



Gateshead Safeguarding Adults Board Memorandum of Understanding

For Further information about Safeguarding in Gateshead visit

www.gatesheadsafeguarding.org.uk

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1 Introduction

1.1 Our vision for Adult Safeguarding in Gateshead is:

'Everybody in Gateshead has the right to lead a fulfilling life and should be able to live safely, free from abuse and neglect – and to contribute to their own and other people's health and wellbeing'.

- 1.2.1 This Memorandum of Understanding ensures the relevant statutory guidance within the Care Act 2014 and the Care and Support Statutory Guidance document pertaining to Safeguarding Adult Boards is implemented within Gateshead. The Act states that all local authorities must set up a Safeguarding Adults Board (SAB) for their local area. The main objective of the SAB is to assure itself that safeguarding arrangements are in place locally, and all partner agencies, work together to help and protect adults in its area who meet the safeguarding criteria as stated in the Act.
- 1.2.2 The Act introduces a general principle that there should be cooperation between public organisations and all those concerned in the care and support of and the provision of health and health-related needs of their local population.¹ In Gateshead, we have a history of strong and effective partnership working and this is demonstrated by the wide-ranging membership of the Safeguarding Adults Board and further reflected in the commitment shown to its supporting sub-groups.
- 1.2.3 This Memorandum of Understanding will be reviewed as necessary in the light of future legislative developments, case law and published Safeguarding Adults Reviews, the publication of any further national guidance and local experience and learning.

2 Gateshead Safeguarding Adults Board (GSAB)

- 2.1 GSAB has a strategic role that is greater than the sum of the operational duties of the core partners. It oversees and leads adult safeguarding across the locality and takes an interest in a range of matters that contribute to the prevention of abuse and neglect. The SAB will use intelligence on safeguarding from all providers of health and social care in its locality (not just those with whom its members commission or contract). It is important that Board partners feel able to challenge each other and other organisations where it believes that their actions or inactions are increasing or contributing to the risk of abuse or neglect. This will include commissioners, as well as providers of services.
- 2.2 Gateshead Safeguarding Adults Board has three core duties:
- It must publish a strategic plan for each financial year that sets how it will meet its main objective and what the members will do to achieve this. The plan must

¹ The Care Act 2014, S6

be developed with local community involvement, and the SAB must consult with the local Healthwatch organisation. The plan should be evidence based and make use of all available evidence and intelligence from partners to form and develop its plan.

- It must publish an annual report detailing what the SAB has done during the year to achieve its main objective and implement its strategic plan, and what each member has done to implement the strategy as well as detailing the findings of any Safeguarding Adults Reviews and subsequent actions.
- It must conduct any Safeguarding Adults Review in accordance with Section 44 of the Care Act.

2.3 The lead agency with responsibility for coordinating adult safeguarding arrangements is Gateshead Council, but all the members of the SAB will designate a lead officer. Other agencies should also consider the benefits of having a lead for adult safeguarding.

2.4 The GSAB receives endorsement from, and is linked to, the Gateshead Health and Wellbeing Board.

2.5 All members within the GSAB agree to subscribe to the following guiding principles in relation to the safeguarding adults:

- **Empowerment** – People being supported and encouraged to make their own decisions and informed consent. *“I am asked what I want as the outcomes from the safeguarding process and these directly inform what happens.”*
- **Prevention** – It is better to take action before harm occurs. *“I receive clear and simple information about what abuse is, how to recognise the signs and what I can do to seek help.”*
- **Proportionality** – The least intrusive response appropriate to the risk presented. *“I am sure that the professionals will work in my interest, as I see them, and they will only get involved as much as needed.”*
- **Protection** – Support and representation for those in greatest need. *“I get help and support to report abuse and neglect. I get help so that I am able to take part in the safeguarding process to the extent to which I want.”*
- **Partnership** – Local solutions through services working with their communities. Communities have a part to play in preventing, detecting, and reporting neglect and abuse. *“I know that staff treat any personal and sensitive information in confidence, only sharing what is helpful and necessary. I am confident that professionals will work together and with me to get the best result for me.”*
- **Accountability** – Accountability and transparency in delivering safeguarding. *“I understand the role of everyone involved in my life and so do they.”*

2.6 The Structure of the Safeguarding Adults Board is included within Appendix 1.

3 Safeguarding Adults Board – roles and responsibilities

3.1 The Care Act 2014 stipulates that Safeguarding Adults Board should:

- identify the role, responsibility, authority and accountability with regard to the action each agency and professional group should take to ensure the protection of adults.
- establish ways of analysing and interrogating data on safeguarding notifications that increase the Board's understanding of prevalence of abuse and neglect locally that builds up a picture over time.
- establish how it will hold partners to account and gain assurance of the effectiveness of its arrangements.
- determine its arrangements for peer review and self-audit.
- establish mechanisms for developing policies and strategies for protecting adults which should be formulated, not only in collaboration and consultation with all relevant agencies but also take account of the views of adults who have needs for care and support, their families, advocates and carer representatives.
- develop preventative strategies that aim to reduce instances of abuse and neglect in its area.
- identify types of circumstances giving grounds for concern and when they should be considered as a referral to the local authority as an enquiry.
- formulate guidance about the arrangements for managing adult safeguarding, and dealing with complaints, grievances, and professional and administrative malpractice in relation to safeguarding adults.
- develop strategies to deal with the impact of issues of race, ethnicity, religion, gender and gender orientation, sexual orientation, age, disadvantage and disability on abuse and neglect.
- balance the requirements of confidentiality with the consideration that, to protect adults, it may be necessary to share information on a 'need-to-know basis'.
- identify mechanisms for monitoring and reviewing the implementation and impact of policy and training.
- carry out safeguarding adult reviews and determine any publication arrangements.
- produce a Strategic Plan and an Annual Report.
- evidence how Board members have challenged one another and held other boards to account.
- promote multi-agency training and consider any specialist training that may be required; and
- Consider any scope to jointly commission some training with other partnerships, such as Gateshead Community Safety Board.

