

## SAFEGUARDING COMMITTEE TERMS OF REFERENCE

### 1 Aim

To ensure that systems and process are in place to safeguard vulnerable adults and children as a core component of the services provided and commissioned by the following Nottinghamshire Clinical Commissioning Groups (CCGs):

- NHS Newark and Sherwood (N&S) CCG ] collectively known as
- NHS Mansfield and Ashfield (M&A) CCG ] Mid Nottinghamshire CCGs
- NHS Nottingham North & East (NNE) CCG ] collectively known as
- NHS Nottingham West (NW) CCG ] South Nottinghamshire
- NHS Rushcliffe CCG ] CCGs
- NHS Bassetlaw CCG ]

### 2 Constitution

Nottinghamshire and Bassetlaw CCGs hereby resolve to constitute a committee of the Newark & Sherwood Clinical Commissioning Governing Body to be known as the Nottinghamshire County Safeguarding Committee as outlined in the “Memorandum of Understanding in Relation to Collaborative Governance Arrangements 2012”.

### 3 Membership

- Chief Nurse and Director of Quality and Governance for Newark and Sherwood and Mansfield and Ashfield CCGs (Chair)
- Director of Nursing and Quality for Nottingham North & East, Nottingham West and Rushcliffe CCGs (Vice Chair)
- Head of Quality and Adult Safeguarding for Nottingham North & East, Nottingham West and Rushcliffe CCGs
- Deputy Chief Nurse, for Newark and Sherwood and Mansfield and Ashfield CCGs
- Head of Quality and Adult Safeguarding, for Newark and Sherwood and Mansfield and Ashfield CCGs
- Chief Nurse, Bassetlaw CCG
- Deputy Chief Nurse (Designated Nurse Safeguarding Adults, Children & LAC), Bassetlaw CCG
- Adult Head of Nursing, Bassetlaw CCG
- General Practitioners
- Designated Nurse Safeguarding Children, Mid Notts and South Notts CCGs
- Associate Designated Nurse Safeguarding, Mid Notts and south Notts CCGs
- Designated Doctors Safeguarding Children (1 each from South and Mid Nottinghamshire CCGs)
- Designated Nurse Children in Care, Nottingham City CCG and Nottinghamshire County CCGs
- Designated Doctors Children in Care (1 each from South and Mid Nottinghamshire CCGs)
- Public Health Manager (children lead representing the Nottinghamshire Children and Young People’s Health and Wellbeing Commissioners Forum) nominated by the Director of Public Health, Nottinghamshire County Council
- Head of Quality and Patient Safety for Newark and Sherwood and Mansfield and Ashfield CCGs
- Lay member

It is an expectation that if any member is unable to attend the meeting a representative is nominated to act on their behalf. It should be noted that for some individuals, deputisation is provided by an existing member of the committee e.g. the Head of Quality and Adult Safeguarding is the deputy for the Director of Nursing and Quality for the South Nottinghamshire CCGs

The Committee, or its Chair on its behalf, may co-opt such other Directors and officers of the CCGs as may be required.

#### **4 Frequency**

The sub-committee shall meet bi-monthly. Extraordinary meetings may be convened as necessary.

#### **5 Authority**

The committee will receive its powers from the following CCGs: -

- NHS Newark and Sherwood CCG
- NHS Mansfield and Ashfield CCG
- NHS Nottingham North & East CCG
- NHS Nottingham West CCG
- NHS Rushcliffe CCG
- NHS Bassetlaw CCG

The Committee will be directly accountable to the N&S CCG Governing Body and the Chief Operating Officer N&S CCG.

The committee will respond to matters referred to it by the Nottinghamshire and Bassetlaw CCG Governing Bodies, Nottinghamshire Safeguarding Children and Adult Boards. It will seek independent advice as it considers necessary. Wider clinical consultation will take place as necessary with the Nottingham Health Community, the Care Quality Commission, Local Authority Police and other statutory agencies as appropriate.

#### **6 Duties**

The duties of the committee are:

- To ensure Nottinghamshire CCGs fulfill statutory responsibilities as outlined in the Care Act 2014 and promote the safety and welfare of adults with care and support needs within the CCGs and across all commissioned and contracted services.
- To monitor CCG and contracted and commissioned services compliance with statutory guidance relating to safeguarding adults including the Mental Capacity Act (2005).
- To monitor CCG and contracted and commissioned services compliance with statutory guidance relating to safeguarding children and children in care, including the Children Act 2004, Working Together to Safeguard Children 2013 and Promoting the health and wellbeing of looked after children - revised statutory guidance 2015.
- To promote the safety and welfare of children within the Nottinghamshire CCGs and across all commissioned and contracted services.
- To maintain clear lines of accountability and reporting for safeguarding vulnerable adults to the Nottinghamshire CCGs and the Member Governing bodies.
- To maintain links to Nottinghamshire Safeguarding Children Board (NSCB), Nottinghamshire Safeguarding Adults Board (NSAB), the Local Area Teams of the NHS Commissioning Board (LAT) and other relevant committees
- To monitor resulting actions following serious case reviews, independent management reviews and other relevant safeguarding incidents and to promote the dissemination of learning.
- To develop, review and approve policies and procedures relating to safeguarding practice.
- To approve annual reports for the CCGs relating to safeguarding.
- To monitor key performance indicators relating to safeguarding adults and children as required by the Care Quality Commission, the LSAB/LSCB or any other statutory regulating authority.
- To produce regular reports to the Nottinghamshire CCGs via Chief Nurses on any significant developments, exceptions and risks, relating to safeguarding adults and the public in general to inform the risk register
- To act as a monitoring, dissemination and advisory group for new national or local guidance (including feedback from NSAB/NSCB) and to promote effective communication of key messages across provider organisations.
- Review audit, evaluation and quality assurance of safeguarding processes and practice across

the CCGs and provider organisations.

- To oversee a process for implementing, monitoring, and embedding safeguarding principles in all service level agreements
- The identification of challenges and risks to the safeguarding aims and objectives, so that actions to mitigate them can be planned and implemented.

## 8 Reporting

Reporting and individual accountability arrangements are outlined in *Appendices 1 & 2*

The committee shall report to the CCG Governing Bodies of:

- Newark and Sherwood (N&S) CCG
- Mansfield and Ashfield (M&A) CCG
- Nottingham North & East (NNE) CCG
- Nottingham West (NW) CCG
- Rushcliffe CCG
- Bassetlaw CCG

It shall also report through the Chief Nurse and Director of Quality to the Nottinghamshire Safeguarding Adult and Children Boards.

Copies of the minutes of the meeting will be submitted to each of the Nottinghamshire CCG Governance Leads to inform their Governing Bodies.

The Safeguarding Operational Working Group reports into the Committee and progresses matters assigned to it by the Committee.

## 9 Attendance

Regular attendance is required by all members, with a minimum of 66% of meeting attendance required. On the occasions when nominated members cannot attend, they will submit a brief written report on all actions. This will be presented by their named deputy. The forum may also request the attendance of other members of staff as required.

## 10 Quorum

The meeting will be held in three sections an adult section, a joint adults and children section and a children's section. Each individual member contributes to the quorum of different roles and sections of the meeting as shown in the table below.

Individual member's contribution to quorum						
Member	Chair or Vice Chair	Adult Clinician	Adult Safeguarding Lead/ Rep	Children's Clinician	Children's Designated Professional	Children's Safeguarding Lead/ Rep
Chief Nurse and Director of Quality and Governance for Newark and Sherwood and Mansfield and Ashfield CCGs						
Director of Nursing and Quality for Nottingham North & East, Nottingham West and Rushcliffe CCGs						
Deputy Chief Nurse (Designated Nurse Safeguarding Adults, Children & LAC), Bassetlaw CCG						
Designated Doctors Safeguarding Children (1 each from South and Mid						

Nottinghamshire CCGs)-						
Designated Nurse Children in Care for 5 Nottinghamshire CCGs-						
Designated Doctors Children in Care (1 each from South and Mid Nottinghamshire CCGs)						
Designated Nurse or Associate Designated Nurse Safeguarding Children for 5 Nottinghamshire CCGs						
Deputy Chief Nurse, for Newark and Sherwood and Mansfield and Ashfield CCGs						
Chief Nurse, Bassetlaw CCG						
Adult Head of Nursing, Bassetlaw CCG						
Head of Quality and Adult Safeguarding for Nottingham North & East, Nottingham West and Rushcliffe CCGs						
Head of Quality and Adult Safeguarding for Newark and Sherwood and Mansfield and Ashfield CCGs						
Public Health Manager (representing the Children and Young People's commissioning hub)						
People's Health and Wellbeing Commissioners Forum) nominated by the Director of Public Health, Nottinghamshire County Council						
General Practitioners						

To be considered quorate for each section of the meeting the following must be in attendance:

**Adults Section:** Chair or Deputy Chair, 2 adult safeguarding leads and 1 adult clinician (at least 1 representative from each CCG area i.e. South Nottinghamshire, Mid Nottinghamshire and Bassetlaw)

**Childrens Section:** Chair or Deputy Chair, 2 children's designated professionals (can be Doctor or Nurse at least 1 must represent children in care) and 1 children's clinician (at least 1 representative from each CCG area i.e. South Nottinghamshire, Mid Nottinghamshire and Bassetlaw)

**Joint Adults and Children Section:** Chair or Deputy Chair, 2 adult safeguarding leads and 1 adult clinician, 2 children's designated professionals (can be Doctor or Nurse at least 1 must represent children in care) and 1 children's clinician (at least 1 representative from each CCG area i.e. South Nottinghamshire, Mid Nottinghamshire and Bassetlaw)

### 11 Chairing arrangements

Chair – Chief Nurse and Director of Quality for N&S & M&A CCG

Vice Chair - Director of Nursing and Quality for NNE, NW & Rushcliffe CCGs

**12 Confidential Session**

Each of the three sections of the meeting will include a confidential section which will consider cases subject to serious case reviews which are patient identifiable and by their nature are exempt from the Freedom of Information Act.

