

Warrington Safeguarding Adult Board Constitution

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Ratification

Warrington Safeguarding Adults Board

26/02/2015

1. Title

The Safeguarding Adults Board is known as Warrington Safeguarding Adults Board, hereafter known as WSAB or the Board,

2. Purpose

In accordance with the statutory requirements of the Care Act 2014 (S43 schedule 2) the WSAB has been established by Warrington Borough Council as a statutory body whose **key objective** is:

“to assure itself that local safeguarding arrangements and partners act to help and protect adults at risk in its area”.

WSAB is a multi-agency strategic body comprising of senior and or lead officers from a range of partner agencies, with the following **mission statement**.

“Warrington’s Safeguarding Adults Board will oversee local arrangements to ensure that safeguarding adults is prioritised and coordinated effectively. We are committed to continuous improvement, learning from experience and enabling adults at risk of neglect and abuse to have a voice”.

The safeguarding duties apply to an adult who;

- a) has needs for care and support (whether or not the authority is meeting any of those needs)
- b) is experiencing, or is at risk of abuse or neglect and
- c) as a result of those needs is unable to protect himself against the abuse or neglect or the risk of it.

WSAB seeks to achieve its objective by coordinating and ensuring the effectiveness of what each of its members does. In its work, the following six key principles remain central;

- **Empowerment**

The presumption of person led decisions and informed consent, supporting the rights of the individual to lead an independent life based on self-determination. Agencies should actively promote empowerment and wellbeing of adults at risk through the services they provide, recognising that self-determination can involve risk and making sure that in such cases, it is recognised, understood by all concerned and minimised whenever possible.

- **Prevention**

That it is better to take action before harm occurs, including access to information on how to prevent or stop abuse, neglect and concerns about care quality or dignity. There should be clear procedures for all staff and volunteers including recognising and responding to poor practice.

- **Proportionality**

Identifying the most proportionate and least intrusive responses appropriate to the risk presented, ensuring that the law and statutory requirements are known and used appropriately so that vulnerable adults can access their human and civil rights.

- **Protection**

Providing support and representation for those in greatest need, including identifying and protecting people who are unable to take their own decisions, or to protect themselves or their assets. To make sure that when the right to an independent lifestyle and choice is at risk the individual concerned receives appropriate help, including advice, protection and support from relevant agencies.

- **Partnership**

Providing local solutions through services working with their communities to encourage prevention, detection and reporting of abuse. This includes integrating strategies, policies and services relevant to abuse to maximise the safety of vulnerable adults. That relevant staff will undertake appropriate safeguarding training to ensure consistent practice that adheres to these principles, and where appropriate, play an active role in the safeguarding process

- **Accountability**

That there is accountability and transparency in delivering safeguarding, with agencies recognising that it may be necessary to share confidential information, but that any disclosure should be compliant with relevant legislation. All agencies should actively promote their protected disclosure procedures and prioritise staff supervision, allowing staff to reflect on their practice and the impact of their actions on others.

3. Core Functions

The duties of Safeguarding Adults Boards are set out in Section 43, Schedule 2 of the Care Act and Chapter 14 of the Care and Support Statutory Guidance.

The three core duties are:

- I. Publish a strategic plan for each financial year detailing how it will meet its main objectives and what members will do to achieve this. The plan must be developed with local community involvement, and the SAB must consult the local Healthwatch organisation. The plan should be evidence based and make use of all available evidence and intelligence from partners to form and develop its plan.
- II. Publish an annual report detailing what the SAB has done during each year to achieve its main objective and implement the strategic plan and what each member has done to implement the strategy. The annual report will also set

out findings from any Safeguarding Adult Review completed during the year and the subsequent actions arising from the reviews.

- III. Conduct any Safeguarding Adult Reviews in accordance with s.44 of the Care Act.

4. Board Membership

The Care Act regulations specifies only 3 statutory members of a SAB, however makes provision for the SAB to include other members considered appropriate. The current membership of WSAB currently includes: (* denotes a statutorily required agency);

- Warrington Borough Council *
- Warrington Clinical Commissioning Group *
- Warrington & Halton Hospital NHS Foundation Trust
- NHS England – Area Team
- Cheshire Fire and Rescue Service
- 3rd Sector Hub
- 5 Borough Partnership NHS Trust
- Cheshire Police *
- Providers of Probation Services – National Probation Services, Cheshire and Greater Manchester Community Rehabilitation Company
- Bridgewater NHS Trust
- Healthwatch
- Housing – Golden Gates Trust
- This may be amended in accordance with the business plan objectives and should be reviewed on an annual basis.

All WSAB member organisations will designate named individuals as their representatives. WSAB members must have sufficient seniority within their respective organisations to be able to make decisions and ensure effective safeguarding. All WSAB members and member organisations are required to sign a Memorandum of Understanding in relation to their WSAB responsibilities.

In the event of regular members not being able to attend the WSAB they may nominate a suitable representative.

WSAB also includes a number of specialist advisors. WSAB advisors will operate as full members of WSAB, except when specified by the Chair.

Any possible conflict of interest must be declared to the Board chair by the WSAB member or advisor.

Practical and administrative support to WSAB is provided by the WSAB Coordinator and Administrator.

The non Local Authority members of WSAB must have regard to such guidance as the Secretary of State may issue.

Each member of the Board should have a Designated Adult Safeguarding Manager (DASM) responsible for the management and oversight of safeguarding cases and coordination of actions relating to concerns about staff.

