



# CONSTITUTION

## ISLINGTON SAFEGUARDING ADULTS BOARD ('ISAB')

### 1. AIM

- 1.1 To ensure the effective co-ordination of services to safeguard and promote the welfare of adults in accordance with Section 42(1) of the Care Act 2014 and chapter 14 of the Care and Support Statutory Guidance ("the statutory guidance").

Section 43(2) states that 'the objective of the Safeguarding Adults Board is to help and protect adults in its area in cases of the kind described in section 42(1), that is, where a local authority has reasonable cause to suspect that an adult in its area has needs for care and support, and who is experiencing or at risk of experiencing abuse or neglect and as a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

- 1.2 The Islington Adult Safeguarding Board ['ISAB'] aims to achieve its objectives whilst supporting individuals in maintaining control over their lives and in making informed choices without coercion. In achieving this, the following 6 key principles must be followed:

- **Empowerment:**  
Presumption of person led decisions and informed consent.
- **Prevention:**  
It is better to take action before harm occurs.
- **Proportionality:**  
The least intrusive response appropriate to the risk presented.
- **Protection:**  
Support and representation for those in greatest need.
- **Partnership:**  
Local solutions through services working with communities.  
Communities having a part to play in preventing, detecting and reporting neglect and abuse.

- **Accountability:**  
Accountability and transparency in delivering safeguarding

## **2. OBJECTIVES**

- 2.1 The ISAB's objective is to improve local safeguarding arrangements and ensure partnerships act to help and protect adults at risk or experiencing neglect and/or abuse. The ISAB is a multi-agency strategic board that will coordinate the strategic development of Adult Safeguarding across Islington and ensure the effectiveness of the work undertaken by Partner organisations in the area.
- 2.2 Whilst ISAB has a role in coordinating and ensuring the effectiveness of work being done by local individuals and organisations in relation to safeguarding and promoting the welfare of adults, it is not accountable for their operational work. All organisations in accordance with the Care Act 2014 will be required to have in place a Designated Adult Safeguarding Manager who will be required to provide information to the ISAB. Each ISAB Partner has their own existing lines of accountability for safeguarding and promoting the welfare of adults by their services. The ISAB does not have the power to direct other organisations.
- 2.3 The ISAB will receive and scrutinise regular quality-assurance reports by individual agencies annually (as a minimal requirement) to identify good practice and highlight any shortcomings within agencies. If shortcomings are identified the ISAB and the Partner in question will agree a remedial action plan. The implementation and resulting impact of the action plan will be reviewed by the ISAB.
- 2.4 If the ISAB is not convinced of the adequacy of the planned action to improve practice, the ISAB Chair, in consultation with the Director of Adult Social Services ['DASS'], will explain these concerns to those individuals and organisations concerned, and seek to provide support and ensure adequate action is taken to improve practice

## **3. FUNCTIONS**

- 3.1 The core duties of the ISAB are set out in sections 43, 44 and Schedule 2 of the Care Act. These provisions require the ISAB to:
  1. Publish a Strategic Plan for each financial year detailing how it will meet its main objective and what Partners will do to achieve this;
  2. Publish an Annual Report detailing what the ISAB has done during the year to achieve its objectives and implement its Strategic Plan and what Partners have done to implement the Strategy.
  3. Conduct any Safeguarding Adults Review where the conditions specified in section 44 are met.

- 3.2 In order to fulfil its core duties, the ISAB will develop initiatives, plans, policies and procedures for Safeguarding Adults in their area.

