

WESTERN BAY SAFEGUARDING ADULTS BOARD (WBSAB)

TERMS OF REFERENCE

For Review 2013

1. CONTEXT

Adult Safeguarding is the term that describes the function of protecting adults from abuse and neglect. In the last ten years there have been significant changes and practice has evolved rapidly since *In Safe Hands* was issued in 2000. This guidance requires Local Authorities under Section 7 of the Local Authority Social Services Act 1970 to take the lead in adult protection and safeguarding arrangements.

The new Social Services and Wellbeing (Wales) Bill will continue to drive this improvement with measures to ensure public services such as Social Services the NHS, Police and their partners share the adult safeguarding responsibility. Currently adult safeguarding boards are constructed on local authority footprints which is unsustainable. The Bill will now drive the development of joint adult safeguarding boards which cover more than one local authority area.

The development of the WBSAB takes account of the requirements within the Bill to move to regional arrangements and alongside the ABMUHB footprint the Western Bay Safeguarding Adults Board (WBSAB) will cover the three local authority areas of Swansea, Neath Port Talbot and Bridgend and work with Abertawe Bro-Morgannwg Health Board. The Board will work with two Basic Command Unit (BCU) areas for South Wales Police.

To fulfil the requirements within the Social Services and Wellbeing (Wales) Bill the WBSAB has been developed at a strategic level to facilitate oversight and collaborative safeguarding arrangements. The WBSAB also recognises that within these arrangements there is likely to remain the need for local operational functions particularly during the period of change prior to the implementation of the draft Bill.

2. COMMITMENT AND VALUES

Western Bay Safeguarding Adults Board (WBSAB) is committed to working together as partner organisations in order to protect vulnerable adults/ Adults at Risk from abuse and neglect and promote their health and wellbeing.

Western Bay Safeguarding Adults Board (WBSAB) believes that all Vulnerable Adults/Adults at Risk¹ should:

- have the best possible life, free from abuse, neglect, victimisation and exploitation
- be treated with respect and have their race and cultural identity recognised
- have a safe home and community that supports physical and emotional wellbeing
- not be disadvantaged by poverty

The Board will:

- work to relevant guidance and legislation as set out in s7 Local Government Guidance, s44 Mental Capacity Act, In Safe Hands Guidance and the Draft All Wales Policy and Procedures (Amended 2010).
- work to positively promote good standards of practice amongst individuals working with Vulnerable Adults/Adults at Risk.
- undertake steps to foster and maintain a relationship of mutual trust and understanding amongst the persons or bodies represented on the Board in relation to safeguarding and promoting the welfare of Vulnerable Adults/Adults at Risk within the area of the Board.

3. OBJECTIVES

The Board's objective is to ensure that all agencies within the local authority areas of Swansea, Neath Port Talbot and Bridgend work in partnership in order to protect Vulnerable Adults/Adults at Risk as far as possible from abuse and / or neglect and react appropriately in the event of such abuse and / or neglect being suspected or identified. In order to achieve this, the Board will be committed to the objectives outlined in National, Regional and Local Guidance:

- That all agencies make arrangements to ensure that their functions are discharged with regard to the need to safeguard and promote the welfare of Vulnerable Adults/Adults at Risk.
- To co-ordinate strategically what is done by each body represented on the Board for the purposes of safeguarding and promoting the welfare of Vulnerable Adults/Adults at risk across all authority areas outlined above; and
- To work together to identify areas of risk and ensure prompt remedial action is taken
- To maximise joint agency learning when things go wrong
- To monitor the effectiveness of what is done by each such body for those purposes.

4. FUNCTIONS

¹ Adults at Risk – recognised term from the Social Services and Wellbeing (Wales) Draft Bill which will replace the term vulnerable adult in future legislation.

In order to achieve its objectives the Board will focus on the following core functions:

4.1 Raising Public & Agency Awareness

The Board will agree and implement mechanisms by which awareness of the need to safeguard and promote the welfare of Vulnerable Adults/Adults at risk within the general public, agency and agency members will be raised.

The Board will ensure the availability of literature and information in respect of safeguarding and promoting the welfare of Vulnerable Adults/Adults at risk in a variety of formats to the general public, agencies and agency members.

To co-operate and share best practice with other Adult Safeguarding Boards (whether in Wales or England) and any similar such bodies in Scotland and Northern Ireland where the Board considers it to be of mutual benefit.

To disseminate research, legislative and best practice information amongst the representative bodies and such other persons as the Board sees fit

4.2 Working Practices & Procedures

The Board will agree and ensure the development and implementation of any local working practices or procedures that are required in order to reduce risk or enhance working practices that are not available nationally or on a South Wales basis.

4.3 Audit & Review

The Board will develop, agree an annual audit plan in order to review the efficiency of joint and single agency working practices in respect of meeting Safeguarding Vulnerable Adult responsibilities.

The Board will commission 'ad hoc' audits in response to identified risks or concerns.

The Board will receive comprehensive audit reports and agree appropriate action and further review.

The Board will commission practice or serious case reviews in respect of cases where the agreed threshold for such a review has been met.

