



# WORCESTERSHIRE SAFEGUARDING ADULTS BOARD Constitution

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<b>Contact:</b>	WSAB Board Manager
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## Contents

1.0	Introduction .....	3
2.0	The Purpose of The Board .....	4
3.0	Strategic Objectives .....	6
4.0	Governance and Accountability.....	7
5.0	Membership .....	9
6.0	Board Operational Arrangements.....	10
7.0	Review of the Constitution .....	11
	Appendix 1 – Safeguarding Definitions .....	13
	Appendix 2 – Revised Protocol between WSAB; WSCB; HWBB .....	16
	Appendix 3 – Board Membership Levels.....	20
	Appendix 4 - Independent Chair Job Description .....	23
	Appendix 5 – Code of Conduct .....	25
	Appendix 6 – Press Release Processes.....	29

## 1.0 Introduction

1.1 The Worcestershire Safeguarding Adults Board (WSAB) is established in line with duties set out in s43 and Schedule 3 of the Care Act 2014. The Care Act states that the main objective of a Safeguarding Adults Board is to assure itself that local safeguarding arrangements and partners act to help and protect adults in its area who:

- *have needs for care and support (whether or not the local authority is meeting any of those needs) and;*
- *are experiencing, or at risk of, abuse or neglect; and*
- *as a result of those care and support needs are unable to protect themselves from either the risk of, or the experience of abuse or neglect.*

1.2 Throughout this document the term “adults with care and support needs” will be used to refer to this definition.

1.3 The purpose of this constitution is to set out the vision and principles of the Board, to establish the structure and governance arrangements of the Board, and to define its powers and duties.

## **2.0 The Purpose of the Board**

2.1 The scope of the Board will focus on the population of people who are defined in the Care Act as set out above – detailed definitions are attached as Appendix 1.

2.2 The vision of the Board is to seek and provide assurance that adults with care and support needs are safeguarded from abuse or neglect. Board partners will work collaboratively to seek assurance that adults who have care and support needs are empowered, to ensure that their personal outcomes are at the centre of safeguarding arrangements; kept safe from abuse or neglect, and that where abuse occurs, partners respond effectively and proportionately. The Board is responsible also for promoting prevention and early intervention.

2.3 Principles: The work of the Board will be underpinned by the safeguarding principles contained within the Care Act (2014) these are:

- Empowerment
- Prevention
- Proportionality
- Protection
- Partnership
- Accountability

2.4 Outcomes: The Board is committed to seeking assurance that action taken under safeguarding procedures reflects the preferred outcomes of the adult. The outcomes are broadly divided as follows:

2.4.1 The Adult with Care and Support Needs:

- has their needs met
- feel safer
- is supported regardless of where they live their personal circumstances, gender, ethnicity or sexual orientation.
- achieve the outcome they want e.g. the safeguarding process makes a positive difference to their lives.

2.4.2 The Carer:

Carers feel their role is understood and their needs are recognised and met.

2.4.3 Organisations and Staff:

- organisations have safeguarding policies and procedures in place supported by a quality assurance system.

- front line staff and volunteers in all organisations that work with adults know what to do when someone is being abused or neglected and are supported to take the appropriate action.

#### 2.4.4 The Public and Local Community

- the public and local community understand safeguarding and know where to go to raise a concern

2.5 The Board is committed to engaging with the Making Safeguarding Personal programme to ensure that the achievement of personal desired outcomes is at the centre of the safeguarding arrangements.

## Strategic Objectives

3.1 WSAB members are jointly responsible for ensuring that key partners work together effectively to protect adults with care and support needs from abuse or neglect. The role and responsibilities of the Board are summarised in the following 5 Strategic Objectives:

- 1) *To provide and seek assurance of effective leadership, partnership working and governance, holding partners and agencies to account;*
- 2) *To listen to people who have been subject to abuse or neglect, and seek assurance that people are able to be supported in the way that they want, are involved in decisions and can achieve the best outcomes;*
- 3) *To be assured that safeguarding is embedded in communities, raising awareness, promoting well-being and preventing abuse and neglect from happening in the first place;*
- 4) *To seek assurance that effective policies, procedures and practices are in place that ensure the safety and wellbeing of anyone who has been subject to abuse or neglect, are proportionate and that action is taken against those identified as being responsible;*
- 5) *To learn lessons and make changes that prevents similar abuse or neglect happening to other people.*

3.2 To deliver these responsibilities, the Board will have an annual business plan in place.

3.3 This will be achieved through the following activities:

- *Strategic planning:* the development of annual priorities, based on consultation and an analysis of risks – i.e. analysing intelligence and data to identify risks and taking action to address these; monitoring the delivery of the business plan;
- *Development of and maintaining multi-agency policies and procedures;*
- *Quality assurance:* through the use of an assessment frameworks, analysis and audit to provide assurance that safeguarding in the County is effective.
- *Work planning, policy and guidance development:* subgroups will develop relevant work plans, policy and guidance documents that link to the Board's strategic objectives and annual business plans;
- *Promoting prevention and early intervention*
- *Contributing to national and regional initiatives*

