




# Cumbria Safeguarding Adults Board Members Guide



safeguarding  
adults at risk  
a cumbria partnership



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# CSAB Members Guide

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# 1. Welcome from the Chair

Welcome to the Cumbria Safeguarding Adults Board (CSAB) and thank you for your interest in the work of the Board.

I recognise that the role of Board Member can be challenging and requires a clear understanding of the independent nature of the Board as well as familiarity with the business of the Board as established by the Care Act 2014.

This handbook provides an introduction to the Board, its responsibilities, and the expectations of individual Board Members. For new Board members there will always be an opportunity to meet with me and other Board members to discuss our current priorities and workplan as well as your role in helping to deliver this.

I hope you will find the guide informative and we are always keen to hear your views on how it could be updated to provide the best introduction possible to new Board members.

**Jeanette McDiarmid**

CSAB Independent Chair

## 2. Introduction

This member's guide is intended to provide useful information for CSAB executive and sub-group members. The guide includes information on the roles and functions of CSAB, its membership and sub-groups.

The content of this guide is not meant to be exhaustive; we strongly encourage members to read our [Annual Report](#), our [Strategic Plan](#), [Annual Business Plan](#) and [sign up](#) to our newsletters and bulletins via our website. This guide will be reviewed periodically.

CSAB was established in response to the requirements of the Care Act 2014, which created a legal framework for adult safeguarding to enable key organisations and individuals to agree how they would work together to keep adults at risk safe. The legislation requires Local Authorities to establish a Safeguarding Adults Board (SAB) in their area, to develop shared strategies for safeguarding and to report to their local communities on progress.

### 3. What is our vision and commitment?

Our **vision** is to put the people of Cumbria at the centre of everything we do

Cumbria Safeguarding Adults Board is committed to support the protection of and appropriate service provision for vulnerable people living in Cumbria. We listen; we learn; we proactively support all agencies to improve, share, embed and deliver effective practice.





## 4. What is Safeguarding?

[Chapter 14 of the Care Act 2014 statutory guidance](#) contains specific safeguarding duties, which apply to any adult who:

- Has care and support needs and
- Is experiencing, or is at risk of, abuse or neglect and
- Is unable to protect themselves because of their care and support needs

### The aims of adult safeguarding are to:

- Stop abuse and neglect wherever possible
- Prevent harm and reduce the risk of abuse or neglect to adults with care and support needs
- Safeguard adults in a way that supports them in making choices and having control about how they want to live
- Promote an approach that concentrates on improving life for the adults concerned
- Raise public awareness so that communities, alongside professionals, play their part in preventing, identifying, and responding to abuse and neglect
- Provide information and support in accessible ways to help people understand the different types of abuse, how to stay safe and what to do to raise a concern about the safety or well-being of an adult; and address what has caused the abuse or neglect.

### Making Safeguarding Personal

Making Safeguarding Personal (MSP) is a key area of adult safeguarding and defined in the Care Act. Often referred to as MSP, it means all interventions and actions should be person led and focussed. It engages the person to respond to their situation in a way that ensures involvement, choice and control as well as improving the quality of life, well-being and safety.

CSAB recognise the values contained in Making Safeguarding Personal and ensure work across the partnership is underpinned by the six key safeguarding principles



Making Safeguarding Personal (MSP) means that the process should be person led and outcome focussed enhancing the individual's involvement, choice and control together while seeking to improve the quality of life, wellbeing and safety.

## 5. What does Cumbria Safeguarding Adults Board (CSAB) do?

CSAB is a statutory body, which works in partnership with organisations across Cumbria to help protect adults with care and support needs from abuse or neglect.

The primary objective of CSAB, is to assure itself that local safeguarding arrangements and partners act to help and protect an adult in its area who:

- Has needs for care and support (whether or not the local authority is meeting any of those needs) **and;**
- Is experiencing, or at risk of, abuse or neglect **and;**
- As a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect (**s42 Care Act 2014**)

The Board aims to ensure that adults who may be at risk of abuse or neglect are enabled to;

- Live as safely and independently as possible
- Make their own decisions
- Take control of their own lives

CSAB has 3 core duties it must do;

- **1 - Publish a Strategic Plan for each financial year that sets out how it will meet its main objectives and what the members will do achieve this.**

CSAB publish a rolling 3-year Strategic Plan setting the strategy for the period. This is reviewed annually supported by Annual Business Plans with progress reported and published in an Annual Report. The Strategic Plan describes how CSAB and partner agencies will work together to protect adults with care and support needs identifying priority areas. The plan will be informed by data analysis with engagement and feedback from stakeholders and community experiences.

