

# Memorandum of Understanding

## Solihull Safeguarding Adults Board

2022 - 2024

pushing  
bullying  
pinching  
withholding food & drink  
coercion  
intimidation  
hitting  
isolating  
emotional abuse  
restraint  
shaking  
misusing medication  
scalding  
teasing  
sexual abuse  
leaving on own  
blaming  
stealing money or benefits  
neglect  
leaving on own  
ignoring needs

## 1. Introduction

Solihull Safeguarding Adults Board [SSAB or the Board] is a multi-agency partnership comprising of statutory, independent and voluntary sector organisations, which have a stakeholder interest in safeguarding adults - now established under section 43 of the Care Act 2014<sup>1</sup> and the Care and Support Statutory Guidance<sup>2</sup>.

## 2. Overarching purpose

- 2.1 The overarching purpose of the Board is to help and safeguard adults with care and support needs. It will do this by:
- assuring itself that local safeguarding arrangements are in place as defined by the Care Act 2014 and Statutory Guidance;
  - assuring itself that safeguarding practice is person-centred and outcome-focused;
  - working collaboratively to prevent abuse and neglect where possible;
  - ensuring agencies and individuals give timely and proportionate responses when abuse or neglect have occurred;
  - assuring itself that safeguarding practice is continuously improving and enhancing the quality of life of adults in its area.
- 2.2 The Board will lead adult safeguarding arrangements across Solihull and oversee and co-ordinate the effectiveness of the safeguarding work of its member and partner agencies.

## 3. Safeguarding Culture of the Board

- 3.1 The Board will develop and actively promote a culture of safety and quality with its members, partners and the local community that ensures safeguarding is embedded into everything organisations do.
- 3.2 Embedding a culture of continuous improvement with respect to safety and quality is an absolute commitment for each of the SSAB partner organisations. The partner organisations of SSAB will work to ensure measurable progress continues and this includes ensuring the resources for making this happen. SSAB member representatives for each organisation are responsible for oversight and identification of any issues both to SSAB and to the relevant executive or governing body (e.g. the relevant Board or governing body) of their own organisation.
- 3.3 The way that the Board does things should enable the following:
- People who use services and their carers first – in all deliberations the Board is asking what difference will this make? What impact will this have? How will this help to protect the residents of Solihull?
  - Ownership of the agenda - by all Board members. No one agency can hold this agenda alone and all agencies play their unique part and bring their unique contribution to the table.
  - Leadership and accountability - for implementation of the safeguarding agenda. Board members role model at Board and in their organisations the response to the safeguarding agenda that everyone needs to take. This includes holding each other to account for delivering on agreed actions and decisions and providing timely responses

to requests; respecting that no-one is about creating work for the sake of it, we are all about learning and making improvement.

- Seeking assurance - that systems, policies and procedures are in place to carry out the statutory function. The Board asks whether the information provided to it gives it the assurance it needs. The Board seeks assurance that the sub-committees are pro-actively identifying, scoping and responding to difficult safeguarding issues on its behalf.
- Work in partnership - understanding that this is a joint endeavour. The Board needs to be getting alongside colleagues from all the member agencies to bring forward a united and agreed approach.
- Openness, honesty and transparency – in the Board's practice and in its discussions. The Board shares concerns openly, recognises mistakes, and acknowledges its triumphs. There should be no surprises when a Board is open and honest.
- Learning and continuous improvement – “our pace of learning must be greater than or equal to the pace of change” (Revans). The Board is open to learning, which means admitting to not knowing everything and is particularly willing to learn from those who have been through the safeguarding process or those who have insight into the process as a carer or advocate

Culture is carried in the people – so we all have a responsibility to continue to recognise and articulate how we work together effectively.

#### **4. Aims and Objectives**

- 4.1 The aim of the Board is to ensure the effective co-ordination of services to safeguard and promote the welfare of adults in accordance with the Care Act 2014 and the Statutory Guidance.
- 4.2 The main objective of the Board is to assure itself that local safeguarding arrangements and partners act to help and protect adults with care and support needs in Solihull.
- 4.3 SSAB is a multi-agency strategic Board that will coordinate the strategic development of Adult Safeguarding across Solihull and oversees a range of matters that contribute to the prevention of abuse and neglect.
- 4.4 SSAB it is not accountable for the operational work of partner agencies. Each Board Partner has their own existing lines of accountability for safeguarding and promoting the welfare of adults by their services.

#### **5. Core duties**

- 5.1 The core duties of the Board are set out in sections 43 and 44 and Schedule 2 of the Care Act 2014 and Chapter 14 of the Statutory Guidance, issued under section 78 of the Care Act 2014 which require the Board to:-
  - Publish a Strategic Plan for each financial year detailing how it will meet its main objective and what Members will do to achieve this;
  - Publish an Annual Report detailing what the Board has done during the year to achieve its objectives and implement its Strategic Plan and what Members have done to implement the Strategy;
  - Conduct any Safeguarding Adults Reviews in accordance with section 44 of the Care Act 2014.

