



West of Berkshire Safeguarding Adults Board

Constitution

March 2024

Date due for review March 2026

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West of Berkshire Safeguarding Adults Board Constitution

The following SAB partner agencies have signed up to the West of Berkshire SAB Constitution:

- Berkshire Healthcare Foundation Trust
- Buckinghamshire, Oxfordshire and Berkshire West Integrated Care Board
- Community Rehabilitation Service for Thames Valley
- Department of Work and Pensions
- Emergency Duty Service
- Independent Health Provider Representative
- National Probation Service
- Office of the Police and Crime Commissioners
- Reading Borough Council
- Royal Berkshire Fire and Rescue Service
- Royal Berkshire NHS Foundation Trust
- South Central Ambulance Trust
- Thames Valley Community Rehabilitation Company
- Thames Valley Police
- West Berkshire District Council
- Wokingham Borough Council
- NHS England (South East)
- Healthwatch – Reading, West Berkshire and Wokingham
- Voluntary Care Sector – Reading, West Berkshire and Wokingham

The Constitution will be reviewed every 2 years.

1 PURPOSE

The West of Berkshire SAB covers the three Local Authority areas of Reading, West Berkshire and Wokingham.

The West of Berkshire Safeguarding Adults Board (SAB) is established in line with duties set out in s43 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 himself or herself against the abuse or neglect or the risk of it.

The SAB's objective is to ensure that local safeguarding arrangements and partnerships act to help and protect adults at risk of, or experiencing, neglect and/or abuse, hereafter referred to as *adult*.

The SAB is a multi-agency strategic partnership made up of senior officers within adult social care, criminal justice, health, housing, community safety, voluntary organisations and service user representative groups. It coordinates the strategic development of adult safeguarding across the West of Berkshire and ensures the effectiveness of the work undertaken by partner agencies in the area.

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 take action 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.

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 FUNCTION OF THE BOARD

The core duties of the SAB are set out in chapter 14 of the Care Act Guidance, issued under s78 Care Act 2014 which requires that Boards:

- Publish a Strategic Plan for each financial year detailing how it will meet its main objectives and what the members will do to achieve this.
- Publish an Annual Report detailing what the SAB has done during the year to achieve its main objectives and what each member has done to implement its Strategic Plan. The Annual Report will also set out the findings of any Safeguarding Adults Review completed during the year and the subsequent actions arising from the reviews.
- Conduct any Safeguarding Adults Reviews, in accordance with s44 Care Act.

The SAB has a unique statutory role in ensuring that partners have effective safeguarding arrangements in place and are cooperating and assisting with the planning and delivery of services for adults who may be in need of care and support. The Board must be able to form a view of the quality of local activity, challenge organisations as necessary and speak with an independent voice.

The key functions of the SAB are to:

- Offer advice and assistance regarding safeguarding responsibilities and promote the understanding that **'safeguarding is everyone's responsibility'**.
- Co-ordinate what is done by each person or body represented on the Board for the purposes of safeguarding and promoting the welfare of adults in the area ; and
- Ensure the effectiveness of what is done by each person or body for that purpose.

In order to deliver these functions, the SAB will *develop* policies and procedures and, where relevant, *oversee* the development of policies and procedures within partner agencies to:

- Establish ways of analysing and interrogating data on safeguarding notifications and completed enquiries which increases the SAB's understanding of the prevalence of abuse and neglect locally that builds up a picture over time.
- Hold partners to account and gain assurance of the effectiveness of its arrangements for safeguarding adults.
- Determine its arrangements for peer review and self-audit.
- Establish mechanisms for developing policies and strategies for protecting adults which should also take account of the views of adults who have needs for care and support, their families, advocates and carer representatives.
- Develop preventative strategies that aim to reduce instances of abuse and neglect in its area.
- Identify types of circumstances giving grounds for concern and when they should be considered as a safeguarding concern to the local authority as an enquiry, including referral pathways and thresholds for intervention.
- Formulate guidance about the arrangements for managing adult safeguarding, and dealing with complaints, grievances and professional and administrative malpractice in relation to safeguarding adults.

- Develop strategies to deal with the impact of issues of race, ethnicity, religion, gender, sexual orientation, age, disadvantage and disability on abuse and neglect.
- 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'.
- Identify mechanisms for monitoring and reviewing the implementation and impact of policy and training.
- Carry out Safeguarding Adult Reviews and advise Board Partners on lessons to be learned.
- Publish a Strategic Plan and an Annual Report.
- Evidence how SAB members have challenged one another.
- The Board will engage in any other activity that facilitates the achievement of its objectives.