3.2 Strategies for the prevention of abuse and neglect are core responsibilities for the Board. It should have an overview of how this is taking place in the area and how this work ties in with the stated approaches and practices of the Health and Wellbeing Board, the Community Safety Board, the CQC and other relevant Boards. This could be about commissioners and the regulator, together with providers, acting to address poor quality care and the intelligence that indicates

there is risk that care may be deteriorating and becoming abusive or neglectful. It could also be about addressing hate crime or anti-social behaviour in a particular neighbourhood. The Board will need to have effective links and communication across several networks to make this work effectively. The partnerships and boards have a joint working protocol which sets out the framework within which these partnerships and boards will work together to safeguard and promote the welfare of people living in Gateshead,

- 3.3 Within the context of the duties set out at paragraph 3.1, safeguarding boards can be a positive means of addressing issues of self-neglect. The Board is a multi-agency group that is the appropriate forum where strategic discussions can take place on dealing with what are often complex and challenging situations for practitioners and managers as well as communities more broadly.

4 Gateshead Safeguarding Adults Board Membership

- 4.1 In law, the statutory members of a Safeguarding Adults Board are defined as the local authority, the local police force and the relevant clinical commissioning group. In Gateshead we recognise the importance of the contribution made by all of our partner agencies and this is reflected by the wider Board membership (Appendix 2).
- 4.2 The Board may wish to invite additional partners to some meetings depending on the specific focus or to participate in its work more generally.
- 4.3 Board members should assure themselves that the Board has the involvement of all partners necessary to effectively carry out its duties. Additionally, there are effective links with related partnerships to maximise impact and minimise duplication and which would reflect the reality and interconnectivities of local partnerships. There are strong synergies between the work of many of these bodies, particularly when looking at a broader family agenda as well as opportunities for efficiencies in taking forward work.
- 4.4 Partnerships include:
- Gateshead Community Safety Partnership
 - Gateshead Safeguarding Children Partnership
 - Gateshead Health and Wellbeing Board
 - North East and North Cumbria Integrated Care Board; and
 - Overview and Scrutiny Committees (OSCs).
- 4.5 Members who attend in a professional and managerial capacity should:
- Be able to present issues clearly in writing and in person.
 - Be experienced in the work of their organisation.
 - Be knowledgeable about the local area and population.
 - Be able to explain their organisation's priorities.
 - Be able to promote the aims of the SAB.

- Be able to commit their organisation to agreed actions.
- Have a thorough understanding of abuse and neglect and its impact; and
- Understand the pressures facing front line practitioners.

5 SAB Chair and the Involvement of People with Lived Experience

- 5.1 It is important that the GSAB Chair is independent from the three statutory partners. The Chair has a critical role to lead collaboratively, give advice, support and encouragement but also to offer constructive challenge and hold main partner agencies to account and ensure that interfaces with other strategic functions are effective whilst also acting as a spokesperson for the SAB.
- 5.2 The Chair is accountable to the Chief Executive of Gateshead Council as the lead body responsible for establishing the SAB but is appointed by Gateshead Council in the name of the SAB having consulted all its statutory partners. There is a clear expectation that the Chair will keep up to date with, and promote, good practice, developments in case law and research and any other relevant material.
- 5.3 The GSAB will work with Health watch, Your Voice Counts, Connected Voice and other user led organisations to ensure an inclusive and supportive approach to involvement at the SAB. This may be through direct membership or alternative ways with the intention of the SAB having critical challenge and objective debate on its work to safeguard adults in Gateshead.
- 5.4 The Role Description of the Independent Chair is included within Appendix 3.

6 Resourcing Gateshead Safeguarding Adults Board

- 6.1 Members of the Board are expected to consider what assistance they can provide in supporting the Board in its work. This might be through payment to the local authority or to a joint fund established by Gateshead Council. Members might also support the work of the Board by providing administrative help, premises for meetings or holding training sessions. It is in all core partners' interests to have an effective Board that is resourced adequately to carry out its functions.
- 6.2 The GSAB can decide how they operate but they must ensure that their arrangements will be able to deliver the duties and functions under Schedule 2 of the Care Act.

7 Policies and Procedures

- 7.1 The Board has developed clear [Multi-Agency Policy and Procedures](#) that have been agreed that reflect the local arrangements, roles and responsibilities. It will promote multi-agency training that ensures a common understanding of abuse and neglect, appropriate responses and agree how to work together. Policies will state what organisations and individuals are expected to do where they suspect abuse or neglect. The Board should also consider any specialist training that is

required. A key part of the Board's role is to develop preventative strategies aiming to reduce instances of abuse and neglect in its area. Members of the Board should also be clear about how they will contribute the financial and human resources of their organisation in both preventing and responding to abuse and neglect.

