



West of Berkshire Safeguarding Adults Board

Induction Pack for New Board Members

Welcome

I am very pleased to welcome you to the West of Berkshire Safeguarding Adults Board (SAB) - thank you for taking on this very important role. This induction pack has been developed to provide new Board Members with an introduction to their roles and responsibilities and to provide an overview of the functions of the SAB.

The role of the Safeguarding Adults Board is fundamental to ensuring the health, wellbeing and safety of adults in our community. Your role as a Board Member is crucial to the SAB being able to meet its statutory duties and it is important that you feel able to contribute at Board meetings, to be in a position to promote the aims of the SAB, to hold your own organisation to account, to commit resources, to make decisions on policy and practice, and to have an understanding of the issues facing front line practitioners.

We hope that you find this pack useful, and look forward to working with you to support adults at risk in our local communities.

In the meantime, if you do have any questions please contact:

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Independent Chair

West of Berkshire Safeguarding Adults Board

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1. Function of the Safeguarding Adults Board

The SAB works in partnership to safeguard and promote the well-being and independence of adults living in the local authority areas of Reading, West Berkshire and Wokingham who are experiencing, or are at risk of, abuse or neglect.

Cases of suspected abuse or neglect are treated very seriously and all partner agencies work closely together, using the same policies and procedures, to make sure that all cases of suspected abuse are investigated fully and that vulnerable adults are protected from harm. The SAB is responsible for developing strategies to protect adults from abuse or neglect, and to respond effectively when abuse or neglect occurs.

The safeguarding duties apply to any adult who:

- has needs for care and support (whether or not the local authority is meeting any of those needs) and;
- is experiencing, or is 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 work of the Board is governed by the following principles:

Empowerment - presumption of person led decisions and informed consent.

Prevention - it is better to take action before harm occurs.

Proportionality - proportionate and least intrusive response appropriate to the risk presented.

Protection - support and representation for those in greatest need.

Partnership - local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse.

Accountability - accountability and transparency in delivering safeguarding.

The Care Act 2014 requires local authorities to set up a Safeguarding Adults Board (SAB) in their area, giving these Boards a clear basis in law for the first time.

The SAB has agreed to a common objective for the workforce across the West of Berkshire which is:

Safeguarding, the protection of people at risk is everyone's business. Risk comes in many forms and is not always obvious.

We ask all our staff:

- To demonstrate an understanding of Safeguarding within your role;
- To be proactive in identifying people at risk;
- To take responsibility, assess and take positive action to keep people safe;
- To fully report and refer, both internally and to relevant partner agencies.

2. Structure and work of the Board

The Care Act 2014 says that the Safeguarding Adults Board must do certain things:

That the Board should include the Local Authority, the NHS and the Police and that these organisations should meet on a regular basis to discuss and act on local safeguarding issues. The West of Berkshire Safeguarding Adults Board includes representatives from all these partner organisations and they meet four times a year to discuss local safeguarding issues.

That Safeguarding Adults Boards should develop shared plans for safeguarding; through working with local people to decide how best to protect adults in vulnerable situations. The West of Berkshire Safeguarding Adults Board has a three year Strategic Plan and an annual Business Plan.

That Safeguarding Adults Boards should publish their plans and annual reports so that different organisations can make sure they are working together in the best way. The West of Berkshire Safeguarding Adults Board produces an annual safeguarding report detailing its work over the last twelve months.

These Strategic Plan, Business Plan and Annual Report can be found on the Board's website at:

<http://www.sabberkshirewest.co.uk/board-members/priorities-plans-and-reports/>

The Care Act 2014 also states that Safeguarding Adults Board must carry out safeguarding adults' reviews and publish them on their websites. Safeguarding adults' reviews are undertaken when an adult at risk dies and abuse or neglect is suspected to be a factor in their death or if an adult with care and support needs, has not died, but the SAB knows or suspects that the adult has experienced serious abuse or neglect. The aim is for all agencies to learn lessons about the way they safeguard adults at risk and prevent such tragedies happening in the future. The West of Berkshire Safeguarding Adults Board has a Safeguarding Adults Review Panel that oversees this work.

Terms of Reference

The SAB has terms of reference which set out the aims and objectives of the Board, and expectations of its members. The terms of reference are provided in Appendix A.

Constitution and Memorandum of Understanding

The Board has a Constitution which includes a Memorandum of Understanding setting out roles and responsibilities for Board members. These documents are reviewed and signed every 2 years.

Subgroups

There are seven subgroups that report to the Board on a quarterly basis and are responsible for delivering streams of work as detailed in the Business Plan. Terms of reference can be found in Appendix A.