## 4.0 Governance and Accountability

- 4.1 This constitution sets out the governance framework for the Board – that is, it sets out the purpose and definition of the Board’s responsibilities, the structure and membership, and the accountabilities.
- 4.2 A protocol is in place, which is regularly revised– see Appendix 2 - that sets out the relationship between the Health & Wellbeing Board (HWBB), the Safeguarding Children’s Partnership the Safer Communities Board and the WSAB. Whilst these partnerships are independent of each other, there is a need to work closely together to address identified cross cutting issues.
- 4.3 The Board is committed to working in partnership with all agencies for the benefit of Adults with care and support needs and to achieve a coherent and co-ordinated approach to safeguarding. The Board is clear that effective safeguarding cannot be achieved by any agency independently and co-operation is the key to being assured of the safety of the people at risk in Worcestershire. An Information Sharing Agreement has been agreed between key partners in the County which ensures that the Board meets the requirements of Data Protection and GDPR.
- 4.4 At the heart of the Board’s activities will be the views and experiences of the people who are directly affected by the work overseen by the Board. This is reflected in the membership of the Board, which has representation from reference groups who listen to and represent the views of People with Lived Experience, either directly or through Advocacy Services, and Carers.
- 4.5 Accountability: The Local Authority is responsible for establishing the SAB and must ensure that Board members have the required level of experience and skills. The Local Authority is also responsible for the appointment of the Independent Chair, in consultation with the statutory partners, the chair therefore being accountable to the Chief Executive. However, the Board will act independently in respect of monitoring adult safeguarding arrangements and thus it is within its remit to scrutinise the safeguarding arrangements of all responsible organisations within Worcestershire.
- 4.6 The Board will produce an annual report on its progress which will be presented for information to the Adult Social Care Scrutiny Panel and the Chair of the Health and Well Being Board. As good practice the annual report and the strategic plan will be shared with all the Executive bodies of the strategic partners.
- 4.7 Board Assurance Framework and Processes: The Board will have a Performance and Quality Assurance Framework (QAF) and processes that will form the basis of providing assurance that:
- the Board is effective and delivers its strategic objectives and outcomes;

- agencies and other key partners fulfil their safeguarding duties and that safeguarding is at the heart of their business;
- that multi-agency policies are in place, are fit for purpose;
- that Mental Capacity Act (MCA) and Deprivation of Liberty Safeguards (DoLS) are used effectively to protect people at risk from abuse or neglect;
- that safeguarding processes and practice are driven by the outcomes that people want;
- that lessons are learnt from Safeguarding Adults Reviews and other case reviews, including reflective learning, and are embedded in policies, procedures and practice;
- that there is a skilled and appropriately trained workforce.

4.8 In addition, intelligence and data will be shared by agencies and analysed to identify risks and inform the development of strategy and Board priorities for action.

4.9 The Board will maintain a risk register that will be up-dated on a regular basis.

4.10 Worcestershire County Council is registered as the Board's data controller in accordance with the Data Protection Act (1998) and General Data Protection Regulation (GDPR).

4.11 The Board will have an Information Sharing Agreement for the purpose of sharing sensitive information between key partner agencies. The Agreement will be compliant with Data Protection legislation including GDPR

4.12 Communication: Any communication of Board decisions, activity, progress and actions will be undertaken through the processes outlined in its communication strategy. (A summary of the press release process is provided in appendix 6)



## 5.0 Membership

### 5.1 The Executive Board

The Executive Board shall be composed of senior representatives at a Director, Chief Executive, or comparative level from both statutory and associate members, nominated by each member agency. Associate members, representing individual agencies, must have sufficient delegated authority to effectively represent their agency and to make decisions on their agency's behalf. The role of the Executive Board is set out in Appendix 3 section 4

The Executive Board is made up of both 'Statutory Members', who are required to attend and other members representing wider stakeholders, referred to as 'Associate Members'.

5.2 Statutory members: The 3 statutory partners are required to be Board members. These are Adult Social Care (ASC), the Integrated Care Board (ICB) and Police

5.3 The role of Statutory members is to share responsibility for ensuring Board effectiveness.

5.4 Statutory members will possess sufficient seniority and authority to speak on behalf of their agencies, sustain strategic direction, and be able to commit resources or directly feed into agency decision-making that can commit resources as appropriate. All Board members will identify a named deputy who will attend on their behalf due to holiday or sickness absence. The role specification for Statutory members is attached as Appendix 3 section 1.

5.5 Associate members: Described as people/organisations that need to be very close to the Board, the role of Associate Members is to engage effectively with the Board. The content of the role is set out in Appendix 3 2:1.

Associate Members may include

- a) agencies and organisations who will potentially have some contact with people who meet the scope of the Board but who generally either have a wider function in relation to the community.
- b) agencies or organisations who have a specialist interest in one particular group (e.g. voluntary organisations)
- c) associations, that may represent the views of a dispersed group of independent providers (GPs, social care providers).

5.6 Associate Members will also include wider community organisations and services that are likely to come into contact with people who may need safeguarding services. These will include representatives from the Boards three reference groups. (Carers, Advocacy and People with Lived Experience)

5.7 Independent Chair: The chair of WSAB will be an independent person who is responsible for ensuring the Board works effectively and independently. The Chair will be recruited by the local authority in conjunction with partners for an initial term of 2 years, which may be extended to a maximum of 4 years. The job description for an independent chair is attached as Appendix 4.

