



North East and
North Cumbria

Safeguarding Assurance Group Terms of Reference

Version 1

**Better health
and wellbeing for all...**

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1. Establishment

The Safeguarding assurance group is a subgroup established by the Quality and Safety Committee.

2. Terms of reference

The terms of reference are defined by the ICB.

The terms of reference will be maintained by the ICB Governance Team/Lead Officer.

3. Authority

The group is authorised to:

- Investigate any activity within its terms of reference
- Seek any information it requires within its remit, from any employee or member of the ICB
- Commission any reports it deems necessary to help fulfil its obligations
- Obtain legal or other independent professional advice and secure the attendance of advisors with relevant expertise if it considers this is necessary to fulfil its functions. In doing so the subgroup must follow any procedures put in place by the ICB for obtaining legal or professional advice
- The group is not decision making and provides an assurance function only.

4. Purpose

The purpose of the assurance group is to support the Quality and Safety Committee discharge its duties relating to safeguarding and care for children.

5. Roles and responsibilities

This section describes the duties, authority, accountability and reporting.

The subgroup's duties are as follows:

- To provide Health Executive leadership for safeguarding, facilitating and promoting joint working and best practice within and across the whole North East North Cumbria system.

- Provide a single strategic oversight body providing assurance on how the ICB fulfils its duties as statutory safeguarding partner and its effective involvement in multiagency processes
- Provide a single strategic oversight body providing assurance on the integration of safeguarding into the commissioning cycle and provider accountability through the NHS Standard contract (including joint commissioning)
- Provide a single strategic oversight body providing assurance on the ICBs responsibilities in relation to workforce, culture and safe practice including leadership, training and supervision
- Provide a single strategic oversight body providing assurance of a high quality safeguarding intelligence framework that includes
 - Peoples experience
 - Provider Performance and Practice Standards
 - Incident and Quality Learning and Outcomes Intelligence
 - Assurance and Governance
 - Funding, resource allocation and value for money
- Provide a single strategic oversight body providing assurance on the delivery of statutory requirements and national policy alignment
- To make formal recommendations to the Safeguarding Partnership's / Adult Board's as per Health Governance Structure on future commissioning arrangements for safeguarding, including any proposed changes to delegated decision making.
- To make formal recommendations to the Safeguarding Partnership's / Adult Board's Board, ICB and ICP and local organisations on future commissioning and NHS provision and delivery of safeguarding services.
- Be an active voice and partner in shaping the proposal and implementation of an overall strategic programme of work to deliver the ambitions, priorities and plans for safeguarding (Endorsed with Safeguarding Partnership's / Adult Boards).
- To enable the group members to provide a strategic link back to the ICB and ICP and local organisations ensuring that the programme has a strong balance between strategic leadership and local system delivery.
- To provide assurance to the Safeguarding Partnership's / Adult Board's, ICB and ICP and local organisations on the discharging of statutory duties in-line with the legislative requirements.
 - To make formal recommendations to the ICB and ICP and local organisations on any proposed investments/disinvestments in

safeguarding arrangements.

- To seek assurance on safeguarding compliance and delivery and hold the Senior Safeguarding Leadership Group and Collaborative Forums to account on delivering the strategy and priorities agreed by the ICB and Partnership Boards.

6. Accountability and reporting

The assurance group is accountable to the Quality and Safety Committee and reports (via minutes) on how it discharges its responsibilities.

The secretary formally records the minutes of each meeting and keeps a record of all confirmed minutes. The group will provide assurances on the business considered and escalating any concerns, where necessary to the Quality and Safety Committee.

7. Membership and attendance

Chair and Vice Chair

- Chief Nursing Officer (Chair)
- Director of Nursing (Safeguarding) (Vice Chair)

In the absence of the Chair, or Vice Chair, the remaining members present elects one of their number to Chair the meeting.

Membership (subject to ICB Chair's approval as above)

- ICB Chief Nursing Officer (Chair)
- Director of Nursing for Neighbourhoods and Safeguarding
- NHSE Regional Lead
- Nominated Designated Nurse (Children)
- Nominated Designated Nurse (Adults)
- Nominated Designated Doctor
- Nominated Cared for Children lead
- Nominated Head/Director of Midwifery
- Acute/Community Provider Executive Directors of Nursing
- NEAS Director of Nursing and Quality
- NWAS NEAS Director of Nursing and Quality
- Mental Health Provider Executive Director of Nursing
- Named GP Safeguarding Lead

By invitation

- DSC representative
- DASS representative
- Public Health Lead

Attendees

Only members of the subgroup have the right to attend meetings, however all meetings of the subgroup may also be attended by the appropriately nominated individuals who are not members.

The Chair may ask any or all of those who normally attend, but who are not members, to withdraw to facilitate open and frank discussion of particular matters. Other individuals may be invited to attend all or part of any meeting as and when appropriate to assist it with its discussions on any particular matter.

Attendance

Where a member of the subgroup is unable to attend a meeting, a nominated deputy may be agreed with the Chair. Conflicts of interest will need to be considered for any nominated deputies.

Where an attendee of the subgroup (who is not a member) is unable to attend a meeting, a nominated alternative may be agreed with the Chair (or Vice Chair in his/her absence).

8. Meeting Quoracy and Decisions

The subgroup will meet in private.

The subgroup will meet at least 4 times a year. Additional meetings may take place as agreed by the Chair (or Vice Chair in his/her absence).

The Quality and Safety Committee may ask the group to convene further meetings to discuss particular issues on which they want the subgroup's advice.

In accordance with the Standing Orders, the subgroup may meet virtually when necessary and members attending using electronic means will be counted towards the quorum.

Quoracy

As this is an assurance group quoracy is not required (as they are not a decision-making forum). The chair will decide whether there are enough members of the required disciplines at the meeting to ensure the meeting is meaningful.

Decision making

The subgroup is not decision making and does not have any financial delegated authority.

9. Behaviours and Conduct

ICB values

Members will be expected to conduct business in line with the ICB values and objectives. Members of, and those attending shall behave in accordance with the ICB's Constitution, Standing Orders, and Standards of Business Conduct Policy.

Conflicts of interest

In discharging duties transparently, conflicts of interest must be considered, recorded and managed. Members should have regard to the NHS guidance on managing conflicts of interest and the ICB Standards of Business Conduct and Declarations of Interest Policy.

Conflicts of interest must be declared and recorded at the start of each meeting. A register of interests is maintained by the ICB with an extract considered before and during each meeting. If a conflict of interest arises, the Chair may require the affected member to withdraw at the relevant point.

Equality and diversity

Members must demonstrably consider the equality and diversity implications of decisions they make.

10. Secretariat and Administration

The Chair is responsible for agreeing the agenda and ensuring matters discussed meet the objectives as set out in these terms of reference.

The group shall be supported with a secretariat function which will ensure that:

- The agenda and papers are prepared and distributed following agreement with the Chair.
- Any additional conflicts of interest are recorded and handled appropriately.
- Good quality minutes are taken in accordance with the standing orders and agreed with the chair and that a record of matters arising, action points and issues to be carried forward are kept and taken forward between meetings.
- If requested, the Chair is supported to prepare and deliver reports to the Parent Committee.

11. Review

These terms of reference will be reviewed at least annually and more frequently if required. Any proposed amendments to the terms of reference will be submitted to the Parent Committee for approval.