5.2 In order to fulfil its core duties the Board is required to develop initiatives, plans, policies and procedures for Safeguarding Adults in Solihull and has adopted the West Midlands Policies and Procedures. In addition, the Board (as defined in the Statutory Guidance) is required to:-

- identify the role, responsibility, authority and accountability with regard to the action each agency and professional group should take to ensure the protection of adults
- establish ways of analysing and interrogating data on safeguarding notifications that increase the SAB's understanding of prevalence of abuse and neglect locally that builds up a picture over time
- establish how it will hold partners to account and gain assurance of the effectiveness of its arrangements
- determine its arrangements for peer review and self-audit
- 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
- develop preventative strategies that aim to reduce instances of abuse and neglect in its area
- identify types of circumstances giving grounds for concern and when they should be considered as a referral to the local authority as an enquiry
- formulate guidance about the arrangements for managing adult safeguarding, and dealing with complaints, grievances and professional and administrative malpractice in relation to safeguarding adults
- 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
- 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"
- identify mechanisms for monitoring and reviewing the implementation and impact of policy and training
- carry out safeguarding adult reviews and determine any publication arrangements
- produce a strategic plan and an annual report
- evidence how SAB members have challenged one another and held other boards to account
- promote multi-agency training and consider any specialist training that may be required. Consider any scope to jointly commission some training with other partnerships, such as the Community Safety Partnership.

5.3 Solihull SAB will also develop, implement and maintain:

- Quality Assurance Framework;
- Risk Register
- Involvement and Engagement Approach.

## 6. Overarching Principles

Solihull Safeguarding Adults Board has adopted and will use the principles as set out in the Governments policy<sup>3</sup> on safeguarding adults in May 2011 and reissued in 2013, when they identified the following equal principles they expect local authorities, housing, health, the police and other agencies to follow and use for monitoring safeguarding arrangements:

- **Empowerment** - 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”.*
- **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”*
- **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:.*
- **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”.*

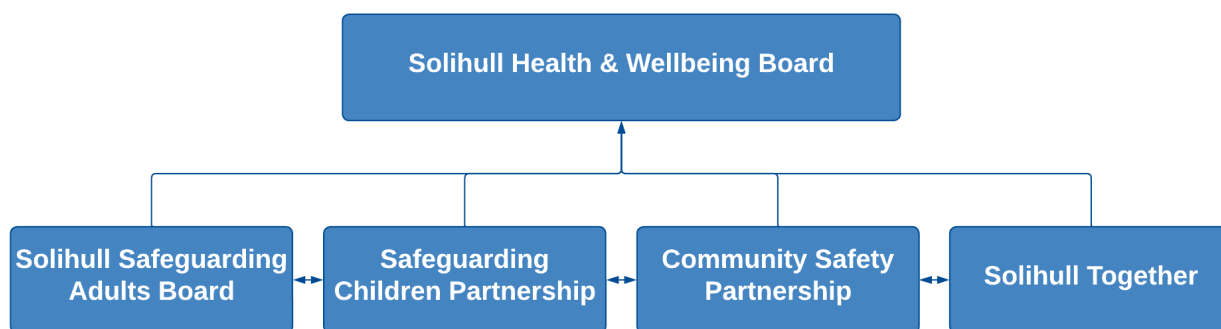
## 7. Governance arrangements

7.1



7.2 As per the diagram at 7.1, the Board has five subcommittees which focus on different areas that are important to safeguarding adults. They will also share information with each other and the public and provide the Board with information for assurance and to support the Board in deciding on its priorities each year.

7.3



The **Health and Wellbeing Board** is accountable for identifying priority areas and ensuring that services work together. It has a system assurance role in relation to safeguarding of vulnerable people.

**Solihull Together** is mandated by Health and Wellbeing Board to co-ordinate and ensure delivery against the priority areas in the Health and Wellbeing and Inequalities Strategies. It will also oversee Integrated Care System (ICS) Strategy, where it makes sense to deliver at 'Solihull' level.

The **Safeguarding Adults Board** and the **Local Safeguarding Children Partnership** are responsible for challenging partner agencies on their success in ensuring children, young people and adults are kept safe. Their annual reports are taken to the Health and Wellbeing Board which has a system oversight role.

**Safer Solihull (Community Safety Partnership)** is made up of representatives from the Police, Local Authorities, Fire and Rescue Authorities, Health and Probation Services (the 'responsible authorities'). The responsible authorities work together to protect their local communities from crime and to help people feel safer.

7.4 As per the diagram at 7.3, the Board maintains strong links with the Local Safeguarding Children Partnership and Community Safety Partnership, as well as Health and Wellbeing Board, via quarterly meetings between the four Business Managers and annual meetings involving the four business managers and independent chairs and scrutineers. It's important that we understand what the other Boards and Partnerships in Solihull are doing to keep people safe, to make sure there is no duplication, but also that there are no gaps in our work to safeguard the community.

7.5 In line with the requirements of the Care Act 2014 Solihull Safeguarding Adults Board will provide the following people and organisations a copy of the Annual Report each year:

- SMBC chief executive and the leader of Solihull Council,
- Solihull Police Commander,
- Healthwatch Solihull
- The chair of Solihull Health and Wellbeing Board

The Annual Report will be made available to the general public via the Boards website and the executive summary will be produced in an Easy to Read format.

Board Members are expected to take the Annual Report through their governance arrangements as soon after its production as possible.

## 8. Membership

- 8.1 The Care Act 2014 requires the following organisations to be represented on the Board:
- The Local Authority
  - Birmingham and Solihull Integrated Care Board
  - Police

- 8.2 However Safeguarding Adults Boards are also expected to involve a much wider range of organisations and individuals.