8 Safeguarding Adults Board Strategic Plan and Annual Report

- 8.1 The Board must publish its strategic plan each financial year. The strategic plan should address both short and longer-term actions, and it must set out how it will help adults in its area and what actions each member of the Board will take to deliver the strategic plan. In Gateshead the strategic plan covers a 3-year period enabling the Board to plan effectively and to review and update the plan annually.
- 8.2 After the end of each financial year, the Board must publish an annual report that must clearly state what both the Board and its members have done to carry out and deliver the objectives and other content of its strategic plan. The reports should have prominence on each core member's website and be made available to other agencies. Specifically, the annual report must provide information about any Safeguarding Adults Reviews (SARs) that the Board has arranged which are ongoing or have reported in the year (regardless of whether they commenced in that year). The annual report must set out how the SAB is monitoring progress against its policies and intentions to deliver its strategic plan.

9 Safeguarding Adults Reviews (SARs)

- 9.1 Section 44 of the Care Act identifies those circumstances under which a SAB must make the necessary arrangements for a SAR to be undertaken. The SAB should be responsible for agreeing Terms of Reference for any SAR that is undertaken in its area.
- 9.2 The SAB should also publish the findings of any SAR carried out within its Annual Report and should include what action will be taken in relation to those findings. If the SAB decides not to implement any recommended action from the findings of a SAR, then it must also publish in its Annual Report the reason behind its decision.
- 9.3 The SAB and its partner organisations must work together to ensure that the SAR process is used to facilitate a culture of learning and improvement so that the wellbeing and empowerment of adults is further protected. The SAR process should follow the principles of Safeguarding as identified within the Care and Support Statutory Guidance and should seek to identify lessons to be learned, which can be applied to future cases to prevent further harm.

10 Accountability, Governance, Commencement and Termination

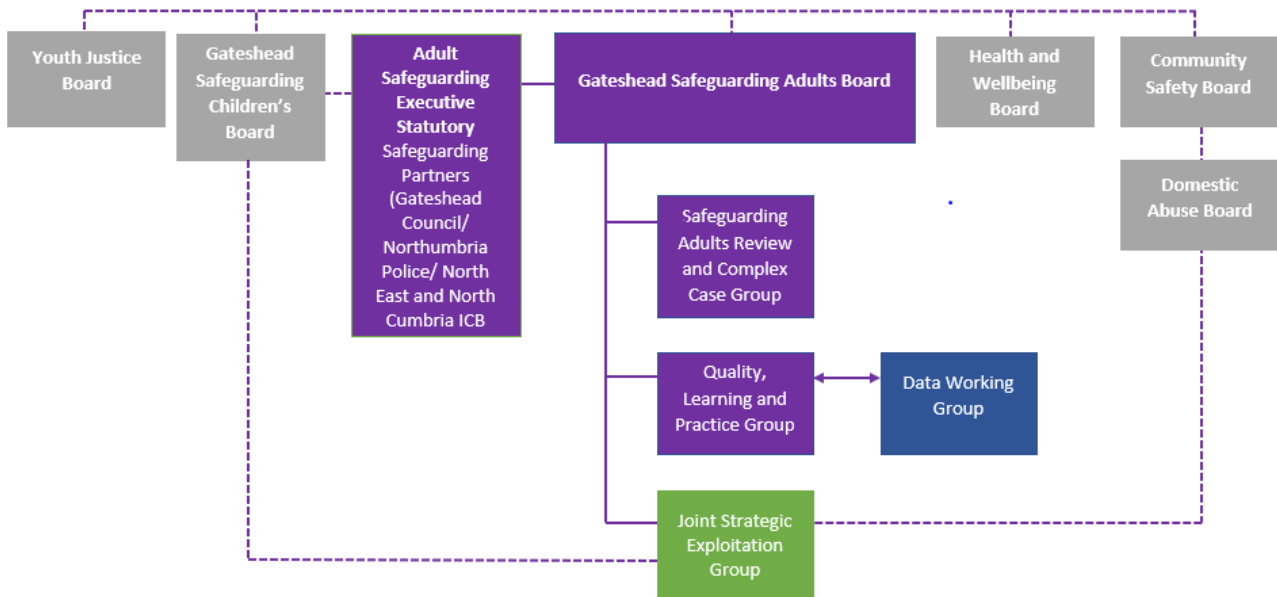
- 10.1 Whilst s43 Care Act 2014 required each local authority to establish a SAB it does not state that the partnership must have a separate legal entity from those of its members. The SAB is an unincorporated association of partners established to fulfil the statutory functions set out in s43 and schedule 2 Care Act 2014. As it has no 'legal identity' it is unable to:
- start a legal action.
 - borrow money.
 - enter into contracts in its own name.
 - hold property.
- 10.2 The SAB will, in line with Local Government Ombudsman's guidance, respond to complaints in accordance with the [Local Authority Social Services and National Health Services Complaint \(England\) Regulations 2009](#). Where the complaint relates to a service or function provided by a partner agency in line with their statutory obligations (e.g. how a s42 enquiry was conducted) then it would be for the agency to address this through their own complaints process.
- 10.3 Under the Data Protection Act 2018 at Section 6 it adopts the definition in Article 4(7) of the GDPR as the definition of data controller. In Article 4(7) data controller is defined as the '*natural or legal person, public authority, agency or other body which alone or jointly with others determines the purposes and means of processing the personal data, where the purposes and means of such processing are determined by member states.*' 'Person' is not defined in the Data Protection Act 2018 (DPA). Public authority is so defined, and a SAB is not a public authority for the purposes of Freedom of information (FOI) so is not a public authority for the purposes of the Data Protection Act. Under s43 of the Care Act each local authority is required to establish a SAB, the SAB seeks assurance from all members. It is therefore, those members who process the data. The SAB only collates this data and analyses it from a multi-agency perspective to secure assurance. Even the processes of conducting multi-agency audits or collating information to enable a Safeguarding Adult Review report requires only consideration of data already held and processed by members.
- 10.4 Appendix 4 provides an overview of governance and administrative arrangements and sets out the general arrangements for the conduct of business in meetings and administrative/secretariat support.
- 10.5 Where the Board is unable after two meetings to fully resolve a matter it shall be escalated to the Safeguarding Partnership Executive for consideration and decision.

