Bolton Safeguarding Adults Board

Constitution & Governance

Version Control

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CONTENTS

1. INTRODUCTION 4
2. PURPOSE 4
3. VALUES, MISSION, AND VISION OF THE BSAB 5
4. GOVERNANCE AND ACCOUNTABILITY 8
5. THE ROLE OF THE INDEPENDENT CHAIR 9
6. STRUCTURE OF THE BOARD 10
7. QUORACY 12
8. MEMBERSHIP 13
9. RESPONSIBILITIES OF BOARD MEMBERS 14
10. EXPECTATIONS OF SAFEGUARDING BOARD MEMBERS 16
11. ARRANGEMENTS 17
12. UK GENERAL DATA PROTECTION REGULATION (UK GDPR) 17
13. DISPUTE RESOLUTION 17
14. EQUALITY AND DIVERSITY 19
15. FINANCING AND STAFFING 19
16. REVIEW OF CONSTITUTION 20

APPENDIX 1 .....
BOLTON SAFEGUARDING ADULT BOARD STRUCTURE 21
APPENDIX 2 .....
BOLTON SAFEGUARDING ADULT BOARD STATUTORY MEMBERSHIP AGREEMENT 22

1. INTRODUCTION

The Bolton Safeguarding Adult Board (hereinafter 'BSAB' or the board') is established in line with the duties set out in section 43 and Schedule 2 of the Care Act 2014, as the statutory mechanism for agreeing how partner agencies cooperate to protect adults at risk, prevent neglect and abuse and promote the wellbeing of adults in its area.

Statutory safeguarding responsibilities arise where there is reasonable cause to suspect that an adult:

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 themselves against the abuse or neglect or the risk of it.

2. PURPOSE

The BSAB's objective is to ensure that local safeguarding arrangements and partnerships act to help and protect adults at risk of, or are experiencing, neglect and/or abuse across Bolton.

In achieving the above, the following six key principles must be followed:

Empowerment: Presumption of person led decisions and informed consent.
Prevention: It is better to act before harm occurs.
Proportionality: The least intrusive response appropriate to the risk presented.
Protection: Support and representation for those in greatest need.
Partnership: Local solutions through services working with communities.
Accountability: Accountability and transparency in delivering safeguarding.

Making Safeguarding Personal

In addition to these principles, it is also important that all safeguarding partners take a broad community approach to establishing safeguarding arrangements. It is vital that all organisations recognise that adult safeguarding arrangements are there to protect individuals. We all have different preferences, histories, circumstances and lifestyles, so it is unhelpful to prescribe a process that must be followed whenever a concern is raised.

The BSAB has the following three statutory duties:

- To publish a strategic plan for each financial year that sets out how it will meet its main objective and what the members will do to achieve this. The plan will be developed in partnership and triangulate all pertinent safeguarding evidence, intelligence and learning derived from Safeguarding Adult Reviews ('SARs').

- To publish an Annual Report detailing what has been done during the year to achieve its main objectives and implement its strategic plan and what each member has done to implement the strategy as well as detailing the findings of any SARs and subsequent action. All members of the BSAB must disseminate the BSAB annual report effectively, and where possible, place the report on their websites.

- To conduct any SAR in accordance with Section 44 of the Care Act 2014.

The BSAB will ensure that safeguarding arrangements are person-centred, strengths-based and outcomes-focused, with adults supported to define the outcomes they wish to achieve.

The Board will actively seek assurance that adults with lived experience of safeguarding feel safer, listened to and involved in decisions affecting them.

The principles of co-production will underpin the work of the BSAB, ensuring adults, carers, advocates and communities contribute meaningfully to the development, delivery and evaluation of safeguarding arrangements.

3. VALUES, MISSION, AND VISION OF THE BSAB

In line with the Nolan Principles of public life and Making Safeguarding Personal principles, the BSAB will promote and cultivate a culture of openness, honesty, integrity, accountability, objectivity, selflessness and leadership through its vision, mission, and values.

