

DRAFT

Membership Handbook

Adopted April 2015

Introduction to Southampton Safeguarding Adult Board

Welcome to the Southampton Safeguarding Adult Board

I recognise that the role of Board Member is challenging and requires a clear understanding of the business of the Board as established by the Care Act 2014 and the Care and Support Statutory Guidance 2014 and of the independent nature of the Board.

This handbook provides an introduction to the Board, its responsibilities and the expectations of individual Board Members. For new Board members there will always be an opportunity to meet with the Board Business Manager to discuss your role and the current stage of developments of the Board.

I hope you will find the handbook informative and we will always be keen to hear your views on how it could be updated to provide the best introduction possible to new Board Members.

Fiona Bateman
Independent Chair
Local Safeguarding Adult Board

1. Statutory

Southampton Local Safeguarding Adults Board (LSAB) is established under Care Act 2014 and Care and Support Statutory Guidance 2014.

2. Purpose

The Board is the key statutory mechanism for agreeing how relevant organisations will cooperate to safeguard and promote the welfare of Adults at risk or experiencing neglect and/or abuse in Southampton and ensuring the effectiveness of what they do. The Board will undertake work based on local need and is mindful of the diverse needs of Adults and will promote equality.

3. Scope

The Board aims to achieve its objectives whilst supporting individuals in maintaining control over their lives and in making informed choices without coercion. In achieving this the following 6 key principles will 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

4. Membership of the Board

Each member (exceptions would include lay members, Board observers) have strategic role in safeguarding and promoting the welfare of Adults. Members should be able to:-

- speak for their organisation with authority
- commit their organisation on policy and practice matters
- hold their organisation to account
- influence the development of their agency's practice
- contribute to the development of robust and effective monitoring and performance functions

5. The Role and Responsibilities of Members

The individual members of the Board have a duty to contribute to the effective work of Southampton Safeguarding Adult Board, in making an objective assessment of performance and in recommending or deciding upon the necessary steps to put right any problems. This should take precedence, if necessary, over their role as a representative of their organisation. A clear written statement about the roles and responsibility are attached in Appendix 1.

6. Strategic partnerships

Individual members will show strategic leadership in safeguarding matters. The Chair and the Board will routinely report on the Boards work and in particular submit its Annual Report to the Health and Wellbeing Board in accordance with the Statutory Guidance.

Southampton LSAB has a separate identity and will strive to develop relationships with other strategic bodies including the Quality Surveillance Group, Health and Wellbeing Board, Southampton Safeguarding Children Board and the Safe City Partnership and will provide robust challenge to the work of these groups in driving improvements in the safeguarding of Adults at risk or experiencing neglect and/or abuse.

Southampton Safeguarding Adults Board

7. Governance Arrangements

The LSAB Strategic Plan is agreed by the Board and the action plans are delivered by the chairs of the Sub Groups. The Independent Chair will be accountable to the Chief Executive of the Local Authority. All Partner Agencies will be responsible for providing feedback on what they have done to implement the Strategic Plan and to contribute to the development of the Annual Report which will be the responsibility of the Board to produce and for the Chair of the Board to ensure publication and presentation of it to the relevant bodies.

The Board will support the Guidelines for Representation of the Voluntary and Community Sector in Southampton which have been endorsed by Southampton Voluntary Services and Southampton Connect as detailed in Appendix 2.

The LSAB will also maintain a local Learning and Development Strategy which will be shared across local organisations who work with Adults and is attached as (Appendix 3 – to be finalised). In addition it will also maintain a Learning and Review Framework and a Quality Assurance Framework as detailed in (Appendices 4 and 5 – to be finalised)

8. Frequency of Meetings

Southampton Safeguarding Adult Board will meet bi-monthly (six times per annum). Sub Groups will meet monthly, bi-monthly or on a quarterly basis.

9. Confidentiality

All agenda, minutes and other reports and documents and all proceedings of the Board and Sub-Groups shall be treated as confidential. These can only be shared with the agreement of the Independent Chair of the Board.

10. Notice of Leaving

In the event of a member no longer representing their agency, reasonable notice should be given to the Chair of the Board or the Chair of the relevant sub-group. A replacement representative to be agreed or details who to contact regarding a replacement should be provided to the Chair of the Board or the Chair of the sub committee.

