



**Leeds Safeguarding  
Adults Board**

**Leeds Safeguarding Adults Board**

# **Constitution**

**Safeguarding the right of adults with care and  
support needs to live free from abuse and  
neglect**

**“Leeds - A Safe Place for Everyone”**



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## **1. Introduction**

The Care Act 2014 requires each Local Authority to establish a Safeguarding Adults Board (SAB) in line with Section 43 of the Act. The Leeds SAB includes the local authority, the CCG and the police as core members, as required by Schedule 2 of the Act. Schedule 2 also requires these Board members to co-operate with each other in agreeing other members of the SAB, and in appointing a chair for the Board. This document details the arrangements for the Board members within Leeds to carry out their functions as laid out in legislation and guidance.

### **1.1 Vision and Purpose**

The vision statement of the Leeds Safeguarding Adults Board is:

**Leeds - A Safe Place for Everyone**

The Care and Support Statutory Guidance describes the aims of adult safeguarding as to:

- stop abuse or 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 as a whole, 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.

The Safeguarding Adults Board is required to contribute to these aims by working towards its objective in line with the Care Act, that is, to help and protect adults with care and support needs in its area from abuse or neglect, who cannot protect themselves due to those needs, by co-ordinating and ensuring the effectiveness of what each of its members does. The SAB may do anything which appears to it to be necessary or desirable for the purpose of achieving its objective. This includes making appropriate links with other areas of work such as the national Prevent Strategy, and Child Sexual Exploitation.

### **1.2 The Duties of the Safeguarding Adults Board**

#### **1.2.1 Safeguarding Adults Board Strategy and Annual Plan**

Schedule 2 of the Care Act requires each SAB to publish a plan (its “strategic plan”) for each financial year, which sets out its strategy for achieving its objective, and what each member is to do to implement that strategy. The Board will publish a strategic plan, setting out its vision and strategy, which will be

reviewed annually, in line with the requirements of the Care Act. The Board will also publish an annual plan to support its longer term Strategy.

### 1.2.2 Safeguarding Adults Board Annual Report

Schedule 2 also requires the SAB to publish an annual report that includes what each member has done during that year to implement the strategy. The Board will publish an annual report, which will be reported to the Local Authority Executive Board and the Boards of the core member organisations of the SAB. A copy will be sent, as required by Schedule 2, to:

- the Chief Executive and the Leader of Leeds City Council
- West Yorkshire Police and Crime Commissioner
- Healthwatch Leeds
- the Chair of the Leeds Health and Wellbeing Board

Board members will also ensure that the Annual Report is presented to their own organisation executive body, and that a formal response is provided to the Chair of the Leeds Safeguarding Adults Board.

### 1.2.3 Safeguarding Adults Reviews

Section 44 of the Care Act requires the SAB to carry out Safeguarding Adults Reviews (SARs) in the following circumstances:

- when an adult in Leeds dies as a result of known or suspected abuse or neglect, and there is concern that member organisations could have worked more effectively to protect the adult
- when an adult in Leeds is still alive, but has experienced serious neglect or abuse, and there is concern that member organisations could have worked more effectively to protect the adult

## 1.3 Safeguarding Adults Principles

The SAB will promote the national principles of Safeguarding Adults, listed in the Care and Support Statutory Guidance:

- Empowerment
- Protection
- Prevention
- Proportionality
- Partnership
- Accountability

These principles will inform the ways in which Board members and staff work with adults who may be at risk of abuse or neglect.

