



CESAB

BOARD MEMBERS

INDUCTION PACK

Name:

Date of Induction Meeting:

FINAL

DATE: Oct 2024

Issue Number	01. FINAL.10.24
Document Owner	Cheshire Safeguarding Adults Board
Date Approved	
Review Date	

Welcome to Cheshire East Safeguarding Adults Board

Welcome to Cheshire East Safeguarding Adults Board (CESAB). The board has gathered the information in this pack to assist you as a Board member.

Independent Chair



Kevin Bennett

Independent Chair, Cheshire East Safeguarding Adults Board

Isab@cheshireeast.gov.uk

www.stopadultabuse.org.uk

Our strategic plan centres around four ambitions –

Ambition One	Ambition Two	Ambition Three	Ambition Four
Embed person centred approaches to adult safeguarding	Improve awareness of adult safeguarding across all communities and partner organisations	Enabling staff to respond to complex safeguarding by working in partnership with Key Partners	Learn from experience and Safeguarding Adult Reviews to improve how we work

“Our vision is that people with care and support needs in Cheshire East are able to live their lives free from harm”

CHESHIRE EAST SAFEGUARDING ADULTS BOARD (CESAB)

INDEPENDENT CHAIR:

Statutory partners and representatives from member organisations committed to safeguarding adults at risk in Cheshire East with an agreed Constitution, Business Plan, and sub groups of the Board to achieve the plan objectives. The Independent Chair also Chairs the BMG and SPM

Business Management Group (BMG): Oversees the delivery of the Board's Delivery Plan. It reviews and address performance matters and steer resources appropriately. The Group receive reports from CESAB Subgroups and escalates matters to the Board. This group also sets the agenda for the SAB meetings

Statutory Partners Meeting (SPM): Meeting held immediately before a Board Meeting for the Statutory Partners, i.e., Local Authority, Police, ICB (*NHS*) to discuss current issues and escalate matters of concern to the SAB



SUB-GROUPS/ Work Streams

Prevention, Management and Learning sessions (PML)

Facilitator: Cheshire East Council

PML: Prevention, Managing and Learning lessons and shaping future practice.

These face to face workshop sessions are held quarterly and focus on a safeguarding theme/concern highlighted from our SAR recommendations or from our local data and audits.

SERVICE USER SUB-GROUP

CHAIR: Lynne Turnbull, Disability Positive

This Group is made up of individuals who are or have previously been through an Adult Safeguarding enquiry or have experienced caring for an individual who has been. The group's members provide perspectives on Adult Safeguarding through personal lived experience and reflections on the experiences of other service users and carers gained through wider feedback

SERIOUS CASE SUB-GROUP

CHAIR: Cheshire Police

Upon receipt of a SAR referral the SAR Panel's purpose is to identify if the case meets the criteria for a Mandatory or Discretionary Review. Panels have in attendance representative from Police, Health, and Local Authority.

QUALITY & PERFORMANCE SUB-GROUP

CHAIR: Integrated Care Board NHS

The sub group has delegated responsibility for formulating the performance management information presented to the Board and quality issues linked to practice development from audits and learning from review processes.

BUSINESS TEAM TO SUPPORT ALL BOARD AND SUB-GROUP WORK:

Katie Jones: Safeguarding Adults Board Business Manager, Claire Faulkner: Business Officer

Debbie Waterhouse: SAB Training Officer

OFFICIAL

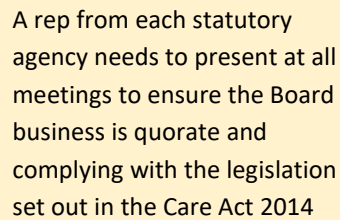
Board Members

INDEPENDENT CHAIR

- CESAB Independent Chair
lsab@cheshireeast.gov.uk

STATUTORY BOARD MEMBERS

- **Local Authority**
- **Cheshire Police**
- **NHS Integrated Care Board**



A rep from each statutory agency needs to present at all meetings to ensure the Board business is quorate and complying with the legislation set out in the Care Act 2014



NON-STATUTORY BOARD MEMBERS

- Cheshire Fire & Rescue Service
- Local NHS Hospital Trusts
- North West Ambulance Service
- Cheshire Wirral Partnership NHS Trust
- Elected Member for Adult Services
- Prison Representative
- Voluntary/Faith Sector Representation
- Housing Representation
- National Probation Service
- Healthwatch Cheshire
- Public Health

Introduction Meetings to be Arranged

Members new to the board will be at different stages of the safeguarding adults journey. Everyone will be offered induction meetings with the Independent Chair and Business Manager and following these sessions it may be identified that you would benefit from further meetings. We will try to tailor your induction around your specific needs and areas of expertise and interest.

