

Cheshire East Safeguarding Adults Board Constitution 2023

DOCUMENT CONTROL: v2

Purpose

The purpose of this constitution is to set out the vision and principles of the Board; to establish the structure and governance arrangements of the board and to define the powers and duties of the Board

1. Vision and Principles

The strategic objectives and work of the Board is based on the following vision:

People in Cheshire East have the right to live a life free from harm, where communities:

- *have a culture that does not tolerate abuse*
- *work together to prevent abuse*
- *know what to do when abuse happens*

Principles

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

- **Empowerment** – Personalisation and the 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.”

- **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.”

- **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.”

- **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.”

The Care Act 2014 identifies the aims of adult safeguarding as:

- stop abuse or neglect wherever possible;
- prevent harm and reduce the risk of abuse or neglect to adults with care and support needs;
- safeguard adults in a way that supports them in making choices and having control about how they want to live;
- promote an approach that concentrates on improving life for the adults concerned;
- raise public awareness so that communities as a whole, alongside professionals, play their part in preventing, identifying and responding to abuse and neglect;
- provide information and support in accessible ways to help people understand the different types of abuse, how to stay safe and what to do to raise a concern about the safety or well-being of an adult;
- address what has caused the abuse or neglect.

2. Statutory Framework:

Care Act 2014

The Care Act 2014 sets out the legal framework for how all agencies should protect adults at risk of abuse or neglect. There is a legal requirement for local authorities to set up a **Safeguarding Adults Board (SAB)** in their area.

The main objective of a SAB is to assure itself that local safeguarding arrangements and partners act to help and protect adults in its area who:

- *have needs for care and support (whether or not the local authority is meeting any of those needs) and;*
- *are experiencing, or at risk of, abuse or neglect; and*
- *as a result of those care and support needs are unable to protect themselves from either the risk of, or the experience of abuse or neglect.*

Mental Capacity Act 2005

The Mental Capacity Act 2005 sets out a legal framework for how all organisations are required to respond to people who lack the capacity to make some decisions.

The Act also protects the liberty of people who lack capacity and are in hospital, residential care and some types of supported housing.

3.Types of abuse

The Board recognises that abuse may take many forms and its impact on the person concerned is what matters. Abuse may include:

- Physical abuse – including assault, hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions.
- Domestic violence – including psychological, physical, sexual, financial, emotional abuse; so called ‘honour’ based violence.
- Sexual abuse – including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.
- Psychological abuse – including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks.
- Financial or material abuse – including theft, fraud, internet scamming, coercion in relation to an adult’s financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.
- Modern slavery encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they

have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.