Initiatives, plans, policies and procedures will include:

- a. The role, responsibility, authority and accountability with regard to the action each organisation and professional group should take to ensure the protection of adults.
- b. all categories of abuse as set out in Chapter 14 of the statutory guidance, namely
  - Physical abuse
  - Sexual abuse
  - Psychological abuse
  - Financial or material abuse
  - Discriminatory abuse
  - Organisational abuse
  - Neglect and Acts of Omission
  - Domestic abuse
  - Modern slavery
  - Self-neglect

- 3.3 The ISAB will:

- a. establish ways of analysing and interrogating data on safeguarding notifications and completed enquiries which increases the ISAB's understanding of prevalence of abuse and neglect locally that builds up a picture over time;
- b. establish how it will hold Partners to account and gain assurance of the effectiveness of its arrangements;
- c. determine its arrangements for peer review and self-audit;
- d. evidence how ISAB Partners have challenged one another and held other Boards to account
- e. review and comment on the impact for safeguarding of individual Partner organisations' operational strategic decision making, including budgetary considerations
- f. monitor and evaluate the effectiveness of action plans arising from the Case Review and Quality Assurance frameworks and of all training, including multi-agency training, for professionals in the area

- 3.4 The ISAB will

- a. establish mechanisms for developing policies and strategies for protecting adults which should be formulated, not only in collaboration and consultation with all relevant agencies but also take account of the views of adults who have needs for care and support, their families, advocates and carer representatives;

- b. where agreed by the ISAB, it may adopt existing London Policies and Procedures
- c. develop preventative strategies that aim to reduce instances of abuse and neglect in its area;
- d. identify mechanisms for monitoring and reviewing the implementation and impact of policy and training;
- e. carry out safeguarding adult reviews and advise the local authority and ISAB partners on lesson to be learned.

3.5 The ISAB will support safeguarding practice and will:

- a. identify types of circumstances giving grounds for concern and when they should be considered as a referral to the local authority as an enquiry, including referral pathways and thresholds for intervention;
- b. formulate guidance about the arrangements for managing adult safeguarding, and dealing with complaints, grievances and professional and administrative malpractice in relation to safeguarding adults;
- c. develop strategies to deal with the impact of issues of race, ethnicity, religion, gender and gender orientation, sexual orientation, age, disadvantage and disability on abuse and neglect;
- a. balance the requirements of confidentiality with the consideration that, to protect adults, it may be necessary to share information on a 'need-to-know basis'.

3.6 The ISAB will:

- a. produce a Strategic Plan, including a Prevention Strategy, and an Annual Report
- b. maintain a Case Review Framework, Quality Assurance Framework and a local learning and development strategy which is shared across local organisations who work with adults.

3.7 The Board will engage in any other activity that facilitates or is conducive to, the achievement of its objectives.

In all activities the ISAB will promote the equality of opportunity and to meet the diverse needs and wishes of adults at risk in the area.

## **4. RELATIONSHIP WITH OTHERS**

4.1 The Board is an unincorporated association of partner organisations and is not an entity on its own. As the ISAB is not a separate legal entity, it is unable to enter into contracts itself. In line with the Care Act 2014, Islington Council, which is the lead agency for the ISAB, will typically enter into any contracts relating to the operation of the Board, such as employment, insurance, the Chair's contract, contracts for appointment of SAR authors,

information sharing etc. although another partner organisation may occasionally be required to assume this responsibility.

4.2 The ISAB recognise other partnerships and organisations work in Islington and have responsibilities to address issues relevant to safeguarding adults at risk. To ensure effective communication and lead accountability in issues which traverse groups, the ISAB will develop working protocols with:

- The Quality Surveillance Group
- The Health & Wellbeing Board
- The Safeguarding Children Board
- The Safer Islington Partnership
- Domestic Violence Strategy Group
- Coroner's Office
- Office of the Public Guardian

4.3 It will play a strong role in supporting information sharing between and within organisations and addressing any barriers to information sharing, ensuring that a culture of information sharing is developed and supported as necessary by multi-agency training.

## **5. ISAB CHAIR & ACCOUNTABILITY**

5.1 The Care Act 2014 requires Islington Council as a Local Authority to establish a Safeguarding Adults Board. The ISAB is independent of the Council. In order to provide effective scrutiny, it will not be subordinate to, nor subsumed within other local structures.

5.2 The ISAB will have an Independent Chair to hold all agencies to account.

5.3 It is the responsibility of Islington Council's Chief Executive to appoint, monitor or remove the ISAB Chair with the agreement of a panel including ISAB Partners. The Chief Executive and, where appropriate, the Islington Council Lead Councillor will hold the Chair to account for the effective working of the ISAB in consultation with ISAB Partners.