3 GOVERNANCE AND ACCOUNTABILITY

3.1 BOARD MEMBERS

Board Members represent their agencies and must be of sufficient seniority to do so, and they also have a responsibility to ensure effective safeguarding within their agencies and across partner agencies.

3.2 DECLARATION OF POTENTIAL CONFLICTS OF INTEREST

If there is any possibility of conflict of interest, the Board member should declare their interests to the Board Chair.

3.3 RELATIONSHIP WITH OTHER STRATEGIC BOARDS

In order to ensure an ongoing and direct relationship with other key strategic Boards and bodies the Board will have in place protocols to outline its relationship with the LSC Partnerships, the Health and Well Being Boards and the Community Safety Partnerships in the area.

The Board's Annual Report will be submitted to these Boards on an annual basis.

The Board's Chair will raise any concerns the SAB may have regarding the effectiveness of the arrangements these Boards and Partnerships or their members in safeguarding adults.

3.4 ACCOUNTABILITY

The SAB is accountable to the Chief Executives of the Councils and Lead Members for Adult Social Care in respect of its governance. However, the SAB 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 the West of Berkshire.

The Board is accountable to its core funding partners and as good practice the Strategic Plan, Annual Report and the Business Plan will be shared with all the executive bodies of partner agencies.

It is the responsibility of the Chief Executive Officer and the Lead Member for Adult Social Care, as well as of partner agencies to ensure that an effective local Safeguarding Adults Board is in place.

3.5 THE ROLE OF ELECTED MEMBERS AND NON-EXECUTIVE DIRECTORS

The West of Berkshire SAB covers three Local Authority areas and as such has three Directors and three Lead Members of Adult Social Care. The Board is equally accountable to each of the three areas.

The Lead Members for Adult Social Care are politically accountable for ensuring the local authorities fulfil their legal responsibilities for safeguarding and promoting the welfare of adults and should provide the political leadership needed for the effective co-ordination of work with other agencies with safeguarding responsibilities and should be a 'participant observer' member of the SAB. As such, the Lead Member will be a member of the SAB attend meetings as an observer,, receive all written reports, engage in discussions, ask questions and seek clarity, but will not be part of the decision-making process and thus will have the independence to challenge when necessary from a well-informed position.

The Lead Member for Adult Social Care in each Local Authority will pay particular attention to how the Local Authority is fulfilling its responsibilities to safeguard and promote the welfare of adults.

Other Local Authority elected members and non-executive directors of other Board partners cannot be members of the West of Berkshire SAB.

The Lead Member for Adult Social Care can ask to speak to the Chair in order to seek the Chair's view on the Board's effectiveness and whether partners are fulfilling their responsibilities. The Lead Member should inform the Director of Adult Social Care of their intention to do so. The Chair may also contact the Lead Member and should likewise inform the Director of Adult Social Care.

3.6 THE FUNCTION OF CHALLENGE

One of the primary functions of the West of Berkshire SAB is to set in place quality assurance mechanisms to monitor the effectiveness of work carried out by the partners to safeguard and promote the well-being of adults. This covers not just the quality of the joint work that goes on between partner agencies, but also the quality of the work within individual agencies.

The West of Berkshire SAB will receive and scrutinise regular quality-assurance reports by individual agencies to identify good practice and highlight any shortcomings within those agencies. If shortcomings are identified, the SAB and the agency in question will agree a remedial action plan. The implementation and resulting impact of the action plan will be reviewed by the SAB.

If a Board partner is found not to be performing effectively in safeguarding and promoting the welfare of adults, and the SAB is not convinced of the adequacy of the planned action to improve practice, the Chair, in consultation with the relevant Director of Adult Social Care, will seek to provide support and ensure adequate action is taken to improve practice.

Whilst the West of Berkshire SAB has a role in coordinating and ensuring the effectiveness of work by local individuals and organisations in relation to safeguarding and promoting the welfare of adults, it is not accountable for their operational work. Each Board partner has their own existing lines of accountability for safeguarding and promoting

the welfare of adults by their services. The West of Berkshire SAB does not have the power to direct other organisations.

