

**Bolton**

**Safeguarding**

**Adults Board**

**Constitution &**

**Membership**

**July 2018(v6)**

**To be reviewed April 2020**

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# Introduction

The Care Act 2014 places a number of new requirements on all local authorities in relation to adult safeguarding. Pursuant to sections 42-47 of the Care Act 2014 the responsibility for adult safeguarding for the future has been put on a statutory framework. Bolton Council has set up the Bolton Safeguarding Adults Board pursuant to legislative direction.

Bolton Safeguarding Adults Board and will operate as a strategic board of statutory and non-statutory partners, hereafter known as the BSAB or the Board.

An operational group will report to the strategic Board and this will be known as the Safeguarding Adults Exec board. The Executive Board will support, and hold to account, those subgroups or task and finish groups which are set up underneath it.

# 2 Purpose and role

The core purpose of the BSAB is to;

* Help and protect Adults at risk in Bolton;
* Coordinate and ensure the effectiveness of each of its member’s Safeguarding practices and procedures.
* Carry out any activities which appear to it to be necessary or desirable for the purpose of achieving its objectives.
* If abuse or neglect is identified of an adult, to have clear procedures in place to take immediate and preventative action to promote the safety of the adult and maintain the adult’s dignity of oneself.

The Board has a key role in promoting safeguarding as everybody’s responsibility , including members of the Public.

# 3 Objectives

It is the Board’s responsibility, led by Bolton Council, to ensure that all partner agencies are implementing and comply with the Care Act 2014 and the Care Act statutory guidance regarding Safeguarding Adults at Risk.

The core objective of the board is:

To help and protect adults who have needs for care and support, who are experiencing or are at risk of abuse or neglect, and as a result of their needs are unable to protect themselves from abuse or neglect. This is whether or not the adult is having their needs met or they meet the local authority’s eligibility criteria for care and support services.

Organisations individually and collectively prioritise the prevention of [abuse](http://trixresources.proceduresonline.com/nat_key/keywords/abuse.html) and neglect, develop effective systems and practices to respond to abuse, promote awareness, develop workforce training initiatives and achieve continual learning and improved practice.

The BSAB~~s~~ will also work to ensure that adult safeguarding is integrated into other community initiatives and services and has links with other relevant inter-agency partnerships.

# 4 Functions

The board has the following three statutory functions;

1. Publish a strategic plan for each financial year that sets out how the Board’s main objectives will be met, and what members will do to achieve these. The Board will endeavour to develop this with community and Healthwatch engagement.
2. Publish an annual report detailing the Board’s and member’s achievements against the strategic plan to meet the vision, including any findings from Safeguarding Adult Reviews.
3. To conduct any Safeguarding Adult Reviews where an adult at risk has died or has been seriously harmed in circumstances where abuse or neglect is known or suspected and advising on lessons that can be learned.

The objectives of the board will also be pursued through the following functions:

* Developing policies and procedures for safeguarding adults at risk and promoting the welfare of adults at risk.
* Determining and maintaining clear processes and an understanding of these across Board members and local partners to ensure effective joint working and efficient use of resources.
* Ensuring that multi-agency training is provided on safeguarding and promoting welfare and that this meets the required standard and is appropriate to the needs of relevant staff.

The Board has overall governance of the policy, practice and implementation for safeguarding. This includes:

* Leading and promoting the responsibility for safeguarding across all agencies and stakeholders
* Quality assuring the safeguarding response across the partnership
* Commissioning regular reviews and amendments to policy, in response to relevant policy and legislative changes.
* Ensuring that matters of diversity and equality are addressed within all aspects of safeguarding work.
* Monitoring numbers, outcomes and trends, and ensuring action is taken to address identified concerns.
* Seek the views of people who use care and support, families, carer representatives to inform Safeguarding policy and practice development.
* Develop and keep under review an information sharing policy based on a ‘needs to know basis’.
* Ensuring comprehensive and high quality training is delivered.
* Participating in planning and commissioning of adult services to ensure that

Safeguarding adults at risk is a primary consideration.