5.8 The vice chair shall be nominated and appointed by the WSAB. This role should be held by one of the three statutory partners

### 5.9 Operational Board

The Operational Board will be responsible for the oversight of the work of the Board. They will ensure that objectives of the annual business plan are being met and identify any key risks which need to be addressed and raised with the Executive Board.

5.10 Membership of the Operational Board will include

- representatives from the statutory partners with a responsibility for overseeing the delivery of safeguarding services in their organisations.
- Associate members will be from organisations who have a key role in supporting adults with care and support needs and/or have an oversight of safeguarding procedures in their organisation.
- Chairs and Vice Chairs of the WSAB sub-groups, which ensure the delivery of the Boards strategic responsibilities and annual business plan.

5.11 The Responsibilities of the Operational Board can be found in Appendix 3 section 5

## 6.0 Board Operational Arrangements

6.1 **The Executive Board** will meet twice a year. These meetings will align with key decision-making periods (September for budget setting and sign off of the Annual Report; March to sign off the Board business plan for the forthcoming year). Where appropriate these can be held virtually, with at least one annual Board development (Strategy) event. In some circumstances it may be necessary to convene emergency or exceptional meetings in response to urgent matters including the sign off Safeguarding Adults Reviews as required.

6.2 Quoracy: To be quorate, the following Board members or their deputies must be present:

- Independent Chair
- Two of the statutory partners (Police/ICB or Adult Social Care)
- At least one voluntary or independent sector representative

- At least one reference group representative

6.3 **The Operational Board** will meet quarterly, these meetings can be held virtually, and members will be expected to attend the annual Board development (strategy) event.

6.4 Quoracy: The following representatives (or their deputies) must be present:

- Independent Board Chair
- Two of the three statutory partners
- At least one independent or voluntary sector representative.

6.5 **Executive leadership and sub-groups:** Each sub-group will be chaired by a representative from the WSAB, where this is not the case the sub-group chair will become a member of the WSAB. They are responsible for ensuring that appropriate arrangements are in place for the delivery of the work stream. Each sub-group chair will be required to regularly provide an update on the progress of their sub-group to the Board.

6.6 Alongside sub-groups task and finish groups can be established as required. Sub-groups and task and finish groups will be responsible for the delivery of the annual business plans which enable the Board to meet its strategic objectives. As a minimum the sub-groups will include:

- Performance and Quality Assurance
- Safeguarding Reviews
- Learning, Development ,Practice and Communication

6.7 Thematic Sponsors may also be appointed to lead on key cross cutting themes.

6.8 Code of Conduct: the code of conduct for Board members is attached as Appendix 5

6.9 Resources and funding: The Board acknowledges that shared responsibility for funding and resourcing is an important indicator of the commitment of statutory partners. The Care Act identifies both the statutory agencies and the key relevant partners who must co-operate with each other to operate effective safeguarding arrangements. Funding contributions are made annually by the statutory partners and are proportionate to the size of the organisation.

6.10 Funding will be used to cover the costs of administering the Board in line with an agreed budget which will be reviewed annually

## 7.0 Review of the Constitution

7.1 The Constitution will be reviewed every 3 years. In the event of any major changes to statutory responsibilities, it may be necessary to revise the constitution outside of this timeframe.

## Appendix 1 – Safeguarding Definitions

### 1.1 Definitions

The Care Act Guidance (October 2014) states in 14.2 that:

***“The safeguarding duties apply to an adult who:***

- ***has needs for care and support (whether or not the local authority is meeting any of those needs) and;***
- ***is experiencing, or at risk of, abuse or neglect; and***
- ***as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.”***

The following definitions break this down to explain what is meant by each element:

### **1.2 Safeguarding:**

The Care Act defines safeguarding as:

*“the process of protecting adults with care and support needs from abuse or neglect”.*

It is a key responsibility of local authorities and an important part of all public services – it is everyone’s business and organisations must work together to protect people who need help and support. Safeguarding is mainly aimed at people with care and support needs who may be in vulnerable circumstances **and** at risk of abuse or neglect by others.

### **1.3 Care and Support Needs:**

Social care services help people who are in need of support due to illness or disability. This includes conditions that may be present from birth or childhood, develop during adulthood or develop during old age. Care and support services are available to everyone, regardless of background or age as long as they meet the rules about needs and eligibility. Safeguarding, however, applies to anyone who *may* have care and support needs, regardless of eligibility for public funding. This includes people who buy their own care.

Care and support can take many forms and include the provision of support for people in their own home, in specialist housing, in hospital or in care homes, including nursing homes.

Most people have to fund all or part of their own care and support, local authorities must assess care and support needs and advise people on relevant

local services. However, safeguarding applies to all people with care and support needs, regardless of whether they pay for their services or whether the local authority provides services.