Solihull Safeguarding Adults Board Membership is made up of representatives from:

Solihull Metropolitan Borough Council  
Birmingham and Solihull Integrated Care Board  
West Midlands Police  
Healthwatch Solihull  
University Hospitals Birmingham  
Birmingham & Solihull NHS Mental Health Foundation Trust  
Coventry & Warwickshire NHS Partnership Trust  
Solihull Community Housing  
Age UK Solihull  
Solihull Action through Advocacy  
West Midlands Fire Service  
National Probation Service  
Cabinet Member – Adult Social Care and Health  
Carers Trust Solihull  
Private Care Sector

- 8.3 The Board needs to have the three statutory agencies represented and a total of at least 10 members present to be regarded as quorate for decision-making. Nominated deputies may attend in place of the Board Member but may not do so for more than two consecutive meetings without review of the nominated membership by the partner agency.

- 8.4.1 Lack of attendance at Board meetings by an organisation will seriously hinder the strategic development of the inter-agency arrangements for safeguarding adults, and for this reason non-attendance is viewed as unacceptable. Where both the nominated or deputising member do not attend for two or more meetings this fact will be drawn to the attention of the executive body of the relevant agency by the Independent Chair of the Solihull Safeguarding Adults Board. Continued non-attendance will be escalated to Chief Officers within individual organisations.

- 8.5 The roles and responsibilities of Board members can be found in Appendix 1.

- 8.6 To support Board members development - a checklist is available - Appendix 2 to aid self-assessment of how well an individual is contributing and working in a partnership environment. Board members are advised to review their performance and development on an annual basis using this self-assessment process.

## **9. Chair**

- 9.1 The Board will be Chaired by someone independent of the constituent agencies in that they are not an 'officer' of any member agency. However this post is a remunerated post collectively funded and administered by the Local Authority. If the Independent Chair is not available for a prolonged period of time or leaves and recruitment is pending, the DASS for Adult Social Care will chair SAB meetings.



9.2 The Vice-Chair will be appointed from within the Board and will be a non-remunerated role covering one off absences.

9.3 The role and responsibilities of the Independent Chair are:

- To chair quarterly meetings of the Board, participate in Board Development events and chair extraordinary Board meetings in response to Safeguarding Adult Reviews.
- To provide effective leadership of the Board, ensuring regular evaluation of its effectiveness in scrutinising safeguarding activities across all partner agencies.
- To ensure Solihull Safeguarding Adults Board partner agencies work effectively together so that adults in Solihull with care and support needs are safeguarded from abuse and neglect.
- To ensure the Solihull Safeguarding Adults Board meets its statutory obligations as set out in the Care Act 2014.
- To provide effective scrutiny of safeguarding at all levels and across adult services agencies in the context of developments in personalisation and greater emphasis on independence and choice for people who use services.
- To account to the Solihull Health and Wellbeing Board and Local Authority Chief Executive for the work of the Board.

## **10. Relationships with others**

10.1 Solihull SAB also recognises that other partnerships in Solihull have responsibilities to address issues relevant to safeguarding adults. To ensure effective communication and lead accountability in issues that traverse groups, Board member who also sits on other boards are asked to act as the contact/feedback point to:

- Ensure safeguarding is embedded in strategies, commissioning and service arrangements
- Assist with coordination or work, monitoring and priorities
- Identify areas that are common or being missed
- Act as safeguarding champion
- Report back to the SSAB periodically and should a specific need arise

10.2 The Business Managers for the four Boards and Partnerships (SSAB, SSCP, HWBB and CSP) meet quarterly to coordinate and collaborate on key areas of work and there is an annual meeting between the four Business Managers and Board/Partnership Chairs.

## **11. Board Decision Making and Voting**

11.1 Prior to discussion of a matter, Board members should have:

- read the written reports; and,
- identified key lines of discussion/enquiry to be taken up at the meeting; and
- identified potential areas of good practice and shared learning; and,

- established the relevant position within their own agency as necessary.

The Chair will manage the consideration of reports and highlight any further action, outputs or outcomes required by the Board and ensure recognition is given for real progress made.

- 11.2 The Board needs to have the three statutory agencies represented and at least 10 members present to be regarded as quorate for decision-making. If one of the statutory agencies is not in attendance discussions can take place but decision making would be postponed.

Solihull Safeguarding Adults Board will, wherever possible, seek consensus on business matters under consideration at its meetings. In cases where consensus cannot be reached the Chair will make the decision.

## 12. Disputes and Complaints

- 12.1 The Board is intended to be a collaborative, co-operative body and needs to ensure that no particular sector or member is unduly favoured. Problems and issues should normally be debated and resolved at Board meetings.

### 12.2 Disputes

If there is a dispute between Board members the Independent Chair and Local Authority Chief Executive will convene a joint meeting with the parties. This should take place within 28 days of the determining that the dispute exists. In most cases the Independent Chair of the SSAB will chair these meetings. The agenda will be agreed jointly by the parties in dispute.

- 12.3 If no agreement can be reached, either party to the dispute may suggest to the Chair that an independent mediator be appointed in a further attempt to resolve the dispute. If parties are not in agreement with this and no resolution has been identified within 28 days then the SSAB Chair may refer the dispute to a member of the Chartered Institute for Arbitrators to be resolved.

- 12.4 If there is a dispute between the Independent Chair and a SSAB partner or any other Board a similar process will be followed. The Local Authority Chief Executive will convene a joint meeting of the parties as above. If no agreement can be reached, either party to the dispute may suggest that an independent mediator be appointed in a further attempt to resolve the dispute. If parties are not in agreement with this and no resolution has been identified within 28 days, then the Local Authority Chief Executive may refer the dispute to a member of the Chartered Institute for Arbitrators to be resolved.