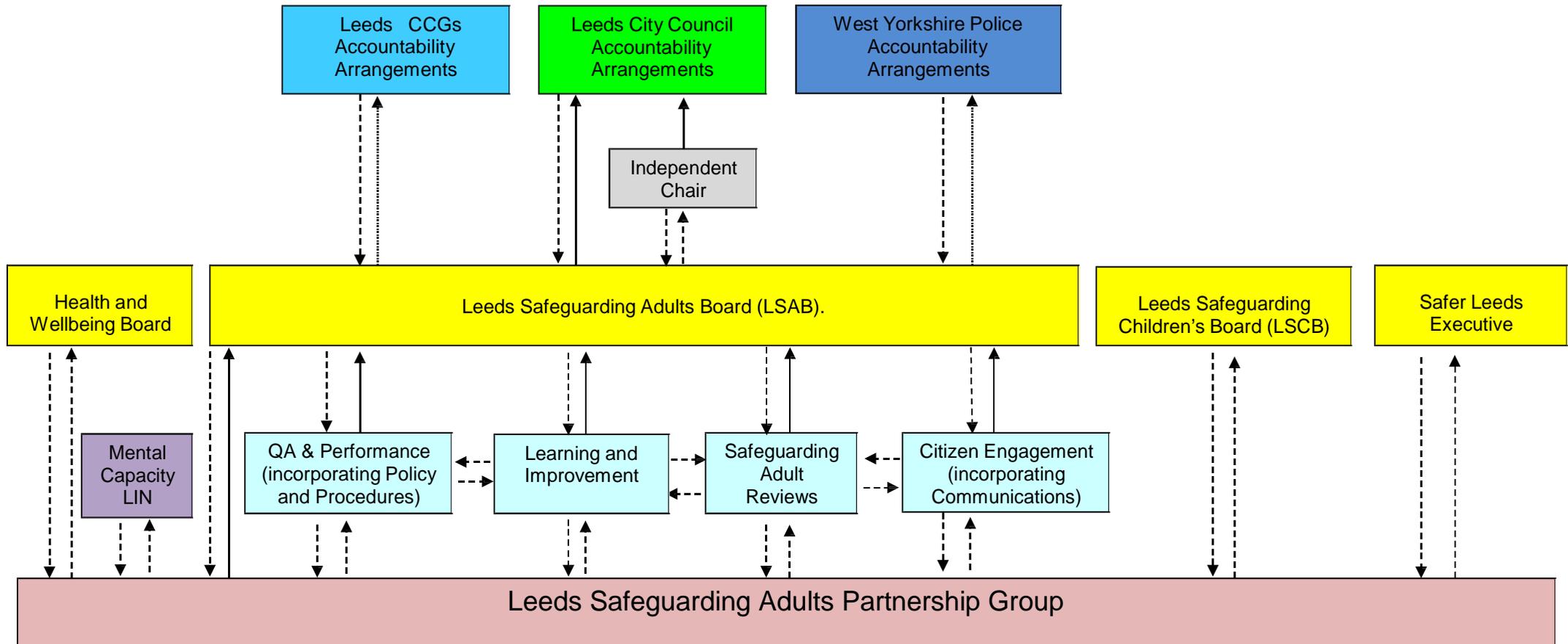
## 2. Governance

### 2.1 Model Diagram

The Board Model has been designed within the framework of the statutory requirements, accountabilities and key principles of safeguarding. A diagrammatic representation of accountability and information flow is given below.

Accountability Link ———>

Informational Flow - - - - ->



Board (Yellow Boxes) chairs liaise, as required (see protocol).

## **2.2 Membership of the Safeguarding Adults Board**

The following will be represented at the Leeds Safeguarding Adults Board as member organisations:

- Adult Social Care
- Leeds CCGs (Yorkshire Ambulance Service to be represented by CCGs)
- West Yorkshire Police
- Healthwatch Leeds
- Leeds Teaching Hospitals NHS Trust
- Leeds and York Partnership NHS Foundation Trust
- Leeds Community Healthcare Trust
- West Yorkshire Fire and Rescue Service
- Citizen representative
- Voluntary, Community and Faith Organisations representative
- Housing
- Public Health
- The Prison Service
- National Probation Service (West Yorkshire)
- Community Rehabilitation Company (West Yorkshire)

Other organisations may become members as agreed by the Board.

Chairs of Board sub-groups and time-limited task and finish groups become full members for the duration of that role.

Roles that support the Board and are therefore ex-officio members include Legal Services, Partnership Support Unit staff and designated safeguarding officers of member organisations. Others may be invited to attend meetings from time-to-time for specific agenda items.

## **2.3 Appointment of Chair/Vice Chair(s)**

Leeds City Council will appoint the Chair of the Safeguarding Adults Board in consultation with other core members. The Director of Adult Social Services will nominate one or more Vice Chairs, to chair in the absence of the Chair.