5.4 The ISAB Chair should work closely with all ISAB Partners and particularly with the Director of Adult Social Services.

5.5 The Chair will ensure the ISAB publishes a Strategic Plan for each financial year, this plan should address both short and longer term actions and must set out how it will help adults in its area and what action each Partner of the ISAB will take to deliver the plan and protect better. When preparing the plan, the ISAB must consult the local Healthwatch and involve the community.

5.6 The Chair must ensure the ISAB publishes an annual report on its activities including an assessment of the effectiveness of local safeguarding arrangements

and the challenges for the next year to relevant statutory bodies. The annual report must also provide information about any Safeguarding Adults Reviews (SAR's) and how the ISAB is monitoring progress against its policies and intention to deliver its Strategic Plan. The annual report should be published in relation to the preceding financial year and should fit with local agencies' planning, commissioning and budget cycles. The report must be submitted to the following:

- Chief Executive and Leader of Islington Council;
- The Metropolitan Police Borough Commander;
- The Chair of the Health and Wellbeing Board;
- The Chief Operating Officer of Islington Clinical Commissioning Group;  
and
- The local Healthwatch

## **6. THE ACTIVITIES OF THE ISAB**

### **6.1 In pursuit of its aims the ISAB will:**

- adopt the financial year April 1st – March 31st;
- hold its meetings at least four times per year;
- require a quorum of at least one third of the voting partnership in order to have a fully constituted meeting;
- always seek to operate on a consensus basis. If it is not possible to reach a consensus, Partners will be required to undertake a formal vote on a simple majority basis which will be recorded. Each voting Partner's representative in attendance will have a single vote. In the event of a tied vote the Chair will have the casting vote;
- review its Constitution on an annual basis at the designated annual business meeting of each financial year following a formal consultation process with the statutory agencies;
- review and adopt the Terms of Reference for the sub groups on an annual basis at the first meeting of each financial year following a formal consultation process with the sub groups;
- keep a written record of all ISAB meetings and meetings of its Sub Groups;
- any Partner of the ISAB may submit items to be included on the agenda of a main meeting of the ISAB supported by a written statement/report to the Chair at least 10 working days before the meeting.
- agenda and reports will be circulated generally at least 5 working days prior to the meeting;

- the ISAB is committed to transparency and will, at the discretion of the Chair having exercised due caution regarding Data Protection obligations or similar legal considerations, publish ISAB meeting minutes, report and key performance data.

6.2 The ISAB will also operate sub groups which will carry out the day to day operational functions of the ISAB. All sub groups will have an annual work plan which will derive from the ISAB annual business plan to support the operational functions of the ISAB.

6.3 In order to carry out these functions the following sub groups will meet regularly as appropriate:

- Safeguarding Adults Review Subgroup
- Quality, Audit & Assurance Subgroup
- Service user and Carer Subgroup
- Prevention and Learning Subgroup

The remit of the subgroups is set out in further detail in Appendix 1.

Time limited task and finish groups may also be convened to deliver priority areas of work according to the business plan of the ISAB.

6.4 Chairs of Sub-Groups will be ISAB Partners in order to ensure a link and effective communication and feedback to the ISAB. Chairs of Sub-Groups will be appointed by the ISAB. The Sub-Groups will report to the ISAB at least 6-monthly to evaluate their progress against the Business Plan and address any issues arising from the Sub Group work.

6.5 The ISAB delegates power to the sub-groups to:

- A carry out any work as outlined in the ISAB's strategy or business plan
- B undertake consultation as appropriate;
- C take a decision in reference to a specific item on behalf of the ISAB where authority to do so has been properly delegated by the ISAB;
- D prepare a response to consultation matters on behalf of the SAB;
- E investigate a particular issue;
- F publish material on behalf of the ISAB; and
- G discharge any functions delegated to it from the ISAB.

6.6 The ISAB will also co-operate with other SABs in the North Central London area (Haringey, Barnet, Camden and Enfield) to deliver on aligned strategic priorities as and when deemed expedient. This may be done through time-limited task and finish groups. The ISAB will ensure that feedback on progress with achieving those priorities is reported 6-monthly to the ISAB to evaluate their progress against the Business Plan and

address any issues arising from the task and finish group work. The ISAB will ensure effective links and communication with these NCL task and finish groups.