- 12.5 SSAB can require a person or body to comply with a request for information. This can only take place where the information is essential to carrying out SSAB statutory functions. Any requests for information about individuals must be “necessary” and “proportionate” to the reasons for the request the SSAB will be mindful of the burden of requests and should explain why the information is needed.

### 12.6 Complaints

Complaints from members of the public in relation to the provision or non-provision of Adult Social Care Services by the Council shall be handled by the Council’s Complaints Procedure.

The Board shall refer all complaints from members of the public in relation to the provision or performance of any function of a member organisation to the Board Partner's own internal complaints handling process.

- 12.7 Complaints regarding the operation of the Board should be addressed to the Chair who will investigate and attempt to reach satisfactory resolution with the complainant. Any unresolved matters will be referred to the Local Authority Chief Executive as the Local Authority ultimately has lead responsibility for ensuring a SAB meets its statutory obligations, any complaints regarding SAB functions should be processed in accordance with the [Local Authority Social Services and National Health Services Complaint \(England\) Regulations 2009](#). The LGO will investigate any unresolved complaint referred to them in line with their procedures. The LGO also publishes [complaint investigation findings](#).
- 12.8 If a complaint relates to a service or function provided by a partner agency in line with their statutory obligations (e.g. how a s42 enquiry was conducted) it is for the relevant agency to address this through their own organisation's complaints process and thereafter to the relevant ombudsman or independent regulatory body (e.g. [Local Government Ombudsman](#) (LGO), [Parliamentary and Health Service Ombudsman](#) or the [Independent Office for Police Conduct](#)).

### **13. Declaration of personal interest**

- 13.1.1 Board members are required to declare any personal interest that arises in the course of conducting Board business and should declare this at the start of Board meetings. Board members who have declared a personal interest will be able to participate in the meeting at the discretion of the Chair.

### **14. Agendas, Board Reports & Notes of meetings**

- 14.1.1 The Safeguarding Adults Business Team must receive reports for the Board not later than ten working days before the date of the meeting. This is to enable papers to be distributed seven days before. To ensure proper consideration and discussion of content, tabled reports will not normally be accepted at Board meetings other than by agreement of the Chair.
- 14.1.2 The SSAB Business Team will circulate Agendas for meetings and relevant papers. This will be done seven days before each scheduled meeting as agreed with the Chair as necessary.
- 14.1.3 Minutes of the proceedings will be made by the SSAB Management Assistant, agreed by the Independent Chair and circulated to members within ten working days of the meeting.
- 14.4 **Freedom of Information**  
Under the Ministry of Justice extension to the Freedom of Information Act 2000 Safeguarding Adults Boards are not deemed as Public Authorities under the Act and therefore will be exempt from requests for disclosure of information under the Freedom of Information Act 2000.
- 14.5 SSAB will not itself be registered with the Information Commissioner as responsibility for registration and information governance lies with the individual constituent members of the Board and its sub committees.

## 14.6 Frequency of Meetings

The Board will have:

- No less than four routine business meetings a year,
- Two development events,
- Extraordinary additional meetings will be convened as required to receive Safeguarding Adults Review reports.

## 15 SSAB Annual Report

15.1 In line with the requirements of the Care Act 2014 s43(5) schedule 2 - 4 the Board will produce an Annual Report as soon as is feasible after the end of the financial year, detailing:

- what the Board has done during that year to achieve its objective,
- what the Board has done during that year to implement its strategic plan,
- what each member has done during that year to implement the strategic plan
- what the Board has done during that year to implement the findings of reviews arranged by it under that section, and
- the findings of safeguarding adults reviews which have concluded in that year (whether or not they began in that year),
- the safeguarding adult reviews which are on-going at the end of that year (whether or not they began in that year),
- where it decides during that year not to implement a finding of a safeguarding adult review and the reasons for its decision.

15.2 Board members will be asked to provide a submission for the Annual Report detailing how they have contributed to the Board Priorities

## 16 SSAB Strategic Plan

In line with the requirements of the Care Act 2014 the Board will, each financial year, publish its strategic plan which sets out how it will protect and help adults in its area and what actions each member of the SAB will take to deliver the plan. When preparing the strategic plan, the SSAB will involve the community and consult with Healthwatch Solihull.

## 17 Safeguarding Adult Reviews

17.1 In line with the requirements of the Care Act 2014 the Board will arrange for Safeguarding Adult Reviews for situations involving an adult in Solihull with care and support needs if there is reasonable cause for concern about how the SAB, members of it or other persons with relevant functions, worked together to safeguard the adult, and:

- the adult has died, and the SAB knows or suspects that the death resulted from abuse or neglect (whether or not it knew about or suspected the abuse or neglect before the adult died).
- or where the adult is still alive, and the SAB knows or suspects that the adult has experienced serious abuse or neglect.

17.2 Where a Safeguarding Adults Review is being carried out each member of the SAB must co-operate in and contribute to the carrying out of a review with a view to identifying the lessons to be learnt from the adult's case and applying those lessons to future cases.

## 18 Safeguarding Adults Board Subcommittee Structure

18.1 There are five subcommittees that report to the Safeguarding Adults Board. Each of the subcommittees are multi-agency, meet quarterly and each has a different remit however a consistent theme for all sub committees is understanding and achieving better outcomes for adults with care and support needs.