* Communicating within the borough the need to safeguard and promote the

welfare of adults at risk and raise awareness of how this can be achieved.

* Working collaboratively with other strategic partnerships across Bolton.
* Co-operating with;
  + neighbouring Adults Services authorities and their Board partners
  + local Multi Agency Domestic Violence Arrangements (MARAC)
  + local Multi-agency Public Protection Arrangements (MAPPA)
  + local Multi-agency Public Safeguarding Arrangements(MAPSA)
* Undertake evaluation through self audit and/or consideration of peer reviewing.
* The Board may engage in other activities as identified and agreed by Board

members.

# 5 Membership

The Board shall be composed of senior officers nominated by each member agency. Members representing individual agencies must have sufficient delegated authority to effectively represent their agency and to make decisions on their agency's behalf.

They must have access to those responsible for making the decision for which they do not have delegated authority. If they are unable to attend board meetings for any reason they must send a representative of sufficient seniority. Board members are expected to attend 4 out of 6 meetings in a year.

The following core statutory organisations must ensure appropriate membership:

* Bolton Council Peoples’ Services
* Greater Manchester Police
* Bolton NHS Clinical Commissioning Group – see appendix 1

The following organisations are invited to be members of the board as essential partners for Bolton;

* Bolton Council Strategic Housing Partnership.
* Greater Manchester Fire & Rescue Service
* Bolton NHS Foundation Trust
* Greater Manchester Mental Health NHS Foundation Trust
* Healthwatch Bolton
* National Prison and Probation Service
* The local Community Rehabilitation Company.
* Community, Voluntary Sector
* Chair of the Executive Safeguarding Adults Board
* CQC Representative

The following will be members in an advisory capacity:

* Bolton Council Legal Services
* Safeguarding Board and Partnership Manager
* Lay Member
* GP Lead for Safeguarding (as and when required)

The elected cabinet member for Adult services will be a member of the board who can input and bring community issues to ensure the board is aware of local issues.

Members will be required to sign a membership agreement and attend a minimum of 5 out of 6 boards within the year. Membership will be reviewed every 3 years.

# 6 Chair and Vice Chair

The independently appointed Chair will be responsible for ensuring the Board works effectively and independently, constructively challenging the partnership and be in a position to act as a spokesperson for the Board.

The Vice Chair will be the Director of People’s services.

# 7 Arrangements

The Board will meet every two months. Additional meetings may be convened if required by the Chair.

# 8 Quoracy

A quorum of the board shall be 2 out of 3 core statutory organisations represented with a total of five members representing four separate agencies, always including the Chair or Vice Chair. If at any time there is not a quorum present, the meeting may proceed but any formal decisions should be deferred to the next quorate meeting. For any urgent and significant decisions to be made the BSAB may consider convening an extra ordinary board meeting.

# 9 Responsibilities of Board Members

Board members will be senior officers with the necessary skills and experience to ensure that the board is effective in improving safeguarding in Bolton, members will:

* Be able to present issues clearly in writing and in person
* Be experienced in the work of their organisation
* Have a thorough understanding of abuse and neglect and their impact
* Understand the issues and pressures facing frontline practitioners
* Be knowledgeable about the local area and population
* Be able to speak for their organisation and its priorities
* Be able to commit the organisation to policy and practice matters
* Critically challenge partners positively.

It is each member's responsibility and duty to contribute to steering the strategic direction of the Board and to ensure implementation of the statutory requirements under the Care Act 2014 and its guidance and the multi-agency procedures.

The Board is responsible for co-ordinating local agencies' arrangements and has a collective responsibility for ensuring that all agencies working with Adults at Risk in Bolton undertake their safeguarding duties and responsibilities.