- 10.6 The partnership actively values the benefits of diversity and ensures fair treatment and equality of opportunity. Information on safeguarding will include appropriate information, subject to availability, on gender, disability, and ethnicity.
- 10.7 The commencement date for this Memorandum of Understanding is **June 2025**. Each partner agency will progress the Memorandum through its own governance arrangements. The Memorandum will be reviewed at annual intervals, or as agreed.
- 10.8 This Memorandum of Understanding may only be terminated by the Safeguarding Adult Board subject to the LA Chief Executive in consultation with Chief Officers of the other SAB statutory partners. Any change in membership must be agreed by the Independent Chair in Consultation with the statutory partners.
- 10.9 Amendments to this Memorandum of Understanding may be proposed by the Board at any time subject to endorsement by the SAB statutory partners and the Independent Chair.

11 Status of this Memorandum of Understanding

- 11.1 This Memorandum of Understanding is not intended to be legally binding, and no legal obligations or legal rights shall arise between the parties from this memorandum of Understanding. The parties enter into the Memorandum of Understanding intending to honour their obligations.
- 11.2 Nothing in this Memorandum of Understanding is intended to, or shall be deemed to, establish any partnership or joint venture between the parties, constitute either party as the agent of the other party, nor authorise either of the parties to make or enter into any commitments for or on behalf of the other parties.

Appendix 1 Gateshead SAB Structure



Appendix 2

Board Membership

Partner Agency	Role(s)
Independent	<ul style="list-style-type: none"> Chair
Safeguarding Adults Board	<ul style="list-style-type: none"> Business Manager
Gateshead Council Integrated Adults and Social Care Services	<ul style="list-style-type: none"> Strategic Director – Integrated Adults' and Social Care Services (Vice Chair) Service Director – Adult Social Care
Gateshead Council Housing	<ul style="list-style-type: none"> Service Director – Neighbourhoods and Localities Head of Housing Support (Rough Sleeper Representative) (QLP Chair)
Northumbria Police	<ul style="list-style-type: none"> Chief Inspector Communities D/Chief Inspector Safeguarding
North East and North Cumbria Integrated Care Board (including NEAS and NHS England)	<ul style="list-style-type: none"> Director for Nursing, Patient Safety and Quality Assistant Director, Safeguarding
Tyne and Wear Fire and Rescue Service	<ul style="list-style-type: none"> Safeguarding Manager
Gateshead Health NHS Foundation Trust	<ul style="list-style-type: none"> Deputy Director of Nursing, Midwifery and Quality Head of Adult Safeguarding
Gateshead College	<ul style="list-style-type: none"> Learner Services Manager
Probation Service	<ul style="list-style-type: none"> Head of Probation Delivery Unit, Gateshead and South Tyneside
Cumbria, Northumberland Tyne and Wear Foundation Trust	<ul style="list-style-type: none"> Place Director
Healthwatch	<ul style="list-style-type: none"> Chief Executive
Connected Voice Advocacy	<ul style="list-style-type: none"> Advocacy Manager (VCSE Rep)
Your Voice Counts	<ul style="list-style-type: none"> Head of Advocacy

Appendix 3

In Attendance

Partner Agency	Role(s)
Gateshead Council Integrated Adults and Social Care Services	<ul style="list-style-type: none"> • Service Director – Quality Assurance and Commissioning • Head of Function for Working Age, Protection and Quality Standards • Service Manager – Adult Social Care
Gateshead Council Legal and Corporate Services	<ul style="list-style-type: none"> • Solicitor
Gateshead Council Public Health	<ul style="list-style-type: none"> • Public Health Advanced Practitioner • Head of Community Safety & Emergency Planning, Prevention & Resilience
North East and North Cumbria Integrated Care Board (including NEAS and NHS England)	<ul style="list-style-type: none"> • Designated Nurse, Safeguarding Adults (SARCC Chair) • Named Lead Professional for Safeguarding Adults, Quality and Safety (NEAS)
South Tyneside and Sunderland NHS Foundation Trust	<ul style="list-style-type: none"> • Named Nurse Safeguarding Adults
Gateshead Safeguarding Children's Partnership	<ul style="list-style-type: none"> • Business Manager
Gateshead Council Strategic Housing and Residential Growth	<ul style="list-style-type: none"> • Contracts and Performance Officer
Northumbria Police	<ul style="list-style-type: none"> • D/Chief Inspector Missing Persons & PREM (JSEG Chair)
Safeguarding Adults Board	<ul style="list-style-type: none"> • Safeguarding Learning and Development Officer

Appendix 4

Role Descriptions

Role descriptions have been prepared for the Independent Chair

Chair

Main Purpose:

- To chair the Gateshead Safeguarding Adults Board.
- To provide independent leadership and strategic vision to the Board.
- To ensure the Safeguarding Adults Board has an independent objective and authoritative identity.

