

# North Somerset Safeguarding Adults Board Constitution



**Bristol, North Somerset  
and South Gloucestershire**  
Integrated Care Board



**SERVE.PROTECT.RESPECT.**

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# Welcome and Introductions

*From Teresa Bell, Independent Chair*

Welcome, whether you are an existing partner or new to our Board. This document aims to inform and define our partnership working in NSSAB.

Our Constitution has been revised to reflect the changes in our partnership. It sets out our commitment and expectations of each other in working together in safeguarding people at risk. It sets the scene for a partnership which acknowledges that we can achieve more through collaboration, transparency, creative challenge, mutual support and respect for each other.

Please take the time to read and reflect on the messages contained here and I look forward to continuing to work with you to deliver our ambitions for a safe North Somerset for all of its residents.

## Purpose

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).

## **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 Board Manager leads the development and coordination of the core functions of the NSSAB.

The Board Business Support Officer supports all the administration work of the Board under the direction of the Board Manager.

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 NSSAB 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 established sub-groups such as:

**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.

**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 Committee:** 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.

**Communications, Community and Engagement sub-group:** This is a new subgroup to be launched and aim of is to have a wide membership of community organisations/ lay members/ service users and carers to ensure we can hear the voice of those with lived experience and bring coproduction into the Board. It will also have a focus on community communications and ensure safeguarding adults in North Somerset is visible.

### **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.***

## **Records and Confidentiality:**

The minutes of the NSSAB meetings will be entered as a permanent record and submitted to the chair for approval. The meetings of NSSAB will not be held in public, although the minutes of the Board will, subject to issues of confidentiality and legal considerations, be a public document and posted on the website. Documents relating to Safeguarding Adults Reviews are only shared with the SAR Committee members and anonymised summaries are provided to the Board. Papers must not be shared by Board members without the permission of the Independent Chair.

## Board Membership:

NSSAB Independent Chair
NSC, Assistant Director, Adult Services and NSSAB Deputy Chair
NSSAB Manager
NSSAB Business Support Officer
Avon & Somerset Police, Area Commander
Avon & Somerset Police, Partnership Liaison Manager (LSU)
Avon & Somerset Police, Detective Inspector
BNSSG ICB, Head of Safeguarding
BNSSG ICB, Deputy Director of Nursing and Quality
NSC, Director, Adult Services
NSC, Executive Member
NSC, Head of Safeguarding, Quality Monitoring and SPA
NSC, Principal Social Worker
NSC, People and Communities
NSC, Public Health
Alliance, Director of Customer Services
Avon Fire and Rescue
AWP Safeguarding Lead
CQC
Healthwatch
LiveWest
National Probation Service
RENS
Sirona Care and Health
VANS
We Are With You
SWAST
NS Weston-Super-Mare ICP Delivery Director
Provider Rep (Vacant)
Children's Rep (Vacant)
Housing Rep (Vacant)
Person with Lived Experience Rep (Vacant)

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:

## **Roles and Responsibilities as a member:**

The quorum for a Board meeting will be ten, consisting of the Independent Chair, representatives of the three NSSAB statutory partners plus six other members, excluding the NSSAB Manager. Lack of attendance will hinder the strategic development of the inter-agency arrangements for safeguarding adults. For this reason, Board members are expected to attend or send a representative to all quarterly meetings. A register of attendance is kept and will form part of the Annual Report.

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 subgroup/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 members (Volunteers) role

- The role of a lay member is to support and encourage stronger public engagement in local safeguarding issues, contributing to a stronger understanding of NSSAB's work in the wider community.
- We appreciate that lay members are volunteers and are giving up their own time to support the work of the Board. Lay members are expected to be involved in at least one sub-group to help drive forward the strategic priorities of the Board.

## Financial

The NSSAB is a partnership funded through financial contributions from the three core partners: NSC, Police and ICB. The core partner organisations are expected to contribute to expenditure incurred by, or for purposes connected with NSSAB. It is in all core partners' interests to have an effective Board that is adequately resourced to carry out its functions.

## 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 and include:

### [The NSSAB Memorandum of Understanding:](#)

Our constitution sets out the governance and structure of the Board in further detail.

### [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.

### [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.

### [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 Board Structures 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 and the grounds for doing so.



## [North Somerset Joint Safeguarding Adults 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.

You may also find these multi-agency policies and protocols useful and they can be found on the [NSSAB website](#) and includes guidance on:

- Self-Neglect
- Hoarding
- Medication Errors
- Pressure Injuries
- Multi-agency procedures
- Financial Abuse
- When to raise a safeguarding adults concern
- Safeguarding Younger Adults
- People in a Position of Trust (PIOPOT)

## **Frequently Asked Questions (FAQ)**

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

The NSSAB meets quarterly. Meetings are usually scheduled to run for 2 hours. In addition to our quarterly meetings, the Board also holds a Development Day each year around the month of March/ April. 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 2 working days 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 and let them know who will be able to represent you on this occasion.

- Will I have a formal induction into my role?

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

This document is a key part of your induction. You are required to provide evidence that you have read, understood, and agree with its contents. 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 [SABmanager@n-somerset.gov.uk](mailto:SABmanager@n-somerset.gov.uk).

- Where can I find more information about Safeguarding Adults?

For more information about Safeguarding Adults in North Somerset you can visit the [NSSAB website](#).