The Board will be responsible for monitoring compliance against any recommendations made for across all agencies.

The Board will be responsible for disseminating findings regarding lessons learned and best practice recommendations to all appropriate agencies and partners as well as escalating nationally to ensure wider learning.

4.4 Recognising & Responding to Risk

The Board will develop a mechanism by which all member agencies can 'flag up' any possible or actual causes of concern in respect of safeguarding vulnerable adults/Adults at Risk and will ensure that relevant processes and action is taken in respect of these.

4.5 Monitoring Compliance with National or Legislative Safeguarding Vulnerable Adult Guidance

The Board will develop, agree and monitor compliance against a robust performance and outcome framework linked with the legislative and national safeguarding vulnerable adult requirements.

The Board will receive all internal and external review / inspection reports in relation to all partner agencies and will be responsible for ensuring that agencies have robust plans in place to address any areas of risk identified.

4.6 Training & Education The Board will ensure that all member agencies have robust training and education programmes to ensure that all staff review the required level of training on a three yearly basis.

The Board will ensure that the training needs identified through the audit & review process are being met by relevant partner agencies.

The Board will commission joint training when deemed relevant / required to meet a learning requirement or identified risk.

5. WESTERN BAY SAFEGUARDING ADULTS BOARD STRUCTURE.

5.1 Reporting Mechanisms & Membership

The Western Bay Safeguarding Adult Board will be reported into each member agencies Strategic Safeguarding Committee / Board and will report into local service boards or their equivalents within each local authority area.

Membership of the Board consists of Directors / Assistant Directors and senior managers within statutory and third sector organisations across the Local authority areas of Swansea, Neath Port Talbot and Bridgend.

Membership of the Board and contributing representatives is detailed in **Appendix 1.**

Each member will nominate a named deputy who is of significant level that they can act in a full organisational decision making capacity at the Board. All agencies are required to be represented at each pre planned meeting.

5.2. WBSAB Sub groups

This section will need further detail and amendment depending on SWSASMB briefing report on sub-group options.

In order to effectively achieve the Board's objectives the following sub groups have been established with specifically agreed functions and remits.

- a) Audit, Monitoring and performance
- b) Training
- c) Policy development and practice
- d) Communication and engagement

These Sub groups will be chaired by nominated members of the Board who will be held accountable for delivering and reporting on the Board's objectives.

The membership of the Sub groups and any subsidiary task and finish group identified will comprise of personnel within organisations that have the skills and/or expert knowledge to support the overall objective and outcomes of the Board.

Each sub group will have its own Terms of Reference approved by the Board.

The Board structure diagram is provided in **Appendix 2**.

6. METHODS OF WORKING

6.1 Chairing Arrangements

The Chair will hold position for 2 years and will be at Social Services Director level.

The Vice Chair will hold position for 2 years and will be at senior manager level from a statutory agency.

6.2 Meeting Arrangements

Board meetings will be held at least quarterly and may be held more frequently if deemed to be required by the Chair

The Regular meeting dates will be agreed and circulated a year in advance and will not be arranged during school holidays

Meetings of the Board shall only proceed if attendance is quorate, with appropriate representation of each statutory agency.

6.3 Agenda and Reports

Agendas will be planned in advance by the Chair. Any member of WBSAB may place items on the agenda of a Board meeting by submitting a written report/request at least two working weeks before the meeting.

Agendas and any supporting reports or papers will be circulated one week prior to the meeting.

The minutes of each meeting will be circulated within two weeks of the meeting being held.

7. GOVERNANCE AND ACCOUNTABILITY

The three local authorities within the joint arrangement of the WBSAB have responsibility under the In Safe Hands Guidance 2000 via Section 7 of the Local Authority Social Services Act 1970 which requires Local Authorities in their Social Services functions to act under the guidance of the Welsh Assembly Government.

Each constituent agency is fully accountable and responsible for delivering effective safeguarding arrangements within their agency.

The WBSAB will continue to work in partnership with the South Wales Safeguarding Adults Strategic Management Board (SWSASMB) until September 2013.

The WBSAB will monitor its progress and performance through a range of mechanisms including:

- ACRF
- National All Wales Performance Indicators (PVA2)
- Business Planning
- Regular updates to the SWSASMB including issues in need of resolution at a South Wales level.
- Formal Agency reporting mechanisms.

The WBSAB will coordinate effectiveness of organisations' work to protect and safeguard Vulnerable Adults/Adults at Risk however it is not accountable for their operational work. Therefore each board partner retains their existing lines of accountability for safeguarding and promoting the welfare for Vulnerable Adults/Adults at Risk by their services and staff.

WBSAB partners will be responsible for ensuring that a senior named individual is appointed and attends all meetings. A designated second person may be nominated by the agency to ensure consistent attendance.

As part of their membership WBSAB members and representatives agree to:

- Abide by the Board's Terms of Reference.
- Attend and actively participate in all relevant Board meetings and/or associated sub group activity and ensure a deputy if unable to attend.
- Listen, value and respect other opinions and expertise.