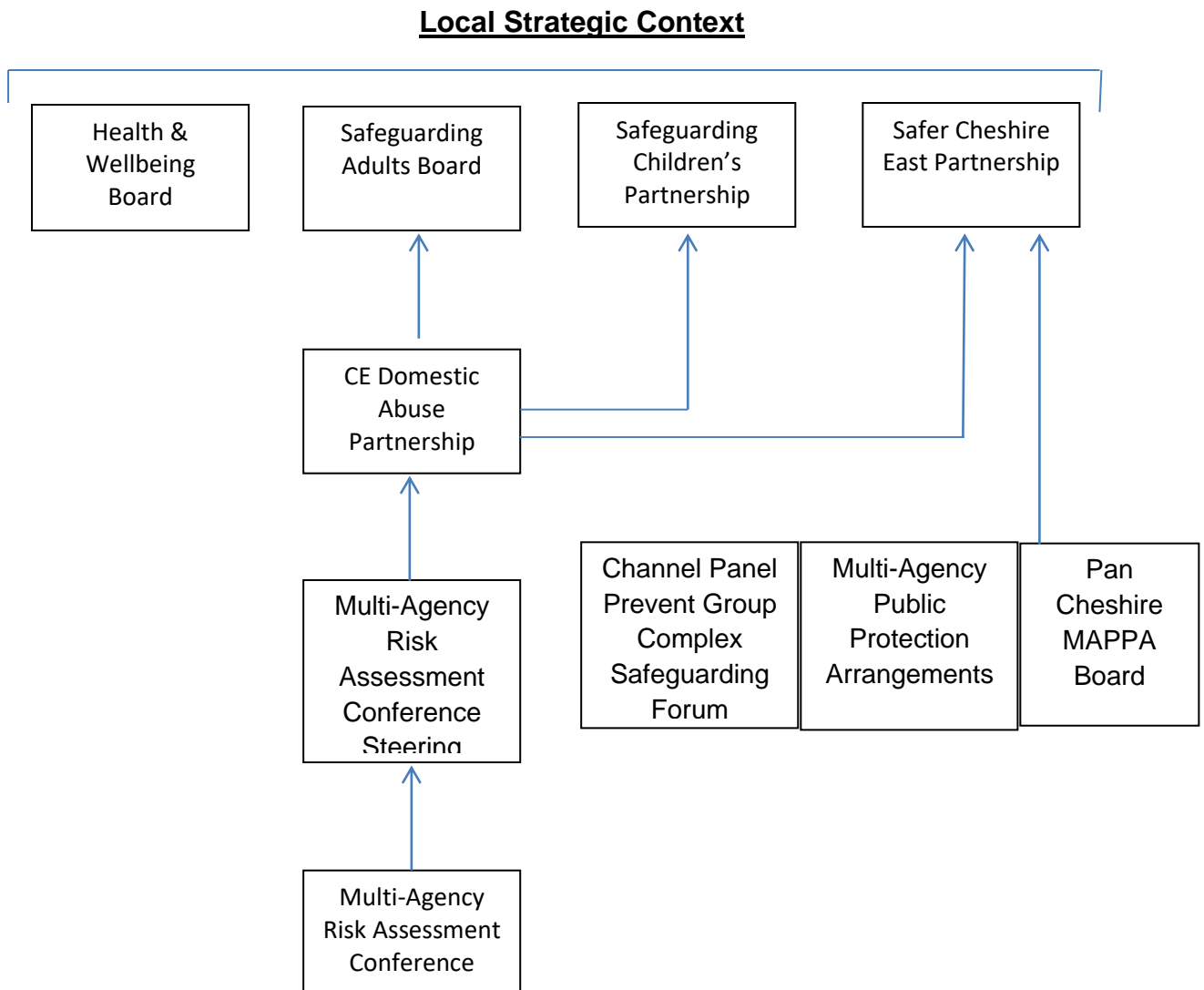
- Discriminatory abuse – including forms of harassment, slurs or similar treatment; because of race, gender and gender identity, age, disability, sexual orientation or religion.
- Organisational abuse – including neglect and poor care practice within an institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one’s own home. This may range from one off incidents to on-going ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.
- Neglect and acts of omission – including ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating
- Self-neglect – this covers a wide range of behaviour neglecting to care for one’s personal hygiene, health or surroundings and includes behaviour such as hoarding.

4. Strategic Context

The key responsibilities and accountabilities relating to safeguarding for all the key partnerships and the legislation and guidance that underpins them are set out within Cheshire East’s Memorandum of Understanding.

Whilst these partnerships are independent of each other there is a need for an effective working relationship between them, particularly for cross cutting issues such as domestic abuse. These relationships are not hierarchical but reflect the need to consult, scrutinise and challenge each other in meeting their safeguarding responsibilities.

The key strategic Partnership Boards in Cheshire East and their current relationships are represented below:



4.1 Partnership and Participation

The Board is committed to working in partnership with all agencies for the benefit of Adults at Risk and to achieve a coherent and co-ordinated approach to safeguarding. The Board is clear that effective safeguarding cannot be achieved by any agency independently and co-operation is the key to being assured of the safety of the people of Cheshire East.

At the heart of all SAB work will be the views and experiences of the people who are directly affected by the work overseen by the Board through:

- Following the standards for participation developed by the user group ensuring that the voice of users and the impact of activity is considered in all aspects of its business
- involve users directly in evaluating multi-agency practice through the Performance and Quality group.

The effective safeguarding of people in Cheshire East requires participation and engagement from across agencies, volunteers, communities and users and their families.

