



HALTON SAFEGUARDING ADULTS BOARD

SAFEGUARDING POLICY, PRACTICE AND PROCEDURE SUB-GROUP (Health, Police and Social Care)

TERMS OF REFERENCE

AIMS AND OBJECTIVES

- This sub-group has been established to ensure that local standards, policies and procedures are in place in relation to safeguarding adults across Halton. These will reflect national standards, regulations, guidance and case law and will apply to all statutory agencies across Halton.
- This sub-group will be responsible for developing and updating the Safeguarding Adults in Halton: Procedures and Good Practice Guidance, multi-agency policy.
- This sub-group will also be responsible for developing reports and plans such as the Annual Report for the HSAB and the business plan.

FUNCTIONS

- Consider the findings and recommendations, as directed by the Executive Board, of local, national reports and policy developments to embed a programme of learning within the HSAB.
- Lead on the development and review local policies and procedures, systems and protocols for inter-agency work to safeguard adults at risk of abuse or neglect.
- Promote agreed policies, procedures, protocols and other SAB related work to managers, staff and volunteers, service users and the public.
- Report any matters relating to agencies' policies or procedures to the HSAB Chairperson.
- To produce and publish a strategic business plan for each financial year that sets out how it will meet its main objectives and what members will do to achieve this.
- To produce and publish an annual report detailing what the SAB has done during the year to achieve its main objective and implement its strategic plan.
- Reflective practice across Halton.
- Improvements in practice and revising policies to reflect this.

- Safeguarding Policy.

GOVERNANCE AND ACCOUNTABILITY

The Policy, Practice and Procedure Sub-Group will report progress of its work plan to the HSAB Executive Group and the main HSAB meeting. The Chairperson of the Sub-Group will submit reports and attend those meetings to provide an update from the group in to the Executive Group and the main HSAB meeting.

FREQUENCY

The Safeguarding Policy, Practice and Procedure Sub Group will meet on a quarterly basis.

MEMBERSHIP

The Membership of the Policy, Practice and Procedure Group will be as follows:

Organisation	Role
Halton Borough Council	Chair –Director Care Management, Safeguarding and Quality
Halton Borough Council	Vice Chair - Principal Manager, Policy, Performance and Customer Care
Cheshire Police	DCI, Cheshire Constabulary
NHS Cheshire and Merseyside: Halton ICB	Designated Nurse Safeguarding Adults
Halton Borough Council	Interim Principal Manager – Safeguarding Unit
Halton Borough Council	Principal Manager, Widnes Complex Care Team
Halton Borough Council	Principal Manager, Runcorn Complex Care Team
Halton Borough Council	Safeguarding and Dignity Officer
Mersey Care	Named Professional Safeguarding Adults
Halton Borough Council	Principal Manager Adult Mental Health

- **Representatives of the sub-group are required to attend the meetings, or send an appropriate deputy from their organisation. Where this is not possible, apologies must be given in advance.**

QUORUM

As a minimum of 3 other agencies are present to ensure that sufficient multi-agency input is present for decision making. Attendees must have the appropriate authority to make decisions on behalf of their respective organisations. Agencies which are unable to attend must ensure minutes and actions are taken forward within their organisations.

ADMINISTRATION

The administration of this sub-group will be the responsibility of the HSAB Support Officer.

A copy of the minutes will be sent to each sub-group member and other people by agreement of the Chairperson. The accuracy of minutes will be checked at the subsequent meeting.

OPERATING PRINCIPLES

1. Empowerment

People being supported and encouraged to make their own decisions and informed consent

2. Prevention

It is better to take action before harm occurs.

3. Proportionality

The least intrusive response appropriate to the risk presented.

4. Protection

Support and representation for those in greatest need.

5. Partnership

Local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse.

6. Accountability

Accountability and transparency in safeguarding practice.

DATE TERMS OF REFERENCE AGREED: September 2024

REVIEW DATE: September 2026