



## **Dudley Safeguarding Adults Board Constitution**

### **1 INTRODUCTION**

**1.1** Dudley Safeguarding Adults Board (DSAB or the Board) is a multi-agency partnership comprising of statutory, independent and voluntary sector organisations, which have a stakeholder interest in safeguarding adults – now established under section 43 of the Care Act (2014) and the Care and Support Statutory Guidance (October 2014).

### **2 OVERARCHING PURPOSE**

**2.1** The overarching purpose of the Board is to help and safeguard adults with care and support needs. It will do this by:

- assuring itself that local safeguarding arrangements are in place as defined by the Care Act (2014) and Statutory Guidance;
- assuring itself that safeguarding practice is person-centred and outcome-focused;
- working collaboratively to prevent abuse and neglect where possible;
- ensuring agencies and individuals give timely and proportionate responses when abuse or neglect have occurred;
- assuring itself that safeguarding practice is continuously improving and enhancing the quality of life of adults in its area.

**2.2** The Board will lead adult safeguarding arrangements across Dudley and oversee and coordinate the effectiveness of the safeguarding work of its member and partner agencies. The Board will develop and actively promote a culture with its members, partners and the local community which recognises the values and principles contained in “Making Safeguarding Personal” and will identify the issues which can contribute to the wellbeing of its community and the prevention of abuse and neglect, such as:

- the quality and safety of people who use services in local health settings, including mental health;
- the safety of adults with care and support needs living in the community;
- effective interventions with adults who self-neglect,
- the quality and safety of local care and support services;
- making connections between adult safeguarding and domestic abuse.

### **3 AIMS AND OBJECTIVES**

**3.1** The aim of the Board is to ensure the effective co-ordination of services to safeguard and promote the welfare of adults in accordance with the Care Act (2014) and the Statutory Guidance.

**3.2** The main objective of the Board is to assure itself that local safeguarding arrangements and partners act to help and protect adults with care and support needs in Dudley.

- 3.3** DSAB is a multi-agency strategic Board which will coordinate the strategic development of Adult Safeguarding across Dudley and oversee a range of matters which contribute to the prevention of abuse and neglect.
- 3.4** DSAB is not accountable for the operational work of partner agencies. Each Board partner has their own existing lines of accountability for safeguarding and promoting the welfare of adults by their services.

## **4 CORE DUTIES**

- 4.1** The core duties of the Board are set out in sections 43 and 44 and Schedule 2 of the Care Act (2014) and Chapter 14 of the Statutory Guidance, issued under section 78 of the Care Act (2014) which require the Board to:
- publish a strategic plan for each financial year detailing how it will meet its main objective and what members will do to achieve this;
  - publish an annual report detailing what the Board has done during the year to achieve its objectives and implement its strategic plan and what members have done to implement the strategy;
  - conduct any safeguarding adults reviews (SARs) in accordance with section 44 of the Care Act (2014).
- 4.2** In order to fulfil its core duties the Board is required to develop initiatives, plans, policies and procedures for safeguarding adults in Dudley and has adopted the West Midlands policies and procedures. In addition the Board (as defined in the Statutory Guidance) is required to:
- identify the role, responsibility, authority and accountability with regard to the action which each agency and professional group should take to ensure the protection of adults.
  - establish ways of analysing and interrogating data on safeguarding notifications and completed enquiries which increases DSAB's understanding of prevalence of abuse and neglect locally which builds up a picture over time;
  - establish how it will hold partners to account and gain assurance of the effectiveness of its arrangements;
  - determine its arrangements for peer review and self-audit;
  - establish mechanisms for developing policies and strategies for protecting adults which should be formulated, not only in collaboration and consultation with all relevant agencies but also take account of the views of adults who have needs for care and support, their families, advocates and carer representatives;
  - develop preventative strategies that aim to reduce instances of abuse and neglect in its area;
  - identify types of circumstances giving grounds for concern and when they should be considered as a referral to the local authority as an enquiry;
  - formulate guidance about the arrangements for managing adult safeguarding, and dealing with complaints, grievances and professional and administrative malpractice in relation to safeguarding adults;
  - develop strategies to deal with the impact of issues of race, ethnicity, religion, gender and gender orientation, sexual orientation, age, disadvantage and disability on abuse and neglect;
  - balance the requirements of confidentiality with the consideration that, to protect adults, it may be necessary to share information on a "need to know" basis;
  - identify mechanisms for monitoring and reviewing the implementation and impact of policy and training;

- carry out safeguarding adult reviews;
- produce a strategic plan and an annual report;
- evidence how Board members have challenged one another and held other related local Boards to account;
- promote multi-agency training and consider any specialist training that may be required. Consider any scope to jointly commission any training with partner agencies and other groups, including Dudley's Safeguarding Children Board (DSCB).

#### 4.3 DSAB will also develop, implement and maintain:

- quality assurance framework;
- risk register
- arrangements to secure feedback from service users and carers
- activity to prevent abuse and neglect.

## 5 OVERARCHING PRINCIPLES

5.1 Dudley Safeguarding Adults Board has adopted and will use the principles as set out in the Government's policy on safeguarding adults in May 2011 and reissued in 2013, when they identified the following equal principles they expect local authorities, housing, health, the police and other agencies to follow and use for monitoring safeguarding arrangements:

- **Empowerment** – Presumption of person-led decisions and informed consent: *"I am asked what I want as the outcomes from the safeguarding process and these directly inform what happens"*.
- **Prevention** – It is better to take action before harm occurs: *"I receive clear and simple information about what abuse is, how to recognise the signs and what I can do to seek help"*.
- **Protection** – support and representation for those in greatest need: *"I get help and support to report abuse. I get help to take part in the safeguarding process to the extent to which I want and to which I am able"*
- **Proportionality** – proportionate and least intrusive response appropriate to the risk presented: *"I am sure that the professionals will work for my best interests (as I see them) and they will only get involved as much as needed."*
- **Partnership** – local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse. *"I know that staff treats any personal and sensitive information in confidence, only sharing what is helpful and necessary. I am confident that professionals will work together to get the best result for me"*.
- **Accountability** – accountability and transparency in delivering safeguarding: *"I understand the role of everyone involved in my life"*.

## 6 PARTNERSHIP, GOVERNANCE AND ACCOUNTABILITY

6.1 A protocol has been developed between the Children and Young People's Alliance, Health and Wellbeing Board, Community Safety Partnership, DSAB and DSCB to help to develop local synergy, clarity of roles and responsibilities and effective communication between all five strategic partnership forums in respect of promoting the welfare and safety of children. A copy of the protocol can be found at appendix one, and appendix two sets out diagrammatically DSAB's relationships with other strategic bodies.

- 6.2** The Health and Wellbeing Executive Group's core purpose is the effective coordination of the health and wellbeing system in Dudley. It will maintain an overview of strategies, plans and programmes in the system and their line of accountability and delivery. It aims to ensure a streamlined consistent approach to planning, reporting, engagement and performance monitoring across all alliances via the operating principles. The Chair of the Adult Safeguarding Board will be a member of the Executive Group which will meet regularly and provide this governance and oversight to the Safeguarding Board.
- 6.3** Lead officers and/or chairs of all of the strategic forums referred to above, along with the Strategic Director (People) and Director of Public Health will regularly meet to discuss through the Health and Wellbeing Executive Group to align safeguarding activity across the Dudley Partnership.
- 6.4** DSAB is required to have an effective working relationship with both the Community Safety Partnership (Dudley Safe and Sound Partnership) and DSCB to address common areas of interest including substance misuse, domestic abuse and sexual exploitation.
- 6.5** Effective links between DSAB and the Community Safety Partnership are promoted via a close working relationship between the Head of Adult Safeguarding and the Head of Community Safety.
- 6.6** DSAB and DSCB will hold joint planning events to support the development and implementation of their respective business plans and ensure cross-cutting thematic prioritisation.
- 6.7** There is a requirement for DSAB to publish an annual report on the effectiveness of local safeguarding adults arrangements. This report is published on the DSAB website and is submitted to the Chief Executive and Leader of the Council. A copy of the DSAB annual report will also be formally presented to the members of Dudley Council's People Services Scrutiny Committee. This will allow the performance and activity of DSAB to be scrutinised by elected members.
- 6.8** The Chief Executive of Dudley Council (DMBC) is responsible for holding the DSAB Independent Chair to account for the effective working of DSAB.
- 6.9** The DSAB strategic plan and annual work programme will be agreed by the Board and made available to all relevant partner members on an annual basis. The role of partner members is to hold their organisation and its officers to account for their contribution to the effective functioning of DSAB.
- 6.10** The Safeguarding Adults Board will present its annual report to the Health and Well Being Board of Dudley and work in partnership with other bodies, including the Community Safety Partnership, the Children's Safeguarding Board and the Overview and Scrutiny Committee.
- 6.11** The Board will form a view of the quality of safeguarding in the Borough of Dudley, challenge organisations when necessary and have an independent voice.

