



# **North Wales Safeguarding Adults Board**

## **Induction Pack for Safeguarding Adult Board Members**



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# **Contents**

Welcome

- 1. Background**
- 2. Functions of the Board**
- 3. Overarching Responsibilities of the Board**
- 4. Structure**
- 5. Board Strategic Business Plan**
- 6. Safeguarding Adults Board Terms of Reference**
- 7. Agency Membership**
- 8. Member Responsibilities**
- 9. Confidentiality Statement**

# **Welcome**

## **Welcome to North Wales Safeguarding Board (NWSB)**

This induction pack aims to provide you with essential information to assist you with your role and your responsibilities as a Board member.

Safeguarding is about protecting children and adults from abuse or neglect and educating those around them to recognise the signs and dangers.

The Social Services and Well-being (Wales) Act introduces a strengthened, robust and effective partnership approach to safeguarding.

One of the most important principles of safeguarding is that it is everyone's responsibility. Each professional and organisation must do everything they can, to ensure that children and adults at risk are protected from abuse.

Board members play a vital role on behalf of their organisations in safeguarding adults.

We hope that you find this pack useful, and look forward to working with you.

**Neil Ayling**  
**Chair**  
**North Wales Safeguarding Adults Board**

## 1. Background

In North Wales we have a Regional Safeguarding Adults Boards made up of representatives from the Local Authorities, NHS, Police, and other agencies. We treat cases of suspected abuse very seriously and all these organisations work closely together, using the same policies and procedures to make sure that all cases of suspected abuse are investigated fully and that adults with care and support needs are able to protect themselves from harm. The Board has adopted the principles of “Making Safeguarding Personal” which are now enshrined within the Social Services & Wellbeing (Wales) Act.

The objectives of a Safeguarding Adults Board are:

- a. to protect adults within its area who –
  - i. have needs for care and support (whether or not a local authority is meeting any of those needs), and
  - ii. are experiencing, or are at risk of, abuse or neglect, and
- b. to prevent those adults within its area mentioned in paragraph (a) (i) from becoming at risk of abuse or neglect.

The work of the Board is governed by the following principles:

- Supporting people who have care and support needs to achieve well-being.
- Ensuring people are given an equal say in the support they receive.
- Services promote prevention of escalating need and ensure the right help is available at the right time.
- All of the bodies responsible for adult safeguarding work effectively with each other. (Part 7 of the Act – Working together to Safeguard People).

The Social Services and Wellbeing (Wales) Act has now enshrined adult safeguarding in legislation. The act requires local authorities to set up a Safeguarding Adults Board (Safeguarding Adult’s Board) in their area, giving these Boards a clear basis in law for the first time.

## 2. The Functions of the Board:

Within the Social Services and Wellbeing (Wales) Act, there is one set of regulations for the functions and procedures of both Safeguarding Adults Boards and Safeguarding Children Boards. This is in line with the commitment to provide a framework for improving safeguarding arrangements for everyone and that any artificial barriers based on age begin to be broken down.

It recognises that Boards will operate in parallel, which arrangements for the Boards should allow sharing, exchange and joint-working on matters of mutual concern, and that this should be supported wherever possible by common functions and procedures.

That Safeguarding Adults Boards should develop shared plans for safeguarding, working with local people to decide how best to protect adults in vulnerable situations. North Wales Safeguarding Adults Board has a business plan which outlines the work that the Board intends to do over the next year.

