



Southampton Safeguarding Adults Board (SSAB)

Terms of Reference

Mission statement

Working throughout the city with our communities and other partnerships to make Southampton a city where adults at risk of harm are safe and empowered to make their own decisions and where safeguarding is everyone's business.

Statutory basis

The SSAB is established under Section 43 of the Care Act 2014 to co-ordinate and ensure effectiveness of each SSAB members responsibilities and activities to help and protect adults at risk in Southampton.

Purpose and Objective

The objective of the SSAB is set out in Section 43 of the Care Act 2014:

- To help and protect adults in its area in cases of the kind described in section 42.
- The way in which a SAB must seek to achieve its objective is by co-ordinating and ensuring the effectiveness of what each of its members does.

The Board will promote a collaborative and pro-active approach between agencies to meet this objective. The work of the Board and its partners will be underpinned by the six principles of Making Safeguarding Personal outlined in the Care Act Statutory Guidance:

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

Activities

The specific activities of the Board will include:

(C = co-ordinating activities, E = ensuring effectiveness activities)

Activity	C	E
Publish for each financial year a strategic plan and business plan which sets out the Board's strategy for achieving its objectives and what each member will do to implement that strategy	✓	
Publish an annual report at the end of each financial year that meets the requirement set out in the Care Act 2014		✓
Arrange for there to be a Safeguarding Adults Review (SAR) of cases in the circumstances set out in Section 44 of the Care Act 2014. The Board will ensure that the learning arising from any such review is acted upon by the agencies	✓	✓
Develop and implement multi-agency policies and procedures for safeguarding adults	✓	
Ensure that an effective quality assurance framework is in place to provide assurance that the Board and its constituent members are safeguarding adults at risk effectively. This will include data, audit, self audit and peer review		✓
Communicate about adult safeguarding to professionals, service users, carers and the public	✓	
Engage with frontline professionals, service users, carers, families and the local community to seek feedback on safeguarding and involvement in the development of strategies and policies		✓
Promote multi-agency training and consider any specialist training that may be required, including the potential for joint commissioning of training	✓	
Identify mechanisms for monitoring and reviewing the implementation and impact of policy and training		✓
Develop preventative strategies that aim to reduce instances of abuse and neglect	✓	
Work jointly with other organisations and partnership bodies, in pursuit of the objectives of the Board	✓	
Promoting and embedding the whole family approach		✓

The Board may engage in any other activity required to support the delivery of its strategic plan.

