Terms of Reference

Kent and Medway Safeguarding Adults Board
Business Group

1. Purpose
1.1 The KMSAB Business Group is responsible for ensuring that the Board’s Strategic Plan and Annual Business plan are delivered. The group is also responsible for improving collaborative working with other Boards and Partnerships (such as; Kent and Medway Safeguarding Children’s Boards, Health and Wellbeing Boards, Quality Surveillance Groups and Community Safety Partnerships), identifying shared priorities to help improve safeguarding and the health and wellbeing of the residents of Kent and Medway. It tasks individual lead officers with responsibility for delivering Group activity, in line with the overall aims of the Strategic and Business Plan, and holds them to account for delivery of agreed actions.

2. Objectives
2.2 Business Group members will:
   a) be accountable for ensuring that actions set in the Strategic Plan and Business Plan are achieved
   b) be accountable for ensuring that the Strategic Plan and Business Plan remain reflective of any priority areas identified by;
      • legislation;
      • governmental reports and agendas;
      • local intelligence/performance information;
      • outcomes of case reviews and audits; etc.
   c) Provide direction and recommendations to the Board

3. Responsibilities
3.1 Hold KMSAB Working Groups to account for delivery of KMSAB strategic plan and business plan.

3.2 Review KMSAB Working Groups’ annual work programmes/delivery plans if required.

3.3 Receive update reports from other relevant Partnerships and Boards to share learning and identify areas for development.

3.4 Receive and scrutinise update reports from KMSAB Working Groups and use these to monitor progress and to identify developing gaps, risks and issues that need to be addressed.

3.5 Be accountable for making decisions concerning the implementation of KMSAB’s strategic plan and associated delivery plans. All decisions with financial implications for the KMSAB budget must be deferred to the KMSAB.
3.6 Make recommendations to the Board for decisions which required higher level scrutiny and agreement.

4. Accountability
4.1 The Business Group makes key recommendations on strategic priorities and resource allocation. It sets the direction and oversees the development and implementation of the KMSAB Business Plan. It reports to the Board in order that the Board can make informed decisions.

5. Membership
5.1 KMSAB business group membership will be as follows:
   - Chair – Medway Council
   - Independent Chair of the Kent and Medway Safeguarding Adults Board
   - Chair of Risk, Threats and Vulnerabilities Working Group
   - Chair of Quality Assurance Working Group
   - Chair of Safeguarding Adults Review Working Group
   - Chair of Practice, Policy & Procedures Working Group
   - Chair of Learning and Development Working Group

5.2 In addition, one Representative from each of the following agencies, if not already represented above
   - Medway Council
   - Kent County Council
   - Health – Provider
   - Health – Community Trust
   - Health – CCG
   - Health – Mental Health Trust
   - Kent Police

5.3 KMSAB Business Group 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.

5.4 All members of the KMSAB Business Group have the responsibility for sharing relevant information and/or feedback from the partnership to their respective agencies, collective group and/or any authorities/bodies they have been nominated to represent i.e. Kent Association of Local Councils, Clinical Commissioning Groups, District/Borough councils

5.5 KMSAB Business Group members will identify a named deputy to attend meetings in their absence. Members will be expected to attend at least 75% of the meetings. If a member is unable to attend a Business Group 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 Business Group will meet as a minimum 3 times each year.

7. Quorum
7.1 KMSAB Business Group will be quorate if a representative from each of the following organisations is in attendance:
   - Chair/deputy Chair of each working group
   - Kent Police
   - Medway Council
   - Kent County Council
   - Kent and Medway Clinical Commissioning Groups
   - Health provider

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.

9.2 Any proposed changes to the Terms of Reference will need to be agreed by the Group and approved by the KMSAB.