



# **Wigan Safeguarding Adults Board Constitution**

**2018/2019**

## **Constitution**

### **1. Title of the Board**

The Board shall be known as the Wigan Safeguarding Adults Board (WSAB), hereafter known as the Board.

### **2. Vision of the Board**

That residents of the Wigan Borough can live safely, free from harm, and abuse or the fear of abuse, in communities which:

- Have a culture that does not tolerate abuse
- Work together to prevent abuse
- Know what to do when abuse happens

### **3. Role of the Board**

3.1. The core purpose of the Board is to oversee the safeguarding of people in the Wigan Borough with care and support needs who may be at risk of abuse or neglect as defined in the Care Act 2014 and as a result of those needs is unable to protect himself or herself against the abuse or neglect, or risk of it. The board has a key role in promoting the wider safeguarding agenda so that safeguarding becomes everyone's business.

3.2. Wigan Safeguarding Adults Board (WSAB) has overall responsibility for coordinating safeguarding adult activity. To do this Board has a joint working arrangement with partners where they agree:

- To work together to strategically plan the activity necessary to improve the safeguarding of adults with care and support needs.
- To produce policies, procedures and guidance and ensure these are adopted by Executive Bodies of partner organisations.
- Share accountability, risks and resources.
- Monitor performance
- Oversee Serious Adult Reviews / Local Case Reviews and ensure lessons learned are embedded in practice going forward.
- Promote engagement with the community and other stakeholders to raise awareness and respond appropriately to concerns.
- Produce and implement an effective training plan

3.3. The Board works in accordance with the Chapter 14 of Department of Health Care and Support Statutory Guidance issued under the Care Act 2014 which relates to sections 42 – 46 of the Act

Final June 2015

3.4. The Board will oversee a programme of work which will enable it to hold itself and its members to account against the delivery of its Safeguarding Adults Plan, including:

- Quality and Assurance through a well-developed Learning and Improvement Framework
- Communications and awareness
- The roll out of Making Safeguarding Personal
- Development of new integrated ways of working

#### **4. Principles of Adult Safeguarding**

4.1. The Board will adopt the Department of Health Principles of Adult Safeguarding as laid on in the Statement of Government Policy on Adult Safeguarding (May 2013)

- 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.

#### **5. Priorities.**

5.1. The WSAB Safeguarding Business Plan outlines the priorities and the activity designed to deliver against these in detail.

- Ensure the Board remains compliant with the Care Act 2014.
- Engage with individuals, families, communities and professionals.
- Ensure a high quality workforce fully equipped to safeguard adults
- Develop a performance management framework that will allow the board to demonstrate impact
- Ensure high quality safeguarding through a robust quality assurance and case audit framework
- Develop a strategy for Early Intervention and Prevention
- Support the development of a Multi-Agency Safeguarding hub

## 6. Membership and Composition

### 6.1. Membership (See Appendix A for Current Membership List)

1. In line with Department of Health / Association of Directors of Adult Social Care / Local Government Association guidance members must have sufficient seniority and leadership within their own agency to speak on its behalf, to commit resources and agree actions and to represent their agency should the Board need to hold it to account. They should be able to fully participate in the development and maintenance of strong and effective multi-agency procedures and protocols and to ensure that local safeguarding adult services are adequately resourced.

Organisations will nominate a named individual as their Safeguarding Adults Board member to ensure consistency and continuity. In circumstances where members are unable to attend, nominated representatives can attend in their place.

Lack of attendance at Board meetings by an organisation/agency will seriously hinder the strategic development of the multi-agency arrangements for safeguarding adults, and for this reason non-attendance is viewed as unacceptable. Where both the nominated and deputising member do not attend for two or more meetings this fact will be drawn to the attention of the Chair of the Board.

Other agencies may be invited to become members by the Board if it is identified that their representation would assist the Board in its objectives.

### 6.2. Duties for Members

Each member of the Board is responsible for ensuring that effective safeguarding arrangements are in place within their organisations/agencies.

Members agree to play a strategic role, to promote safeguarding and people's independence, wellbeing and safety, to refer back to their organisations so that policy and practice can be developed, to disseminate within their own organisation and to contribute to sub-groups.

### 6.3. Chairperson

The Board will have an Independent Chair.

The role of the Chair is to ensure the Safeguarding Adult Partnership activity is aligned with national policy expectations and best practice ensuring safeguarding procedures are embedded in all practices and agencies. The chair will provide the lead to take the work forward to provide both critical challenge and to hold the respective agencies to account.

## **Executive Group**

6.4. The WSAB Executive Group is responsible for the successful delivery of Board Business plan. In fulfilling this role, the Group will help drive the strategy of the Board forward.

6.5. The Group will ensure that the work of the subgroups is contributing effectively to the delivery of the Business plan.

6.6. In doing so, the Group will manage the work of the sub groups and provide the Board with regular highlight reports identifying barriers than need unblocking and areas of good practice.

## **7. Sub Groups**

7.1. WSAB will carry out its responsibility by establishing a number of subgroups as required in order to deliver the Business Plan. All sub groups will have terms of reference agreed by the Board and will be led by an agreed representative to ensure governance accountability and reporting structures to the Board. Each subgroup will have an action plan/work programme.

