



# Governance Arrangements

April 2017

# Lancashire Safeguarding Adult Board

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## Safeguarding and the LSAB

Lancashire's Safeguarding Adults Board (SAB) has a major role to play in ensuring that Lancashire's citizens who are at risk of harm are assisted to be safe and that all agencies contribute to the promotion of their welfare.

Lancashire's SAB is ultimately responsible for all safeguarding/adult protection activities in the County. The SAB has a critical role in holding partners<sup>1</sup> to account, monitoring outcomes and effectiveness, using data and intelligence to identify risks, act on these and to co-ordinate activity. It acknowledges that to deliver its strategic aims and priorities, it requires sound governance arrangements, not least because we are all taxpayers and each of us has a responsibility to wisely use the resources which are delegated to us. Governance is a major theme in the reform agenda for public services. It hinges on how we deliver our objectives within our organisations and as a partnership. It is as much about culture and values as it is about systems and processes. Safeguarding adults/adult protection is a multi-agency commitment and responsibility. However, since guidance on safeguarding/adult protection (Department of Health, 2000) did not clarify the specific responsibilities of member agencies, the SAB recognised that its aims and priorities would only be realised through the ways in which its members play their part in the wider, multi-agency context.

Lancashire's Safeguarding Adults Board is currently made up of strategic partners – Adult Social Care, the commissioning and provider arms of the NHS and Lancashire Constabulary. It draws together senior management and advisory representatives from these and other agencies such as the prison service, Lancashire Care Association – agencies involved in the commissioning and/or provision of services to adults who are at risk of abuse or neglect who may not be able to protect themselves. It operates under Section 7 of the Local Authority Social Services Act 1970. The Care Act sets out a statutory framework for adult safeguarding. This requires local authorities to ensure that enquiries are made into allegations of abuse or neglect. SABs will have to produce a safeguarding plan on which they have to report annually. Where SABs know or suspect that abuse or neglect has contributed to the death or serious harm of an individual, and there is reasonable cause for concern about how SAB members or other persons with relevant care and support functions acted, then SABs will be required to carry out a safeguarding adult review. The purpose of this will be to learn lessons on how to prevent such occurrences in the future. SABs will have the power to undertake reviews in other circumstances if they wish to do so. The Care Act does not prescribe membership of the SAB beyond Adult Social Care, health and the police. In order for SABs to exercise their functions properly, the Care Act introduces a new duty on relevant organisations to supply information to SABs on request. The Care Act puts beyond any doubt the duty of local authorities to make enquiries where abuse or neglect has occurred in the past (Parliament 2013).<sup>2</sup>

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<sup>1</sup> The make-up of SABs is fairly constant with Adult Social Care well, and even, overly represented. Administrative support to SABs is generally provided by Adult Social Care. Typically SABs include representation from Public Protection Units, Clinical Commissioning Groups, and independent and voluntary sector providers. There is enormous variation in terms of the size of SABs and the seniority of individual members (Flynn M and Williams S (2011) Adult Safeguarding Boards in NW England: the power of positive linking *The Journal of Adult Protection* 13, 4, p207)

<sup>2</sup> The Act *provides no new powers to protect adults from abuse – merely process obligations* Professor Luke Clements, *The Care Act 2014 Overview* (private correspondence)

## **Lancashire SAB's Aims & Priorities**

The aims and priorities of Lancashire's Safeguarding Adults Board are constant, ie.

1. To provide strategic leadership and secure assurance of safeguarding quality and performance activity across the county, that enquiries are appropriate and person centered
2. To work closely with all multi-agency partners and parallel strategic boards to provide strategic vision across the county and set clear and achievable aims and priorities
3. To ensure that partners and agencies share a common understanding of what constitutes abuse and are able to recognise risk factors and what situations should be alerted and reported
4. To ensure that the SAB has strategic links to promote early intervention to prevent harm and supports the creation of vigilant services and communities

### **To deliver on these aims, the SAB will:**

- Have a robust communication strategy which will ensure the SAB receives and provides feedback from the subgroup chairs and Area Leadership Groups in order to inform strategic direction of all work
- Ensure that there is a comprehensive learning and development strategy and delivery plan across the multiagency partnerships that will improve practice and achieve positive and improved outcomes for vulnerable adults
- Expect members to commit energy and time to the work of the Board and its purposes
- Receive assurance reports from partner agencies on performance, quality and exceptional incidents via the SAB's sub groups
- Produce a strategic outcome-based work plan, with contributions from member organisations, which feeds in to the community safeguarding leadership groups and the SAB's sub groups
- Receive robust feedback and assurance from partners that safeguarding/adult protection work undertaken by agencies is embedded across all agencies represented on the SAB
- Ensure that all SAB partners have systems in place that will promote the wellbeing of Lancashire's citizens
- Ensure that the SAB's work is effective, outcome focused and understandable