18.2 Each subcommittee will have an identified chair from an organisation represented on the Board.


The role and responsibilities of the subcommittee chairs are to:


- Ensure the subcommittee has appropriate and consistent membership and attendance
- Create an annual workplan
- Monitor progress against the workplan
- Engage, encourage and hold to account subcommittee members for the completion of work
- Advise and guide the Board in relation to the subcommittee specialism
- Produce a quarterly exception report for the SSAB
- Contribute to the SSAB Annual Report
- Liaise with the SSAB Business Manager as required
- Ensure arrangements are in place for minutes to be taken at each meeting


18.3 Terms of reference for the five subcommittees can be found at appendix 3.

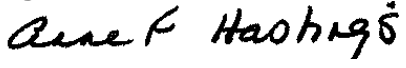
## 19 Signatories to this Memorandum of Understanding


The undersigned organisations agree to and will abide by the Memorandum of Understanding of the Solihull Safeguarding Adults Board dated 2022.

<b>Signed on behalf of Solihull Metropolitan Council</b>	
<b>Signature</b> 	<b>Date</b> 5 <sup>th</sup> January 2023
<b>Name: Lizzie Edwards</b>	

<b>Signed on behalf of West Midlands Police</b>	
<b>Signature</b> 	<b>Date</b> 20 <sup>th</sup> March 2023
<b>Name: Andy Beard</b>	

<b>Signed on behalf of Birmingham and Solihull Integrated Care Board</b>	
<b>Signature</b> 	<b>Date</b> 24 <sup>th</sup> November 2022
<b>Name: Lisa Stalley-Green, Deputy CEO / Chief Nursing Officer</b>	

<b>Signed on behalf of Age UK Solihull</b>	
<b>Signature</b> 	<b>Date</b> 25 <sup>th</sup> November 2022
<b>Name: Anne Hastings</b>	

<b>Signed on behalf of Birmingham and Solihull Mental Health Trust</b>	
<b>Signature</b> 	<b>Date</b> 3 <sup>rd</sup> April 2023
<b>Name: Sarah Bloomfield</b>	

<b>Signed on behalf of Private Care Sector</b>	
<b>Signature</b> <i>A. Sahnun</i>	<b>Date</b> 16 <sup>th</sup> February 2023
<b>Name: Alka Sahnun</b>	


<b>Signed on behalf of Coventry and Warwickshire NHS Partnership Trust</b>	
<b>Signature</b> <i>M Mumvuri</i>	<b>Date</b> 1 <sup>st</sup> December 2022
<b>Name: Mary Mumvuri, Chief Nursing Officer</b>	


<b>Signed on behalf of Healthwatch Solihull</b>	
<b>Signature</b> <i>A. Cave</i>	<b>Date</b> 6 <sup>th</sup> December 2022
<b>Name: Andy Cave</b>	


<b>Signed on behalf of University Hospitals Birmingham (UHB HGS)</b>	
<b>Signature</b> <i>Ruth O'Leary</i>	<b>Date</b> 9 <sup>th</sup> January 2023
<b>Name: Ruth O'Leary</b>	

<b>Signed on behalf of National Probation Service</b>	
<b>Signature</b> <i>Neil Appleby</i>	<b>Date</b> 5 <sup>th</sup> January 2023
<b>Name: Neil Appleby</b>	

<b>Signed on behalf of Solihull Action through Advocacy</b>	
<b>Signature</b> <i>Mike Scorer</i>	<b>Date</b> 1 <sup>st</sup> December 2022
<b>Name: Mike Scorer</b>	

<b>Signed on behalf of Carers Trust Solihull</b>	
<b>Signature</b> 	<b>Date</b>
<b>Name: Brandon Scott-Omenka</b>	

<b>Signed on behalf of Solihull Community Housing</b>	
<b>Signature</b> 	<b>Date</b> 6 <sup>th</sup> January 2023
<b>Name: Carol Trappett</b>	

<b>Signed on behalf of West Midlands Fire and Rescue Service</b>	
<b>Signature</b> 	<b>Date</b> 27 <sup>th</sup> March 2023
<b>Name: Pete Wilson</b>	

## References

1. UK Legislation - Care Act 2014
2. Department of Health - Care and Support Statutory Guidance Issued under the Care Act 2014 (June 2014)
3. Department of Health - Statement of Government Policy on Adult Safeguarding (10 May 2013)
4. Adult Safeguarding: Multi-agency policy & procedures for the protection of adults with care & support needs in the West Midlands.
5. SCIE Safeguarding Adults Boards checklist and resources (2015).
6. SCIE Report 45: The governance of adult safeguarding: findings from research into Safeguarding Adults Boards.



## Role and responsibilities of Board members

All members of the SAB must have the necessary skills and experience to ensure that the SAB is an effective way of improving adult safeguarding arrangements in Solihull. They should have some leadership for safeguarding adults.

### Members who attend in a professional and managerial capacity should be:

- able to present issues clearly in writing and in person;
- experienced in the work of their organisation;
- knowledgeable about the local area and population;
- able to explain their organisation's priorities;
- have a thorough understanding of abuse and neglect and its impact; and,
- understand the pressures facing front line staff.