- **2- Publish an Annual Report detailing;**
  - what CSAB has done during the year to achieve its main objective and implement the Strategic Plan
  - what each member has done to implement the strategy
  - the findings and subsequent action from any Safeguarding Adults Reviews (SARs) concluded in the year

The Annual Report is published as soon as is feasible at the end of each financial year and must be shared with;

- Chief Executive of Local Authority
- Police and Crime Commissioner and Chief Constable
- Healthwatch Cumbria
- Health & Wellbeing Board

Making Safeguarding Personal (MSP) means that the process should be person led and outcome focussed enhancing the individual's involvement, choice and control together while seeking to improve the quality of life, wellbeing and safety.

### ● **3 - Conduct Safeguarding Adult Reviews (SAR) in accordance with Section 44 of the Act**

A SAB must arrange a SAR when an adult in its area dies because of abuse or neglect, whether known or suspected and there is concern that partner agencies could have worked more effectively together. A SAR must also be arranged if an adult has not died but the SAB knows or suspects that the adult has suffered serious abuse or neglect resulting in significant harm from which there is no recovery (including psychological harm).

CSAB have developed guidance which outlines the process for making a referral for a SAR, the decision making and methodologies to ensure that we promote effective learning and improvement to prevent future deaths or serious harm.

## **6. How do we work together?**

CSAB brings together senior executives and organisational leads from partner agencies in Cumbria meeting on a quarterly basis. The Board executives are supported by a structure of sub-groups with task and finish groups established as required. These groups undertake the Board's business, delivering the strategic priorities through an Annual Business Plan.

The Board is further supported by a Business Group comprising of the Independent Chair, Board Manager, sub-group Chairs including all statutory partners to support the planning of board business and review progress on delivery of the Strategic and Business Plan.

The SAB has a strategic role with partners and provides a forum to discuss and agree;

- Areas for improvement
- Guidance for practitioners, commissioner, and service providers
- Approaches to the prevention of abuse or neglect including self-neglect
- The role of the Board working in collaboration with other strategic partnerships

CSAB will facilitate and maintain links with other relevant strategic Boards in Cumbria through a joint protocol including;

- Health & Well Being Board
- Safer Cumbria
- Cumbria Safeguarding Children's Partnership

CSAB receive assurance through quarterly highlight reports from the 4 sub-groups:

- Performance & Quality Assurance
- Communication & Engagement
- Learning & Development
- Safeguarding Adult Reviews.

## 7. The role of Independent Chair

The appointment of an Independent Chair is made by the Local Authority with the support of key partners. The Chair is accountable to and reports on a regular basis to the Chief Executive of the Local Authority. They should be independent from local agencies and organisations for CSAB to exercise its local challenge function effectively. The Chair is supported by the CSAB Board Manager to further support the wider partnership and agencies engaged in the business of the CSAB.

The Chair has a crucial role in making sure the Board operates effectively and secures an independent voice for the CSAB. The Chair should act objectively and distinguish their role as CSAB Chair from any day-to-day job to;

- Provide leadership
- Promote collaborative working
- Hold partners to account and offering constructive challenge
- Ensure interface with other strategic Boards or partnership
- Act as the spokesperson for CSAB
- Develop and maintaining their knowledge and expertise in relation to safeguarding
- Endorse and promote good practice
- Respond to concerns or issues escalated by partner agencies, whistleblowing or from members of the public
- Attend regional and national networks to share learning, inform and promote improvement

A Vice Chair elected from a partner agency can act for the Chair in his/her absence.

The Chair of the Board also takes overall responsibility for determining the need for the commissioning of any SAR and is supported through advice from the SAR sub-group.

## 8. What do we expect of our members?

The SAB must include members who have sufficient seniority and leadership within their respective agency to speak on behalf of, commit resources, agree actions, and represent their agency should the SAB hold to account. CSAB require commitment from members for the following;

- To have an understanding of abuse or neglect and the impact
- To have a personal commitment to the six safeguarding principles
- To champion and actively promote safeguarding adults in their own organisation
- To commit to effective partnership working based on trust and open communication
- To have an awareness and understanding of the organisational frameworks within which colleagues in different agencies work
- To actively contribute to discussions, decision-making and commit their own organisation to action
- To have completed safeguarding training relevant to their role
- To facilitate and contribute awareness raising and the identification of adults at risk through local campaigns, training and sharing of information within their agency
- To hold their own organisation to account in respect of the quality of safeguarding
- To commit to attending quarterly Board or bi-monthly sub-group meetings, ensuring that a colleague with the necessary delegated authority represents them when unable to attend.