Performance & Quality Subgroup –

To produce audit tools to 'test' safeguarding processes across the partnership to ensure that learning from SARs and Audits and Business Plan outcomes are implemented successfully.

Learning & Development -

To support the partnership in ensuring there is good quality training that is reflective of current priorities and learning from SARs and Audits. Promote the SABs priorities in a range of formats and to test the effectiveness of training and communications.

Safeguarding Adults Review Panel -

The Safeguarding Adults Review Panel meets regularly to consider significant cases that may meet the criteria for a Safeguarding Adults Review. There is a supporting guidance document and process for SARs.

Pan Berkshire Policy and

Procedures -

The four SABs in Berkshire have jointly produced a Multi-agency Safeguarding Adults Policy and Procedures. This subgroup is responsible for overseeing the upkeep of the Policy and Procedures on behalf of the four SABs.

Communication and Publicity-

Improve communication, to and from, the Board and establish a consistent approach across the West of Berkshire. Raise the profile

of Board, its function and purpose. Improve engagement with a wider range of stakeholders.

Voluntary Sector and Healthwatch -

To open communication between the SAB, Voluntary Care Sector and Healthwatch across the partnership to ensure that their knowledge is considered when agreeing board priorities.

Subgroup Chairs - A forum to regularly to check and discuss progress against the Boards Business Plan; ensuring that subgroups have insight into each other's work to avoid duplication and promote best practice.

Frequency of Board meetings and minutes

The Board will meet at least four times a year and at such times as may be determined by the Chair. Dates will be set a year in advance.

Minutes of the meetings of the Board shall be taken by the Business Manager or Business Support Officer and should have clear actions identifies within them. Minutes will be approved as a correct record at the subsequent Board meeting and published on the website.

Chairing Arrangements

The Independent Chair is responsible for ensuring that the SAB meets its obligations and reports on the discharge of its functions. The Chair provides independent leadership and strategic vision to the SAB and ensures that the SAB has an independent, objective and authoritative identity. The 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 is responsible for chairing all main West of Berkshire SAB meetings. The Chair will agree the agenda and correct and agree

the minutes. The Chair will represent the Board at formal meetings with other partnerships and scrutiny bodies.

The Chair will present an Annual Report of the West of Berkshire SAB's activities, including an assessment of the effectiveness of the local safeguarding arrangements and the challenges for the next year, to relevant statutory bodies.

Board members will be consulted on the appointment of the Chair and review the appointment annually to consider how effective the current arrangements are and whether the objectives of the Board are being met under the current Chair.

The role of the Independent Chair is held for a period of three years to ensure consistency and continuity. Thereafter, a review of employment should be undertaken and members consulted on the continuation of the Chair.

The job description for the post of the Independent Chair is provided in Appendix B.

Membership of the Board

- Clinical Commissioning Group (CCG)
- Berkshire Healthcare Foundation Trust (BHFT)
- Emergency Duty Service (EDS)
- Reading Borough Council (RBC)
- Royal Berkshire Fire and Rescue Service (RBFRS)
- Royal Berkshire NHS Foundation Trust (RBFT)
- South Central Ambulance Service, Berkshire Division (SCAS)
- Thames Valley Police (TVP)
- West Berkshire District Council (WBDC)
- Wokingham Borough Council (WBC)

The following members are virtual panel members who will attend Board meetings when there are items on the agenda specific to their areas:

- Thames Valley Community Rehabilitation Company
- NHS England Thames Valley Area Team
- National Probation Service
- Legal Representative
- Community Safety Partnerships

Three Safeguarding Forums in the West of Berkshire provide opportunities for providers and service users to help drive the work of the Board. The Chair of the Forum is invited to attend the Board meeting when it is held in their area to present on relevant issues.

The SAB will secure the involvement of other relevant organisations, either by inviting them to be representatives of subgroups or through invitation for specific issues for discussion at a SAB meeting or through some other mechanism. In addition, links will be maintained with the following:

- Joint Legal Team
- Healthwatch
- Public Health and substance misuse team
- Service user and carer forums
- MAPPA
- MARAC
- Advocacy services
- Department for Work and Pensions
- Office of the Public Guardian
- Coroner's office
- Care Quality Commission

3. Responsibilities of Board members

Board members are senior managers within their organisations who hold strategic roles in relation to safeguarding adults and can speak for their organisation, commit it to action and hold it to account. All board members are committed to working together in order to achieve continuous improvement in practice and positive outcomes for adults. Board members will:

- Attend all Board meetings and contribute to debate and decision-making. If they are

unable to attend a suitable representative must be found.