### Board Members will:

- Share responsibility for ensuring Board effectiveness.
- Lead and remain accountable for safeguarding activity within their agency and/or providing feedback.
- Provide an agency's or specific professional's expertise to the Board.
- Report to the SSAB periodically and should a specific need arise.
- Ensure the implementation, monitoring, evaluation and development of safeguarding adult's policies, procedures and guidance.
- Possess sufficient seniority and authority to speak on behalf of their agencies, sustain strategic direction, and be able to commit resources or directly feed into agency decision-making that can commit resources as appropriate.
- Feedback to both their agency and to the Solihull Safeguarding Adults Board on safeguarding adults' issues.
- Share responsibility for further development of policy and procedures.
- Promote staff awareness of policy in statutory, voluntary and independent sectors.
- Participate in developmental training and learning around safeguarding.
- Ensure data required by the Board is provided in a timely manner.
- Identify a nominated deputy to represent their organisation at Solihull Safeguarding Adults Board meetings in the event the Board member is unable to attend.
- Attend a minimum of 75% of Board meetings per annum and to provide a suitable replacement if unable to attend.
- Prepare for meetings by reading minutes and associated papers.
- Ensure attendance at sub committee meetings is consistent and appropriate to the sub committee.
- Undertake as appropriate leadership roles for sub committees and/or other board crossovers.

Board members may also be asked to act as the contact/feedback point between the SAB and other Boards and partnerships.

## Board & Sub Committee Member Annual Self-Assessment Checklist

This self-assessment has been developed to support Board and Sub Committee members' development.

The checklist below has been designed to aid Board and Sub Committee members self-assess how well they are contributing and working in a partnership environment. Members are advised to review their performance and development on an annual basis using this self-assessment process with their line manager.

Any particular concerns this raises for members as an individual should be discussed with line managers or the Boards Independent Chair.

### Individual Performance

How do you rate your personal performance in the following areas?	5 – Excellent 1 - poor
Attendance at Board/Sub Committee meetings	
Reading and understanding all papers prior to attending meetings	
Working cohesively with colleagues on the Board/Sub Committee	
Probing issues or proposals that are not clear to you	
Using your experience to enhance Board/Sub Committee decisions	
Your capability to challenge other Board/Sub Committee members	
Your ability to hold others to account	
Attending additional meeting such as development days, extraordinary meetings., annual risk register workshop, task and finish meetings etc.	

<b>How do you carry out the following:</b>
Consult and obtain the views from across the organisation and reflect or communicate these at Board/Sub Committee meetings?
Ensure that decisions or recommendations agreed by the Board/Sub Committee are communicated and acted upon within the organisation?
Please provide an example of the difference made within the organisation as a result of a Board/Sub Committee decision or recommendation?
Do you feel that your personal performance has improved over the last year? If not, is there anything that could be done to assist you?

<b>Strengths of Practice</b>	
<b>Areas in need of improvement</b>	

<b>Members name</b>	<b>Line Manager name</b>
<b>Members signature</b>	<b>Line Manager signature</b>
<b>Date</b>	<b>Date</b>

## Subcommittee Terms of Reference

### Safeguarding Adult Review (SAR) Subcommittee Terms of Reference

#### Purpose

To meet the statutory requirements of the Care Act 2014, Solihull Safeguarding Adult Board has a responsibility to conduct Safeguarding Adult Reviews (SARs). This Subcommittee has delegated authority to undertake this activity to promote a culture of continuous learning and improvement across the organisations by using learning from case reviews to drive improvements in practice.

#### Remit

- Receiving and considering referrals of new cases against the Care Act (2014) Section 44 criteria for holding a Safeguarding Adults Review and making recommendations to the Independent Chair of SSAB. The Independent Chair of SSAB holds the responsibility for the final decision as to whether a SAR is to be conducted.
- In individual cases, advise on the constitution of panels, set terms of reference and identify/commission appropriate independent authors to undertake the overview report for the SAR case.
- Monitor progress of the reviews, especially with regard to timescales and the identification of any learning from the cases
- Seek SMART recommendations to address and implement the learning from cases.
- Monitor the implementation of recommendations from SARs.
- Working with the Learning and Improvement Subcommittee and Performance and Audit Subcommittee to provide evidence and seek assurance that SAR recommendations are fully implemented and agencies are able to identify that lessons are learnt.
- To make recommendations regarding cases that do not meet the criteria for a statutory review, but where local concern or concern raised by SSAB would warrant a review process.
- To ensure that appropriate links are made with other processes, but specifically:
  - Learning Disability Mortality Review (LeDeR). For formal referral or any initial linkages between the two processes contact the Local Area Contact within the Clinical Commissioning Group
  - Domestic Homicide Review (DHR). For formal referral or any initial linkages the link is – Community Safety Partnership Manager

Child Safeguarding Practice Review (CSPR). For formal referral or any linkages the link is the Local Safeguarding Children Partnership Business Manager

- Single Agency Serious Incident Reviews
- Review and evaluate any lessons from major national reviews or reviews from other areas that have been published to identify if there is any potential learning locally. This will include identifying any actions that need to be taken locally by all partners of SSAB to embed key learning.

**The Chair** of the SAR Subcommittee should:

- Be from one of the statutory partner organisations (Local Authority, CCG, Police).
- Prepare the agenda for each Subcommittee meeting with the SSAB Business Manager.
- Ensure all allocated actions are reviewed and formally subject of closure once completed or dismissed.
- Hold members to account and escalate any concerns to the Independent Chair of SSAB or to the Board.
- Report back at each Board meeting on the progress of the sub committee's work plan and bring to the attention of the Board areas of concern.

**Membership**

- SMBC Adult Social Care
- BSol CCG
- WM Police
- BSMHFT
- UHB
- SCH
- SAtA

Additional members may be invited by the Chair as identified to support the aims and objectives of the group.

