

MEMBER'S HANDBOOK



This is an approved North Somerset Safeguarding Adult Board document and should not be edited in any way

Reference Number: NSSAB016
Target Audience: All partner organisations
Sources of advice in relation to this document: With thanks to Lambeth Safeguarding Adults Board Care Act 2014 Care & Support Statutory Guidance DH 2019 Adult Safeguarding: Roles and Competencies for Healthcare Staff (Royal College of Nursing: 2016) The National Competency Framework for Safeguarding Adults (Bournemouth University: 2016) The role of the Safeguarding Adults Board chair LGA/ADASS (Accessed 22/12/2020)
Replaces if appropriate: N/a
Type of Document: Handbook
Approved by: North Somerset Safeguarding Adults Board
Date: December 2020
Date displayed on NSSB web site: December 2020
Date due to be reviewed by responsible person or body: NSSAB December 2022

Contents

Welcome and Introduction.....	3
The purpose of the North Somerset Safeguarding Adults Board.....	4
Board Governance and Structure.....	5
Board membership.....	6
Financial and other contributions to NSSAB.....	7
Your role as a Member of the NSSAB.....	7
Key Documents.....	9
Frequently Asked Questions.....	10
Appendices.....	12
Glossary.....	12
North Somerset Safeguarding Adults Board.....	15
Sub Group Representative Application Form.....	15

Welcome and Introduction

Welcome to the North Somerset Safeguarding Adults Board (NSSAB). The Board is a multi-agency partnership of organisations which have responsibility to work with and protect adults at risk from abuse or neglect.

The Board meets the statutory requirements of sections 42 – 45 of the Care Act 2014.

This handbook is designed to offer a simple introduction to the Board. It will support you in your role in governance and partnership working to stop abuse and neglect of adults at risk in North Somerset.

The issues that you will consider as a Board Member may be sensitive and complex. To carry out your duties properly, you will need to familiarise yourself with the national context for safeguarding, the work of the Board and your role.

Within this document you will find an overview of the Board's purpose, function and aims. In addition, this document aims to outline the expectations of you, as a member.

Tony Oliver

Independent Chair

The purpose of the North Somerset Safeguarding Adults Board

The Care Act 2014 made it a statutory requirement for all local authorities to establish a local Safeguarding Adults Board ([Section 43](#)).

The safeguarding adults board upholds and promotes the six safeguarding adults principles of:

Accountability: “I understand the role of everyone involved in my life and so do they.”

Partnership: “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 and with me to get the best result for me.”

Prevention: “I receive clear and simple information about what abuse is. I know how to recognise the signs, and I know what I can do to seek help.”

Protection: “I get help and support to report abuse and neglect. I get help so that I am able to take part in the safeguarding process to the extent to which I want.”

Empowerment: “I am asked what I want as the outcomes from the safeguarding process and this directly inform what happens.”

Proportionality: “I am sure that the professionals will work in my interest and they will only get involved as much as is necessary.”

The objective of the NSSAB is to assure itself that safeguarding arrangements in North Somerset are effective in helping to protect adults in its area who have care and support and needs, are experiencing or at risk of abuse or neglect, and are unable to protect themselves as a result of their care and support needs ([Section 42](#)).

The statutory functions of the Board include:

- The publication of a strategic plan
- The publication of an annual report
- The requirement to conduct a safeguarding adult review (SAR) when the criteria in s.44 are met ([Section 44](#)).

In addition to its role as a Safeguarding Adults Board under the Care Act 2014, the Board also gives local leadership on application of the Mental Capacity Act 2005 members including the Deprivation of Liberty Safeguards (DoLS) soon to be the Liberty Protection Safeguards.

Board Governance and Structure

The Board is not accountable for the operational work of individuals or organisations. Each partner organisation retains their own existing lines of accountability for safeguarding adults and for the promotion of the welfare of adults with care and support needs by their services.