The vision of the BSAB is:

Our vision is for the people of Bolton to live free from harm, abuse and neglect, with all partners working together effectively to enable and promote safeguarding as everybody's responsibility.

The mission of the BSAB is:

To ensure the voice, lived experience and outcomes of adults, carers and communities are at the centre of all we do, creating a culture where safeguarding is everybody's business and effective safeguarding practice is embedded across all organisations.

The values of the BSAB are:

- Accountability, Openness, Honesty, Integrity, and Selflessness
- Leadership and Partnership
- Empowerment
- The Voice of the adult and carer in all we do
- Proportionality and Partnership
- Protection and Objectivity

Specifically, the BSAB will apply the above through:

a) Accountability, Openness, Honesty, Integrity, and Selflessness

Ensuring a strong focus on assurance, with clear evidence of how BSAB assurance activity evidences the effectiveness of its work to safeguard and promote the welfare of adults at risk, by establishing ways of analysing and interrogating data on adult safeguarding issues, notifications and completed enquiries which increases the BSAB's understanding of the prevalence of abuse and neglect locally that builds up a picture over time.

Embedding a learning and improvement culture by learning from the most serious and tragic events.

Respectful challenge and calling to account those areas where practice or safeguarding arrangements are not robust or effective.

Ensuring that matters of diversity and equality are addressed within all aspects of safeguarding work.

Balance the requirements of confidentiality with the consideration that, to protect adults, it may be necessary to share information on a 'need-to-know basis'.

b) Leadership and Partnership

Innovation and strategic leadership that takes ownership and accountability of BSAB performance.

Creating a shared vision of what good safeguarding practice looks like in Bolton across all organisations and setting standards for safeguarding against which all services can assure their quality of practice.

Well defined governance structures across strategic Boards and partnerships to ensure synergy in strategic priorities.

c) Empowerment

Ensuring the lived experience, views and outcomes of adults at risk, carers and communities actively inform and shape every aspect of the work of the BSAB, including strategic planning, learning reviews, service development and evaluation of impact.

Empower the Bolton Community and citizens to recognise safeguarding concerns and to know what to do when concerns arise.

Support to build an excellent adult workforce by developing a competency-based learning and development strategy.

The BSAB will establish clear mechanisms for engaging with adults with lived experience, carers, advocates and communities to support co-production and continuous improvement.

d) Proportionality and Partnership

Raise public and professional awareness so that communities across Bolton as a collective, play their part in preventing, identifying, and responding to abuse and neglect, by developing an overarching communication and engagement strategy that is co-produced with adults at risk.

e) Protection and Objectivity

Triangulation of intelligence and evidenced based research that informs the practice and policy landscape, in responding in real time to emerging threats and safeguarding issues across Bolton.

f) Equality and Inclusion.

The BSAB will seek assurance that safeguarding arrangements are equitable, inclusive and responsive to the needs of diverse communities, including people with protected characteristics and those who may face barriers to accessing support.

4. GOVERNANCE AND ACCOUNTABILITY

The BSAB will maintain a multi-agency assurance framework to evaluate the effectiveness of safeguarding arrangements, identify emerging risks, monitor performance and support continuous improvement across partner agencies.

Assurance activity may include audits, thematic reviews, deep dives, practitioner engagement, performance reporting, learning reviews and evaluation of outcomes for adults.

The BSAB sits within a framework of statutory and non-statutory multi-agency bodies which include the Health and Care Partnership (Locality Board), the Safeguarding Children Partnership and the Community Safety Partnership (CSP). These relationships ensure joint approaches can be developed on shared areas of concern. There is a commitment to ensuring good working relationships with Safeguarding Adults Boards across Greater Manchester to prevent duplication and repetition. Annual reports of each respective strategic board will be shared to ensure synergy and avoid duplication of any overlapping priorities.

