



Terms of Reference

Kent and Medway Safeguarding Adults Board

1. Purpose

- 1.1 The Board will oversee how agencies work together and co-ordinate services to help keep Kent and Medway's adults safe from harm, prevent abuse and protect the right of Citizens. The Board sets the performance, policy and strategic priorities for Kent and Medway Safeguarding Adults Board. It is responsible for ensuring that statutory requirements are met and resources are in place to meet these. Its membership comprises senior representatives from agencies responsible for adult safeguarding arrangements in Kent and Medway.

2. Objectives

- 2.2 Board members will:
- be accountable for safeguarding adults at risk living in Kent and Medway through a multi-agency approach;
 - be accountable for strategically setting direction for adult safeguarding across partner organisations involved in safeguarding and planning priorities, whilst monitoring performance for effectiveness;
 - be supported to challenge poor practice and identify good practice; scrutinise quality assurance; identify learning; raise awareness and focus on prevention; and
 - work in collaboration with both statutory and non- statutory organisations who can influence and instigate meaningful change

3. Responsibilities

- 3.1 Oversee the governance arrangements and budget of KMSAB.
- 3.2 Seek assurance that safeguarding arrangements are in place and partners act accordingly to help protect adults at risk in Kent and Medway.
- 3.3 Challenge each other and other organisations if there is a belief that actions or inactions are increasing the risk of abuse and/or neglect.
- 3.4 Work together to promote the prevention and protection of adults with care and support needs by making strategic decisions and ensuring that effective systems and processes are in place.
- 3.5 Ratify and adopt the Strategic Plan.
- 3.6 Ratify the Annual Business Plan and ensure its delivery.
- 3.7 Ratify and share the Annual Report and consider how to improve contribution to safeguarding.
- 3.8 Take overarching responsibility for Safeguarding Adults Reviews, ensure that learning is shared and that remedial actions are robust and lead to practice improvement and improved outcomes for adults at risk



- 3.9 Adopt the principle of continuous learning and improvement across the partnership to collaborate, safeguard and promote the wellbeing and empowerment of adults.
- 3.10 Approve the multiagency policy, procedures and guidance for the safeguarding of adults at risk
- 3.11 Ratify the standards for the design and delivery of multiagency safeguarding adults training
- 3.12 Provide strategic direction and delegate work to KMSAB working groups
- 3.13 Maintain links with relevant local partnerships and Boards to embed safeguarding procedures and principles within their constitution, policies and delivery plans.
- 3.14 In all activities the KMSAB will:
 - Support Making Safeguarding Personal
 - Practice person centred and outcome focused adult safeguarding practice
 - Promote equality of opportunity
 - Work to meet the diverse needs of adults at risk in Kent and Medway

4. Accountability

- 4.1 The Care Act 2014 requires the Board to publish an Annual Report to detail what has been achieved during the year and how members have implemented the strategic plan. The Annual Report is sent to:
 - The Chief Executive and/or Leader of Kent County Council
 - The Chief Executive and/or Leader of Medway Council
 - The Office of the Police and Crime Commissioner, Kent Police
 - Kent Healthwatch
 - Medway Healthwatch
 - The Chair of Kent Health and Wellbeing Board
 - The Chair of Medway Health and Wellbeing Board
- 4.2 The Independent Chair of the KMSAB attends KCC's Full Council Meeting and Medway Health and Wellbeing Board to present the report.

5. Membership

- 5.1 The KMSAB will be chaired by the Independent Chair. The agreed membership of the KMSAB is one representative from each of the following agencies:
 - Medway Council
 - Medway Council Elected Member
 - Kent County Council
 - Kent County Council Elected Member
 - Health Provider
 - Heath Community Trust
 - Health – Kent and Medway Clinical Commissioning Group
 - Health Mental Health Trust



- Kent Police
- Kent Fire and Rescue Service
- Prison Service
- District Council Chief Executive
- Kent Integrated Care Alliance (KICA)
- Advocacy
- Medway Healthwatch
- Kent Healthwatch
- NHS England

5.2 All representatives attending KMSAB meetings must have sufficient seniority within their own organisations to be able to make decisions, implement change and commit resources on behalf of the body or group which they represent. Substitute members are assumed to have that capability delegated to them.

5.3 All members of the KMSAB should be able to commit to regular attendance and represent their organisation effectively.

5.4 Board members will have a lead role in their organisation for safeguarding adults at risk and be able to commit their agency on matters discussed and agreed by the Board. They will be able to influence the safeguarding adults at risk agenda in their agencies. They will ensure robust communication channels are in place within their agencies to allow effective feedback both from, and to, the Board. Each member agency will have arrangements in place to identify a designated safeguarding manager.

5.5 Board members will be expected to attend at least 75% of the meetings. If a member is unable to attend a Board meeting she/he and her/his deputy will discuss the reports/papers and recommendations beforehand in order that decisions can be made at the Board meeting.

6. Frequency of meetings

6.1 The KMSAB Board will meet as a minimum 3 times each year. An extraordinary meeting may be called by the Independent Chair of the Board.

7. Quorum

7.1 KMSAB will be quorate if a representative from each of the following organisations is in attendance:

- Independent Chair/Deputy
- Kent Police
- Medway Council
- Kent County Council
- Kent and Medway Clinical Commissioning Groups

8. Administrative 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 Co-ordinator no later than three weeks before meetings.
- 8.3 The Board Co-ordinator 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. Reviewing the Terms of Reference

- 9.1 The group will review these Terms of Reference annually.