## 9. Who are our partners?

Local Authorities are responsible for the establishment of a SAB. The Care Act 2014 specifies three statutory members, see below\*. However, CSAB has a strong focus on partnership working with the following partner organisations represented at Board and sub-group meetings;

**Cumbria Constabulary \***

**Clinical Commissioning Groups \***

**Her Majesty's Prison Service, Haverigg**

**Cumbria County Council \***

**North Cumbria Integrated Care NHS Trust**

**University Hospitals Morecambe Bay Trust**

**Cumbria Northumberland Tyne & Wear NHS Trust**

**National Probation Service North West**

**Lay member representation**

**Unity Drug & Alcohol Services, Greater Manchester Mental Health NHS Trust**

**District Council representation (Housing)**

**Lancashire South Cumbria NHS Foundation Trust**

**Healthwatch Cumbria**

**Care Quality Commission**

**North West Ambulance Service**

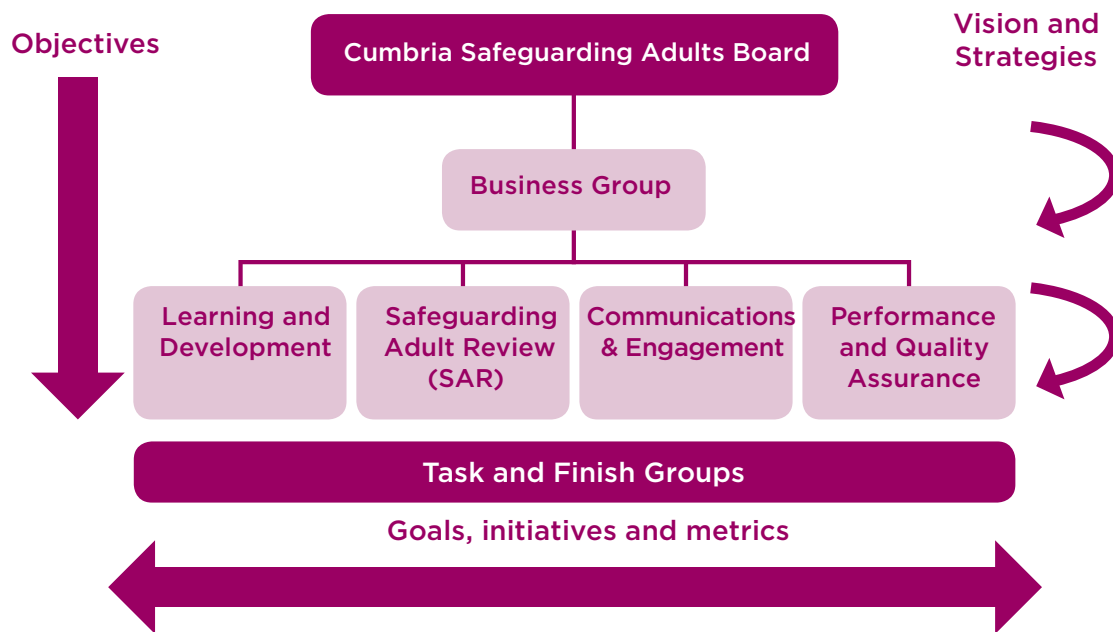
**Department Work & Pensions**

Membership from all of our partners is reviewed through annual Board Development Sessions to ensure there is appropriate representation at the Board and all our sub-groups.

# 10. Governance

The governance and accountability for the work of the Board is achieved through its relationship with other Strategic Boards and through individual members reporting through their organisations.

It is the role of the Independent Chair to effectively engage with partners and ensure that the Board maintains its focus, independence, and ability to deliver the agreed strategy and priorities across the partnership. The work of the Board is supported by the infrastructure of sub-groups and a Business Manager who oversees and enables the delivery of the Strategic Plan, co-ordinating sub-group work plans and regular reporting to the Board.



Partners play a full and effective role supporting the governance structure with Board members from across the partnership taking responsibility for membership and chairing sub-groups.

The Board is expected to hold partners to account for their approach to safeguarding adults and as such seeks regular assurance on organisational arrangements.