- Represent their organisation and speak for the organisation with authority.
- Commit their organisation on agreed policy and practice matters.
- Hold their organisation to account for the quality of safeguarding work.
- Promote safeguarding work within their organisation.
- Contribute in person or nominate appropriate staff to participate in Subgroups and task groups as appropriate.
- Ensure the production of reports as required by the SAB.
- Contribute to the Board's Annual Report.
- Act on any concerns raised through the Quality Assurance Framework.
- Ensure a dissemination of information back to their organisation.
- To declare any possible conflict of interest to the SAB Chair.

Lay members will operate as full members of West of Berkshire SAB, participating in associated activities to:

- Support stronger public engagement in local safeguarding issues and contribute to an improved understanding of the West of Berkshire SAB adult protection work in the wider community.
- Challenge the SAB on the accessibility by the public, adults and carers of its plans and procedures.
- Help to make links between West of Berkshire SAB and community groups.

Personal Development

All SAB members must undertake Foundation Level Training on Safeguarding Adults within their own organisations and will also have access to Intermediate and Advanced level training on request.

All SAB members are expected to maintain an up-to-date knowledge of all statutory, national and regional developments in Safeguarding Adults including examples of good practice.

Confidentiality statement

All members must respect the confidentiality of the issues discussed at Board meetings and in particular where case examples are discussed: these issues are confidential and should not be disclosed to other people without the expressed permission of the Chair.

It is noted that for wider learning, information discussed by the Board does need to be shared with the wider community but this must always be done retaining anonymity in relation to named individuals, services or agencies. Where Board members are uncertain as to what can be shared, this needs to be determined at the Board meeting and agreed as part of the minutes.

It is recognised that, where there are issues relating to clinical and professional accountability, then individual Board members may need to raise this within the agency they represent. It is expected that where this situation arises it will be raised and agreed by the Board as part of the business of that meeting.

All Board members are required to uphold this confidentiality statement.

4. Accountability and links to other forums

The SAB is accountable to the Chief Executives of the Councils in respect of its governance. However, the SAB acts independently in respect of monitoring safeguarding arrangements and it is within

its remit to scrutinise the safeguarding arrangements of all responsible organisations within the West of Berkshire.

The SAB has a separate identity and is not subsumed within other strategic bodies. The Board will form a view of the quality of safeguarding locally, challenge organisations when necessary and have an independent voice. However the Board will strive to develop useful relationships with other strategic bodies and open channels of communications.

The Board is committed to working with other local forums and boards to ensure efforts are not duplicated and that there are no gaps in policy or practice. The Board continues to strengthen its links with HealthWatch, Berkshire West Safeguarding Children Partnership, the Community Safety Partnerships, Domestic Abuse Forums and the Health and Well-being Boards.

5. Finances and Resources

The SAB member agencies contribute annually towards resources at an agreed level, having regard to the differing size, resources and responsibilities of each agency. The financial year will run from 1 April to the 31 March the following year. Reading Borough Council administers the budget on behalf of the Board and has the authority to act as the Board's budget holder for the authorisation of payments. Members may, in addition, be required to provide resources such as staffing and accommodation.

6. Further information

Further information can be found on the Board's website which is maintained by the Business Manager.

<http://www.sabberkshirewest.co.uk/>

Appendix A

Terms of Reference for the Board and its Subgroups can be found here:
<http://www.sabberkshirewest.co.uk/board-members/subgroups/> and here:
<http://www.sabberkshirewest.co.uk/board-members/about-the-board/>

Appendix B

Job description of Independent Chair

Appendix B

JOB DESCRIPTION OF INDEPENDENT CHAIR

JOB PURPOSE

1. To provide independent leadership and strategic vision to the West of Berkshire Safeguarding Adults Board (WBSAB) and to ensure that the WBSAB has an independent, objective and authoritative identity.
2. To chair the WBSAB and ensure that it has the capacity to operate effectively and exercise its functions as set out in relevant legislation and guidance.
3. To challenge and scrutinise the WBSAB and local safeguarding arrangements in order to ensure delivery of the agreed Business Plan and Strategic aims
4. To drive forward the continuous development of the WBSAB in recognition of the broader safeguarding agenda and the growing understanding of safeguarding to promoting the welfare of adults in the West of Berkshire.