- **Kev Bennett**, CESAB Independent Chair lsab@cheshireeast.gov.uk
- **Katie Jones**, CESAB Business Manager katie.jones@cheshireeast.gov.uk
- **Claire Faulkner**, CESAB Business Officer claire.faulkner@cheshireeast.gov.uk

- Key advisory partners of the Board:

Cheshire East Council -

Sandra Murphy - Head of Adult Safeguarding Sandra.murphy@cheshireeast.gov.uk

Integrated Care Board NHS -

Katie Mills/ Katy Endean cheshire.eastsafeguardingadmin@cheshireandmerseyside.nhs.uk

Cheshire Police -

Function of the Safeguarding Adults Board

The SAB works in partnership to safeguard and promote the well-being and independence of adults living in the local authority areas of Cheshire East who are experiencing, or are at risk of, abuse or neglect.

Cases of suspected abuse or neglect are treated very seriously, and all partner agencies work closely together, using the same policies and procedures, to make sure that all cases of suspected abuse are investigated fully and that vulnerable adults are protected from harm. The SAB is responsible for developing strategies to protect adults from abuse or neglect, and to respond effectively when abuse or neglect occurs.

The safeguarding duties apply to any adult who:

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

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

Empowerment - presumption of person led decisions and informed consent.

Prevention - it is better to take action before harm occurs.

Proportionality - proportionate and least intrusive response appropriate to the risk presented.

Protection - support and representation for those in greatest need.

Partnership - local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse.

Accountability - accountability and transparency in delivering safeguarding.

The Care Act 2014 requires local authorities to set up a Safeguarding Adults Board (SAB) in their area, giving these Boards a clear basis in law for the first time.

The SAB has agreed to a common objective for the workforce across the West of Berkshire which is: Safeguarding, the protection of people at risk is everyone's business. Risk comes in many forms and is not always obvious.

We ask all our staff:

- To demonstrate an understanding of Safeguarding within your role;
- To be proactive in identifying people at risk;
- To take responsibility, assess and take positive action to keep people safe;
- To fully report and refer, both internally and to relevant partner agencies.

Structure and work of the Board

The Care Act 2014 says that the Safeguarding Adults Board must do certain things:

That the Board should include the Local Authority, the NHS and the Police and that these organisations should meet on a regular basis to discuss and act on local safeguarding issues. The Cheshire East Safeguarding Adults Board includes representatives from all these partner organisations and they meet four times a year to discuss local safeguarding issues.

Safeguarding Adults Boards should develop shared plans for safeguarding; through working with local people to decide how best to protect adults in vulnerable situations. The Cheshire East Safeguarding Adults Board has a three year Strategic Plan.

Safeguarding Adults Boards should publish their plans and annual reports so that different organisations can make sure they are working together in the best way. The Cheshire East Safeguarding Adults Board produces an annual safeguarding report detailing its work over the last twelve months.

These can be found on the Board's website at:

www.stopadultabuse.org.uk

The Care Act 2014 also states that Safeguarding Adults Board must carry out safeguarding adults' reviews and publish them on their websites. Safeguarding adults' reviews are undertaken when an adult at risk dies and abuse or neglect is suspected to be a factor in their death or if an adult with care and support needs, has not died, but the SAB knows or suspects that the adult has experienced serious abuse or neglect. The aim is for all agencies to learn lessons about the way they safeguard adults at risk and prevent such tragedies happening in the future. The Cheshire East Safeguarding Adults Board has a Safeguarding Adults Review Panel that oversees this work.

Terms of Reference/Constitution

The SAB has a Constitution Document which set out the terms of reference, and the aims and objectives of the Board. The expectations of its members.

This document is reviewed every 3 years along with the Strategic Plan

Subgroups

There are four subgroups that report to the Board on a quarterly basis and are responsible for delivering streams of work as detailed in the Constitution Document.

Performance & Quality Subgroup – To produce audit tools to 'test' safeguarding processes across the partnership to ensure that learning from SARs and Audits and Business Plan outcomes are implemented successfully.

Serious Case Panel - The Safeguarding Adults Review Panel meets regularly to consider significant cases that may meet the criteria for a Safeguarding Adults Review. There is a supporting guidance document and process for SARs.

Service User Group – This Group is made up of individuals who are or have previously been through an Adult Safeguarding enquiry or have experienced caring for an

individual who has been. The group's members provide perspectives on Adult Safeguarding through personal lived experience and reflections on the experiences of other service users and carers gained through wider feedback

Practice Management and Learning Sessions (PML) – **Prevention, Managing** and responding to concerns and **Learning** lessons and shaping future practice.

