

Dudley Safeguarding Adults Board

Terms of Reference for the Executive Group

Purpose

The purpose of the Executive Group is to govern the work programmes and effectiveness of Dudley Safeguarding Adults Board sub-groups as they progress the development priorities within its strategic plan.

Key Responsibilities

- Coordinate the development and implementation of objectives and priorities outlined in the strategic plan
- Report to the DSAB at each of their meetings on the progress of the work undertaken by the sub-groups to progress the Boards Strategic Plan.
- Drive the development of good practice in safeguarding adults work
- Monitor and review the work programme and advise the Board where timescales are not achieved with a rationale for revision of timescales if required.
- Support and challenge lead partners for effective delivery of agreed actions.
- Sub-group Chairs to contribute to the development of the Annual Report by submitting a report to the Independent Chair by the end of May each year on the work of the group during the previous year.
- Establish sub groups, task and finish groups and public engagement arrangements, as appropriate
- Promote effective community engagement with safeguarding adults work and ensure that the voice of citizens is heard
- To approve new and revised policies and procedures on behalf of the board.
- To respond to government consultations
- To advise the Board of any resource implications arising from the outputs from task and finish groups
- Carry out any other tasks with DSAB may require.

Reporting Arrangements

The group is accountable to the DSAB.

Core Membership

Chair – Liz Murphy, Independent Chair of Safeguarding Board

Anne Harris – Head of Adult Safeguarding, DMBC

Jayne Emery – Healthwatch Dudley

Pam Smith – Dudley Group NHS Foundation Trust

Debbie Cooper – Dudley Walsall Mental Health Trust

Jane Atkinson – Dudley CCG

Mark Burnell – West Midlands Police

Members of the community will inform the work of the group through the Communication and Engagement sub group.

Extended Group Membership

To ensure appropriate representation across agencies, members from other organisations will be invited as appropriate if not already represented by sub-group chairs.

Working Arrangements

The Executive Group will meet prior to every DSAB meeting. The group will have delegated authority from the DSAB to take necessary actions where insufficient assurance is presented without requiring a full board meeting.

The group will monitor its performance against these terms of reference annually, evaluating the achievements of the sub-group responsibilities.

Management of the Group

The group will be chaired by the Safeguard Board Independent Chair.

Minutes distribution

The minutes of the meeting will be distributed within 14 working days of the meeting.