The BSAB is accountable to the Chief Executive of the Council, Health and Social Care Overview scrutiny committee, and the Lead Member for Adult Social Care in respect of its governance. However, the BSAB will act independently in respect of monitoring safeguarding arrangements, and it is within its remit to scrutinise the safeguarding arrangements of all responsible organisations within Bolton. It is the responsibility of the Chief Executive Officer and Lead Member for Adult Social Care, as well as all agencies, to ensure that an effective local Safeguarding Adults Board is in place.

Each body has vital and distinct roles which include a responsibility for safeguarding and promoting welfare. The effectiveness of BSAB relies upon its ability to assert its statutory authority though an independent voice and ensuring the understanding that safeguarding is everyone's business.

The Board will promote a culture of constructive challenge, professional curiosity and reflective learning across the safeguarding system.

5. THE ROLE OF THE INDEPENDENT CHAIR

The BSAB has an Independent Chair. The Independent Chair's role will include the requirement to challenge partner agencies at a senior level where there are concerns about safeguarding performance or systems. The Chair will provide independent leadership and strategic vision to the BSAB and ensure that the BSAB has an independent, objective, and authoritative identity.

The Independent Chair will ensure that the voices and experiences of adults and carers remain central to the work and priorities of the Board

The Chair of the Board works closely with all BSAB partners, particularly with the Director of Adult Social Services (the 'DASS'). The Chair is accountable to the Local Authority Chief Executive and should liaise with them and brief them on BSAB Business on an agreed regular basis. The Chair will be appraised annually by the Chief Executive of Bolton Council.

The Independent Chair will be recruited by a multi-agency panel of members of the BSAB and serve an initial three-year term, at which point BSAB partners may extend a three-year term if it is agreed by members with the maximum period of serving being 3 terms and agreed by the statutory partners. An appraisal of the independent chair's performance will be undertaken by the board during the period of each term to support decision making.

The Independent Chair will engage with other Independent Chairs within formal structures such as the Greater Manchester Regional Chairs Network and the National Safeguarding Adult Board Chairs Network. There is a clear expectation that the Chair will keep up to date with, and promote, good practice, developments in case law and research and any other relevant material.

The Vice Chair of the BSAB is the DASS who will act on the Chair's behalf in their absence. However, if a longer period is required, the BSAB members must ensure arrangements are put in place to ensure the continued independence of the BSAB.

6. STRUCTURE OF THE BOARD

The BSAB sets the direction and is responsible for ensuring effective delivery. The full structure of the BSAB can be found at Appendix 1. The BSAB has established an Executive Business Group, that brings together the Statutory Partners of the BSAB and Chairs of all the sub-groups. Specific work is undertaken by the BSAB's sub-groups, which are accountable to the full board. The board also has the authority to commission Task and Finish groups according to any identified needs.

The full role and functions of the BSAB Executive Business Group and the sub-groups are documented within the Terms of Reference for each group. These Terms of Reference include the purpose, function, membership, meeting frequency and form, decision making and escalation.

Together, the BSAB Executive Business Group and the sub-groups will undertake the following responsibilities, devolved to them by the board, while acknowledging BSAB's Values, Mission, and Vision (as set out in Section 3) throughout their work.

Representatives from member organisations of the BSAB will be appointed as Chairs of all sub-groups. The Chair of each sub-group has responsibility for the functioning, development delivery and progress of work plans and co-ordination of each sub-group. They will report progress and challenges directly to the Executive Business Group and BSAB.

Each sub-group must nominate a Vice Chair with responsibility for the functioning and co-ordination of each sub-group, in absence of the Sub-group Chair. Sub-group members will be nominated professionals of BSAB organisations, with the relevant knowledge, skills and delegated responsibility to be members of each respective sub-group. They will be expected to act on behalf of their organisations and have sufficient authority to make decisions. All sub-group members must actively participate and undertake any required actions to support the progress and annual work plan of each sub-group.

Lived Experience and Co-production

"The BSAB will establish and maintain arrangements to ensure that the voice and lived experience of adults, carers and communities influence all aspects of the Board's work.