- 6.12** In order to provide effective scrutiny, the DSAB is independent. It is not subordinate to, nor subsumed within, other local structures. Each partner organisation retains their own existing lines of accountability for safeguarding and promoting the welfare of vulnerable adults and children by their services.
- 6.13** The Borough of Dudley and Well Being Board is one of the critical checks and balances to hold SABs to account. The DSAB and the Independent Chair are accountable and subject to the Council's arrangements for proper scrutiny of their performance.
- 6.14** Elected Members, through their membership of governance bodies such as the Cabinet or Overview & Scrutiny Committee, hold the Local Authority and its officers to account for their contribution to the effective functioning of the Boards.
- 6.15** The Dudley Overview and Scrutiny Committee may request advice and information from the Independent Chair and/or Board as it sees fit.
- 6.16** The DSAB constitution will be reviewed annually by the Board and any suggested amendments will be put to the subsequent DSAB meeting

## **7 CHAIRING ARRANGEMENTS**

- 7.1** DSAB is chaired by an Independent Chair, who is accountable for the effective working of DSAB to the Chief Executive of the Dudley Council.
- 7.2** The Independent Chair is recruited by a multi-agency panel of statutory members of DSAB and will serve a three-year term at which point his/her tenure will cease and a further selection process will commence which may include the current Chair if they so wish.
- 7.3** The performance of the Independent Chair will be reviewed through an annual appraisal completed by the Chief Executive of Dudley Council with the opinions of DSAB members being sought beforehand. The Independent Chair must ensure the continued confidence of all DSAB members in maintaining the independence of DSAB.
- 7.4** The Vice Chair will be a nominated representative from one of the partner organisations of DSAB. The Vice-Chair role will be held for a 1-year tenure, with the possibility of extending the tenure for one further year.
- 7.5** The Independent Chair will engage with other Independent Chairs within formal structures such as the West Midlands group of Independent Chairs and the National Association of Independent Chairs of LSABs.

## **8 DSAB STRUCTURE**

- 8.1** The Board sets the direction of safeguarding work with adults who have care and support needs within the borough. Board subgroups will be the mechanism to ensure that the work of the Board is completed effectively. Any subgroup working on behalf of DSAB will only be established by the Board, be accountable to the Board and will report to the Board. Subgroups should be chaired by a DSAB member. Appendix three sets out the structure of DSAB. The following subgroups have been set up:

- 8.2** Executive Group of Chairs from Subgroups: this group will coordinate the work of DSAB, oversee the delivery of the DSAB strategic plan and monitor the impact of the Board's work.
- 8.3** Quality and Performance Subgroup: this group will design ways of objectively scrutinising and evaluating organisational arrangements as well as the quality and impact of front line practice.
- 8.4** Safeguarding Adults Review Subgroup: this group is responsible for considering whether or not cases meet the SAR criteria or require another type of review to be undertaken. Other work streams involve monitoring agencies' compliance with SAR recommendations/ action plans, analysing cases and SARs completed by other safeguarding boards for key themes, learning and identifying trends.
- 8.5** Policy and Workforce Subgroup: this group ensures that Dudley implements West Midlands policies and procedures, primarily Making Safeguarding Personal, and that agency workforces are trained and equipped to understand adult safeguarding in its operational tasks.
- 8.6** Communications and Engagement Subgroup; this group ensures that DSAB engages with the community it works within to prevent abuse and listens to the voices of victims of abuse to improve practice and procedures.
- 8.7** Online Safety Sub Group; this group works across both the Dudley Safeguarding Adults Board and the Dudley Safeguarding Children's Board to raise awareness regarding safety and abuse online for vulnerable people.
- 8.8** Task and Finish groups will be established to support as required to support specific project or Board activity

## **9 DSAB MEMBERSHIP**

- 9.1** The membership of DSAB (board composition) is described in Table 1.

**Table 1**

Head of Adult Safeguarding	Dudley MBC	Principle Social Worker	Dudley MBC
Cabinet Member – Adult Social Care	Dudley MBC	Safeguarding Lead	Dudley Walsall Mental Health Trust
Chief Executive	West Midlands Care Home Association	Partnerships Officer	West Midlands Fire Service
Senior Operational Support Manager	National Probation Service	Head of Children's Safeguarding	Dudley MBC
Designated Nurse for Safeguarding Adults	Dudley CCG	Chief Officer	Healthwatch Dudley
Housing Strategy Manager	Dudley MBC	Team Manager Adult Safeguarding	Dudley MBC
Associate Director - Safeguarding	Black Country Partnership Foundation Trust	Chief Officer	CFED
Chief Superintendent – Dudley NPU	West Midlands Police	Matt Bowsher	Dudley MBC
Consultant Public Health	Dudley MBC	Head of Whole Life Disability	Dudley MBC
Head of Safeguarding	Dudley Group NHS	Safeguarding	West Midlands

	Foundation Trust	Manager	Ambulance Service
Head of Community Safety	Dudley MBC		

**9.2** The Care Act (2014) requires the following organisations board representation:

- The local authority
- NHS Clinical Commissioning Group
- Police

**9.3** However, safeguarding adults boards are also expected to involve a much wider range of organisations and individuals as outlined below:

- West Midlands Ambulance Service
- Dudley and Walsall Mental Health Trust
- West Midlands Care Home Association
- West Midlands Fire Service
- Housing
- Healthwatch Dudley
- Dudley Group NHS Foundation Trust
- CfED
- Black Country Partnership NHS Foundation Trust
- National Probation Service

**9.4** Members of DSAB and named deputies must have a strategic role within their agency in relation to safeguarding adults. They must have the authority and experience within their agency to enable them to provide resources, commit their agency on matters of policy and practice, and hold their agency to account.

**9.5** Each member agency of DSAB has a responsibility to contribute to the strategic direction and effective work of the Board. This should take precedence, if necessary, over their role as a representative of their organisation. Members are accountable to each other and to the organisation that they represent for the work of DSAB, Subgroups and any Task & Finish Groups.

**9.6** It is important that each partner member on behalf of their agency remains accountable for ensuring that the staff they are sending to participate in subgroup activity are appropriately knowledgeable and sufficiently skilled to contribute to the relevant subject area. It is the responsibility of agencies to ensure that they have the appropriate representation in attendance at such meetings.

Attendance at meetings will be reported to the Board and recorded both in the minutes of the meeting and in the Board's Annual Report. In the event of one member's persistent non-attendance, the Independent Chair will write to the Chief Executive of the organisation concerned to bring this to their attention.

**9.7** Members who represent a group of organisations will be expected to communicate effectively within their group to ensure that they have a sufficient mandate to speak on behalf of the whole group at DSAB meetings. It is recognised that some members of the DSAB such as the voluntary sector, might not have clear accountability frameworks in place for the groups that they represent. In these circumstances, there is an expectation that they will effectively communicate the strategic objectives and work of the Board within their organisational networks.

## **10 ATTENDANCE**

- 10.1** Members are expected to attend all scheduled and extraordinary Board meetings or are expected to only send their designated deputy. Non-attendance of the board member or their designated deputy for two consecutive meetings will be highlighted to the DSAB Independent Chair who will consider appropriate actions to be taken. Member attendance at Board meetings will be reported to every Board meeting.
- 10.2** A named deputy may attend in lieu of the nominated representative in the event that the nominated representative is unable to attend any particular meeting. When attending a meeting in such circumstances, the deputy shall be entitled to take part fully in the meeting.
- 10.3** Membership of non-statutory members can be altered by DSAB at any time.

