



**Rotherham**

**Safeguarding Adults Board  
Constitution**

# Statutory Core Agencies



## Rotherham Metropolitan Borough Council

Name:  
Signature:  
Designation:  
Dated:



## South Yorkshire Police

Name:  
Signature:  
Designation:  
Dated:



## Rotherham Clinical Commissioning Group

Name:  
Signature:  
Designation:  
Dated:



## Rotherham Foundation Trust

Name:  
Signature:  
Designation:  
Dated:

# Constituent Agencies



## South Yorkshire Fire and Rescue

Name:  
Signature:  
Designation:  
Dated:



## Care Quality Commission

Name:  
Signature:  
Designation:  
Dated:



## SY National Probation Services

Name:  
Signature:  
Designation:  
Dated:



## NHS England

Name:  
Signature:  
Designation:  
Dated:

## Yorkshire Ambulance Service

Name:  
Signature:  
Designation:  
Dated:

## Rotherham Children Service

Name:  
Signature:  
Designation:  
Dated:



## South Yorkshire Community Rehabilitation Centre

Name:  
Signature:  
Designation:  
Dated:



## Public Health

Name:  
Signature:  
Designation:  
Dated:



## Healthwatch

Name:  
Signature:  
Designation:  
Dated:

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# 1. Purpose and Vision

## 1.1 Purpose

The Care Act 2014 requires that each Local Authority must;

- Make enquiries or cause others to do so, if it believes an adult is experiencing, or is at risk of abuse or neglect. Any enquiry should establish whether any action needs to be taken to prevent or stop abuse or neglect, and if so by whom;
- Set up a Safeguarding Adults Board;
- Arrange, where appropriate, for an independent advocate to represent and support an adult who is the subject of a safeguarding enquiry or a Safeguarding Adult Review (SAR) where the adult has 'substantial difficulty' in being involved in the process and where there is no other suitable person to represent and support them;
- Co-operate with each of its relevant partners in order to protect the adult. In their turn each relevant partner must also cooperate with Local Authority.

The Rotherham Safeguarding Adults Board (RSAB) is established in line with duties set out in the Care Act 2014 as the statutory mechanism for agreeing how Partner Agencies within Rotherham cooperate to protect adults at risk, prevent neglect and abuse and promote the wellbeing of adults in its area.

The Care Act 2014 requires that statutory safeguarding responsibilities arise where there is reasonable cause to suspect that an adult:

- (a) has needs for care and support (whether or not the authority is meeting any of those needs),
- (b) is experiencing, or is at risk of, abuse or neglect, and
- (c) as a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

The RSAB's objective is to ensure that local safeguarding arrangements and partnerships act to help and protect adults at risk or experiencing neglect and/or abuse, hereafter referred to as adult. The RSAB is a multi-agency strategic, rather than operational, partnership made up of senior/lead officers within adult social services, criminal justice, health, housing, community safety, voluntary organisations and service user representative groups. It coordinates the strategic development of adult safeguarding across Rotherham and ensures the effectiveness of the work undertaken by Partner Agencies in the area. The Rotherham Adult Safeguarding Partnership Board ['RSAB'] aims to achieve those objectives whilst supporting individuals in maintaining control over their lives and in making informed choices without coercion.

In achieving the above, the following 6 key principles must be followed;

**Empowerment:** Presumption of person led decisions and informed consent.

**Prevention:** It is better to take action before harm occurs.

**Proportionality:** The least intrusive response appropriate to the risk presented

**Protection:** Support and representation for those in greatest need.

**Partnership:** Local Solutions through services working with communities

**Accountability:** Accountability and transparency in delivering safeguarding

## 1.2 The Vision

People of Rotherham are able to live a life free from harm where all organisations and communities

- **Have a culture that does not tolerate abuse**
- **Work together to prevent abuse**
- **Knows what to do when abuse happens**

It's the Board's job to make the vision real by ensuring that agencies who support people at risk of harm are able to prevent abuse happening, act swiftly when it does and are competent in achieving good outcomes for people. We will know we have achieved it when:

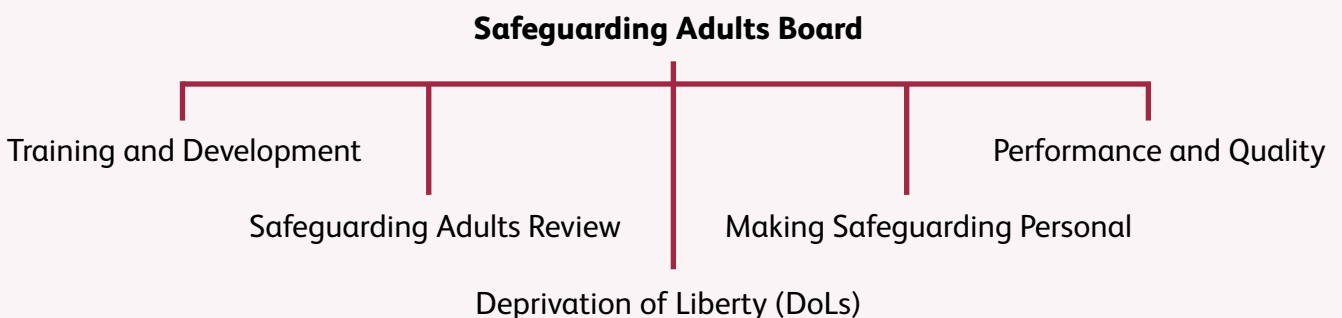
- People are aware that protecting them is taken seriously and their concerns will be responded to sympathetically.
- People know where to go to when they have a concern.
- People will be supported to report a concern.
- People's desired outcomes are always taken into consideration.
- Services always work with individuals to make them feel safer.
- After reporting a concern they will be told what has been done about it.
- People will know what to expect from the safeguarding system.
- People will know what the Safeguarding Board is and what it does

## 2. Structure and Function of the Board

### 2.1 Structure

The Board will be supported by five sub-groups, other task and finish sub-groups will be agreed as

required. Each of the sub-groups will be led by a chair accountable to the Board.



## 2.2 Function

The core duties of a Safeguarding Adults Board are set out in chapter 14 of the Care Act Guidance, which requires that RSAB:

1. Publish a strategic plan detailing how it will meet its main objective and what the constituents will do to achieve this.
2. Publish an annual report detailing what the Safeguarding Adult Board has done during the year to achieve its main objective and implement its strategic plan and what each constituent has done to implement the strategy.
3. Conduct any Safeguarding Adults Review in accordance with s44 Care Act.

The functions of the RSAB are:

- (i) offer advice and assistance regarding safeguarding responsibilities and to promote the understanding that 'safeguarding is everyone's responsibility';
- (ii) co-ordinate what is done by each person or body represented on the Board for the purposes of safeguarding and promoting the welfare of adults in the area of the authority;
- (iii) ensure the effectiveness of what is done by each such person or body for that purpose.

RSAB will develop policies and procedures for safeguarding adults in their area or, where agreed by the constituents, adopt existing South Yorkshire Procedures for Safeguarding Adults in relation to:

- a. The role, responsibility, authority and accountability with regard to the action each agency and professional group should take to ensure the protection of adults.
- b. establish ways of analysing and interrogating data on safeguarding notifications and completed enquiries which increases the RSABs understanding of prevalence of abuse and neglect locally that builds up a picture over time
- c. establish how it will hold partners to account and gain assurance of the effectiveness of its arrangements
- d. determine its arrangements for peer review and self-audit
- e. establish mechanisms for developing policies and strategies for protecting adults which should be formulated, not only in collaboration and consultation with all relevant agencies but also take account of the views of adults who have needs for care and support, their families, advocates and carer representatives
- f. develop preventative strategies that aim to reduce instances of abuse and neglect in its area
- g. influence practice to deliver person centred outcomes through a 'Making Safeguarding Personal' approach
- h. identify types of circumstances giving grounds for concern and when they should be considered as a referral to the local authority as an enquiry, including referral pathways and thresholds for intervention
- i. formulate guidance about the arrangements for managing adult safeguarding, and dealing with complaints, grievances and professional and administrative malpractice in relation to safeguarding adults
- j. develop strategies to deal with the impact of issues of race, ethnicity, religion, gender and gender orientation, sexual orientation, age, disadvantage and disability on abuse and neglect
- k. balance the requirements of confidentiality with the consideration that, to protect adults, it may be necessary to share information on a 'need-to-know basis'
- l. identify mechanisms for monitoring and reviewing the implementation and impact of policy and training
- m. carry out safeguarding adult reviews and advise the local authority and Board Partners on lessons to be learned
- n. produce a Strategic Plan and an Annual Report

RSAB has a unique statutory role in ensuring that partners are co-operating, that effective safeguarding arrangements are in place across the partnership and assisting with the planning and delivery of services for adults who may be in need of care and support. The Board must be able to form a view of the quality of local activity, challenge organisations as necessary and speak with an independent voice.

RSAB constituents represent their agencies and must be of sufficient seniority to do so, but also have a responsibility to ensure effective safeguarding within their agencies and across partner agencies. If there is any possibility of conflict of interest, the Board constituent should declare their interests at the beginning of the RSAB meeting.