Key Responsibilities of the Post:

In conjunction with the relevant officers, ensure that the Safeguarding Adults Board is meeting its responsibilities and objectives as set out in the Care Act 2014. To Chair and provide leadership to the board to:

1. Ensure that the Board maintains compliance with the Care Act 2014. This includes the three core duties of the SAB: publication of a strategic plan, publication of an annual report and conducting any Safeguarding Adults Reviews in accordance with Section 44 of the Act.
2. Provide strategic direction to support the Gateshead Safeguarding Adults Board in fulfilling its objectives of co-ordinating and monitoring the effectiveness of inter-agency work to safeguard and promote the independence and wellbeing of adults.
3. Ensure a collaborative approach to the Safeguarding Adults Board and ensure that partner agencies co-operate and effectively safeguard adults. This includes challenging partners where necessary and appropriate.
4. Support and guide the Safeguarding Adults Review (SAR) process on behalf of the Board. This includes accepting or challenging the Safeguarding Adult Review and Complex Case (SARCC) Groups decision regarding the commissioning of an SAR.
5. Ensure that the Safeguarding Adults Board interfaces with and works in partnership with the other strategic boards namely Health and Wellbeing Board, Gateshead Safeguarding Children's Partnership, the Community Safety Board and the Domestic Abuse Board.
6. Ensure that six key principles of Safeguarding identified within the Care Act statutory guidance underpin all adult safeguarding work.
7. Ensure that mechanisms are in place to lead, monitor, review and evaluate all Safeguarding Adults practices within Gateshead.
8. Be proactive in understanding of national, regional and local best practice with respect to Safeguarding Adults
9. Oversee the delegation of work to the relevant board sub-groups and ensure systems are in place to report back to the Safeguarding Adults Board.
10. Facilitate the smooth running of the Safeguarding Adults Board by ensuring the development and implementation of an Annual Business Plan, Board Workplan and the appropriate preparation of Board agendas and papers with designated officers.

11. Formulate responses to media enquiries with the Strategic Director, Integrated Adults and Social Care Services Gateshead Council's Communications Team and jointly with partner agencies as required.
12. These are the key tasks as currently defined. From time to time the key tasks may be varied and the post holder will be expected to take on variations within the constraints of the role.

Appendix 5

Governance and Administrative Arrangements

Chair and Vice-Chair

The Safeguarding Adults Board will appoint a Chair in accordance with the Care Act 2014 guidance noted in section 7.1. There will be scheduled meetings between the Chair and the Gateshead Council Strategic Director, Integrated Adults and Social Care Services to ensure effective and transparent reporting and accountability arrangements. The overall purpose of meetings between the Chair and the Strategic Director will be to review progress, consider any strategic or other issues and to discuss the development and delivery of effective borough wide safeguarding of adults.

In the absence of the Chair the Vice-Chair will be a representative from one of the statutory partners. They will take up the role as Vice-Chair on a 12-month rotational basis.

Adult Safeguarding Executive

The Adult Safeguarding Executive provides support to the SAB by providing a platform to raise issues, concerns, and address barriers to progressing actions contained within the strategic plan and support the board to meet its statutory safeguarding duties. The Adult Safeguarding Executive is made up of the three statutory partners, the Chair of the SAB and the SAB Business Manager.

Attendance

It is expected that if nominated board members cannot attend, their named nominated deputy may attend in place of the Board Member but may not do so for more than two consecutive meetings without review of the member nominated by the partner agency.

Lack of attendance at Board meetings is seen as damaging to the strategic development of inter-agency arrangements for safeguarding adults. Where neither the nominated nor deputising member attends for two or more meetings, this fact will be drawn to the attention of the executive body of the relevant agency by the Chair of the Board.

Quorum

To be quorate, the Board must have no less than 3 statutory members (this can include a nominated deputy).

Board Decision Making & Voting

Prior to discussion of a matter Board members should have:

- read the written report,
- identified key lines of discussion/enquiry to be taken up at the meeting,
- identified potential areas of good practice and shared learning, and
- established the relevant position within their own agency as necessary.

The Chair will manage the consideration of reports and highlight any further action, outputs or outcomes required by the Board and ensure recognition is given for real progress made.

The Chair will, wherever possible, seek consensus on business matters under consideration at or outside of board meetings.

In the event of a vote, all members, or their nominated deputy if attending in place of the nominated member, will be entitled to vote. In cases where there is an equal number of votes, the Chair will have a second or casting vote.

Frequency of Board Meetings

The Board will meet on a quarterly basis with additional meetings arranged as necessary to set and maintain strategic direction and meet delivery requirements. The board will also have regular and planned development sessions with a rolling agenda of appropriate items for discussion.

