **Key Objectives:**

1. To ensure that the requirement to have a safeguarding adult reviews protocol (as set out in the Care Act 2014) is met
2. To ensure there is a clear process for commissioning and conducting SARs and other forms of learning review activities within Bexley.
3. To ensure that there is fair consideration given to any cases referred for a SAR or other forms of learning

review activities against criteria set and to ensure that the appropriate level/type of review is carried out i.e. standard safeguarding adult review approach, systems learning methodology or smaller scale partnership review (for cases where safeguarding adult review criteria may not be met but lessons can be learned).

4. To establish and oversee a process for confirming that lessons are learned and that any recommendations about the way in which local agencies have worked together to safeguard adults at risk are implemented. The BSAB Quality Assurance Sub Group will monitor this process.
5. To establish and maintain a “Learning from Experience” Database in which learning from SARs and other forms of learning reviews carried out locally and nationally are logged and learning shared with practitioners to inform local practice.

6. To exchange information and practice experiences to inform and improve the way adult protection is managed in Bexley.
7. To disseminate learning points from cases explored within the Sub Group and take to the Chairs Group and/or Board any learning across the partners.
8. To disseminate the recommendations and action points from single and multi-agency learning.
9. To consider with colleagues/agencies involved in the Domestic Abuse Strategic Partnership Groups, who are working on combating bullying/harassment/discrimination or crime issues alternative ways to combine the safeguarding adults concerns in approaches to both public and agency staff and how such individuals, if identified, will be supported.
10. To construct a plan and process for consistent feedback from service users and carers involved in safeguarding procedures

**Meeting arrangements:** The Chair of the SAR Sub Group will be appointed by the Independent Chair. The Sub Group will appoint the Vice Chair. The SAR Sub Group will meet quarterly prior to the BSACG and will convene extra meetings to consider specific referrals as necessary. When possible, extraordinary meetings will be carried out on a virtual basis.

**Note: If a Notification for a SAR, SI, LDMR or DHR participation is required with more than 30 days to the next meeting, a special SAR Sub Group meeting will be called.**

**Membership:** The SAR Sub Group will be comprised of statutory and associate members of the BSAB with representation from Safeguarding Leads within each agency; including the LDMR Leads for the London Borough of Bexley.

**Chair:** HOS, Safeguarding Adults, LBB

**Vice Chair:** Safeguarding Lead, DGHT

**Reporting arrangements:** BSAB members will be responsible for sharing the agreed SAR Report within their own agencies. They will also be responsible for ensuring that appropriate activities to share and facilitate learning have been put in place within their organisation.

The Chair of the SAR Sub Group will update BSAB on the progress of any SARs. An update on implementation of agreed action plans in response to the findings of a safeguarding adult review will be made to the BSAB by the BSACG.

The BSAB will ultimately be responsible for signing off a safeguarding adult review process. It will be assisted by BSACG in this task. Prior to sign off, agencies involved in the safeguarding adult review will be asked to provide an impact analysis report to the BSAB to provide assurance that the changes and improvements identified have been applied in practice and that these have made a positive difference to users of services. This approach also recognises that the safeguarding adult review may be driving improvements in the wider system but that these need to be progressed on a business as usual basis.

The BSAB Annual Report will identify any SARs commissioned/concluded over the year period; including all learning lessons identified across the sector.

#### **SAR Management and Business Process:**

- The BSAB Practice Review & Learning Manager will manage and co-ordinate all the tasks of the SAR Sub Group on behalf of the BSAB
- SARs will be undertaken in accordance with the agreed BSAB Safeguarding Adult Review policy and practice guidance which can be found on the BSAB website
- This guidance will be reviewed and updated to reflect current legislative and policy requirements as necessary and in consultation with partner agencies
- Any organisation or professional who becomes aware of a case which may meet the criteria for a safeguarding adult review, serious incident or learning disability mortality review should refer it (directly or via their organisation's BSAB representative) to the secure inbox at [bsab@bexley.gov.uk](mailto:bsab@bexley.gov.uk)
- The BSAB Board Manager will be notified who in turn will notify the Chair of the SAR Sub Group and the Head of Safeguarding Adults, LBB



- To inform the decision making process, the Chair of the SAR Sub Group will initiate a scoping exercise by requesting a timeline chronology from each of the agencies known to have had involvement with the person at risk at the time of the incident
- The SAR Sub Group will review the chronologies to establish whether or not criteria for carrying out a safeguarding adult review are met
  - If criteria for a SAR are **not met**, the SAR Sub Group will consider if another form of review should be undertaken e.g. multi agency partnership review, reflective workshop, multiagency themed audit, etc. Decision making will be based on the presenting circumstances of the case and whether there is potential for multi-agency learning to improve the safeguarding system and practice locally
  - The SAR Sub Group will provide BSAB with a report outlining the rationale for the decision taken. This approach will ensure ownership of decision making and will improve governance and accountability regarding referrals
  - If BSAB requests that a safeguarding adult review (or other type of learning review) is undertaken, the SAR Sub Group will be responsible for drawing up clear terms of reference and for establishing a review panel to oversee the process. As a minimum, the review

panel will include representation from the core members of BSAB e.g. Adult Social Care, Police and NHS

