



COMMUNITIES

ADULTS

CHILDREN

# Terms of Reference for Keeping Adults Safe Board

## Version Control

<b>Version</b>	<b>Date</b>	<b>Reviewer</b>	<b>Change Made</b>
V1	21.10.19	Interim PPO	Document Created
V2	17.12.19	PPO OK	Group members amendments
V3	14.02.20	PPO HA	Final review
V4	30.06.20	Business Manager	Updates during COVID
V5	23.02.22	Business Manager	Review of membership to group
V6	23.08.2022	KBSP BU	Updates, including membership
V7	15-11-22	KBSP BU & OK	Update, review of membership for approval at KAS 16-11-22. Approved Jan 2023
V8	29-01-2024	KBSP IBM OK	Annual Review for approval at KAS 29/1/24
V9	21-07-2025	KBSP Business Manager	Updates following governance changes

## Keeping Adults Safe Terms of Reference

The Keeping Adults Safe Board is a multi-agency group with the purpose of driving the delivery of the Strategic and Business Plan in relation to but not limited to the duties and responsibilities as defined by the Care Act 2014 to ensure local safeguarding arrangements are in place to keep Adults safe. The board shares emerging themes into the Keeping Bristol Safe Partnership (KBSP) Steering Group.

The Group will work in association with the Safeguarding Children Board (Keeping Children Safe) and Community Safety Partnership (Keeping Communities Safe) to deliver shared priorities. The Group will ensure that the impact of the collective actions on the adult is at the centre of what they do.

The Group will be known as Keeping Adults Safe Board.

## Objectives

The Keeping Adults Safe Board, will:

- Ensure that partners in Bristol work together, to safeguard and promote the welfare of Adults in Bristol as set out in Multi Agency Statutory Guidance.
- Ensure single agency and partnership work to protect the safety of adults is coordinated and effective with a shared focus on early intervention, prevention and commissioning.
- Ensure there is oversight and mechanisms for reporting data and information pertaining to adult safeguarding in Bristol.
- Drive continuous improvement in outcomes to reduce risk of harm to Adults in Bristol through improved quality and performance across the partnership and engage with quality and assurance activities.
- Use their expertise to understand and oversee new initiatives, innovations or commissioning programmes in a context of improving outcomes for all Adults at risk in Bristol.

## Roles and Responsibilities

- Maintain focus and deliver against the KBSP Strategic Plan and operational Business Plan, responding to relevant actions / activity to deliver strategic priorities.

- Following the recommendation from the Safeguarding Adult Review (SAR) and Domestic Homicide Review (DHR) subgroup, the Chair of Keeping Adults Safe makes the decision whether to commission a Statutory Review.
- Keeping Adults Safe is responsible for final quality assurance and sign off of SARs before they are considered for publication. This includes acceptance of action plans for the agency that the attendee represents.
- Supply an Adult Safeguarding submission setting out progress in relation to the Business Plan and other work for inclusion in the annual report.
- Provide assurance in relation to issues relating to the quality of local Adult Safeguarding provision by adhering to local assurance processes (including the engagement of audit and consideration of evidence).
- Develop and deliver against the appropriate actions from national and local reviews including Safeguarding Adult Reviews, and work with other delivery groups including Keeping Children Safe and the Domestic Abuse and Sexual Violence Group to progress Child Safeguarding Practice Reviews, and Rapid Reviews.
- Promote best practice across the KBSP and more widely across Avon & Somerset safeguarding boards and actively seek ways to share learning, including engaging in local and regional campaigns i.e. Stop Adult Abuse Week (SAAW).
- Members agree to review and suggest amendments in relation to KBSP policies, procedures and guidance documents which direct the work of adult safeguarding when these are presented to KAS group.
- In the event of establishing task and finish groups for specific pieces of work the members of this group commit to providing members and or organisational resources to the task and finish groups to deliver the KBSP priorities.

## Task and Finish Groups

- Task and Finish Groups are short-life groups set up to deliver a certain project or piece of work, for example undertake a multi-agency audit or commission a new training programme. To support a dynamic approach to prompt delivery of output from these tasks and finish groups the aim will be to keep numbers low. A suggested maximum membership is around 10 members who meet around 4 times in a relatively short time frame to deliver a prompt output.

- The Business Unit will advertise these groups across the partnership to ensure wide engagement and opportunities for contribution from sector experts and participation groups across the city. Members of the Group or Board will nominate contributors from their agency.
- The task and finish group chair will be appointed after volunteering or being nominated by their agency and is responsible for establishing commitment from members at outset to ensure and agreeing the timetable of meetings.