3.7 DISPUTE RESOLUTION BETWEEN BOARD PARTNERS

The SAB always seeks to operate on a consensus basis. If it is not possible to reach a consensus, members will be required to undertake a formal vote on a simple majority basis which will be recorded. Each statutory agency's representative in attendance will have a single vote. Where there is more than one representative from a statutory agency the attendee with the most senior role will have the right to vote. In regard to Local Authorities, it is expected that the casting vote will sit with the Director of Adult Social Care or a representative delegated by them. In the event of a tied vote the Chair will have the casting vote.

If there is a dispute between Board partners, dispute resolution procedures will be followed. Within 28 days of the Board determining that a dispute exists, the West of Berkshire SAB Chair, in consultation with the Directors of Adult Social Care, will convene a joint meeting of the parties in dispute. This should take place as soon as is reasonably practicable, but within three months. In most cases the Chair of the SAB will chair the 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 agree 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 Directors of Adult Social Care may refer the dispute to a Chartered Institute for Arbitrators to be resolved.

If there is a dispute between a West of Berkshire SAB partner and the 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 this within 28 days the Director of Adult Social Care, in consultation with the Chief Executive, may refer the dispute to the Chartered Institute for Arbitrators to be resolved.

3.8 ROLE OF INDEPENDENT CHAIR

The Chair is appointed by the Chief Executive of the Local Authority following a recommendation from a panel made up of relevant partners from the SAB. There will be a clear role description for the Chair. 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 will provide independent leadership and strategic vision to the SAB and ensure that the SAB has an independent, objective and authoritative identity.

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.

The Chair is also responsible for raising safeguarding issues with relevant statutory bodies as the representative of the West of Berkshire SAB and challenging the Board and its members if these are not addressed appropriately.

The Chair should be independent, either as a voluntary or paid position under contract. The Chair does not report directly to the Chief Executive or the Lead Member, but should liaise with them and brief them on any issues of note and meet with them on an annual basis for a review of safeguarding governance and arrangements.

Board members will be consulted on the appointment of the Chair and with the Directors of Adult Social Care 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 3 years to ensure consistency and continuity. Thereafter, a review of employment should be undertaken and members consulted on the continuation of the Chair.

4 STRUCTURE OF THE BOARD

4.1 FREQUENCY OF MEETINGS

The SAB will adopt the financial year April 1st – March 31st. The full board will meet at least four times per year.

Extraordinary meetings may be called by the Independent Chair where a need arises. As much notice as possible will be given.

4.2 MEMBERSHIP

The full board will be chaired by the Independent Chair, who will agree the agenda. The SAB will elect a vice chair who will chair the meeting on occasions that the Independent Chair is unable to do so.

Organisations must designate particular, named people as their representative on the West of Berkshire SAB so that there is consistency and continuity in the membership of the Board. Members are required to nominate a suitable alternative representative in the event of them being unable to attend a meeting.

Membership should be from all key agencies or major service areas represented, and at as senior level as possible. The representative should hold a strategic position within their organisation with respect to safeguarding and promoting the welfare of adults. Board members and any suitable alternative representative must be:

- experienced in the work of their organisation;
- able to explain their organisation's priorities;
- able to promote the aims of the SAB;
- understand pressures facing front line practitioners;
- able to speak with authority within their organisation;
- hold their organisation to account; and
- commit their organisation on policy and practice and to agreed actions, including those with financial implications.

Members of the West of Berkshire SAB have a duty to contribute effectively to the work of the Board and its sub groups.

Board members will also be responsible for cascading information about the activity of the SAB as well as local and national developments to senior management teams and Executive Boards within their own agency.

In the event of a member no longer being able to represent their agency, reasonable notice should be given to the Independent Chair so that a replacement may be found.

The Board regularly reviews membership to ensure it reflects those organisations that have a key role in safeguarding across the West of Berkshire and to ensure service users' views can be included within the voice of the Board.

The West of Berkshire SAB will include one senior representative from the organisations / services below:

- Buckinghamshire, Oxfordshire and Berkshire West Integrated Care Board
- 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) Healthwatch – Reading, West Berkshire and Wokingham
- Voluntary Care Sector – Reading, West Berkshire and Wokingham

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 (South East)
- National Probation Service
- Legal Representative
- Community Safety Partnership
- Department of Work and Pensions
- Independent Health Provider Representative
- Office of the Police and Crime Commissioners

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
- Office of the Public Guardian
- Coroner's office

- Care Quality Commission

At the discretion of the Chair, advising officers and observers can attend Board meetings. Advising officers provide information and professional expertise. They and observers may, at the discretion of the Chair, address meetings but are not members of the Board and cannot vote.