The Board is responsible for seeking assurance from all partners that they are delivering safe services and that they are responding to those with care and support needs who are at risk of abuse and neglect.

The NSSAB has an Independent Chair who ensures that the Board operates effectively and has an independent voice.

The work of the Board is steered by its Strategic Plan, which sets out how it intends to meet its objectives and what members will do to achieve this. All partner agencies must collaborate and work together to achieve the aims and objectives of the Board.

The Board has a commitment to upholding the highest standards of governance. As soon as you become aware of a potential conflict of interest involving yourself or any other Board members, you should inform the Chair of the Board.

The [Board Structure](#) includes five established sub-groups. The terms of reference for each can be found [here](#):

Quality and performance sub-group: scrutinising multi-agency data and highlighting themes and priority areas to the Board; carrying out multi-agency themed audits

Learning and development sub-group: embedding learning from SARs and audits into multi-agency safeguarding training; updating and refreshing training; holding learning events

The Mental Capacity Act & Deprivation of Liberty Safeguards (MCA/DoLS) subgroup: collection and analysis of data around MCA, DoLS/LPS and CoP; guiding commissioners around new LPS legislation

Tackling exploitation sub-group: developing practice around adult exploitation such Sexual and criminal exploitation; cuckooing; county lines; modern slavery

Policy and procedures sub-group: producing and refreshing multi-agency guidance; toolkits; policies to provide relevant information to multi-agency front line work. Includes a six-weekly editorial where members and multi-agency colleagues directly contribute to policy development when the subject is pertinent to their role.

Safeguarding Adults Review Panel

Strategic leads review multi-agency working on specific incidents/cases which may result in commissioning an independent SAR.

Board members and other organisation representatives may be called upon to assist.

Task & Finish Groups

When required task and finish groups will also be held to complete specific projects requested by the Board. These task and finish groups will comprise representatives nominated by Board members who have sufficient knowledge and skills to contribute to the required task.

Indemnity Insurance

All Board members are covered by their organisation's indemnity insurance, this is with the exception of lay-members. ***Please note that whilst we value the opinions and professional judgements of our lay-members they are exempt from taking any decisions arising from the Board and its sub-groups.***

Board membership

The Board has a memorandum of understanding which can be found [here](#).

There is a statutory requirement (section 1 of [Schedule 2](#) of the Care Act 2014) for representation at the Board to comprise of members from The Local Authority , Local CCG and Police.

NSSAB has a wide membership which is comprised of representatives from the following;

Organisation
Independent Chair
Independent Deputy Chair/Lay Member
Alliance Homes
Avon Fire and Rescue (Correspondent member)
Avon and Somerset Police: C.I. North Somerset Policing Area Commander
Avon and Somerset Police: Partnership Liaison Manager, Lighthouse and Safeguarding Unit.
Avon and Wiltshire NHS Partnership Trust
BNSSG CCG
Care Home Provider's Rep
CQC: Inspection Manager, North Somerset and B&NES
Domiciliary Care Provider's Rep
DWP

Organisation
Healthwatch
Housing Providers
Housing Provider
Marie Curie
National Probation Service
NHS England
North Somerset Council: Executive Member Adult Social Services
North Somerset Council: Assistant Director Adult's Support and Safeguarding
North Somerset Council: Director People Directorate
North Somerset Council: Commissioning
North Somerset Council Trading Standards
North Somerset Council: Strategic and operational safeguarding leads
North Somerset Council: Public Health
Safe Link
Sirona health and care CIC
University Hospitals Bristol and Weston NHS Foundation Trust
We are With You

Financial and other contributions to NSSAB

Statutory partner organisations are expected to contribute to expenditure incurred by, or for purposes connected with NSSAB. Other organisations may provide staff, services, accommodation or other resources for these purposes.

Your role as a Member of the NSSAB

Statutory members of the NSSAB are senior strategic leaders, nominated by their member agency. Statutory members are expected to demonstrate skills and abilities at [intercollegiate competency Level 5](#) (for health professionals) or the equivalent [National Competency Framework](#) staff group D.