Declaration of Interests

Board members are required to declare any interest or potential conflict of interest that arises or may be perceived to arise while conducting Board business. They should declare this at the start of Board meetings. Board members who have declared an interest will be able to participate in the meeting at the discretion of the Chair.

The arrangements for the conduct of Safeguarding Adult Reviews (SAR) place particular emphasis on the declaration of interests.

Escalation and Challenge Protocol

The [Escalation and Challenge Protocol](#) ensures a prompt, sensitive and professional response to the management of escalating issues and constructively challenging agencies regarding their practice in respect of safeguarding adults in Gateshead.

Information Sharing

The SAB and GCSP [Information Sharing Protocol](#) provides a clear framework for the effective sharing of information both at a strategic and operational level within the arenas of Safeguarding Children and Adult Safeguarding.

Reports

Reports must be submitted to the Safeguarding Adults Business Manager, Gateshead Council, not later than **ten** working days before the date of the meeting. This is to enable papers to be distributed in time.

To ensure proper consideration and discussion of content, tabled reports will not normally be accepted at Board meetings. In exceptional circumstances, tabled reports may be presented at the discretion of the Chair (e.g. updates on information in reports like latest statistics or amplification of content already submitted but not raising new issues of principle). Anyone wishing to defer a report to a later agenda must obtain the agreement of the Chair prior to the circulation of the agenda for the meeting.

Agendas and Minutes of Meetings

There is an expectation that the Business Manager will draft the agenda for initial agreement 4 weeks prior to the meeting in discussion with the Chair. Members will receive the draft agenda, and the action log and asked to provide any requests for agenda items within one week for consideration by the Chair. They will be expected to ensure any actions have been completed or updates provided prior to the board meeting. The Chair and the Business Manager will agree the final agenda & papers 7 days prior to the meeting.

The Safeguarding Adults Board Business Manager will ensure the circulation of agendas for meetings and supporting papers. This will be done 5 working days before each scheduled meeting.

Co-ordination and Support

The Business Manager alongside an administration officer will provide co-ordination of the Board and support.

Appendix 6

Gateshead Safeguarding Adults Board Quality, Learning and Practice (QLP) Group

Terms of Reference

1. Purpose

- 1.1 The purpose of the Quality, Learning and Practice Group is to adopt an evidence-based approach to improving the quality and effectiveness of safeguarding adult practice in Gateshead.

2. Objectives

- 2.1 The Objectives of the QLP are to:

Quality

- Monitor and review safeguarding adult performance data – identify key trends and areas of improvement and / or concern.
- Implement an annual SAB quality assurance framework and co-ordinate implementation of key recommendations.
- Develop and implement an annual programme of case file audits and monitor any subsequent recommendations.
- Review multi/single agency inspection findings and identify any implications for the SAB.

Learning

- Collate and review recommendations from local, regional and national Safeguarding Adult Reviews, Domestic Homicide Reviews and Child Practice Reviews to consider implications for Gateshead and potential learning opportunities.
- Develop, co-ordinate and support a flexible training programme to include training courses, briefing sessions, workshops and conferences. This will include both online and classroom-based learning.

Practice

- Regularly review the SAB Multi-Agency Policy and Procedures to ensure that they are statutorily compliant, represent best practice and deliver quality services and outcomes.
- Challenge and address any obstacles to effective multi-agency working practices.
- Embed the Making Safeguarding Personal agenda.
- Implement the communication and engagement strategy. This includes:
 - Continue to develop and enhance the Safeguarding Adults Champions scheme.
 - Develop a range of communication / publicity materials.
 - Ensuring the Safeguarding in Gateshead website and Twitter account are up to date.

3. Membership

- 3.1 The QLP will include representatives from the three statutory safeguarding adult partners:
- Gateshead Council
 - Commissioning and Quality Assurance
 - Adult Social Care – assessment and provider services
 - Housing
 - Workforce Development
 - Northumbria Police
 - North East and North Cumbria Integrated Care Board
- 3.2 Representatives are also welcome from organisations who have a key role in safeguarding adults in Gateshead. These include, but are not limited to:
- Gateshead NHS Health Trust
 - South Tyneside and Sunderland NHS Foundation Trust
 - Coquet Trust
 - Connected Voice Advocacy
 - NRASS – North Regional Sensory Support
 - Change, Grow, Live
 - The Probation Service

4. Meeting arrangements

- 4.1 The QLP subgroup will meet on a quarterly basis and the papers will be circulated to members no later than 5 working days before the meeting.
- 4.2 An action log will be circulated to members no later than 5 working days after the meeting.
- 4.3 The QLP subgroup will establish multi-agency task and finish groups to lead on workstreams.

5. Accountability

- 5.1 The QLP subgroup will be accountable to the Safeguarding Adults Board via regular progress update reports to ensure compliance with legislation and upholding statutory duties. Actions and work which has been passed to the QLP subgroup directly from the SAB will be included in these update reports and progress will be monitored via the QLP work plan.

6. Review

- 6.1 The QLP Terms of Reference should be reviewed on an annual basis.

