



Northumberland and North Tyneside Safeguarding Adults Board

Induction Pack for New Board members

Revised June 2020

Review Date	WFD Sub Group	June2021
-------------	---------------	----------

CONTENTS

1. Welcome – Independent Chair	3
2. Function of the Safeguarding Board	4
3. Structure and work of the Board.	5
4. Responsibilities of the Board	8
5. Responsibilities of Board Members	9
6. Accountability and links to other forums	10

Welcome

I am very pleased to welcome you to the Northumberland and North Tyneside 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.

Paula Mead

Independent Chair

1. Function of the Safeguarding Board.

The **vision** of the SAB is

To promote the individual's human rights, their capacity for independence, ensuring each person is treated with dignity and respect and able to enjoy a sustained quality of life and improved wellbeing. That at all times people are afforded protection from abuse, neglect, discrimination or poor treatment and that their carers whether paid or unpaid, are safe".

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

Cases of suspected abuse or neglect are treated 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 required 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.

2. Structure and work of the Board.

The Care Act 2014 specifies that each SAB should have three core members, the local authority, clinical commissioning groups (CCGs) and the police, and that these organisations should meet on a regular basis to discuss and act on local safeguarding issues.

The main objective of the SAB is to improve local safeguarding arrangements to ensure partners act to help and protect adults experiencing, or at risk of neglect and abuse.

In December 2016 North Tyneside and Northumberland SABs agreed to merge to create one SAB that now covers both geographical areas. Membership is made up of nominated lead representatives from a wide range of partner agencies. It includes those organisations that have statutory responsibilities for promoting the welfare of adults and protecting adults at risk of abuse and neglect.

The SAB is chaired by an independent person, meets quarterly, with two additional development sessions held for Board members.

The SAB has three core duties, in accordance with the Care Act:

- develop and publish a strategic plan setting out how they will meet their objectives and how their member and partner agencies will contribute.
- publish an annual report detailing how effective their work has been.
- commission safeguarding adults reviews (SARs) for any cases which meet the criteria for these.

The Northumberland and North Tyneside Safeguarding Adults Board has a three year Strategic Plan and an Annual Business Plan.

The Northumberland and North Tyneside Safeguarding Adults Board produce an annual safeguarding report detailing its work over the last twelve months, and also a strategic plan outlining its key priorities and objectives and how these will be met.

The Strategic Plans and Annual Reports and other information about the Board can be found on both of the Local Authorities websites:

Northumberland:

<https://www.northumberland.gov.uk/Care/Support/Safeguarding.aspx>

North Tyneside:

<https://my.northtyneside.gov.uk/category/1033/safeguarding-adults>

The Care Act 2014 also states that Safeguarding Adults Boards must carry out Safeguarding Adult Reviews (SARs) and publish them on their websites. SARs are undertaken when an adult at risk dies, and abuse or neglect is suspected to be a factor in their death. The aim of a SAR is for all agencies to learn lessons about the way they safeguard adults at risk and

prevent such tragedies happening in the future. The Northumberland and North Tyneside Safeguarding Adults Board has a Safeguarding Adults Review Committee that oversees this work which meets regularly to consider significant cases that may meet the criteria for a safeguarding Adults Review.

Terms of Reference

The SAB has terms of reference which set out the aims and objectives of the Board, and expectations of its members. These can be found on the Safeguarding Adults websites outlined above.

Multi-agency Information Sharing Agreement

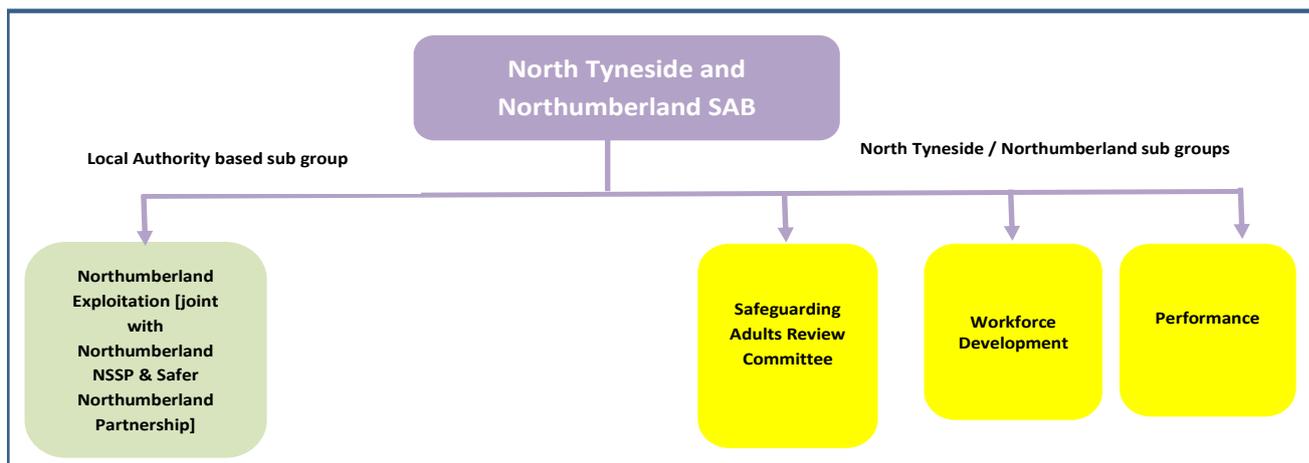
The [SAB multi-agency Information Sharing Agreement](#) provides a framework for the safe, lawful and secure sharing of information between members of the Board to protect 'adults at risk' from abuse and neglect.