Member organisations will be expected to work together in accordance with the SABs information sharing agreement and must legally respond to information requests by the SAB made for the purposes of enabling it to exercise its functions.

5. Chair and Vice Chair

WSAB is chaired by an independent person with a critical role to lead collaboratively but also to offer constructive challenge. The role of chair is supported by a job description and person specification which underpin the requirements. The independent chair is appointed by the local authority, on a contractual basis and in consultation with the statutory partners.

The chair is accountable to the Chief Executive of the Local Authority, meetings between the two occur quarterly. On an ongoing basis the Chair must maintain an effective business relationship with the delegated Local Authority Officer (Head of Adult Safeguarding and Quality Assurance), who is an advisor to WSAB.

The vice chair shall be nominated by WSAB.

6. Quoracy

The quorum of the WSAB will be 50% of the number of members entitled to attend the meeting. This must include the Local Authority, one of the statutory partners and the Chair or Vice Chair. The absence of a quorum at any time during the meeting will result in decisions being deferred (due to lack of decision making powers) however the WSAB will still be able to make recommendations in the absence of a quorum.

Attendance at the WSAB will be monitored to ensure compliance with expectations, any issues with membership will be raised with the agency concerned.

Decisions that need to be made outside of Board meetings may be done so without a meeting being convened. Agreements required from members can be done so in writing. In emergency situations the Chair may action a decision.

7. Arrangements

WSAB will adopt the financial year April 1st – March 31st. The WSAB will meet quarterly on a formal basis, extraordinary meetings will be arranged as required. The Independent chair of the WSAB is responsible for chairing all main WSAB meetings.

Agenda and Papers: Prior to the meeting the Chair will agree the agenda (with the WSAB coordinator and a WSAB advisor) following the meeting the Chair will amend and agree minutes and action plans. The agenda and papers for the WSAB will be circulated a week before the meeting. The agenda will state the date, time and venue of the meeting and outline the items to be considered along with supporting documents.

Urgent business additional or late items maybe included at the discretion of the Chair.

There is an expectation that WSAB members will read respective items ahead of the meeting in order for enquiries to be made and pertinent discussions to take place.

Minutes: WSAB minutes will be taken by an appropriate minute taker and distributed accordingly. All minutes will be stored on an appropriate shared drive within Warrington Borough Council.

WSAB meetings will not be held in public, the minutes of the meeting may be made publically available and available to groups outside of the WSAB. Minutes in these circumstances will be subject to prior scrutiny and there may be exempt items.

Dispute Resolution: WSAB will endeavour to operate on a consensus basis, however if this is not possible a formal vote system will be undertaken on a majority basis. Each agency will have one vote each and in the event of a tied vote the Chair will have the casting vote. Disputes between partners will be addressed through the escalation policy and if a resolution is not determined through this process, escalated to the chair.

8. Accountability

WSAB is accountable to the Chief Executive of the Council in respect of its governance. The SAB chair will meet on a quarterly basis with the Council's Executive Member for Health and Wellbeing and Adult Services.

Within the principles of accountability and transparency, WSAB will publish on an annual basis, a strategic plan and annual report which local community involvement.

The annual report on WSAB progress against its strategic plan will be presented to;

- Chief Executive and Leader of the Council
- The Councils Scrutiny Committee
- Cheshire Constabulary – Police and Crime Commissioner
- Local Healthwatch
- Health and Wellbeing Board
- Clinical Commissioning Group

The WSAB annual report and business plan will be publically available.

One of the core functions of the WSAB is to seek and secure assurances that effective structures, systems, processes and practices are in place to improve the outcomes and experiences of adults at risk. The WSAB must be able to hold partner agencies to account when expectations fall short of expected standards.

The WSAB will receive and scrutinise quality assurance reports from individual agencies. If expected standards are not met the WSAB will agree a plan of action with that agency and this will be monitored by the WSAB. Although the WSAB has a role in coordinating and ensuring the effectiveness of work undertaken by agencies in relation to safeguarding adults it is not accountable for each agencies operational functions. Each organisation has their lines of accountability and the WSAB does not have the power to direct individual organisations.

9. Finances and Resources

Safeguarding Adults Boards must ensure that their arrangements are sufficient to deliver the duties and functions under schedule 2 of the Care Act.

WSABs budget will be set and agreed at the start of the financial year. All members of the SAB are expected to consider what assistance they can provide in supporting WSAB to deliver its functions and to engage effectively in funding discussions. Warrington Borough Council will administer the pooled budget on behalf of WSAB through their designated officer (Head of Safeguarding adults and Quality Assurance).

10. Structure

Warrington SAB utilises sub groups which undertake work to ensure delivery of the agreed priorities and report directly to the Board.

Each of the subgroups has terms of reference agreed by the WSAB and is chaired by a WSAB member or advisor. Each sub group produces a quarterly report regarding the progress against the WSAB Annual Business Plan.

Task and finish groups are established as and when required by WSAB. A task and finish group may be utilised for; conducting in-depth reviews or undertaking a time limited piece of work that is discreet (amongst other purposes)

The WSAB will agree the remit and membership of the group, task and finish groups will be led by a WSAB member to ensure governance, accountability and reporting to the WSAB.

WSAB also commissions a Safeguarding Forum. This is a non-executive forum which provides a vital link between the WSAB and the community for both dissemination of information and to support essential consultation work for the work of the WSAB.

11. Review of constitution

The WSAB Constitution will be reviewed on an annual basis alongside financial year timescales. Notification of any suggested amendments will be sent to the Chief Executive of the Council and Lead Member for Adult Social Care prior to amendments taking effect.