## **11 DSAB MEETINGS**

- 11.1** Meetings of the DSAB will be held on a quarterly cycle and should last for a maximum of three hours. An annual development day will take place each year to review progress against the business plan and agree the strategic priorities for the coming year.
- 11.2** The Independent Chair may call an extraordinary meeting at any time. Members can make a written request for an extraordinary meeting to the Independent Chair. The Independent Chair will decide whether to hold such a meeting. The Independent Chair is unlikely to accede to a request unless two or more members make a request.
- 11.3** A meeting will not be quorate and therefore unable to make decisions binding on DSAB unless at least 3 statutory agencies are present.
- 11.4** In making decisions DSAB will seek to establish a consensus. If that is not possible the decision will be taken by a simple majority of voting members present. If a vote is tied the person chairing the meeting will have a second and casting vote.
- 11.5** The agenda for the Board will be agreed by Executive Group members prior to the Board meeting. The DSAB Independent Chair will agree the final version of the agenda for the Board.
- 11.6** All papers for the Board will be made available via email from the DSAB Business Support Officer at least five working days prior to the meeting. It is the responsibility of all Board members to ensure that they have read all of the relevant documentation prior to their attendance at the Board to help to promote their full understanding and involvement within Board discussions and decision-making processes.
- 11.7** All DSAB meetings will be minuted and distributed to members in a timely manner. The minutes will be submitted for approval to the next meeting. Once approved, the Board minutes will be available to the public on request.
- 11.8** The activities of the DSAB will be directly supported and its work will be coordinated by Head of Safeguarding, Adult Social Care, including supporting the development of an annual business plan.

## **12 BOARD MEMBERS' RESPONSIBILITIES**

### **12.1** DSAB members are required to:

- Contribute to the effective working of DSAB in promoting high standards of safeguarding work and fostering a culture of challenge and continuous improvement;
- Represent their organisation on DSAB, speaking with authority for that organisation, committing the organisation on policy and practice matters and holding the organisation to account in respect of its work to safeguard and promote the wellbeing of adults within the community;
- Represent DSAB within their organisation; ensuring that the organisation is meeting its obligations to safeguard and promote the wellbeing of adults;
- Be responsible for ensuring that arrangements for the funding of the DSAB are addressed within their own organisations;
- Be an objective member in undertaking scrutiny of the performance of DSAB and the services provided by all organisations. Where necessary this should take precedence over their role as their organisation's representative;
- Participate in an annual Board member review with the DSAB Independent Chair.

## **13 RESPONSIBILITIES OF THE MEMBER ORGANISATIONS**

**13.1** Member organisations will be required to support their DSAB member in carrying out their responsibilities as a DSAB member. This will include providing dedicated time to fulfil their role, supporting them in developing a safeguarding accountability framework for their organisation, ensuring that safeguarding underpins all their activities with adults and that, in the case of the core statutory partners, a recurrent and sufficient financial contribution is made to support the work of DSAB.

**13.2** To further assist DSAB members in carrying out their responsibilities, Chief Officers of all partner organisations will be asked to sign the document at the end confirming their support of the written constitution of DSAB.

## **14 DSAB SUBGROUPS**

**14.1** The role and functions of the Executive and each subgroup will be documented within each group's terms of reference, reviewed annually. These are included at appendix four of this document.

**14.2** Together, the Executive and subgroups will undertake the following responsibilities, devolved to them by the Board while acknowledging DSAB's vision, mission and values throughout their work:

- Develop an annual work plan for their groups;
- Monitor the delivery of the annual subgroup work plan and so their contribution to the DSAB annual business plan;
- Use feedback from adults and carers to inform their work;
- Contribute to the development of the annual report by submitting a report to the Independent Chair by the end of April each year on the work of the group, including examples of impact, during the previous year;
- Contribute to the development of the agenda for DSAB meetings by highlighting areas of concern or for celebration through the Executive;
- Develop and approve policies, procedures and tools that support practitioners to exercise professional judgment and develop implementation plans;

## **15 PUBLIC ENGAGEMENT**

### **15.1** DSAB will put arrangements in place to:

- Support stronger public engagement in local safeguarding issues and contribute to an improved understanding of the role and work of DSAB within the wider community;
- Challenge DSAB on the accessibility, clarity and transparency of its plans, priorities and achieved outcomes to children and the public;
- Help to improve working relationships between DSAB and community groups.

## **16 DATA PROTECTION, CONFIDENTIALITY AND FREEDOM OF INFORMATION**

### **16.1** Members will ensure that their own organisation's Data Protection Registration, where appropriate, covers their involvement in the activities of DSAB.

### **16.2** All members will adhere to the provisions of the Data Protection Act 1998 and all other legal provisions relating to confidentiality and data security and maintain confidentiality at all times, other than where a specific exemption under that Act or other legal provision applies. This principle will apply during a member's participation in DSAB and will continue after the individual is no longer a member, or following DSAB's dissolution.

### **16.3** If any member who has access to confidential information or data knowingly breaches the law relating to particularly (but not limited to) the unauthorised disclosure of confidential information, they may be personally liable. DSAB as a partnership body is not the subject to the requirements of the Freedom of Information Act 2000, however it acknowledges that public authorities represented on our partnership board are. It is therefore the responsibility of individual partners of the Board to make appropriate arrangements to ensure that the provisions of the Act are properly complied with.

### **16.4** All partners will be expected to agree, sign and comply with the DSAB confidentiality agreement at the end of this document (appendix five).

### **16.5** All agendas, minutes and other documentation shall be treated as confidential and can only be shared with the agreement of the Independent Chair. Board members shall keep confidential any information obtained as a result of inter-agency cooperation save to the extent that disclosure of the information is necessary in order to discharge the functions of the Board.

## **17 FINANCE AND STAFFING**

### **17.1** To support the work of DSAB, a business support function will be maintained, funded by contributions from the statutory partners and other partner agencies.

### **17.2** No later than December in each year, DSAB will determine a budget for the forthcoming financial year.

## **18 COMPLAINTS**

### **18.1** Local Safeguarding Adults Boards are not identified as having a statutory function in relation to the investigation of complaints.

## **19 CONDUCT OF MEETINGS**

- 19.1** Wherever possible the chair shall attempt to reach decisions by consensus. However, where this proves not to be possible then matters will be settled by a simple majority of those members present who are entitled to vote.
- 19.2** No organisation shall exercise more than one vote and in the case of equity of votes the Independent Chair shall have the casting vote.
- 19.3** The Chair (or, in the absence of the Chair, the Vice Chair), in consultation with 4 separate agencies, shall decide any issue which requires a decision by the Boards between meetings if it does not, in the opinion of the Chair, require a special meeting to be convened. The decision will be reported and submitted for ratification to the next meeting of the Board.
- 19.4** The Board may delegate such functions as it considers appropriate to sub-groups and/or task specific working groups.

## **20 DECLARATIONS OF INTEREST**

- 20.1** If at any time a Board Member has a pecuniary or other potentially prejudicial interest in any matter being considered by the Board, they should declare the existence and nature of that interest as set out in the DSAB Register of Interest Policy (see appendix six).
- 20.2** Declarations of interest will be recorded and action taken by the Chair to ensure that the individual concerned has no involvement in decision-making or consequent action in relation to the matter in question.
- 20.3** The Declaration of Interest will be a standing item on all Board agendas.

## **APPENDIX 1**

### **DUDLEY PROTOCOL BETWEEN HEALTH AND WELLBEING BOARD, COMMUNITY SAFETY PARTNERSHIP, CHILDREN AND YOUNG PEOPLE'S ALLIANCE, LOCAL SAFEGUARDING CHILDREN BOARD AND ADULT SAFEGUARDING BOARD**

#### **1. Introduction**

- 1.1 This protocol defines how the Dudley Children and Young People's Alliance (CYPA), Dudley Health and Wellbeing Board (HWBB) and the Dudley Community Safety Partnership Board (CSP) work together with the Dudley Safeguarding Children Board (DSCB) and the Dudley Safeguarding Adults Board (DSAB) in the pursuit of safeguarding and promoting the health and wellbeing of children, young people and adults at risk. Appendix 1A sets out the wider partnership structure that operates in Dudley.
- 1.2 The specific functions of each Board are set out in their respective terms of reference. This protocol sets out the principles underpinning how the five Boards work across their defined remits, how communication and engagement will be secured across the Boards and the practical means by which effective co-ordination and coherence between the Boards will be secured.
- 1.3 The role of the DSCB and DSAB in relation to the CYPA, HWBB and the CSP is one of equal partners underpinned by this protocol. However, the safeguarding boards have a distinct function to influence and assure as well as to challenge and hold partners to account for their work to safeguard children, young people and adults at risk, as set out in statute. This is promoted by the protocol.