All members must have the delegated authority to effectively represent their organisation and to make decisions on their agency's behalf; or have direct access to those responsible for making such decisions.

All members must:

- Be able to present issues clearly in writing and in person
- Be experienced in the work of their organisation
- Be knowledgeable about the local area and population
- Be able to explain their organisation's priorities
- Be able to promote the aims of the NSSAB
- Be able to commit their organisation to agreed actions
- Have a thorough understanding of abuse and neglect and its impact
- Understand the pressures facing front line practitioners
- Have a robust understanding of safeguarding adults and its role within their organisation

In addition, Board members will:

- Take a lead role for safeguarding adults within the representing agency and lead on work as required by the Board
- Co-operate in and contribute to the carrying out of a safeguarding adults review
- Share the responsibility for ensuring that the board's work programme is delivered
- Be able to confidently and competently chair a task and finish group if required or identify a senior manager within their organisation who has the skill and abilities to chair such a meeting
- Ensure appropriate representation on the sub group/task and finish group as appropriate to their organisation
- Adhere to the Board's [Information Sharing Protocol](#)
- Adhere to the [Board's Memorandum of Understanding](#)
- Act as a channel of communication between their agency and the Board
- Attend and support promotional and other events arranged by the Board
- Ensure that discussions on financial contributions to the NSSAB take place at the right level

Lay-member role

NSSAB encourages representation of a voice from the public on the Board. Alongside the representatives from the Community & Voluntary Sector.

The role of the lay-member is support & encourage stronger public engagement in local safeguarding issues, contributing to a stronger understanding of the SAB's work in the wider community.

Key Documents

There are a number of key documents that relate to roles and functions of the NSSAB and which you should be aware of. These are available at www.northsomersetsafeguarding.co.uk and include:

The NSSAB Constitution

Our constitution sets out the governance and structure of the Board in further detail. *(This is currently under review and will be available early 2021).*

Strategic Plan

Our Strategic Plan sets out how we intend to achieve our priorities and will ensure everyone - Board members, staff, and the public - are clear about what we want to do and can work together to make it happen. *(This is currently under review and will be available early 2021).*

Annual Report(s)

Our Annual report is the principal means of accountability of the Board and outlines what we have done to deliver that year's work plan. [Annual reports](#)

Terms of Reference for subgroups

The subgroups of the Board operate according to an agreed Terms of Reference. A copy of the Terms of Reference for each subgroup can be found in the Member's section of the NSSAB website.

Information Sharing Protocol

The information sharing agreement has been agreed by all members and sets out clearly when information must be shared as part of an adult safeguarding enquiry. [Information sharing protocol](#)

North Somerset Joint Safeguarding Adults Board Policy

This policy outlines the Board's expectations with regard to what should be done to help prevent the abuse and neglect of adults in North Somerset and its neighbouring authorities with care and support needs, and what should be done to respond to a concern that a person in North Somerset who has care and support needs is experiencing, or is at risk of, abuse or neglect that they cannot protect themselves from. [Safeguarding adults multi-agency policy](#)

Other guidance which you may find useful can also be found on the [NSSAB website](#) and includes guidance on [Policies and Procedures](#):

- Self-Neglect
- Hoarding
- Medication Errors
- Pressure Injuries
- Local Authority Procedures
- Multi-agency procedures
- Financial Abuse
- When to raise a safeguarding adults concern
- Safeguarding Younger Adults

Frequently Asked Questions

- How frequently does the NSSAB meet and for how long?

The NSSAB meets quarterly. Meetings are usually scheduled to run for 3 hours. In addition to our quarterly meetings, the Board also holds a Development Day each year. The purpose of this day is to review the achievements of the Board and set out objectives and aims for the next year, to inform plans for the following year.

- Where will I find papers for meetings?