#### **1.4 Abuse & Neglect:**

The definition of abuse and neglect is set out in 14.7 of the Care Act Guidance (October 2014) as follows:

*“Local authorities should not limit their view of what constitutes abuse or neglect, as they can take many forms and the circumstances of the individual case should always be considered; although the criteria at paragraph 14.2 will need to be met before the issue is considered as a safeguarding concern. Exploitation, in particular, is a common theme in the following list of the types of abuse and neglect.”*

- **Physical abuse** – including assault, hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions.
- **Domestic violence** – including psychological, physical, sexual, emotional abuse; so called ‘honour’ based violence and coercive control.
- **Sexual abuse** – including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.
- **Psychological abuse** – including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks.
- **Financial or material abuse** – including theft, fraud, internet scamming, coercion in relation to an adult’s financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.
- **Modern slavery** – encompasses slavery, human trafficking, forced labour and domestic servitude.
- **Discriminatory abuse** – including forms of harassment, slurs or similar treatment; because of race, gender and gender identity, age, disability, sexual orientation or religion
- **Organisational abuse** – including neglect and poor care practice within an institution or specific care setting such as a hospital or care home, for

example, or in relation to care provided in one's own home. This may range from one off incidents to on-going ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.

- **Neglect and acts of omission** – including ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating
- **Self-neglect** – this covers a wide range of behaviour neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding.

### ***1.5 At Risk (of Abuse or Neglect):***

Most people will not experience abuse or neglect or require safeguarding support. There are two critical questions that would help determine whether the person is “at risk of abuse or neglect”:

- is the person dependent on others for basic needs including protection from abuse (e.g. is or may be unable to take care of him/herself)

**or**

- because of circumstances ( e.g. socially isolated, living in a care setting, does not have capacity to decide on risk, is under duress from others) they are unable to protect themselves against significant harm or exploitation

The reason the person may be unable to protect themselves could be due to several factors, some of which may depend on their mental capacity:

- the person may lack mental capacity to
  - understand the risks, or
  - to understand that they have been abused, or
  - to make an informed decision about action that would protect them from abuse
- the person may have capacity but be unable to protect themselves without support.

## **Appendix 2 – Revised Protocol between Boards and Partnership**

*\Please note this could change with the new Children's Partnership Safeguarding Arrangements*

### **JOINT PROTOCOL**

**Between**

**Worcestershire Health and Well-being Board, the Worcestershire Safeguarding Children's Partnership, the Worcestershire Safeguarding Adults Board and the Worcestershire Safer Communities Board**

#### **1. AIM**

1.1 The aim of this Protocol is to define how the Worcestershire Health and Wellbeing Board, the Worcestershire Safeguarding Children Board, the Worcestershire Safeguarding Adults Board and Worcestershire Safer Communities Board will work together in the pursuit of safeguarding and promoting the welfare of children and young people, and adults at risk.

#### **2. PURPOSE OF THE BOARDS**

##### **2.1 Worcestershire Safeguarding Children Partnership (WSCP)**

The primary function of WSCP is to ensure that relevant organisations in Worcestershire work together to safeguard and promote the welfare of children and young people in the county. Their role is to scrutinise and challenge the work of agencies both individually and collectively.

The key objectives of WSCP, as set out in 'Working Together to Safeguard Children 2015, are:

- to co-ordinate local work to safeguard and promote the well-being of children; and
- to ensure the effectiveness of that work, including early help provision

WSCB must publish each year an Annual Report which includes its evaluation of the local safeguarding response to children and young people in its area.

##### **2.2 Worcestershire Safeguarding Adult Board (WSAB)**

The Worcestershire Safeguarding Adults Board (WSAB) is established in line with duties set out in S43 and Schedule 3 of the Care Act 2014. The Care Act states that the main objective of a Safeguarding Adults Board is to assure itself that local safeguarding arrangements and partners act to help and protect adults in its area who:

- have needs for care and support (whether or not the local authority is meeting any of those needs) and;
- are experiencing, or at risk of, abuse or neglect; and
- as a result of those care and support needs are unable to protect themselves from either the risk of, or the experience of abuse or neglect.

The WSAB must publish each year a Strategic Plan and an Annual Report.

##### **2.3 Worcestershire Health and Wellbeing Board (WHWB)**



The role of WHWB is to oversee and co-ordinate action to improve health and well-being for children and young people and adults, and lead integration of health and adult social care services. WHWB produces the Joint Health and Well-being Strategy and regularly reviews progress against the Strategy. Health and Well-being Boards became statutory committees for all local authorities from 01 April 2013.

The aims of WHWB are to:

- Lead and build partnerships for health and well-being
- Establish a shared understanding of health and well-being in Worcestershire and the County's health and social care needs
- Ensure continuous improvement in health and well-being outcomes and the quality and value for money of health, social care and related children's services
- Lead strategic planning and drive commissioning of NHS, public health, social care and related children's services
- Influence how the County Council and the local NHS use their resources to organise and provide services
- Encourage persons who arrange and provide health, social care and related services to work in an integrated manner.
- Ensure that there is long term action across a range of partners to influence the determinants of health and well-being
- Ensure that effective arrangements are in place to protect the public against infectious diseases and other threats to health through preventive efforts and robust planning and an effective response to outbreaks and incidents
- Support the work of the local safeguarding boards for adults and children to ensure that effective arrangements are in place for safeguarding
- Become a forum for public discussion and accountability of strategies, policies, services and activities that influence health and well-being and health and social care services
- Develop a consensus around major service change

#### **2.4. Worcestershire Safer Communities Board (SCB):**

The role of the Worcestershire Safer Communities Board is to provide strategic co-ordination and support to community safety and criminal justice activity in Worcestershire, taking account of national legislation and guidance.