#### **2. Principles**

- 2.1 This protocol seeks to clarify the discrete responsibilities of each Board. Its focus is on ensuring that the following simple principles underpin how the five Boards should operate:
  - Safeguarding is the business of all Boards; The Boards should know each other's business;
  - A culture of scrutiny and challenge should exist across all the Boards;
  - The Boards should work together to avoid duplication, and ensure consistency, clarity and best use of resources;
  - Each Board should focus on improving outcomes for children, young people and adults, contributing from its own specific perspective.

#### **3. Board functions**

- 3.1 The Health and Wellbeing Board: Health and Wellbeing Boards (HWBBs) were established by the Health and Social Care Act 2012. They are a forum where key leaders from the health and wellbeing system work together to improve the health and wellbeing of their local population and reduce health inequalities.
- 3.2 Board members collaborate to understand their local community's needs, agree priorities and encourage commissioners to work in a more joined up way. This includes overseeing the completion of the Joint Strategic Needs Assessment (JSNA), which identifies the needs of the local population, and of the Joint Health and Wellbeing Strategy, which guides and informs the commissioning of local services by

the partners on the Board. As a result, residents and services are better able to understand how they can promote and protect their own wellbeing and patients and the public should experience more joined-up services from the NHS, local councils and the wide range of community, voluntary sector and private providers.

- 3.3 The HWBB agrees its top priorities on an annual basis and these can be found at <http://www.dudley.gov.uk/community/initiatives/health-wellbeing>
- 3.4 The Children and Young People's Alliance: Dudley Children and Young People's Alliance (CYPA) oversees the delivery of the Health and Wellbeing Strategy priorities in relation to children and young people. The Alliance is a combination of commissioners and providers who are responsible for developing and promoting a child and family-centred outcome-led vision. The vision, priorities, activity and intended impact of the Alliance are set out in the Children and Young People's Alliance Delivery Plan.
- 3.5 The Alliance is intended to promote strong joint planning and effective commissioning of services. It identifies the priorities for children and young people, clearly informed by their views and those of their parents/carers and a comprehensive needs analysis, informed by the JSNA.
- 3.6 The Community Safety Partnership Board: Community Safety Partnerships (CSPs) are statutory bodies under the Crime and Disorder Act 1998 and made up of representatives from the police, local authorities, fire and rescue authorities, probation service and health. The CSP ensures agencies work together to protect their local communities from crime and to help people feel safer. They work out how to deal with local issues like crime, domestic abuse, antisocial behaviour, substance misuse and offending behaviour. The CSP carries out a strategic assessment on annual basis which highlights the priorities for the CSP and other partnerships.
- 3.7 The above three boards have a much wider focus than safeguarding; however these boards must ensure that there is appropriate commissioning and provision of services which have an impact on reducing safeguarding risks or on addressing the impact of safeguarding concerns on individuals and communities.
- 3.8 Dudley Safeguarding Children Board: as set out in the Children Act 2004, DSCB is the statutory body for agreeing how organisations co-operate to safeguard and promote the welfare of children and young people and for ensuring the effectiveness of what they do. DSCB is chaired by an Independent Chairperson and has a key role to scrutinise and challenge safeguarding performance.
- 3.9 DSCB does not commission or deliver direct frontline services though it does provide training. While the LSCB does not have the power to direct other organisations it does have a role in making clear where improvement is needed. Each Board partner retains its own existing line of accountability for safeguarding.
- 3.10 Dudley Safeguarding Adult Board: DSAB is a statutory partnership board as per the requirements of the Care Act (2014). The overarching purpose of the DSAB is to help and safeguard adults with care and support needs. DSAB must lead adult safeguarding arrangements across the borough and oversee and coordinate the effectiveness of the safeguarding work of its member and partner agencies. DSAB is chaired by an Independent Chair and has a key role to scrutinise and challenge

safeguarding performance. Whilst not a commissioning body, it should concern itself with a range of issues which can contribute to the wellbeing of its community and the prevention of abuse and neglect, such as:

- The safety of people who use services in local health settings, including mental health;
- The safety of adults with care and support needs living in social housing;
- Effective interventions with adults who self-neglect, for whatever reason;
- The quality of local care and support services;
- Making connections between adult safeguarding and domestic abuse.

#### **4. Communications and engagement**

4.1 Everyone has a responsibility for safeguarding, whether commissioner, statutory provider, third party provider, voluntary or community group or advocate.

4.2 All key strategic plans, whether they are formulated by individual agencies or by partnerships, should include safeguarding as a cross-cutting theme to ensure that existing strategies, commissioning plans and service delivery, as well as emerging plans for service change and improvement, include effective safeguarding arrangements that ensure that people in Dudley are safe and their wellbeing is protected.

4.3 The three main strategic plans are:

- The Health and Wellbeing Strategy;
- The Children and Young People's Alliance Delivery Plan
- The Community Safety Plan.

4.4 The above plans inform and influence local commissioning and service delivery. The two Safeguarding Boards also produce strategic plans and an annual business plan; these are informed by local needs analysis as well as the Boards' own scrutiny and assurance work. These plans relate to the delivery of the Boards' statutory functions including improving the quality of safeguarding arrangements through embedding local and national learning.

4.5 In drawing up, delivering and evaluating these strategies and plans, there should be effective interchange between the HWBB, CYPA and the CSP, and with the two Safeguarding Boards.

4.6 To ensure this happens, there should be formal interfaces with the Safeguarding Boards at key points including:

- The development of needs analyses that drive the formulation of the annual priorities of the Health and Wellbeing Strategy, the Children and Young People's Alliance Delivery Plan the Community Safety Plan and the two Safeguarding Boards' Business Plans. These need to be reciprocal in nature ensuring that the Safeguarding Boards' needs analyses are fed into the Joint Strategic Needs Assessment (JSNA) and strategic assessment for the CSP and that the outcomes of the JSNA and CSP strategic assessment are fed back into Safeguarding Boards' planning;
- The development and finalisation of the plans to ensure the priorities are appropriately aligned and the activities and resources available are marshalled to ensure progress is made in improvement and tackling issues;

- Progress made in the implementation of the Health and Wellbeing Strategy, the CSP Plan, the Children and Young People's Alliance Delivery Plan and the individual Board business plans should be reported regularly to all of the Boards, in a context of mutual scrutiny, challenge and support;
- Annually reporting evaluations of performance on plans to provide the opportunity for reciprocal scrutiny, challenge and support and to enable all Boards to feed improvement and development needs into the planning process for future years' strategies and plans.

4.7 By having an effective formal working relationship between the five boards, the benefits should be:

- An integrated approach to the JSNA and CSP strategic analysis, ensuring comprehensive safeguarding data is included in both;
- Aligning the work of the DSCB and DSAB business plans with the HWB Strategy, Children and Young People's Alliance Delivery Plan and CSP Plan and related priority setting to achieve improved progress with improvement activity and service change;
- Ensuring safeguarding is everyone's responsibility, reflected in the public health agenda and related determinants of health strategies; together with community safety priorities and the short, medium and long term objectives of the CSP;
- An ability to evaluate the impact of the HWB Strategy, Children and Young People's Alliance Delivery Plan and CSP Plan on safeguarding outcomes, and of safeguarding on wider determinants of health and community safety outcomes;
- A coordinated approach to communication, learning and improvement, performance management, change and commissioning;
- Cross Board scrutiny and challenge and "holding to account": the HWBB, CYPA and CSP for embedding safeguarding, and the Safeguarding Boards for overall performance and contribution to the improved outcomes set out in the HWB Strategy, Children and Young People's Alliance Delivery Plan and CSP Plan.

## **5. Practical arrangements to secure coordination**

5.1 The following arrangements detail the effective co-ordination and coherence in the work of the five Boards.

5.2 Quarterly: each quarter, the chairs and statutory officers of the five Boards will meet to ensure the coordination of leadership, the coherence of respective plans and to consider the strategic risks facing children, young people, families, adults at risk and communities.

5.3. Between September and December: each year, the Independent Chairs of the two Safeguarding Boards will present to the Health & Wellbeing Board, the Children and Young People's Alliance and the Community Safety Partnership Board their annual reports outlining performance against business plan objectives in the previous financial year.

5.4 This will be supplemented by a position statement on the Boards' performance in the current financial year.

5.5 This will provide the opportunity for the Health and Wellbeing Board, the Children and Young People's Alliance and the Community Safety Partnership Board to scrutinise the effectiveness of safeguarding arrangements across the borough, to draw across

data to be included in the JSNA and CSP strategic analysis and to reflect on key issues that may need to be incorporated in the refresh of the Health and Wellbeing Strategy, Children and Young People's Plan and the CSP Strategy and their associated commissioning plans. It will also provide the opportunity to learn from successes and identify further development opportunities.

