

# Memorandum of Understanding

## Solihull Safeguarding Adults Board

### 2015

pushing  
bullying  
pinching  
withholding food & drink  
coercion  
intimidation  
hitting  
isolating  
emotional abuse  
restraint  
shaking  
misusing medication  
scalding  
teasing  
sexual abuse  
leaving on own  
blaming  
stealing money or benefits  
neglect  
leaving on own  
ignoring needs

## 1. Introduction

Solihull Safeguarding Adults Board [SSAB 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<sup>1</sup> and the Care and Support Statutory Guidance<sup>2</sup> (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 Solihull and oversee and co-ordinate 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 that 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 social housing;
- 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 Solihull.

3.3 SSAB is a multi-agency strategic Board that will coordinate the strategic development of Adult Safeguarding across Solihull and oversees a range of matters that contribute to the prevention of abuse and neglect.

3.4 SSAB it 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 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 Solihull 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 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 the SABs understanding of prevalence of abuse and neglect locally that 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; and,
- 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 the Solihull's LSCB.

4.3 Solihull SAB will also develop, implement and maintain:

- Quality Assurance Framework;
- Risk Register
- Service user and carer engagement and involvement plan
- Prevention Strategy.

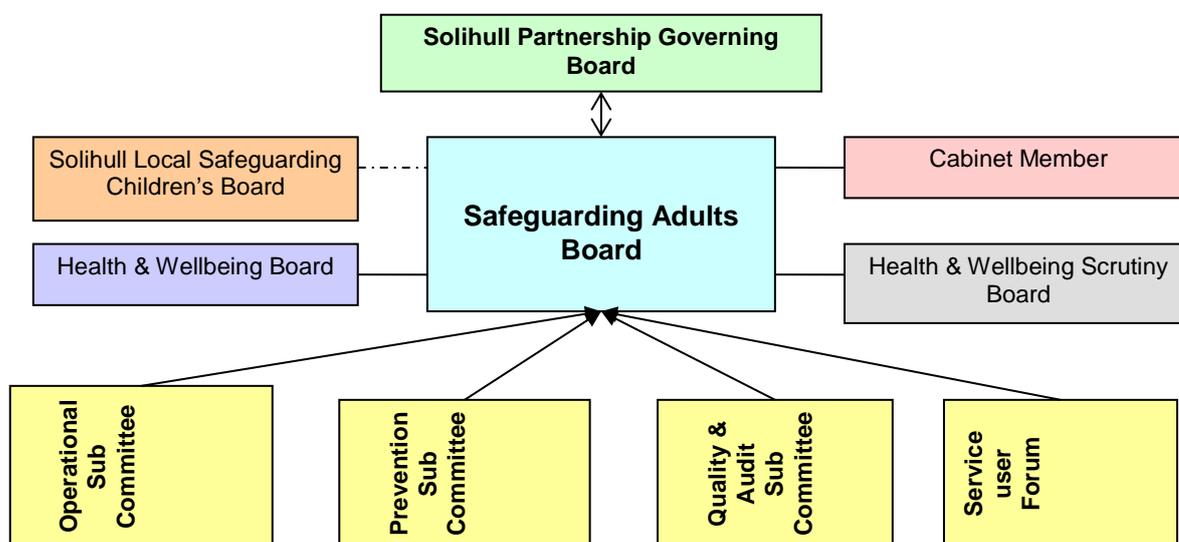
## 5. Overarching Principles

Solihull Safeguarding Adults Board has adopted and will use the principles as set out in the Governments policy<sup>3</sup> 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 treat 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. Governance arrangements

- 6.1 Solihull Safeguarding Adults Board reports directly to the Solihull Partnership Governing Board and has an agreed protocol with Solihull Health and Wellbeing Board to ensure effective partnership working.



- 6.2 Solihull Safeguarding Adults Annual Report in line with the requirements of the Care Act 2014 will provide a copy to the:

- SMBC chief executive and the leader of Solihull Council,
- Solihull Police Commander,
- Healthwatch Solihull
- The chair of Solihull Health and Wellbeing Board

The Annual Report will be made available to the general public via the Boards website and the executive summary will be produced in an Easy to Read format.

Board Members are expected to take the Annual Report through their governance arrangements as soon after its production as possible.