The Board is responsible for the development and implementation of the annual Community Safety Agreement and Action Plan. The Board will take responsibility on behalf of the wider community safety partnerships for those areas of activity that require a countywide and West Mercia area strategic response.

The aims of the SCB are to:

- (i) To provide strategic level leadership and co-ordination of cross cutting activities relating to Community Safety and Criminal Justice across Worcestershire, including funding and commissioning where required.
- (ii) To develop a close strategic working and partnership relationship with the West Mercia Police & Crime Commissioner and the West Mercia Police & Crime Panel.
- (iii) To oversee, support and challenge the performance against outcomes of the Community Safety Partnerships and support strategic priorities through an appropriate structure of sub groups and task and finish groups.
- (iv) To promote best practice and the sharing of ideas.

- (v) To promote, encourage and develop mechanisms for the sharing of information and data between partners.

### **3. CO-ORDINATION BETWEEN THE BOARDS**

Relevant statutory agencies have collective responsibility, through the Safeguarding Boards, to ensure that children and young people, and adults at risk are properly safeguarded – this is in addition to their individual statutory duties. As such, all key strategic plans, whether formulated by individual organisations or by partnerships, should include consideration of any implications for safeguarding.

The Joint Health and Wellbeing Strategy and associated strategic plans set the priorities for action to improve health and well-being and will influence commissioning of health and adult social care services. It is therefore important that in developing, reviewing and implementing the Strategy there is effective working between WHWB and the two Safeguarding Boards.

The Boards will work together by:

- The WHWB will engage and consult with the Safeguarding Boards and SCB on the review of the Joint Health and Wellbeing Strategy and associated strategic plans.
- The WHWB will provide assurance to the Safeguarding Boards that safeguarding is adequately reflected in the Joint Health and Well-being Strategy and associated strategic plans.
- WHWB, the Safeguarding Boards and SCB will share strategic plans during development to enable co-ordination and coherence where there are business overlaps.
- The Safeguarding Boards will seek assurance directly from individual statutory agencies that they are effectively safeguarding children and young people, and adults at risk.
- The Adults Safeguarding Board and Children's Partnership will present their annual reports to WHWB and SCB, including assurance that satisfactory arrangements are in place for safeguarding children and young people, and adults at risk, and identifying any current safeguarding issues and how WHWB and SCB could help to address them. WHWB and SCB will provide a formal response (in the form of minutes of the meeting).
- The Safeguarding Boards will advise the WHWB and SCB in the event that there are serious or persistent concerns about safeguarding that have not been addressed by the relevant statutory agencies individually and collectively in order for the WHWB and SCB to support the Safeguarding Boards to ensure that they are satisfactorily resolved. Where specific recommendations are made for WHWB or SCB to take action this will be negotiated by the respective Chairs and formally set out in writing.
- Formal agreement may be sought from any of the Boards for a specific sub group of another Board to lead on a piece of work where this falls within that Board's area of jurisdiction. This will be negotiated by the respective Chairs and formally set out in writing.

- WHWB, the Safeguarding Boards and SCB will identify a named individual/post to act as contact points to ensure co-ordination of relevant activities.
- WHWB, the Safeguarding Boards and SCB will use any cross Board membership to support good communication, promote co-ordination and reduce duplication of activity.

**4. OPERATIONAL ARRANGEMENTS**

WSCB, WSAB, WHWB and the SCB are equal partners working together to safeguard children and young people, and adults at risk, with none accountable to the other.

Local Authority health scrutiny functions play a valuable role in the assurance of local safeguarding measures and ensuring accountability to local communities.

**5. RESOLUTION PROCESS**

Where there is concern that this protocol is not succeeding in ensuring strong governance and effective partnership working to safeguard children and young people, and adults at risk, resolution should be sought through discussions between the Chairs of the respective Boards, Lead Members and the Directors of Children’s Services and/or Adult Services and Health as appropriate.

**6. REVIEW**

This protocol will be reviewed annually as part of the Annual Reporting processes of WSCB and WSAB.

