



Safeguarding Partnership Board **Adults**

Terms of Reference - Policy, Procedures and Performance Sub Group

1. Introduction

The **Policy, Procedures and Performance Sub Group [PPPA]** has been established as part of the Safeguarding Adult Partnership Board (SAPB) arrangements for Jersey.

2. Purpose of the Sub Group

The PPPA sub group carries the responsibility on behalf of the Safeguarding Partnership Board for the continuous monitoring of the effectiveness of safeguarding strategies for Adults throughout Jersey working across voluntary, private sector and States of Jersey services.

The role of the PPPA Sub Group is to agree and deliver an annual work programme that delivers the Board's Business Plan. The PPPA sub group will:

2.1 Policy, Procedures and Performance

- Produce and circulate and periodically review adult multi-agency safeguarding policies and procedures;
- Promote policies and procedures across organisations and departments; and
- Ensure policies and procedures are promoted through the Training Sub-Group
- Ensure access to policy and procedures that are consistent with nationally agreed best practice
- Identify any gaps in policy and/or procedures that need to be addressed by the Board in conjunction with relevant colleagues
- Establish a performance framework, gather and analyse performance data, identifying and evidencing outcomes to assess the effectiveness of safeguarding work with adults.
- Produce and oversee the implementation of an annual audit programme of inter-agency work and the Boards' performance
- Support agencies and organisations to achieve agreed safeguarding standards as outlined in the Memorandum of Understanding.

- Supporting agencies to provide appropriate information and data to meet the requirements of the SPB Performance Framework

2.2 Work plan, process and reporting

PPPA will:

- provide an annual summary of the work of the group for inclusion in the Independent Chair's Annual Report
- record, monitor and report on sub group attendance to the Board
- work closely with all relevant sub groups of the Board
- all policies and procedures will be presented by the PPPA to the SAPB for approval

The chair will report regularly to the Board on progress or lack of it through their report to the Core Business Group

3. Value Base

The PPPA sub group members will ensure that policies and procedures reflect a consistent value base in regard to the principles of:

- **Anti-discriminatory and anti-oppressive practice**
- Demonstrated through mutual respect and sensitivity to the diversity of children and adults circumstance and backgrounds in respect to age, gender, physical or mental ability, culture, religion, language, sexual orientation or socio-economic status
- **Confidentiality, data protection and information sharing**
- **Co-production:** [Co-production](#) is not just a word, it's not just a concept, it is a meeting of minds coming together to find a shared solution. In practice, it involves people who use services being consulted, included and working together from the start to the end of any project that affects them. [4]
- The PPPA will work within the agreed SAPB Information Sharing Protocol.
Fears about sharing information cannot be allowed to stand in the way of the need to promote the welfare and protect the safety of adults
- Whilst the States of Jersey plays a lead role, safeguarding adults at risk and protecting them from harm is **everyone's responsibility**.
- **Empowerment** – presumption of person led decisions and informed consent, in that actions are informed by the wishes and feelings of the service user
- **Protection** - support and representation for those in greatest need
- **Prevention** - it is better to take action before harm occurs

- **Proportionality** – proportionate and least intrusive response appropriate to the risk presented
- **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 delivering safeguarding¹.

4. Membership

4.1 The PPPA Sub Group will be chaired by a full member of the Safeguarding Partnership Board, a Vice Chair, plus members from agencies/ services which may include:

- **Health and Community Services**
- **Voluntary and Community Sector**
- **Prison Services**
- **Probation**
- **Public Health**
- **Care Sector/Federation**
- **States of Jersey Police**
- **Family Nursing & Home Care**
- **Primary Care**

Representatives will be drawn from a broad range of services and do not have to be members of the Safeguarding Partnership Board.

4.2 The PPPA Sub Group may co-opt, as appropriate, additional members on a temporary basis in order to access specialist skills and knowledge which will assist the work of the group. Members of the sub group may name substitutes, who will have the same responsibilities as the sub group member for whom they are substituting.

4.3 Member responsibility

- The Sub group members will keep up to date with any emerging procedural issues in their agency, and within the field of adult Safeguarding generally.
- The Sub group members will develop and contribute to joint working protocols.
- The Sub group members will exercise their responsibility to be a conduit of information between the Board and agencies/services and understand the importance of their role.
- The Sub-group members will ensure that if they cannot attend in person they nominate another individual from their organisation.

¹ Statement of Government Policy on Adult Safeguarding [Dept of Health 2011]

5. Decision Making and Accountability

5.1 To be quorate, attendance must include as a minimum:

- the Chair or Vice Chair
- and at least four other members or their substitutes from four different services/agencies

5.2 The Sub Group will conduct business on a consensual basis.

5.3 Members of the subgroup are accountable to each other and the Board for completion of actions as required for the delivery of the sub group work programme.

6. Administration

The Sub Group Chair will ensure, with the support of the SPB Officer, that:

- the Sub Group meets at least quarterly on dates to be agreed in advance or at such other intervals as may be agreed by members
- the agenda is circulated prior to the meetings and meeting notes are taken, circulated to members with copies being retained and stored by the chair
- meeting notes are agreed as a permanent record at the following meeting
- non attendees who did not nominate a replacement are contacted in person to discuss