## 7. Membership

- 7.1 The Care Act 2014 requires the following organisations to be represented on the Board:

- The Local Authority
- NHS Clinical Commissioning Group
- Police

- 7.2 However Safeguarding Adults Boards are also expected to involve a much wider range of organisations and individuals.

Solihull Safeguarding Adults Board Membership is made up of representatives from:

Solihull Metropolitan Borough Council  
Solihull Clinical Commissioning Group  
West Midlands Police  
Healthwatch Solihull

Heart of England NHS Foundation Trust  
Birmingham & Solihull NHS Mental Health Foundation Trust  
Coventry & Warwickshire NHS Partnership Trust  
Solihull Community Housing  
Age UK Solihull  
Solihull Action through Advocacy  
West Midlands Fire Service  
NHS England  
West Midlands Ambulance Service  
National Probation Service  
Community Rehabilitation Service  
Cabinet Member – Health and Wellbeing  
Solihull Carers Centre  
Representative from - Private & Voluntary Providers  
Representative from - Community & Voluntary Sector

- 7.3 The Board requires at least 10 members present to be regarded as quorate. Nominated deputies may attend in place of the Board Member but may not do so for more than two consecutive meetings without review of the nominated membership by the partner agency.
- 7.4 Lack of attendance at Board meetings by an organisation will seriously hinder the strategic development of the inter-agency arrangements for safeguarding adults, and for this reason non-attendance is viewed as unacceptable. Where both the nominated or deputising member do not attend for two or more meetings this fact will be drawn to the attention of the executive body of the relevant agency by the Independent Chair of the Solihull Safeguarding Adults Board. Continued non-attendance will be escalated to the Solihull Partnership Board. A register of attendance will be kept and will form part of the Annual Report.
- 7.5 The roles and responsibilities of Board members can be found in Appendix 1.
- 7.6 To support Board members development - a checklist is available - Appendix 2 to aid self-assessment of how well an individual is contributing and working in a partnership environment. Board members are advised to review their performance and development on an annual basis using this self-assessment process.

## **8. Chair**

The Board will be Chaired by someone independent of the constituent agencies in that they are not an 'officer' of any member agency. However this post is a remunerated post collectively funded administered by the Local Authority.

The Vice-Chair will be appointed from within the Board and will be a non-remunerated role

- 8.1 The role and responsibilities of the Independent Chair are:
- To chair quarterly meetings of the Board, participate in Board Development events and chair extraordinary Board meetings in response to Safeguarding Adult Reviews.
  - To provide effective leadership of the Board, ensuring regular evaluation of its effectiveness in scrutinising safeguarding activities across all partner agencies.
  - To ensure Solihull Safeguarding Adults Board partner agencies work effectively together so that adults in Solihull with care and support needs are safeguarded from abuse and neglect.

- To ensure the Solihull Safeguarding Adults Board meets its statutory obligations as set out in the Care Act 2014.
- To provide effective scrutiny of safeguarding at all levels and across adult services agencies in the context of developments in personalisation and greater emphasis on independence and choice for people who use services.
- To account to the Solihull Partnership Governing Board and Local Authority Chief Executive for the work of the Board.

## 9. Relationships with others

9.1 Solihull SAB also recognises that other partnerships in Solihull have responsibilities to address issues relevant to safeguarding adults. To ensure effective communication and lead accountability in issues which traverse groups, the Board has identifying a member of the SSAB who also sits on other boards to act as the contact/feedback point to:

- Ensure safeguarding is embedded in strategies, commissioning and service arrangements,
- Assist with coordination or work, monitoring and priorities.
- Identify areas that are common or being missed,
- Act as safeguarding champion and
- Report back to the SSAB periodically and should a specific need arise.

Board	Link
Local Safeguarding Childrens Board	Need to identify new link
Health and Wellbeing Board	Age UK Solihull – Anne Hastings
Quality Surveillance Group	Sue Nicholls?
Partnership Board for Adults with Learning Disabilities	Solihull Action through Advocacy – Mike Scorer
Birmingham Safeguarding Adults Board	BSMHFT – Sue Hartley ???
Coventry Safeguarding Adults Board	WM Fire Service – Andrea Simmonds
Safer Solihull Partnership	CCG – Sue Nicholls
Domestic Abuse Priority Group	CCG – Rosie Luce
Joint Commissioning Board	SMBC – Karen Murphy
ICAS	SMBC – Sue Dale
Carers Partnership Board	SMBC – Karen Murphy

## 10. Board Decision Making, Voting, Disputes and Complaints

10.1 Prior to discussion of a matter, Board members should have:

- read the written reports; and,
- identified key lines of discussion/enquiry to be taken up at the meeting; and
- identified potential areas of good practice and shared learning; and,
- established the relevant position within their own agency as necessary.