To contribute to ensuring that national policies and procedures are monitored and remain fit for purpose, by engagement with the National Independent Safeguarding Board and other Safeguarding Boards, and to contribute to developing policies and procedures to co-ordinate what is done by the partners and bodies represented on the Board for the purposes of protecting adults and children and preventing abuse, neglect and other forms of harm to adults and children within the area of the Board

To raise awareness throughout the Board's area of the Board's objectives to protect and prevent adults from becoming at risk of abuse, neglect and other forms of harm, and to provide information about how this might be achieved;

To review the efficacy of measures taken by those Safeguarding Board partners and bodies represented on the Board, and by other bodies with safeguarding responsibilities within the area of the Board, either individually or collectively, to implement the objectives of the Board and to make whatever recommendations it sees fit to those bodies in light of such a review;

To undertake audits, reviews and investigations as are required in pursuance of its objectives;

To review the performance of the Board and its partners and bodies represented on the Board in carrying out its objectives;

### 3. Overarching Responsibilities:

The Safeguarding Board also has overarching responsibilities including:-

**Assurance.** The Board needs to assure itself that local safeguarding arrangements are in place as defined by the SSWB (Wales) Act and statutory guidance. That safeguarding practice is person centred and outcome focused and that it is continuously improving and enhancing the quality of life of adults in its area

**Accountability.** The Board should hold agencies and itself to account to ensure that safeguarding services are effective and are protecting the most vulnerable adults in North Wales.

**Challenge.** The Board should be able to challenge members and areas of safeguarding practice across the region in order to improve services and the experience of service users and carers in relation to service provision, enabling them to remain safe.

**Strategic oversight.** The Board should provide a strategic oversight of Adult Safeguarding in North Wales and also link in with work undertaken within other Boards across the region.

**Leadership.** The Board provide multi-agency leadership to ensure that adults in North Wales are appropriately safeguarded by preventing abuse and neglect from happening, promoting wellbeing and safety and responding effectively to instances of abuse and neglect

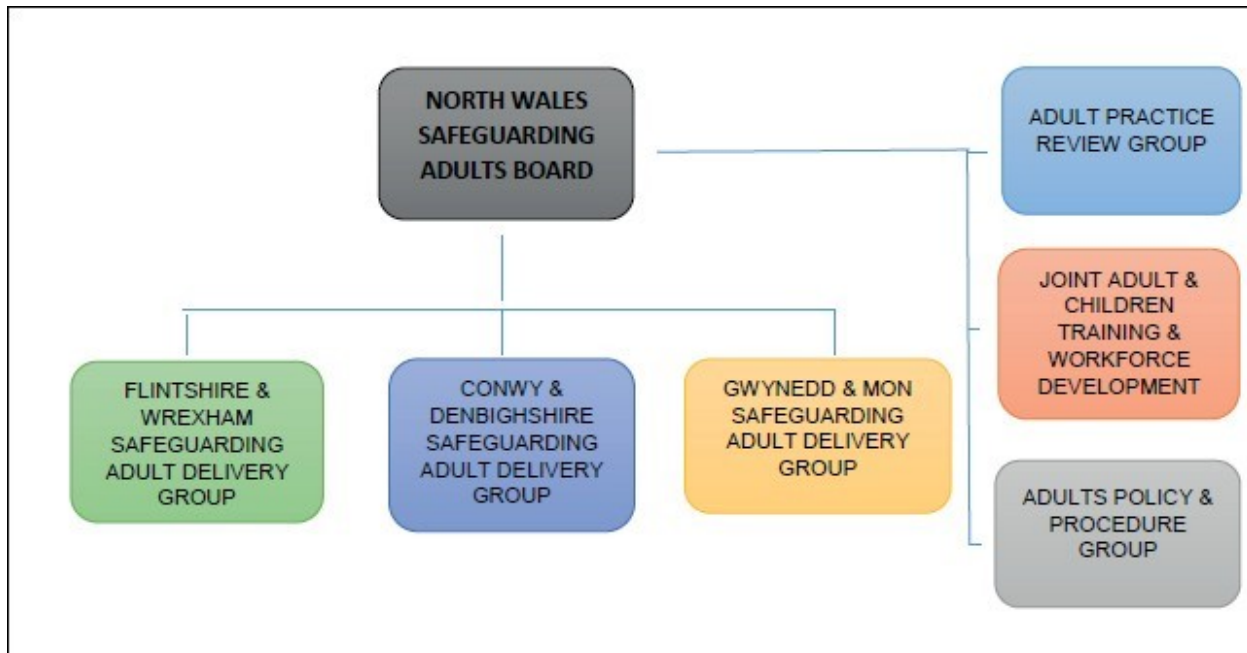
**Quality and Performance.** To ensure that vulnerable adults who use services we provide or commission or that operate in the Board's area are safe and their care and treatment is appropriate to their needs that they are free from abuse. To monitor the work around safeguarding within North Wales to try and raise the quality of safeguarding services and prevention within the region.

