

## **HSAB TERMS OF REFERENCE**

### **1. VISION**

Haringey residents are able to live a life free from harm, where communities:

- Have a culture that does not tolerate abuse;
- Work together to prevent abuse; and
- Know what to do when abuse happens.

### **2. ROLE OF THE BOARD**

21 The Haringey Safeguarding Adults Board (HSAB) has overall responsibility for co-coordinating safeguarding adult matters and ensuring that partner agencies carry out safeguarding adults work. Health agencies, the police, fire service, service user groups and key services are all represented on the HSAB. The SAB has sub-groups covering Safeguarding Adult Reviews (SAR's), Prevention and Learning, as well as a Quality Assurance. The work of the HSAB is set out in the [SAB's Strategic Plan 2020-22](#) which provides the framework under which progress and priorities are annual reviewed.

22 The purpose of the HSAB is to assure itself that local safeguarding arrangements are in place as defined by the Care Act 2014 and further:

- assure itself that safeguarding practice is person-centred and outcome focused;
- prevent abuse and neglect where possible;
- ensure timely and proportionate responses when abuse or neglect have occurred; and
- assure itself that safeguarding practice is continuously improving and enhancing the quality of life of adults in its area.

23 The Board has three core duties which the Care Act 2014 sets out. These include:

- developing and publishing an annual strategic plan setting out how we will meet our objectives;
- publishing an annual report which sets out what we have achieved; and
- commissioning SAR's where serious abuse or death has occurred, and learning can take place.

24 The Board's membership includes statutory and independent agencies engaged in Adult Social Care, community organisations and groups, including people who use services and carers.

25 The HSAB works to the Care Act Statutory Guidance<sup>1</sup> and the Pan London

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<sup>1</sup> <https://www.gov.uk/government/publications/care-act-statutory-guidance/care-and-support-statutory->

Mult-Agency Policy & Procedures<sup>2</sup>

## 3. SAB PRINCIPLES

3.1 The work of the HSAB is underpinned by the safeguarding principles which were set out by the government in the statutory guidance accompanying the Care Act 2014. The following six principles apply to all sectors and settings including care and support services. The principles inform the ways in which we work with adults.

- I. **Empowerment** – The presumption of person-led decisions and informed consent, supporting the rights of the individual to lead an independent life based on self-determination.
- II. **Prevention** - It is better to take action before harm occurs, including access to information on how to prevent or stop abuse, neglect and concerns about care quality or dignity.
- III. **Proportionality** - Proportionate and least intrusive response appropriate to the risk presented.
- IV. **Protection** - Support and representation for those in greatest need, including identifying and protecting people who are unable to take their own decisions, or to protect themselves or their assets.
- V. **Partnership** - Local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse.
- VI. **Accountability** - Accountability and transparency in delivering safeguarding, with agencies recognising that it may be necessary to share confidential information, but that any disclosure should be compliant with relevant legislation.

## 3.2 Statutory Purposes

These six principles form the basis of our work and our Strategy, in which we set ourselves, the partnership and community specific actions to prevent and respond to abuse and its framework is built around the four statutory SAB purposes under the Care Act 2014:

- practice;
- prevention;
- responding to abuse and neglect; and
- learning and improvement.

## 4. MEMBERSHIP AND COMPOSITION

### 4.1 Membership

4.1.1 Local authorities are responsible for the establishment of SABs. The Care Act 2014 specifies that there are three core members:

- the Local Authority

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[guidance](#)

<sup>2</sup> <https://londonadass.org.uk/safeguarding/review-of-the-pan-london-policy-and-procedures/>