**The Board (CSAB)** meet quarterly and the dates, times and venues of the meetings are available from the CSAB business unit [csab@cumbria.gov.uk](mailto:csab@cumbria.gov.uk). Extraordinary meetings are arranged as required.

**The Four Sub-Groups** meet bi-monthly with an interim monthly SAR group to consider any new referrals.

**The Business Group** meet bi-monthly to maintain oversight of sub-groups workplans and inform agenda planning for Board.

Members are expected to attend meetings and should notify the Board Manager if they are unable to attend and where possible nominate a deputy to attend.

The frequency of any **Task & Finish Groups** will be determined as required.

There will be annual **Board Development Sessions** which when relevant will include sub-group members. The purpose will be to review 3-year Strategic Plan, our vision & commitment and inform the review and development of the Annual Business Plans.

Terms of Reference for CSAB and all group's will be reviewed on an annual basis or sooner if deemed necessary.

## Confidentiality

All agendas, notes, documentation and all proceedings of the Board and sub-groups should be treated as confidential. They may only be shared with the agreement of the CSAB Independent Chair.

## Declaration of interest

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

## Observers

At the discretion of the Chair observers can attend Board meetings. Observers are interested individuals who have been invited to attend board meetings and at the discretion of the Chair they can address the meeting, but they are not members and cannot vote

## 11. Quality Assurance

CSAB will seek assurance on the effectiveness of safeguarding practice and organisational arrangements ensuring continuous improvement through a range of approaches;

- Annual 1:1 discussion with the Chair and CSAB partner executive members
- Regular staff and public surveys to seek feedback
- Data recording, analysis, and reporting
- Audits (qualitative & quantitative)
- Annual assurance presentation to Performance & Quality Assurance Group
- Self-Audit Tools
- Safeguarding Adult Reviews, holding partners to account on learning and actions
- Regional and National benchmarking
- Peer Reviews



## 12. Finances and Resources

CSAB partner agencies contribute financially on an annual basis at an agreed level, having regard to the differing size, resources, and responsibilities of each agency.

The budget is managed by the Board Manager on behalf of the partner agencies who has the authority to act as the Board's budget holder for the authorisation of payments.

In addition to financial contributions members may support the work of CSAB through provision of other resources such as staffing and meeting/training venues. This shared partnership responsibility and provision of financial/physical resources supports the following;

- Annual 1:1 discussion with the Chair and CSAB partner executive members
- Board business management and support
- Sub-group membership
- Multi agency learning and development
- Quality and assurance through the preparation, analysis and presentation of data provided by all partners
- Funding the role of Independent Chair
- Commissioning Safeguarding Adult Reviews
- Publicity and communications
- Development and review of multi-agency guidance

CSAB will review resource requirements on an annual basis and take a clear view on funding and appropriate levels of partner contribution required to take forward the strategy. Funding and expenditure will be reported in the Annual Report.

### CSAB Business Unit

The CSAB Business Unit will provide administrative support for the CSAB, all sub-groups, and any task & finish groups. The **Board Manager** will provide advice and support to CSAB, the Independent Chair and all sub-groups as appropriate. This support and business management function will also co-ordinate and manage all SAR's.





# Appendix 1 The role of Lay Member

## What role do lay members play?

Lay Members bring an additional tier of impartiality and independence to the work of the Board. They act as a 'critical friend' to the Board offering a wider view and understanding of local communities.

Whilst the role of Lay Members is a voluntary one, they are a full member of CSAB and have full participation in decision-making.

Key functions of the role include;

- Lay Members should bring a relevant and wider perspective to the work of the Board
- Lay Members should bring impartial and constructive challenge to the work of the Board and its partners
- Lay Members need to maintain an Independent perspective across all work of the Board and its partners to ensure an objective and representative view of the wider community is voiced
- Lay Members need to maintain focus upon the work of the partnership as a whole-team approach as opposed to single-agency operations
- Lay Members should bring courageous and insightful questions to the Board based upon a wider view as opposed to personal views

## How do they support CSAB?

Safeguarding is everyone's responsibility. As such, Lay Members contribute to an improved understanding of safeguarding in the local community promoting wider public engagement of local safeguarding adults' issues.

As a critical friend lay members highlight to CSAB issues of public concern for consideration and scrutiny.

## What is expected?

Key attributes expected from Lay Members and all Board members to afford to one another are **respect, equality, and dignity**.