The Chair will manage the consideration of reports and highlight any further action, outputs or outcomes required by the Board and ensure recognition is given for real progress made.

- 10.2 The Board needs to have the three statutory agencies represented and at least 10 members present to be regarded as quorate for decision-making. If one of the statutory agencies is not in attendance discussions can take place but voting would be postponed.

Solihull Safeguarding Adults Board will, wherever possible, seek consensus on business matters under consideration at its meetings. In the event of a vote, all attending full members of Board, or their nominated deputy if attending in place of the nominated full member, will be entitled to vote.

In cases where there is an equal number of votes, the Chair will have a second or casting vote.

- 10.3 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.

If there is a dispute between Board members the Independent Chair and Local Authority Chief Executive 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 the SSAB will chair these meetings. The agenda will be agreed jointly by the parties in dispute.

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 the SSAB Chair may refer the dispute to a member of the Chartered Institute for Arbitrators to be resolved.

If there is a dispute between the Independent Chair and a SSAB partner or any other Board a similar process will be followed. The Local Authority Chief Executive 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 Local Authority Chief Executive may refer the dispute to a member of the Chartered Institute for Arbitrators to be resolved.

- 10.4 SSAB 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 SSAB statutory functions. Any requests for information about individuals must be “necessary” and “proportionate” to the reasons for the request the SSAB will be mindful of the burden of requests and should explain why the information is needed.

- 10.5 The Board shall refer all complaints from members of the public in relation to the provision or performance of any function of a member organisation to the Board Partner’s own internal complaints handling process.

Complaints regarding the operation of the Board should be addressed to the Chair who will investigate and attempt to reach satisfactory resolution with the complainant. Any unresolved

matters will be referred to the Local Authority Chief Executive for decision.

## **11. Declaration of personal interest**

Board members are required to declare any personal interest that arises in the course of conducting Board business and should declare this at the start of Board meetings. Board members who have declared a personal interest will be able to participate in the meeting at the discretion of the Chair.

## **12. Agendas, Board Reports & Notes of meetings**

12.1 The Safeguarding Adults Business Manager must receive reports for the Board not later than ten working days before the date of the meeting. This is to enable papers to be distributed seven days before. To ensure proper consideration and discussion of content, tabled reports will not normally be accepted at Board meetings other than by agreement of the Chair.

The SSAB Business Team will circulate Agendas for meetings and relevant papers. This will be done seven days before each scheduled meeting as agreed with the Chair as necessary.

12.2 Minutes of the proceedings will be made by the SSAB MA, agreed by the Independent Chair and circulated to members within ten working days of the meeting. Minutes of meetings will be posted on the SSAB Website within 28 days of the meeting.

12.3 Safeguarding Adults Boards are not defined as Public Authorities for the purposes of the Freedom of Information Act 2000 and are not subject to rights of access to information.

## **13. Frequency of Meetings**

The Board will have:

- No less than four routine business meetings a year,
- Two full day development events,
- Risk Register workshop annually,
- Extraordinary additional meetings will be convened as required to receive Safeguarding Adults Review reports.

## **14. SSAB Annual Report**

14.1 In line with the requirements of the Care Act 2014 s43(5) schedule 2 - 4 the Board will produce an Annual Report as soon as is feasible after the end of the financial year, detailing:

- what the Board has done during that year to achieve its objective,
- what the Board has done during that year to implement its strategic plan,
- what each member has done during that year to implement the strategy,
- what it has done during that year to implement the findings of reviews arranged by it under that section, and
- the findings of safeguarding adults reviews which have concluded in that year (whether or not they began in that year),
- the safeguarding adult reviews which are on-going at the end of that year (whether or not they began in that year),
- where it decides during that year not to implement a finding of a safeguarding adult review and the reasons for its decision.