**Prevention.** To work with agencies across North Wales to look at preventing abuse of adults with care and support needs within the region.

**Communications/Engagement and Awareness raising.** The Board should raise awareness, knowledge and understanding of abuse and neglect in order that communities and organisations know how to respond effectively and coherently

The Safeguarding Adults Board has terms of reference which sets out the aims and objectives of the Board, and expectations of Board members. Appendix one contains full details of the terms of reference.

## 4. Structure



The Safeguarding Board has the following Subgroups:-

1. Safeguarding Adults Practice Review
2. 3 x Safeguarding Adults Practice Delivery Groups (Conwy & Denbighshire, Gwynedd & Ynys Mon, Flintshire & Wrexham)
3. Policy and Procedures
4. Training & Workforce Development. (Joint Group with NW Safeguarding Children's Board)

## 5. Business Plan:

The North Wales Safeguarding Adults Board has produced a strategic business plan for the coming year – this can be found on the North Wales Safeguarding Board website:

[www.northwalessafeguardingboard.wales/](http://www.northwalessafeguardingboard.wales/)



## 6. Safeguarding Adults Board Terms of Reference

**Title:** North Wales Safeguarding Adults Board (NWSAB)

### **Accountability**

- The Elected Members of the North Wales Local Authorities
- BCUHB
- Public Health Wales
- North Wales Police
- The Welsh Government
- The North Wales Local Service Boards (LSBs)
- Each other partner organisation retains existing lines of accountability to the designated lead officer/ representative body within each partner organisation.

### **How accountability is demonstrated**

Via an annual report, to:

- Scrutiny / Cabinets in North Wales Local Authorities
- North Wales LSBs
- Board Members' own agencies
- The National Independent Safeguarding Board

### **Purpose**

The North Wales Safeguarding Adults Board will be pro-active in protecting, irrespective of setting, those who are or are at risk of experiencing abuse and neglect and do not have the capacity to protect themselves. We will also actively Prevent adults in North Wales who have care and support needs and do not have The capacity to protect themselves, from experiencing abuse and neglect.

The NWSAB will work to achieve the statutory objectives as set out in paragraph 2, Section 135 of the Social Services and Wellbeing Act 2014.

The North Wales Safeguarding Adults Board (NWSAB) will provide the regional strategic direction for the prevention and the protection of Adults at risk who have been abused or neglected.

The NWSAB will pursue all avenues to achieve its objectives, including ensuring the preparedness of all partner agencies to achieve the Board's ambitions; making prevention everybody's business and protecting the most vulnerable

### **Functions**

To ensure the implementation of its strategic vision

- a) To develop a strategic plan

- b) To agree mechanisms to ensure the efficacy of the strategic plan
- c) To agree an annual business plan
- d) To review the NWSAB's strategic plan on an annual basis, agreeing priorities for the year ahead and ensuring that plans reflect national and local developments.
- e) To produce an annual report in accordance with the Welsh Government's requirements.

To ensure that the work and functioning of the Board respects the cultural and linguistic diversity of the community it serves, and is in accordance with the specific regulatory requirements of the Welsh Government and the provision of bilingual services in accordance with need.

The NWSAB, in common with the sub regional Safeguarding Delivery Groups, will take steps whose aim it is to foster a relationship of mutual trust and understanding amongst the persons or bodies represented on the Board in relation to safeguarding and promoting the welfare of adults at risk across North Wales.

*Via the North Wales Communications, Engagement & Participation Group:*

To take steps whose aim is to raise awareness throughout the Board's area of the need to safeguard and promote the welfare of adults at risk and to provide information about how this might be achieved.