7.2. The subgroups will report directly to the WSAB Executive Group.

7.3. Each subgroup will have a Terms of Reference.

7.4. Each subgroup will produce a quarterly report regarding progress on their activity to the Safeguarding Board and this will inform the Safeguarding Annual Report. The current subgroups are as follows:

- Learning and Improvement
- Serious Adult Reviews
- Training (in collaboration with the WSCB)
- Communications (In collaboration with the WSCB)

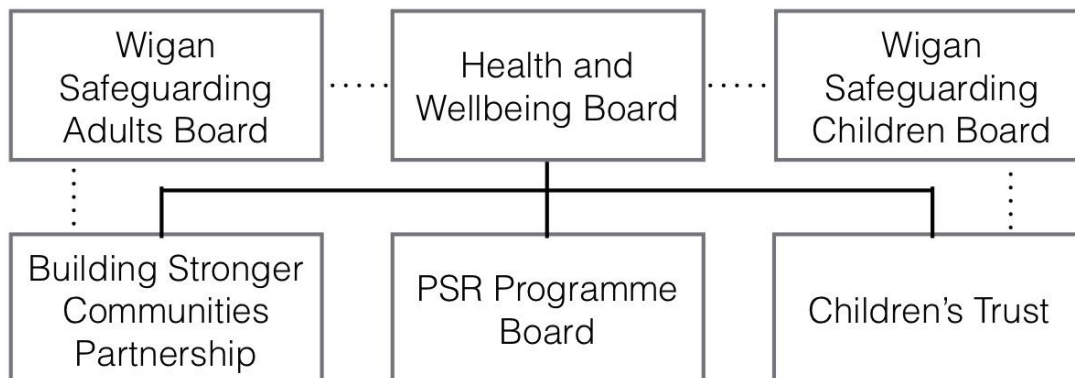
### **7.5. Task and Finish Groups**

Task and Finish Groups may be established as and when required by the board for the purpose of conducting any in-depth reviews, policies or issues relating to safeguarding, which falls under the remit of the Board.

The Board will decide on the number of members to form the group and also seek volunteers from within the board's membership to join the group. The groups will be led by an agreed Board member to ensure governance accountability and reporting structures to the Board.

## 8. Structure, Accountability and Links with Other Boards

8.1. Links with other Boards and Partnerships– The partnership structure is shown below. There are Memorandum of Understanding between the Health and Wellbeing Board and WSAB, the Building Stronger Communities Partnership and the WSAB and the WSCB and the WSAB.



## 9. Meeting Structure

9.1. Meeting Frequency–The Board will meet six times a year and additional meetings will be arranged if necessary.

9.2. Quorum - The quorum at a meeting of the Board shall be 25% of the number of Members entitled to attend the meeting and in the absence of a quorum at any time during the meeting the power to make decisions shall cease and the meeting will be adjourned to another date and time.

9.3. Agenda and Papers–

- Agenda and papers for Board meetings will be circulated a week before the date of the Board meeting.
- The agenda will set out the date, time and venue of the meeting together with an outline of the items to be considered and any supporting documents.
- Urgent business, additional or late items will be at the discretion of the Chair.

9.4. Minutes - Minutes will be kept for all meetings of the Board and its associated sub groups.

## 10. Information Sharing

10.1. All matters discussed at the Board will be confidential and unless agreed should not be divulged to other parties. All agenda, reports and other

documents and all proceedings, shall be treated as confidential unless and until they become public in the ordinary course of the Board's business. However if information is discussed that would prejudice the welfare of the person or persons concerned and/or others it will be the responsibility of the chair to ensure that such information is handled appropriately. Members will act in accordance with the provisions of the Data Protection Act 1998.

## **11. Governance**

11.1. Compliance with Statutory requirements - Board Members will comply with all statutory requirements both local and national, and other guidance on conduct and probity, and ensure good corporate governance.

11.2. Decisions and Votes - Wherever possible the Board shall make any decisions and recommendations on the basis of a consensus of agreement between all parties present. Where a decision on a matter is necessary and no consensus exists, the decision shall be taken by a simple majority on a show of hands of the members present. In the event of an equality of votes the Chair shall hold the casting vote. Observers are not eligible to vote.

11.3. Serious Adult Reviews – The Board will commission Serious Adult Reviews (SAR) and Local Case Review (LCR), in line with the Safeguarding Board serious case review policy. Partners will address areas of recommendations and the Board will monitor actions taken to address these recommendations across all agencies/organisations.

## **12. Accountability**

The Board will present its annual report to the Health and Well Being Board, Chief Executive and Leader of Wigan Council, the local policing board, local Healthwatch and Wigan Council's Health and Social Care Scrutiny Committee.

## **13. Finances and Resources**

The Board member agencies have agreed to 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 1st April to the 31st March each year. Wigan Council will administer the budget on behalf of the Board.

The Service Manager for Safeguarding and Partnerships will have the authority to act as the Board's budget holder for the authorisation of payments.

#### **14. Review of Constitution**

The Board will review the constitution annually and any suggested amendments will be put to the next Board meeting

This constitution has been signed and agreed on 30<sup>th</sup> April 2015.

| <b>Position</b>                                   | <b>Organisation</b>                               | <b>Signed</b> |
|---|---|---------------|
| <b>Independent Chair</b>                          | <b>Adult Safeguarding Board</b>                   |               |
| <b>Director of Adult Social Care &amp; Health</b> | <b>Wigan Council</b>                              |               |
| <b>Chief Executive</b>                            | <b>Wigan Borough Clinical Commissioning Group</b> |               |
| <b>Superintendent</b>                             | <b>Greater Manchester Police</b>                  |               |