

**Kent and Medway Safeguarding Adults Board  
Practice, Policy and Procedures Working Group  
Terms of Reference**



**1. Statement of Purpose**

- 1.1 The Practice, Policy and Procedures Working Group (PPPWG) is a working group of the multi-agency Kent and Medway Safeguarding Adults Board (KMSAB). The group reports to the KMSAB Business Group.
- 1.2 The main purpose of the group is to review and update the multi-agency safeguarding adults Policy, Protocols and Guidance for Kent & Medway and associated documents in line with changes in legislation, guidance and good practice identified through safeguarding adult reviews, research, audit, practice, performance monitoring and user experience.

**2. Objectives**

- 2.1 To support the delivery of the KMSAB Strategy.
- 2.2 Review regularly and update the multi-agency safeguarding adults Policy, Protocols and Guidance for Kent & Medway annually. This will take account of changes in legislation, guidance, lessons learnt from safeguarding adults reviews, audits and case law etc.
- 2.3 To review and update all associated multi-agency documents and forms e.g. Self-Neglect and Domestic Abuse.
- 2.4 Respond to relevant consultation relating to Safeguarding e.g. Care Quality Commission ("CQC") registration requirements.
- 2.5 Report to the Kent & Medway Safeguarding Adults Board Business Group regularly and recommend changes / amendments to the PPG or other protocols or guidance where these changes are likely to have a significant impact on practice.

**3. Responsibility**

- 3.1 This group is responsible for formulating and updating KMSAB policy and procedure in line with national and local regulation, legislation, policy and good practice.

**4. Accountability**

- 4.1 The Working Group is accountable to the Kent and Medway Safeguarding Adults Board.

- 4.2 The Chair of the Working Group will report to the Safeguarding Adults Board Business Group at each meeting (3 times per annum).
- 4.3 The Working Group will contribute to the Kent and Medway Safeguarding Adults Board Annual Report.

## **5. Membership and Attendance**

- 5.1 The following agencies will have a named representative and deputy:

- Medway Council
- Kent County Council
- CCGs
- Community Healthcare
- KMPT
- Acute NHS Hospital Trusts
- Homecare provider
- Care Home provider
- Safeguarding adults leads from Local Authorities and representatives from each service area such as Mental Health and Learning Disability Services
- Kent Police
- Kent Fire and Rescue
- Healthwatch

- 5.2 Chair:  
The Chair shall be appointed by the Kent & Medway Safeguarding Adults Board.

- 5.3 Quorum:  
A Quorum shall be 7 members, which must include representation from each statutory agency.

It is the responsibility from the nominated statutory agency group members to ensure that if they are unable to attend, they must send a suitable representative.

- 5.4 Attendance by Others at Meetings:  
Any other non-Executive Director, Executive Director, Senior Manager or relevant person may be co-opted onto the group on a regular or other basis, e.g. carer/user, voluntary sector, NHS England, to advise on a particular piece of work.

## **6. Sub-Groups**

- 6.1 The Group may set up time limited sub-groups to deal with specific issues and report back. E.g. Self-Neglect. Terms of Reference for each sub-group shall be determined by this group.

## **7. Frequency of Meetings**

- 7.1 This group will meet every 3 months.
- 7.2 Extraordinary meetings may be organised as required.

## **8. Support Arrangements**

- 8.1 Administrative support will be provided by the Multi-Agency Safeguarding Adults Board Team.
- 8.2 Agenda items will be sent to the Board Manager no later than three weeks before meetings.
- 8.3 The Board Manager will liaise with the Chair two weeks in advance of meetings to finalise the agenda.
- 8.4 The Board Administrative Support will maintain an up to date list of members and their contact details. Agencies will be contacted twice a year to confirm membership details.

## **9. Review**

- 9.1 The group will review these Terms of Reference annually.
- 9.2 Any proposed changes to the Terms of Reference will need to be agreed by the group and approved by the Kent & Medway Safeguarding Adults Board.

February 2020