

**Policies & Procedures Sub Group
TERMS OF REFERENCE**

1.	CHAIR
	The chair will be a nominated representative of the LSAB
2.	MEMBERSHIP
	Members will represent organisations of the LSAB Members should have sufficient seniority and leadership within their own agency to speak on its behalf, to agree actions and to represent their agency should the group need to hold it to account. The key role of each representative is to consult on policy development within their organisation and feedback to the policy group
3.	FUNCTION
	The LSAB has a range of roles and functions including developing local safeguarding policy and procedures and scrutinising local arrangements The Care Act 2014 sets out a clear legal framework for how local authorities and other parts of the system should protect adults at risk of abuse or neglect. The purpose of this group will be to carry out this function for Lancashire. LSAB Pan Lancashire and Cumbria policy and procedures will be hosted from July 2017 by Blackburn with Darwen LSAB. The group will meet to undertake routine review of existing policies, to respond to local and national policy change, new guidance and recommendations through processes such as SAR's
4.	REPORTS TO
	LSAB
5.	TERMS OF REFERENCE
5.1	The group will develop and lead on development and review of multi-agency policy and procedure. The group will adopt a shared learning approach to ensure guidelines reflect evidence based best practice and relevant quality standards
5.2	The group will identify potential barriers to best practice or areas of risk regarding LSAB policy implementation, with a view to identifying strategies to address them
5.3	The group will develop systems to ensure that best practice information is available for service users, families /carers and the public and the promotion of the work of the LSAB. Service user views through consultation will be incorporated into practice development initiatives where appropriate
5.4	The group will ensure that local procedures comply with national guidance and will produce new guidelines and best practice tools as required. The group will work with appropriate sub groups and Pan Lancs and Cumbria SAB's in the development and review of policy where appropriate
5.5	Review of policy and procedure will be identified through regular review, changes in national and local policy, actions from SAR's and case reviews, and from identified themes and trends within agencies. Information will be disseminated, by utilising the

	LSAB and the appropriate sub-groups so that relevant action can be taken as appropriate
5.6	The group will report to the LSAB, informing the board of review and required changes and for ratification by the board
5.7	All meetings with will have action minutes taken. These minutes will be circulated within 10 working days of the meeting
6	QUALITY EXPECTATIONS
6.1	Group members will commit to the sharing of information and in the development of high quality multi - agency operational policy and procedures
6.2	100% attendance is expected at all meetings. If members are unable to attend, their designated deputy should be sent
6.3	Apologies for a second time by any one agency will be followed up in writing by the chair of the sub-group
6.4	The meetings will only be considered quorate if there is agreed representation from all statutory partners (Local Authority, Police, Health)

June 2017