



Barnet Safeguarding Adults Board Constitution



CONSTITUTION
BARNET SAFEGUARDING ADULTS BOARD

1 AIM

- 1.1 Barnet Safeguarding Adults Board ['BSAB' or 'Board'] aims to provide effective co-ordination of services to safeguard and promote the welfare of adults in accordance with the Care Act 2014 and Care and Support Statutory Guidance 2014.
- 1.2 The Board aims to achieve its objectives whilst supporting individuals in maintaining control over their lives and in making informed choices. In achieving this, the following six key principles must be followed: -
- Empowerment: Presumption of person led decisions and informed consent.
 - Prevention: It is better to take action before harm occurs.
 - Proportionality: The least intrusive response appropriate to the risk presented.
 - Protection: Support and representation for those in greatest need.
 - Partnership: Local Solutions through services working with communities.
 - Accountability: Accountability and transparency in delivering safeguarding.

2 OBJECTIVES

- 2.1 BSAB is a multi-agency strategic Board that will coordinate the strategic development of Adult Safeguarding across Barnet and ensure the effectiveness of the work undertaken by Partner Agencies in the area.
- 2.2 The Board will scrutinise quality-assurance reports undertaken by the Board and by individual agencies to identify good practice and highlight any shortcomings in inter-agency provision. If shortcomings are identified the Board and any agencies in question will agree a remedial action plan. The implementation and resulting impact of the action plan will be reviewed by the Board through the Performance Quality and Assurance sub-committee.
- 2.3 If a Board partner is found not to be performing effectively in safeguarding and promoting the welfare of adults, and the Board is not convinced of the adequacy of the planned action to improve practice, the Board Chair will explain these concerns to those individuals and organisations concerned, and seek to provide support and ensure adequate action is taken to improve practice.
- 2.4 Partner organisations are strongly encouraged to establish a nominated lead for Safeguarding to provide advice and guidance to their organisation. The Board strongly recommends each partner agency appoints a person to act as a Safeguarding Allegations Management Advisor (SAMA), maintaining oversight of complex cases including those involving allegations against people in a position of trust.

2.5 Whilst BSAB has a role in coordinating and ensuring the effectiveness of work being done by local individuals and organisations in relation to safeguarding and promoting the welfare of adults, it is not accountable for their operational work. Each Board Partner has their own existing lines of accountability for safeguarding and promoting the welfare of adults by their services. The Board has the power to require organisations to provide information, but cannot direct other organisations to carry out functions in a particular way.

3. FUNCTIONS

3.1 The core duties of the Board are set out in Chapter 14 of the Care Act Statutory Guidance, issued under s.78 of the Care Act 2014 which requires the Board to: -

1. Publish a Strategic Plan for each financial year detailing how it will meet its main objective and what Members will do to achieve this;
2. 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.
3. Conduct any Safeguarding Adults Review in accordance with S44 of the Care Act 2014.

3.2 In order to fulfil its core duties, the Board will develop policies and procedures for Safeguarding Adults in their area or where agreed by the Board adopt existing Pan London Policies and Procedures in relation to: -

- a. The role, responsibility, authority and accountability with regard to the action each agency and professional group should take to ensure the protection of adults.
- b. Establish ways of analysing and interrogating data on safeguarding notifications and completed enquiries which increases the SABs understanding of prevalence of abuse and neglect locally that builds up a picture over time;
- c. Establish how it will hold partners to account and gain assurance of the effectiveness of its arrangements;
- d. Determine its arrangements for peer review and self-audit;
- e. 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;
- f. Develop preventative strategies that aim to reduce instances of abuse and neglect in its area;
- g. Identify types of circumstances giving grounds for concern and when they should be considered as a referral to the local authority as an enquiry, including referral pathways and thresholds for intervention;
- h. Formulate guidance about the arrangements for managing adult safeguarding, and dealing with complaints, grievances and professional and administrative malpractice in relation to safeguarding adults;
- i. 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;

- j. 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';
- k. Identify mechanisms for monitoring and reviewing the implementation and impact of policy and training;
- l. Carry out safeguarding adult reviews and advise the local authority and Board Partners on lessons to be learned;
- m. Produce a Strategic Plan and an Annual Report;
- n. Evidence how Board members have challenged one another and held other Boards to account; and,
- o. The Board will engage in any other activity that facilitates or is conducive to, the achievement of its objectives.