11. Sub Groups

The Board is supported in its work by the following delivery Sub Groups, Terms of Reference for these groups are attached as Appendix 6.

- Case Review
- Monitoring & Evaluation
- Learning and Development – This will be a joint Sub Group across the LSAB and LSCB
- Community Engagement and Awareness – This will be a joint Sub Group across the LSAB and LSCB.

12. Funding

To ensure the effective functioning of the Board, resources are allocated from the partnership formalised through a pooled budget.

LOCAL SAFEGUARDING ADULTS BOARD

Role Description

Job Title: Chair of the Southampton Local Safeguarding Adults Board

Purpose:

1. To ensure effective multi-agency working to enable the Board to carry out its statutory duties as set out in the Care Act 2014 in respect to safeguarding and promoting the welfare of adults in Southampton.
2. To ensure that the organisation represented undertakes a strategic role in relation to safeguarding and promoting the welfare of adults within the City and collaborate effectively to co-ordinate and promote the Safeguarding agenda.

Main areas of responsibility:

1. To Chair the Local Safeguarding Adults Board meetings, this would include:-
 - Agenda planning and preparation;
 - To attend regular meetings and provide progress reports to the Chief Executive;
 - To attend regular meetings with the professional advisor to the Board.
2. To ensure that key issues and national developments are brought to the attention of and considered by the Local Safeguarding Adults Board.
3. To contribute to and provide a lead on inter-agency co-operation in safeguarding work.
4. To attend annual business planning events and lead on the development of the Strategic Plan and Annual Report and ensure Action Plans are in place for implementation.
5. To ensure communication with Sub Group Chairs.
6. To lead in discussions on the Safeguarding Adults Board budget.
7. To review the membership of the Safeguarding Adults Board and ensure that it is representative and effective.
8. To respect confidentiality of sensitive information provided by the constituent agencies of the Safeguarding Adult Board.
9. To lead on the continuous development of an effective Safeguarding Board.

10. To agree any response to media enquiries with constituent agencies as appropriate.
11. To investigate and attempt to resolve any disputes and complaints between Board Members in accordance with the Constitution.
12. To investigate and attempt to resolve any issues of non-compliance with the Board in accordance with the Constitution.
13. To agree when to commission a Case Review and ensure any review is undertaken in accordance with procedures, in a timely manner and reported in the Annual Report.
14. To liaise with Chairs of neighbouring Safeguarding Adults Boards in Hampshire regularly.
15. To keep up to date with relevant literature, legislature and developments in the Safeguarding Adults Arena.
16. To liaise with a range of groups and personnel: statutory, voluntary and independent groups, council officers and members. This includes a responsibility to represent the Board at a variety of conferences, key meetings and events.
17. To ensure that the Board promotes Equality of Opportunity through policies and practice.
18. To discharge any power delegated to the Chair from the Board.

LOCAL SAFEGUARDING ADULTS BOARD

Role Description

Job Title: Member of the Southampton Local Safeguarding Adults Board

Purpose:

1. To participate in effective multi-agency working to ensure that the Board is able to carry out its statutory duties as set out in the Care Act 2014 in respect to safeguarding and promoting the welfare of adults in Southampton.
2. To ensure that the organisation represented undertakes a strategic role in relation to safeguarding and promoting the welfare of adults within the organisation.
3. Board members have a duty to contribute to the effective work of the Board, in making the assessment of the Board performance as objective as possible and making recommendations or decisions to take the necessary steps to put right any problems. This should take precedence if necessary over the role of the representative of their organisation.