These arrangements may include:

- Experts by experience;
- Community engagement forums;
- Co-production events;
- Consultation exercises;
- Partnership working with advocacy and community organisations;
- Involvement in strategic planning and learning activity.

The Board will seek evidence that safeguarding arrangements demonstrate the principles of Making Safeguarding Personal and improve outcomes for adults.

Voting

The Chair shall seek at all times to ensure that the business of the board is conducted based on consensus between the constituent members. There may be exceptional circumstances when it becomes necessary to carry out a vote. In such circumstances a resolution may be put to the vote at the meeting and shall be determined by a majority of members present provided that the three statutory members are in favour. The method of voting shall be by a show of hands unless the meeting decides otherwise.

The decision of the Independent Chair having taken the advice of the legal advisor as to the right of any person to vote shall be final.

A declaration by the Chair that a vote has been carried shall be conclusive evidence of the fact.

Any representative dissenting from a vote carried by the board shall be entitled to have their name recorded in the minutes.

All acts undertaken by a meeting of the board or by a person acting as their representative shall, notwithstanding that it is afterwards discovered that there was a defect in the appointment of the representative or that any of them were disqualified from holding office or were not entitled to vote, be as valid as if every such person had been duly appointed and was qualified and had continued to be a representative and had been entitled to vote. In the event of a tie the Independent Chair will have a second and casting vote.

Voting in regard of a Safeguarding Adult Review

Wherever possible the SAR Sub-group will review and make recommendations to the Independent Chairperson on behalf of the SAB to commence a SAR or not with supporting evidence and information.

If the Independent Chair does not agree with the recommendation of the Sub-Group, the matter shall be listed for discussion at full board in an extraordinary meeting of the Board. A final decision shall be reached by full Board with the rational for the decision recorded for legal challenge and scrutiny.

7. QUORACY

A quorum of the board shall be two out of three 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 extraordinary board meeting.

The quorum for a meeting of a subgroup shall be one third of its membership (where the membership is not divisible by 3 the number shall be rounded up) provided that at least three individual organisations are represented. However, in regard to the SAR Sub-group members of the three statutory partners; Local Authority, Police and NHS GM Integrated Care Board (ICB) must be in attendance when deciding to make a recommendation to commence a SAR or not.

In the event a BSAB or a sub-group member is unable to attend any particular meeting a fully briefed substitute may attend in their absence. If the member is a Chair of a sub-group, the named substitute will be expected to deliver an update of progress of the sub-group. In the event a BSAB or sub-group member misses two of the previous three meetings without ensuring an appropriate deputy is able to attend, the BSAB Independent Chair, on behalf of the BSAB, may write to that member to remind them of their obligation to attend meetings. If non-attendance continues, the Chair will write to the Chief Executive of that agency requiring a permanent replacement.

8. MEMBERSHIP

The board shall be composed of senior/strategic 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 will be required to sign a membership agreement and are expected to attend 4 out of 6 meetings in a year. Membership will be reviewed annually.

The following core statutory organisations must ensure appropriate membership:

- Bolton Council
- Greater Manchester Police
- NHS GM Integrated Care Board (ICB)

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

- Bolton CVS (Community and Voluntary Services)
- Bolton NHS Foundation Trust
- National Probation Service
- Greater Manchester Mental Health Trust
- Northwest Ambulance Service NHS Trust
- Department for Work and Pensions
- Bolton Public Health
- Greater Manchester Fire and Rescue Services
- Healthwatch

The following will be members in an advisory capacity:

- Bolton Council Legal Services
- Safeguarding Board and Partnership Manager
- Lay members will provide independent community perspective, constructive challenge and insight into the impact of safeguarding arrangements on local people and communities.

9. RESPONSIBILITIES OF BOARD MEMBERS

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 effectively. Board members will be required to sign a membership agreement agreeing to comply with the membership expectations as outlined below.