## **2.4 Safeguarding Adults Board Decision Making**

Prior to discussion of a matter Board members should have:

- ❖ read the written report,
- ❖ identified key lines of discussion/enquiry to be taken up at the meeting,
- ❖ identified potential areas of good practice and shared learning, and
- ❖ established the relevant position within their own organisation 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.

The Chair will, wherever possible, seek consensus on business matters under consideration at or outside of partnership board meetings.

In the event of a vote, all members will be entitled to vote. In cases where there is an equal number of votes, the Chair will have a second or casting vote.

## **2.5 Attendance and Quoracy**

It is expected that if a nominated representative of a Board member cannot attend, a nominated deputy may attend in their place, but may not do so for more than two consecutive meetings without review of the representative nominated by the Board Member.

Lack of attendance at Board meetings is seen as damaging to the strategic development of inter-organisation arrangements for safeguarding adults. Where neither the nominated representative nor their deputy attends for two or more meetings, this fact will be drawn to the attention of the executive body of the relevant organisation by the Chair of the Board. A register of attendance will be kept.

To be quorate, the Board must have not less than **4** members present, each from different member organisations, including representatives from Adult Social Care, the CCGs and West Yorkshire Police.

## **2.6 Declaration of Interests**

Board members are required to declare any interest or potential conflict of interest that arises or may be perceived to arise in the course of conducting Board business. They should declare this at the start of Board meetings. Board members who have declared an interest will be able to participate in the meeting at the discretion of the Chair.

## **2.7 Co-Options and Observers**

The Board may co-opt additional members to cover skill gaps in Board membership or to secure specialist advice. Individuals may be so co-opted because of their job role, or because of their personal knowledge and experience.

All such co-options will be reviewed annually. Co-options may be for a fixed period or a specific task.

Observers from Member organisations or other organisations may attend meetings by agreement of the Board. This does not include the right to speak or participate in discussion of matters before the Board. Observers may be excluded from parts of the meeting if and when the Board members and the Chair deem it appropriate.

## **2.8 Sub-Groups and Task and Finish groups**

There are four standing sub-groups of the board:

- Quality Assurance and Performance (incorporating policy and procedures work)

- Learning and Improvement
- Citizen Engagement (incorporating communications work)
- Safeguarding Adults Reviews

From time to time, time-limited task and finish groups may be set up to undertake specific pieces of work.

Terms of Reference will be developed and maintained by each sub-group (see Annex 1). The sub-group chair will present the terms of reference to the Board for sign-off, and report ongoing progress to the Board.

## **2.9 Protocol with other Statutory Boards and Partnerships**

The Leeds Safeguarding Adults Board will work with other strategic partnerships in the city, to ensure the profile of adult safeguarding is maintained across the city. Particular relationships will be maintained, through the chairs and through common membership, with the Leeds Safeguarding Children's Board, the Safer Leeds Executive (the Leeds Community Safety Partnership) and the Health and Wellbeing Board (a statutory committee of the Council), to ensure joint approaches can be developed on shared areas of concern, such as the Prevent agenda, sexual exploitation and human trafficking.

## **2.10 Safeguarding Adults Partnership Group**

The Safeguarding Adults Partnership Group is made up of a wider group of stakeholders, and the Board will consult the Partnership Group on its annual strategic plans for achieving its objective.

## **3. Roles and Accountabilities**

### **3.1 Chief Executive of the Local Authority**

The Care and Support Statutory Guidance states that the Chair of the Safeguarding Adults Board is accountable to the Chief Executive of the local authority as the lead body responsible for establishing the SAB. Leeds City Council Chief Executive will meet with the Board Chair four times per year. Two of these will be joint meetings with the Chair of the Leeds Safeguarding Children's Board.

The Chief Executive also receives a copy of the Safeguarding Adults Board annual report, along with the Leader of the Council, as required by Schedule 2 of the Care Act. The annual report will be presented each year to the local authority Executive Board.

The Chief Executive will work with the Director of Adult Social Services, the leader of the Council and other elected members to ensure that the council is kept informed about safeguarding matters, as required.

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

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

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

The DASS also has the right to attend and address the Board. The DASS may give such advice and direction to the Board either directly or through the Board Chair as he or she sees fit in the discharge of his or her responsibilities.