# 10 Expectations of Safeguarding Board Members

Board Members will:

* Be the named safeguarding officer for their agency for all matters relating to the Safeguarding Adults Board.
* Take a lead role for safeguarding adults within the representing agency and lead on work as required by the Board.
* All members will share the responsibility of ensuring that the Board's work plan is delivered.
* Support the chairing of appropriate subgroups or task and finish groups or identify a senior manager within their organisation who has the skill and abilities to chair such a meeting.
* Ensure appropriate representation on the sub group/task and finish group as appropriate to their organisation.
* Be responsible for the agency resource contribution to the Board and ensure that the allocated agency resources, financial and human, are utilised to meet the Board's objectives and any shortfalls are brought to the attention of the Board and agency.
* Act as a channel of communication between their agency and the Board.
* Attend and support Bolton Safeguarding Adults Board promotional and other events.
* Contribute to and examine regular updates, data and analysis on individual agency and joint agency performance indicators.
* Ensure as part of the Safeguarding Adult Review process that their agency cooperates and contributes fully as required, within the set timescales.

Board Members will be required to sign a membership agreement agreeing to comply with the membership expectations.

**11 Data Protection**

Information will be shared on a need to know basis and in accordance with the Data Protection Act 1998, and the General Data Protection Regulations which will come into force in May 2018.

The personal data of an adult shall remain confidential unless there are lawful reasons for it to be disclosed or shared with a third person, or the person has given their expressed and informed consent for it to be shared.

# 12 Accountability

The Board will be accountable to Bolton Health and Wellbeing Board. The Safeguarding Adult Board will form a view of the quality of safeguarding locally, challenge organisations when necessary and have an independent voice.

The Board will be consulted on issues that affect safeguarding and promoting the welfare of vulnerable adults. The Board will be supported by a Safeguarding Exec board with a wider membership to support the work of the work streams and subgroups.

The Safeguarding Adults Board will share the annual report with;

* The Chair of the Health and Wellbeing Board
* The Chief Executive and Leader of Bolton Council
* Greater Manchester Police
* Bolton Healthwatch
* Health and Social Care Overview scrutiny committee

The following diagram demonstrates the reporting structure for the Safeguarding Partnership;

# 13 Safeguarding Board Structure

Bolton Safeguarding Adults Board

Safeguarding Executive Group

Effective Practice & Performance Sub-Group

Market Quality & Oversight Sub-Group

Multi-Agency Workforce Development

Community Engagement & Prevention

Partnership Boards

* Health and Wellbeing Board
* Quality Surveillance Group (QSG)
* Community Safety Partnership
* LSCB
* Health Overview and Scrutiny Committee Clinical Commissioning Group Boards

Safeguarding Network Meetings

# 14. Finances and Resources

The SAB statutory core member agencies will contribute annually towards resources at an agreed level, having regard to the differing size, resources and responsibilities of each agency. Other agencies will be requested to contribute as necessary to the partnership’s activities in achieving its strategic objectives.

The financial year will run from 1st April to the 31st March each year.

Bolton Council will administer the budget on behalf of the Board and report annually.

The Safeguarding Adults Board and Partnership Manager will have the authority to act as the Board's budget holder for the authorisation of payments.

# 15. Review of constitution

The constitution will be reviewed annually by the Board and any suggested amendments will be put to the next available meeting.

12/06/2017

APPENDIX 1

**BOLTON EXECUTIVE SAFEGUARDING ADULT BOARD**

**STATUTORY MEMBERS MEMBERSHIP AGREEMENT**

I, am employed by , as and have been nominated by my organisation to represent their views and perspectives at Bolton Safeguarding Adult Board.