- 5.6 Between October and February: the Health & Wellbeing Board, the Children and Young People's Alliance and the Community Safety Partnership Board will present to the Safeguarding Boards the review of their respective strategies including the refreshed JSNA and CSP analysis and the proposed priorities and objectives for each.
- 5.7 This will enable the Safeguarding Boards to scrutinise and challenge performance, including early help, and to ensure that the refreshed Safeguarding Board business plans appropriately reflect relevant priorities set by the HWWB, the CYPA and the CSP.
- 5.8 Between April and May: the refreshed plans will be formally shared with each Board.
- 5.9 As required: in addition to the scheduled interface across all five Boards, it is expected that relevant learning arising from reviews (such as Domestic Homicide Reviews, Safeguarding Adult Reviews and Serious Case Reviews) is shared; and opportunities for coordinating consultations, communications and engagement are fully utilized.

## **6. Relationships between the safeguarding boards**

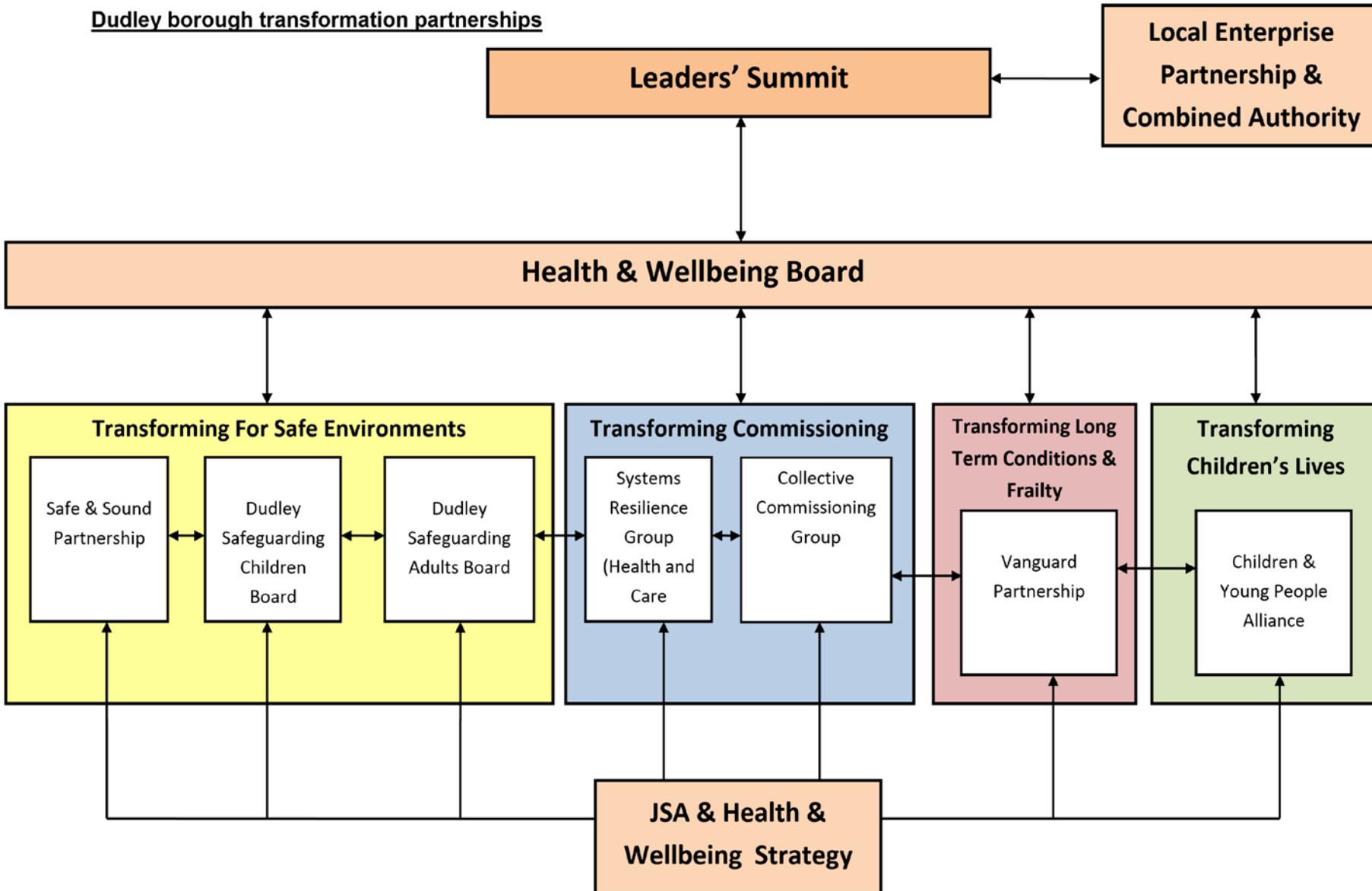
- 6.1 There should be equally effective coordination and coherence between the two safeguarding boards. This will be achieved in part by the arrangements set out above. In addition, effective cross-working, scrutiny and challenge between the Safeguarding Boards and the subgroups will be achieved by:
  - Sharing annual plans during the formulation stages to enable co-ordination and coherence where there are overlaps in business;
  - Ensuring that there is cross-Board representation to secure on-going communication;
  - Working jointly on safeguarding initiatives that impact on both children and adults.

## **7 Implementation and Review**

- 7.1 The DSCB and DSAB Chairperson will have a lead role in ensuring that the protocol is implemented in practice. They will be supported by the Director of People who sits on the CSP, CYPA and HWBB as well as the two Safeguarding Boards.
- 7.2 The protocol will be agreed at full Board meetings of:
  - HWBB** on
  - CYPA** on
  - DSCB** on
  - CSP** on
  - DSAB** on
- 7.3 This protocol will be reviewed annually to ensure it remains up to date with changing policy and guidance.

**APPENDIX 1A**

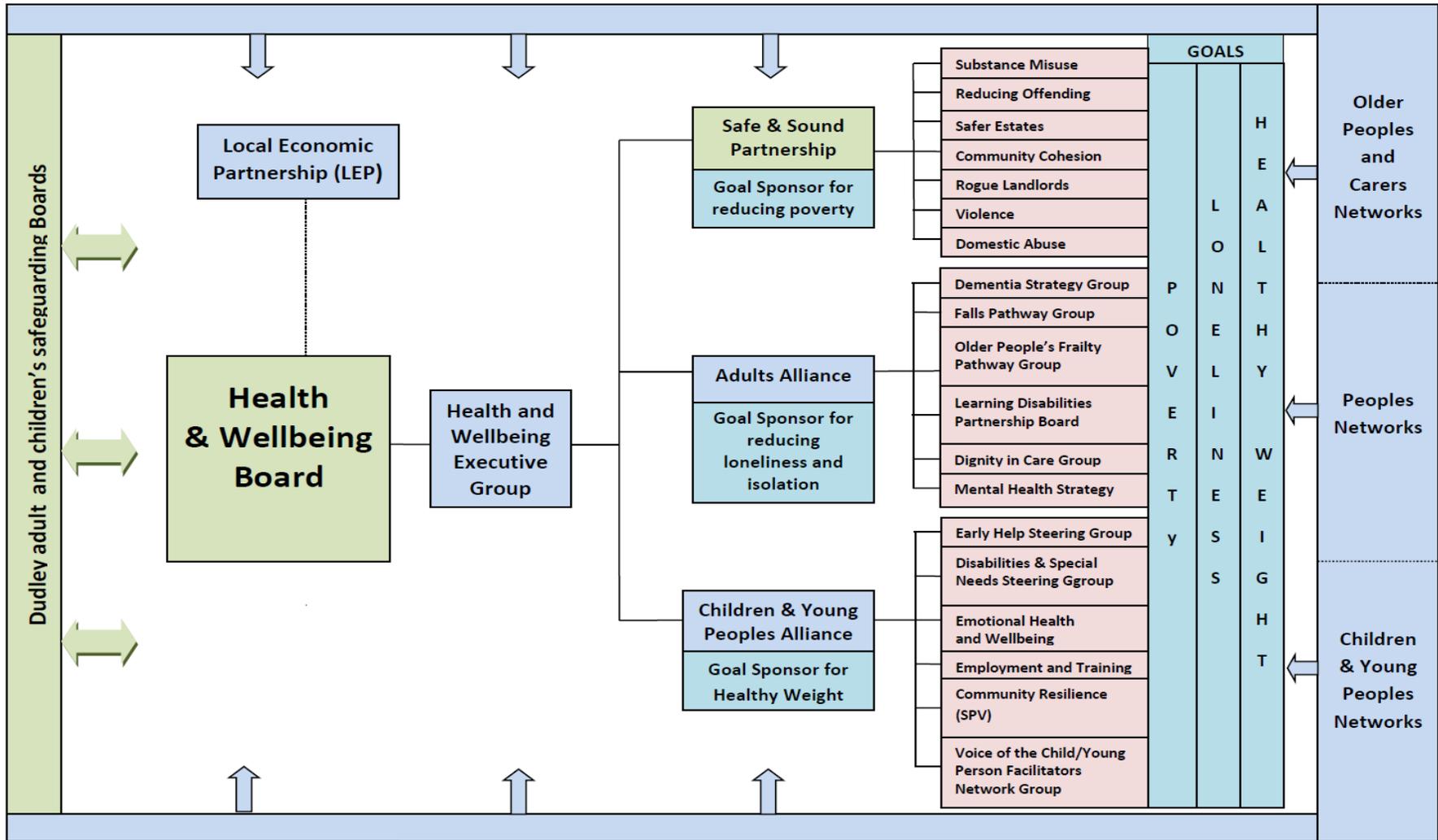
**Dudley borough transformation partnerships**