To ensure that the board is effective in improving safeguarding in Bolton, members will:

- Board members will ensure their organisations actively promote co-production, person-centred practice and the principles of Making Safeguarding Personal

- Have the responsibility for ensuring that an appropriate representative is identified to actively serve on the BSAB. The representative must be a person at a strategic/senior level, whom the organisation/agency/sector considers having the required skills and experience to act on behalf of the organisation. Board members will require a thorough understanding of safeguarding abuse and neglect and its impact.

- Speak with authority for their organisation/agency/sector to represent its views and various duties and have a responsibility to contribute actively and positively to the work of the board. Sharing the responsibility in ensuring that the board's strategic plan and work plans of the sub-group or any task and finish groups are delivered in a timely way.

- Commit their organisation on policy and practice and to agreed actions, including those with financial implications.

- Promote the aims of the SAB.

- Board members will ensure learning from audits, Safeguarding Adult Reviews, complaints, Serious Incident Investigations, feedback and lived experience is embedded and evaluated within their organisations.

- Hold their organisation/agency/sector to account for the quality and effectiveness of safeguarding practice.

- Cascade relevant information from the board within their agency/ organisation/networks. Provide feedback from their own agency about organisational safeguarding activity to the board members that will ensure any issue requiring consideration by the Safeguarding Adults Review (SAR) sub-group will be brought to the attention of the Independent BSAB Chair as soon as is reasonably practicable.

- Ensure in the event of a member no longer representing their agency, reasonable notice should be given to the Independent Chair of the BSAB, so that a replacement can be sourced.

- Agree to develop their knowledge and understanding of safeguarding to keep up to date and to share this expertise within the board and their own organisations/agency/sector.

- Have a duty of candour, exercised by proactively bringing matters of high risk to the attention of the board at the earliest opportunity, and provide updates, data and analysis on individual agency and joint agency performance indicators.

- Ensure and provide assurance that findings from Safeguarding Adults Reviews and lessons learned are appropriately cascaded and embedded through their organisations and that agreed policies, procedures and findings from all Safeguarding Adults Reviews are appropriately cascaded throughout their organisations.

- Be able to challenge partners respectfully, constructively and effectively

- Ensure appropriate representation on the sub-group/task and finish group as appropriate to their organisation.

- Understand the pressures facing front line practitioners.

- For politically elected members, represent their organisation in a non-party political capacity.

All members must ensure that they have read any relevant documents or information supplied beforehand, identified key lines of enquiry and/or discussion and established their organisational position as necessary.

10. EXPECTATIONS OF SAFEGUARDING BOARD MEMBERS

Members will ensure that the experiences and outcomes of adults are reflected within organisational assurance arrangements and reports presented to the Board

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 sub-groups 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. ARRANGEMENTS

The board will meet 4 times per year. Additional meetings may be convened if required by the Chair.

12. UK GENERAL DATA PROTECTION REGULATION (UK GDPR)

All members will ensure that their General Data Protection Regulation (GDPR) registration, when appropriate, covers their involvement in the activities of the BSAB.

All members will adhere to the provisions of the General Data Protection Regulation (GDPR) and all other legal provisions relating to confidentiality and data security and always maintain confidentiality, other than where a specific exemption under that Act or other legal provision applies. This principle will apply during a member's participation in BSAB and will continue after the individual is no longer a member or following the BSAB's dissolution.

Any member who has access to confidential information or data and knowingly breaches the law relating to particularly, but not limited to, the unauthorised disclosure of confidential information, they may be personally liable. This applies to all members of the board, its sub-group members and any person who comes into possession of confidential information in their dealings with BSAB.

The BSAB will review and update their SAB Information Sharing Guide in relation to Confidentiality and Data Protection which is binding on its members, consultants, and staff.

