



TERMS OF REFERENCE FOR WOLVERHAMPTON SAFEGUARDING VULNERABLE ADULTS BOARD

Background:

- No Secrets Guidelines Document (March 2000)
- Wolverhampton City Council Policy and Procedure (October 2006)

Objectives:

The objectives of the Safeguarding Vulnerable Adults Board will be to enhance the quality of life of vulnerable adults who are, or may be, at risk of being harmed or abused by:

- Co-ordinating and developing a strategic adult safeguarding plan and producing an annual progress report on the Board's objectives.
- Improving the identification of adult safeguarding.
- Ensuring the adoption and compliance of the Adult Safeguarding policy and procedure by monitoring and developing the interagency safeguarding systems and processes.
- Ensuring that the collation and interrogation of data on safeguarding occurrences is being undertaken in order to ensure that the prevention of abuse is being applied across all sections of the City's communities.
- Working with and on behalf of Vulnerable Adult citizens to promote community awareness of adult safeguarding within the City.
- Advocating on behalf of the City's vulnerable adults for measures which ensure effective adult safeguarding arrangements.
- Agreeing criterion for Serious Case Reviews and commissioning reviews where the criteria are met.
- Implementing best practice developments following evidence based reviews, and research.

Remit:

The Safeguarding Vulnerable Adults Board will operate within the definitions of "abuse" and "vulnerable adult" already agreed within the Interagency Policy Procedure for the Protection of Vulnerable Adults.

Within these definitions, and operating under the accountability of the Adult and Communities Cabinet and the Health and Social Care Partnership Board, and Community Safety Partnership, the Safeguarding Vulnerable Adults Board's remit will be to develop, promote and monitor policy and practice to

remedy unsafe and abusive treatment of Wolverhampton's vulnerable adult citizens.

To include:

1. Monitoring and review of the operation of the Policy and Procedure for Vulnerable Adult citizens in Wolverhampton.

Amending policy and procedure as required.

Co-ordinating partnership working between agencies to produce effective safeguarding responses.

Oversight of policy of partner agencies.

Embedding adult safeguarding agenda within the wider business of member agencies.

Manage competing interests between agencies.

2. To co-ordinate and develop a strategic planning role between agencies and agree a strategic plan.

To commission reviews of serious cases, as necessary

To develop and maintain an interagency training strategy and ensure engagement by service providers within the City.

To identify resources required for effective implementation of the interagency policy.

To ensure adherence to confidential information sharing systems between partner agencies.

To promote the establishment and implementation of a joint agency database.

To ensure a wider professional and public understanding of safeguarding issues and procedures.

To develop and maintain links with relevant bodies external to Wolverhampton including Government bodies, interest groups, universities and other local authorities.

To produce an annual Audit Report to which each Member organisation will contribute three references to what it has achieved during the previous year to take forward adult safeguarding and three priorities it has set for the following year with half yearly performance measures

To ensure that the Members report back to their organisations, at least annually, progress of the Board's strategic plan and disseminate the Board's Annual Report.

Powers:

The direct powers of the Safeguarding Vulnerable Adults Board will only concern the management of resources allocated to it by member agencies. It will, however, have the power to make, through its members, recommendations on policy and practice to the corporate management bodies of all partner agencies. Representation from partner agencies should reflect the need to carry this out effectively.

Membership:

Membership of the Safeguarding Vulnerable Adults Board will include:

- City Council's Director of Adults and Community
- Chief Officers Adult Community Care and Commissioning and Contracting.
- Council Elected Member Champion
- A nominated senior manager from each of the statutory agencies in Wolverhampton, which have regular contact with Vulnerable Adults. Agencies will include:
 - West Midlands Police
 - Royal Wolverhampton Hospital Trust
 - Wolverhampton Primary Care Trust
 - Wolverhampton Housing Department
 - Department of Works and Pensions
 - Care Quality Commission
 - National Probation Service
 - Community Safety Partnership
- Representative from the University and other training organisations, as appropriate.
- In an advisory capacity a senior representative of the City Legal Section.
- By invitation from the Safeguarding Vulnerable Adults Board, representatives of voluntary, independent and voluntary sector organisations providing services to or advocating on behalf of vulnerable adults.
- Officer support will be given by the Head of Performance, Quality and Equalities, Quality Assurance Managers, Adult Safeguarding and Administrative Officer Adult Safeguarding

- Discussion re representative cover of member unavailable

The Board will strive to include in its membership, in an advisory capacity, individuals who have had direct experience of the safeguarding policy when applied to their own circumstances and who would be able to make an effective contribution to the Board's overarching objectives.

When a Board member is unable to attend, a delegated representative will attend on their behalf. A delegate would not attend more than one occasion in any one year. The named deputy should be agreed before hand, and should have been approved as someone who can have access to confidential information about vulnerable people.

Working Groups:

The Safeguarding Vulnerable Adults Board may appoint short term working groups to assist it in specific areas of its remit. These will be overseen by a steering group. Member organisations will attend or send a delegate, where practical, to each working group; however it will receive progress reports at each Board meeting.

The remit of these groups will be defined by the Safeguarding Vulnerable Adults Board who will be responsible for commissioning, overseeing the action plans and reviewing the organisational arrangements. Their remit may include:

- performance management
- quality assurance
- staff accountability for safeguarding
- training
- marketing
- reviewing policy and procedures
- strategy and transition

The Board may choose to delegate the day to day operation of the working groups to officers supporting its work; however it will receive progress reports at each meeting. The Board will also receive recommendations from the working groups for endorsement for more effectively developing safeguarding practices. Membership of the groups will be agreed by the Safeguarding Vulnerable Adults Board on recommendation of the Head of Performance and Quality, and will include, as appropriate, members of the Safeguarding Vulnerable Adults Board itself and co-opted members who will contribute to the work of the relevant group.

Rules, Regulations and Administration:

Meetings will be held not less frequently than 2 monthly, one of which will be devoted to the review of the strategic action plan and a second devoted to updating members with current safeguarding developments. Agenda items must be received 10 working days before the meeting and meeting papers will be sent to members not less than 7 working days before the meeting. Meetings will be formally minuted and copies of the minutes distributed to Board members no later than 3 weeks after the meeting. By exception, the

Chair can agree that an item can be presented to the Board without prior notice

The Safeguarding Vulnerable Adults Board will ordinarily be chaired by the Director of Adults and Community and it will also appoint a Vice Chair on an annual basis. Where the substantive chair holder is unable to act as chair or where there is a conflict of interest arising from the council's own safeguarding response, eg where a council service is implicated in a Serious Case Review, the Vice Chair will assume the role of chair of the Safeguarding Vulnerable Adults Board for that item/meeting.

Funding:

The Safeguarding Vulnerable Adults Board receives financial support for its activities from the Council's Adult and Community directorate which allocates resources for the day to day support of the safeguarding unit and publicity requirements such as leaflets. In addition, the Primary Care Trust contributes £15k annually towards training and promotional activities. Other partner agencies contribute their staff time towards the wider safeguarding activity. The Safeguarding Vulnerable Adults Board will seek to identify other funding opportunities as they arise.

Annual Report:

The Safeguarding Vulnerable Adults Board will submit an annual report to the Chief Executive, Adults and Community Cabinet Chair and Vice Chair, Democratic Support for Elected Members, and Community Partnership Board outlining and evaluating the work undertaken in the year, accounting for its use of resources and stating its objectives and priorities for the coming year.