**APPENDIX 2**

**Dudley Safeguarding Adults Board's relationship with local partnership boards**

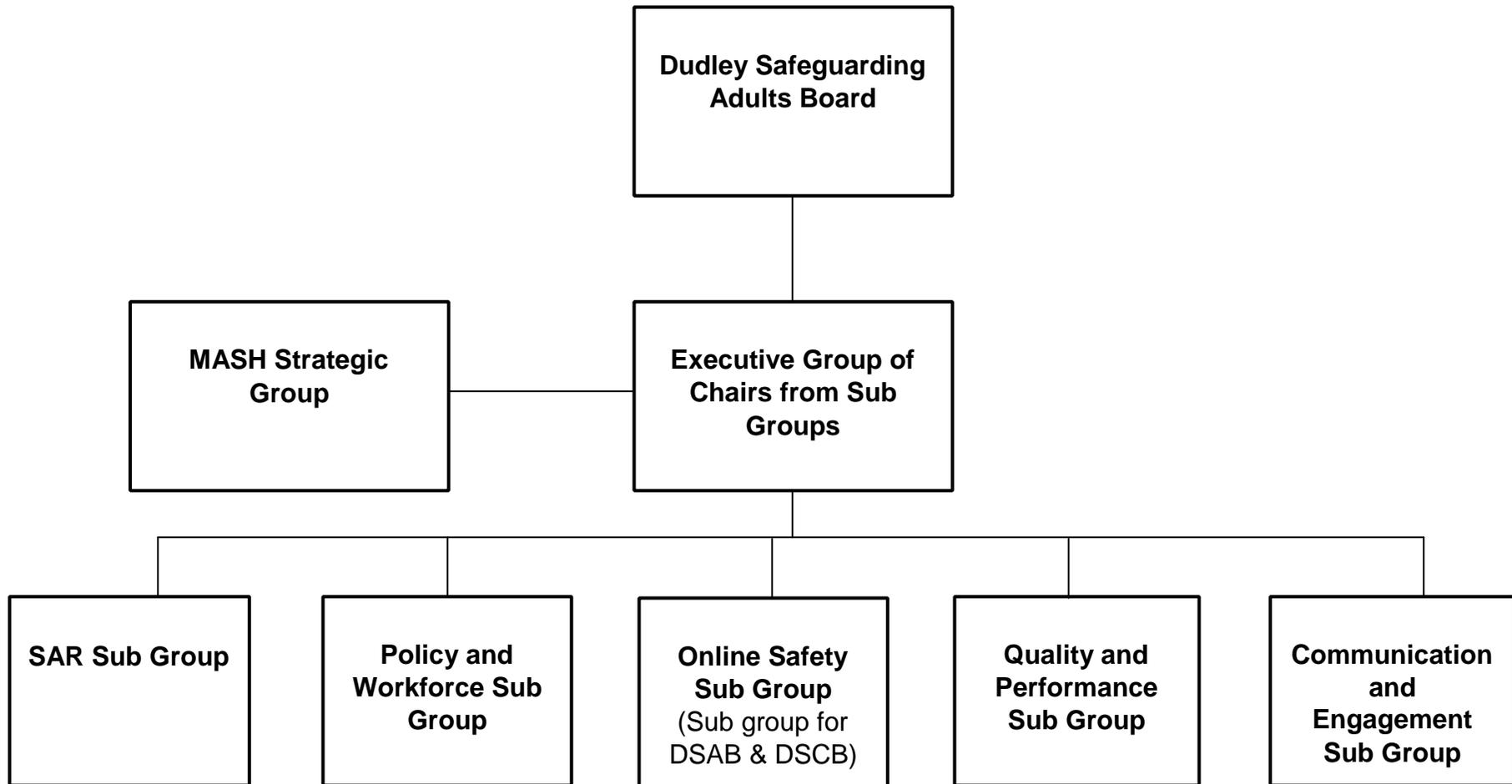
In order to provide effective scrutiny, DSAB is not subordinate to, or subsumed within, any of the local strategic partnership bodies.



■ Statutory partnership group

**APPENDIX 3**

**Dudley Safeguarding Adults Board structure chart**



## **APPENDIX 4**

### **Subgroup terms of reference**

#### **Terms of Reference for the Executive Group**

##### **Purpose**

The purpose of the Executive Group is to govern the work programmes and effectiveness of Dudley Safeguarding Adults Board sub-groups as they progress the development priorities within its strategic plan.

##### **Key Responsibilities**

- Coordinate the development and implementation of objectives and priorities outlined in the strategic plan
- Report to the DSAB at each of their meetings on the progress of the work undertaken by the sub-groups to progress the Boards Strategic Plan.
- Drive the development of good practice in safeguarding adults work
- Monitor and review the work programme and advise the Board where timescales are not achieved with a rationale for revision of timescales if required.
- Support and challenge lead partners for effective delivery of agreed actions.
- Sub-group Chairs to contribute to the development of the Annual Report by submitting a report to the Independent Chair by the end of May each year on the work of the group during the previous year.
- Establish sub groups, task and finish groups and public engagement arrangements, as appropriate
- Promote effective community engagement with safeguarding adults work and ensure that the voice of citizens is heard
- To approve new and revised policies and procedures on behalf of the board.
- To respond to government consultations
- To advise the Board of any resource implications arising from the outputs from task and finish groups
- Carry out any other tasks with DSAB may require.

##### **Reporting Arrangements**

The group is accountable to the DSAB.

##### **Core Membership**

Chair – Liz Murphy, Independent Chair of Safeguarding Board  
Stephen Lonsdale, Head of Adult Safeguarding, Dudley MBC  
Jayne Emery, Chief Officer, Healthwatch Dudley  
Jane Atkinson, Designated Nurse for Safeguarding Adults, Dudley CCG  
Katriona Lafferty, Community Safety Officer, Dudley MBC  
Santokh Dulai, Head of Whole Life Disabilities, Dudley MBC  
Chris Downen, DCI Public Protection, West Midlands Police  
Matt Bowsher, Chief Officer, Adult Social Care, Dudley MBC

Members of the community will inform the work of the group through the Communication and Engagement sub group.

### **Extended Group Membership**

To ensure appropriate representation across agencies, members from other organisations will be invited as appropriate if not already represented by sub-group chairs.

### **Working Arrangements**

The Executive Group will meet prior to every DSAB meeting. The group will have delegated authority from the DSAB to take necessary actions where insufficient assurance is presented without requiring a full board meeting.

The group will monitor its performance against these terms of reference annually, evaluating the achievements of the sub-group responsibilities.

### **Management of the Group**

The group will be chaired by the Safeguard Board Independent Chair, Liz Murphy.

### **Minutes distribution**

The minutes of the meeting will be distributed within 14 working days of the meeting.

---

## **Terms of Reference for the Safeguarding Adults Review Sub-group**

### **Purpose**

To consider whether to hold a Safeguarding Adults Review (SAR) on the death of an adult where abuse or neglect are factors, or where there are serious concerns regarding inter-agency working where an adult suffers potentially life threatening concerns, serious impairment of health or development.