# Haringey Safeguarding Adults Board

## Terms of Reference – (January 2021)



- Clinical Commissioning Groups (CCGs)
  - the Police – specifically the Chief Officer of Police.
- 4.1.2 For a SAB to fulfil its responsibilities and duties effectively, other agencies will need to be involved in its work. The HSAB has agreed its membership (see appendix A).
- 4.1.3 To ensure community engagement, membership to include Lay Member representation and voluntary organisations such as the Bridge Renewal Trust (BRT) and Healthwatch.
- 4.1.4 Particular individuals may also be invited to join the HSAB if the board considers that it will be beneficial. The HSAB may also need to seek ‘one-off’ specialist advice or information in order to assist with the implementation of any objectives identified. This may include seeking legal advice or consulting specialist advisers, its local community about any wider safeguarding issues.
- 4.1.5 HSAB members must have sufficient seniority and leadership within their own agency to speak on its behalf, to commit resources and agree actions and to represent their agency should the HSAB need to hold it to account. The HSAB should have a range of members bringing different skills and experience to meetings, but all members should have attended safeguarding awareness training and have:
- an understanding of abuse and neglect and their impact
  - knowledge of local safeguarding services
  - personal commitment to the six safeguarding principles
  - a clear understanding of their role and that of their agency within the HSAB.
- 4.1.2 Organisations will nominate a named individual as their HSAB member to ensure consistency and continuity. In circumstances where members are unable to attend, nominated representatives can attend in their place.
- 4.1.3 Substitution of members and attendance by non-members may be permitted at the discretion of the Chair.
- 4.1.4 Lack of attendance at HSAB meetings by an organisation/agency will seriously hinder the strategic development of the multi-agency arrangements for safeguarding adults, and for this reason non-attendance is viewed as unacceptable. Where both the nominated and deputising member do not attend for two or more meetings this fact will be drawn to the attention of the Chair of the HSAB.
- 4.1.5 Each member of the HSAB is responsible for ensuring that effective safeguarding arrangements are in place within their organisations/agencies. Members agree to play a strategic role, to promote safeguarding and people’s independence, well-being and safety, to refer back to their organisations so that policy and practice can be developed, to disseminate learning within their own organisation and to contribute to the work of the

subgroups.

### 4.2 Chair

- 4.1.1 The HSAB is chaired by an Independent Chair who is not an employee, or a member of an agency that is a member of the HSAB, and provides partners with the reassurance that the Board has independence from the Local Authority and other partners.
- 4.1.2 The Chair is accountable to the chief executive of the local authority for:
- providing leadership
  - promoting collaborative working
  - promoting good practice
  - providing advice, support, and encouragement
  - facilitating the participation of people with care and support needs and carers
  - offering constructive challenges
  - holding member agencies to account
  - ensuring that interfaces with the other strategic boards are constructive
  - acting as the spokesperson for the SAB
  - developing and maintaining their knowledge and expertise in relation to safeguarding
  - endorsing and promoting good practice and quality services.

## 5 SUBGROUPS

- 5.1 The HSAB will carry out its responsibility by establishing a number of subgroups as required in order to deliver the objectives identified in its Strategic Plan. All subgroups will have terms of reference agreed by the HSAB and will be led by an agreed Board member to ensure governance, accountability and reporting structures to the HSAB. Each subgroup will have an action plan/work programme.
- 5.2 Each subgroup will produce a quarterly report regarding progress on their activity to the HSAB and this will inform the HSAB Annual report. The current subgroups are as follows:
- Prevention and Learning:** Oversee the delivery of the Haringey Safeguarding Adults Prevention Strategy, and development and coordination of multi-agency safeguarding adults training provision. Delivery of safeguarding awareness campaigns.
  - Multi-Agency Quality Assurance:** the purpose of the Quality Assurance subgroup is to support the HSAB to fulfil its remit of ensuring local safeguarding arrangements are effective and deliver the outcomes that people want.
  - Safeguarding Adults Reviews (SAR):** to consider referrals of any case which meet the statutory criteria and to make decisions on this basis; to make arrangements for and to oversee all SAR's; to ensure recommendations are made, messages are disseminated and that lessons are learned.
  - Chairs Executive:** to monitor and review progress on the Board's

Strategic Plan; to monitor and review the Board's business management and planning cycle; and to ensure coordination of the Board's work through its sub-groups.

- i. **Multi-Agency Mental Capacity Act and Deprivation of Liberty Safeguards (MCA/DoLS)<sup>3</sup>** : oversees the ongoing implementation and operation of the Mental Capacity Act (MCA) 2005, including DoLS

### 5.3 Task and Finish Subgroups

**5.3.1** Task and Finish Groups may be established as and when required by the HSAB for the purpose of conducting any in-depth reviews, policies or issues relating to safeguarding, which falls under the remit of the HSAB.

