

Steering Group to assist DOH in developing a national health sector adult safeguarding policy

Terms of Reference and Engagement

1. Purpose

- 1.1. The purpose of the group is to assist and advise the Department of Health in its development of a national adult safeguarding policy for the health sector in order to give effect to the Government's Decision of 12 December 2017.
- 1.2. Based on the Government Decision, the scope of this policy extends to the entire health sector (public, private and voluntary) and collaboration/interfacing between the health sector and other relevant sectors and agencies. Sectoral and cross sectoral issues not involving the health sector are outside the scope of this policy.
- 1.3. Responsibility for the drafting of this policy and its submission to Government rests with the Department of Health, taking account of the Steering Group's advice. Services for Older People Unit, Department of Health will provide the Secretariat to the Group.

2. Terms of Reference

- 2.1. To advise, assist and provide input to the Department in its development of a health sector National Safeguarding Policy.
- 2.2. To assist the Department to undertake a robust consultation process to inform the development of the policy. This process will include, as appropriate, service user focus groups, stakeholder engagement and public consultation.
- 2.3. To advise on the commissioning of a systematic evidence review of policies and legislation on adult safeguarding internationally, with a particular focus on implementation enablers, barriers and costs associated with health and social care sectors. The evidence review will include critical evaluation of the demonstrated effectiveness and impact of alternative international models for safeguarding vulnerable/at-risk adults from various forms of abuse.
- 2.4. To facilitate national and/or international expert input to inform the work of the Group.
- 2.5. To support the commissioning of an options appraisal of the benefits of alternative models for safeguarding vulnerable/at-risk adults from various forms of abuse.
- 2.6. To assist with the development of an implementation plan.

3. Terms of Engagement/Operational Arrangements

- 3.1. Steering Group members are expected to participate within the Group in accordance with the Conflicts of Interest Policy.
- 3.2. Draft policy, content presented and circulated at and for meetings, and discussions at meetings etc. should be treated as confidential and not circulated beyond the group membership except as agreed with the chair.
- 3.3. The Department aims to circulate a draft policy for public consultation by circa Q4-2019 and thereafter discuss the findings with the Steering group. Following this, the work of the steering group will conclude.
- 3.4. Terms of reference & engagement and Operational arrangements may be altered by the Chair if deemed appropriate.

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- 3.5. The Chair will decide the schedule of meetings in consultation with the group. It is anticipated that:
 - The group will meet approximately once per [4-6] weeks (this schedule may be subject to change)
 - [7-8] meetings will take place, but this number may be more or less – attendance for at least [6] of the [8] meetings is expected for members of the Group.
 - The Chair will convene a meeting at the mid-way point to take stock of progress to date and agree on any appropriate adjustments to the project based on findings and progress up to that point.
 - The Chair will convene a meeting or meetings dedicated specifically to the consideration of the findings of stakeholder and / or public consultation exercises
- 3.6. Meetings will generally be structured on a thematic (or modular) basis, with each meeting structured around a specific theme which the group will advise on and discuss.
- 3.7. Meetings will generally be held at the Department of Health's headquarters (Miesian Plaza).
- 3.8. The Chair will decide on the agenda for each meeting [in consultation with the Steering Group].
- 3.9. Services for Older People Unit, Department of Health, will provide the Secretariat to the group. Conor Foy shall act as Secretary to the Group.
- 3.10. The Secretary will arrange for circulation of relevant documentation, records of meetings, and communications with regard to the convening of meetings.
- 3.11. Meetings will be documented by the Secretary, including actions to be taken, main points discussed, minutes etc.
- 3.12. Draft minutes will be circulated to Group members following each meeting and approved subject to any appropriate amendments at each subsequent meeting [approved minutes will generally be published on the Department's website subject to limited redaction if required e.g. to protect the integrity of the deliberative process and/or other matters falling under the Freedom of Information Act (FOI)].
- 3.13. A summary of agreed action points will be circulated to members as soon as possible following each meeting.
- 3.14. Meeting documentation will generally be circulated to participants at least 5 working days in advance of each meeting and will include:
 - An agenda
 - Minutes of the previous meeting including agreed action points
 - Other relevant documentation
- 3.15. The Chair may invite third parties to participate in meetings to provide expert input and advice. The Chair may ask such persons to prepare discussion documents as appropriate.