4.3 ATTENDANCE

For the Board to be successful and to achieve its goals it needs to be truly reflective of all partner agencies. Attendance at the Board is essential to its success. Board members are expected to attend a minimum of 75% of Board meetings.

For some individuals in smaller organisations, it is accepted that a 'virtual membership' is the only way they can commit to the Board. Rather than lose their voice, the Board will list these individuals as members and they will receive all minutes and paperwork and be informed by the Business Manager of agenda items that may be of specific interest to them or issues that the Board would like them to comment on.

Attendance at Board and subgroup meetings will be monitored and reported as part of the SAB's Annual Report and any issues regarding attendance of agencies will be raised with the agency concerned.

4.4 QUORACY

A meeting of the West of Berkshire SAB requires at least five members, representing at least four separate agencies, to be quorate. This quorum should always include either the Independent Chair or Business Manager. No decisions can be made without the meeting being quorate.

4.5 RECORDS AND CONFIDENTIALITY

The minutes of the West of Berkshire SAB meetings will be entered as a permanent record and submitted for approval at the next meeting.

The meetings of the West of Berkshire SAB will not be held in public, although the minutes of the Board will, subject to issues of confidentiality and legal considerations, be a public document and posted on the website.

Documents relating to Safeguarding Adults Reviews are only shared with the SAR Panel members and anonymised summaries are provided to the Board.

Papers must not be shared by Board members without the permission of the Independent Chair.

5 SUBGROUPS

There are six Subgroups which meet quarterly, usually in advance of the Board meeting, and provide a written report to the each Board meeting. Time limited tasks groups may be set up for individual pieces of work. These will be agreed and monitored by the Board.

5.1 PERFORMANCE & QUALITY SUBGROUP

The Subgroup aims to:

- To set an action plan to deliver the outcomes within the business plan

- Provide an interface with the Pan Berkshire 'Policy and Procedure' group
- Develop a range of mechanisms for measuring outcomes in respect of assuring the SAB about the effectiveness of safeguarding activity in practice, including implementation of Action Plans from SARs and trends being identified through data reporting
- Oversee performance and data quality of all safeguarding activity across the area
- Develop and maintain a framework, which ensures there are effective and accountable quality performance indicators and monitoring systems in place
- Produce regular reports to the SAB, which ensures a consistent approach and good quality of safeguarding provision is maintained across all partner agencies
- Consider trends in safeguarding activity and share these with the SAB and the other subgroups for them to support relevant work, as required

5.2 Learning and Development

- Ensure that the Berkshire Multi-agency Safeguarding Adults Policy and Procedures are used within training.
- Develop and regularly review the training standards.
- Promote best practice and support the Board to raise awareness of safeguarding adults through training.
- Provide advice and guidance to support a range of learning solutions to meet identified learning needs.

5.3 Communication and Publicity

- Improve communication from and to 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, service users and carers on behalf of the Board.
- Assure the Board that partners are aware of the need to promote awareness and that opportunities are taken to prevent abuse.

5.4 SAFEGUARDING ADULTS REVIEW PANEL

The aims of the SAR Panel are to ensure that:

- the SAB has in place sound mechanisms for identification of potential Safeguarding Adults Reviews;
- proper processes are followed in each case; and that
- learning from local, regional and national cases is embedded across the partnership.

5.5 POLICY & PROCEDURES – BERKSHIRE WIDE

The three Safeguarding Adults Boards in Berkshire (Bracknell Forest and Windsor & Maidenhead, Slough and West of Berkshire) are committed to ensuring that all agencies work together to minimise the risk of abuse or neglect to vulnerable adults and to safeguard effectively where abuse or neglect have or may have occurred.

The Safeguarding Adults Policy and Procedures Sub Group's purpose is to:

- Ensure that Berkshire Multi-Agency Policy and Procedures commissioned by the Boards is developed and reviewed on a regular basis (twice yearly) to ensure that safeguarding adult's activity in Berkshire is robustly and effectively coordinated between and within each agency.

- Ensure that all Berkshire Multi-Agency Policy and Procedures promote confidentiality, dignity and effective access to safeguarding for all communities across Berkshire and promote Making Safeguarding Personal in line with legal requirements.