**7. SIGNATURES:**



.....  
Chair, Worcestershire Health and Wellbeing Board

Date: 31 May 2017



.....  
Independent Chair, Worcestershire Safeguarding Adults Board

Date 31 May 2017



.....  
Independent Chair, Worcestershire Safeguarding Children Board

Date 31 May 2017



## **Appendix 3 – Board Membership Levels**

### **1. Statutory Board Member**

- 1.1 Statutory members must be work at a senior level within their own agency and be able to: speak for their agency with authority; commit their organisation on resources, policy and practice matters and hold their agency to account.
- 1.2 Statutory members must ensure the WSAB operates at all times in the best interests of adults with care and support needs in Worcestershire.
- 1.3 Lead on a Board priority and provide regular up-dates on progress.
- 1.4 Statutory members regularly attend Board meetings and important related meetings.
- 1.5 Statutory members must provide a named deputy.
- 1.6 Statutory members will take steps to assure themselves that effective quality assurance systems are in place and functioning.
- 1.7 Statutory members will challenge partner agencies on how they fulfil their safeguarding responsibilities.
- 1.8 Statutory members will monitor and scrutinise multi-agency performance data presented to the WSAB.
- 1.9 Statutory members will agree strategic priorities for the WSAB through the review and approval of the WSAB Strategic Plan and annual Business Plan.
- 1.10 Statutory members will approve financial transactions.
- 1.11 Statutory members will commit to the production of the WSAB's Annual Report – On an annual basis they will provide a written statement/ assessment of the effectiveness of their agency's contribution to the local arrangements to safeguard and promote the welfare of Adults at Risk.
- 1.12 Statutory members must ensure that their agency is represented on all sub-groups and must hold their agency and its officers to account for their contribution to the effective functioning of the sub-groups.
- 1.13 Statutory members will play a part in the oversight and scrutiny of decisions and policies made by the Board.

## **2. Associate Member**

- 2.1 Associate members are the relevant organisations in Worcestershire that co-operate to safeguard and promote the welfare of adults at risk. They also have an active role in the effectiveness of the multi-agency practice to protect Adults at Risk.
- 2.2 Associate members must keep up to date with business of the Board and contribute when relevant to them.
- 2.3 Associate members will attend the Board and present relevant agenda items when invited.
- 2.4 Associate members will be required to speak for their organisation with authority; commit their organisation on resources, policy and practice matters and hold their organisation to account.
- 2.5 Associate members will ensure that their agency is committed to the work of the sub-groups.
- 2.6 Associate members will receive minutes and documents from WSAB meetings and are expected to keep themselves informed of the Board's business.
- 2.7 Associate members will attend WSAB associate member or stakeholder events as required.
- 2.8 Associate members will be members of the sub-groups.

## **3. Reference Groups**

- 3.1 Reference groups representatives will ensure the WSAB operates at all times in the best interests of adults with care and support needs in Worcestershire.
- 3.2 The Reference Groups can include stakeholders from the community, local agencies and members of the business community.
- 3.3 Such Stakeholders help to make effective links between the WSAB and the public and community groups.
- 3.4 Stakeholders must provide a named contact and be committed to any stakeholder events.

## **4. Executive Boards Responsibilities**

The executive Board will be responsible for the following:

- Sign off of annual business plan
- Sign off of annual budget.

- Sign off of annual report.
- Sign off of Extended SARs and Rapid Reviews
- Sign off of any new policies or procedures (or any with major changes which will impact the structure and/or capacity of their organisation)
- Overview of the risk register
- Provide assurance on how their organisation is managing any risks within their service which could impact on the safeguarding of people with care and support needs.

In addition, they will be expected to:

- Bring constructive challenge and independent judgment to effectively hold agencies to account.
- Lead and be accountable for safeguarding activity within their agency.
- Satisfy themselves, along with other executive Board members on the integrity of information produced for the Board.

## **5 Operational Board Responsibilities**

- Oversight and delivery annual business plan.
- Undertake a review of the annual business plan and identify areas which need to continue or be considered in future business plans (reviewed and considered in full at the WSABs annual strategy day)
- Commit to the production of the WSABs annual report.
- Ensure that the annual assurance is completed on behalf of their organisation or other organisations they represent (where applicable).
- Support the formulation, review and advice on any policies being reviewed or newly introduced.
- Ensure that their Executive Board member is aware of any new activity or proposals and consider the impact this on their services or budget commitments.
- Provide quarterly oversight of the budget.
- Providing updates on any key risks within their organisations which need to be raised with Executive members of the Board.
- Ensure that their Executive Board representative is made aware of any safeguarding issues or concerns around the delivery of services they deliver or which will impact their services
- Bring constructive challenge and independent judgment to effectively hold agencies to account.

## **Appendix 4 - Independent Chair Job Description**

### **Main Purpose:**

- 1) To provide independent leadership and strategic vision to the Safeguarding Adults agenda across Worcestershire.
- 2) To chair the Worcestershire Safeguarding Adults Board.
- 3) To ensure the Board has an independent objective and authoritative identity.

### **Key Responsibilities:**

- 1) To chair programmed meetings of the Worcestershire Safeguarding Adults Board and any extraordinary meetings as required.
- 2) Chair WSAB in an effective and professional manner including setting of agendas, approval of minutes and management of associated business.
- 3) Liaise with the Board Secretariat to ensure timely management of the partnership business.
- 4) Meet with the Council Executive Members and the Director of Adult Social Care or representatives as required.
- 5) Ensure that the Board works effectively with good collaboration between its members, encouraging and supporting the development of partnership working between partner agencies including any sub-groups, reference groups and network members of the Board.
- 6) Provide assurance that the Board operates independently of its member agencies and that any conflicts of interest are appropriately managed.
- 7) Ensure the Board monitors and develops a safeguarding adults strategy and implement this in line with an agreed business plan which maintains a clear focus on outcomes for adults at risk and their carers.