## LSAB Membership

The Care Act defines Safeguarding as everyone's business, and it is important that organisations work together to protect people who need help and support. Yet one of the biggest challenges is how to bring together the huge number of teams and organisations involved in keeping people safe. The SAB must:

- Include the local authority, the NHS Clinical Commissioning Groups and the chief officer of police in Lancashire, who should meet regularly to discuss and act upon local safeguarding issues
- Develop shared plans for safeguarding, working with local people to decide how best to protect adults in vulnerable situations
- Publish this safeguarding plan and report to the public annually on its progress, so that different organisations can make sure they are working together in the best way

SAB membership is recommended to include representatives of organisations and individuals which can assure us that the necessary partners are involved in carrying out our duties.

Agency	Role
East Lancashire CCG	Associate Director of Safeguarding
Fylde & Wyre CCG	Head of Safeguarding
Morecambe Bay CCG	Head of Safeguarding, Designated Nurse for Safeguarding Children
Greater Preston, Chorley & SR, WL CCG	Designated Lead Safeguarding Nurse
Community Rehabilitation Company	Deputy Director
County Council	Councillor
District Council Wyre & Fylde	Chief Executive
Healthwatch Lancashire	Chief Executive
Lancashire Care Association	Independent Representative
Lancashire Care NHS Foundation Trust (Community)	Assistant Director of Nursing, Safeguarding Adults
Lancashire Teaching Hospitals NHS Foundation Trust (Acute)	Associate Director of Patient Safety & Governance
Lancashire Constabulary	Detective Chief Inspector
Lancashire County Council	Head of Adult Services
Lancashire County Council	Consultant in Public Health Medicine
Lancashire County Council	Director of Adult Services
Lancashire County Council	Head of Service Patient Safety & Quality Improvement
Lancashire County Council	Principal Social Worker
Lancashire County Council	County Operations Manager Safeguarding
Lancashire County Council	Quality Improvement & Quality Specialist
Lancashire County Council	County Operations Manager
Lancashire Fire and Rescue Service	Service Group Manager
Lancashire Safeguarding Adult Board	Independent Chair
Lancashire Safeguarding Adult Board	Business Manager
Members of Advocacy & Voluntary Group	Vacant
MerseyCare NHS Foundation Trust	Safeguarding Lead
NHS England	Deputy Director of Nursing NHS England
North West Ambulance Service	Safeguarding Practitioner
Probation Service	Assistant Chief Officer
Prison Services	Custodial Manager
Representative of Housing Support Providers	Operations Director

## Responsibilities of Membership

Members of Lancashire Adults Safeguarding Board are expected to work in partnership in accordance with the *Nolan principles* for the conduct of people in public life, those being selflessness, integrity, objectivity, accountability, openness, honesty and leadership (*May 1995*). As a minimum LSAB expects its members to:

- a) Attend meetings of the LSAB regularly and consistently and special meetings when required
- b) Develop and maintain effective working arrangements based on trust and mutual understanding
- c) Establish effective systems for being briefed by and providing briefings to key staff in their agency and/or liaise within their profession about views on safeguarding matters
- d) Contribute to the LSAB financially and/or otherwise
- e) Collate and provide management information as required by LSAB and contribute to quality assurance arrangements
- f) Identify and support staff to participate in the interagency activities of LSAB such as policy development, scrutiny of practice, training, serious case reviews, practice development and new initiatives
- g) Make a commitment to training and workforce development
- h) Ensure that the policies and procedures of LSAB are disseminated in an effective way within their own organisations and acted upon
- i) Represent LSAB and its activities within their own organisation
- j) Report difficulties with own organisation and between organisations to LSAB and work with partners to find effective solutions
- k) Promote LSAB, voluntary, independent and private provider's information exchange meetings as a way of developing and sustaining a shared understanding with this broader community of providers
- l) Where a member of the LSAB, is identified as the link person to an operational group they will take responsibility for ensuring that they or their delegate, takes forward the work of the LSAB sub group and supports the chair in achieving agreed objectives
- m) Hold managers within their agency/organisation to account for that agency's contribution to safeguarding
- n) Undertake any audit or pre-inspection activity as required by LSAB