## 3. Purpose and Vision

### 3.1 Chief Executive of the Local Authority

The Care and Support Statutory Guidance states that the Chair of the Safeguarding Adults Board is accountable to the Chief Executive of the local authority as the lead body responsible for establishing the SAB. RMBC Chief Executive will meet with the Board Chair two times per year.

The Chief Executive also receives a copy of the Safeguarding Adults Board annual report, along

with the Leader of the Council, as required by Schedule 2 of the Care Act. The annual report will be presented each year to the local authority Senior Leadership Team. The Chief Executive will work with the Director of Adult Social Services, the leader of the Council and other elected members to ensure that the council is kept informed about safeguarding matters, as required.

### 3.2 The Director of Adult Social Services (DASS)

The Director of Adult Social Services (DASS) has specific responsibilities under statutory guidance issued by the Department of Health in May 2006. The DASS has responsibility and authority for ensuring that the Local Authority maintains a clear organisational and operational focus on safeguarding adults and those relevant statutory requirements and other national standards are met.

The DASS will meet regularly with the Chair of the Board to review progress, consider any strategic or other issues requiring the chair's involvement and to give advice and support on the development and delivery of an effective borough wide safeguarding strategy.

The DASS also has the right to attend and address the Board. The DASS may give such advice and direction to the Board either directly or through the Board Chair as he or she sees fit in the discharge of his or her responsibilities. The Director of Adult Social Services has responsibility for day-to-day local authority leadership and oversight of Safeguarding Adults, including the effectiveness of the Safeguarding Adults Board, and will brief the Chief Executive and Executive Member for Adult Social Care, as required.

### 3.3 The Chair of the Board

The Chair of the Board is appointed by Rotherham Borough Council in consultation with the other core members of the Board. The job description for the Chair is agreed and reviewed by the local authority in consultation with Board members.

The chair is directly accountable to the Rotherham Borough Council Chief Executive for the effective strategic leadership, organisation and performance of the Board in its discharge of safeguarding adults' responsibilities. Day-to-day responsibility for liaising with the Chair is held

by the Director of Adult Social Services, who has the statutory responsibility for ensuring effective partnership in Safeguarding Adults work.

The Chair has a critical role to lead collaboratively, give advice, support and encouragement but also to offer constructive challenge and hold partner agencies to account and ensure that interfaces with other strategic functions are effective whilst also acting as a spokesperson for the SAB. The Chair should keep up to date with, and promote, good practice, developments in case law and research and any other relevant material.

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### 3.4 Members

The Core Members of the Board are Rotherham Borough Council Adult Social Care, the Rotherham CCGs and South Yorkshire Police. Core Members agree to resource the Board according to an agreed formula. The Board will monitor expenditure against the budget throughout the year. The Board is accountable to the Core Members for its use of resources.

All Board Members have their own accountability and governance arrangements and specific responsibility for ensuring their services and functions are discharged with regard to the need to safeguard and promote the independence, health and well-being of adults at risk.

Members of the Board are jointly responsible for the work of the Board, and should ensure active engagement in the development and ownership of the policies, procedures and actions of the Board.

Whilst the Board has a role in co-ordinating and ensuring the effectiveness of organisations' work to safeguard and promote the welfare of adults at risk of abuse or neglect, it is not accountable for their operational work. Each Board member retains their own existing lines of accountability for safeguarding and promoting the welfare of adults by their services. The Board does not have the power to direct other organisations.

Board members are committed to working in partnership to ensure effective safeguarding of adults at risk of abuse or neglect in Rotherham. Each Board member understands the benefits of holding each other to account and agrees to be:

- Mutually accountable for the effectiveness of the Board and of Safeguarding practice in the borough
- Open to scrutiny and challenge from other partners in their organisation's work of Safeguarding Adults.

Each Board member agrees to ensure effective representation on the Board and its sub-groups by nominating representatives that they consider of appropriate seniority and nominating deputies to attend in the event of the former not being available for any reason. All Board members will be key delivery partners able and determined to work within and deliver the outcomes intended to arise from the Board's remit and will remain accountable to their organisation on all relevant matters impacting on outcomes for adults at risk of abuse and neglect.

Each year, Board Members will provide a statement on their organisation's safeguarding work to the Board, to contribute to the Annual Report.



### 3.5 Representation

Representatives of Members should hold a strategic role in relation to safeguarding and promoting welfare of adults within their own organisation. They should be able to:

- Speak for their organisation with authority;
- Commit their organisation on policy and practice matters;
- Hold their organisation to account.

Representatives have a duty to contribute to the effective work of the Board. Board members may change their nominated representative at any time. Any such change should be notified in writing to the Board Manager. Organisations should secure protected time for Board members within their primary organisation role. All Board members should ensure there is an identified deputy for their Board representative to attend in the event of the member not being available for any reason.