- 6.7 The ISAB can require a person or body to supply information to it, or to some other person specified in the request provided specified conditions are met including that the request is made for the purpose of enabling or assisting the ISAB to exercise its functions. Any requests for information about individuals must be “necessary” and “proportionate” to the reasons for the request the ISAB will be mindful of the burden of requests and should explain why the information is needed.

Under Section 92(2) of the Care Act, it is an offence for specified care providers to supply false or misleading information to the ISAB.

- 6.8 Schedule 2 paragraph (1) of the Care Act 2014 specifies the core Partners of the ISAB. These Partners are:
- The local authority
  - The Chief officer of Police
  - The Clinical Commissioning Group

In addition, partnership of the ISAB may include such other persons as the Local Authority which established it, having consulted the other core partners as listed in sub-paragraph 1 of Schedule 2 considers appropriate.

- 6.9 ISAB Partners should designate a particular named person in a senior strategic lead position within their organisation to represent the Partner organisation to ensure consistency and continuity.

## **7. PARTNERSHIP**

- 7.1 Partners will need to be people with a strategic role in relation to safeguarding and promoting the welfare of adults within their organisations. They should be able to:

- Speak for their organisations with authority;
- Commit their organisations on resources, policy and practice matters;
- Hold their organisations to account.

- 7.2 Partners are required to nominate a suitable alternative representative in the event of them being unable to attend meetings who have the authority to commit their organisation to decisions.

- 7.3 The ISAB will consist of representatives from the following Partners who will have a vote.
- Islington Council\*



- Director of People Services
  - Service Director, Adult Social Care
  - Head of Housing
  - Metropolitan Police\*
  - Islington Clinical Commissioning Group\*
  - Probation Services
  - Community Rehabilitation Company
  - Crown Prosecution Service
  - NHS England
  - Whittington Health
  - Camden & Islington Mental Health Foundation Trust
  - London Ambulance Service
  - Moorfields Eye Hospital NHS Trust
  - Healthwatch
  - London Fire Brigade
  - Care Quality Commission
  - Safer Islington Partnership
  - Governor of Pentonville Prison
  - Islington Children’s Safeguarding Board manager
- \*denotes core statutory Partner

Others who may be appointed to the board and who will have a vote:-

- A representative(s) from the housing sector
- A representative(s) from the voluntary sector
- A representative(s) from the care provider sector
- A carer and/or service user representative(s)

Others who will act in an advisory/observer role to the ISAB and will not have a vote will include:-

- The Lead Councillor / Member for Health and Adult Social Care
- The Director of Public Health
- Designated Health Professionals
- Principal Social Worker
- Head of Safeguarding Adults
- Legal Advisor to the ISAB
- ISAB Manager
- ISAB Officer

7.4 Where a person is nominated to represent a sector or interest group, that person will have a responsibility:

- to keep their sector or interest group informed about the work of the ISAB
- to consult widely across their sector or interest groups on relevant matters
- to channel comments, feedback and ideas from others in their sector/interest group to the ISAB

- 7.5 The ISAB will secure the involvement of other relevant organisations, either by inviting them to be representatives of its sub-groups, through invitation for specific issues for discussion of an ISAB meeting or through some other mechanism.
- 7.6 At the discretion of the Chair of the ISAB, observers can attend ISAB meetings. Observers are interested individuals who have been invited to attend ISAB meetings. At the discretion of the Chair of the ISAB observers can address the meeting but they are not Partners of the ISAB and cannot vote.

## **8. CODE OF PRACTICE**

- 8.1 Partners of the ISAB will operate in accordance with the Constitution and relevant Role Descriptions.
- 8.2 There will be an agreed Induction Programme for all new Partners.

## **9. FINANCIAL ARRANGEMENTS**

- 9.1 ISAB Partners have agreed to the establishment and maintenance of a Pooled Fund pursuant to Paragraph 2 of Schedule 2 of the Care Act 2014 which will be managed by the Local Authority on behalf of ISAB Partners. The ISAB will publish its proposed budget and expected contribution from all Partners in a Business Plan.