- 8) Promote an awareness of Safeguarding Adults throughout Worcestershire.
- 9) Develop the Board members' ability to monitor, scrutinise and constructively challenge the effectiveness of the partnership's safeguarding adult's work.
- 10) Integrate performance management into the role and function of the Board and its sub-groups, so that it evidences improved outcomes for adults at risk and their carers.
- 11) Hold partner organisations to account regarding the deployment of resources required for safeguarding work to support the implementation of local multi-agency policy and protocols.
- 12) Lead in communication / consultation to respond to public relations issues or inter-agency problems, at short notice if required, including making additional public or professional presentations as required.
- 13) Link into regional and / or national networks as required ensuring the Safeguarding Adult Partnership's activity is aligned with The Care Act and national policy developments & best practice.
- 14) Prepare and deliver a Chair's Annual Report to accompany the WSAB Annual Report.
- 15) Provide leadership, advice and guidance to Board members, including the induction of new members of the Safeguarding Adults Board.
- 16) Ensure that the Partnership addresses and incorporates best practice with regard to relevant legislation and guidance, including equality and diversity.
- 17) In conjunction with relevant designated officers and advice from the Safeguarding review sub-groups, provide leadership to safeguarding review process and ensure learning is implemented across the partnership.
- 18) Contribute to regulatory inspection and corporate assessment of partner agencies as required.
- 19) Develop links and work co-operatively where appropriate with other Safeguarding Adults Boards in neighbouring authorities to further develop good practice and learn from common issues.
- 20) Ensure that links are developed and work undertaken co-operatively where appropriate with the Worcestershire Childrens' Safeguarding Partnership
- 21) Adhere to confidentiality in respect of Board or individual member agency business.
- 22) Respond to complaints or concerns made to WSAB regarding the conduct of safeguarding adults work in Worcestershire.



- 23) In conjunction with relevant designated officers and advice from the Safeguarding Review sub-groups, provide leadership to the Safeguarding Review process and ensure learning is implemented across the partnership.
- 24) Contribute to regulatory inspection and corporate assessment of partner agencies as required.
- 25) Undertake any other duties as may be needed from time to time as necessary and appropriate to the role.

## **Appendix 5 – Code of Conduct**

### **1.1 Code of Conduct**

The Chair, Board members and members of sub groups have the following responsibilities:

- To prepare for and attend meetings of the Executive and Operational Board or relevant sub group, playing a full role in the discussions held, and the business transacted, at such meetings. Read all reports and identify key lines of discussion / enquiry to be taken up at the meeting, identify potential areas of good practice and shared learning; and establish the relevant position within their own agency as necessary
- To receive and promptly respond to ad-hoc communications received from the chair / sub group chair, the safeguarding board secretariat and other Board / subgroup members, on an as required basis
- Lead and remain accountable for safeguarding activity within their agency, have responsibility for dissemination to own and related agencies and / or providing feedback from agencies
- Feedback to both their agency and to the WSAB on safeguarding adults' issues
- Bring constructive challenge and independent judgement to effectively hold agencies to account
- Satisfying themselves along with other Board/sub group members, on the integrity of the information produced for the Board/sub group
- Signing the confidentiality agreement and maintaining confidentiality at all times

- Declaring any conflicts of interests

#### 1.1.1 Chairs of sub groups are responsible for:

- Developing terms of reference, co-ordinating sub group meetings and ensuring that agenda and minutes are sent out on time;
- Completion of business plan templates and setting work plan priorities;
- Ensuring that appropriate arrangements are in place for the delivery of the sub group work programme;
- Identifying appropriate membership of the sub-group to complete the tasks required , seeing appropriate nominations as required;
- To ensure that any issues around delivery of the work plan are raised with the Board secretariat, and escalating to the Chair Group and WSAB Chair as required;
- To attend the Chairs Meeting on a quarterly basis, a month before the Board Meeting to:
  - Ensure the work of all sub groups is co-ordinated and that there is no duplication or gaps in activities;
  - Share progress and identify risks to the delivery of the business plan and escalate high level risks to the Board risk register;
  - To review the Board risk register and make recommendations to the Board regarding reduced/increased risks;
  - To oversee the Agenda Forward Plan and set the agenda for WSAB meetings.
- To attend the Board meeting on a quarterly basis to
  - Provide an update on the progress of the work plan and any risks to delivery;
  - Present any recommendations to the Board.

#### 1.1.3 Sub group members are responsible for:

- Frequently attending sub group meetings
- Contributing to task and finish groups where required
- Maintaining good communication with the sub group Chair

- Supporting sub group Chair to present reports and presentations to the Board
- Contributing to the business plan, risk register and the setting of work priorities
- Supporting the Chair to carry out the business plan
- Leading or participating in task and finish groups
- Reading and responding as necessary to Board and sub group papers
- Being informed in strategic best practice for the sub group purpose
- Maintaining security of documents in accordance with data protection
- Informing the Chair/sub group Administrator in good time when unable to attend meetings

1.1.4 Associate Members are responsible for ensuring that they engage actively with the Board, including attending sub groups, stakeholder events or other ad hoc Board events, participating in task and finish groups, reading and disseminating information sent by the Board and responding promptly to requests for information.