14.2 Each Board member will provide a submission for the Annual Report detailing:

- The organisations structure with regard to Safeguarding Adults – who takes the lead strategically, operationally, training, who attends the board and sub committees.
- The organisations governance arrangements for Safeguarding Adults (if appropriate) e.g. steering group, Board, how often it meets, who chairs etc.
- What it has done during that year to implement the SSAB strategy,
- The organisations training strategy for Safeguarding Adults and training data if possible – e.g. percentage of workforce trained etc.
- The organisations recruitment practices to safeguarding adults with care and support needs, including data on DBS checks, referrals to regulatory bodies and position of trust incidents.
- Number of Safeguarding Adults referrals your organisation has made during any one year.
- Information on specific Safeguarding Adults services your organisation provides – e.g. Age UK and Solihull Action through Advocacy – could provide a brief statement in relation to their advocacy services.
- Any quality audits your organisation has conducted related to Safeguarding Adults.
- Case studies or quotes as appropriate.
- The submission should be approximately one page of A4.

## 15. SSAB Strategic Plan

In line with the requirements of the Care Act 2014 the Board will, each financial year, publish its strategic plan which sets out how it will protect and help adults in its area and what actions each member of the SAB will take to deliver the plan better. When preparing the strategic plan, the SSAB will involve the community and consult with Healthwatch Solihull.

## 16. Safeguarding Adult Reviews

16.1 In line with the requirements of the Care Act 2014 the Board will arrange for Safeguarding Adult Reviews for situations involving an adult in Solihull with care and support needs if there is reasonable cause for concern about how the SAB, members of it or other persons with relevant functions, worked together to safeguard the adult, and:

- the adult has died, and the SAB knows or suspects that the death resulted from abuse or neglect (whether or not it knew about or suspected the abuse or neglect before the adult died).
- or where the adult is still alive, and the SAB knows or suspects that the adult has experienced serious abuse or neglect.

16.2 Where a Safeguarding Adults Review is being carried out each member of the SAB must co-operate in and contribute to the carrying out of a review with a view to identifying the lessons to be learnt from the adult's case, and applying those lessons to future cases.

## Safeguarding Adults Board Sub Committee Structure

There are 3 sub committees and a Service User Forum that report to the Safeguarding Adults Board. Each of the sub committees are multi-agency, meet quarterly and each has a different remit however a consistent theme for all sub committees is understanding and achieving better outcomes for adults with care and support needs.

## **17. Sub Committee Chairs**

Each sub committee will have an identified chair from an organisation represented on the Board.

The role and responsibilities of the sub committee chairs are to:

- Ensure the sub-committee has appropriate and consistent membership and attendance;
- Create an annual workplan;
- Monitor the workplan;
- Engage, encourage and hold to account sub committee members for the completion of work;
- Advise and guide the Board in relation to the sub committee specialism:
- Produce a quarterly exception report for the SSAB;
- Contribute to the SSAB Annual Report;
- Liaise with the SSAB Business Manager;
- Ensure arrangements are in place for minutes to be taken at each meeting.

## **18. Operational Sub Committee**

### **18.1 Purpose**

The purpose of the Operational Sub Committee is:

- The development of policy, procedures, protocols and guidance for the partnership.
- To ensure the Multi Agency procedures are current and reflect best practice.
- Consider practice issues and identify issues for practice, policy and procedures.
- Identify learning from local and national enquiries, assess in relation to Solihull and use to inform practices and procedures.

### **18.2 Remit**

- Develop multi agency local practice guidance based on up to date best practice.
- Ensure all assessments and enquiries are carried out in a setting, language and manner appropriate to the level of understanding and cultural background of the person concerned.
- Improve and develop management of adult safeguarding at an operational level.
- Keep under review, and refresh and disseminate multi agency procedures to ensure current legislation and best practices are reflected in them.
- Develop protocols for Board approval to allocate and clarify agency roles and responsibilities including having effective adult safeguarding employment practice and processes.
- Develop and build on existing protocols for sharing information.
- Disseminate information on policy, procedures and best practice.

### **18.3 Chair**

**The Chair** of this Sub Committee should be a senior officer from SMBC Adult Social Care with operational and Safeguarding Adults knowledge.

A Vice Chair will be nominated by the Operational Sub-Committee.

#### 18.4 **Membership**

Membership of the Operational Sub Committee should include all statutory agencies that provide health and social care services to adults or who have significant roles with the Safeguarding Adults process.