All sub groups will consider the opportunities for participation and engagement of service users in relation to their work

5. Strategic objectives and board responsibilities

5.1 Strategic Objectives

- 1) To seek assurance from partner agencies that there is effective leadership, partnership working and governance for safeguarding adults at risk
- 2) To listen to people who have been subject to abuse or neglect, and to seek assurance that people are able to be supported in the way that they want, are involved in decisions, and can achieve the best outcomes
- 3) To promote the understanding of safeguarding in communities, by raising awareness and promoting well-being with the aim of preventing abuse and neglect from happening in the first place
- 4) To be assured of the safety and wellbeing of anyone who has been subject to abuse or neglect, and that action has been taken against those responsible
- 5) To learn lessons and identify and monitor the implementation of changes that prevent similar abuse or neglect happening to other people

Any changes to these objectives shall be ratified by the Cheshire East Safeguarding Adults Board. Any member may request a variation by writing to the Independent Chair giving reasons for their request and the desired outcome. The Independent Chair will then notify the members of the Board and ensure the item is placed on the agenda for consideration. If approved, the change will become effective, and this governance framework will be amended accordingly. These objectives will be reviewed on an annual basis, as part of the Board development

6. Outcomes, responsibilities and functions:

6.1 Outcomes

Cheshire East LSAB worked together with the Service User Reference Group to identify what good outcomes would look like from their perspective for the people in Cheshire East. These form the basis of the outcomes that LSAB aspire to achieve. In addition the Board is supporting the implementation of Making Safeguarding Personal across Cheshire East and is committed to improving outcomes for people who are supported by safeguarding processes, in line with this approach.

- People living in Cheshire East have clear, easily understandable information explaining how agencies will work with them to identify, respond and support individuals who are at risk of abuse or neglect. The LSAB will assure itself that all agencies work together effectively to support and advise those who experience abuse.
- Within Cheshire East there are opportunities available that support the health and wellbeing of individuals, their families and carers. The LSAB will work alongside the Health and Well-being Board to assure itself that effective opportunities are in place. It will also ensure partners work together to provide a wide range of support for people who require it.
- Support in Cheshire East is 'joined-up'. Processes are streamlined so that access to support is simple. Individuals will know who to approach for accurate and timely information. Services will be transparent and open in their approach. The LSAB will promote the importance of organisations working together to deliver high quality support and will hold each other to account.
- People in Cheshire East have maximum possible influence and choice regarding personal budgets and direct payments. The LSAB will seek assurances from partners that individuals, when receiving a direct payment, have good information and advice, including guidance on the safe recruitment of staff.

- People in Cheshire East are free to live the life they choose whilst being supported to manage any risks. The LSAB will assure itself that Safeguarding approaches are proportionate to risk and that they are co-ordinated so that everyone understands their role. Good information and advice, including easy ways of reporting concerns, will be widely available, supported by public awareness-raising and accessible literature.
- In Cheshire East, people are able to plan their own support and care. They are able to access easy straight forward advice to do this. The LSAB will assure itself that partners promote the principle that people have maximum choice and control over their support/ personal budget.

6.2 Responsibilities:

The key responsibilities of the Board are to:

- Make sure that organisations work together in the best way to actively and successfully promote the wellbeing, security and safety of adults at risk in Cheshire East, holding partners to account
- Provide effective strategic leadership in the development of safeguarding policy and practice across all partner agencies, and consistent with statutory requirements and best practice guidance
- Monitor the outcomes and effectiveness of the safeguarding arrangements
- Use data and intelligence to identify risks and act on them
- To co-ordinate all adult safeguarding activity
- Respond collectively to regional and national issues

The Board will do this by bringing together key partners and holding regular meetings to discuss and act on local safeguarding issues. The Board will develop a shared Safeguarding Adults Strategy and annual Business Plan, working with local people to decide how best to protect adults in vulnerable situations, will publish this plan and report to the public annually on its progress.

Accountability for Operational Work

The Cheshire East Safeguarding Adults Board is NOT accountable for day-to-day operational work. This remains the duty of individual agencies. All Board partners retain their existing lines of accountability, including responding to external inspections.