3.3 The BSAB will: -

Maintain frameworks for case review and quality assurance which are shared across local organisations who work with adults.

Monitor and evaluate the effectiveness of multi-agency safeguarding training, for all professionals in the area.

Respond collectively to consultations on proposed organisational changes or service redesigns which will have a direct impact on safeguarding adults.

3.4 In all activities BSAB will take account of the need to promote the equality of opportunity and to meet the diverse needs of adults with care and support needs.

4 RELATIONSHIP WITH OTHERS

4.1 BSAB will work and develop working protocols with: -

- The Quality Surveillance Group.
- The Health & Wellbeing Board.
- Barnet Children's Partnership Board.
- The Safe City Partnership.
- Violence Against Women and Children Group.
- Coroner's Office.
- Office of the Public Guardian.
- Crown Prosecution Service.

4.2 It will play a strong role in supporting information sharing between and within organisations and addressing any barriers to information sharing, ensuring that a culture of information sharing is developed and supported as necessary by multi-agency training.

5. BSAB CHAIR & ACCOUNTABILITY

5.1 The Care Act 2014 requires the Local Authority to establish a Safeguarding Adults Board. The SAB is independent of the Council. In order to provide effective scrutiny, it will not be subordinate to, nor subsumed within other local authority structures.

- 5.2 BSAB will have an Independent Chair to hold all agencies to account.
- 5.3 It is the responsibility of the Chief Executive to appoint or remove the BSAB Independent Chair with the agreement of BSAB partners. The Chief Executive drawing on other BSAB partners and, where appropriate, the Lead Member will hold the Chair to account for the effective working of the BSAB.
- 5.4 The BSAB Chair should work closely with all BSAB partners and particularly with the Director of Adult Social Care. The Director of Adult Social Services has the responsibility within the local authority, in accordance with the Children Act 2004 which makes an amendment to Section 6 of the Local Authority Social Services Act 1970 (“the 1970 Act”). This amendment requires a Local Authority with Social Services responsibility in England to appoint an officer as the Director of Adult Social Services, once a Local Authority exercises its power to appoint a Director of Children Services.
- 5.5 The Board will publish a Strategic Plan, this will address both short and longer term actions and set out how those actions will help adults at risk in its area. When preparing the plan the Board must consult Healthwatch and involve the community.
- 5.6 The Board must publish an annual report on its activities including an assessment of the effectiveness of local safeguarding arrangements and the challenges for the next year to relevant Statutory Bodies. The annual report must also provide information about any Safeguarding Adults Reviews (SAR’s) and how the Board is monitoring progress against its policies and intention to deliver its Strategic Plan. The annual report should be published in relation to the preceding financial year and should fit with local agencies’ planning, commissioning and budget cycles. The report must be submitted to the following:-
- Chief Executive and Leader of the Council;
 - The Local Police Commissioner and Borough Commander;
 - The Chair of the Health and Wellbeing Board; and
 - The local Healthwatch

6. THE ACTIVITIES OF THE BOARD

- 6.1 In pursuit of its aims the BSAB will: -
- adopt the financial year April 1st – March 31st;
 - Hold its meetings at least four times per year;
 - Require a quorum of at least one third of the voting membership in order to have a fully constituted meeting;
 - Always seek to operate on a consensus basis. If it is not possible to reach a consensus, members will be required to undertake a formal vote on a simple majority basis which will be recorded. Each statutory agency’s representative in attendance will have a single vote. In the event of a tied vote the Chair will have the casting vote;
 - Review its Constitution on an annual basis at the first meeting of each financial year following a formal consultation process with the statutory agencies;

- Review and adopt the Terms of Reference for the Sub Groups on an annual basis at the first meeting of each financial year following a formal consultation process with the Sub Groups;
- Keep a written record of all Board meetings and meetings of its Sub Groups;
- Any member of the full Board may submit items to be included on the agenda of a main meeting of the BSAB supported by a written statement/report to the Chair at least 10 working days before the meeting.
- Agenda and reports will be circulated generally at least 5 working days prior to the meeting;