MAIN DUTIES AND RESPONSIBILITIES

1. To facilitate the smooth running of the WBSAB by chairing, ensuring appropriate preparation of board agendas and papers with the Business Manager, and ensuring that actions are followed up. The post holder will also oversee the board's constitution and membership, meeting with and assisting the induction of new members of the Board.
2. To ensuring appropriate chairing and accountability of the WBSAB sub groups: Effectiveness Subgroup, Performance and Quality Subgroup, Governance Subgroup, Communication and Publicity Subgroup and Learning and Development Subgroup.
3. To work with council/partner officers to ensure that the WBSAB is kept updated with social policy, legislation and good practice in respect of safeguarding adults.
4. To ensure that systems are in place to monitor progress and delivering of the WBSAB's Business Plan and Annual Report presenting the Annual Report to each Local Authority's Health and Wellbeing Board.
5. When required, offer leadership to the implementation of Safeguarding Adult Reviews, contributing to the decision making process and maintaining strong links with HM Coroner's Office.
6. To be a member of regional and national safeguarding networks. Networking to ensure that the partnerships activities are aligned with national policy expectations and other developing practice.
7. Engage in active consultation and dialogue with services users, carers and other people in adult safeguarding risk groups, so that these groups can inform the work of the Board and the review and evaluation of its work programme.
8. Through the Board, ensure that partner organisations are held accountable for the effective deployment of resources in relation to safeguarding activity and for their work to safeguard vulnerable adults in accordance with relevant legislation and guidance.
9. To lead the Board's media activities. Working with WBSAB partners to develop a strategy for communicating with the media on any matters relevant to the objectives and functions of the WBSAB and to represent the WBSAB in media interviews, ensuring statements are agreed by partners.
10. Contribute to regulation, inspection and corporate assessment processes as required by all agencies within the WBSAB partnership.
11. To meet with and formally report to the Chief Executives and Directors of Adults Social Services for Reading,

Wokingham and West Berkshire either individually or jointly and with Chief Executives of other partner organisations or their nominated Deputies as necessary.

12. Organising and chairing annual public 'open meetings' to audit progress, performance and perception of the Board's work.
13. Respect confidentiality of sensitive information provided by the partners of the WBSAB and ensure that the work of the WBSAB is managed in line with the principles of promoting equality and respecting diversity for all.
14. Demonstrate independence from each of the partners of the WBSAB and declare any potential conflict of interest with other relevant roles, so that these might be addressed appropriately.
15. To ensure the WBSAB budget is managed to reflect its priorities.
16. To undertake any additional tasks deemed relevant to the role of Independent Chair.

PERSON SPECIFICATION

Qualifications/Education/Training:

1. Hold an academic and/or professional qualification, or the equivalent standard of police training, that relates to any of the disciplines that are represented through the statutory members of Safeguarding Adult Boards for example professional Social Work or Occupational Therapy qualification.
2. Have a sound grasp of key strategic developments and challenges in the area of safeguarding Adults with Knowledge of and guidance legislation relevant to community care, in particular Mental Capacity Act and The Care Act.
3. Best Interest Assessor Qualification (or willingness to complete qualification).

Experience:

1. Experience of working at a senior, strategic level within a statutory, voluntary or independent organisation in the context of safeguarding adults.
2. Experience of chairing complex partnership meetings, demonstrating an ability to summarise discussions in order to clarify and highlight the most pertinent factors to achieve resolution and clear decisions
3. Evidence of ongoing training and development in safeguarding
4. Experience of actively managing and assessing risk.
5. Experience of managing budgets.

Skills & Abilities:

1. Leadership and influencing skills.
2. Ability to prioritise and make decisions within a busy and demanding environment.
3. Negotiating and problem solving skills with the ability to influence and negotiate with partners at a senior/strategic level across agencies and across political structures
4. Skills in time and workload management.
5. Effective communication, presentation, analytical and problem solving skills, especially in handling diverse perspectives which can arise in multi-agency partnerships.
6. Proven commitment to, and experience in, implementing Equal Opportunities as a provider of services to the public.
7. Proven ability to work across organisational boundaries in support of the development and delivery of multi-agency initiatives and the ability to work with other Boards and Chairs across regional networks.
8. Ability to chair meetings effectively.
9. Self-motivated with initiative.
10. Commitment to engaging with members of the public and vulnerable adults
11. Ability to scrutinise and challenge multiple and complex organisational safeguarding arrangements

12. The ability to challenge unsatisfactory practice and poor participation at a senior level.

Specific working requirements:

1. As this is an independent role candidates must not be employed by or affiliated to any local organisations
2. An objective focus on safeguarding without bias or constraint
3. Seen by partners to be fair and impartial in the WBSAB's function to challenge agencies
4. A confident, effective broker/intermediary within the partnership where there may be conflict or perceived lack of influence
5. Politically experienced and astute and able to work effectively with elected members and non-executives
6. Flexible in terms of time commitment to ensure that periods of increased activity maintain the benefit of consistent leadership
7. Be committed and accountable for their own personal development in relation to the role of WBSAB
Independent Chair and willing to undertake training and briefing as required
8. Satisfactory Disclosure and Barring Service check and Protection of Vulnerable Adults check.