## **Information Sharing**

### **Accountability**

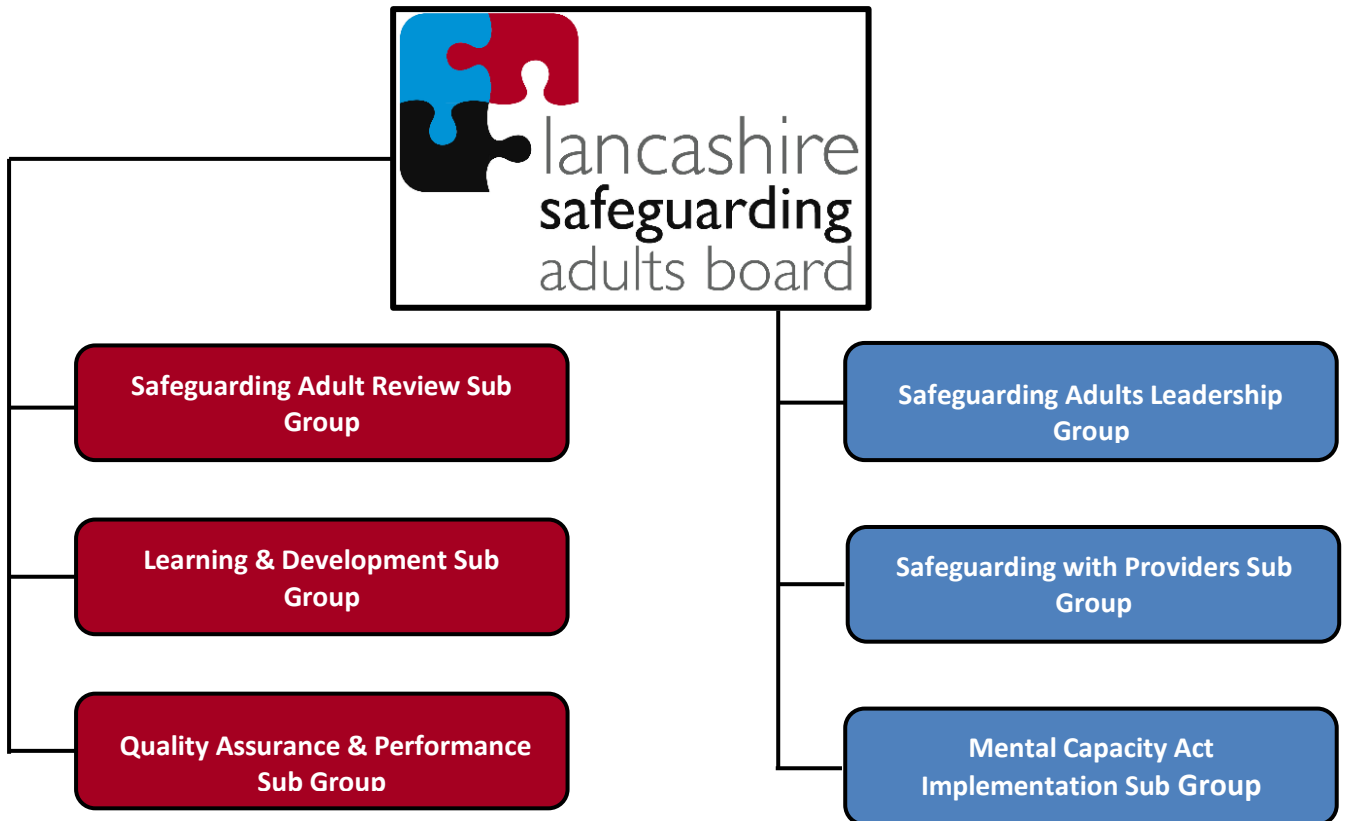
The Care Act specifies that it is important that organisations share information related to abuse or neglect with SABs. Not doing so could prevent them from being able to tackle problems quickly and learn lessons to prevent them happening again.

The Act is therefore clear that if an SAB requests information from an organisation or individual who is likely to have information which is relevant to SAB's functions, they must share what they know with the SAB. This is so any problems can be tackled quickly, and lessons can be learnt to prevent them happening again in the future.

All organisational members should provide the Board with any adult safeguarding information which will include:-

- reporting and preparing action plans
- significant reviews
- inspections
- policies
- internal learning
- budget challenges
- safeguarding adult reviews

## LSAB & Sub Groups



### **Safeguarding Adult Review Sub-group**

The role of the Safeguarding Adult Review Sub-group is to ensure regular reviews of selected cases are undertaken including, where necessary, safeguarding adult reviews (SARs) or multi-agency reviews. The group also ensures that the lessons from reviews are widely disseminated and the learning to improve frontline practice is embedded across all member agencies.

