

Working in partnership to  
prevent adult abuse and neglect

# **Bolton Safeguarding Adults Board**

## **Constitution & Membership**

Constitution BSAB			
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## 1. Introduction

The Care Act 2014 requires all Local authorities as the lead agency to establish a Safeguarding Adults Boards to co-ordinate and ensure the local arrangements to safeguarding and promote the welfare of adults at risk in its area.

Bolton has operated a shadow board since 2005 No secrets and in response to the Care Act 2014 will become a statutory board on 1<sup>st</sup> April 2015. This constitution demonstrates the governance, purpose and objectives of the statutory board.

The Board shall be known as Bolton Safeguarding Adults Board and will operate as an executive board of statutory and non-statutory partners, hereafter known as the BSAB or the Board.

An Executive Safeguarding Group (previously known as the Operations Board) will report to the Board and support the work of the multiagency subgroups.

## 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 members;
- Carry out any activities which appear to it to be necessary or desirable for the purpose of achieving its objectives.

The Board has a key role in promoting safeguarding as everybody's responsibility for everyone.

## 3. Objectives

It is the Board's responsibility, led by Bolton Council, to ensure that all partner agencies are implementing and complying 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.*

The organisations represented on the Board should individually and collectively prioritise the prevention of **abuse 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 also works to ensure that adult safeguarding is integrated into other community initiatives and services and has links with other relevant inter-agency

partnerships such as Bolton Community Safety Partnership Board, Bolton Children's Safeguarding Board and the Health and Well Being Board.

#### **4. Functions**

The Board has the following three statutory functions as described in the Care Act 2014:

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 its strategic plan with community engagement.
2. Publish an annual report detailing the Board's and its 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 advising on lessons that can be learned where an adult at risk has died or has been seriously harmed in circumstances where abuse or neglect is known or suspected.

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

- Developing policies and procedures for safeguarding 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 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.
- Seeking the views of people who use care and support, their families and carers to inform safeguarding policy and practice development.
- Developing and keeping under review an information sharing policy.
- 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 such as Bolton Community Safety Partnership Board, Bolton Children's Safeguarding Board and the Health and Well Being Board. 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).
- Undertaking evaluation through self audit and/or consideration of peer review.
- The Board may engage in other activities in pursuit of its objectives as identified and agreed by the Board.

## **5. Membership**

To carry out its responsibilities effectively the Board shall be composed of senior officers nominated by each member agency. Members should have the necessary authority to commit their organisation and its finances to the work of the Board. Members of the Executive Safeguarding Group (formally Operations Board) will be asked to undertake more operational duties in line with strategic decisions made at the Board. Each agency should identify suitable senior representation of officers with knowledge and expertise in Safeguarding to be members on the Executive Safeguarding Group (formally the Operations board).

Board 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.

The following core statutory organisations must ensure appropriate membership:

- Bolton Council Children and Adult Services.
- Greater Manchester Police.
- NHS Bolton Clinical Commissioning Group.

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 West Mental Health FoundationTrust.
- NHS England will attend only where there are specific concerns that require NHS England oversight or action.
- Healthwatch Bolton.
- National Probation Company.
- Chester and Greater Manchester Community Rehabilitation Company.
- Community, Voluntary and 3<sup>rd</sup> Sector representation.

By invite:

- North West Ambulance Service.
- Care Quality Commission.

The following will be members in an advisory capacity:

- Bolton Council Legal Services.
- Safeguarding Board and Partnership Manager.
- Bolton NHS CCG clinical advisor.
- Chair of the Executive Safeguarding Group

Professional advisors will share their knowledge and expertise to support members in carrying out their functions and duties. The Advisor will normally attend all meetings of the Board and will provide a legal opinion and perspective of relevant legislation, policy and practice issues.

The Executive Cabinet Member for Adult Services will be a member of the Board as an observer to ensure that there is ownership at a political level for safeguarding adults and be aware of critical local issues.

**The role of the observing member will be to scrutinise and hold to account the decisions, activities and actions of the BSAB in their efforts to ensure Adults at risk are safeguarded. They are not part of the decision making process.**

All members will be required to sign a membership agreement and attend a minimum of 3 out of 4 board meetings within the year. Membership will be reviewed every 3 years.