13. DISPUTE RESOLUTION

If there is a dispute between board members dispute resolution procedures will be followed. Within 28 days of the board determining that a dispute exists the Independent Chair of the BSAB, in consultation with the Vice Chair will convene a joint meeting of the parties in dispute. This should take place as soon as reasonably practicable, but within a timescale of three months. In most cases the Independent Chair will lead this meeting. The agenda will be agreed jointly by the Chair and the parties in dispute. The aim of this meeting is for both parties to agree a formula for resolving the dispute or agreeing the issues that separate them and possible ways forward. Where there is no agreement, either party may suggest to the Chair that an

independent mediator be appointed to resolve the dispute: this course of action requires the agreement of the partners. If they cannot agree this within 28 days, the Chair, in consultation and agreement with the Director of Adult Social Care may refer the dispute to a Chartered Institute of Arbitrators to be resolved.

If there is a dispute between a BSAB member and the Independent Chair similar dispute resolution procedures will be followed. The Director of Adult Social Care will convene a joint meeting of the parties in dispute within the same timescales and with the same aims as above. Where there is no agreement, either party may suggest to the Director of Adult Social Care that an independent mediator be appointed. If the partners cannot agree within 28 days the Director of Adult Social Care, in consultation with the Chief Executive, may refer the dispute to the Chartered Institute of Arbitrators to be resolved.

Escalation and Professional Challenge

The BSAB expects all partner agencies to promote a culture of professional curiosity and constructive challenge.

Where there are concerns regarding safeguarding practice, inter-agency working, decision making or organisational performance, agencies should seek resolution at the earliest opportunity through agreed escalation arrangements.

The Board will maintain arrangements to support the escalation of unresolved strategic safeguarding concerns.

Conflicts of Interest

Members are required to declare any interest or potential conflict of interest that arises or may be perceived to arise while conducting board business. They should declare this at the start of board meetings. Board members who have declared an interest will be able to participate in the meeting at the discretion of the Chair.

Complaints

The BSAB is an administrative function of the local authority, as such complaints about the actions or decisions of the BSAB should be made through the Local Authority's complaints procedures. If a complainant remains unsatisfied having exhausted the Local Authority's complaint procedure, they have recourse to take their complaint to the Local Government Ombudsman, who has jurisdiction to investigate complaints made about SABs. This includes considering the actions of board members who are not employed by the Local Authority.

14. EQUALITY AND DIVERSITY

The BSAB recognises the importance of equality, diversity and inclusion and is committed to ensuring safeguarding arrangements are fair, accessible and responsive to the needs of all communities.

The Board will seek assurance regarding disproportionality, barriers to engagement and outcomes for adults from diverse communities, including people with protected characteristics.

Equality impact assessments will be undertaken where appropriate in the development of policies, procedures and strategic priorities.

15. FINANCING AND STAFFING

It is in all partners' interests to have an effective board that is resourced adequately to carry out its functions.

To support the work of the BSAB a Board Support Team will be maintained, funded by contributions from the statutory partners and other partner agencies.

Contributions will relate to the size, financial capacity and statutory duties of each organisation so that contributions are more equitable and relative to organisational responsibilities and duties. These contributions will be committed into a pooled budget. The budget must be sufficient to:

- Drive forward the day-to-day business of the BSAB including the monitoring and evaluation of its work.
- Cover the costs of Safeguarding Adult Reviews and take forward learning and development activities.
- Cover employment costs for the board business unit and chair.
- Fund any other purposes approved.

Member organisations of the BSAB are also expected to consider what other forms of assistance they can provide in supporting the board in its work. This might be through providing administrative help, premises for meetings or holding training sessions.

The Business Manager will act as budget holder for the BSAB and, in consultation with the Chair, will prepare budget documents. This will include details on all the items and projects proposed by BSAB and its sub-groups that will require funding.

The Board Support Team will support the co-ordination of engagement, communication and co-production activity to ensure the voice of adults and communities informs the work of the BSAB.