Principles:

Board members should be able to:

- speak for their organisation with authority
- commit their organisation on policy and practice matters
- hold their organisation to account
- influence the development of their agency's practice
- contribute to the development of robust and effective monitoring and performance functions

Main areas of responsibility

1. Attend all Board meetings and Sub Group meetings where appropriate or delegate to an appropriate colleague in any absence;
2. Read all papers prior to the meetings and consult with appropriate personnel within the respective agency where appropriate;
3. Declare any interest about any issue to the Chair prior to the meeting;
4. Contribute to the discussion and decision making processes within meetings in accordance with the constitution;
5. Provide regular updates including performance and quality data and information on safeguarding;
6. Bring key strategic issues to the attention of the Board;
7. To contribute to the development and implementation of the Strategic Plan and Annual Report;

8. Ensure that the duty to co-operate is understood and acted upon within the individual agency and to discharge any power delegated by the Chair;
9. Disseminate and communicate reports, policies, procedures and decisions as appropriate within the agency; and
10. Participate in discussions about the Board budget and to ensure that the agency contribution to the Board is adequate and appropriate.
11. Ensure compliance with the wider expectations set out within the Care and Support Statutory Guidance (Chapter 14) and/or any subsequent amendments.

LOCAL SAFEGUARDING ADULTS BOARD

Role Description

Job Title: Chair of the Southampton Local Safeguarding Adults Board Sub Group

Purpose: To ensure the smooth running of the Sub Group and that agencies collaborate effectively to co-ordinate and promote the Sub Group agenda.

Main areas of responsibility

1. To Chair Sub Group meetings, this would include:-
 - Agenda planning and preparation; and
 - To attend LSAB meetings to represent the Sub Group and provide progress reports on the work of the Sub Group.
2. To ensure that relevant key issues and national developments are brought to the attention of and considered by the Sub Group.
3. To contribute to and provide a lead on inter-agency co-operation in safeguarding work.
4. To attend annual business planning events for the LSAB and lead on the development of an annual business plan for the Sub Group and action plans for implementation.
5. To review the membership of the Sub Group and ensure it is representative and effective.
6. To respect confidentiality of sensitive information provided by the constituent agencies of the Sub Group.
7. To contribute to the continuous development of an effective Sub Group of the LSAB.
8. To agree any response to media enquiries with constituent agencies as appropriate and liaise with the Chair of the LSAB.
9. To investigate and attempt to resolve any disputes and complaints between members in accordance with the Terms of Reference and escalate to the Chair of the Board if resolution is not achieved.
10. To investigate and attempt to resolve any issues of non-compliance with the committee in accordance with the Terms of Reference and escalate to the Chair of the Board if resolution is not achieved.
11. To keep up to date with relevant literature, legislature and developments in the Safeguarding Adults Arena.
12. To liaise with a range of groups and personnel: statutory, voluntary and independent groups, council officers and members. On occasion this may include representing the Sub Group at meetings or events.

13. To ensure that the Sub Group promotes Equality of Opportunity through policies and practice.
14. To discharge any power delegated from the Board or the Chair of the LSAB

LOCAL SAFEGUARDING ADULTS BOARD

Role Description

Job Title: Member of the Southampton Local Safeguarding Adults Board Sub Group

Purpose: To participate in effective working of the Sub Group by sharing responsibility with other members for ensuring that organisations collaborate effectively to co-ordinate and promote the Sub Group agenda.

Main areas of responsibility

1. To attend Sub Group, this would include:-
 - Reading papers in advance of meetings;
 - Contributing to discussion and to the decision making process within meetings in accordance with the Terms of Reference;
 - Providing regular updates to the Sub Group on the performance of own agency in relation to the remit of the Sub Group and its Terms of Reference; and
 - Nominating a suitable alternative representative in the event of being unable to attend a meeting.
2. To ensure that key issues and developments of relevance within own agency are brought to the attention of and considered by the Sub Group.
3. To contribute to the development of an annual business plan and follow up agreed programs of work.
4. To review the membership of the Sub Group and ensure that it is both representative and effective.
5. To agree any response to media enquiries with other members and the Chair of the Sub Group and LSAB as appropriate.
6. To ensure decisions made by the Sub Group are enacted within own agency. This should include establishing a process for disseminating information within own agency and for implementation.
7. To respect confidentiality of sensitive information provided by the constituent agencies of the Sub Group.
8. To contribute to the continuous development of an effective Sub Group.
9. To keep up to date with relevant literature, legislature and developments in the Safeguarding Adults Arena.

10. To ensure that the committee promotes Equality of Opportunity through policies and practice.

11. To discharge any powers delegated from the Board or the Chair of the Board.