

**ISLE OF WIGHT
LOCAL SAFEGUARDING ADULTS BOARD
CONSTITUTION**

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1. Introduction

- 1.1 Local Safeguarding Adults Boards arose from the recommendations set out in the Department of Health's guidance *No Secrets* (DH, 2000)
- 1.2 It identified that a multi-agency framework should be set up to:
 - identify role, responsibility, authority and accountability with regard to the action each agency and professional group should take to ensure the protection of vulnerable adults;
 - establish mechanisms for developing policies and strategies for protecting vulnerable adults which should be formulated, not only in collaboration and consultation with all relevant agencies but also take account of the views of service users, families and carer representatives;
 - develop procedures for identifying circumstances giving grounds for concern and directing referrals to a central point;
 - formulate guidance about the arrangements for managing adult protection, and dealing with complaints, grievances and professional and administrative malpractice;
 - implement equal opportunity policies and anti-discriminatory training with regard to issues of race, ethnicity, religion, gender, sexuality, age, disadvantage and disability;
 - balance the requirements of confidentiality with the consideration that, to protect vulnerable adults, it may be necessary to share information on a 'need-to-know basis' (bearing in mind the provisions of the Public Interest Disclosure Act 1998); and
 - identify mechanisms for monitoring and reviewing the implementation and impact of policy.

- 1.3 ADASS in their 2005 document *Safeguarding Adults, a national Framework of Standards for good practice and outcomes in adult protection work* also set out standards for the Safeguarding Adults Partnerships
- 1.4 In January 2010, the Minister for Care Services announced that following the Review of *No Secrets*, Adult Safeguarding Boards would be placed on a statutory footing to enhance accountability across public service agencies. Whilst there has still been no specific guidance on this, this constitution will encourage accountability across our partnership

1.1. Title

- 2.1 The Board shall be known as the Isle of Wight Local Safeguarding Adults Board hereafter known as the LSAB or the Board

3. Functions

- 3.1 To protect those adults who are vulnerable. The LSAB has a key role in promoting the wider agenda so that safeguarding is a responsibility for everyone
- 3.2 To agree policies and strategies which underpin partnership working to prevent abuse and neglect happening within the community and in service settings; promote the safeguarding interests of adults at risk to enable their well being and safety; respond effectively and consistently to instances of abuse and neglect
- 3.3 To coordinate work by each partner agency represented on the Board for the purpose of safeguarding and promoting the welfare of adults at risk and to ensure the effectiveness of that work
- 3.4 To work in co-operation with the Local Safeguarding Childrens Board and Domestic Abuse Forum on issues that affect families and the wider community
- 3.5 To promote the independence and safety of all adults at risk consistent with their rights, capacity and personal responsibility and wherever possible take the necessary action to reduce the risk of abuse occurring
- 3.6 To hold to account partner agencies in matters of safeguarding, including appropriate challenge on performance
- 3.7 To ensure effective arrangements are in place to determine when to hold a Serious Case Review and to ensure lessons from this are disseminated across partner agencies and wider in order to lead to improved practice

- 3.8 To set the strategic direction of the Board and monitor progress of the Business Plan
- 3.9 To produce and publish an Annual Report detailing the work of the LSAB over the preceding 12 months

4. Membership

- 4.1 The LSAB shall be composed of Senior Managers 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. If they are unable to attend Board meetings for any reason they must send a representative of sufficient seniority
- 4.2 Membership will be reviewed every 3 years
- 4.3 The LSAB will ideally be chaired by an independent chair to ensure transparency and equitable scrutiny across partner agencies
- 4.4 The vice chair will be nominated and appointed by the LSAB and will serve for a period of 3 years.
- 4.5 The LSAB can invite additional persons to attend Board meetings on an ad hoc basis at the discretion of the Chair
- 4.6 The LSAB will be supported by the Adult Safeguarding Strategic Lead
- 4.7 All full Board members and nominated substitutes will have voting rights
- 4.8 Any officers attending on a regular basis to provide advice and support to the Board rather than as members, will be identified as being in this role and will not have voting rights

