



## Worcestershire Safeguarding Adults Board (WSAB) Terms of Reference

<b>Purpose</b>	1. To safeguard adults with care and support needs by leading, shaping, co-ordinating and seeking assurance of effective safeguarding arrangements across Worcestershire as required by the Care Bill.
<b>Legal standing</b>	2. WSAB is a multi-agency management committee recommended within a statutory guidance, but at the time of writing has no formal legal standing. With the passage of the Care Bill WSAB will become a statutory requirement of the County Council.
<b>Objectives</b>  To be fulfilled in accordance with the safeguarding principles:  Empowerment  Protection  Prevention  Proportionality  Partnership  Accountability	3. <ul style="list-style-type: none"> <li>• To seek assurance that Safeguarding Adults is clearly identified within the core business of members and their partners;</li> <li>• To develop and maintain effective working relationships between members, their partners and other community partnerships;</li> <li>• To ensure that service users, carers and the public are enabled to contribute to the work of the Board;</li> <li>• To promote, maintain and seek assurance of the implementation of a high quality multi-agency Safeguarding Adults process across Worcestershire;</li> <li>• To raise public, professional and political awareness of Safeguarding Adult issues across Worcestershire;</li> <li>• To commission Serious Adult Reviews and to promote and seek assurance that learning from them and similar reviews nationally are embedded in local practice;</li> <li>• To promote and seek assurance of the development of a workforce effectively trained in Safeguarding Adults and that their practice is continuously improving;</li> </ul>



	<ul style="list-style-type: none"> <li>To contribute regionally and nationally to the development of Safeguarding Adults.</li> </ul>
<b>Approach</b>	<p>3. To do this WSAB will:</p> <ul style="list-style-type: none"> <li>Develop information on Safeguarding adults for service users, carers, the public and staff;</li> <li>Consult on and produce an Annual Strategic Plan;</li> <li>Board members to lead on specific objectives;</li> <li>Regularly review progress against objectives;</li> <li>Develop and monitor a set of performance indicators to measure progress against its objectives;</li> <li>Publish an Annual Report on progress including learning from Safeguarding Adults Reviews.</li> </ul>
<b>Membership</b>	<p>4. WSAB Membership:</p> <p>Required by the Care Bill:</p> <ul style="list-style-type: none"> <li>Local Authority: Director of Adult Services and Health</li> <li>NHS: CCG Chief Officer</li> <li>Police: The Chief Officer(s) of police for the police area(s) in Worcesterstershire.</li> </ul> <p>Required by current regulations:</p> <ul style="list-style-type: none"> <li>WHCT Chief Executive</li> <li>WHAT Chief Executive</li> <li>NHS England Director of Local Area Team</li> </ul> <p>Agreed:</p> <ul style="list-style-type: none"> <li>Independent Chair</li> <li>Representative from the voluntary and community sector, selected by Worcesterstershire Voices</li> <li>Representative from adult social care providers</li> <li>Representatives from service users and carers</li> </ul> <p>To be considered:</p> <ul style="list-style-type: none"> <li>? Healthwatch Worcesterstershire</li> <li>? WCC Elected Member</li> </ul> <p>All members will be required to nominate a single named substitute to take their place in the event that they are unable can attend a meeting.</p>



<p><b>Decision making and quoracy</b></p>	<p>5. Decisions of the WSAB will be made by consensus wherever possible. If a consensus cannot be reached the Independent Chair will call for a vote. The Independent Chair will have a (second) casting vote in the case of equality of votes?</p> <p>6. Meetings will be quorate if at least two thirds of members or substitutes are present including at least one from the Council, a CCG and the Police</p>
<p><b>Meeting Objectives</b></p>	<p>7. Leads will determine how specific objectives will be met. This could include standing subgroups and real or virtual task groups. Leads will be responsible for resourcing administrative and other requirements.</p>
<p><b>Wider involvement and participation</b></p>	<p>8. The Board will maintain a Worcestershire Safeguarding Adults Network. This will be a wider group of service users, carers, staff, providers and others with an interest in Safeguarding Adults who will be invited to contribute to the business of WSAB. Their contribution may include:</p> <ul style="list-style-type: none"> <li>• The ability to comment on WSAB papers prior to meetings</li> <li>• Joining any sub-groups or task groups when these are established</li> <li>• Providing intelligence on Safeguarding Adults issues</li> <li>• Enhancing the profile of Safeguarding Adults</li> <li>• Input to the Strategic Plan and Annual Report</li> <li>• Planning and delivery of an Annual event</li> </ul> <p>9. The agendas of WSAB meetings will be made available online at least two weeks prior to the meeting. Minutes will be published online following each meeting.</p>



<p><b>Declarations of Interest and Code of Conduct</b></p>	<p>10. All members of WSAB and substitutes will be required to register their Disclosable Pecuniary Interests as required under the Localism Act 2013, which will be published on the WSAB website. A register of interests will be maintained.</p> <p>11. Members of the Board are required to:</p> <ul style="list-style-type: none"> <li>• Attend meetings or send their single named substitute</li> <li>• Ensure that their own contribution and the business of WSAB is conducted in a way which is consistent with the Nolan Principles of Public Life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership</li> <li>• Take the lead for specific objectives</li> <li>• Come with a mandate to represent and feedback to their respective organisation(s) or communities of interest</li> <li>• Honour any commitments made insofar as they relate to their own organisation(s) or communities of interest.</li> </ul> <p>12. A role description will be developed for all members.</p>
<p><b>Frequency and support</b></p>	<p>13. Meetings of the Board will be held at least quarterly.</p> <p>14. Agendas will be based around the objectives.</p> <p>15. The County Council's Directorate of Adult Services and Health will provide administrative support to the Board.</p> <p>16. Worcesterstershire County Council will co-ordinate media contact.</p>
<p><b>Resources</b></p>	<p>17. WSAB will have a budget drawn from contributions from the County Council, CCGs and Police. This will fund an Independent Chair, a co-ordinator, communications activities and Safeguarding Adult Reviews.</p> <p>18. Leads are responsible for resourcing progress against their objective(s) and for providing assurance of effective safeguarding adults arrangements within their agency to WSAB.</p>