## **6. Chair and Vice Chair**

The Chair of the Board will be the Director of Children's and Adult Services for the Local Authority who will be responsible for ensuring the Board works effectively and independently, constructively challenging the partnership and acting as a spokesperson for the Board. The Board will review this position during 2015-16 to consider the independence of the role going forwards.

The Vice Chair shall be nominated and appointed by the Board and shall not be a representative of the same agency as that of the chair.

The Vice Chair will deputise for the Chair in their absence or in relation to agenda items for which there may be a conflict of interest.

## **7. Arrangements**

The board will meet every three 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 quorate present, the meeting shall not proceed.

## **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 its 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 their 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 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/champion 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 group or identifying 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 management reviews are completed fully within the set timescales.

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

## **11. Accountability**

The Safeguarding Adult Board will act as an Independent Body. The 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 adults at risk. The Board will be supported by a multiagency operational group 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.
- NHS Bolton CCG Board

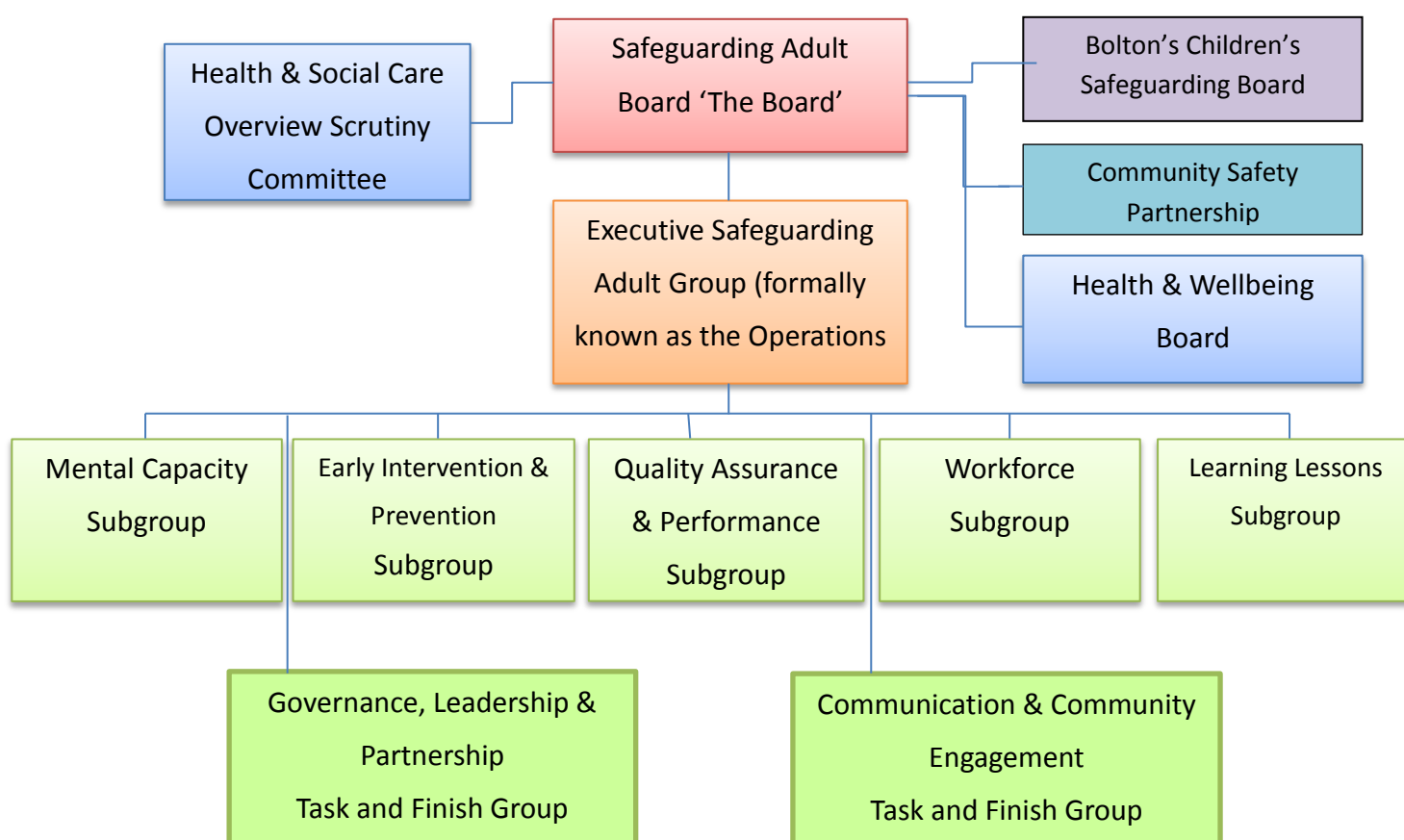
The Board will report to the Bolton Health and Wellbeing Board, Health and Wellbeing Boards provide leadership to the local health and wellbeing system, ensuring strong partnership locally and that the needs and views of local communities are represented. The Health and Wellbeing Board will therefore support the assurance and accountability of the BSAB.