The Director of Adult Social Services has responsibility for day-to-day local authority leadership and oversight of Safeguarding Adults, including the effectiveness of the Safeguarding Adults Board, and will brief the Chief Executive and Executive Member for Adult Social Care, as required.

### **3.3 The Chair of the Board**

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

The chair is directly accountable to the Leeds City Council Chief Executive for the effective strategic leadership, organisation and performance of the Board in its discharge of safeguarding adults responsibilities. Day-to-day responsibility for liaising with the Chair is held by the Director of Adult Social Services, who has the statutory responsibility for ensuring effective partnership in Safeguarding Adults work.

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

### **3.4 Members**

The Core Members of the Board are Leeds City Council Adult Social Care, the Leeds CCGs and West Yorkshire Police. Core Members agree to resource the Board according to an agreed formula. **Annex 6** identifies the basis for the Board funding contributions. The Board will monitor expenditure against the budget throughout the year. The Board is accountable to the Core Members for its use of resources.

All Board Members have their own accountability and governance arrangements and specific responsibility for ensuring their services and functions are

discharged with regard to the need to safeguard and promote the independence, health and well-being of adults at risk.

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

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

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

- mutually accountable for the effectiveness of the Board and of Safeguarding practice in the city, and
- open to scrutiny and challenge from other partners in their organisation's work of Safeguarding Adults.

Each Board member agrees to ensure effective representation on the Board and its sub-groups by nominating representatives that they consider of appropriate seniority and nominating deputies to attend in the event of the former not being available for any reason.

All Board members will be key delivery partners able and determined to work within and deliver the outcomes intended to arise from the Board's remit and will remain accountable to their organisation on all relevant matters impacting on outcomes for adults at risk of abuse and neglect.

Each year, Board Members will provide a statement on their organisation's safeguarding work to the Board, no later than 28<sup>th</sup> February, to contribute to the Annual Report

### **3.5 Representation**

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

- speak for their organisation with authority;
- commit their organisation on policy and practice matters;
- hold their organisation to account.

Representatives of Members should fulfil the role description drawn up by the Board (see **Annex 2**).

Representatives have a duty to contribute to the effective work of the Board. All board member representatives will be required to participate in an induction into the working of the board

Board members may change their nominated representative at any time. Any such change should be notified in writing to the Partnership Support Unit. Organisations should secure protected time for Board members within their primary organisation role.

All Board members should ensure there is an identified deputy for their Board representative to attend in the event of the member not being available for any reason.

### **3.6 Workstreams (Sub-groups and Task and Finish Groups)**

It is proposed that each of the sub-groups is chaired by a Board Member, and that the chair is supported by the Partnership Support Unit.

Each Board Member should keep under review how best to support the work of the Board's sub-groups and of any time-limited task and finish group, in order to inform the content of the Board's business plan and annual report.

#### **3.6.3 Chairs of Sub-Groups and Task and Finish Groups**

In addition to coordinating the sub-group they chair (see **Annex 2** for role descriptions of sub-group chairs), sub-group chairs will meet on a regular basis to support the chair of the Board with agenda setting, to consider overlaps and gaps among the sub-groups, to monitor achievement of work plans and to propose agenda items for the Board.

#### **3.6.4 Other People working on Sub-Groups and Task and Finish Groups**

Each sub-group is accountable to the Board through the sub-group chair, who attends the Board as a full member. Individual members of sub-groups are responsible for keeping their organisation informed about the work of the sub-group. This including their organisation's Board representative and deputy.

## **4. Accountability Meetings**

To ensure the effective and transparent reporting and accountability arrangements between the local authority and the work of the Leeds Safeguarding Adults Board, the Chief Executive will hold regular accountability meetings with the Chair of the Board.

The Director of Adult Social Services (DASS) will also hold scheduled meetings with the Chair of the Board and the Head of Safeguarding Adults, with appropriate provision for the involvement of the Executive Member with political leadership responsibility for safeguarding adults.

#### **4.1 Meetings between the Chair and Leeds City Council Chief Executive**

The Chair will meet the Chief Executive four times per year. Two of these will be joint meetings with the Chair of the Leeds Safeguarding Children's Board. The overall purpose of meetings between the Chair and the Chief Executive will be to review progress, consider any strategic or other issues requiring the involvement of the Chief Executive and to give advice and support on the development and delivery of the effective citywide safeguarding of adults.

