

HALTON SAFEGUARDING ADULTS PARTNERSHIP FORUM

MEMBERS ROLE SPECIFICATIONS

1.0 MEMBERSHIP OF HALTON SAFEGUARDING ADULTS PARTNERSHIP FORUM

1.1 The Safeguarding Partnership Forum membership is detailed within the Terms of Reference. The membership should reflect the local community. If any member thinks there is a relevant organisation that should attend to submit a request to the chair for proposal to include.

1.2 Halton Safeguarding Adults Partnership Forum aims to be a positive environment in which all participants feel encouraged and supported towards ensuring effective sharing of information, skills and experience for the benefit of all the members attending, their respective organisation and the wider community of Halton.

1.2 There are certain general duties and responsibilities that all members should adhere to. The main objectives of a Safeguarding Adults Partnership Forum MEMBER are to:

- i. Understand and demonstrate a commitment to Halton's Safeguarding Adults Board vision and priorities. This includes being familiar with the yearly priorities and ensuring your organisation is working towards those priorities and are able to contribute to HSAB vision of:
- ii. ***'Ensuring ALL adults at risk: live, work and are supported to live in an environment free from abuse, exploitation, harassment, violence or aggression.'***
- iii. Keep up to date with issues and trends that affect Adult Safeguarding. This includes ensuring your own and your workforce knowledge of adult safeguarding is current. Information and advice is available and it is your responsibility to seek guidance if in doubt.
- iv. Prepare for meetings by reading agendas, minutes, reports and other documentation required to actively participate in them.
- v. Attend all meetings where possible (quarterly), if unable to attend to send apologies in advance and sent an appropriate representative from your respective organisation that can feed into the Partnership Forum and also disseminate information from the Partnership Forum to your respective organisation. If no rep available to submit a summary of activity (see 3.1) and a response to papers/actions.
- vi. Contribute your skills and knowledge by participating actively in meetings and targeted work including task and finish groups where appropriate.
- vii. Make inquiries when clarification or more information is needed. Use the Partnership Forum as an opportunity to learn from peers and ask openly for information as and when required.
- viii. Understand and maintain confidentiality.

2.0 SKILLS AND EXPERIENCE

2.1 It is expected that all members of the Partnership Forum have attended safeguarding awareness training and have an awareness of:

- i. an understanding of abuse and neglect and their impact
- ii. knowledge of local safeguarding services
- iii. personal commitment to the six safeguarding principles ie:
 - **Empowerment.** People being supported and encouraged to make their own decisions and informed consent.
 - **Prevention.** It is better to take action before harm occurs.
 - **Proportionality.** The least intrusive response appropriate to the risk presented.
 - **Protection.** Support and representation for those in greatest need.
 - **Partnership.** Local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse.
 - **Accountability.** Accountability and transparency in safeguarding practice.
- iv. a clear understanding of their role and that of their organisation.

3.0 INFORMATION SHARING

3.1 It is expected that all members contribute quarterly and to the end of year activity summary on any work, training, participation of adult safeguarding using HSAB strategic plan to inform objectives. This is to help HSAB to evidence fully all the work that happens within Halton –from prevention to support.

3.2. The Partnership Forum is dependent on all members contributing their ideas and suggestions and comments and questions to keep relevant to the members attending and help address any local issues arising. Members can send suggestions in advance of each meeting to the HSAB officer and/or request to present information as an agenda item. Additionally questions can be asked at the meeting under AOB/information exchange.

3.3 The future of the Partnership Forum requires a member to become Chairperson for a period of 1 year at a time. This process will be done by self-selection and then vote if more than 1 nominee. If no-one puts them self forward it will be reviewed at the meeting the quarter prior to the existing Chairs position end to gain agreed commitment.