Communication and Engagement Strategy

The [SAB Communication and Engagement Strategy](#) outlines the communication responsibilities of the Board, and how these will be delivered. In order to fulfil its statutory objectives and effectively carry out its functions, the SAB needs to raise awareness about how everybody can contribute to the Safeguarding Adults' agenda. The overall aim of the strategy is to improve people's understanding of the work in relation to safeguarding adults in the area and to increase publicity.

Subgroups

The SAB is supported by a number of sub-groups that contribute to the work of the Board. Three of the sub-groups are partnerships between Northumberland and North Tyneside and have representation from both areas. Northumberland has a separate Exploitation sub-group, which is a joint partnership with the local Safeguarding Children Board (NSSP) and Community Safety Partnership (SNP). Each sub group has their own terms of reference, reports to the SAB quarterly, and are responsible for delivering streams of work as detailed in the Strategic Plan. Sub-groups have a Chair and Deputy, and membership includes representation from a wide range of organisations and groups. This ensures Board developments take account of a range of perspectives and views.



Performance Sub-Group

The purpose of the Performance sub-group is to oversee performance information related to Adult Safeguarding activity in Northumberland and North Tyneside. Areas of weakness will be identified so that strategies are developed to make improvements when the need arises.

Workforce Development Sub-Group

The Purpose of the Workforce Development sub-group is to develop, implement, review and update the multi-agency Workforce Development Strategy for the protection of adults at risk. The aim of this Strategy is to provide an effective, coordinated approach to learning in order to support all agencies to prevent abuse and respond to safeguarding concerns with timely, proportionate and appropriate action.

Exploitation Sub-group - Northumberland

The Exploitation subgroup is a joint partnership with the Northumberland Strategic Safeguarding Partnership (Children’s Board) and the Safer Northumberland Partnership (Community Safety Partnership). The purpose of this group is to promote early identification, prevention and protection of vulnerable children, young people and adults at risk from all forms of Exploitation, including sexual and criminal exploitation, trafficking and modern day slavery, promoting recovery and bringing offenders to justice

Safeguarding Adult Review Committee

The purpose of the Safeguarding Adult Review Committee is to ensure the board has in place sound mechanisms for identifying potential Safeguarding Adult Reviews and to ensure that proper processes are followed in each case. It is also responsible for ensuring that learning from local, regional and national cases is embedded into the practice of all organisations.

Frequency of Board meetings and minutes

The Board meets at least quarterly and at other times as may be determined by the Chair. For example the Board may meet to consider learning from a SAR and there is an expectation that all members will attend these extra ordinary meetings. Dates for standard quarterly meetings will be set a year in advance.

Minutes of the meetings of the Board are approved as a correct record at the subsequent Board meeting. Summary minutes are also approved by the Board, and are published on each area's respective websites.

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 includes the requirement to challenge partner agencies at a senior level where there are concerns about safeguarding performance or systems.

Membership of the Board

Details of the membership of the Board can be found on in the Terms of Reference (*Appendix A*).

3. Responsibilities of the Board

The Safeguarding Board also has overarching responsibilities including:-

- **Assurance.** The Board needs to assure itself that local safeguarding arrangements are in place as defined by the Care Act 2014 and statutory guidance. That safeguarding practice is person centred and outcome focused and that it is continuously improving and enhancing the quality of life of adults in its area, in line with the [Making Safeguarding Personal](#) agenda.
- **Accountability.** The Board should hold agencies and itself to account to ensure that safeguarding services are effective and are protecting the most vulnerable adults in its area.
- **Challenge.** The Board should be able to challenge members and areas of safeguarding practice across the partnership in order to improve services and the experience of service users and carers in relation to service provision, enabling them to remain safe.

- **Strategic oversight.** The Board should provide a strategic oversight of Adult Safeguarding in its area, and also link in with work undertaken within other Boards regarding safeguarding practice.
- **Leadership.** The Board provide multi-agency leadership to ensure that adults in its area are appropriately safeguarded by preventing abuse and neglect from happening, promoting wellbeing and safety and responding effectively to instances of abuse and neglect.
- **Quality and Performance.** To ensure that vulnerable adults who use services we provide or commission or that operate in the Board's area are safe and their care and treatment is appropriate to their needs that they are free from abuse. To monitor the work around safeguarding in its area to try and raise the quality of safeguarding services and prevention.
- **Prevention.** To work with partner agencies to look at preventing abuse of adults with care and support needs within its area.
- **Communications/Engagement and Awareness raising.** The Board should raise awareness, knowledge and understanding of abuse and neglect in order that communities and organisations know how to respond effectively and coherently

4. Responsibilities of Board Members

Board members are senior managers within their organisation who hold strategic roles in relation to Safeguarding Adults and can represent 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. As a Board member you will:

- Attend all Board meetings and contribute to debate and decision making. If you are unable to attend, a suitable representative must be found.
- Represent your organisation and speak for the organisation with authority.
- Commit your organisation on agreed policy and practice matters.
- Hold your organisation to account for the quality of safeguarding work.
- Promote safeguarding work within the organisation.
- Contribute in person or nominate appropriate staff to participate in Sub-Groups and task groups as appropriate.
- Ensure the production of reports as required by the SAB.
- Contribute to the Boards Annual Report.
- Act on any concerns raised through the Quality Assurance Framework.
- Ensure a dissemination of information back to your organisation.

Personal Development

All SAB members must keep themselves up to date with their own Safeguarding Training requirements.

All SAB members are expected to maintain an up-to-date knowledge of 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 a 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.

5. Accountability and links to other forums

The SAB is accountable to the Chief Executives in both 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 Northumberland and North Tyneside.

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 Health Watch, Local Safeguarding Children's Boards, the Community Safety Partnerships, Domestic Abuse Forums and the Health and Well-being Boards.

The SAB reports to the Overview Scrutiny Committees and also shares the Annual report with the Health and Wellbeing strategic boards at North Tyneside and Northumberland.