**5.3.2** The Board will decide on the number of members to form the group and also seek volunteers from within the Board's membership to join the group. The groups will be led by an agreed Board member to ensure governance accountability and reporting structures to the HSAB.

**5.3.3** Current Task & Finish Group as follows:

- i. **Safeguarding Adults COVID-19 Subgroup:** To provide an effective partnership response to issues arising from COVID-19 on adults with care and support needs at risk of abuse/harm and neglect.

## 6 ACCOUNTABILITY and LINKS WITH OTHER BOARDS

### 6.1 Links with other Boards and Partnerships

**6.1.1** The HSAB links to the other four Strategic Partnerships in the Borough: the Community Safety Partnership (CSP), the Health & Wellbeing Board, the Violence Against Women and Girls Strategic Partnership (VAWG) and the Haringey Safeguarding Children Partnership (HSCP) including the operational partnerships that sit beneath: the Multi-Agency Safeguarding Hub (MASH), the Multi-Agency Risk Assessment Conference (MARAC), the Multi-Agency Public Protection Arrangements (MAPPA) and the Multi-Agency Solutions Panel.

**6.1.2** The HSAB is also linked to the North Central London (NCL) group of SABs and the London Safeguarding Adults Board (LSAB).

## 7 STRUCTURE (See appendix B)

## 8 MEETINGS

**8.1** The HSAB will meet for a minimum of four times a year. Additional 'special' meetings will be arranged if necessary.

**8.2** The quorum at a meeting of the Board shall be 25% of the number of members entitled to attend the meeting and in the absence of a quorum at any time during

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<sup>3</sup> The full implementation of the Liberty Protection Safeguards (the LPS) has been delayed until April 2022, after the government accepted that its planned October 2020 go-live date was not possible. Subgroup on hold, pending full implementation.

the meeting the power to make decisions shall cease and the meeting adjourned to another date and time.

- 8.3 Agenda and papers for Board meetings will be circulated a week before the date of the Board meeting. The agenda will set out the date, time and venue of the meeting together with an outline of the items to be considered and any supporting documents.
- 8.4 Urgent business, additional or late items will be at the discretion of the Chair.
- 8.5 Prior to discussion of a matter, all Board members to read respective agenda items, identify key lines of discussion/enquiry to be taken up at the meeting, identify potential areas of good practice and shared learning, and establish the relevant position within their own agency as necessary.
- 8.6 Minutes shall be kept for all meetings of the HSAB and the appropriate 'minute taker' shall make a record of all proceedings and resolutions and save on the appropriate council shared drive. Minutes that may involve the disclosure of exempt or confidential information will be amended prior to publication.

## **9 NOTICES AND OTHER COMMUNICATION WITH MEMBERS AND DATA PROTECTION**

- 9.1 The Board will communicate with members by electronic mail but reserves the right to deliver notices and papers by hand or post where this is deemed to be appropriate by the Chair.
- 9.2 All matters discussed at the HSAB will be confidential and unless agreed should not be divulged to other parties. All agenda, reports and other documents and all proceedings of the HSAB, shall be treated as confidential unless and until they become public in the ordinary course of the Board's business. However, if information is discussed that would prejudice the welfare of the person or persons concerned and/or others it will be the responsibility of the chair to ensure that such information is handled appropriately.
- 9.3 Members will act in accordance with the provisions of the HSAB Information Sharing Agreement (ISA) when processing personal data for the Law Enforcement purposes<sup>4</sup>, as described under part 3 of the Data Protection Act (DPA)1998 and treat all information as confidential.
- 9.4 Partners will use the agreed partnership logo and slogan on papers relating to the business of the HSAB.

## **10 GOVERNANCE**

### **10.1 Compliance with Statutory requirements**

Board Members will comply with all statutory requirements both local and national, and other guidance on conduct and probity, and ensure good corporate governance.