## **10. DISPUTES AND COMPLAINTS**

- 10.1 The ISAB is intended to be a collaborative, co-operative body and needs to ensure that no particular sector or Partner is unduly favored. Problems and issues should normally be debated and resolved at ISAB meetings.

### **Disputes**

- 10.2 If there is a dispute between ISAB Partners, the Independent Chair and Director of Adult Social Services will convene a joint meeting with the parties. This should take place within 28 days of the determining that the dispute exists. In most cases the Independent Chair of the ISAB will chair these meetings. The agenda will be agreed jointly by the parties in dispute.
- 10.3 If no agreement can be reached, either party to the dispute may suggest to the chair that an independent mediator be appointed in a further

attempt to resolve the dispute. If parties are not in agreement with this and no resolution has been identified within 28 days, then the ISAB Chair may refer the dispute to a Chartered Institute for Arbitrators to be resolved.

- 10.4 If there is a dispute between the Independent Chair and an ISAB Partner or any other Safeguarding Adults Board or body a similar process will be followed. The Director of Adult Services will convene a joint meeting of the parties as above. If no agreement can be reached, either party to the dispute may suggest that an independent mediator be appointed in a further attempt to resolve the dispute. If parties are not in agreement with this and no resolution has been identified within 28 days, then the Director of Adult Services may refer the dispute to a Chartered Institute for Arbitrators to be resolved.

## **Complaints**

- 10.5 The ISAB shall refer all complaints from members of the public in relation to the provision or performance of any function of a Partner organisation to that ISAB Partner's own internal complaints handling process.
- 10.6 Complaints regarding the operation of the ISAB should be addressed to the Islington Council, as the lead agency under the Care Act 2014. Islington Council will investigate such complaints under its standard complaints process and attempt to reach satisfactory resolution with the complainant. If the complainant remains dissatisfied after the Islington Council complaints process has been exhausted, the complainant will have recourse to the Local Government and Social Care Ombudsman.

## **11. NON COMPLIANCE OF ACTIVITIES**

- 11.1 The work of the ISAB will be set out in the Business Plan. In time for the start of each financial year all Partners will sign an agreement stating their commitment to fulfill their obligation to safeguard and promote the welfare of adults. This will include a commitment to fulfilling their role within the ISAB.
- 11.2 Issues of non-compliance will, in the first instance, be referred to the Chair of the ISAB who will investigate and attempt to reach satisfactory resolution through discussion with the representative of the Partner concerned. In the event of satisfactory resolution not being reached, the matter will be referred back to the Chief Officer within the Partner organisation, to the relevant inspectorate, and, if necessary, to the relevant government Department.

## **12. MONITORING AND INSPECTION**

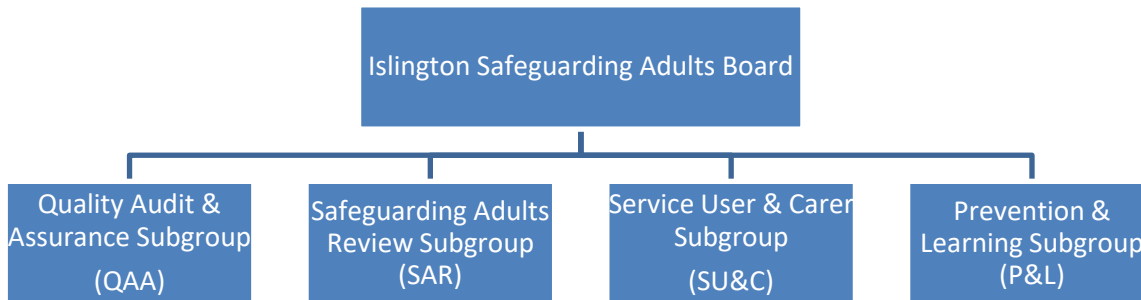
- 12.1 The ISAB's role is to ensure the effectiveness of work to safeguard and promote the wellbeing of adults at risk of abuse or neglect by Partner organisations and as such the ISAB will monitor and evaluate this through its work. The ISAB will publish performance against objectives set out in the business plan and strategy within the Annual Report.

