



## **Derby Safeguarding Adults Boards Terms of Reference 2024-2025**

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## 1. Introduction

1.1. The Derby Safeguarding Adults Board (SAB) is multi-agency strategic partnerships, which ensure and oversee the effectiveness of arrangements made by individual agencies to safeguard adults who have care and support needs or are experiencing, or at risk of experiencing, abuse or neglect.

1.2. The Derby Safeguarding Adults Board vision is:

*“We will work together to enable people in Derby to make choices to stay safe and to live a life free from fear, harm and abuse.”*

1.3. For the vision to become a reality, safeguarding must become ‘everybody’s business’, and the following six safeguarding principles agreed by the Government and stated within the Care Act 2014 need to be adopted by all organisations as a foundation to achieving good outcomes for adults living in Derby.

- **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 safeguarding practice.

## 2. Aims of the Board

- 2.1. To work together to oversee, monitor and co-ordinate systems and services in their duties of prevention of harm and protection of adults with care and support needs.
- 2.2. To develop and oversee multi-agency safeguarding adults policies and procedures and monitor their implementation.
- 2.3. To provide multi-agency education in relation to safeguarding adults and be assured that staff in organisations access high-quality training relevant to their role.
- 2.4. To oversee the continued development of services that empower and support people in Derby to make their own choices and ensure that any interventions are proportionate and the least intrusive in response to the risk presented.
- 2.5. To identify and highlight good safeguarding practice and learning and ensure this is disseminated.
- 2.6. To raise awareness in relation to safeguarding adults to the general public to promote a safer community.
- 2.7. To be accountable and transparent to professionals and the public by making the activity of the SABs accessible to all.
- 2.8. To embed the core values of equality and diversity in all safeguarding adults strategic planning and practice in line with the joint SAB equality and diversity vision statement.
- 2.9. To respectfully challenge each other to provide assurance around performance in safeguarding adults with care and support needs.

### 3. Objectives of the Board

- 3.1. To help and protect adults in its area who have care and support needs from experiencing abuse and neglect in compliance with the Care Act 2014. Both SABs will seek to achieve this objective by co-ordinating and ensuring the effectiveness of the work undertaken by its members.
- 3.2. To agree, develop and implement a Strategic Plan, which will be reviewed annually, and evaluate the outcomes of the plan in relation to the wellbeing and safety of adults at risk in Derby.
- 3.3. To ensure there is an effective system in place to report all safeguarding concerns.
- 3.4. To ensure there is a multi-agency system to respond to safeguarding concerns and to undertake enquiries into allegations of abuse and neglect.
- 3.5. Multi-agency policies and procedures should be reviewed and updated when relevant to reflect national guidance and policy as well as the views and experiences of adults who have a need for care and support, their families and professionals in Derby.
- 3.6. To work with other partnership groups and Boards and Partnerships across Derby collaboratively to improve the health and wellbeing of our citizens including, but not solely, Derby and Derbyshire Safeguarding Children Partnership, Derby a Health and Wellbeing Board, Derby and Derbyshire Safer Communities Boards, Domestic Abuse and Sexual Violence Governance Board and the ADASS East Midlands Safeguarding Adults Community of Practice Group.
- 3.7. To support organisations to inform and educate staff members to confidently carry out their responsibilities under the policies and procedures and to develop and promote a comprehensive multi-agency training programme.
- 3.8. To promote the end of discrimination motivated by hostility towards adults at risk where the abuse or neglect is motivated by age, gender, sexual orientation, immigration status, race, religion, disability or transgender identity.
- 3.9. To establish ways to analyse safeguarding data to increase the Board's understanding of what is working well and where improvements are needed.

- 3.10. To publish an annual report outlining the activity of Board over the previous year. This report will be approved by SAB Board members and will be shared with other local Boards and Partnerships (see 2.6) as well as being made publicly available.
- 3.11. To take overarching responsibility for Safeguarding Adult Reviews (SARs) and ensure that any learning is disseminated and implemented by all relevant agencies.
- 3.12. To develop preventative strategies that aim to reduce abuse and neglect in Derby.
- 3.13. To seek assurances from partners that they are fulfilling their safeguarding responsibilities.
- 3.14. To identify mechanisms for monitoring and reviewing the impact of policy and education.
- 3.15. To ensure that the Derby safeguarding adults agenda is strategically driven, adequately represented and included in the strategic plans of key partner agencies.

