



The Staffordshire and Stoke-on-Trent
Adult Safeguarding Partnership
Abuse must stop

POLICIES AND PROCEDURES SUB-GROUP

TERMS OF REFERENCE

PURPOSE

Following enactment of the Care Act 2014 to produce inter-agency policies and procedures that reflect national and where appropriate regional policies and guidance and which promote the effective and consistent practice across organisations working with adults at risk within Staffordshire and Stoke-on-Trent.

REMIT

The Sub-Group is a formally constituted arm of the SSASPB. It fulfills the following responsibilities and will:

- Update existing policies and procedures responding to changes to the national framework and local requirements.
- Produce new policies and procedures where required to reflect national policy.
- Seek Board approval for policies and procedures prior to their implementation.
- Ensure policies and procedures reflect the lessons learned from both local and national adult safeguarding reviews.
- Promote the effective implementation of policies and procedures by developing and maintaining positive liaison with other SSASPB Sub-Groups through membership of the Executive
- Implement policies and procedures effectively across the two Local Authority boundaries with the purpose of improving outcomes for adults at risk.
- Maintain awareness of the impact of all adult safeguarding policies and procedures on other areas of work with adults at risk to ensure consistency across all services.
- Produce an annual report and business plan that incorporates the Board's key strategic priorities.

- Submit progress updates to the Executive Sub-group and summary reports of actions against business plans to the Board.
- Develop a guidance process for organisations developing their own internal policies.

MEMBERSHIP AND ACCOUNTABILITY

The Sub-Group will:

- Be comprised of named representatives of key partner agencies of the Board who have sufficient knowledge of the practice of adult safeguarding and interagency working.
- Be extended to other organisations by agreement of the Board.
- Be chaired by a member or officer of the Board and will elect a Vice Chair. The chair will be a member of the Executive Sub-Group and will attend executive meetings. The vice chair will act in the chair's absence.
- Meet a minimum of six times a year.
- Be accountable to the Executive via the Chair and vice chair.
- Be attended by the Board Manager and the Administrator to the Board.

PRINCIPLES

The sub-group will retain an adults 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.