**Participants should:**

- Be the single point of senior contact for their respective agency.
- Be responsible for progressing and updating actions tasked to them as individuals or within their agency by the specified date.
- Provide support to the Chair in drawing up and agreeing meeting agendas.
- Read, and where requested, comment on any papers circulated in advance of the meeting.
- Respect the confidentiality of the meeting.
- Respect the contribution and viewpoints of all on the committee.

- If Subcommittee members are unable to attend they must provide apologies and updated information via the chair/administrator and endeavour to ensure a suitable representative attends from their agency.
- Share the work of this group within their own agency and drive change in support of the Safeguarding Board's work.

### Frequency of Meetings

The SAR Subcommittee will take place every twelve weeks with dates agreed 12 months in advance. However additional meetings, including review and panel meetings will be established as deemed necessary by Chair or Vice-Chair, following agreement by the Independent Chair.

### Quoracy

- In order for the meeting to be quorate there must be representation from the 3 statutory partners (CCG, Local Authority and Police)
- In the event of non-quoracy the chair will need to make a decision based upon the meeting's agenda as to whether the meeting will need to be rescheduled, continue as planned and/or any key decisions will need to be virtually ratified by any missing quorate members.
- The attendance of core members will be monitored throughout the year, any concerns around attendance will be escalated to the relevant senior officer and SSAB.

**SAR Subcommittee  
January 2022**

## Engagement and Prevention Sub Committee

### Purpose

The purpose of the Engagement and Prevention Sub Committee is:

- To promote greater awareness and understanding of Safeguarding Adults with people who use services, the public and with organisations who work with adults with care and support needs and influence Prevention and "Early Intervention" strategies.
- To develop a range of engagement methods with a range of adults across the Borough.
- To ensure adult abuse is prevented or at least minimised and that everyone living and working in Solihull know what adult abuse is, that it is unacceptable and how to alert Solihull MBC to incidents or possible incidents.

### Remit

- Develop strategies and approaches so that:
  - 30. people with care and support needs will know what safeguarding is, how to protect themselves and how to report abuse

31. people with care and support needs will understand the work of the SAB and will be able to access information about it
  32. people's experiences of safeguarding will inform future communications and improvements to safeguarding practice and
  33. the workforce will understand their respective roles and responsibilities, leading to improvements in multi-agency working and outcomes for adults who are safeguarded
- Keep strategies and approaches under review and liaise with the Performance and Audit Sub Committee to evaluate effectiveness.
  - Work with the SSAB Business Team to develop training, alongside the Learning and Improvement sub-committee, and awareness raising strategies for service users, carers, members of the public and the partnership.
  - Keep a watching brief of prevention and early intervention strategies which may contribute to the prevention of abuse and harm – such as suicide prevention strategy, loneliness and isolation strategy, safe places scheme etc.

**The Chair** of the Engagement and Prevention Sub Committee should:

- Be from the Voluntary sector that represents adults with care and support needs in the Borough.
- Agree the agenda for each Prevention Sub Committee meeting with the SSAB Performance and Development Lead.
- Report back at each Board meeting on the progress of the sub committee's work plan and bring to the attention of the Board areas of concern

## **Membership**

Membership should include voluntary sector services who represent adults with care and support needs in the Borough and from statutory agencies who have a role in Community Safety. There will be a small number of organisations who may be invited on an ad hoc basis to support the work of the group and provide expert advice and guidance.

- Age UK Solihull
- Solihull Carers Centre
- Solihull Action through Advocacy
- WM Fire Service
- MIND
- Expert by Experience
- Solihull Faith Forum
- Coventry and Warwickshire Partnership Trust
- Birmingham and Solihull Mental Health Foundation Trust
- WM Police – partnerships Team
- Healthwatch
- Public Health
- Housing

### **Participants should:**

- Be able to represent the adults in the Borough which their organisation provides service to.
- Prioritise meetings and be prepared to lead and/or participate in key pieces of work outside of formal meetings.
- Identify cover if they are unable to attend a meeting.

## **Engagement and Prevention Sub Committee August 2022**

### **Performance and Audit Sub Committee**

#### **Purpose**

The purpose of the Performance and Audit Sub Committee is to:

- Develop and implement a multi-agency Quality Assurance Framework and Performance Dashboard.
- Monitor Safeguarding Adults activity is being completed in accordance with the multi-agency procedures.
- Identify any potential risks needed to be added to SSAB risk register and share this with the Business Manager

#### **Remit**

The remit of this sub committee is to co-ordinate:

- Board self-assessment of strategic and organisational arrangements to safeguard and promote wellbeing of adults with care and support needs.
- Partner agencies Quality Assurance arrangements for self-assessment.
- Board Performance Indicators and Report.
- Receive and scrutinise safeguarding activity data.
- Multi agency audits.

#### **Chair**

**The Chair** of this Sub Committee should:

- Be from one of the Boards agencies with knowledge of Safeguarding Adults and an interest in Performance and Audit.
- Agree the agenda for each Performance & Audit Sub Committee meeting with the SSAB Performance and Development Lead.
- Report back at each Board meeting on the progress of the sub committee's work plan and bring to the attention of the board areas of concern

#### **Core Membership –**

Membership should include all statutory agencies who provide health and social care



services to adults or who have significant roles with the Safeguarding Adults process.

- SMBC – Adult Social Care
- UHB
- BSMHFT
- C&WPT
- WM Fire and Rescue Service
- Birmingham & Solihull Integrated Care Board
- The group reserves the right to request participation from the private & voluntary sector if a particular issue arises.