### **13. OVERVIEW AND SCRUTINY**

- 13.1 The ISAB and its Partners will co-operate with any reasonable request by the Council in respect of its Overview and Scrutiny functions under Section 21 Local Government Act 2000 and as a minimum will meet twice a year to provide independent dialogue on safeguarding.

## APPENDIX 1

### STRUCTURE AND REMIT OF SUBGROUPS



The general remit of each subgroup is set out below. However, the ISAB may ask subgroups to undertake additional pieces of work as and when needed.

#### 1. Safeguarding Adults Review (SAR) Subgroup

The remit is to:

- Screen and determine review requests against agreed criteria and report decisions to the next available ISAB meeting.
- Advise the Chair and DASS of all requests, circumstances and decisions on reviews and seek guidance as appropriate.
- Commission and consider safeguarding review functions on behalf of the ISAB
- Participate in a Domestic Homicide Review (DHR) process and or act as a consultative group on a potential DHR as directed by the Secretary of State
- Keep the SAR Protocol under review, advise on its effectiveness and best practice in the conduct of such reviews.
- Appoint SAR specialist assessors or chairs and panels to conduct reviews
- Arrange, with Panel Chairs, reporting of review outcomes to the ISAB and identify key learning points from SARs and DHRs for it to consider
- Advise on and maintain confidentiality in relation to information for SAR and DHRs
- Ensure briefing to staff, family members and media as appropriate.
- Promote transparency and objectivity and ensure declarations of interest and any conflicts of interest at all meetings and during reviews.
- Oversee action in response to review reports and advise the ISAB when action plans are completed.
- Clarify and advise on the sharing or dissemination of reports [in whole or in part].
- Maintain a forward plan of work, minutes of all meetings and set time aside each year to:
  - Review achievements
  - Assess effectiveness

- ❑ Consider future requirements
- ❑ Report on progress in implementing the ISAB's strategic and business plans

## **Chairing**

Chair: Nominated by ISAB

Vice Chair: Nominated by Sub- Group and approved by ISAB

## **Membership**

This will be submitted for approval to the ISAB each year or as required. Should the subgroup need specific expertise to carry out its remit, the Subgroup Chair will raise this with the ISAB.

## **Frequency**

As required, subject to there not being less than four meetings a year.

## **Quorum**

Chair or Vice Chair plus three other members.

## **Co-ordination and Support**

ISAB coordinator or as agreed between agencies.

## 2. Quality Audit & Assurance (QAA) Subgroup

### Responsibilities of the QAA Sub-group:

The purpose of the Quality Audit & Assurance Subgroup is to support the Islington Safeguarding Adults Board (ISAB) to take a strategic overview of the quality of safeguarding activity across its area of responsibility by ensuring there are effective and accountable safeguarding adults performance and monitoring systems in place, including prevention and early intervention.

The Remit of the QAA is:

1. To produce an annual programme of work in line with the Board's strategic priorities and objectives
2. Establish an annual performance and assurance framework and assurance cycle.
3. Identify themes and trends in relation to Safeguarding in order to inform and direct the ISAB, including the "risk gap" between safeguarding concerns opened and closed
4. Advise the ISAB on the effectiveness of local data collection, its consistency, timeliness and reliability and ability to meet local requirements.
5. Report on the performance of the ISAB overall and on the effectiveness of adult safeguarding in Islington Specify requirements for effective information systems to meet current and future expected national and local data reporting requirements.
6. To consider actions in relation to learning from case reviews and audits including safeguarding adult reviews and domestic homicide reviews and to assess the impact on front line practice and outcomes for service users
7. Review themed multi agency and single agency audit findings and report back to the Board.
8. Monitor and comment on multi- agency and single agency audits in relation to safeguarding adults.
9. To liaise with other subgroups and working groups to ensure a joined up and consistent approach to the work undertaken.
10. Maintain a forward plan of work, minutes of all meetings, providing a regular update to the ISAB, including information relating to attendance and representation of agencies at the QAA.