- SMBC – Adult Social Care
- HoEFT
- BSMHFT
- C&WPT
- WM Police
- Representative from the Private & Voluntary Sector Providers
- SCH
- West Midlands Fire Service

#### 18.5 Participants from the key organisations identified above must:

- Be senior officers with a Safeguarding Adults Operational lead.
- Prioritise meetings and be prepared to lead and/or participate in key pieces of work outside of formal meetings.
- Be able to make decisions on behalf of their organisation – with appropriate lead in time for consultation with their organisation.

### 19. **Prevention Sub Committee**

#### 19.1 **Purpose**

The purpose of the Prevention Sub Committee is:

- Promote greater awareness of Safeguarding Adults with people who use services, the public and with organisations who work with adults with care and support needs and develop Early Intervention strategies.
- To ensure adult abuse is prevented or at least minimised and that everyone living and working in Solihull know what adult abuse is, that it is unacceptable and how to alert Solihull MBC to incidents or possible incidents. Ignorance and lack of awareness is not acceptable.

#### 19.2 **Remit**

- Develop a Prevention and Early Intervention Strategy for keeping the public aware and professionals and volunteers equipped to recognise actual or likely safeguarding issues, and be able to access appropriate assistance from member agencies.

- Keep under review the Prevention and Early Intervention Strategy and liaise with the Quality and Audit Sub Committee to evaluate its effectiveness.
- Develop a Service User and Carer Engagement and Involvement Strategy that includes individuals experiencing safeguarding and involvement and engagement with the Safeguarding Adults Board.
- Ensure a robust communications strategy to increase awareness of adult safeguarding both generically and specifically, ensuring information is available and accessible, e.g. using Plain English, easy to read documents etc., personalised and up to date.
- Work with the SSAB Development Manager to develop training and awareness raising strategies for service users and carers.
- involve communities, voluntary sector, provider and partners in awareness raising and discussion on adult safeguarding and rights, e.g. through World Elder Abuse Awareness Day, provider events, consultation and supporting projects such as Safe Place scheme etc.

### 19.3 **The Chair** of the Prevention Sub Committee should:

- Be from the Voluntary sector that represents adults with care and support needs in the Borough.
- Prepare the agenda for each Prevention Sub Committee meeting with the SSAB Business Manager.
- Report back at each Board meeting on the progress of the sub committee's work plan and bring to the attention of the Board areas of concern.

### 19.4 **Membership**

Membership should include voluntary sector services who represent adults with care and support needs in the Borough and from statutory agencies who have a role in Community Safety. There will be a small number of organisations who may be invited on an ad hoc basis to support the work of the group and provide expert advice and guidance.

- Age UK
- Solihull Carers Centre
- Solihull Action through Advocacy
- WM Fire Service
- MIND
- Expert by Experience

### 19.5 Participants should:

- Be able to represent the adults in the Borough which their organisation provides service to.
- Prioritise meetings and be prepared to lead and/or participate in key pieces of work outside of formal meetings.

## 20. **Quality & Audit Sub Committee (including Safeguarding Adult Reviews)**

## 20.1 Purpose

The purpose of the Quality and Audit Sub Committee is to:

- Develop and implement a multi-agency Quality Assurance Framework and Performance Report;
- Monitor Safeguarding Adults activity is being completed in accordance with the multi-agency procedures;
- To ensure people's experience of Safeguarding Adults is sought and used to inform practices and procedures;
- Manage the Boards Risk Register;
- Manage the Safeguarding Adult Review process.

## 20.2 Remit

The remit of this sub committee is to co-ordinate:

- Board self-assessment of strategic and organisational arrangements to safeguard and promote wellbeing of adults with care and support needs.
- Partner agencies QA arrangements for self-assessment.
- Board Performance Indicators and Report.
- Receive and scrutinise safeguarding activity data.
- Duty of Candour practices and reporting.
- Collection and use of service users experiences of the safeguarding adults process.
- The process of assessing the adequacy of the training provision for all member agencies against requirements for all levels of awareness, management, assessment and intervention skills.
- Multi agency audits including an annual themed audit and review effectiveness of policies and procedures for safe recruitment and supervision of people working with vulnerable adults and Board Members' compliance with national guidance.
- Learning from complaints and Safeguarding Adults Reviews, locally, regionally and nationally.
- The safeguarding adults review process as per the procedure.

