



EXECUTIVE GROUP

TERMS OF REFERENCE

PURPOSE

To ensure that the core functions as agreed in the SSASPB Constitution are carried out within the agreed governance framework and operational processes and that Board and sub group business plans are delivered.

REMIT

The Executive Group is a formally constituted arm of the SSASPB. It fulfils the following list of responsibilities and will:

- Agree a draft annual Business Plan including key strategic priorities to be presented to the SSASPB in March of each year
- Agree the draft Annual Report to be presented to SSASPB at its June meeting. Once endorsed, a copy of this document will be circulated to the 2 Health and Wellbeing Boards, the Police and Crime Commissioner, the Leader of the Councils and the Chief Executives or equivalent of all partner organisations as well as being published on its website.
- Propose the agenda for the quarterly Board meetings and ensure actions arising from meetings are carried out.
- Request and receive reports of the Sub-Groups.
- Review and monitor performance in relation to an agreed dataset.
- Review the work, membership and attendance of the Sub-Groups and Board meetings ensuring that their business plans are progressing and that the Board are informed of progress and failure to achieve results in any area.
- Delegate work as required and monitor completion in terms of quality and timescale.

- Consider communication issues as they arise and if necessary be escalated to safeguarding leads for a one-off meeting to take forward specific proposals.
- Carry out such additional functions as may from time to time be delegated by the SSASPB.

CHAIR

The Chair of the executive Group will be the Deputy Chair of the SSASPB. The Executive Group will elect a Deputy Chair who will chair the meetings in the absence of the chair.

MEMBERSHIP AND ACCOUNTABILITY

Membership of the Executive Group will be:

- Chair – Deputy Chair of the SSASPB.
- Independent Chair
- Chair of the Policy and Procedures Sub-Group.
- Chair of the Adult Safeguarding Review Sub-Group.
- Chair of the Learning and Development Sub-Group.
- Chair of the Performance Management and Review Sub-Group
- Chair of the MCA Sub Group.
- Chair of the Staffordshire District Sub-Group
- North Staffordshire & Stoke-on-Trent Clinical Commissioning Groups
- Lead for South East Staffordshire & Seisdon Peninsula CCG (representing the four Clinical Commissioning Groups for South Staffordshire)
- An Adult Safeguarding Lead for both Staffordshire County Council and Stoke-on-Trent City Council

Meetings will be attended by the SSASP Board Manager and Administrator to the Board.

ATTENDANCE

In the event that a member is unable to attend the Executive Group Meeting, the nominated vice-chair of the relevant sub group should attend. The vice-chair should only attend in exceptional circumstances.

The Executive Group will meet monthly, except in the month of the Board meeting, and meetings will be for a morning or afternoon session.

QUORACY

At least 50% attendance is required. In the absence of this decisions may be taken and then ratified at a subsequent meeting in lieu of formal approval by a quorate meeting.

PRINCIPLES

The sub-group will retain an adult at risk focus to its work and have a regard for to racial diversity, language, culture, sexual identity, age and gender in its approach to all its performance monitoring activities.