The SAB does not have the power to direct other organisations. The SAB does however have a role in holding agencies to account for their performance in relation to their operational work.

6.3 Functions:

The key strategic functions:

- Strategic planning
- Agreeing multi-agency policies, procedures, protocols and guidance
- Quality Assurance regarding the responsibilities authority and accountability of agencies including commissioners, partners, and the Board itself
- Learning from Safeguarding Adults Reviews, reflective reviews and, where relevant, Children's Serious Case Reviews and Domestic Homicide Reviews
- Ensuring participation and involvement by people who use services and carers as key stakeholders (both in their own safeguarding and in the work of the Board)
- Analyse and interrogate safeguarding data
- Active promotion of safeguarding including awareness raising and publicity
- Oversight of multi-agency learning and workforce development
- Partnership working and managing key stakeholder relationships .
- Develop preventative strategies that aim to reduce instances of abuse and neglect
- Develop information sharing protocols that protect the rights of adults at risk and are consistent with Making Safeguarding Personal and the Care Act 2014
- Monitor and review the implementation and impact of policy and training;
- Carry out safeguarding adult reviews;
- Produce a Strategic Plan and an Annual Report;
- Evidence how SAB members have challenged one another and held other boards to account



7. Performance and Quality Assurance

7.1 Framework

The Board will have a Performance and Quality Assurance Framework that will form the basis of ensuring that:

- the board is effective and delivers its strategic objectives and outcomes
- agencies and other key partners fulfil their safeguarding duties and that safeguarding is at the heart of their business
- that multi-agency policies are in place, are fit for purpose and are followed by all
- that MCA and DOLS are used effectively to protect people at risk from abuse or neglect
- that safeguarding processes and practice are driven by the outcomes that people want
- that lessons are learnt from SARs and other case reviews, including reflective learning, and are embedded in policies, procedures and practice
- that there is a skilled and appropriately trained workforce

In addition, intelligence and data will be shared by agencies and analysed to identify risks and inform the development of strategy and board priorities for action.



7.2 Risk Management Framework

The Board will maintain a risk register that will be maintained on an regular basis. Risks will be reviewed and the register updated at the point of agreeing the strategic plan and priorities for the year ahead.

In addition each sub group will maintain its own risk register and will escalate any “red” risks to the Board register.

8. How the Board Operates

8.1 Governance arrangements

Overall Structure

The CESAB will be constituted as follows:

- Independent Chair
- The Cheshire East Safeguarding Adults Board
- Delegated standing Sub-groups
- Fixed-term working groups established as and when necessary.

Chair

The CECSAB is chaired by an independent person whose role is:

- To provide an independent **chair** for the CECSAB meetings, keep its functioning under review and resolve any conflicts where possible
- To offer **leadership** to the business planning, budgetary and service improvement work associated with the CECSAB
- The independent chair is accountable to the Chief Executive of CEC.
- The Chair has a responsibility to provide inclusive and collaborative leadership, but also to challenge and hold partners to account.
- To **represent** the Board, and discharge any delegated powers, as appropriate
- To work to ensure that **adults at risk and their families are involved** in the design, delivery and evaluation of the services provided to promote their well being and safety.

The board meetings will be themed each quarter, focussing on certain areas/types of abuse

8.2 Sub groups

1. **Business Management Group (BMG)**

3 main statutory partners (Adult Social Care, NHS Clinical Commissioning Groups and Police) and the Chair of the No Secrets Service User Reference Group. The role of the BMG is to effectively manage the Board's business, co-ordinating the work programme and overseeing key business functions on behalf of the Board.

2. **Serious Case Review Group:**

Commissioning and oversight of Safeguarding Adults Reviews (SARs). Reviewing learning from other Board's SAR's, reflective reviews Children's Serious Case Reviews and Domestic Homicide Reviews; Approving action plans on behalf of the Board. Monitoring the implementation of Case Review action plans and reviewing evidence that practice has changed and outcomes have improved as a result. It is essential that the work of this sub group links to the other sub groups, and specifically to the Policy & Practice Group.