#### **4.2 Annual Review Meeting**

An annual review meeting, including an appraisal of the performance of the Board Chair, will be undertaken by the Chief Executive, following a period of structured feedback from Board Members and the wider Safeguarding Adults Partnership Group.

#### **4.3 Quarterly Meetings between the Chair and the DASS**

To ensure the effective and transparent reporting and accountability arrangements between the Director of Adult Social Services and the work of the Leeds Safeguarding Adults Board, the DASS will hold scheduled quarterly meetings with the Chair.

#### **4.4 Joint Meeting with Executive Member**

Joint meetings between the DASS, the Board Chair and the Executive Member will be arranged at six-monthly intervals. The principal purpose will be to ensure the Lead Member is briefed on safeguarding adults priorities, performance, annual reports and safeguarding adults reviews and has the opportunity to raise and discuss any matters consistent with his or her political leadership role provided for in Statutory Guidance. The DASS will agree the agenda with the Executive Member.

#### **4.5 Quarterly Meetings between the DASS and the Head of Safeguarding**

The DASS will ensure that quarterly meetings take place with the Head of Safeguarding Adults. Two meetings will be alone and two with the Chair of the Board. The focus of the discussion will be partnership working and the functioning of the Board sub -groups, quality assurance and performance management.

### **5. Equalities And Inclusion**

The Safeguarding Adults Board values the benefits of diversity and ensures fair treatment and equality of opportunity. Information on safeguarding will include appropriate information, subject to availability, on gender, disability and ethnicity. Equality impact assessments will be undertaken in the formulation of policies and procedures and the impact of safeguarding work on equalities will be monitored by the policies and procedures sub-group and reported to the Board, as necessary.

The Board values the views of citizens who have experienced or witnessed abuse and promotes the inclusion of adults at risk of abuse or neglect in the formulation of their own safeguarding arrangements, with support where required.

## **6. Commencement & Review**

The commencement date for this Constitution is **1<sup>st</sup> October 2015**. Each Board member will progress the Constitution through its own governance arrangements so that it can be signed as approved by the Chief Executive or Chief Officer of the Board member organisation.

The Memorandum will be reviewed at three yearly intervals, or as agreed (see Section 9, Termination and Variation, below).

## **7. Termination & Variation**

This Constitution may only be terminated by the Safeguarding Adults Board, subject to the Director of Adult Social Services endorsing the termination and approval being received from two thirds of the Board members, including all the core members.

The Board will review membership and co-options each year. Any proposed changes to Board membership may only be made in consultation with the Director of Adult Social Services.

Amendments to this Constitution may be proposed by the Board at any time, subject to the Director of Adult Social Services endorsing the proposed amendment and approval being received from two thirds of the Board members, including all the core members.

## Signatures of Safeguarding Adult Board Members

<b>Board member</b>	<b>Name of Signatory</b>	<b>Designation</b>	<b>Signature</b>	<b>Date of Signature</b>
Leeds City Council Adult Social Care				
Leeds CCGs (also representing Yorkshire Ambulance Service)				
West Yorkshire Police				
Leeds Teaching Hospitals NHS Trust				
Leeds Community Healthcare NHS Trust				
Leeds and York Partnership Foundation NHS Trust				
Healthwatch Leeds				
National Probation Service (West Yorkshire)				
Community Rehabilitation Company (West Yorkshire)				

<b>Board member</b>	<b>Name of Signatory</b>	<b>Designation</b>	<b>Signature</b>	<b>Date of Signature</b>
West Yorkshire Fire and Rescue Service				
Citizen representative				
Voluntary, Community and Faith Organisations				
Leeds City Council Housing				
Leeds City Council Public Health				
The Prison Service				

## Annex 1 Terms of Reference of Sub-Groups and Task and Finish Groups

There are four sub-groups of the board:

- Quality Assurance and Performance (incorporating policy and procedures work)
- Learning and Improvement
- Citizen Engagement (incorporating communications work)
- Safeguarding Adults Reviews

Task and finish groups may be set up from time to time to take forward particular pieces of work.