To disseminate information about best practice in safeguarding and promote the welfare of adults at risk amongst the representative bodies and such other persons as the Regional Board sees fit.

*Via a North Wales Protocols & Procedures Group;*

To develop procedures whose purpose is to co-ordinate what is done by each representative body for the purposes of safeguarding and promoting the welfare of adults at risk within the area of the Board, including procedures in relation to information sharing.

To ratify new or revised procedures or protocols developed by regional or national Protocols & Procedures Groups.

To address any regional issues raised by the Local Delivery Groups regarding the efficacy of the measures taken by each person or body represented on the Board to co-ordinate what they do for the purposes of safeguarding and promoting the welfare of adults at risk within the area of the Board and to make whatever recommendations it sees fit to those persons or bodies in light of such a review.

*Via a North Wales Adult Practice Review Group:*

To manage the Adult Practice Review process, undertake Adult Practice

Reviews and monitor any action plans arising.

To propose, request or agree to proposals for research into aspects of safeguarding or the wellbeing of adults at risk, and to maintain an awareness of any research relating to safeguarding and the well being of adults at risk undertaken or underway.

*Via the North Wales Workforce and Training Group:*

To review the training needs of those working in the area of the Board with a view to identifying training activities to assist in safeguarding and promoting the welfare of adults at risk in the area of the Board.

To provide training whose purpose is to assist in safeguarding and promoting the welfare of adults in the area of the Board.

To co-operate with other Safeguarding Boards (whether in Wales or England) and any similar such bodies in Scotland and Northern Ireland where the Board considers that would be of mutual benefit.

To seek advice or information where the Board considers that to be desirable for the purposes of any of the above functions.

To represent and promote the interests of North Wales Safeguarding at a National and Regional level (WLGA, WG, SSIA, National Safeguarding Board).

To undertake an annual self assessment and improvement procedure.

## **Reporting**

To provide an annual report which will be reported to the Boards of other strategic partnerships with safeguarding responsibilities, including the Local Service Boards, the Scrutiny Committee of each Local Authority, and to member agencies' governance structures.

To meet the reporting requirements of national and regional bodies, e.g. Welsh Government, HIW, HMIC, CIW, and the National Safeguarding Board.

To report concerns to the LSB / CIW / WG, as necessary, regarding issues concerning member contributions/ commitment / safeguarding practice that cannot be resolved at the NWSAB.

## **Communication channels**

To communicate with the sub regional groups on strategic priorities.

To ensure the effective communication with other relevant regional groups.

To communicate with other regional SAB arrangements in Wales as appropriate and the National Safeguarding Board.

## **Legal support**

To be provided by the host authority for the board.

Each partner to nominate a legal point of contact for specific advice in relation to their agency.

## **Administration**

Minuting of Board meetings is provided by the Business Support Unit.

Other support for the Board is provided by the Business Support Unit.

## **Frequency of Meetings**

The Board shall meet every two months, with meeting dates set no later than January for the following year

An annual self-assessment and planning day will take place each year

Additional meetings will take place as required

## **Quorum**

Meetings will be considered quorate if a representative is present from the following agencies:

- Local Authority Adult Social Services
- BCUHB
- NW Police
- National Probation Service / Community Rehabilitation Company

However meetings can proceed in the absence of full quoracy at the Chair's discretion.

Appropriate informed deputies will be permitted with prior consent of the Chair.

## **Decision Making**

Made by majority.

A split vote will go to the Chair for final decision

## **Papers**

Minutes, agendas and reports:

## Minutes of Meetings

Minutes and agenda to be distributed 5 working days prior to the following meeting.

The minutes will be restricted for membership only and explicit permission from the chair will be required to share.

All minutes and data is confidential.

## **Confidentiality**

The meeting will be held in private.

Any representations to be authorised by the Chair.

