



# Safeguarding Adults Board and Executive Group

## Terms of Reference

### Context

The North Lincolnshire Safeguarding Adults Board (SAB) exists to fulfil the statutory duties as outlined in Section 43 of the Care Act 2014, and subsequent statutory Care and Support Guidance.

The Care Act requires partner agencies to agree how they must work together and the roles they should undertake to keep adults with care and support needs, at risk of harm safe. Partnership working is at the centre of the SAB Strategic Plan and there is a commitment to working together to improve outcomes and for adults with care and support needs to be in their families, in their jobs and in their communities.

### Purpose

The SAB will oversee how agencies work together and co-ordinate services, ensuring that local arrangements and partners act to help and protect adults with care and support needs in North Lincolnshire.

The SAB Executive Group is responsible for ensuring that statutory requirements are met, and resources are in place to meet these. Its membership comprises senior representatives from each of the three statutory agencies.

### Roles and responsibilities of the Safeguarding Adults Board

- Receive assurance and progress reports from all subgroups
- Promote shared accountability, partnership working, and collective ownership of the safeguarding of adults in North Lincolnshire
- Provide strategic direction and delegate work as appropriate to the subgroups (in line with the strategic objectives outlined within the Strategic Plan)
- Seek assurance that any documentation, including policies and procedures have been developed, consulted on, and agreed by appropriate partners, including adults with a lived experience

### Roles and responsibilities of the Safeguarding Adults Board Executive Group

In addition to the above roles and responsibilities, the Executive Group will also:

- Oversee the governance arrangements of the Safeguarding Adults Board
- Agree agendas for Safeguarding Adults Board meetings

- Coordinate and plan development sessions
- Scrutinise and sign-off all multi-agency policies and procedures prior to being presented at the Safeguarding Adults Board
- Scrutinise and sign-off key documentation for the Board including the Strategic Plan, Delivery Plan, the Annual Report, and Partnership Agreement
- Oversee all Safeguarding Adult Review (SAR) referrals and make recommendations to the Independent Chair as to whether a review should take place, and the most appropriate type of methodology
- Oversee publication of any SAR reports / summaries as appropriate

## **Chair**

The chair of both the Safeguarding Adults Board and the SAB Executive Group is the Independent Chair. A vice chair will be agreed between the Executive Leads in the event that the Independent Chair cannot attend.

The Chair will:

- liaise with the SAB business team to produce a suitable agenda
- manage the meeting
- agree the notes of the meeting to be circulated for agreement by group members
- challenge agencies on attendance and contribution if necessary
- provide constructive feedback and challenge to board members, and to address any issues of concern or conflict that arise

## **Membership**

The membership of the SAB Executive Group is made up of the SAB Executive Lead organisations:

- Director of Adults and Health, North Lincolnshire Council
- Chief Superintendent and South Bank Divisional Commander, Humberside Police
- Deputy Director of Safeguarding, NHS Humber and North Yorkshire Integrated Care Board

The agencies who are part of the membership of the Safeguarding Adults Board meeting are:

- The SAB Executive Leads (as above)
- Northern Lincolnshire and Goole NHS Foundation Trust (Humber Health Partnership)
- Rotherham, Doncaster, and South Humber NHS Foundation Trust
- East Midlands Ambulance Service
- Healthwatch North Lincolnshire
- Humberside Fire and Rescue Service
- Ongo Homes
- Probation Service (North and North East Lincolnshire Probation Delivery Unit)
- Care Quality Commission

- Regulated Health and Social Care Provider representatives

The Cabinet Member for Adults & Health, North Lincolnshire Council is also invited to attend the NLSAB as a member.

The SAB Executive Leads will be responsible for co-opting additional members/invitees as required. Additional members may be invited at the discretion of the Chair as required for specific agenda items.

### **Officers to the Board**

Representatives from the SAB Business Unit shall attend the duration of the meeting to support as required.

### **Expectations of members**

It is expected that SAB members will:

- Prioritise attendance
- If unable to attend, send apologies as far as possible in advance, and identify a deputy of sufficient seniority
- Identify safeguarding adults' issues that require board attention and escalating issues of concern where necessary
- Read papers in advance
- Engage in the business of the meeting through discussion, reflection, support, and constructive challenge
- Be open to accountability and challenge regarding their own agency's contribution to adult safeguarding
- Ensure that actions required by the board are carried out and supporting the work of subgroups
- Ensure that the learning from the board is shared and disseminated within own organisations.

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
- Have a thorough understanding of abuse and neglect and its impact
- Be knowledgeable about the local area and population
- Advise the board on issues or courses of action relevant to their expertise
- Be able to explain their organisation's priorities
- Understand the pressures facing front line practitioners
- Provide constructive challenge and feedback on board activity
- Undertake pieces of work as required by the board
- Recognise limits to their inputs into board decisions

## **Quorum**

All three Executive Leads or an appropriate delegated representative should be in attendance at each SAB Executive Group and Safeguarding Adults Board meetings.

Any exceptions to this must be agreed by the Executive Leads and the Independent Chair and any decisions taken at the board must be subsequently endorsed by the partner not in attendance before they can be enacted.

## **Conflicts of interest**

Where there is a potential conflict of interest for any individual members, attendees or officers to the board about any specific item under consideration by the SAB, they should be openly and explicitly declared and how best to progress will be at the discretion of the chair

## **Arrangements**

Both the SAB Executive Group and Safeguarding Adults Board will meet on a quarterly basis. Additional meetings between Executive Leads can be called between meetings, by mutual agreement.

The SAB Business Unit will be responsible for managing the board's business, co-ordinating papers and arranging meetings.

## **Review**

The Safeguarding Adults Board and Executive Group Terms of Reference shall be reviewed annually or in year as required.

Date of endorsement: April 2026

Date of next review: April 2027