3. **Performance and Quality Assurance:**

Measuring the board's effectiveness through the use of a performance management framework to and holding members to account. Developing mechanisms to share and analyse data and intelligence.

4. **Learning & Development:**

Oversight of multi-agency learning and workforce development

5. **Service User Reference Group:** to engage people who have experienced safeguarding processes and ensure that the Board's priorities are driven by outcomes for service users

There will be two working groups that will meet when necessary

1. **Community Awareness and Prevention:** oversight of the Communication Strategy, and advising the board on strategic issues emerging; working with other key partners to actively promote awareness of abuse and agree preventative strategies.

2. **Policy and Practice Group:** Linking to Pan Cheshire, commissioning and agreeing all multi -agency procedures and keeping them under review, identifying gaps and overseeing related initiatives such as Safer working

policies and e-safety, ensuring joint working with the LSCB where appropriate. Assuring the board that safeguarding processes are effective and fit for purpose across agencies and that agencies discharge their functions effectively;

Terms of Reference of the Sub Groups are appended. It should be noted that some sub groups will have significant links and need to work together.

The sub group chairs will attend the BMG to share information and where there is any duplication agree the working arrangements across sub groups.

8.3 Membership

In order to operate effective safeguarding arrangements there are a range of relevant partners who must co-operate with each other. These include three statutory partners:

The Local Authority
Integrated Care Board
The Police

Non-Statutory partners –

NHS Trusts and Foundation Trusts
Probation Services
Prison
Community Sector
Housing Providers
Healthwatch
Care Quality Commission
Ambulance Service
Fire Service
Elected member for Cheshire East Council

8.4 Board Members:

The Safeguarding Adults Board is structured as an inclusive board that includes nominations from key partners. It is essential that Partners nominate an individual of sufficient seniority and authority within their organisation. Board members must be able to speak on behalf of their organisation, take strategic and operational decisions and to commit their organisation to courses of action and use of resources or directly feed into agency decision-making that can commit resources as appropriate. If any

Board member needs to send a deputy to any Board meeting, the deputy must also have the same level of decision making authority as the member.

8.4 Quoracy:

To be quorate the following board members, or their deputies, must be in attendance:

Chair

DASS (Adult Social Care)

Detective Chief Inspector (Police)

Director of Nursing/Safeguarding (ICB)

1 x voluntary organisation representing the “user voice”

8.5 Code of Conduct

The chair, board members and members of sub groups have the following responsibilities:

- To prepare for and attend meetings of the Board (normally 4 per annum) or relevant sub group, playing a full role in the discussions held, and the business transacted, at such meetings. Read all reports and identified key lines of discussion/enquiry to be taken up at the meeting, identify potential areas of good practice and shared learning; and established the relevant position within their own agency as necessary
- To receive, and promptly respond to ad-hoc communications received from the chair/sub group chair, the safeguarding business unit and other Board/Subgroup members, on an as required basis.
- Lead and remain accountable for safeguarding activity within their agency, have responsibility for dissemination to own and related agencies and/or providing feedback from agencies
- Feedback to both their agency and to the Cheshire East Safeguarding Adults Board on safeguarding adults' issues
- Bring constructive challenge and independent judgement to effectively hold agencies to account
- Satisfying yourself, along with other Board/sub group members, on the integrity of the information produced for the Board/sub group
- Signing the confidentiality agreement and maintaining confidentiality at all times

- Declaring any conflicts of interests

Chairs of sub groups are responsible for:

- Developing terms of reference, co-ordinating sub group meetings and ensuring that agenda and minutes are sent out on time.
- Ensuring appropriate membership of the sub group to complete the tasks required, seeking appropriate nominations as required.
- Attending any sub-group chairs meetings
- Attending and presenting information to BMG as invited
- Presenting report to Board.
- Completion of business plan templates and setting workplan priorities
- Maintaining the sub group's risk register and escalating high level risks to BMG as appropriate

Associate Members are responsible for ensuring that they engage actively with the Board, including attending sub groups, stakeholder events, or other ad hoc board events, participating in task and finish groups, reading and disseminating information sent by the board and responding promptly to requests for information.