- If a case also gives rise to concerns about how agencies have worked together to protect children, a referral to the LSCB will be made. The SAR Sub Group will also consider if any other statutory review criteria may apply in the case in question (such as a Domestic Homicide Review, MAPPA Case Review or Mental Health Homicide Review) and will make a referral as appropriate
- Where other statutory review processes and/or coronial proceedings run in parallel with the safeguarding adult review, the SAR Sub Group will be responsible for ensuring the interfaces between respective processes are managed appropriately and effectively
- The SAR Sub Group will develop an action plan to address recommendations arising from a safeguarding adult review and will pass this to the BSACG to monitor implementation
- The SAR Sub Group will publish the Executive Summary of any SAR on the BSAB website and will ensure that wider communication is carried out by multi-agency partners in accordance with the BSAB Safeguarding Communications arrangements
- The SAR Sub Group will consider key themes arising from SARs, domestic homicide reviews and

mental health homicide reviews carried out in other local authority areas and will consider and disseminate key learning via the BSAB Learning from Experience Database

- Consider any other legislative requirements and/or changes to any of the above with immediacy

**Note: Further information on this section can be found in the BSAB SAR Protocol on the BSAB website – [www.safeguardingadultsinbexley.com](http://www.safeguardingadultsinbexley.com)**

### **Local Implementation Network (LIN) Sub Group:**

#### **Reporting Requirements and Frequency of Meetings**

The Sub Group will meet on quarterly basis between BSAB meetings, with additional meetings arranged as necessary to meet reporting and delivery requirements. The Sub Group is required to maintain a forward plan of work and set time aside to:

- Review Terms of Reference;
- Review achievements;
- Assess effectiveness;
- Consider future requirements.

The meeting should be structured to enable full participation of staff from all agencies. The Sub Group Chair/Vice Chair will provide a written report supported by contributions from members to every Chairs Group meeting and ultimately the BSAB.

#### **Key Objectives:**

1. Ensure strategic priorities of the MCA 2005 are in line with the Care Act 2014 and BSAB plans
2. Prepare and agree policy, practice and procedural guidance for Bexley partners and providers
3. Ensure that staff who have responsibility to work within the requirements of the MCA 2005 develop an understanding of their roles and responsibilities

4. Ensure that information is available for users, families and carers, and the public about MCA 2005 and their implications

5. Ensure the effective delivery of an Independent Mental Capacity Advocacy (IMCA) service incorporating DOLS IMCA & RPR requirements and to ensure that monitoring arrangements are in place with those commissioning bodies involved; linking with the Performance Management & Quality Assurance Sub Group to ensure monitoring through annual risk audit tool is identified

6. Identify training and workforce development needs for a range of multi-agency partners and staff; linking into the Performance Management & Quality Assurance Sub Group for monitoring and development opportunities

7. Ensure that systems are in place to support multi-agency, inter-professional and inter-departmental collaboration where needed; linking with the Performance Management & Quality Assurance Sub Group to ensure monitoring through annual risk audit tool is identified

8. Work in partnership with others including community organisations and forums in the independent sector

9. Ensure relevant quality standards in relation to the MCA & DOLS are in place for all partners

10. Meet governance requirements through ensuring BSAB delegated bodies are kept informed of progress

11. Receive and consider advice and guidance from DoH, CSP, SCIE, and other sources through the MCA & DOLS Lead, keeping BSAB partners updated as required

**Chair::** MCA/DOLS Lead, London Borough of Bexley

**Vice Chair:** MCA/DOLS Lead, Oxleas NHS Foundation Trust

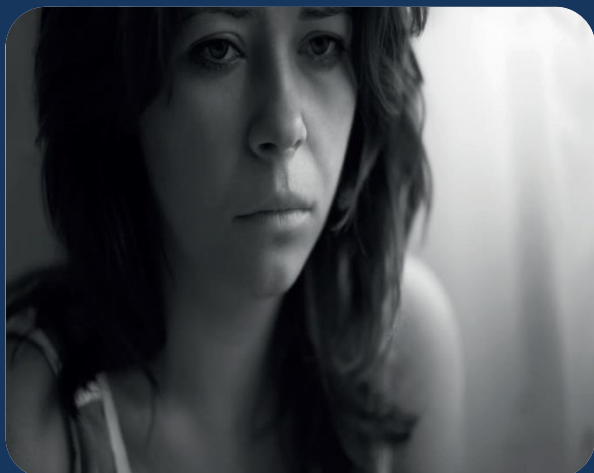
**Membership:** The LIN Sub Group will consist of members nominated by the Bexley Safeguarding Adults Board member organisations. It will consist of a core group of statutory, independent and voluntary agencies with the ability to co-opt associate members for specific areas of activity. The LIN may invite other experts or groups to contribute to the working of the Sub Group.