#### **Extended membership -**

The group reserves the right to request subject matter experts to attend by invitation on an ad hoc basis to lead on specialist topics e.g. modern slavery, prevent

#### **Participants should:**

- Be senior officers from the organisation's quality and performance division and/or Commissioning division and have knowledge of Safeguarding Adults.
- Prioritise meetings and be prepared to lead and/or participate in key pieces of work outside of formal meetings.
- Be able to make decisions on behalf of their organisation – with appropriate lead in time for consultation with their organisation.

**Performance and Audit Sub Committee  
August 2022**

### **Policies and Procedures Sub Committee**

#### **Purpose**

The purpose of this Sub Committee is:

- The development of policy, procedures, protocols and guidance for the partnership.
- To ensure multi-agency procedures are current and reflect best practice.
- Consider practice issues and identify areas requiring policy and procedures to support practice.

#### **Remit**

- Develop multi-agency policies, procedures and local practice guidance based on legislation, regional guidance and up to date best practice.
- Develop and build on existing protocols for sharing information.
- Keep under review, and refresh and disseminate multi-agency procedures to ensure current legislation and best practices are reflected in them.
- Disseminate information on policy, procedures and best practice.

- Promote the implementation of policies, procedures and local practice guidance across the partnership in Solihull.

## **Chair**

**The Chair** of this Sub Committee should be a senior officer from one of the Boards Statutory Members with operational and Safeguarding Adults knowledge.

The Chair will change every 2 years.

## **Membership**

Membership of the Policies and Procedures Sub Committee should include all statutory agencies that provide health and social care services to adults or who have significant roles with the Safeguarding Adults process.

- SMBC – Adult Social Care
- BSOL ICB
- UHB
- BSMHFT
- C&WPT
- SCH
- West Midlands Fire Service

\* New policy, procedure or guidance developed should have input from experts with lived experience with relevant knowledge and experience, with Experts by Experience CIC being one group who could provide this input.

## **Participants from the key organisations identified above must:**

- Be senior officers with a Safeguarding Adults lead.
- Prioritise meetings and be prepared to lead and/or participate in key pieces of work outside of formal meetings.
- Identified cover if they are unable to attend a meeting.
- Be able to make decisions on behalf of their organisation – with appropriate lead in time for consultation with their organisation.

## **Links to other meetings/boards.**

Close links via the SSAB Business manager will be maintained with the West Midlands Emergency Services meeting, which is a regional meeting between the seven SABs within the Metropolitan West Midlands with West Midlands Police, Fire and Rescue and Ambulance Service. Work from this subcommittee will inform this meeting and vice versa.

Close links via the SSAB Business Manager will be maintained with the Exploitation Reduction Delivery Group set up in response to the Rachel SAR. Work from this subcommittee will inform this meeting and vice versa. Links will also be maintained via the SSAB Business Manager, with the work of the other Boards and Partnerships in Solihull, Health and Wellbeing Board, Local

## **Learning and Improvement Sub Committee**

### **Purpose**

The purpose of the Learning and Improvement Sub Committee is to:

- Lead the vision and strategic direction of safeguarding adults learning and improvement across the partnership in Solihull on behalf of Solihull Safeguarding Adults Board.
- Work together to ensure training plans across the partnership are robust, “fit for purpose” and effective.
- Work together, with the SAR subcommittee, to identify learning for the partnership from relevant local and national Safeguarding Adults Reviews and Domestic Homicide Reviews.
- Work together to develop a consistent approach to the dissemination of learning, areas for development and best practice identified from Safeguarding Adults Reviews and relevant Domestic Homicide Reviews.
- Use the learning from Safeguarding Adults Reviews and Domestic Homicide Reviews to inform the SSAB learning and improvement programme each financial year.
- Share resources, best practice and opportunities.

### **Remit**

The remit of this sub-committee is to:

- Develop and thereafter review Solihull Safeguarding Adults Learning and Improvement Strategy.
- Monitor safeguarding adult training programmes/arrangements across the partnership
- Develop and thereafter review Solihull Safeguarding Adults Board Learning and Improvement programme each financial year, with particular reference to learning identified from Safeguarding Adult Reviews and Domestic Homicide Reviews.
- Assure the SAB of learning and development arrangements across the partnership by exception reports to routine business meetings and an annual submission for the Annual Report.
- Work with the Performance and Audit Sub-Committee to monitor data and quality relevant to learning and improvement.

- Work with the Policies and Procedures Sub-Committee to support the implementation of legislation, policies, procedures and guidance.

## **Chair**

**The Chair** of this Sub-Committee should:

- Be from one of the Boards agencies with knowledge of Safeguarding Adults training and development.
- Prepare the agenda for each sub-committee meeting with the SSAB Business Team.
- Report back to Board meetings on an exception basis.
- Be supported by a vice chair, where required, to be nominated by the sub-committee.

## **Membership**

Membership should include all statutory agencies and members should have a key responsibility in commissioning and delivering safeguarding adults training within their agency.

- Coventry and Warwickshire Partnership Trust
- Birmingham and Solihull Mental Health Trust
- SMBC (Workforce Development Team)
- West Midlands Fire Service
- Private and voluntary sector
- Birmingham & Solihull Integrated Care Board
- UHB
- Solihull Community Housing
- Probation and CRC

## **Participants should:**

- Be senior officers with a Safeguarding Adults Training lead/responsibility.
- Prioritise meetings and be prepared to lead and/or participate in key pieces of work outside of formal meetings.
- Be able to make decisions on behalf of their organisation – with appropriate lead in time for consultation with their organisation.

**Learning and Improvement Sub Committee  
August 2022**