Principles: In addition, all board members should adhere to the following principles:

- Board Members should be accountable to the public for their actions and the manner in which they carry out their responsibilities and should co-operate fully and honestly with any scrutiny processes.
- Board Members may take account of the views of others, but should reach their own conclusions on the issues before them and act in accordance with the Safeguarding Strategy
- Board Members should uphold the law on all occasions and should not place themselves in situations where their honesty and integrity may be questioned.

Board Members should be aware of their roles and responsibilities, and work in accordance with both to the best of their abilities.

Board members should identify individual learning and development needs and participate fully in training opportunities provided.

Board members should be open in their entire decision making and be prepared to give reasons for their decisions.

A board member may be asked to stand down if they are seriously failing in their role or in violation of this code of conduct.

9. Administrative arrangements

Resources and funding: The Board acknowledges that shared responsibility for funding and resourcing is an important indicator of partner's commitment. The Care Act identifies the statutory agencies as the following:

Local Authorities
ICB
Police

It is expected that these agencies will make contributions to the Board. Formal negotiation of individual contributions will take place outside of Board meetings, led by the Independent Chair with support from the SAB Business Manager

The core funding contributions cover the following costs:

LSAB Independent Chair	2 days a month at £500 a day	<i>£12,000</i>
Business Officer	Full time Grade 10	<i>approx. £45,000 including staffing costs</i>
Business Officer	Full time grade 6	<i>approx. £30,000 including staffing costs</i>
Travel	Occasional car user 52,2p/mile	<i>£2,200</i>
Communications		<i>£3,000</i>
TOTAL		<i>£92,200</i>

In addition, the following agencies have committed to contributing to the costs of the Board commissioning a Safeguarding Adults Review in the event of one being required.

SAR Budget	Contingency needed for holding an Independent Safeguarding Adult Review	£9,000
-------------------	---	--------

Frequency of meetings: there will be at least 4 Board meetings per year and up to 2 stakeholder events. In certain circumstances it may be necessary to convene emergency or exceptional meetings, or more frequent meetings for a limited period.

In addition there will be occasional board training events as required, and a board development away day event will be held at least bi-annually.

Agendas and papers: a standard agenda will be used that includes: BMG feedback, strategic items, assurance items including risk register and financial monitoring of the Board's budget, communication, and items for information only. A forward plan will be used and will inform the tabling of key items within the annual cycle. Agendas and papers will be sent out one week in advance.

SAB Business Support Team: the team will be funded from the Board budget and will provide all administrative support for the Board and its sub groups. This will ensure consistency across the business of the board and any capacity issues will need to be dealt with through the annual negotiations on financial contributions.

Board Appraisal Process: to assess the effectiveness of the Board, an annual board appraisal process will be undertaken. This will include gathering feedback on the delivery of outcomes from external stakeholders and people who have been involved in the safeguarding process, as well as a formal appraisal of the board. This will be developed and led by the Chair in consultation with the Business Management Group.

10. Review of Constitution

This constitution will be reviewed every 3 years, at the same time as the 3 Year Strategic Plan. The review will be completed by the Business Management Group with any proposed changes being approved by the Board. It should however be noted that any major changes to the statutory responsibilities of the board may require the Constitution to be revised outside of this timeframe.

APPENDIX – 1.1

Responsibilities of:

Board Member

Board members must be work at a senior level within their own agency and be able to: speak for their agency with authority; commit their organisation on resources, policy and practice matters; and hold their agency to account.

Board members must ensure the SAB operates at all times in the best interests of adults at risk in Cheshire East

Board members regularly attend board meetings and important related meetings

Board members must provide a named deputy

Board members will take steps to assure themselves that effective quality assurance systems are in place and functioning

Board members will challenge partner agencies on how they fulfil their safeguarding responsibilities.

Board members will monitor and scrutinize multi-agency performance data presented to the SAB

Board members will agree strategic priorities for the LSAB through the review and approval of the SAB Business Plan

Board members will approve financial transactions (above a certain threshold??)