A link to the agenda and papers for the meeting will normally be emailed to you a week before the meeting. Confidential or sensitive papers will be shared separately.

- As a member of the NSSAB, who am I representing?

You are representing your organisation or professional group. There is an expectation that you will pass information to staff and professional colleagues and you will consult with them. It is also important to remember that you are representing the interests of adults at risk within North Somerset.

- What am I required to do?

As a member of the Board you will be committed to preparing for meetings by reading relevant documents and consulting with colleagues within your own organisation. You will be expected to contribute to the work of the Board and its subgroups or delegate sub-group representatives. You are expected to attend meetings regularly. You will play a role in raising practice issues and challenging other partners and organisations where you believe that their actions or inactions are increasing the risk of abuse or neglect.

You will be expected to contribute to particular areas of focus throughout the year and ensure your agency participates in multi-agency audits where it is relevant to your organisation. You will also assist in the production of the annual report.

You will also be expected to occasionally provide examples of good practice to be heard at board meetings.

You may also be asked to update the Board on additional matters, such as training compliance within your organisation.

- What if I am unable to attend a meeting?

If you are unable to attend a meeting, please send apologies in advance to the meeting organiser. You may also send a substitute with prior agreement of the Chair.

- Will I have a formal induction into my role?

You will meet with the NSSAB Independent Chair who will explain the working of the NSSAB and answer any questions you may have.

This handbook is a key part of your induction. You are required to provide evidence that you have read, understood and agree with its contents through completion of the NSSAB Board Member application form at Appendix 2. This is further supported by the memorandum of understanding which you are expected to sign.

You are encouraged as a board member, to attend any of the sub-groups in order to best understand the function of the board.

- Who should I contact with queries about the Board?

If you have any queries relating to the NSSAB, you can email the board coordinator lucy.teteris@n-somerset.gov.uk or call 01275 884022 .

- Where can I find more information about Safeguarding Adults?

For more information about Safeguarding Adults in North Somerset you can visit the NSSAB website: www.northsomersetsafeguarding.co.uk

Appendices

Appendix 1 - Glossary

<i>Adult at Risk</i>	An adult at risk is a person aged 18 or over who is in need of care and support regardless of whether they are receiving them, and because of those needs are unable to protect themselves against abuse or neglect.
<i>Adult Safeguarding</i>	The Care Act 2014 defines adult safeguarding as protecting an adult's right to live in safety, free from abuse and neglect. Please visit the SCIE website to see a full list of the different categories of abuse outlined within the Care Act.
<i>Best Interest Assessor (BIA)</i>	This is a professional whose role is to assess whether or not a deprivation of liberty (see Deprivation of Liberty Safeguards) is in the person's best interests, is necessary to prevent harm to the person and is a proportionate response to the likelihood and seriousness of that harm.
<i>Concern</i>	This is the term used to describe when there is or might be an incident of abuse or neglect.
<i>Deprivation of liberty safeguards (DoLS)</i>	<p>Article 5 of the European Convention on Human Rights states that 'everyone has the right to liberty and security of person. No one shall be deprived of his or her liberty [unless] in accordance with a procedure prescribed in law'.</p> <p>Deprivation of Liberty Safeguards is the legal procedure by which the deprivation of liberty of a resident or patient in a registered care home or hospital, who lacks capacity to make decisions about their care and treatment in their best interests, can be legally authorised.</p>
<i>LPS / Liberty Protection Safeguards</i>	LPS is the proposed DoLS replacement scheme originally scheduled to 'go live' Oct 2020, now delayed until April 2022 due to the Coronavirus pandemic. LPS will serve the same function as the DoLS provisions described above but will allow