5.6 VOLUNTARY SECTOR AND HEALTHWATCH SUBGROUP

- To open communication between SAB, VCS and Healthwatch across the partnership to ensure that their knowledge is considered when agreeing board priorities.
- To contribute to work of the SAB
- Specific Business Plan tasks

6 STRATEGIC PLAN

The SAB will publish a Strategic Plan covering each financial year outlining its strategy for achieving its objectives and what each member is to do to implement that strategy. In preparing its strategic plan, the SAB will consult with Board members, Healthwatch and other stakeholders including the local community, specifically adults who have experienced the safeguarding process.

The Strategic Plan will outline a set of key priorities and objectives which the SAB will use as benchmarks to assess the performance and effectiveness of local services in relation to safeguarding related activities. The scope of the SAB includes a broad range of activities to improve outcomes for adults at risk by promoting awareness, improving practice and learning and the prevention of harm to adults across a range of areas of activity.

Individual partners are expected to use their own internal governance arrangements to seek wider endorsement of and contribution to the plan.

7 ANNUAL REPORT

Each year the SAB will publish an Annual Report outlining the progress of safeguarding adults work in the West of Berkshire in the past year. The Chair will coordinate the production of the annual report, but this will be agreed by the Partner agencies and will detail:

- what it has done during that year to achieve its objective;
- what each member has done during that year to implement the objectives of its Strategic Plan;
- the findings of any safeguarding adults reviews which have concluded in that year (whether or not they began in that year);
- the reviews arranged by it under that section which are ongoing at the end of that year (whether or not they began in that year);
- what it has done during that year to implement the findings of any SARs; and
- where it decides during that year not to implement a finding of a review arranged by it under that section, the reasons for its decision.

The SAB will send a copy of the report to:

- The Chief Executive of all partner agencies.
- The Leader of Reading Borough Council, West Berkshire District Council and Wokingham Borough Council.
- The Chairs of the Health and Wellbeing Boards.
- Berkshire West Safeguarding Children Partnership

- Healthwatch.

The West of Berkshire SAB Strategic Plan, Business Plan and Annual Report will be public documents and will be published on the Board's website.

8 FUNDING

The SAB's funding partner agencies will contribute annually, at an agreed payment level or, where previously agreed through services in kind to the funding required to meet the responsibilities, duties and objectives of the SAB. The members agree to the establishment and maintenance of a pooled fund which will be managed by the host Local Authority on behalf of Board Partners. The fund will be used for resourcing the Board to ensure it meets its responsibilities, duties and objectives. A transparent budget monitoring process will be employed by the host Local Authority, with regular updates provided to the Board. Any unspent funds will be carried over to the next financial year. The financial year will run from the 1 April to the 31 March the following year, with contributing agencies being invoiced by the 1 October each year.

Memorandum of Understanding Board Member Roles and Responsibilities

1 IN RELATION TO THE BOARD MEETINGS:

- To attend all meetings and for the whole meeting. The minimum expectation is to attend 75% of meetings in a year.
- To be punctual.
- To read all papers prior to the meeting and be prepared to contribute to the discussion.
- To nominate a named deputy who will attend on occasions when attendance is not possible who will be properly briefed to address the issues on the agenda, to present relevant agenda items and to make decisions on behalf of the agency.
- To declare any conflict of interests to the SAB Chair.

2 IN RELATION TO THE BOARD MEMBER'S OWN AGENCY

The key role is to champion and lead the safeguarding agenda within their agency, to include the following activities:

- To promote the need for a named lead for Safeguarding Adults within their agency.
- To ensure that relevant departments within their agency contribute to the safeguarding work of the Board:
 - Human Resources contribution to Safe Recruitment.
 - Finance contribution to the budget for safeguarding work.
 - Training contribution to single agency and multi-agency training programme for safeguarding.
 - Media and Communications Teams contribution to media management and publicity.
 - Data and ICT contribution to the Safeguarding Agenda.
 - Information systems.
- To bring to the SAB agenda, issues regarding safeguarding that relate primarily to their own agency but which have implications for the co-operation between agencies and the monitoring role of the Board e.g. performance assessments, audits of practice, new guidelines either national regional or local.
- To alert to independent chair of any potential conflict of interest when carrying out Board business.