The Board will also report on progress locally to the Health and Social Care Overview scrutiny committee to provide assurance to local communities that safeguarding measures are being enacted sufficiently in Bolton.

In addition the Board will work collaboratively with other strategic partnerships across Bolton which will include the Bolton Community Safety Partnership Board and the Bolton Children's Safeguarding Board.



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



## Executive Safeguarding Group

The Executive Safeguarding Group shall meet every three months. Membership of this Group shall be made up of the same organisations as those on the Board. Members of the Executive Safeguarding Group should be senior managers with operational responsibilities.

Arrangements with other organisations and individuals to be co-opted onto this Group will be made as and when the need arises.

The Executive Safeguarding Group shall deal with specific issues, matters of business and daily operational concerns on behalf of the Board. In particular it will:

- Contribute to the development and publication of the Annual Report and the Business Plan.
- Monitor and evaluate the implementation of recommendations from local Safeguarding Adult Reviews.
- Develop local policies, guidance and other relevant resources to support multi-agency work to safeguard and promote the welfare of adults at risk.

- Ensure that the appropriate work groups are in place and are functioning appropriately to deliver the tasks outlined in the business plan.
- Oversee delivery of the multi-agency training programme and support single agency training on safeguarding adults at risk to ensure staff working with adults have the appropriate skills and knowledge to safeguard and promote the welfare of adults at risk.
- Ensure that accurate records of budgeting arrangements are recorded and provided.
- Assist with peer audit reviews across the partner agencies in Bolton.
- Put in place objectives, national and local performance indicators for safeguarding, and to provide reports on the outcomes.
- Raise awareness within the wider community of the need to safeguard adults at risk and to explain how the wider community can contribute to these objectives.

The Chair of the Executive Safeguarding Group will report progress and highlight issues to the Executive Board. The Chair should be from one of the statutory bodies.

## **12. Finances and Resources**

The BSAB statutory core member agencies will contribute annually towards resource 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 partnerships activities in achieving its strategic objectives.

The financial year will run from 1<sup>st</sup> April to the 31<sup>st</sup> 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.

## **13. Review of Constitution**

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

## BOLTON SAFEGUARDING ADULT BOARD

### 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 adults at risk and to see 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 or 'in kind' contributions towards the effective functioning of the Board. For example by providing staff, goods, services, accommodation or other resources.
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 in and commitment to 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 75%, and identifying a nominated deputy for those occasions when I am unable to attend.
  - Keeping the nominated deputy informed of the Board's progress and key issues.
  - Contributing to the assessment and scrutiny of BSAB effectiveness. I will support the Board to identify areas of good practice, any areas of concern and will assist the Board with identifying any appropriate actions that need to be undertaken.
  - Ensuring that staff and volunteers within my own organisation are kept fully informed of the work of Bolton's Safeguarding Adults Board and any 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.
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. Ensuring that my organisation is appropriately represented on the Training Pool and where appropriate, actively contributes to the delivery of safeguarding training in Bolton.
  8. Ensuring staff in my agency attend appropriate training.
  9. Ensuring processes are in place for the implementation of any new policies or procedures agreed by the Board.
  10. Complying with any audits of the Board.
  11. Produce reports to / from my agency / organisation as required. This may include participation in Safeguarding Adult Reviews, monitoring of safeguarding practice within my agency.
  12. Undertake personal training as required and maintain up to date knowledge.
  13. In return, **I CAN EXPECT:**
    - To be kept informed and have access to relevant guidance and information – locally and nationally.
    - Access to Bolton's Safeguarding Adults Policy.
    - To influence and contribute to the positive multi-agency process to keep adults at risk 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.
    - 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