**Management & Co-ordination:**The Sub Group will be managed and co-ordinated by the BSAB Practice Review & Learning Manager and BSAB Coordinator.

- 9. Information Sharing Agreement:** The Board has developed an Information Sharing Agreement (ISA) with the terms of the agreed Multi-Agency Information Sharing Agreement, for the lawful sharing of necessary information between partner agencies (MAISA). The chief officers for each agency represented on the Board will formally sign their agreement to the MAISA.

**Note:** For further information on this section, please refer to **BSAB Information Sharing Agreement (ISA) on the BSAB website – [www.safeguardingadultsinbexley.com](http://www.safeguardingadultsinbexley.com)**

- 10. Complaints:** The Board will consider and agree how Board disputes should be handled and responses made within the Board.



Complaints regarding individual partner agencies should be taken up with the partner agency involved as independent and separate from the working of the Board. Any complaints regarding the independent chairperson or the handling of the Board should be made through the London Borough of Bexley's Complaints Process.

- 11. Review:** The terms of reference, membership, roles and responsibilities, groups, governance and any other matter concerning the Board will be formally considered and adopted at first meeting of the Board in April 2015, and reviewed on an annual basis and amended as necessary.

- 12. Agreements:** The chief officers for each agency represented on the Board will formally sign their agreement to the Terms of Reference.

## Appendix 1: Care Act 2014: Safeguarding adults at risk of abuse or neglect:

1. Each local authority must establish a Safeguarding Adults Board (an “SAB”) for its area.
2. The objective of an SAB is to help and protect adults in its area in cases of the kind described in section 42(1).
3. The way in which an SAB must seek to achieve its objective is by co-ordinating and ensuring the effectiveness of what each of its members does.
4. An SAB may do anything which appears to it to be necessary or desirable for the purpose of achieving its objective.
5. Schedule 2 (which includes provision about the membership, funding and other resources, strategy and annual report of an SAB) has effect.
6. Where two or more local authorities exercise their respective duties under subsection (1) by establishing an SAB for their combined area—
  - (a) a reference in this section, section 44 or Schedule 2 to the authority establishing the SAB is to be read as a reference to the authorities establishing it, and #
  - (b) a reference in this section, that section or that Schedule to the SAB’s area is to be read as a reference to the combined area.

## Section 44 - Safeguarding Adults Reviews -

1. **A SAB must arrange for there to be a review of a case involving an adult in its area with needs for care and support (whether or not the local authority has been meeting any of those needs) if—**
  - (a) there is reasonable cause for concern about how the SAB, members of it or other persons with relevant functions worked together to safeguard the adult, and
  - (b) condition 1 or 2 is met.
2. **Condition 1 is met if—**
  - a. (a)the adult has died, and

- b. (b)the SAB knows or suspects that the death resulted from abuse or neglect (whether or not it knew about or suspected the abuse or neglect before the adult died).
- 3. Condition 2 is met if—**
  - (a) the adult is still alive, and .
  - (b) the SAB knows or suspects that the adult has experienced serious abuse or neglect. .
- 4. A SAB may arrange for there to be a review of any other case involving an adult in its area with needs for care and support (whether or not the local authority has been meeting any of those needs).**
- 5. Each member of the SAB must co-operate in and contribute to the carrying out of a review under this section with a view to -**
  - (a) identifying the lessons to be learnt from the adult's case, and .
  - (b) applying those lessons to future cases.

#### **Section 45 - Supply of information:**

- **If an SAB requests a person to supply information to it, or to some other person specified in the request, the person to whom the request is made must comply with the request if—**
  - conditions 1 and 2 are met, and
  - condition 3 or 4 is met.
- **Condition 1 is that the request is made for the purpose of enabling or assisting the SAB to exercise its functions.**
- **Condition 2 is that the request is made to a person whose functions or activities the SAB considers to be such that the person is likely to have information relevant to the exercise of a function by the SAB.**
- **Condition 3 is that the information relates to—**
  - (a)the person to whom the request is made,
  - (b)a function or activity of that person, or
  - (c)a person in respect of whom that person exercises a function or engages in an activity.

- **Condition 4 is that the information—**
  - is information requested by the SAB from a person to whom information was supplied in compliance with another request under this section, and
  - is the same as, or is derived from, information so supplied.
  
- **(6)Information may be used by the SAB, or other person to whom it is supplied under subsection - only for the purpose of enabling or assisting the SAB to exercise its functions.**