The chair of each sub-group or task and finish group will agree the group's term of reference with the sub-group members and report these to the SAB for approval. Terms of references will include:

- **The Purpose and deliverables of the sub-group/task and finish group**
- **The Chair (and vice-chair, if applicable)**
- **Administrative support arrangements**
- **Frequency of Meetings/Anticipated time-frame for a time-limited group.**
- **Membership, including the person and organisation, where applicable.**

<b>Representative</b>	<b>Organisation</b>



## **Annex 2 Role Descriptions**

### **Annex 2.1 Role Description for Board Member Representatives**

This role description for representatives of Board Members reflects the Board's remit and responsibilities. This is a leadership and strategic role and requires all representatives of Board Member to:

1. Be a Head of Organisation or a direct report and possess sufficient seniority and authority to speak on behalf of their organisations, sustain strategic direction, and be able to commit resources or directly feed into organisation decision-making that can commit resources as appropriate
2. Share responsibility for ensuring Board effectiveness
3. Act as the principal link between their organisation and the Board with appropriate links to other safeguarding mechanisms as appropriate, feeding back to both their organisation and the Board on safeguarding issues and ensuring the dissemination of information to their own organisation
4. Lead and remain accountable for safeguarding activity within their organisation
5. Be prepared to act as both an organisation and multi-organisation champion and bring good communication skills, promoting staff awareness of policy in statutory, voluntary and independent sectors
6. Accept corporate Board responsibility as well as accountability to Member organisation for effective safeguarding policy and practice.
7. Identify a nominated deputy to represent their organisation at meetings in the event they are unable to attend
8. Support a strong customer focus for a diverse and multi-cultural community and in keeping people informed and involved
9. Raise the profile, and promote the role, of the Safeguarding Adults Board in the community
10. Plan for the future and set direction to improve safeguarding adults work
11. Constructively challenge and contribute to the development of strategy and action to ensure adult safeguarding in Leeds is fit for purpose.
12. Bring confidence in scrutinising performance and progress against agreed plans.
13. Work towards reasonable assurance on operation of multi-organisation policies, procedures, performance and use of resources.
14. Demonstrate understanding of, and commitment to, relevant legislation and statutory guidance
15. Undertake induction and personal development activity and participate in Board learning activity.
16. Participate in Board sub-groups.
17. Provide an annual statement to the Board, no later than 28<sup>th</sup> February, setting out:
  - Their organisation's role in the work and the specific professional responsibilities and legal obligations their organisation has/will adopt in relation to Safeguarding Adults work
  - Their internal implementation of Safeguarding Adults work
  - Their organisation's work to implement the Board strategy
  - Information relating to ensuring all staff and volunteers have the understanding and skills to carry out their roles and responsibilities in relation to this work.

## **Annex 2.2 Role Description for Chairs of Sub-Groups or Task and Finish Groups**

Sub-group Chairs have a leadership and strategic role. The Chair is or will become a member of the Board and work with the Board Chair to:

1. Ensure sub-group effectiveness and promote constructive relations among members to successfully deliver the sub-group's work.
2. Provide group leadership; agreeing and setting direction to improve safeguarding with specific reference to the sub-group remit.
3. Demonstrate understanding of, and commitment to, the Safeguarding Adults Principles
4. Act as a multi-agency champion for Safeguarding Adults and work to raise the profile of the Safeguarding Adults Board.
5. Promote corporate group responsibility as well as accountability to nominating agencies for effective city-wide work
6. Promote a strong customer focus within a diverse and multicultural community and keep stakeholders informed and involved.
7. Ensure provision of accurate, timely and clear information to the Group and to the Board.
8. Work with other sub-group chairs, meeting as necessary before and after Board meetings, as required.
9. Encourage scrutiny of progress and performance against agreed goals and work plans and share in the overall leadership of the Board.
10. Constructively challenge and contribute to the development of strategy and action to ensure safeguarding is fit for purpose.
11. Work to secure reasonable assurance on operation of multi-agency policies, procedures, performance and use of resources.
12. Participate in personal and Board development activity.

## Annex 3 Board Meeting Arrangements

### Annex 3.1 Frequency of Meetings

The Board meets six times a year with additional meetings arranged as necessary to set and maintain strategic direction and meet delivery requirements. Development sessions and conferences may also be planned from time-to time.