Board members will commit to the production of the SAB's Annual Report – On an annual basis they will provide a written statement/ assessment of the effectiveness of their agency's contribution to the local arrangements to safeguard and promote the welfare of Adults at Risk

Board members must ensure that their agency is represented on all sub-groups and must hold their agency and its officers to account for their contribution to the effective functioning of the sub-groups.

Board members will play a part in the oversight and scrutiny of decisions and policies made by the Board.

Appendix 1.2 – SAB Independent Chair – Roles and Responsibilities

Independent Chair Job Description:

Main Purpose:

- 1) To provide independent leadership and strategic vision to the Safeguarding Adults agenda across Cheshire East.
- 2) To chair the Cheshire East Safeguarding Adults Board.
- 3) To ensure the Board has an independent objective and authoritative identity.

Key Responsibilities:

- 1) To chair programmed meetings of the Cheshire East Safeguarding Adults Board, the Business Management Group and any extraordinary meetings as required.
- 2) Chair CESAB in an effective and professional manner including setting of agendas, approval of minutes and management of associated business.
- 3) Liaise with the Interim Head of Adult Safeguarding and the LSAB Business Support Team to ensure timely management of the partnership business.
- 4) Meet with the Council Executive Members and the Director of Adult Social Care or representatives as required.
- 5) Ensure that the Board works effectively, with good collaboration between its members, encouraging and supporting the development of partnership working between partner agencies, including any sub-groups of the Board.
- 6) Provide assurance that the Board operates independently of its member agencies and that any conflicts of interest are appropriately managed.
- 7) Ensure the Board monitors and develops a safeguarding adults strategy and implement this in line with an agreed business plan which maintains a clear focus on outcomes for adults at risk and their carers.
- 8) Promote an awareness of Safeguarding Adults throughout Cheshire East.

- 9) Develop the Board members' ability to monitor, scrutinise and constructively challenge the effectiveness of the partnership's safeguarding adults work.
- 10) Integrate performance management into the role and function of the Board and its sub-groups, so that it evidences improved outcomes for adults at risk and their carers.
- 11) Hold partner organisations to account regarding the deployment of resources required for safeguarding work to support the implementation of local multi-agency policy and protocols.
- 12) Lead in communication / consultation to respond to public relations issues or inter-agency problems, at short notice if required, including making additional public or professional presentations as required.
- 13) Link into regional and /or national networks as required to ensure the Safeguarding Adult Partnership's activity is aligned with The Care Act and national policy developments & best practice.
- 14) Prepare and deliver a Chair's Annual Report to accompany the CESAB Annual Report.
- 15) Provide leadership, advice and guidance to Board members, including the induction of new members of the Safeguarding Adults Partnership.
- 16) Ensure that the Partnership addresses and incorporates best practice with regard to relevant legislation and guidance, including equality and diversity.
- 17) Develop links and work co-operatively where appropriate with other Safeguarding Adults Boards in neighbouring authorities to further develop good practice and learn from common issues.
- 18) Ensure that links are developed and work undertaken co-operatively where appropriate with the Cheshire East Safeguarding Children's Board.
- 19) Adhere to confidentiality in respect of Board or individual member agency business.
- 20) Respond to complaints or concerns made to CESAB regarding the conduct of safeguarding adults work in Cheshire East.
- 21) Undertake any other duties as may be needed from time to time as necessary and appropriate to the role.

1.2 Role and Responsibilities of Sub-Group Chairs

- Ensure that the sub group's remit and scope operates at all times in the best interests of adults at risk in Cheshire East
- Progress work identified in the annual Business Plan as directed by the Board;
- Where appropriate, establish and commission short life groups to undertake tasks in relation to paragraph 2 above;
- Monitor and review the work of the sub-group any short life working groups;
- Report to the Board and the Business Management Group in respect of paragraphs 1 to 4 above;
- Liaise with the SAB Independent Chair and the SAB Business Support Team to ensure timely management of the partnership business.
- Regular attendance at Sub-Group Chairs Co-ordination meetings
- To prepare a sub-group report for the SAB Annual Report