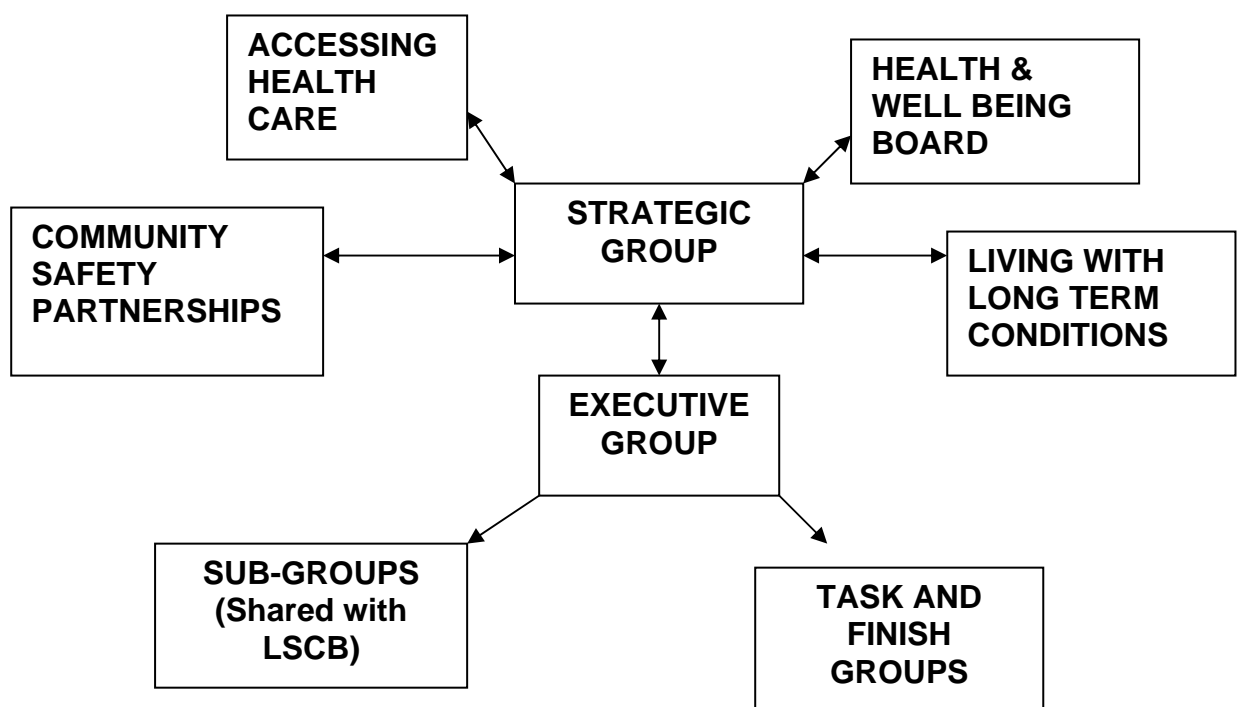
5. Arrangements

- 5.1 The LSAB will meet quarterly. Additional meetings may be convened if required by the Chair
- 5.2 A quorum of the LSAB shall be 5 members from Partner Agencies. If at any time the meeting is not quorate, it will not proceed
- 5.3 The Chairs of both the Strategic and Executive groups will meet with the Adult Safeguarding Strategic Lead in advance of each LSAB meeting to agree the Agenda
- 5.4 Admin arrangements will be supported by the Admin officer, Safeguarding

- 5.5 Accessible minutes will be kept of each Board meeting to include main discussion points, any points specifically requested to be on record by members, action points, responsibility and time frames
- 5.6 A register of attendance will be kept for each meeting
- 5.7 Minutes will be checked by the Chair and will be circulated within 14? days of the meeting and will be confirmed as accurate and signed off at the following meeting. A draft agenda will be circulated 2 weeks prior to a meeting with requests for items. The agenda will be agreed by the Chair and circulated 7 days in advance of the meeting.
- 5.8 All full LSAB members and nominated substitutes will have voting rights

6. Structure

6.1 The following structure will be adopted;



6.2 The Strategic Group will have the following responsibilities:

- Oversee effective multi-agency policies and procedures for safeguarding adults at risk.
- Hold partner agencies to account and coordinate and monitor the effectiveness of partner organisations working together to implement their responsibilities in relation to safeguarding adults at risk.

- Learn and share lessons from national and local experience and research and contribute to and influence the national safeguarding agenda.
- Commission serious case reviews where there is strong evidence to suggest that an adult has died or has been significantly harmed as a result of abuse or neglect.
- Publish an Annual Partnership Report.
- Oversee the implementation of the Safeguarding Business Plan in order to direct the work of the Board and establish priorities.
- Ensure that the Business Plan is signed up to by all partner agencies at senior executive/board level
- To ensure that there are sufficient resources available to meet the Action Plan
- To ensure the effective commissioning and provision of services to respond to the needs of adults who have been abused

6.3 The Executive Group will have the following responsibilities:

- Develop and implement effective multi-agency policies and procedures for safeguarding adults at risk.
- Report to and receive advice from the Strategic Group on matters of legislation, policy and professional practice
- Ensure there is communication within the wider community to develop awareness of the need to safeguard and protect adults in vulnerable situations from harm.
- Develop systems to audit and evaluate the impact and quality of safeguarding work.
- Develop and produce a Business Plan in order to direct the work of the Board and establish priorities.
- Develop and implement a Training Strategy to meet the training needs of staff across all agencies to work effectively together to protect adults at risk.
- Ensure that appropriate working groups are in place to support the Business Plan, commission projects from these groups and scrutinise and monitor the work of the sub groups.
- Ensure local publicity and public awareness campaigns are implemented and effectiveness monitored

- Monitor and Review safeguarding practice to ensure all practitioners are aware of their responsibilities in respect of safeguarding adults.
- Ensure use of a social care governance framework to support practitioners, managers and teams to reflect on and evaluate practice in relation to safeguarding adults