These face-to-face workshop sessions are held quarterly and focus on a safeguarding theme/concern highlighted from our SAR recommendations or from our local data and audits.

Frequency of Board meetings and minutes

The Board will meet at least four times a year and at such times as may be determined by the Chair. Dates will be set a year in advance.

Minutes of the meetings of the Board shall be taken by the Business Support Unit and will have clear actions identified within them. Minutes will be approved as a correct record at the subsequent Board meeting

Chairing Arrangements

The Independent Chair is responsible for ensuring that the SAB meets its obligations and reports on the discharge of its functions. The Chair provides independent leadership and strategic vision to the SAB and ensures that the SAB has an independent, objective and authoritative identity. The Chair's role will include the requirement to challenge partner agencies at a senior level where there are concerns about safeguarding performance or systems.

The Chair is responsible for chairing all main SAB meetings, BMG meetings and Statutory Partner Meetings. The Chair will agree the agenda and correct and agree the minutes. The Chair will represent the Board at formal meetings with other partnerships and scrutiny bodies.

The Chair will present an Annual Report of the SAB's activities, including an assessment of the effectiveness of the local safeguarding arrangements and the challenges for the next year, to relevant statutory bodies.

Board members will be consulted on the appointment of the Chair and review the appointment annually to consider how effective the current arrangements are and whether the objectives of the Board are being met under the current Chair.

The role of the Independent Chair is held for a period of three years to ensure consistency and continuity. Thereafter, a review of employment should be undertaken, and members consulted on the continuation of the Chair.

The job description for the post of the Independent Chair is provided in the constitution document.

Responsibilities of Board members

Board members are senior managers within their organisations who hold strategic roles in relation to safeguarding adults and can speak for their organisation, commit it to action and hold it to account. All board members are committed to working together in order to achieve continuous improvement in practice and positive outcomes for adults. Board members will:

- Attend all Board meetings and contribute to debate and decision-making. If they are unable to attend a suitable representative must be found.
- Represent their organisation and speak for the organisation with authority.
- Commit their organisation on agreed policy and practice matters.
- Hold their organisation to account for the quality of safeguarding work.
- Promote safeguarding work within their organisation.
- Contribute in person or nominate appropriate staff to participate in Subgroups and task groups as appropriate.
- Ensure the production of reports as required by the SAB.
- Contribute to the Board's Annual Report.
- Act on any concerns raised through the Quality Assurance Framework.
- Ensure a dissemination of information back to their organisation.
- To declare any possible conflict of interest to the SAB Chair.

Personal Development

All SAB members must undertake Foundation Level Training on Safeguarding Adults within their own organisations and will also have access to Intermediate and Advanced level training on request.

All SAB members are expected to maintain an up-to-date knowledge of all statutory, national and regional developments in Safeguarding Adults including examples of good practice.

Confidentiality statement

All members must respect the confidentiality of the issues discussed at Board meetings 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 by the Board does need to be shared with 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 meeting 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.

All Board members are required to uphold this confidentiality statement.

Accountability and links to other forums

The SAB is accountable to the Chief Executive of Cheshire East Council in respect of its governance. However, the SAB acts independently in respect of monitoring safeguarding arrangements and it is within its remit to scrutinise the safeguarding arrangements of all responsible organisations within the Cheshire East area. The SAB has a separate identity and is not subsumed within other strategic bodies. The Board will form a view of the quality of safeguarding locally, challenge organisations when necessary and have an independent voice. However, the Board will strive to develop useful relationships with other strategic bodies and open channels of communications.

The Board is committed to working with other local forums and boards to ensure efforts are not duplicated and that there are no gaps in policy or practice. The Board continues to strengthen its links with HealthWatch, Cheshire East Safeguarding Children's Partnership, the Safer Cheshire East Partnership, Domestic Abuse Forums and the Health and Wellbeing Board.

Finances and Resources

The SAB statutory member agencies contribute annually towards resources at an agreed level, having regard to the differing size, resources and responsibilities of each agency. The financial year will run from 1 April to the 31 March the following year. Cheshire East Council administers the budget on behalf of the Board and has the authority to act as the Board's budget holder for the authorisation of payments. Members may, in addition, be required to provide resources such as staffing and accommodation.

Further information

Further information can be found on the Board's website which is maintained by the Business Unit:
www.stopadultabuse.org.uk

Appendix - Map of Cheshire East

