

WBSAB



Policy and Practice Sub Group

Terms of Reference

1. Introduction

The Western Bay Safeguarding Adults Board Policy and Practice Sub Group have a key role in achieving the Western Bay Safeguarding Adults Board's (WBSAB) overall objectives and functions which are:

'Western Bay Safeguarding Adults Board (WBSAB) is committed to working together as partner organisations in order to protect vulnerable adults/ Adults at Risk from abuse and neglect and promote their health and wellbeing'
Western Bay Safeguarding Adults Board Terms of Reference 2014.

2. Aim

The aim of WBSAB Policy & Practice Sub Group is to -

- Coordinate and ensure the effective development of multi-agency Policy, Procedure and Practice documents for the purpose of safeguarding and promoting the welfare of Adults across the Western Bay area including statutory organisations; Bridgend, Neath Port Talbot and Swansea Local Authorities, South Wales Police and ABMU HB.
- Facilitate the consultation and review of; All Wales and Regional policies developed for the purpose of safeguarding Adults. Taking a lead role in providing comments towards the review of these policies on behalf of the WBSAB
- Support the development of a Policy & Practice Sub Group library to record all WBSAB, National and Regional policies developed.

3a. Functions

The Policy & Practice Sub Group will -

- Inform and work with all WBSAB Sub Groups, which includes the Escalating Concerns Subgroup, the Quality Monitoring and Review Subgroup and most notably the Joint Strategic Training Management Group to contribute towards the overall aims of the WBSAB
- Create and work to an approved Policy & Practice Work Plan
- Provide regular Policy & Practice Sub Group Status Reports against work plan progress to the WBSAB
- Present SAB multi-agency Protocols for ratification by the WBSAB
- Provide consultation to national and regional forums on the development of multi-agency PPPs and make recommendations for ratification to WBSAB

3b. Aspirations

- Consider the learning points from Adult Practice Review's and the implications on Policy and Practice within the Western Bay area.

4. Membership

4.1 Permanent Members

The Policy & Practice Sub Group will have a permanent membership to oversee its functions consisting of:

1. Swansea Local Authority
2. Neath Port Talbot Local Authority
3. Bridgend Local Authority
4. ABMU Health Board
5. South Wales Police – PPU
6. Probation
7. CSSIW

4.2 PPP Task and Finish Groups

In order to undertake the work plan, the Policy & Practice Sub Group will also establish Task and Finish work streams consisting of co-opted specialist individuals from various agencies.

PP Task and Finish work streams will design individual action plans, meeting as and when required in order to achieve their specific outcome.

Individual Task and Finish work streams will have a named lead who is a permanent member of Policy & Practice Sub Group.

4.3 Meeting administration

The Policy & Practice Sub Group will meet every 8 weeks, prior to the WBSAB. The Business Management Unit will coordinate and arrange meeting dates, times and venues.

Each representative should identify a deputy or deputies that could attend on their behalf if they are unable to attend to provide information to the group but this should be avoided where possible.

A member of WBSAB will chair the Policy & Practice Sub Group for a term of 12 months to be reviewed after the 12 month period.

5. Quoracy

Each Agency needs to be represented to make decisions; Local Authorities, ABMU Health Board and the Public Protection Departments

Accountability

- i) Each agency representative will be responsible for -
 - Attending or arranging a deputy to attend
 - Identifying and co-opting specialists within their own agency to contribute to Policy & Practice task and finish work streams
 - Reporting back to their own agency regarding relevant PPs discussed and developed by WBSAB
 - Contribute to supporting the effective dissemination of PPs
- ii) The Policy & Practice Sub Group Chair will be responsible for -
 - Presenting PP Subgroup status reports and highlighting risks/issues to be addressed by the Board
 - Update and report progress on the Policy & Practice Sub Group work plan to the WBSAB
- iii) The WBSAB Business Management Unit will be responsible for -
 - Facilitating PPP Management Group meetings including arranging meeting venues
 - Recording actions of PPP Management Group meetings
 - Collating and submitting PPP action logs and reports to the WBSAB
 - Maintaining a rolling action log of all agreed actions and decisions from each meeting