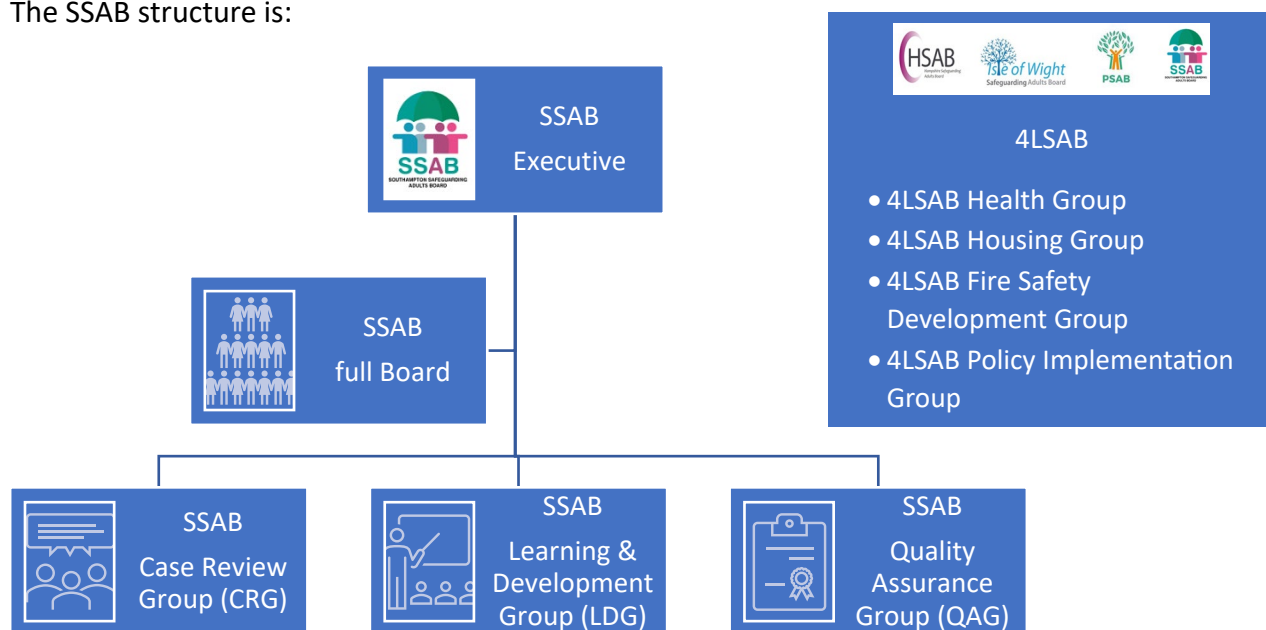
Structure and Subgroups

The Board will form subgroups as required to carry out the work identified in its strategic plan. The Board may also convene task and finish groups as required.

The Board Manager and the SSAB Chair will form links with the Hampshire, Portsmouth and Isle of Wight SABs to create a 4 Board local network ('4LSAB') and, where appropriate, the respective Local Safeguarding Children Partnerships. Where appropriate and practicable, the SSAB will deliver its objectives through 4LSAB joint working. SSAB will provide representation

on all 4LSAB subgroups. 4LSAB matters which require consultation with SSAB or a decision by SSAB will be managed through the Board Manager.

The SSAB structure is:



The Board is responsible for forming any new subgroups or dissolving any existing subgroups.

Each subgroup will be responsible for setting and reviewing its own terms of reference. Subgroups will report to the SSAB and subgroup chairs will also meet with the SSAB Chair on a regular basis.

Membership

As set out in schedule 2 of the Care Act 2014, the following are statutory members of the SSAB:

- Southampton City Council (represented on the Board by the Director of Adult Social Care)
- Hampshire and Isle of Wight Integrated Care Board (represented on the Board by the Associate Director for Safeguarding Adults)
- Hampshire and Isle of Wight Constabulary (represented on the Board by the Chief Officer of Hampshire and Isle of Wight Constabulary)

In addition to the statutory members the following organisations are member agencies:

- Solent NHS Trust
- Southern Health NHS Foundation Trust
- University Hospital Southampton Foundation Trust (UHSFT)
- Hampshire and Isle of Wight Fire & Rescue Services
- National Probation Service
- Department of Work and Pensions
- Care Quality Commissions (CQC)

- Lead Member (Cllr)
- Southampton Voluntary Services
- Legal Services
- Lay Members
- South Central Ambulance Service
- Southampton City Council Public Health
- Southampton City Council Housing
- Southampton City Council Children's Services

Membership will be on a closed basis to invited partners only. The Board must agree the addition or removal of members. Additional partners may be invited to some meetings depending on the specific focus of the meeting.

Each member organisation of the SSAB must appoint a person to represent it on the SSAB; and the representative must be a person whom the member organisation considers to have the required skills and experience.

Capabilities, roles and responsibilities of members

As set out in the Care Act Statutory Guidance, Board members must have the following capabilities:

- able to present issues clearly in writing and in person
- experienced in the work of their organisation
- knowledgeable about the local area and population
- able to explain their organisation's priorities
- able to promote the aims of the SAB
- able to commit their organisation to agreed actions
- have a thorough understanding of abuse and neglect and its impact
- understand the pressures facing front line practitioners

Board members have the following responsibilities:

- The SSAB member will be expected to attend the board meetings and any relevant subgroups of the Board and if unable to attend will identify a suitably senior deputy with decision making capability. The member shall liaise with the deputy to ensure continuity of input to the Board.
- In the event of a member no longer representing their agency, reasonable notice should be given to the Chair so that a replacement can be sourced.
- Read all papers and reports prior to meetings.
- Actively participate in the activities of the SSAB and carry forward any action identified for them and their agency.
- Contribute to the development and implementation of the SSAB strategy and business plan.
- To provide feedback and, where appropriate, data, from their agency to the Board with regard to organisational safeguarding activity.