3 IN RELATION TO THE BOARD'S BUSINESS

- To lead on key activities outlined in the Business Plan and work programmes of the Subgroups and any additional activities to deliver the key priorities and outcomes of the SAB.
- To be prepared to chair and participate in subgroups and task and finish groups and to resource these from their agencies where necessary, making sure that representatives are briefed about the strategic context and priorities of the SAB, attend regularly and make relevant contributions.
- To work within their agencies to ensure that information is communicated efficiently and that activities within the agency are coordinated.
- To communicate key messages about safeguarding within their own agencies.
- To complete required tasks within agreed deadlines.
- To share accountability for multi-agency work in safeguarding proactively.
- To be responsible for identifying poor performance in safeguarding practice within their agency and other agencies, and where responsible for that area of work, acting to address this or bringing it to the attention of the relevant person. Where poor practice continues despite intervention or due to circumstances beyond the individual's sphere of influence, to bring the concerns to the Board.
- Where required, be a member of a Safeguarding Adults Review Panel and carry out the responsibilities this entails or commission such membership from within their agency.

4 IN RELATION TO OTHER PARTNER AGENCIES:

- To know and understand the roles and responsibilities of other agencies and to hold them to account.
- To support other agencies by respecting and valuing their contribution and actively seeking to contribute to the work they are leading on, ensuring that activity is collaborative and avoids duplication or creating avoidable gaps in provision.
- To challenge attitudes, actions and practices that do not support the objectives of the SAB.
- To deliver on the Business Plan and work programme(s) and to contribute to the identification and review of priorities.
- To provide support to the agency representatives on the SAB subgroups in identifying and accessing sources of performance information in order to contribute to the performance management and priorities for the SAB.
- To adhere to the Board's Communication Protocol in the event of a Significant Safeguarding Incident.

5 THE SAB COMMITMENT TO MEMBERS

The SAB is supported by an Independent Chair and Business Manager and the following processes are in place to support the work of the board, individual members and their agencies.

- All papers will be sent out a minimum of one week (5 working days) before each meeting.

- Minutes will be sent out 2 weeks after the meeting to ensure that actions can be completed.
- To ensure the effectiveness of the board, reminders on action points will be sent in a timely fashion.
- Board meetings are quarterly and will last for three hours.

I the undersigned confirm my role as member of the West of Berkshire SAB and agree to carry out my responsibilities as set out in the Board's Constitution.

Name and Position:

Signature:

Date:

I confirm membership of the above and welcome them to the West of Berkshire SAB.

Name and Position: Prof Keith Brown SAB Independent Chair

Signature:

Date:

Arrangements to Apply the SAB's Powers Under s45 of the Care Act

The Care Act introduces a new duty for Safeguarding Adults Boards. In essence section 45 of the Care Act means that:

- A person must supply information on request by the SAB if he/she is likely to have information relevant to the SAB's functions.
- The information can be about the person, or a function or activity they engage in, or a person in respect of whom they exercise the function / activity.

The power to request information could be used when carrying out a Safeguarding Adults Review, but might also assist in the context of an ongoing safeguarding investigation, particularly if issues are raised about the disclosure of relevant information. The request places the person it is made to under a duty to disclose.

It is the Board rather than Adult Social Care or any other agency which has the power to request disclosure.

The SAB has agreed an arrangement for requesting information in urgent cases, as outlined in the following procedure:

1. As the delegate of the Safeguarding Adults Board, the Chair or her nominee may request proportionate and relevant information which is required to assist in a safeguarding adults investigation.
2. A referral may be made to the Chair and should identify the agency or individual and the information sought from them, together with a brief statement of the reasons for seeking disclosure, and timescale. In specifying a timescale for disclosure, the Chair will consider both the urgency of the request and the time likely to be needed to make available the information requested.
3. The Chair will consider the referral and decide whether to make a request. Any individual or agency recipient will be given the opportunity to state any exceptional reasons for withholding information which has been requested. In deciding whether to make a request, the Chair will consider any exceptional reasons put forward for withholding some or all of the information and will balance these against the likely importance of the information to the achievement of the Board's functions. Any objections to a request under section 45 could be referred to an independent third party, whose decision on behalf of the Board would be final.



Pan Berkshire SAB
Information Sharing F

<http://www.sabberkshirewest.co.uk/media/1407/pan-berkshire-sab-information-sharing-protocol-v10.pdf>