6.4 The Executive Group will meet on alternate months

6.5 The Executive Group will be chaired by the Head of Commissioning, Adult Social Care

6.6 The LSAB will support Sub-groups and as required time-limited task and finish groups. Sub-groups will be shared wherever possible and practical with the LSCB and will include:

Workforce development
Quality Assurance

6.7 The role of the Sub-Groups and Task and Finish Groups are to develop good practice and carry forward the key tasks set by the Executive Group

6.8 Chairs of the Sub-Groups will be LSAB members on the Executive Group

7. Responsibilities of Board Members

7.1 The key objective of a member of the LSAB is to ensure that the Board is effective in achieving its functions.

7.2 Board members will:

- Attend meetings of the LSAB regularly and consistently including special meetings as and when required. In the event of being unable to attend members are required to ensure that a suitable delegate attends in their place).
- Represent the views of their agency / organisation at LSAB meetings or provide a representative view from their profession.
- Speak for their agency / organisation with authority and hold their agency / organisation to account
- Deploy resources to support safeguarding work
- Establish effective systems for being briefed by and providing briefings to their agency or liaise with their profession about views on safeguarding matters
- Consult with relevant staff within their agency / organisation on all pertinent safeguarding issues.

- Disseminate information to relevant staff within their own agency / organisation in an appropriate and timely manner following all LSAB meetings.
- Ensure that processes are in place for implementation of a safeguarding policy.
- .Participate in / appoint representation to, and liaise with one or more of the sub-groups where indicated by role. In the event of being unable to attend any meeting sub-group members are required to ensure that a suitable delegate attends in their place.
- Produce or ensure the production of reports to / from their agency / organisation as required. This may include participation in Serious Case Reviews, audits, monitoring of standards of safeguarding practice within their agency, etc.
- Raise issues from their agency / organisation by placing them on the appropriate LSAB Strategy Group, Executive Group or sub-group agenda, contributing to the setting and the achievement of Isle of Wight LSAB's objectives or raising concerns direct with the LSAB Chair.
- Comply with and support any audit undertaken of:
 - the effectiveness of LSAB as a body
 - safeguarding practice
 - Ensuring their agency's / organisation's participation in accordance with *No Secrets*
- and ensuring
 - that all staff are trained in adult safeguarding to an appropriate level
 - that their agency operates safe recruitment procedures
- Identify any safeguarding training needs within their agency and draw these to the attention of the LSAB.
- Support and help arrange attendance at multi-agency training courses from within their agency.
- Contribute to multi-agency training as appropriate.
- Maintain up-to-date knowledge of safeguarding issues, undertaking personal training as required.
- Promote good practice within their agency as to the appropriate levels of confidentiality that apply to adult safeguarding issues.
- Ensure that the definition of safeguarding is understood within their agency and the message that safeguarding is everyone's responsibility underpins practice within their organisation.
- Ensure that all staff within their organisation have an understanding of their responsibilities for safeguarding and promoting the dignity of adults at risk of abuse and what actions should be taken if they have concerns about the welfare of an adult.
- To respond to communications and act as a channel of communication between their own agency and the Board.
- To share responsibility with partners for ensuring delivery of the business plan
- To be the named safeguarding 'champion' for their agency in all matters relating to the Board.

- To take a lead role for safeguarding adults within their agency/professional group and lead on work as required by the Board.
- Have a named nominated deputy who can attend and act on behalf of a member.

8. Accountability and Governance

- 8.1 The Board is accountable for its work to its constituent agencies and through the Overview and Scrutiny committee of the Council. Board Members are accountable to their own organisations
- 8.2 The Executive Group is responsible to the Strategic Group.
- 8.3 The sub-groups are responsible to the Executive Group
- 8.4 There will be a relationship with both the Health and Well Being Board and the Community Safety Partnership

9. Business Plan and Annual Report

- 9.1 The LSAB will produce a three yearly Business Plan. The Business Plan will be developed in consultation with board members along with stakeholders. The Executive Group will be responsible for coordinating the development of the plan.
- 9.2 The LSAB will also prepare and publish an annual report outlining its activities and achievements in the preceding year. All Partner Agencies will be expected to contribute to the annual report

10. Performance Framework

- 10.1 The LSAB will conduct an annual self-assessment of its performance based on Nationally defined Standards (Appendix)

11. Serious Case Review

- 11.1 The LSAB will consider requesting a Serious Case review where a vulnerable adult has died or has been seriously harmed in circumstances where abuse or neglect is known or suspected to be a factor in their death.
- 11.2 The Pan-Hampshire and Isle of Wight Serious Case review Procedure will be used to determine the need for a SCR and actioned accordingly (Appendix)

12. Review

12.1 This Constitution will be reviewed annually

Appendices

Terms of Reference Strategic Group
Terms of Reference Executive Group
Serious Case review Procedure
Performance Framework

Final Version April 2012