### Chairing

Chair: Nominated by ISAB

Vice Chair: Nominated by Sub- Group and approved by ISAB

### Membership

Membership of the QAA sub group is from the statutory, independent and voluntary sector and will be submitted to the ISAB each year or as required.

Core membership will include representation from:

- Islington Local Authority
- Islington Clinical Commissioning Group
- Islington Metropolitan Police
- Whittington Hospital

- Camden and Islington NHS FT
- MoorFields Eye Hospital NHS FT
- Notting Hill Genesis

When necessary, individuals from specialist areas of practice may be invited to take part in the work of the Quality Assurance sub-group.

Members are expected to submit their papers on time, read papers in advance of the meeting and where attendance is delegated, members are expected to ensure that their delegate has an appropriate level of seniority within their organisation. Members will be responsible for reporting on the quality and the delivery of safeguarding arrangements in their agency.

### **Frequency**

The QAA sub-group will meet on a quarterly basis, with additional meetings if required. Subject to there not being less than four meetings a year. Meetings will be scheduled to ensure works feeds in to the ISAB meetings in a timely manner.

### **Quorum**

This meeting requires attendance from the Chair (or Vice Chair) plus three other partner representative members to be quorate.

### **Co-ordination and Support**

ISAB coordinator or as agreed between agencies.



### **3. Service User and Carer (SU&C) Subgroup**

#### **Remit**

- Develop and maintain mechanisms for engaging with public, service users, carers and local groups to ensure the community and service user 'voice' is heard by the ISAB
- Develop and maintain mechanisms for disseminating ISAB information to local service users, carers and groups
- Respond to items raised by local service users, carers and groups
- Give feedback and input on development of ISAB strategy, plans, policy and other ISAB activity
- Identify and research areas of interest and make recommendations to the ISAB
- Maintain a forward plan of work, minutes of all meetings and set time aside for the group to:
  - ❑ Review achievements
  - ❑ Assess effectiveness
  - ❑ Consider future requirements
  - ❑ Report on progress in implementing the ISAB's strategic and business plans.

#### **Chairing**

Chair: Nominated by ISAB

Vice Chair: Nominated by Sub- Group and approved by ISAB

#### **Membership**

This will be submitted for approval to the ISAB each year or as required. Membership of this subgroup will need to reflect loosely demographics of safeguarding adults concerns and the local Islington community to ensure that a representative range of views is heard.

Should the subgroup need specific expertise to carry out its remit, the Subgroup Chair will raise this with the ISAB.

#### **Frequency**

As required, subject to there not being less than four meetings a year.

#### **Quorum**

Chair or Vice Chair plus three other members.

#### **Co-ordination and Support**

ISAB coordinator or as agreed between agencies.

## 4. Prevention and Learning Subgroup

### Remit

The remit is to:

- Develop and disseminate policies to promote good practice and prevent abuse and neglect
- Raise awareness among the general public, professionals, service users and carers
- Share learning from a range of sources, including Safeguarding Adults Reviews, other serious incidents, audits, research and service user & carer feedback
- Network to produce collaborative multi-agency training
- Be sighted on partner organisations' safeguarding adults learning and development activity, identify gaps and, where needed, make recommendations to the Safeguarding Adults Board.

Maintain a forward plan of work, minutes of all meetings and set time aside for the group to:

- Review achievements
- Assess effectiveness
- Consider future requirements
- Embed learning
- Report on progress in implementing the ISAB's strategic and business plans

### Chairing

Chair: Nominated by ISAB

Vice Chair: Nominated by Sub- Group and approved by ISAB

### Membership

This will be submitted for approval to the ISAB each year or as required. Should the subgroup need specific expertise to carry out its remit, the Subgroup Chair will raise this with the ISAB.

### Frequency

As required, subject to there not being less than four meetings a year.

### Quorum

Chair or Vice Chair plus three other members.

### Co-ordination and Support

ISAB coordinator or as agreed between agencies.

## **APPENDIX 2**

### INFORMATION SHARING AGREEMENT

See separate agreement