## 20.3 Chair

**The Chair** of this Sub Committee should:

- Be from one of the Boards agencies with knowledge of Safeguarding Adults and an interest in Quality and Audit.
- Prepare the agenda for each Quality & Audit Sub Committee meeting with the SSAB Business Manager.
- Report back at each Board meeting on the progress of the sub committee's work plan and bring to the attention of the board areas of concern

## 20.3 Membership

Membership should include all statutory agencies who provide health and social care services to adults or who have significant roles with the Safeguarding Adults process.

- SMBC – Adult Social Care – performance AND commissioning
- HEFT
- BSMHFT
- C&WPT
- WM Police
- WM Fire and Rescue Service
- SMBC
- Representative from the Private & Voluntary Sector Providers

20.4 Participants should:

- Be senior officers from the organisations quality and performance division and/or Commissioning division and have a knowledge of Safeguarding Adults.
- Prioritise meetings and be prepared to lead and/or participate in key pieces of work outside of formal meetings.
- Be able to make decisions on behalf of their organisation – with appropriate lead in time for consultation with their organisation.

## **21. Service User Forum (To be amended and confirmed when the Forum is set up)**

### **21.1 Purpose**

The purpose of the Service User Forum is support and challenge the work of Solihull Safeguarding Adults Board (SSAB). For the purpose of this Forum a service user is an adult with care and support needs who has experienced Solihull's Safeguarding Adults procedures..

### **21.2 Remit**

The remit of the Forum is to:

- provide a users' perspective on the work of the Board;
- help promote awareness of safeguarding amongst the wider Solihull community;
- provide a users' perspective and co-produce policies, procedures and publicity particularly in relation to the prevention of abuse;
- work closely with communications staff and staff of partner organisations to promote awareness of safeguarding through articles, the internet and events.

### **21.3 Chair**

Initially the Forum will be facilitated by Age UK Solihull and Solihull Action through Advocacy with the aim that a member of the Forum will be elected in the near future.

## 21.4 Membership

Membership will include adults who have experience the Solihull's Safeguarding Adults procedures (service user or carer).

21.5 **Participants** will be support to participate in a way that meets their needs, which could include attendance at meetings, electronic communication or other methods.

## 22. Signatories to this Memorandum of Understanding

The undersigned organisations agree to and will abide by the Memorandum of Understanding of the Solihull Safeguarding Adults Board dated 2015.

Signed on behalf of Solihull Metropolitan Council	
Signature 	Date 03/09/15.
Name S. DALE	

Signed on behalf of West Midlands Police	
Signature SPALLER	Date 3/9/15.
Name S. PARKER Supt. 7528	

Signed on behalf of Solihull Clinical Commissioning Group	
Signature 	Date 3/9/15.
Name SUE NICHOLLS CHIEF NURSE.	

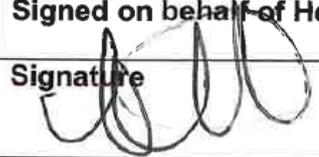
<b>Signed on behalf of Age UK Solihull</b>	
<b>Signature</b> Anne F Hastings	<b>Date</b> 03/09/15
<b>Name</b> ANNE F HASTINGS	

<b>Signed on behalf of Birmingham and Solihull Mental Health NHS Foundation Trust</b>	
<b>Signature</b> Stuart Wix	<b>Date</b> 3/9/2015
<b>Name</b> Stuart Wix - Dep. Dir. of Nursing	

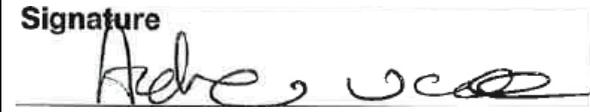
<b>Signed on behalf of Community Rehabilitation Company</b>	
<b>Signature</b> Kodwa	<b>Date</b> 14.10.15
<b>Name</b> Kodwa	

<b>Signed on behalf of Solihull Community and Voluntary Sector</b>	
<b>Signature</b> David Matthews	<b>Date</b> 3/9/15
<b>Name</b> DAVID MATTHEWS	

<b>Signed on behalf of Coventry and Warwickshire NHS Partnership Trust</b>	
<b>Signature</b> M. J. Soden	<b>Date</b> 3/9/15
<b>Name</b> M. J. SODEN	

<b>Signed on behalf of Healthwatch Solihull</b>	
<b>Signature</b> 	<b>Date</b> 13.10.15.
<b>Name</b> JACQUELINE ALDRED.	