### Annex 3.2 Reports

The Safeguarding Adults Partnership Support Unit must receive reports for the Board not later than **seven** working days before the date of the meeting. This is to enable papers to be distributed **five** working days before the meeting.

To ensure proper consideration and discussion of content, tabled reports will not normally be accepted at Board meetings. In exceptional circumstances, tabled reports may be presented at the discretion of the Chair (e.g. updates on information in reports like latest statistics or amplification of content already submitted but not raising new issues of principle). Anyone wishing to defer a report to a later agenda must obtain the agreement of the Chair prior to the circulation of the Agenda for the meeting.

### Annex 3.3 Board Business Meeting

The Chair will meet with sub-group chairs and representatives from the Partnership Support Unit, two to three weeks before each Board meeting to agree the agenda for the next Board. The meeting will be supported by the Partnership Support Unit, who will be responsible for producing the agenda and collating and circulating papers to Board Members.

Any Board Member who wishes to request an agenda item should notify the Partnership Support Unit, no later than three weeks before the Board meeting, so that this request can be considered by the Chair at the Board Business Meeting.

### Annex 3.4 Agendas, Action Logs, & Minutes of Meetings

The Safeguarding Adults Partnership Support Unit will ensure the circulation of agendas for meetings and supporting papers. This will be done **five** working days before each scheduled meeting and agreed with the Chair as necessary.

An action log from each Board meeting will be circulated to members within **ten** working days after the meeting.

The draft minutes of each Board meeting will be presented to the next Board meeting for approval. Once approved, public minutes will be placed on the Safeguarding Adults Board website. Confidential or exempt information will form part of a confidential annex for the board only.

### Annex 3.5 Co-ordination and Support

The Safeguarding Adults Partnership Support Unit will provide coordination and support for the board meetings.





**Leeds Safeguarding  
Adults Board**

# **Dispute Resolution and Escalation Process**

<b>Version 1:</b>	<b>Included within the LSAB Constitution 2015</b>
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## **Introduction**

Where there is a concern that someone's practice or decision making is not responding appropriately to a safeguarding concern, practitioners have a responsibility to respectfully challenge the other practitioner or organisation.

In order to support that challenge, a clear process needs to be in place to ensure that all professionals involved in multi-organisation work understand the steps they should take when these concerns arise. This process should be measured in its approach to allow practitioners and organisations the opportunity to openly discuss their concerns with others. Some disagreements, however, may need to be escalated up to first line managers (and beyond if appropriate) who should address any concerns.