- Be prepared to critically challenge and test assumptions and proposals to ensure sound decision-making occurs.
- Contribute to the ongoing development of the WBSAB through commitment to participate in training and planning events.
- Support the Board and wider partnerships, participating and contributing to their ongoing training, development and planning.
- Be accountable for leading, implementing or influencing WBSAB policies and protocols within their agency
- Ensure adequate and appropriate agency resourcing and contribution.
- Ensure strategic agency issues are brought to the attention of the Board.
- Maintain a clear focus on the safeguarding needs of Vulnerable Adults/Adults at Risk.
- Meet deadlines as agreed by the WBSAB.
- Contribute to the Board business plan.
- Agree any response to media enquiries with constituent agencies as appropriate.
- Any other actions as directed by the Chair of the WBSAB

Each Agency will be responsible for monitoring the performance of its own representative(s) and must have procedures for considering reports from its representatives in order to identify any action necessary by the agency or WBSAB.

8. IN COMMITTEE SECTION

The WBSAB recognises that there will be areas of safeguarding which arise from sensitive and complex operational issues for which the Board has responsibility. These issues will inevitably require careful scrutiny in a controlled and confidential environment such as a select In Committee. Therefore, each WBSAB meeting will be split between core business and an In Committee Section. The In Committee will be made up of the statutory organisations represented at WBSAB and will be accountable to the whole Board for the decisions and recommendations arising from it.

9. REVIEW OF ARRANGEMENTS

The WBSAB Terms of Reference will be reviewed on an annual basis

Date Agreed:

Review Date:

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Appendix 1

Western Bay Safeguarding Adults Board WBSAB

Membership

The Western Bay Safeguarding Adults Board will have the ability to appoint other members as and when but will also review the membership within the board on an annual basis. All of the below members have a nominated deputy to attend in the absence of the designated member. As part of the job description the members will have the responsibility to report into other forums that they attend.

Local Authority

- | | |
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| • Corporate Director of Social Services City & County of Swansea (Interim Chair of the WBSAB) | Mr Phil Hodgson |
| • Director of Social Services, Health and Housing Neath Port Talbot County Borough | Mr Nick Jarman |
| • Corporate Director for Wellbeing Bridgend County Borough Council | Mr Simon Brindle |
| • Head of Adult Services City & County of Swansea / Principal Officer for Mental Health and Safeguarding | Ms Deborah Driffield /
Ms Eira Howells |
| • Head of Adult Services Bridgend County Borough Council / Principal Officer for Safeguarding | Ms Sue Cooper /
Ms Leigh Thorne |
| • Head of Adult Services Neath Port Talbot County Borough / Principal Officer for Adult Care | Ms Claire Marchant /
Mr Steve Garland |

ABMU Health Board

- | | |
|---|--|
| • Assistant Director of Nursing, Quality and Safety / Head of Safeguarding Adults | Ms Nicola Williams /
Ms Moyra Griffiths |
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South Wales Police

<ul style="list-style-type: none"> • Detective Chief Inspector South Wales Police / Detective Inspector South Wales Police Public Protection 	DCI Marc Lamerton / DI Trudi Meyrick
Wales Probation Trust	
<ul style="list-style-type: none"> • Assistant Chief Executive Head of Swansea, Neath Port Talbot and Bridgend / Deputy Head of Swansea, NPT and Bridgend 	Ms Dawn Blower / Ms Hannah Williams
ABMU Health Board Primary Care	
<ul style="list-style-type: none"> • Interim Clinical Director Primary Care / Assistant Medical Director Primary Care 	Ms Jo Parker / Ms Jane Harrison
ABMU Health Board Learning Disabilities	
<ul style="list-style-type: none"> • Head of Nursing Learning Disabilities / Assistant Head of Nursing Learning Disabilities 	Ms Cheryl Evans / Ms Martine Marshallsay
ABMU Health Board Mental Health	
<ul style="list-style-type: none"> • Head of Mental Health Nursing / Assistant Head of Nursing Mental Health 	Ms Grace Sansom / Ms Deborah Mansell
Mental Capacity Act (MCA) and Deprivation of Liberty Safeguards (DoLS)	
<ul style="list-style-type: none"> • Mental Capacity Act and Deprivation of Liberty Safeguards Manager / Area Manager IMCA Service 	Ms Glenda Lewis / Mr Peter Wakeford
Welsh Ambulance Service	
<ul style="list-style-type: none"> • Head of Safeguarding (WAST currently going through a review and is subject to change) 	To be Confirmed
Care and Social Services Inspectorate Wales	
<ul style="list-style-type: none"> • Area Manager CSSIW (to be confirmed) 	Ms Lesley Stubbs /

South Wales Fire and Rescue

- Safeguarding Officer

Mr Ken Ralph /
Ms Diana Harris

Voluntary Services

- Swansea Council Volunteers Services
- Neath Port Talbot Council for Volunteers Service
- Bridgend Association Voluntary Organisation

Age Cymru

- Chief Executive for Age Cymru Swansea Bay / Director of Business

Ms Mary Pitson /
Ms Nicola Russell -
Brookes.

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Appendix 2

WESTERN BAY SAFEGUARDING ADULTS BOARD STRUCTURE