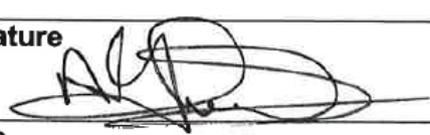
<b>Signed on behalf of Heart of England NHS Foundation Trust</b>	
<b>Signature</b> 	<b>Date</b> 3/11/15.
<b>Name</b> VANESSA WORT	

<b>Signed on behalf of National Probation Service</b>	
<b>Signature</b> 	<b>Date</b> 3/9/15.
<b>Name</b> ANDREW WADE.	

<b>Signed on behalf of NHS England</b>	
<b>Signature</b> 	<b>Date</b> 10.09.15
<b>Name</b> Helen Hipkiss	

<b>Signed on behalf of Solihull Action through Advocacy</b>	
<b>Signature</b> 	<b>Date</b> 3/9/15
<b>Name</b> MIKE SCORER.	

<b>Signed on behalf of Solihull Carers Centre</b>	
<b>Signature</b> 	<b>Date</b> 3/9/15
<b>Name</b> Georgina Ward	

<b>Signed on behalf of Solihull Community Housing</b>	
<b>Signature</b> 	<b>Date</b> 3/9/15
<b>Name</b> A.R. THOMAS	

<b>Signed on behalf of West Midlands Fire and Rescue Service</b>	
<b>Signature</b> 	<b>Date</b> 3/9/15
<b>Name</b> ANDREA SIMMONDS	

## References

1. UK Legislation - Care Act 2014
2. Department of Health - Care and Support Statutory Guidance Issued under the Care Act 2014 (June 2014)
3. Department of Health - Statement of Government Policy on Adult Safeguarding (10 May 2013)
4. Adult Safeguarding: Multi-agency policy & procedures for the protection of adults with care & support needs in the West Midlands.
5. SCIE Safeguarding Adults Boards checklist and resources (2015).
6. SCIE Report 45: The governance of adult safeguarding: findings from research into Safeguarding Adults Boards.

## Role and Responsibilities of Board Members.

All members of the SAB must have the necessary skills and experience to ensure that the SAB is an effective way of improving adult safeguarding arrangements in Solihull. They should have some leadership for safeguarding adults.

Members who attend in a professional and managerial capacity should be:

- able to present issues clearly in writing and in person;
- experienced in the work of their organisation;
- knowledgeable about the local area and population;
- able to explain their organisation's priorities;
- have a thorough understanding of abuse and neglect and its impact; and,
- understand the pressures facing front line staff.

Board Members will:

- Share responsibility for ensuring Board effectiveness.
- Lead and remain accountable for safeguarding activity within their agency and/or providing feedback.
- Provide an agency's or specific professional's expertise to the Board.
- Report to the SSAB periodically and should a specific need arise.
- Ensure the implementation, monitoring, evaluation and development of safeguarding adult's policies, procedures and guidance.
- Possess sufficient seniority and authority to speak on behalf of their agencies, sustain strategic direction, and be able to commit resources or directly feed into agency decision-making that can commit resources as appropriate.
- Feedback to both their agency and to the Solihull Safeguarding Adults Board on safeguarding adults' issues.
- Share responsibility for further development of policy and procedures.
- Promote staff awareness of policy in statutory, voluntary and independent sectors.
- Participate in developmental training and learning around safeguarding.
- Ensure data required by the Board is provided in a timely manner.
- Identify a nominated deputy to represent their organisation at Solihull Safeguarding Adults Board meetings in the event the Board member is unable to attend.
- Attend a minimum of 75% of Board meetings per annum and to provide a suitable replacement if unable to attend.
- Prepare for meetings by reading minutes and associated papers.
- Ensure attendance at sub committee meetings is consistent and appropriate to the sub committee.
- Undertake as appropriate leadership roles for sub committees and/or other board crossovers.

Board members may also be asked to act as the contact/feedback point between the SAB and other Boards and partnerships.

**Board Member Annual Self-Assessment Checklist**

**TO FOLLOW**