The main aims of the SAR sub group:

- To ensure cases where adults are involved in serious incidents are reviewed and any lessons learned are incorporated into safeguarding practice
- To undertake reviews of individual cases where the group feel there are valuable lessons for multi-agency safeguarding practice.
- To lead on any actions and/or learning arising from completed reviews; and to ensure any action plans are implemented and monitored effectively.
- To receive and review data and significant case information on allegations against staff and volunteers
- To recommend to the Dudley Safeguarding Adults Board (DSAB) any practice, policy or procedural changes.
- To convene a SAR panel following the decision to undertake a SAR
- To share lessons learned with the Training Sub Group and partners in order to disseminate and incorporate the learning into staff training.

### **Key Responsibilities**

- To receive and consider referrals from all agencies.
- To review the referrals against the criteria for holding a SAR and make appropriate recommendations to the DSAB.
- If the chair of the DSAB confirms the decision to conduct a SAR, the sub group will commission a SAR panel to manage the process.

- To consider serious cases which do not meet the criteria for holding a SAR, but have a multi-agency element to determine if a local review is appropriate and would provide scope for learning around multi-agency practice and procedures.
- To monitor the SAR process and to oversee changes to this process.
- To monitor the quality of the way in which agencies implement this process and recommend actions as necessary.
- To oversee and audit DSAB and agency implementation of SAR action plans, ensuring that they are signed off in a timely manner and to negotiate corrective action where necessary and report to the DSAB Executive group.
- To develop and monitor a learning development matrix for all cases referred to the SAR sub group, whether they meet the criteria or not.
- To provide an annual report to the DSAB.

### **Reporting Arrangements**

The Chair of the SAR sub group will take responsibility for reporting to the Safeguarding Adults Board Executive Group. The SAR sub group will receive commissions from the Dudley Safeguarding Adults Board and Dudley Safeguarding Adults Board – Executive Group.

### **Core Membership**

Jane Atkinson, Designated Nurse for Safeguarding Vulnerable Adults, Dudley CCG

Stephen Lonsdale, Head of Adult Safeguarding, Dudley MBC

Santokh Dulai, Head of Whole Life Disabilities, Dudley MBC

Jayne Emery, Chief Officer, Dudley Healthwatch

Judith Page, Named Nurse for Safeguarding Adults, Dudley Group NHS Foundation Trust

Councillor Christine Perks, Dudley MBC

Eva Rix, Associate Director of Safeguarding, Black Country Partnership Foundation Trust

Mark Burnell, West Midlands Police

Kate Houghton, Partnerships Officer, West Midlands Fire Service

David Lunt, Team Manager Adult Safeguarding, Dudley MBC

Sarah Mantom, Dudley and Walsall Mental Health Trust

### **Extended Group Membership**

Usha Gaddu – Public Health

The extended membership of the group is not exclusive; other agencies will be consulted and involved as required.

### **Working Arrangements**

The SAR sub group will work in accordance with the aims of the SAR sub group identified in the Purpose of the group and the Key Responsibilities.

### **Management of the Group**

The SAR sub group is chaired by Jane Atkinson, Designated Nurse for Safeguarding Adults at Dudley CCG. The sub group will meet quarterly and is accountable to the Dudley Safeguarding Adults Board and the Dudley Safeguarding Adults Board Executive Group. The chair will report on the activity of the sub group.

### **Minutes Distribution**

The minutes of each sub group will be forwarded to members prior to the next meeting. The terms of reference will be reviewed annually.

## **Terms of Reference for Policy and Workforce Sub-group**

### **Purpose**

- To lead the development, implementation, monitoring, evaluation, promotion and review of Dudley Safeguarding Adults Board multi-agency policies and procedures
- To lead the implementation and delivery of a strategic approach to both workforce development and learning and development activities
- To promote an ethos of active learning from regional and national research
- To support partner agencies in raising the skills and competences of staff and volunteers to promote inter-agency collaboration
- To work in collaboration with other subgroups to ensure workforce developments benefit from robust governance
- To adhere to the requirements of internal and external audits

### **Key Responsibilities**

- To ensure that the safeguard policies and procedures within Dudley reflect national and regional guidance, legislation and best practice
- To ensure that consultation for each policy and procedure is undertaken with the relevant organisations, stakeholders and forums
- To ensure that policies and procedures are presented to the Executive Group of the Board for agreement and adoption
- To receive updates from partner agencies regarding the application of all policies and procedures and take account of any suggestions for improvement
- To ensure linkages with other relevant sub-groups concerning implementation of policies and procedures
- To develop and maintain a safeguarding workforce development strategy to provide assurance to the DSAB that partner agencies are meeting the requirements laid out
- To ensure that multi-agency development opportunities exist for all practitioners who work with people with care and support needs to raise the skills and competencies the workforce requires
- To evaluate the impact of multi-agency development opportunities
- To develop and review strategic training plans
- To ensure learning from Safeguarding Adults Reviews is embedded as required by the Care Act 2014
- To identify areas of excellence and or need from multi-agency safeguarding audits and ensure any areas of development are met

### **Reporting Arrangements**

The sub-group chair will report to the Executive Group of the Board outlining achievements of the group regarding the Business Plan objectives for the Board.

### **Core Membership**

The membership of this sub-group will need to ensure that local measurements of policy and workforce are developed.

Membership will comprise representation from:

- Dudley Assessment and Independence Team
- Dudley Trading Standards Team
- Dudley Safeguarding Adults Team

- Dudley Housing, Directorate of Place
- Dudley Community Safety
- West Midlands Fire Service
- Dudley and Walsall Mental Health Partnership NHS Trust
- Dudley Group of Hospitals Foundation Trust
- Black Country Partnership NHS Foundation Trust
- Dudley Clinical Commissioning Group

### **Extended Group Membership**

The sub-group will also draw in the expertise of a range of other people where this will assist it to meet its delegated responsibilities.

### **Working Arrangements**

The group will meet quarterly and will report to each Executive group

### **Management of the Group**

The group will be chaired by the Head of Adult Safeguarding Social Care, Stephen Lonsdale.

### **Minutes distribution**

The minutes will be distributed within 10 working days of the meeting. Agenda papers will be distributed within three days of the meeting date.

## **Terms of Reference for the Quality and Performance Sub-group**

### **Purpose**

The purpose of the Quality Assurance sub-group is to support Dudley Safeguarding Adults Board to fulfil its remit of ensuring local safeguarding arrangements are effective and deliver the outcomes that people want. This sub-group will act as the mechanism by which the Board will hold local agencies to account for their safeguarding work, including prevention and early intervention. This will be achieved through the delivery of an annual work plan developed in line with the Board's Strategic priorities and objectives and through the production of regular reports, a risk register and information as required by the Board.

### **Key Responsibilities**

The Sub-group will:

1. Commission, analyse and report on inter-agency practice audits including case file audits, multi-agency audits and specific subject audits pertinent to safeguarding.
2. Consider the findings and recommendations as of local, national reports and policy development to embed a programme of learning within the Board.
3. Assist the Board with the development of the Risk Register and a Quality and Performance sub-group work plan.
4. Research and make proposals on the safeguard dashboard and the quality assurance framework to update in accordance with national and regional development
5. Monitor service users feedback mechanisms within the partner agencies to measure whether their expected outcomes have been met. This will be in accordance with the principles of the Care Act 2014 and making Safeguard personal and will be submitted to the Adult Safeguard Board.

6. Review Partner agency risk management systems and the Dudley Safeguarding Adults Board Risk Register to ensure compliance with the Care Act 2014 in relation to their Safeguarding audit arrangements.
7. Ensure that partner agencies monitor and provide assurance concerning their contracting, procurement and commissioning arrangements across the services as part of their quality assurance framework.

### **Reporting Arrangements**

1. The Sub-group will provide an annual quality assurance report with outcomes and recommendations reviewed by the Board.
2. The sub-group will contribute to the development of a Business Plan and Annual Safeguarding report for approval by the Board.
3. The sub-group will ensure that briefing papers and regular updates of the group's work and exception reports are prepared for the Board.

### **Core Membership**

The membership of this sub-group will need to ensure that local measurements of Quality and Performance are developed.

Membership will compromise representation from:

- Dudley Access and Prevention Team
- Dudley Safeguard Adults Team
- Dudley and Walsall Mental Health Partnership NHS Trust
- Dudley Group of Hospitals Foundation Trust
- West Midlands Public Protection Unit
- Health Watch
- West Midlands Care Association
- Black Country NHS Partnership Trust
- Dudley Clinical Commissioning Group

Work steams to be identified by the Chair at the Sub-group with representations from appropriate agencies.

