

Ealing Safeguarding Adults Board

Executive (Business) Subgroup



Terms of Reference

Purpose

To enable the Safeguarding Adults Board to fulfil its functions and implement its objectives through effective business planning and timely response to local and national issues.

Key responsibilities

1. To develop and monitor the implementation of the London Borough of Ealing Safeguarding Adults Board Business Plan providing regular progress reports to board as required.
2. To agree the agenda for the Safeguarding Adults Board meetings and commission work required for meetings ensuring agenda items are presented as a report with recommendations requiring a decision from the board.
3. To have an oversight of the forward plans of the groups and ensure these reflect the Safeguarding Adults Board Business Plan objectives and priorities.
4. To take a lead coordinating role in the production and publication of the Safeguarding Adults Board Annual Report and Strategic Business Plan.
5. To agree and annually review, the budget requirements to service the Safeguarding Adults Board securing partner contributions as appropriate.
6. To establish and maintain effective links and interfaces with other strategic plans and forums.
7. To review relevant national policy developments and initiatives and provide the Safeguarding Adults Board with a regular safeguarding policy bulletin.
8. To provide a response to an urgent or critical incident and ensuring any related briefing or media release is consistent with the Safeguarding Adults Board Media Protocol.
9. To bring to the attention of the Safeguarding Adults Board any matter requiring its attention and/or response.

Membership

The Business Subgroup will be comprised as follows:

Independent Chair
Safeguarding Adults Board Business Manager
Adult Social Care representative
CCG representative
WLNHST
LNW Healthcare Trust
Police representative

The Business Subgroup may invite additional agencies or individuals as the need arises.

Meeting arrangements

Meetings will take place on a quarterly basis and will be scheduled to take place in between Safeguarding Adults Board meetings. Additional work of the subgroup will be carried out on a virtual basis.

To be considered quorate, meetings must have representatives from at least three statutory agencies.

The meeting agenda and papers will be circulated 5 working days in advance of the meeting.

Governance Structure

The Subgroup will report directly into the London Borough of Ealing Safeguarding Adults Board.

Links to other groups

The Subgroup will have formal links to the following groups:

- Performance, Audit, Review and Training Subgroup
- Safeguarding Adults Managers Meeting