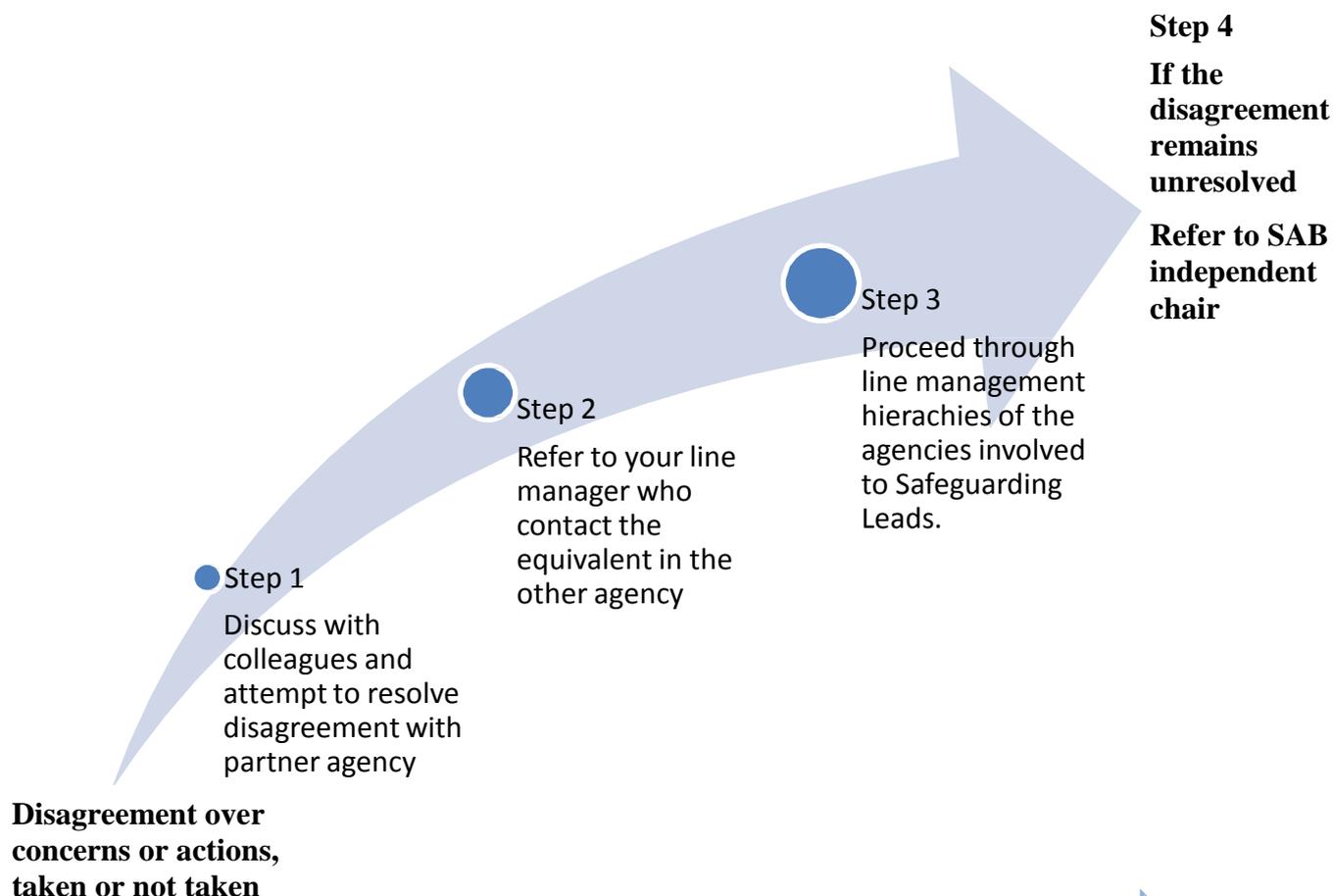
## **Principles of concerns resolution**

When trying to resolve disagreements, practitioners and organisations should work within the following principles:

- The safety and wellbeing of any person at risk of abuse or neglect, should be the primary consideration
- The adult's wishes and desired outcomes should be a central to how disagreements are resolved
- Safeguarding responses should be proportional to the safeguarding concern
- All practitioners have a shared responsibility to solve problems and resolve disagreements constructively.
- Different professional perspectives, organisational responsibilities, and accountability frameworks need to be respected
- Disagreements must be resolved in a timely manner
- Concerns, actions, responses and outcomes must be recorded.

## Resolving concerns

When disagreements arise, the following steps should be undertaken:



Resolution should be completed at the earliest opportunity taking into consideration the nature and seriousness of any presenting risk. The adult at risk or their representative should be kept informed as appropriate.

### Step 1

Immediately discuss with colleagues to clarify thinking and practice. Refer to any relevant policy and procedures and practice guidance that may be relevant. Reflect on the nature of the concerns and the risk, as well as the wishes and desired outcomes of the adult at risk. Consult with your organisation's named/designated Safeguarding Adults Lead as appropriate. Having considered these issues, and sought advice, try to resolve any disagreements with practitioners from the other organisation

## **Step 2**

If following this clarification the disagreement remains unresolved, immediately refer this to your line manager. The line manager should consult with your organisation's named/designated Safeguarding Adults Lead as appropriate. Having considered the issue, and sought advice, the line manager should seek to resolve the concerns in discussion with the line manager of the other practitioner.

## **Step 3**

If agreement cannot be reached following discussions between first line managers the issue must be referred without delay through the line management structure to the operational Safeguarding Adults Lead for each organisation, seeking their advice at each step.

## **Step 4**

In the unlikely event that the steps outlined above do not resolve the issue, and / or the discussions raise significant policy/procedure issues and / or a number of similar concerns or disagreements have been recorded, the matter should be referred to the chair of Leeds Safeguarding Adults Board to determine the appropriate process for resolution.

Clear written records should be kept by everyone at all stages, which must include written confirmation between the parties about agreed resolutions and the proposed follow-up of any outstanding issues.

## **Contacts**

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