

HSAB Health Subgroup Group Terms of Reference

1.0 Membership and attendance

1.1 Chair

Assistant Director of Nursing for Patient Experience (Wessex).

1.2 Vice Chair

Associate Director of Governance at Hampshire Hospitals NHS Foundation Trust

2.0 Membership – One safeguarding lead rep and a nominated deputy from each of the following organisations

- Safeguarding Leads from NHS Trusts: Southern Health Foundation Trust (SHFT), Hampshire Hospitals Foundation Trust (HHFT), Solent NHS Trust, University Hospital Foundation Trust (UHSFT), Portsmouth Hospital Trust (PHT), Frimley Park HNS Trust and Health Watch.
- Clinical Commissioning Groups.
- NHS England Assistant Director for Patient Experience (Wessex).
- Representation from HSAB.
- SCAS.
- Independent Hospital representative.

Other members may be co-opted as required.

2.1 Members are expected to attend all Group meetings. Deputies may attend only under exceptional circumstances, and this should be no more than two meetings per year.

3.0 Quoracy

3.1 The Chair will deem the meeting not quorate if less than two thirds of the Membership is present.

Representation will include:

- NHS E (Wessex), Assistant Director for Nursing.
- CCG Safeguarding Leads
- Representation from Acute providers
- Representation from Community providers

4.0 Frequency of meetings and reporting arrangements

4.1 The group will meet on a quarterly basis.

4.2 Meeting agendas will be circulated in advance; items for inclusion on the agenda are welcome from members of the group.

4.3 The Chair or Deputy Chair will provide a written report to HSAB updating on the progress of the group.

4.4 Membership of the Group and its Terms of Reference will be reviewed at least annually.

5.0 Accountability

5.1 The Health sub-group is a formal sub-group of HSAB.

5.2 The group will act on behalf of HSAB and Health's constituent organisations and is empowered by HSAB to make decisions where this is consistent with the achievement of the agreed HSAB Business Plan.

5.3 Individual health trusts and other agencies retain responsibility for meeting their own relevant statutory duties and responsibilities.

6.0 Purpose

6.1 The overarching purpose of the group is to safeguard and promote the welfare of adults with care and support needs across the health community in line with the Care Act 2014 statutory duties.

6.2 The HSAB Health sub-group has been established to enable health representatives from NHS E Wessex, CCGs and all NHS Provider Health Trusts, Primary Care, Independent Hospitals and agencies, who would otherwise sit on the HSAB, to meet together in order to fulfil their responsibilities to safeguard adults.

6.3 The Sub-group will fulfil the health elements of both the HSAB Strategic Plan and Business Plan on behalf of the executive leads for safeguarding who attend the Board. This includes consolidating learning, sharing development opportunities and achieving consistent outcomes.

6.4 The Hampshire Health Safeguarding Sub-group will be supported in fulfilling the health business aspects of the HSAB by the CCG's Safeguarding, Acute and Community Provider governance arranged groups, consolidating learning, sharing development opportunities and achieving consistent outcomes. This will enable the sub-group to define the strategic direction in relation to the planning, commissioning and delivery of health services to adults with care and support needs. This will ensure a consistent and responsive approach to meeting the needs of all adults and specifically those who require safeguarding interventions.

7.0 Key Functions & Responsibilities

7.1 To provide a forum for strategic and operational discussion of safeguarding in health services across Hampshire and to provide a health voice at the HSAB.

7.2 To consider HSAB decisions and recommendations including actions not withstanding from multi agency reviews relating to the health service and to assure HSAB that they are implemented by the relevant health bodies providing NHS services to adults in Hampshire.

7.3 To ensure that the Board representative is sighted on key emerging issues and fully briefed, as well as effective discussion and communication at the Business group and with the main board.

7.4 To ensure that there is appropriate discussion and dissemination of lessons emerging from Multi Agency Reviews including learning from single agency internal governance processes, SARs, other practice reviews and audits and best practice within the NHS in safeguarding adults, and for group members to promote this within their organisations.

7.5 To comment on local, regional and national legislation, policy and guidance relevant to health services in relation to safeguarding adults and to make recommendations as appropriate.

7.6 To take account of themes and trends in relation to the delivery of health service and interagency working within the health community, to safeguard adults and ensure concerns are addressed.

7.7 To gain assurance that safeguarding practice is effectively monitored and developments implemented in a consistent and coordinated way.

7.8 To provide the health contribution to the HSAB Annual Report.

7.9 To develop and deliver an agreed work programme that reflects the priorities relating to health of the HSAB business plan and be responsible for its delivery.

8.0 To request reports that may assist the Health Safeguarding sub-Group in fulfilling its responsibilities and working to develop consistent approaches.

9.0 Administration Arrangements

9.1 Agenda and supporting papers will be circulated at least one week in advance of the meeting by the HSAB administration support.

9.2 Minutes will be circulated to members for comment prior to being agreed by the Chair and circulated approximately 2 weeks after the meeting.

9.3 Administration of the group will be undertaken by the Strategic Partnership Business Support Team who will also maintain an up to date list of subgroup members and their contact details.

10.0 Review

10.1 The chair of the group will ensure co-ordination with the other HSAB working groups. The arrangements will be reviewed upon any new policy or guidance.