Appendix 7

Joint Strategic Exploitation Group Terms of Reference

1. **Remit and purpose**

- 1.1 The Joint Strategic Exploitation Group is a subgroup of both the Gateshead Safeguarding Children's Partnership (GSCP) and Gateshead Safeguarding Adults Board (SAB).
- 1.2 The remit of the group is to lead on the development of strategic work in relation to all aspects of exploitation, including but not limited to:
 - Sexual Exploitation
 - Criminal Exploitation
 - Modern Slavery and Trafficking
 - Female Genital Mutilation
 - Missing
- 1.3 The group will contribute to the safeguarding of children, young people, and adults vulnerable to exploitation and improve outcomes by:
 - Considering the implications of new policy, legislation, research, and guidance.
 - Exploring best practice on a regional basis and, where possible, aligning procedures.
 - Developing practice guidance for responding to incidents.
 - Developing a preventative approach.
 - Developing learning and improvement opportunities.
 - Establishing the current provision of support for victims.
- 1.4 The group will have oversight of the GSCP Missing, Slavery, Exploitation and Trafficked Group (MSET).
- 1.5 The group will develop and maintain links with other relevant partnerships.

2. **Membership**

- 2.1 The Joint Strategic Exploitation Group will include representatives from the three statutory safeguarding adult partners:
 - Gateshead Council:
 - Commissioning and Quality Assurance
 - Adult Social Care
 - Children's Social Care
 - Early Help – Specialist Support
 - Housing
 - Education Gateshead
 - Workforce Development
 - Community Safety
 - Northumbria Police
 - Newcastle Gateshead CCG

Representatives are also welcome from organisations who have a key role in safeguarding adults and children in Gateshead. These include, but are not limited to:

- Gateshead NHS Health Trust
- Changing Lives
- Change, Grow, Live
- Platform
- Cumbria, Northumberland, Tyne and Wear NHS Foundation Trust
- Gateshead College
- Edge North East
- The Children's Society
- NPCC Violence Reduction Unit

2.2.1 Members are expected to represent their organisation and attend all meetings wherever possible, ensuring that required actions are implemented and communicated. If a member is unable to attend a particular meeting, they should arrange for a deputy to attend, wherever possible.

2.3 Other agencies can be co-opted onto the group as and when the work requires an input.

3. **Meeting Arrangements**

3.1 The Strategic Exploitation Group will meet on a quarterly basis and the papers will be circulated to members no later than 5 working days before the meeting.

3.2 An action log will be circulated to members no later than 5 working days after the meeting.

3.3 The Strategic Exploitation Group will establish multi-agency task and finish groups to lead on workstreams.

3.4 A Northumbria Police Detective Chief Inspector will chair the group.

4. **Accountability**

4.1 The Joint Strategic Exploitation Group will be accountable to the SAB and GSCP via regular progress update reports.

5. **Review**

5.1 The Terms of Reference should be reviewed on an annual basis.

Appendix 8

Gateshead Safeguarding Adults Board Safeguarding Adults Review and Complex Case Group (SARCC)

Terms of Reference

1. Purpose

- 1.1 The primary purpose of the SARCC is to receive all Safeguarding Adult Review referrals and consider whether these referrals meet the criteria to conduct a Safeguarding Adults Review (SAR) or whether any other action should be carried out to ensure learning takes place and is shared.
- 1.2 The Safeguarding Adult Review Group will establish whether there are lessons to be learnt from the circumstances of the case about the way agencies worked to safeguard adults and feed these into the Quality, Learning and Practice subgroup.
- 1.3 The SARCC will also provide a forum for partners to discuss complex safeguarding adult cases.

2. Role

2.1 Safeguarding Adult Reviews (SAR's)

The SARCC have delegated responsibility from the Safeguarding Adults Board for the co-ordination of the Safeguarding Adult Review process. This includes:

- Consider all SAR referrals to determine whether the referral meets the criteria for a Statutory SAR.
- Commission Safeguarding Adult Reviews on behalf of the SAB and to subsequently monitor their progress, ensuring timeframes and terms of reference are adhered to.
- Make recommendations to the SAB regarding the scope and methodology to be used in conducting SAR's, identifying the most appropriate method to adopt based upon the circumstances of the case in question. Approaches may include reviews such as:
 - Appreciative Inquiries
 - Significant Incident Learning Process
 - Root Cause Analysis
 - Human Factors Analysis
- To collate and review recommendations from Safeguarding Adult Reviews and other commissioned reviews, ensuring that achievable action plans are

developed, that actions are delivered and that outstanding actions are escalated for discussion at the SAB.

- Consider any lessons learned that are identified nationally, regionally and locally from any cases requiring a Safeguarding Adults Review, Serious Case Review or any other review process relevant to the Safeguarding Adults agenda. These will be fed into the Quality, Learning and Practice subgroup.
- To promote effective learning and improvement action.
- When a request for a SAR does not meet the criteria the SARCC can recommend undertaking a discretionary single or multi-agency review. Any such reviews will be co-ordinated by the SARCC.
- Monitor the effectiveness of the SAR protocol and process on behalf of the SAB, making recommendations and implementing necessary changes.

2.2 Complex Cases

2.2.1 The SARCC will provide a forum for partners within the Safeguarding Adults Board to discuss complex cases.

2.2.2 The SARCC will not replace routine Section 42 multi-agency safeguarding meetings or the escalation policy for those situations where there is a dispute between organisations.

2.2.3 Complex cases appropriate for the SARCC will be:

- Safeguarding Adult Cases which have been in review for a prolonged period, but risks remain high and future options appear limited. These are cases that may require more creative interventions and / or a more co-ordinated and bespoke response.
- Complex cases transitioning from Children's Services which will require multiagency interventions to manage risks.
- Safeguarding Adult Cases which have demonstrated particularly good practice and from which lessons could be captured and disseminated.