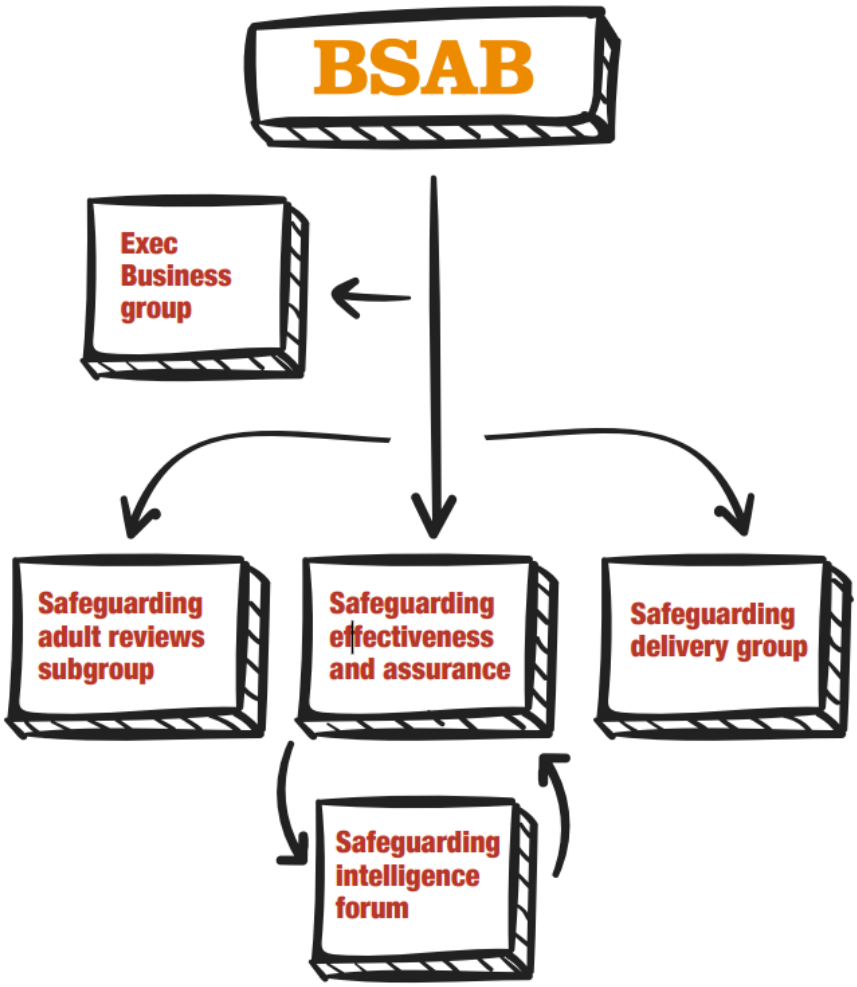
At the end of the financial year, subject to partner agreement and subject to available unspent balances held, any deficit will be met from unspent balances or from additional partner contributions. The financial year will run from 1st April to the 31st March each year. Any year end underspends will be requested to be carried forward as unspent balances.

16. REVIEW OF CONSTITUTION

The constitution shall be reviewed annually.

APPENDIX 1

BOLTON SAFEGUARDING ADULT BOARD STRUCTURE



APPENDIX 2

BOLTON SAFEGUARDING ADULT BOARD STATUTORY 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 identify 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.

2. Gain relevant knowledge to undertake the responsibilities regarding Safeguarding Practice to deliver a quality service to people at risk.

3. 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.

4. 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.
- Promote equality, inclusion and anti-discriminatory practice within safeguarding arrangements.

5. 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.

6. Contributing to the work groups of the board, either personally or through a nominated representative of my organisation.

7. That my organisation is appropriately represented on the Training Pool and where appropriate, actively contributes to the delivery of safeguarding training in Bolton.

8. Ensure staff in my agency attend appropriate training.

9. Ensure processes are in place for implementation

10. Comply with any audits of the Board

11. 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

12. Undertake personal training as required and maintain up to date knowledge.

13. Agree to work within the requirements of the Data Protection Act 1998, and the General Data Protection Regulations.

14. 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 5 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