## **Regulation and Control**

Subject to WG review and inspection

## **Amendments to Terms of Reference**

Only with the approval of the Board

## 7. Agency Membership (generic title)

Anglesey Council	Director of Social Services
Conwy County Borough Council	Director of Social Services
Denbighshire County Council	Director of Social Services
Flintshire County Council	Director of Social Services
Gwynedd Council	Director of Social Services
Wrexham County Borough Council	Director of Social Services
Anglesey Council	Head of Adult Safeguarding
Conwy County Borough Council	Head of Adult Safeguarding
Denbighshire County Council	Head of Adult Safeguarding
Flintshire County Council	Head of Adult Safeguarding
Gwynedd Council	Head of Adult Safeguarding
Wrexham County Borough Council	Head of Adult Safeguarding
Betsi Cadwaldr University Health Board	Director of Safeguarding & Public Protection
Betsi Cadwaldr University Health Board	Safeguarding Lead, Mental Health & Learning Disabilities
Public Health Wales NHS Trust	Designated Nurse
Welsh Ambulance Service NHS Trust	Adult Safeguarding Specialist
NW Police	Detective Superintendent with responsibility for protecting adults at risk
NW Fire & Rescue Service	Adult Safeguarding Lead
National Probation Service	Head of Probation Delivery Unit, North Wales
Care Forum Wales/ VSC Nomination	Chief Executive
Chair of APR Group	
HMP Berwyn	Safeguarding Lead

## Professional Advisors & Officers

### Board attendance / status

Legal Advisor (Conwy Legal Services Manager)	As required at Board
Chairs of Regional Sub Groups	As required at Board
Chairs of sub regional safeguarding Delivery Groups	As required at Board
NWSB Business Manager	In attendance at Board
NWSAB Business Coordinator	In attendance at Board
Third Sector representative	

## 8. Member responsibilities:

### Chair

The chairperson of the Board will be responsible for ensuring that an annual report of the Board is prepared and published by 31<sup>st</sup> July each year.

The annual report shall be published on Safeguarding Adults Board Website. It is the responsibility of all partner agencies to present the annual report to their respective senior management teams and constituted decision making bodies at the next appropriate governance forum within three months of the report publication.

The chairperson of the Board will be responsible for ensuring that the Annual Business Plan of the Board is prepared and published by 31<sup>st</sup> March each year.

### Members Representation

This requires representation at Director or equivalent level to represent an agency, organisation or representative group of people with full authority. In doing so to raise issues on their behalf, contribute to discussion and debate and ensure dissemination of information back to that representative group, agency or organisation.

To ensure that the representative group, agency or organisation they represent demonstrates a total commitment to safeguarding adults and embeds safe practice in their organisation, agency or representative group.

It is important that Safeguarding Board works within the whole system that is involved in Safeguarding Adults, sharing good practice and developing a co-ordinated approach with other Boards and other areas to make the most effective usage of resources.

It is the role of representatives to identify matters significant to the achievement of local safeguarding developments, represent the views and priorities of the Board, and report back milestones and outcomes.

### Values

Upholds the principles and aims of the Board as set out in the terms of reference.

### Attendance

To attend every Board meeting or to arrange for a suitable representative to act on their behalf (**and who is able to act with full authority**) at any meeting they are unable to attend.

### Annual report

Make a contribution, as necessary, to the Board's annual report.



## **9. Confidentially Statement**

The Board is convened under Social Services and Wellbeing (Wales) Act 2014 and will conform to equal opportunities and anti-discriminatory legislation and guidance. All people attending must respect the confidentiality of the issues discussed and in particular where case examples are discussed: these issues are confidential and should not be disclosed to other people without the expressed permission of the Chair.

It is noted that for wider learning, information discussed at the Board does need to be shared within the wider community but this must always be done retaining anonymity in relation to named individuals, services or agencies. Where Board members are uncertain as to what can be shared this needs to be determined at the Board and agreed as part of the minutes.

It is recognised that, where there are issues relating to clinical and professional accountability, then individual Board members may need to raise this within the agency they represent. It is expected that where this situation arises it will be raised and agreed by the Board as part of the business of that meeting.