- To develop their knowledge and understanding of safeguarding in order to keep up to date and to share this expertise within the Board and their own organisations.
- Board Members have a duty of candour and will proactively bring relevant matters of high risk to the attention of the Board at the earliest opportunity.
- Members will ensure that findings from Safeguarding Adults Reviews and lessons learned are appropriately cascaded and embedded through their organisations.
- Ensure effective communication between the SSAB and their organisation and ensure agreed policies, procedures, research, reports and resources produced by the Board are appropriately cascaded and embedded in their organisations.
- Hold their organisation to account where necessary.
- Challenge and question the practice of members or represented agencies, where needed, to improve adult safeguarding.
- Identify and share best practice in adult safeguarding from within their organisation and within the partnership.
- Promote interprofessional dialogue at Board meetings and within the partnership,
- Adhere to professional confidentiality.

Attendance

All members will be expected to have 100% attendance. Attendance at Board meetings will be recorded and monitored. If members are not able to attend an appropriate deputy must be identified to attend in their absence who must have adequate level of seniority to make decisions. Any issues regarding attendance of members will be raised with the organisation concerned by the Chair.

Resourcing

The SSAB will be resourced through annual contributions from members who will contribute annually to an agreed payment level, or, where previously agreed, through services in kind. The budget will be agreed annually by the Board to a level sufficient to meet the agreed commitments, responsibilities, duties and objectives of the SSAB.

Southampton City Council on behalf of SSAB will act as the accountable body and administer the budget and employ the SSAB Board Manager, Co-Ordinator's and Administrators that make up the Safeguarding Partnership Team. Agreement of the members will be sought on how any underspend is managed. Similarly, the members will decide how any projected overspend should be managed.

Meeting Arrangements

Chairing

The meetings will be chaired by the three statutory Partners on an annual rolling basis. In the absence of the Chair another statutory member will chair the meeting.

The SSAB Executive meetings will be held quarterly for a duration of up to 3 hours at the premises of one of the statutory partners (usually the Civic Offices), or virtually, and will be for up to three hours. Additional meetings may be held for particular purposes at the discretion of the Chair. The content and format of meetings will be conducive to generating

interprofessional dialogue. The full board meetings will be held twice a year and will be in person.

Agenda

Any member can request an agenda item. Any requests must be made to the Board Manager at least three weeks in advance of the meeting. The Chair will set the agenda which will be sent out a minimum of five working days in advance of the meeting.

Quoracy

SSAB Executive - All three statutory members are required.

SSAB Full Board - All three statutory members and 3 further members are required.

Decision Making

The Chair shall seek at all times to ensure that the business of the Board is conducted based on consensus between the members. There may be exceptional circumstances when it becomes necessary to carry out a vote. In such circumstances a resolution may be put to the vote at the meeting and shall be determined by a majority of members. Each member present shall have one vote. The method of voting shall be by a show of hands unless the meeting decides otherwise. In the event of a tied vote, the Chair will have the deciding vote. All decisions and actions will be recorded in the minutes.

Accountability and reporting

The Chair will report regularly to the Health and Wellbeing Board, including presenting the Annual Report.

As set out in the Care Act 2014 Schedule 2, the Annual Report will be sent to:

- Chief Executive and the Leader of Southampton City Council
- Chief Officer Hampshire and Isle of Wight Constabulary
- Chief Executive of the Integrated Care Board
- Chair of the Health and Wellbeing Board

Review

These Terms of Reference will be reviewed annually by the Board.

Date Approved:

Updated: March 2024

Review Date: March 2025