



## **EXECUTIVE GROUP**

### **TERMS OF REFERENCE**

#### **PURPOSE**

To ensure that the core functions as agreed in the Staffordshire and Stoke on Trent Adult Safeguarding Partnership Board (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 three-year Business Plan including key strategic priorities to be approved by the SSASPB and revised annually with any amendments brought to the Board.
- Agree the draft Annual Report to be presented to SSASPB at its October meeting. Once endorsed, a copy of this document will be circulated to the two 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 (we use Vice Chair in Constitution not 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 Safeguarding Adult Review Sub-Group.
- Chair of the Audit and Assurance Sub-Group
- Chair of the Prevention and Engagement Sub-group
- Staffordshire & Stoke-on-Trent Clinical Commissioning Groups
- Chair and Vice Chair of the Practitioners Forum
- An Adult Safeguarding Lead for both Staffordshire County Council and Stoke-on-Trent City Council
- And officers to the Board

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**

Quoracy is achieved through attendance of the Chair or Vice Chair of the Executive sub-group and a representative from the Local Authorities, Clinical Commissioning Groups and Police. Should the Police representative not be available to attend they may read the papers in advance of the meeting and forward any comments to the chair of the Executive sub-group, particularly where key decisions are to be made.

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.