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### 3.6 Sub-groups and Task and Finish Groups

It is proposed that each of the sub-groups is chaired by a Board Member, and that the chair is supported by the Board Manager. Each Board Member should keep under review how best to support the work of the Board's sub-groups and of any time-limited task and finish group, in order to inform the content of the Board's business plan and annual report.

Chairs of Sub-Groups and Task and Finish Groups will in addition to coordinating the sub-group they chair, will meet on a regular basis to support the chair of the Board with agenda setting, to consider

overlaps and gaps among the sub-groups, to monitor achievement of work plans and to propose agenda items for the Board.

Other members working on Sub-Groups and Task and Finish Groups are accountable to the Board through the sub-group chair, who attends the Board as a full member. Individual members of sub-groups are responsible for keeping their organisation informed about the work of the subgroup. This including their organisation's Board representative and deputy.

## 4. Schedule of Meetings

### 4.1 The Board

The Board meets six times a year with additional meetings arranged as necessary to set and maintain strategic direction and meet delivery requirements. Development sessions will be held at least once a year.

Minutes, agendas and reports will be circulated 7 days before the meeting. To ensure proper

consideration and discussion of content, tabled reports will not normally be accepted at Board meetings. In exceptional circumstances, tabled reports may be presented at the discretion of the Chair (e.g. updates on information in reports like latest statistics or amplification of content already submitted but not raising new issues of principle).

### 4.2 Chair and Sub Group Chairs

The Chair will meet with sub-group chairs prior to the board meeting. The meeting will be supported by the board manager.

Sub group chairs will provide the Chair and Board with a progress

### 4.3 Sub Groups

Sub groups will meet 4 weeks before the board meeting, the meetings will be supported by the

board manager. Agendas will be set by the chair with input from the group members.

### 4.4 Monitoring Attendance at Meetings

Attendance at meetings will be reported to the Board and recorded both in the minutes of the meeting and in the Board's Annual Report. In the event of one member's persistent non-attendance,

the Independent Chair will write to Chief Executive of the organisation concerned to bring this to their attention.

### 4.5 Confidentiality

All agenda, minutes and other documentation shall be treated as confidential and can only be shared with the agreement of the Independent Chair. Board members shall keep confidential any

information obtained as a result of inter-agency cooperation save to the extent that disclosure of the information is necessary in order to discharge the functions of the Board.

## 5. Risk Management

The RSAB will have in place robust governance and risk management processes to identify risks to the Board achieving its core business and

strategic plan. Escalating risks to the Board for recommendations where appropriate.

### 5.1 Escalation and Resolution

The board is clear that there must be respectful challenge whenever a professional or agency has a concern about the action or inaction of another. If it has not been possible to resolve the professional

differences within the agencies concerned a Safeguarding Adults Board Resolution Panel will be convened by the Chair of the Safeguarding Adults Board.

## 6. Strategic Plan

RSAB will develop and publish a Strategic Plan (delivery plan) outlining its strategy for achieving its objectives and what each constituent is to do to implement that strategy. The Strategic plan

will outline a set of key priorities and objectives which RSAB will use as benchmarks to assess the performance and effectiveness of local services in relation to safeguarding related activities.

## 7. Annual Report

The Care Act 2014 requires the RSAB to publish and annual report outlining the progress of safeguarding adults work in Rotherham over the past year. The Chair will coordinate the production of the annual report, but this will be agreed by the Partner agencies and will:

- Review what each constituent has done during that year to implement the objectives and other content of its strategic plan

- Produce performance data relating to Safeguarding Alerts and section42 enquires.
- Include the findings of any safeguarding adults reviews which have concluded in that year (whether or not they began in that year)
- What the board and it's sub groups have done during that year to implement the findings of Safeguarding Adult Review

## 8. Budget

The Board will have a budget which will reflect funding the business of the board and the objectives of the strategic plan. Contributions to the budget will come from the core member agencies and the proportionality will be recommended by the board and sort from the core statutory agencies.

The priorities for expenditure will be agreed by the board at the November meeting and submitted to partner agencies thereafter for priority consideration in their individual budget settings.

There will be quarterly budget monitoring reports and in the event of unexpected additional requirements for expenditure (e.g. additional

unbudgeted SAR's) the balance will be met by agency contribution in the proportionality agreed.

In the event of an underspend, board will discuss with a view to

- a) Carry forward and reduce next year's contribution
- b) Carry forward with additional priorities
- c) Redistribute to agencies in proportion

Failure to agree matter of budget and expenditure will be referred to the chief executive/constable for resolution.