The sub-group can only be quorate if three or more separate agency representatives are present. If members are unable to attend they must endeavour to send a representative.

### **Extended Group Membership**

For specific task and finish groups additional representation from other agencies may be required.

### **Working Arrangements**

The group will meet every two months. Additional meetings may be summoned by the Chair if deemed necessary.

Meetings will normally be scheduled to last one hour 30 minutes.

Group Administration to be arranged/ agreed by the Chair.

### **Management of the Group**

The group is chaired at by Santokh Dulai, Head of Service for Whole Life Disabilities, Dudley MBC.

### **Minutes Distribution**

The minutes will be distributed within 10 working days of the meeting. Agenda papers will be distributed within 3 days of the meeting date.

---

## **Terms of Reference for the Communications and Engagement Sub-group**

### **Purpose**

The Communications and Engagement Sub-group has been formed to support the Dudley Safeguarding Adults Board by:

- Bringing partners together to develop, implement and evaluate a shared communications strategy and engagement plan.
- Agreeing key safeguarding messages to be communicated through a variety of channels.
- Identifying and championing preventative approaches to keeping people safe.
- Increasing awareness of safeguarding adults in Dudley borough and how to report.
- Promoting involvement of adults at risk, carers and advocates in this work.
- Being innovative on our approach by involving a diverse range of people who work, study, visit, live, shop or worship in our communities.
- Ensuring that messages are shared in appropriate meaningful language.

### **Key Responsibilities**

- **Listening** to people who have been subject to abuse or neglect, and seek assurance that people are able to be supported in the way that they want, are involved in decisions, and can achieve the best outcomes.
- **Assuring** that safeguarding is embedded in communities, raising awareness, promoting wellbeing and preventing abuse and neglect from happening in the first place.
- **Promoting** awareness of what safeguarding is and how to report neglect, harm and abuse.
- **Engaging** in different ways to help protect people with care and support needs at risk of harm and abuse.
- **Monitoring** the communications strategy and engagement plan to ensure real outcomes for local people.
- **Ensuring** that partners in Dudley borough are aware of the need to promote safeguarding awareness and are aware of appropriate training and support.
- **Sharing** a strong commitment to working with partners and communities in Dudley borough.
- **Budget** identifying and agreeing spend.

### **Reporting Arrangements**

- The Sub Group Chair will report to the Executive Group of the Board
- Quarterly: Reporting to Dudley Adult Safeguarding Board

- Annually: Reviewing work plan and contribute to the Dudley Adult Safeguarding Board annual report.

### **Core Membership**

- Dudley Council
- Dudley Clinical Commissioning Group
- Dudley Group NHS Foundation Trust
- Dudley and Walsall Mental Health Partnership NHS Trust
- Healthwatch Dudley
- West Midlands Fire Service
- West Midlands Police
- Voluntary sector representative
- Designated elected member
- Living Well Feeling Safe Partnership

### **Extended Group Membership**

- A reference group of local people / People's Champions with specific knowledge and experience of vulnerability, will be involved to enable safeguarding in Dudley to be less process driven, more person centred and more meaningful.
- The reference group will:
  - Be a sounding board for communications materials.
  - Advise on the appropriateness and language use of key messages.
  - Generate engagement ideas.
  - Support with board recruitment.

### **Management of the Group**

The group is chaired by Jayne Emery, Chief Officer for Healthwatch Dudley.

### **Working Arrangements**

To meet at least six times a year with special meetings as required. Meetings will be scheduled to ensure that work feeds into the Dudley Safeguarding Adult Board meetings in a timely manner.

---

## **Terms of Reference for the MASH Task and Finish Group**

### **Purpose**

The purpose of the MASH Strategic Task and Finish Group is to provide multi-agency direction for the establishment of an Adult MASH ensuring that the various work streams identified deliver the contribution to their agreed objectives.

### **Key Responsibilities**

- To develop, monitor and review the MASH service and all related policy documents and agree and make recommendations for change and improvement.

- Agree the commitment that each agency will make to the operation of the MASH.
- Agree the direction and outcomes of the MASH and establish management and decision making processes.
- Considering job descriptions for staff employed in the MASH and advising partner agencies on appropriate training for MASH staff.
- Record and manage the operational and organisational risk of the MASH.
- Monitor performance and compliance with the MASH information sharing agreement.

### **Reporting Arrangements**

The sub-group will report to the Executive Board of Dudley Safeguard Adult Board. The Board Chair will be a member of the Executive Group. The group will ensure that a report on the MASH is produced for the Annual Report.

### **Core Membership**

The membership will consist of partners of the safeguard board together with local authority, H.R, communication, information governance, I.T, and performance managers. The agencies in attendance are:

- Dudley MBC – Adult Safeguarding, Children’s Services, Housing, Public Health, ICT Services, Communications and Public Affairs, Adult Social Care, Corporate Landlord Services, Community Safety.
- Dudley Clinical Commissioning Group
- Dudley Group NHS Foundation Trust
- National Probation Service
- Dudley Walsall Mental Health Trust
- West Midlands Police

### **Extended Group Membership**

Additional members will be co-opted onto the board as the business need requires.

### **Working Arrangements**

The group will meet monthly for the first year of operation and then subject to agreement the frequency of the meetings will be revised.

Additional meetings may be arranged when required to support the effective functioning of the MASH.

### **Management of the Group**

The group will be chaired by the Chief Officer for Adult Social Care within the local authority. The group will retain responsibility for all aspects of the MASH process, supported by each organisation, satisfying itself that appropriate processes are in place to provide the required assurance. The group may task the Operational Group with additional work as required with its development.

### **Minutes distribution**

Minutes will be distributed within 10 working days of the meeting. Agenda and papers for the meeting will be distributed three days prior to the meeting date.

## **APPENDIX 5**

### **Confidentiality guidance and agreement**

#### **Dudley Safeguarding Adults Board Confidentiality Guidance and Agreement**

The establishment and purpose of DSAB is laid down in the Care Act (2014) and by virtue of the Board's functions, Board members will be privy to sensitive and confidential information including information about individual adults with care and support needs.

In order to ensure that DSAB is able to fulfil its statutory responsibilities, all relevant information needs to be shared with Board members. In order to preserve confidentiality, DSAB will adopt a number of measures as set out below and will require individual DSAB members to sign the overall document at Appendix 6.

#### **Guidance on managing DSAB Data/Information**

##### **(i) Handling and safekeeping of documents**

Board papers and any sensitive information including Safeguarding Adults Review reports will be sent to members 5 working days in advance of the meeting by secure email. No other form of communication will be used. DSAB members must ensure that any changes of email addresses are notified to the DSAB Business Support Coordinator. Board members should inform the Coordinator when Board papers have not been received in advance of meetings.

##### **(ii) Confidentiality of DSAB Documents**

DSAB documents may take several forms and a number are highly confidential documents. In order to ensure that access to such documents is limited to those with authorised access, the Board administrator will include a protective marking standing [OFFICIAL] on such documents to highlight the confidential nature of them and to remind board members that such documents should not be shared or reproduced without the permission of the DSAB Independent Chair. These documents will also be "water marked".

Board members are expected to make certain that such documents that they receive are kept in good order, in a secure, private place, and **under no circumstances** shown, discussed or made available to third parties external to the individual board member's agency.

Such documents should not be photocopied or otherwise reproduced for member's own use or that of other parties. The Board member should seek permission from the DSAB Independent Chair to share or reproduce any such documents and s/he will need to have in place a system for maintaining confidentiality when information is shared.

##### **(iii) Confidentiality of DSAB Discussions**

The DSAB must work co-operatively, efficiently and effectively and with the knowledge that its deliberations are confidential. The Board's business is of a highly confidential and sensitive nature and members must guard against wrongful disclosure. It is crucial for the interests of adults with care and support needs, as well as the reputation of the DSAB, Dudley MBC and its partner agencies that information that members receive as a board member, including information arising from DSAB discussions, is not divulged to outside

parties other than for the need to conduct DSAB business including safeguarding adults with care and support needs.

## **APPENDIX 6**

### **SIGNATORY SHEET**

All Board Members are to sign below to confirm that they agree to all conditions within the Dudley Safeguarding Adult Board Constitution.

<i>Signed by individual Board member</i>	
<i>Signed by Chief Executive of organisation</i>	
<i>Name of organisation</i>	
<i>Date</i>	

All Board members are also to sign the Register of Interest Policy (separate document) annually.