



Buckinghamshire Safeguarding Adults Board
Safeguarding Adult Board

Purpose, Terms of Reference
and Governance

Document Control

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Revision	Version	Changes made	Author
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History

Date

1. Statement of Purpose

Buckinghamshire Safeguarding Adults Board is a statutory body that is responsible for safeguarding those adults in Buckinghamshire. Our safeguarding duties apply to a person aged 18 or over whom:

- has needs for care and support¹
- is experiencing, or is at risk of, abuse or neglect
- is unable to protect themselves from abuse or neglect

Buckinghamshire Safeguarding Adults Board works to make sure that all agencies area working together to:-

- To secure the safety of adults with care and support needs in Buckinghamshire
- provide independent governance and audit of safeguarding practices
- promote, inform and support work to safeguard adults in Buckinghamshire across all partner agencies
- develop Buckinghamshire's safeguarding policies, and ensure the inclusion of these policies in all agencies strategy documents and plans

2. Terms of Reference

Working in partnership with organisations across Buckinghamshire, in particular the Board will:

1. Monitor the effectiveness of organisations' implementation of their responsibilities in relation to the safeguarding of adults at risk of or experiencing, abuse or neglect as detailed in The Care Act 2014
2. Ensure that the Board considers how it will communicate various messages to both the public at large and to professionals across Buckinghamshire.
3. Provide information on how to access services to secure the safety of an adult at risk of abuse or neglect and the safety of others.
4. Develop policies and procedures for safeguarding of adults at risk of, or experiencing, abuse or neglect in Buckinghamshire.
5. Ensure that systems are in place to identify and promote the safety of all adults at risk of, or experiencing abuse or neglect, including those who are in receipt of Direct Payments, who have individual budgets or are privately funded.
6. Develop a training strategy to meet the training needs of staff across all agencies to work effectively together to safeguard adults at risk of abuse.

¹ "Care and Support needs" does not mean that someone has to be in receipt of services but that they have care and support needs.

7. Develop standards for the safer employment of persons who work with adults at risk of or experiencing abuse or neglect including, recruitment, supervision and allegation management.
 8. To hold partners to account for their compliance with the locally produced guidance as described in 2-7 above.
 9. Ensure that the work of the Safeguarding Adults Board acknowledges the diverse needs of the communities it serves.
 10. Ensure that the local planning and commissioning of adult services takes account of safeguarding adults at risk of abuse or neglect.
 11. Undertake safeguarding adult reviews (SARs) in accordance with the Board's SAR policy and seek assurance that learning is disseminated and used to improve practice.
 12. Produce an annual report and work plan and to consult on this
 13. Set up sub-groups to undertake the detailed work of the Safeguarding Adults Board as described in the work plan.
14. Formally present the annual report to;
- The Chief executive of the local authority
 - The Children's Board
 - The Police and Crime Commissioner and the Chief Constable
 - The Local Healthwatch
 - The Chair of the Health and Wellbeing Board
 - Any other Boards as deemed appropriate

3. Governance

The Buckinghamshire Safeguarding Adults Board exists due to its statutory authority from the Care Act 2014 which states that:-

“Each local authority must set up a Safeguarding Adults Board (Safeguarding Adults Board). A Safeguarding Adults Board has three functions:

- *It must publish a strategic plan for each financial year that sets how it will met its main objective and what the members will do to achieve these objectives. The plan must be developed with local community involvement, and the Safeguarding Adults Board must consult the Local Healthwatch organisation.*
- *It must publish an annual report detailing what the Safeguarding Adults Board has done during the year to achieve its main objective and implement its strategic plan, and what each member has done to implement the strategy as well as detailing the findings of any Safeguarding Adults Reviews or any on-going reviews.*
- *It must conduct any Safeguarding Adults Review”*

Whilst each organisation holds ultimate responsibility for adult safeguarding within their individual organisations the board must ensure that there are effective

interfaces between a range of organisations and maximise the effectiveness of safeguarding activity through agencies and communities working together.

The Board will be chaired by an independent chair.

The Independent chair of the Buckinghamshire Safeguarding Adults Board reports to the Managing Director of the Local Authority.

If there is a concern about the independent chair this would be raised directly with the Managing Director, Buckinghamshire County Council.

The Buckinghamshire Safeguarding Adults Board supports the Partnership Board Protocol and therefore is pro-active in linking with other board and bodies working on shared agendas

4. Funding

The Board is funded by the following Board members:-

- Buckinghamshire County Council
- Clinical Commissioning Group
- Oxford Health Care
- Buckinghamshire Health Care
- District Councils
- Fire Service

A funding formula will be agreed on an annual basis along with the agreed Budget for the Board, this will occur in September each year. Partner agencies will abide by the Budget principles outlined below:-

- BSAB will establish agreed priorities to enable annual budget decision making;
- A financial plan and budget that moves toward achievement of priorities, within the constraints of available resources, should be prepared and adopted by BSAB;
- Financial performance will be continually monitored and evaluated, with adjustments made, to encourage progress toward achieving priorities.
- Budget allocations need to be realistic to enable the Board to deliver priorities outlined in the Business Plan;
- An annual inflationary uplift will be included;
- Budget contributions reflect partners commitment to safeguarding vulnerable adults;
- The annual budget needs to enable the BSAB to carry out its statutory responsibilities;
- Forward planning for future budget setting processes will be the norm;
- All budgets will be thoroughly reviewed in the light of in year performance and the Business Plan to demonstrate that the BSAB can meet its statutory duties.
- All areas will have financial envelopes established which are affordable and within which the level of activity can be provided. This may mean that

activities are reviewed to ensure affordability. The funding envelopes will be determined by the Business Plan.

- These principles should then inform Budget setting for not only 2018/19 but for future years

5. Methods of raising issues or concerns with Board

Any board member can raise a concern by contacting the Board via the Independent Chair. These concerns will be discussed at by the chair with at least one core statutory partner before a decision is taken as to the best way to proceed.

The intention would be to resolve concerns/ disputes quickly. Each enquiry raised will have an initial written acknowledgement from the Board within 2 working days. Standard practice will be for the chair to request a written response from the agency individual concerned before presenting the issue and the response to the executive group for consideration and constructive challenge.

In the event that a resolution cannot be achieved locally the Board will escalate to the appropriate senior executive in the relevant body.

6. Frequency of Meetings

The Safeguarding Board will meet Quarterly, with additional meetings arranged as necessary to meet the identified delivery requirements.

7. Quorate

At least half the membership needs to be present for a meeting to be considered Quorate.

8. Membership

The core membership of the Board will be:-

1. Independent Chair
2. Safeguarding Board Manager
3. SAFE
4. Buckinghamshire County Council
5. Thames Valley Police
6. Clinical Commissioning Groups
7. Oxford Health
8. Hertfordshire Partnership NHS Foundation Trust
9. Bucks Healthcare NHS Trust
10. NHS England
11. Healthwatch Bucks
12. Bucks Fire and Rescue Service
13. District Councils
14. Representative from Safer Slough Partnership

Additional members who attend twice a year or as relevant:-

- 15. Care Quality Commission
- 16. South Central Ambulance Service
- 17. HM Prison
- 18. National and CRC Probation Services
- 19. Lead Councillor for Adult Social Care

Members of the Board must be at the right level of seniority in their organisations in order to make decisions and to allocate resources as necessary. Members should nominate a deputy who will attend in their absence and who will be able to make decisions in their place. Attendance at the Board will be published in the Annual Report.