### **10.2 Decisions and Votes**

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<sup>4</sup> 'The law enforcement purposes' are the purposes of the prevention, investigation, detection, or prosecution of criminal offences or the execution of criminal penalties, including the safeguarding against and the prevention of threats to public security

## Haringey Safeguarding Adults Board Terms of Reference – (January 2021)



Wherever possible the Board shall make any decisions and recommendations on the basis of a consensus of agreement between all parties present. Where a decision on a matter is necessary and no consensus exists, the decision shall be taken by a simple majority on a show of hands of the members present. In the event of an equality of votes the Chair shall hold the casting vote. Observers are not eligible to vote.

### 10.3 Urgent Decisions

If necessary, because of urgency and the timing of meetings, decisions may be taken by email on the basis of a report and recommendations. Decisions will be simple majority. Abstainers will be recorded.



**10.4 Disclosure of Information**

Any documents that may involve the disclosure of exempt or confidential information will be amended prior to public access, with an explanation of the reason(s) for this censorship.

**10.5 Safeguarding Adults Reviews**

To commission SAR's, address areas of recommendations, and monitor actions taken to address these recommendations across all agencies and partner organisations. To promote effective learning and improvement action to prevent future deaths or serious harm occurring again.

**10.6 Declarations of Interest**

Partners and Board Members will comply with all statutory requirements both local and national, and other guidance on conduct and probity, and ensure good corporate governance. No member or officer of any partner shall put themselves in a position whereby duty and private interest conflict. Declarations of any conflicts of interest must be made to the Chair of the Board prior to the relevant agenda item and the member concerned must excuse themselves from the item and ensure their organisation is represented by a Deputy member.

**11 REVIEW**

11.1 The terms of reference, membership, roles and responsibilities, groups, governance will be reviewed at least every three years or as necessary.



## Appendix A

AGENCY	RESPONSIBILITY	REPS
<b>Safeguarding Adults Board</b>	HSAB Independent Chair	1
<b>Volunteer Lay Member</b>	Volunteer Lay Member	1
<b>Adult Services</b>	Director of Adult Services	12
	Operational Lead Manager	
	Performance Manager	
	Performance Officer	
	Head of Quality Assurance and Development	
	Workforce Development Manager	
	Safeguarding Adults Team Manager	
	Governance and Improvement	
	Assistant Director for Commissioning	
	Commissioning and Safeguarding Officer	
<b>Children's Services</b>	Assistant Director for Safeguarding and Social Care	1
	Strategic Violence Against Women and Girls Lead	2
<b>Public Health/ Community Safety</b>	Director of Public Health	
<b>Legal Services</b>	Assistant Head of Legal Services	1
<b>Housing</b>	Director of Housing Demand	1
<b>Cabinet Member for Adults and Health</b>	Cabinet Member for Adults and Health	1
<b>North Central London Clinical Commissioning Group (NCL CCG)</b>	Safeguarding Adults Lead	3
	Strategic Adult Safeguarding Lead	
	GP Representative	
<b>Whittington Health</b>	Safeguarding Adults Lead	2
	Interim Deputy Director of Nursing	
<b>North Middlesex University Hospital (NMUH)</b>	Chief Nurse	3
	Deputy Chief Nurse	
	Lead Nurse for Adult Safeguarding	
<b>Barnet, Enfield, Haringey Mental Health Trust (BEHMHT)</b>	Head of Safeguarding	2
	Executive Director of Nursing, Quality and Governance	
<b>Police and Neighbourhood Policing (Enfield and Haringey)</b>	Borough Commander	3
	Detective Superintendent (Safeguarding and Public Protection)	
	Detective Chief Inspector ( <b>Safeguarding Hub</b> )	

<b>London Probation Services</b>	Assistant Chief Officer	1
<b>Community Rehabilitation Company</b>	CRC Area Manager	1
<b>London Fire Brigade</b>	Borough Commander	1
<b>London Ambulance Service NHS Trust</b>	Governance and Assurance Manager	1
<b>Healthwatch</b>	Chair Healthwatch	1
<b>Bridge Renewal Trust</b>	Chief Executive Officer	1
<b>Department of Work and Pensions</b>	Haringey Relationship Manager	1
<b>Hornsey Housing Trust</b>	Housing Services Manager	1



## Appendix B