#### **4. The subgroups**

- 4.1. Derby SAB has two standalone subgroups:
  - Quality Assurance subgroup (QA)
  - Safeguarding Adult Review (SAR) subgroup
- 4.2. Derby SAB has a joint Core Business Group with Derbyshire SABs.
- 4.3. Derby SAB currently have four joint subgroups with Derbyshire SAB:
  - Learning and Development subgroup (L&D)
  - Mental Capacity Act subgroup (MCA)
  - Making Safeguarding Personal subgroup (MSP)
  - Policy and Procedures subgroup (P&P)
- 4.4. Subgroup Chairs will report on subgroup activity at each quarterly SAB meeting. Subgroups should each have terms of reference that are reviewed annually to ensure that the group is effective and is fulfilling the requirements of the SAB it supports.

## 5. Derby SAB Chairing arrangements

5.1. Independent Chair: Richard Proctor

5.2. Vice Chair: Bill Nicol, Deputy Director, NHS Derby and Derbyshire Integrated Care Board

## 6. Membership of the SABs

6.1. There are three statutory partners to the Derby SAB, these being:

- Derby City Council
- NHS Derby and Derbyshire Integrated Care Board
- Derbyshire Constabulary

6.2. It is recognised, both nationally and locally, that to be effective, the SABs need to have wider membership.

6.3. A list of current Derby SAB Board members can be found on Derby Safeguarding Adults Board website. [About the Board - Derby Safeguarding Adults Board \(derbysab.org.uk\)](https://www.derbysab.org.uk)

6.4. Membership is reviewed at every Board meeting.

## 7. Derby SAB support arrangements

7.1. Derby SAB Business Manager.

7.2. Derby SAB Administrator.

## 8. Responsibilities and accountability

8.1. Each individual member of the Derby Safeguarding Adults Board is expected to contribute towards the effective running of the Boards.

- 8.2. Consistent attendance at the Board is fundamental to progressing Safeguarding Adults work. Board members are expected to attend all Board meetings or send a nominated deputies and attendance is closely monitored and reported in the SAB annual reports.
- 8.3. Board members and nominated deputies must be of sufficient seniority within their organisation to hold their organisation to account and make strategic SAB decisions on behalf of their organisation.
- 8.4. Wherever possible, the Independent Chair will aim to reach decisions by consensus. The Chair will have the casting vote in the event of equal votes in relation to Derby SAB. Where issues directly concern the use of the SAB budgets, the funding agencies will have final voting rights.
- 8.5. Issues requiring a decision by the Independent Chair between meetings will be made by the Chair and ratified at the next Board meeting, unless it is felt that an extraordinary meeting is required. In the absence of the Chair this decision will fall upon the Vice-Chair.
- 8.6. Any individuals attending the Board in an advisory role, rather than as a Board member, will not have voting rights.
- 8.7. Any conflicts of interest must be declared by SAB members so that they can be recorded, and steps can be taken to ensure that the individual concerned is not involved with the matter in question.
- 8.8. The Board is quorate when the statutory partners are represented (Local Authority, Police and ICB).
- 8.9. All Board Members will:
  - Promote staff awareness of safeguarding adults within their agency and appropriate forums which they attend
  - Actively contribute to the strategic development of safeguarding adults activity within Derby
  - Implement the Derby Safeguarding Adults Procedures in their agencies
  - Contribute to the development and review of the Derby Safeguarding Adults Procedures

- Identify obstacles to the effectiveness of safeguarding adults and contribute to the development of inter and multi-agency working
- To nominate appropriate representation to the Boards Subgroups

## 9. Frequency of meetings

9.1. Derby SAB will meet quarterly, unless extenuating circumstances call for an extraordinary meeting to be held.

## 10. Review arrangements

10.1. The Terms of Reference will be reviewed annually.

10.2. The Terms of Reference can be revised at any time when appropriate, in line with changes (structural and legislative) following discussion with Board members.

10.3. Review history:

- Initial Agreement: Signed off by Derby SAB virtually – June 2024.
- Review: 31/03/2025

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