**1.2 Behaviours:** In addition, all Board members should adhere to the following principles:

- Board Members should be accountable to the public for their actions and the manner in which they carry out their responsibilities and should co-operate fully and honestly with any scrutiny processes
- Board Members may take account of the views of others but should reach their own conclusions on the issues before them and act in accordance with the Safeguarding Strategy
- Board Members should uphold the law on all occasions and should not place themselves in situations where their honesty and integrity may be questioned.
- Board Members should be aware of their roles and responsibilities and work in accordance with both to the best of their abilities
- Board members should identify individual learning and development needs and participate fully in training opportunities provided
- Board members should be open in their entire decision making and be prepared to give reasons for their decisions

### 1.3 Use of Social Media

Many Board members make use of social media in a personal capacity. While they are not acting on behalf of the Board, members must be aware they can damage the Board if their profile is identifiable and they are recognised as being one of its members.

Any communication that Board members make in a personal capacity through social media must not:

- Bring the Board into disrepute by criticising or arguing with anyone; making defamatory comments about individuals or links to inappropriate content
- Breach confidentiality, for example, by revealing information; giving away confidential information about an individual; discussing the boards internal workings or its future business plans that have not been communicated to the public
- Breach copyright, for example, by using someone else's images or written content without permission; or failing to give acknowledgement where permission has been given to reproduce something
- Do anything that could be considered discriminatory, bullying or harassment of any individual, for example, by making offensive or derogatory comments relating to sex, gender reassignment, race (including nationality), disability, sexual orientation, religion or belief or age
- Use social media to bully another individual or post images that are discriminatory or offensive (or links to such content).

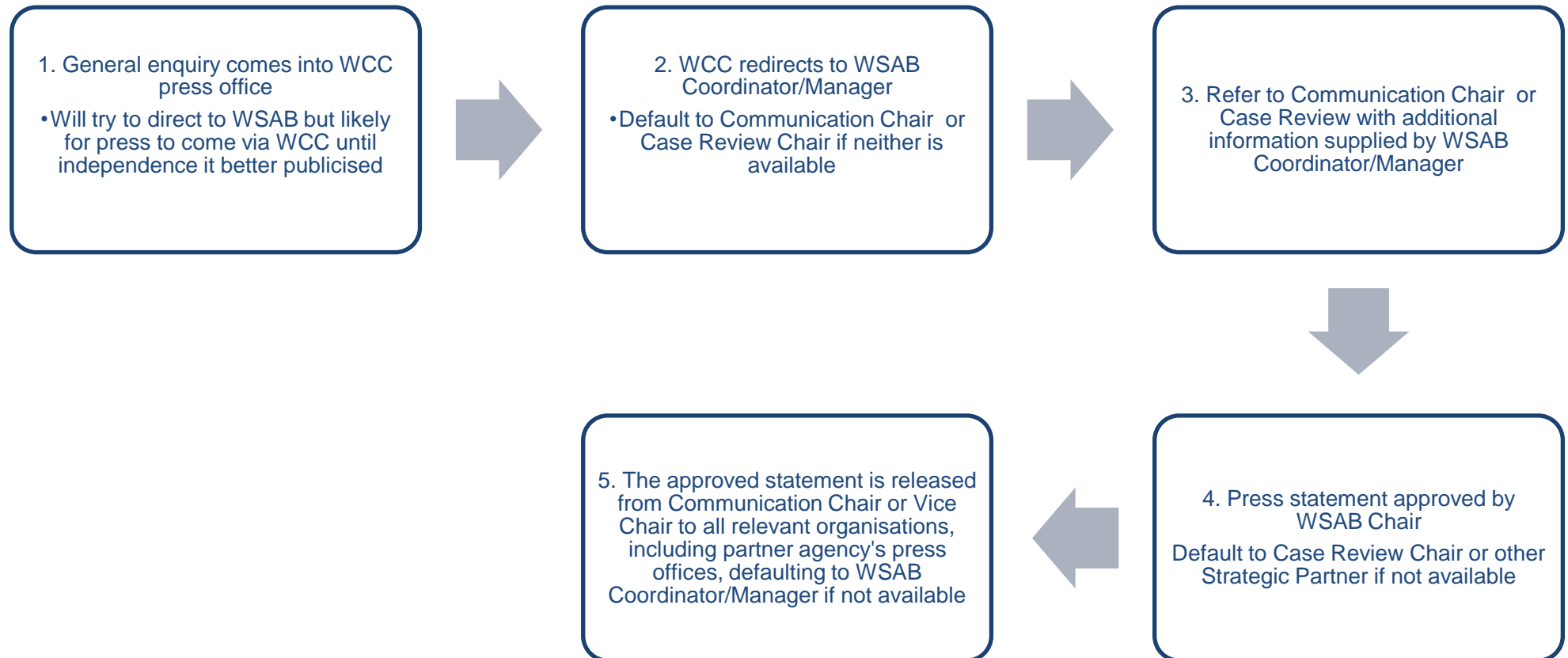
Incidents of discrimination, bullying and/or harassment which take place via social media will be reported back to and managed by the member's organisation.

### 1.4 Violation of Code of Conduct

If a Board member is seriously failing in their role or in violation of this code of conduct, the independent chair will initially raise concerns with them to try and resolve the issue. If the matter is not satisfactorily resolved the Chair will escalate the matter to the chief officer of the agency concerned. If the issues are irreconcilable, the Board member may be asked to step down from the Board.

## Appendix 6 – Press Release Processes

### Reactive Press Statement Process for non SARs



**Reactive Press Statement Process for SARs**