As a member of the Board I agree to:-

1. Carry out a strategic role in relation to safeguarding and promoting the welfare of adults at risk within my organisation and as such:-

* I have the authority to speak on behalf of my organisation
* I can contribute to the development of robust and effective monitoring and performance functions
* I am able to commit my organisation to the Board’s policy and practice matters subject to any of my organisation’s existing statutory duties
* I am able to refer back to my organisation to account on all matters relating to safeguarding and promoting the welfare of vulnerable adults and to dentify ways of implementing any necessary changes
* I am able to request my organisation’s agreement to commit their resources by:-
* Ensuring that adult protection and safeguarding services in my agency are adequately resourced
* Making financial contributions towards the effective functioning of the Board
* Providing staff, goods, services, accommodation or other resources for purposes connected with the Board and as an ‘in kind’ contribution to the Board’s effective functioning

1. Gain relevant knowledge to undertake the responsibilities regarding Safeguarding Practice to deliver a quality service to people at risk.
2. Demonstrate the necessary interest and commitment in safeguarding and promoting the welfare of adults at risk, particularly in relation to how my organisation can contribute.
3. It is understood that as a member of the Board, I **WILL** contribute to the effective functioning of the Board by:-

* Prioritising attendance at all meetings and ensuring a minimum attendance of 5 out of every 6 meetings and identifying a nominated deputy, with sufficient delegated authority, for those occasions when I am unable to attend
* Reading Board papers in advance of the meeting.
* Keeping the nominated deputy informed of the Board’s progress and key issues
* Contributing to the assessment and scrutiny of BSAB effectiveness; identifying areas of good practice, areas of concern and contributing appropriate action to address any issues
* Ensuring that staff and volunteers within my own organisation are kept fully informed of the work of Bolton’s Safeguarding Adults Board and that relevant views and issues are shared with the Board and inform planning
* Representing the interests of Bolton Safeguarding Adult Board on other committees/ fora I am a member of, and championing the safeguarding Adults agenda
* Completing the Annual member return for safeguarding on behalf of my organisation, evidencing how the organisation has contributed to safeguarding priorities
* Ensuring I respond to the Board Manager/Chair within 14 days in respect of expected contributions to the running and functioning of the Board, this may include Peer Reviews, Annual Appraisals in respect of the Chair or provision of information as required.

1. Ensuring that my organisation contributes fully to the Quality Assurance Framework in providing access to information within my own organisation and in ensuring participation in appropriate audit and monitoring of multi-agency work.
2. Contributing to the work groups of the Board, either personally or through a nominated representative of my organisation.
3. That my organisation is appropriately represented on the Training Pool and where appropriate, actively contributes to the delivery of safeguarding training in Bolton.
4. Ensure staff in my agency attend appropriate training.
5. Ensure processes are in place for implementation
6. Comply with any audits of the Board
7. Produce reports to / from my agency / organisation as required .This may include participation in Safeguarding Adult Reviews, and monitoring of safeguarding practice within my agency
8. Undertake personal training as required and maintain up to date knowledge.
9. Agree to work within the requirements of the Data Protection Act 1998, and the General Data Protection Regulations.
10. In return, **I CAN EXPECT**:-

* To be kept informed and have access to relevant guidance and information – locally and nationally
* To receive papers for the Board within 10 days of the date of the Board meeting
* Access to Bolton’s Safeguarding Adults policy
* To influence and contribute to the positive multi-agency process to keep vulnerable adults safe
* To have my views and contributions valued
* A comprehensive multi-agency training programme available for workers or volunteers in my organisation, and support to develop single agency adult protection training
* Access to the staff care scheme for workers and volunteers who meet the criteria
* Help with relevant research and support in developing policies and practice in my organisation
* To be able to identify and discuss concerns relating to safeguarding systems or practice in the local area with the Chair
* To share themes and issues emerging from my organisation in relation to safeguarding adults

Members of the Board in signing this agreement are committing themselves and their member organisation to contribute to the effective working of all services to safeguard and promote the welfare of vulnerable adults in Bolton. Where it is found that a Board Partner is not performing effectively, the Board shall refer to the Terms of Reference and Constitution and take any necessary action.

Notice of Leaving

I will give reasonable notice to the Chair of the Board if I wish to stand down as a member and will where possible agree a replacement representative prior to leaving.

Print Name:-

Signature:-

Organisation:-

Date:-

Endorsed by:-

On behalf of Bolton Safeguarding Adult Board