



# Suffolk Safeguarding Adults Board

## Policy and Practice Standards Group

## Terms of Reference

## Glossary

SAB – Safeguarding Adults Board  
CCG – Clinical Commissioning Group

## Purpose

To establish and ensure a robust system of assurance for the SAB in Suffolk with regards to safeguarding policy across all partner agencies working as part of the Board.

### Through:

- Developing, implementing and managing a 'Policy Framework' that outlines key and clear aspects of effective safeguarding policy.
- The endorsement and review of policies and procedures produced by partner agencies of the SAB through an agreed programme of routine assessment and review.
- Leading on the development of SAB policy initiatives, as led by national legislation and local SAB decisions, or in response to Safeguarding Adults Reviews.
- Recommendations made to the Board around development areas for future policies.

## Membership

Roy Elmer	Safeguarding Adults Board Manager	Suffolk SAB
Lisa Nobes (Chair)	Deputy Director of Nursing	Ipswich Hospital
Steven Garner	Head of Residence	HMPs
Hilary Gibbs	Chair	Suffolk Association of Independent Care Providers
Alison Wheeler	General Manager	Suffolk Libraries
Alex Wilson	Director	St Edmundsbury District Council
Simon Phelan	Head of Housing	St Edmundsbury District Council
David Giles	DCI (Protecting Vulnerable People Directorate)	Suffolk Constabulary
Sarah Markham	Adult Protection Team Manager	Adult and Community Services
Nina Parkinson	Clinical Governance Manager	Public Health
Bonnie Collins	Chair	Suffolk SAB People's Panel

Further members may be added at the discretion of the chair of the panel.



# Suffolk Safeguarding Adults Board

## Meetings

Meetings of the Suffolk Safeguarding Adults Board Policy and Practice Standards Panel will take place bi-monthly. Meeting dates will be organised one year in advance, with papers made available to attendees at a minimum of one week before each Sub Group meeting.

Minutes will be produced and made available to the group within two weeks of the meeting.

## Reports to:

The Policy and Practice Standards Panel reports to the Safeguarding Adults Board, as chaired by the Independent Chair.

## Resource and Support:

- One SAB Manager as professional advisor to the group.
- One SAB Administrator to undertake business support duties.
- Various venues and room booking support.