6.2 The BSAB will operate an Executive Group, meetings of the executive group may be held either in person or by suitable electronic means agreed by the Chair in which all participants may communicate with all the other participants. The executive group will be made up of the Independent Chair, Chairs of all sub groups, lead members for the Local Authority, Police and Clinical Commissioning Group. The executive groups will:

- Ensure effective operation of the Board
- Monitor and evaluate progress against the Business Plan
- Agree the agenda for the Board prior to each meeting
- Coordinate and monitor the activities of the sub groups
- Review, monitor and make recommendations regarding BSAB's budget
- Manage proactive and reactive communication and to agree media statements on behalf of the Board.

All members of the Executive must be Board members and deputies are not permitted.

6.3 BSAB will also operate Sub Groups which will carry out the day to day operational functions of the Board. All Sub Groups will have an annual work plan which will derive from the BSAB Strategic Plan to support the operational functions of the Board.

6.4 In order to carry out these functions the following Sub-Committees will meet regularly as appropriate: -

- Safeguarding Adults Review
- Performance and Quality Assurance
- Learning & Development
- Service Users Forum

Time limited task groups may also be convened to deliver priority areas of work according to the business plan of the Board.

6.5 The Sub-Committees will report to the BSAB Executive at each meeting to evaluate their progress against the Business Plan and address any issues arising from the Sub-Committee work.

- 6.6 The BSAB delegates power to the sub-groups to: -
- a. Carry out any work related to the different sections of the Strategic Plan;
 - b. Undertake consultation as appropriate;
 - c. Take a decision in reference to a specific item on behalf of the Board where authority to do so has been properly delegated by the Board;
 - d. Prepare a response to consultation matters on behalf of the Board;
 - e. Investigate a particular issue;
 - f. Publish material on behalf of the Board; and
 - g. Discharge any functions delegated to it from the Board.

7. **FREEDOM OF INFORMATION**

- 7.1 Under the Ministry of Justice extension to the Freedom of Information Act 2000 Safeguarding Adults Boards are not deemed as Public Authorities under the Act and therefore will be exempt from requests for disclosure of information under the Freedom of Information Act 2000.
- 7.2 BSAB will not itself be registered with the Information Commissioner as responsibility for registration and information governance lies with the individual constituent members of the Board and its sub committees.
- 7.3 BSAB member organisations are expected to adhere to the Pan London Information Sharing Framework including information sharing arrangements required under Section 45 of the Care Act 2014.
- 7.4 The work of the BSAB is underpinned by other general sets of principles to which all members must adhere:
- Nolan 'Seven Principles of Public Life'
 - Caldicott Principles
 - Data Protection Act 1998
 - Crime and Disorder Act 1998

8. **MEMBERSHIP**

- 8.1 Schedule 2 of the Care Act 2014 defines which Statutory Board Partners are required to have membership on the Board. In addition, membership of the Board will include such other persons as the Local Authority which established it, having consulted the other Statutory Members as listed in sub-paragraph 1 of Schedule 2 considers appropriate.
- 8.2 Board Partners should designate a particular named person as the member of the Board to ensure consistency and continuity.

- 8.3 Members will need to be people with a strategic role in relation to safeguarding and promoting the welfare of adults within their organisations. They should be able to:-
- Speak for their organisations with authority;
 - Commit their organisations on policy and practice matters;
 - Hold their organisations to account.
- 8.4 Members are required to nominate a suitable alternative representative in the event of them being unable to attend meetings who have the authority to commit their organisation to decisions.
- 8.5 Membership of the BSAB will consist of representatives from the following who will have a vote.
- Barnet Council.
 - Director of Adults Social Care.
 - Head of Children and Families.
 - Head of Community Safety.
 - Barnet Clinical Commissioning Group.
 - Metropolitan Police
 - Healthwatch.
 - Voicability.
 - Barnet Mencap.
 - National Probation Service.
 - Community Rehabilitation Company.
 - Barnet, Haringey and Enfield NHS Mental Health Trust.
 - London Ambulance Service.
 - Care Quality Commission.
 - Royal Free NHS Hospital Trust.
 - Department for Work and Pensions.
 - The Barnet Group.
 - Substance Misuse service.