	commissioners to authorise deprivations of liberty in a wider variety of circumstances and settings. The new provisions also aim to 'close the gap' in regard to the high number of cases that remain on the waiting list for assessment following the 2014 Supreme Court 'Cheshire West' judgement.
<i>Mental Capacity Act (MCA) 2005</i>	<p>Mental Capacity refers to the ability of a person to make a particular decision at a particular time, whether minor, like what to eat, or major like treatment decisions. If you have mental capacity for a particular decision, you are able to make that decision for yourself. The Mental Capacity Act 2005 (or MCA) aims to empower and enable people to make their own decisions, and to make sure that people who lack capacity to make decisions are protected by structured decision making, involving them and their best interests. The five key principles are:</p> <p>A person must be assumed to have capacity unless it is established that they lack capacity.</p> <p>A person is not to be treated as unable to make a decision unless all practicable steps to help them to do so have been taken without success.</p> <p>A person should not be treated as unable to make a decision merely because they make an unwise decision.</p> <p>An act done, or decision made, under this Act for or on behalf of a person who lacks capacity must be done, or made, in their best interests.</p> <p>Before the act is done, or the decision is made, regard must be had to whether the purpose for which it is needed can be as effectively achieved in a way that is less restrictive of the person's rights and freedom of action.</p>
<i>Making Safeguarding Person (MSP)</i>	Making Safeguarding Person is about person centred and outcome focussed practice. It is how professionals are assured by adults at risk that they have made a difference to people by taking action on what matters to people and is personal and meaningful to them.
<i>Safeguarding Adults Review (SAR) & SAR Panel</i>	Under the Care Act 2014, Safeguarding Adults Boards are responsible for Safeguarding Adults Reviews. This is a process for all partner agencies to promote effective learning and

	<p>improvement action to prevent future deaths or serious harm occurring again.</p> <p>In North Somerset strategic leads review multi-agency working on cases through a panel process which may result in commissioning an independent SAR.</p>
--	---

Appendix 2 - North Somerset Safeguarding Adults Board Sub Group Representative Application Form

Membership of NSSAB carries a weight of responsibility. It is important that all members are able to demonstrate understanding of the role of the board and their individual and agency role within it.

Contact Details

Name:	
Organisation Name and Address:	
Telephone Number:	
Mobile Number:	
E-mail:	

Job Title and Nature of Role:

Please confirm that you have discussed this application with your line manager and have the necessary support in order to undertake this role and responsibilities as defined in the NSSAB Members Handbook.	

Which of these skills, knowledge and experience are you able to offer, which will support the work of the North Somerset Safeguarding Adult Board?

Generic Skills, Knowledge and Experience

Governance:	
Strategic Planning:	
Data Analysis:	
Performance Management:	
Community & Professional Communications:	
Learning & Development:	
Chairing Meetings:	
Leadership:	
Monitoring Decisions/Outcomes:	

Specialist Skills, Knowledge and Experience

Adult Safeguarding Services:	
Commissioning or provision of Health Services:	
Liberty Protection Safeguards/ Deprivation of Liberty Safeguards:	
Statutory and Non-Statutory Reviews:	
Provision of third sector support services:	
Lived experience of care and support or safeguarding adults:	

How can you or your agency meaningfully contribute to the work of one or more of the Board's sub-groups?

--

Are you able to make decisions on behalf of your organisation or do you have direct access to those who can?

Yes

No

--	--	--

What single piece of legislation dictates the function of safeguarding adults boards?

--

Select three of the following which are sub-groups of the safeguarding adults board:

Policy & Procedures	<input type="checkbox"/>	MCA/DoLS	<input type="checkbox"/>
Quality & Performance	<input type="checkbox"/>	Event Management	<input type="checkbox"/>
Strategy & Leadership	<input type="checkbox"/>	Child care	<input type="checkbox"/>
Learning & Development	<input type="checkbox"/>	Tackling exploitation	<input type="checkbox"/>
Care management	<input type="checkbox"/>	Public Health improvement	<input type="checkbox"/>

How is your agency involved with adults at risk of abuse as per The Care Act (2014) S.42(1) definition? (Less than 50 words)

--