### **Learning & Development Sub-group**

To commission and deliver learning opportunities so that agencies which work with vulnerable adults have a trained workforce which can ensure that wherever possible, adults in the community are safeguarded and protected from abuse.

### **Quality Assurance & Performance Sub-group**

To ensure that the LSAB has a comprehensive approach to quality assuring the multi-agency safeguarding processes which link into the Board's Strategic Priorities.

### **Mental Capacity Act 2005 (MCA) Implementation Sub-group**

The MCA Implementation sub group is a multi-agency network, working across Lancashire covering the central, east and north localities. The group advises the Safeguarding Adult Board (SAB) on processes, procedures and outcomes in relation to (i) the implementation of the MCA 2005 and the Deprivation of Liberty Safeguards and (ii) progress in terms of embedding the legislation in practice across the partnership.



### **Safeguarding with Providers Sub-group**

Works with providers in Lancashire to develop partnership approaches in safeguarding adults in Lancashire. This group shares information with the SAB and with providers across the county.

### **Safeguarding Adults Leadership Sub-group**

This group's function is to assist the LSAB to ensure that it maintains a local perspective in the discharge of its functions and receives information concerning the effectiveness of multi-agency working in all localities.

### **Additional Agencies Represented on Locality Sub-groups**

#### **Calderstones Partnership NHS Foundation Trust**

Based in East Lancashire, and with services in Lancashire and Greater Manchester, the Trust supports people with learning disabilities who require treatment in specialist and secure services, including individuals who have forensic needs and those who present challenging behavior.

#### **North West Ambulance Service (NWAS)**

North West Ambulance Service NHS Trust was established during 2006 with the merger of the Cumbria, Lancashire, Mersey Regional and Greater Manchester Ambulance Services, the aim being to provide the best possible ambulance and pre-hospital care service to the people of North West England. The Trust works with other partners to develop new ways of delivering emergency and urgent healthcare to patients. NWAS strives to provide the right response, first time, in time and in the right place for all patients. The service covers an area of over 5,400 square miles with a population of over seven million people and employs over 5,100 staff. Almost 1,000 emergency and non-emergency vehicles operate in the region with over one million emergency calls received each year by the Trust.

## **LSAB Terms of Reference**

### **Frequency**

LSAB meetings take place bi-monthly.

### **Vice Chair**

To be agreed.

### **Quoracy**

For the group to be quorate the Local Authority, Clinical Commissioning Group and Police must be present at each meeting.

### **Agenda Items/Reports**

The LSAB Business Support will write to all members to request items to be considered for the LSAB agenda prior to meetings. Any reports to the LSAB should be submitted using the LSAB report template which can be requested from the LSAB Business Support when required.

### **Confidentiality**

Any confidential information shared at; or arising from LSAB meetings (or sub-groups) should not be shared beyond agreed parties without consent from the 'owner' of the information. Members must make it clear if information is confidential and clarify any specific requirements as to how the information should be stored and shared. It is incumbent on members to ensure confidential information is handled in accordance with legal requirements and local protocols.

### **Minutes**

Minutes of LSAB meetings will be distributed within 10 working days of the meeting where possible, following approval by the Chair. Minutes will also be published on the LSAB website. Minutes published on the website will have any confidential information removed prior to publication.

### **Notice of Leaving**

Members should give two months' notice where possible.

### **Chair & Assessment of Chair**

The LSAB will be chaired by an independent person of relevant experience and qualification. A contract/service specification will be agreed with the chair and signed by both parties. The Chair will be assessed annually using an appropriate 360° degree assessment tool and the results shared with members.

### **Attendance**

Members will be expected to attend every meeting unless prevented from doing so by personal circumstances, holidays or urgent competing priorities from their agencies. Where this is the case a suitable representative should be provided who can speak on behalf of the agency and commit the agency on matters of policy and practice. Attendance will be monitored on an agency basis and reported through the LSAB Annual Report.

### **Funding & Budget Monitoring**

The operation of the LSAB is funded through a pooled budget of contributions from all key partner agencies (Local Authority, Police, CCGs) and the Better Care Fund.

The budget is allocated to activities, projects and sub-groups at the start of the financial year and budget monitoring reports are presented to each LSAB.