3. Objectives

3.1 Key objectives of the SARCC will be to:

- Provide assurance to the SAB that SAR referrals are considered in a timely and robust fashion, in compliance with legislation and local policy.
- Ensure that the SAB and its Chair are updated regarding SAR activity and the progress of reviews.
- Provide assurance to the SAB that recommendations and lessons learned from SAR's and other commissioned reviews are being implemented within Gateshead.
- Ensure that Contract Management and Commissioning are aware of any safeguarding issues regarding commissioned services.
- Liaise with the Learning Disability Mortality Review process to ensure no duplication and to share learning.

- Provide a forum for the discussion of complex safeguarding adult cases so that those within the Safeguarding Adult process with multiple risks, complex presentations and / or high risks are provided with the most appropriate multi-agency support to meet their individual needs and are enabled to achieve positive outcomes.
- Develop and implement training and learning opportunities

4. Membership

4.1 Membership of the group will include:

- North East and North Cumbria Integrated Care Board (NENC ICB) – Designated Safeguarding Nurse (Chair)
- Gateshead Health Foundation Trust (GHFT) – Head of Adult Safeguarding (Vice-Chair)
- Gateshead SAB Business Manager (Co-ordinator)
- Northumbria Police - Detective Chief Inspector
- Gateshead Council:
 - Adult Social Care Service Manager
 - Safeguarding Team Manager
 - Solicitor
 - Contract Review Manager
 - Head of Housing Support
- CNTW - Safeguarding and Public Protection Manager
- NEAS – Safeguarding Adult Lead
- Coroner's Office - Coroner's Officer
- TWFRS – Safeguarding Manager

4.2 In order to be considered quorate, the SARCC must have representation from the three statutory agencies: Local Authority, Northumbria Police and North East and North Cumbria Integrated Care Board (NENC ICB).

4.3 The group can agree to co-opt members as and when necessary for specific knowledge and expertise. This may include, for example, Tyne and Wear Fire and Rescue Service, Northeast Ambulance Service, National Probation Service and Commissioned Provider Services.

4.4 Members will agree to send a nominated representative if the named individual is unable to attend.

5. Meeting arrangements

5.1 The SARCC will meet on a bi-monthly basis ad hoc meetings will be arranged when necessary.

5.2 The SARCC will be chaired by the Designated Safeguarding Nurse, North East and North Cumbria Integrated Care Board (NENC ICB).

- 5.3 The Vice-Chair will be Head of Adult Safeguarding, Gateshead Health Foundation Trust (GHFT).
- 5.4 The SARCC will be co-ordinated by the Safeguarding Adults Board Business Unit.
- 5.5 Should a Safeguarding Adult Review referral be received the SAB Business Manager will complete the SAR Checklist (Stage 1) and make a proposal to the Chair of the SARCC and the Chair of the SAB as to whether the referral meets the criteria for a SAR, based on the information available at the time.
- 5.6 If the SAR is to progress to a Rapid Review by the SARCC group further information will be gathered from the organisations involved with the person to produce a chronology of events.
- 5.7 The referral will be scheduled for discussion at the next appropriate SARCC meeting:
 - Attendees will present information relating to their agency's involvement with the individual.
 - Additional agencies and their representatives can be invited to attend.
- 5.8 The agenda, previous minutes and any other relevant paperwork will be circulated for consideration 1 week prior to the meeting to ensure, SARCC members are given the opportunity to read the papers and can ensure any actions from the previous meeting have been completed.
- 5.9 All Complex Case referrals for the SARCC will be submitted to the Safeguarding Adult Business Manager at least one week prior to the SARCC. Partners will be expected to present their case at the meeting.

6. Structure and Assurance

- 6.1 The Safeguarding Adults Review and Complex Case Group (SARCC) is a sub-group of the Gateshead Safeguarding Adults Board (SAB).
- 6.2 The SARCC will be accountable to the SAB via quarterly Highlight reports containing information on:
 - What is Working Well:
 - Summary of key agenda items, discussions, topics covered, and key actions completed
 - Summary of key activity relating to specific GSAB Strategic Plan Priorities
 - Actions planned for next reporting period
 - Examples of good practice/outcomes for adults at risk
 - What is not Working Well:
 - Summary of any actions not completed in this reporting period, any identified barriers and agreed corrective action
 - What difference are we making?
 - Summary of evidence of impact of the work of the group, the outcomes achieved and what difference this will or is making

- Identification of any individual(s) and/or organisation that has made a difference to adults at risk
- Potential Risks:
 - Any potential risks and/or challenges (including for example, achieving the group plan, membership, collation of data/ performance, links to the GSAB strategic plan or risks to the partnership)
 - Do the identified risk(s) need to be included in the GSAB Risk Register?
 - Do you require any action to be considered by the GSAB?

6.3 Once a SAR has been discussed and agreement reached, the Safeguarding Business Manager will inform the Chair of the Safeguarding Adults Board and the three SAB statutory partners of the SARCC's recommendation for ratification or challenge. In the event the Chair disagrees with the recommendation it will be referred for reconsideration at a meeting of the SARCC.

7. Review

7.1 The SARCC Terms of Reference will be reviewed on an annual basis