Other membership of the BSAB who will act in an advisory/observer role and will not have a vote will include: -

- The Lead Cabinet Member for Health and Adult Social Care.
 - The Director of Public Health.
 - Designated Health Professionals.
 - Principal Social Worker.
 - Legal Advisor to the Board.
 - Communications lead for Adults and Communities, Barnet Council.
 - BSAB Manager.
- 8.6 The Board will secure the involvement of other relevant organisations, either by inviting them to be representatives of its sub-groups, through invitation for specific issues for discussion of a BSAB meeting or through some other mechanism.

8.7 At the discretion of the Chair of the Board, observers can attend Board meetings. Observers are interested individuals who have been invited to attend Board meetings. At the discretion of the Chair of the Board observers can address the meeting but they are not members of the Board and cannot vote.

8.8 There will be an agreed Induction Programme for all new members.

9. FINANCIAL ARRANGEMENTS

9.1 BSAB Partners have agreed to the establishment and maintenance of a Pooled Fund pursuant to Schedule 2 of the Care Act 2014 which will be managed by the Local Authority on behalf of Board Partners.

11. DISPUTES AND COMPLAINTS

11.1 The Board is intended to be a collaborative, co-operative body and needs to ensure that no particular sector or member is unduly favoured. Problems and issues should normally be debated and resolved at Board meetings.

DISPUTES

11.2 If there is a dispute between Board members the Independent Chair and Director of Adult Services will convene a joint meeting with the parties. This should take place within 28 days of the determining that the dispute exists. In most cases the Independent Chair of BSAB will chair these meetings. The agenda will be agreed jointly by the parties in dispute.

11.3 If no agreement can be reached, either party to the dispute may suggest to the chair that an independent mediator be appointed in a further attempt to resolve the dispute. If parties are not in agreement with this and no resolution has been identified within 28 days then BSAB's Chair may refer the dispute to a Chartered Institute for Arbitrators to be resolved.

11.4 If there is a dispute between the Independent Chair and an BSAB partner or any other Board a similar process will be followed. The Director of Adult Services will convene a joint meeting of the parties as above. If no agreement can be reached, either party to the dispute may suggest that an independent mediator be appointed in a further attempt to resolve the dispute. If parties are not in agreement with this and no resolution has been identified within 28 days then the Director of Adult Services may refer the dispute to a Chartered Institute for Arbitrators to be resolved.

11.5 The BSAB can require a person or body to comply with a request for information. This can only take place where the information is essential to carrying out the Board's statutory functions. Any requests for information about individuals must be "necessary" and "proportionate" to the reasons for the request. BSAB will be mindful of the burden of requests and will explain why the information is needed.

COMPLAINTS

11.6 Complaints from members of the public in relation to the provision or non-provision of Adult Social Care Services by the Council shall be handled by the Council's Complaints Procedure.

11.7 The Board shall refer all other complaints, disputes or problems in relation to the provision or non-provision of services by a Board Partner to the Board Partner's own internal complaints handling process.

12. NON COMPLIANCE OF ACTIVITIES

12.1 The work of the BSAB will be set out in the Strategic Plan. All member agencies must actively maintain a continued commitment to fulfill their obligation to safeguard and promote the welfare of adults. This includes a commitment to fulfilling their role within the BSAB.

12.2 Issues of non-compliance will, in the first instance, be referred to the Chair of the Board who will investigate and attempt to reach satisfactory resolution through discussion with the representative of the agency concerned. In the event of satisfactory resolution not being reached, the matter will be referred back to the Chief Officer within the agency, to the relevant inspectorate, and, if necessary, to the relevant Government Department.

13 MONITORING AND INSPECTION

13.1 The Board's role is to ensure the effectiveness of work to safeguard and promote the welfare of adults at risk by member organisations and as such BSAB will monitor and evaluate this through its work. The Board will publish performance against objectives set out in the business plan within the Annual Report.

14. OVERVIEW AND SCRUTINY

14.1 The Board and its members will co-operate with any reasonable request by the Council in respect of its Overview and Scrutiny functions under Section 21 Local Government Act 2000 and as a minimum will meet twice a year to provide independent dialogue on Safeguarding.

10 January 2018