



Lancashire Safeguarding Adults Board

Listening, Learning and Delivering

Sub Group

Terms of Reference

Version	1.0
Date	03.11.23
Review Date	31.03.24

- 1. Name of the Group:**
 - Listening, Learning and Delivering Sub Group (LLD)
- 2. Connectivity:**
 - Reports to Lancashire Safeguarding Adult Board, and links with Performance, Quality and Assurance (PQA) Sub Group (Lancashire), and SAR Strategic Sub Group (pan-Lancashire)
- 3. Chair (Joint):**
 - David Blacklock, Healthwatch
 - Lisa Slack, Lancashire County Council

4. Membership and member's responsibilities

4.1. Membership will include the following Core Members:

MEMBER	AGENCY	AREA
David Blacklock	Healthwatch	
Lisa Slack	LCC	Head of Service Quality, Contracts and Safeguarding Adults
Dep Lisa Lloyd		
Claire Wise	LCC	Quality Assurance Practice Development Manager
Katie Grant	LCC	Workforce
Rob Bywater	LCC	Communications Manager Adult Services
Lee Radford	ICB	People and Workforce
Dep Ambreen Bhatti		
David Rogers	ICB	Comms and Engagement Lead
Robert Nicholson-Kershaw	ICB	Lancashire Designate (MCA SME)
Dep Lorraine Elliott		
Ella Fossard	PPU	Police
Eleanor Bradley	Advocacy Focus	
Richard Wright	LSCFT	Health Provider
Katie Barnes		Care Home Provider
Suzanne Murray	VCSFE	
Sarah Rahmat (Manager)	Business Unit	
Hayley Hughes (Co-Ord)		

4.2. Each of the core members will nominate a deputy of sufficient seniority to fully act on behalf of the agency they represent if they are unable to attend any meeting.

4.3. The meeting must have a quorate membership of at least 3 core members.

4.4. Co-opted members can be agreed at the discretion of the Chair, dependent upon the issue under discussion.

4.5. Ad hoc representatives from the wider SAB may be invited to participate in extended Sub-group meetings to discuss specific issues, where their input will improve the effectiveness of the Sub-group's actions.

4.6. All conflicts of interest should be declared at the start of any meetings; any member can be asked to stand down (at the discretion of the Chair) for any item under discussion if there is a conflict

of interest. In such circumstances, an alternative member can be co-opted to bring complementary expertise.

5. Purpose of Listening, Learning and Delivering Sub-group

- Support delivery of the strategic plan in relation to communications, voice of the adult and workforce
- Seek assurance on impact from learning activity being embedded
- Consider emerging themes from SARs and referrals as directed by SAR Strategic Sub group
- Support improvements to multi-agency policies and procedures, making them accessible to frontline and public, where relevant

6. Functions of Listening, Learning and Delivering Sub-group

- Develop website to support access by public and workforce to support needs and awareness
- Develop and deliver a communications strategy to support safeguarding in Lancashire
- Develop and deliver a workforce plan to support safeguarding in Lancashire
- Identify and support quality learning from SARs to improve services and multi-agency working for adults at risk and their families across Lancashire
- Contribute to Lancashire Safeguarding Adult Board annual report detailing lessons learned and achievements for the reporting year
- Develop an annual work plan, report on progress/risks via Lancashire Safeguarding Adults Board on a quarterly basis

7. Meeting frequency and form

7.1. The Sub-group will meet monthly or more frequently, as required.

7.2 For the group to be quorate the Local Authority, Health and a workforce lead must be present at each meeting.

7.3. Meeting invitations and agendas will be sent out at least 5 days before each meeting.

7.4. Minutes will be kept of all meetings and circulated to the members after the meeting.

7.5 The Business Unit Coordinator/ Manager and allocated business support will administer the Sub-group.

7.6. The Sub-group may establish task and finish group with co-opted members from partner organisations to undertake specific activities such as emerging themes, specific training issues or to create or update policy and procedures. These will need to be ratified through the LSAB membership (bi-monthly).

8. Governance

8.1. The SAR Sub-group is accountable to the Lancashire Safeguarding Adult Board.

8.2. The chair of the Sub-group is responsible for preparing a report for each SAB meeting to provide updates on the group's activities.

9. Decisions and escalation

9.1. Wherever possible to Sub-group will make decisions and recommendations based on consensus between members. Where there is not consensus decisions will be made based on a simple majority of the members and the chair will hold a casting vote where there is a deadlock.

9.2. Where decisions are required urgently, they can be made by email.

9.3. In exceptional circumstances, where consensus cannot be reached, issues can be escalated to the SAB Independent Chair to provide direction.

10. Communication, Data Protection and Confidentiality

10.1. The Sub-group will communicate with members electronically in accordance with the Data Protection Act 2018 and the GDPR regulations.

10.2. All matters discussed at the Sub-group will be confidential and unless agreed, should not be divulged to other parties. All agenda reports, and other documents and all proceedings of the Sub-group shall be treated as confidential unless and until they become public in the ordinary course of the Board's business. However, if information is discussed that would prejudice the welfare of the person or persons concerned and/or others it will be the responsibility of the chair to ensure that such information is handled appropriately

11. Review

11.1. The Terms of Reference will be reviewed every 12 months. Due to establishment of the group a review will be done on 6 months 31/03/2024