## Sector Specific Representation

- Where appropriate, sector specific subject matter experts will be invited to Keeping Adults Safe meetings, to take part in Task and Finish groups, or to produce output on behalf of the Group. This work will be coordinated by a nominated member on behalf of Keeping Adult Safe.
- Representatives of Sector specific groups are responsible for ensuring dissemination (sharing relevant papers before the meeting), engagement and resourcing across the sector.

## Accountability and Reporting

- It is the responsibility of the Group's members to report into and out of other relevant Groups within their agency to ensure information sharing, shared ownership of performance indicators, actively challenge silo working and to support the Group to identify synergies across the partnership.

## Administration and Membership

- Meetings will take place bi-monthly; 2 hours in duration.
- Papers will be issued 1 weeks prior to the meeting following an Agenda setting meeting between the Chair and KBSP Business Unit.
- Requests for items to be placed on the agenda should be forwarded to the [KBSP@bristol.gov.uk](mailto:KBSP@bristol.gov.uk), at least 2 weeks before the meeting is due to take place.
- Additional extra-ordinary meetings may also be scheduled to undertake specific pieces of work.
- Business support will be provided by the Keeping Bristol Safe Partnership Business Unit (KBSPBU). Enquiries regarding the group should be sent to [KBSP@bristol.gov.uk](mailto:KBSP@bristol.gov.uk).

- Members are representatives of their organisation who have strategic and/or operational roles in relation to safeguarding and promoting the welfare of adults within their organisation.
- If a member is not able to attend, then they will arrange for a deputy to attend in their absence and they should have the ability to contribute to the decisions made by the group.

Current membership of the delivery group is as follows:

<b>Role</b>	<b>Agency</b>
Independent Chair ( <b>Chair</b> )	Bristol City Council
Head of Service – Safeguarding ( <b>Deputy Chair</b> )	Bristol City Council
Director of Nursing	BNSSG ICB
Partnership Development Manager &/Or Lighthouse Safeguarding Unit Area Manager	Avon and Somerset Constabulary
Head of Service for Adult Commissioning	Bristol City Council
Principal Social Worker	Bristol City Council
Manager/Director	Bristol City Council – Housing and Landlord Services & Housing Options
Public Health Consultant / Specialist	Bristol City Council - Public Health
Business Manager	Keeping Bristol Safe Partnership Business Unit
Business Support Officer	Keeping Bristol Safe Partnership Business Unit
Designated Professional/Nurse for Safeguarding Adults	BNSSG Integrated Care Board
Safeguarding Lead / Deputy Chief Nurse	University Hospitals Bristol and Weston NHS Foundation Trust
Head of integrated safeguarding	North Bristol NHS Trust
Director of Nursing / Head of Integrated Safeguarding / Safeguarding Adult and Prevent Lead	Sirona Care & Health
Head of Safeguarding, Nursing and Quality	Avon and Wiltshire Mental Health Partnership NHS Trust

Senior Manager/Vulnerable Adults Lead	Avon Fire and Rescue
Senior Probation Officer	National Probation Service
CEO/Senior Manager	Social Care Providers
Advanced Customer Support Leader	Department of Work and Pensions
CEO/Senior Manager	SWAN Advocacy
Head of Safeguarding	SWAST

Members are expected to:

- Have sufficient authority within their organisation to make decisions in relation to the work of the group. This is of particular importance where reviews are quality assured as they may contain findings of relevance to the member's agency.
- Attend extra-ordinary meetings which may be set at short notice and should be prioritised as far as possible.
- Act as an information conduit between the delivery group and to the senior management teams in their own agencies, ensuring that areas of concern are brought to immediate attention. Members should also be aware of the highly sensitive nature of the subjects discussed within the delivery group and ensure their communications and data storage is secure.
- Undertake attributed work/actions as appropriate to their roles on behalf of the group.
- Prioritise attendance to all in-person and online meetings. Where this is not possible, send an appropriate delegate who has been briefed on the role. Persistent non-attendance will be escalated to the Executive.
- Read all papers shared in advance of the meeting and have sought clarification where required

## Decision Making

- A meeting must be attended by representatives from at least three of the statutory agencies (not including the KBSP BU) in order to be considered quorate. The three statutory agencies being Avon and Somerset Police, BNSSG ICB and Bristol City Council.

- Decision making will be arrived at by consensus of the members with a casting vote by the Chair.

The current chair of the Keeping Adult Safe Delivery Group is Bristol City Council our Independent Chair. The role of deputy chair is currently Bristol City Council Head of Service for Safeguarding.

## Review Schedule

Terms of Reference will be reviewed annually.

These TOR were formally adopted in **July 2025** and are scheduled for review in **July 2026**.

## Declaration

I have read the above Terms of Reference and understand my role as a member of the Keeping Adults Safe Delivery group.

Name: \_\_\_\_\_

Role: \_\_\_\_\_

Agency: \_\_\_\_\_

Date: \_\_\_\_\_