**13 Review**

Terms of Reference to be reviewed annually, one year following approval by the CCG Governing Bodies and Local Adult and Children Safeguarding Boards

**14 Date of Approval**

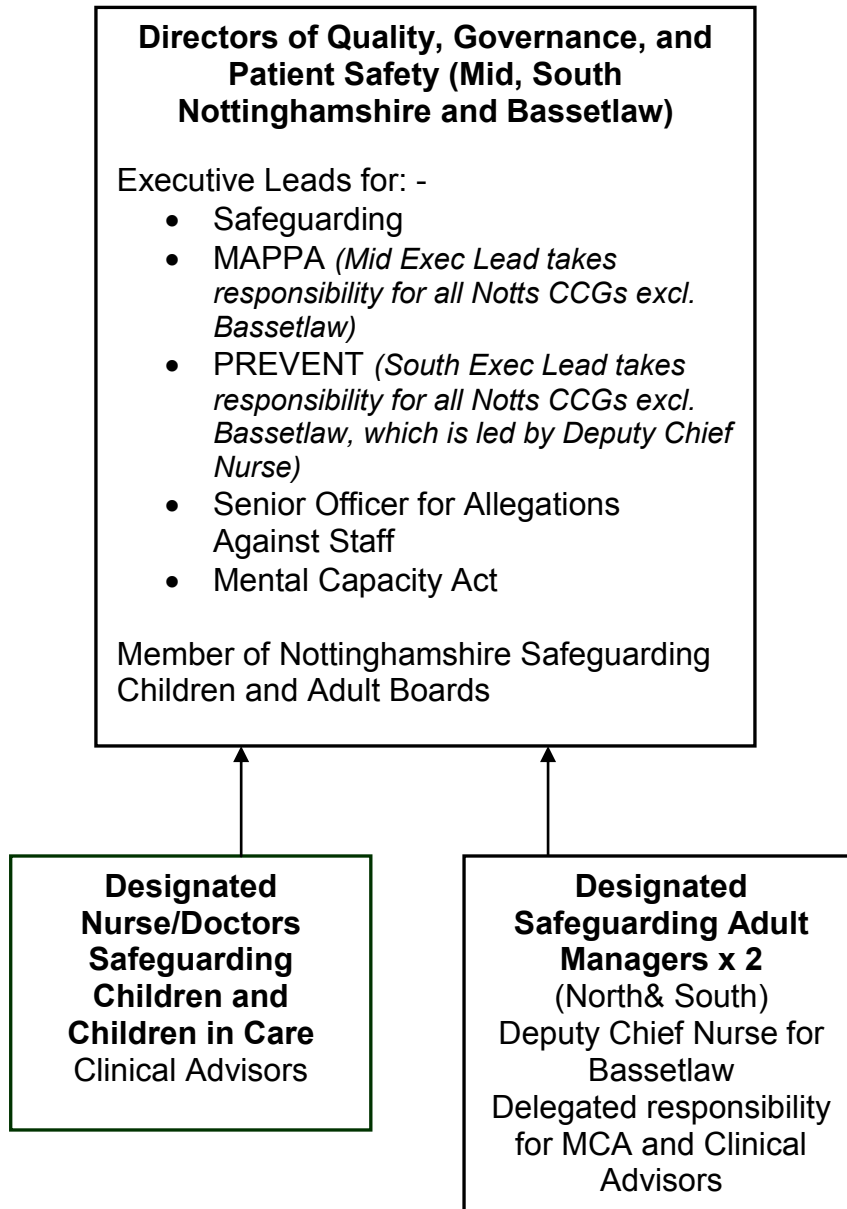
October 2017

**15 Review Date**

October 2018

**APPENDIX 1**

**INDIVIDUAL SAFEGUARDING REPORTING & ACCOUNTABILITY NOTTINGHAMSHIRE  
CLINICAL COMMISSIONING GROUPS**



**ORGANISATIONAL EXTERNAL SAFEGUARDING REPORTING ARRANGEMENTS  
NOTTINGHAMSHIRE CLINICAL COMMISSIONING GROUPS**

