

Induction Pack for New Members



About Us

Halton Safeguarding Adults Board is a partnership of key agencies whose primary aim is to help keep people in Halton safe.

- [Terms of Reference Halton Safeguarding Adults Board](#)

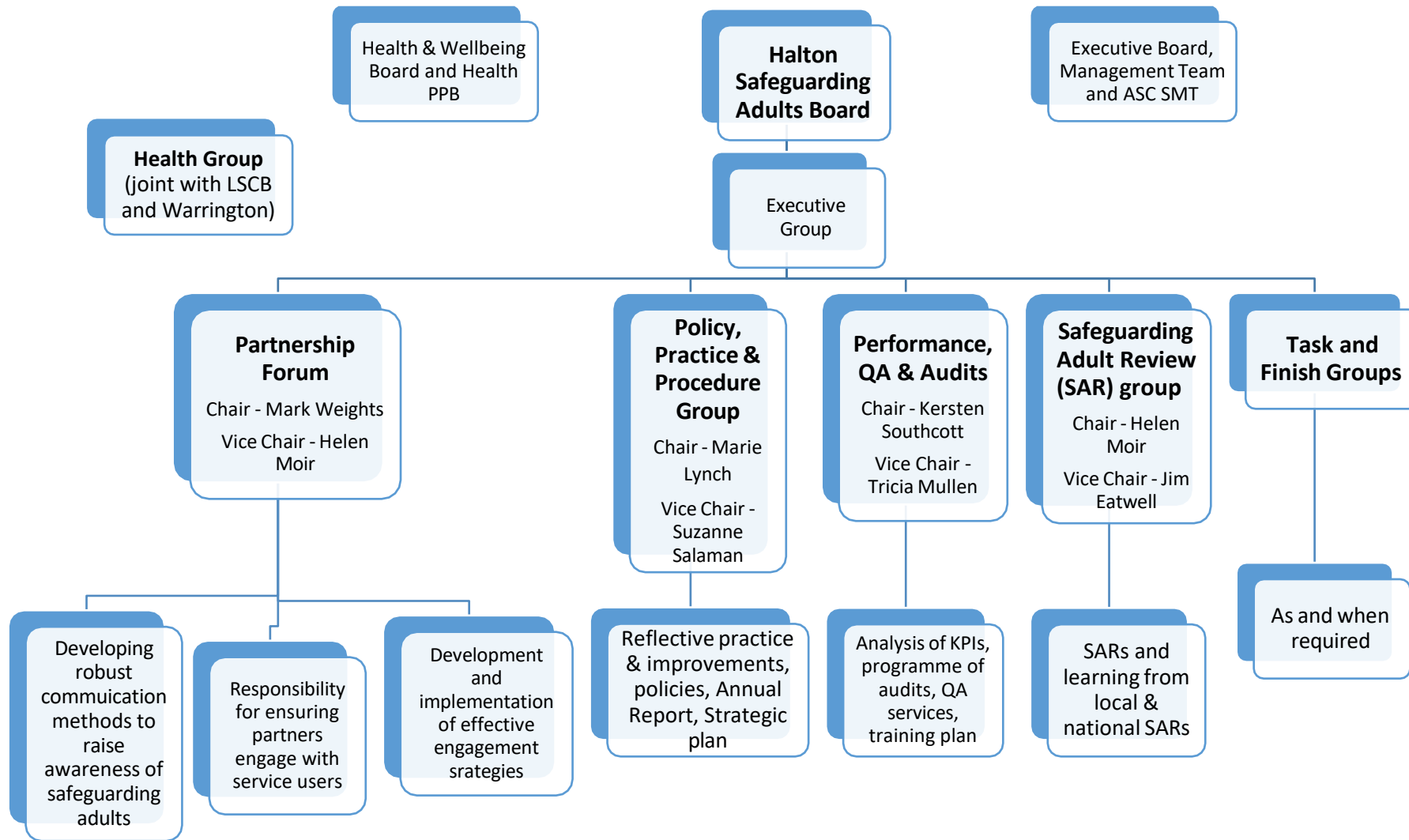
The Board is chaired on a rolling-rota by Susan Wallace-Bonner (Executive Director of Adults Directorate, Halton Borough Council); Kersten Southcott (DCI Cheshire Police); and Denise Roberts (Associate Director of Quality and Safety Improvement, Halton Place). Membership of Halton Safeguarding Adults Board includes:

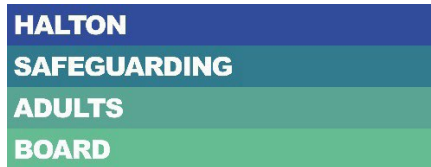
- Halton Borough Council
- Cheshire Police
- NHS Cheshire and Merseyside
- Healthwatch
- North-West Ambulance Service NHS Trust
- National Probation Service
- Cheshire & Greater Manchester CRC Probation Trust
- Cheshire Fire and Rescue
- Warrington and Halton Hospitals NHS Foundation Trust
- Mersey and West Lancashire Teaching Hospitals NHS Trust
- Bridgewater Community Healthcare NHS Foundation Trust
- Mersey Care NHS Foundation Trust
- Safeguarding Adults Partnership Forum Chair – currently CEO of Sustainable Housing Action Partnership (SHAP)
- Elected member responsible for adult health and social care – currently Cllr Joan Lowe

Safeguarding Adults Boards are now a statutory requirement under the Care Act 2014 and have 3 core duties they must adhere to, which are:

- To publish a strategic plan for each financial year that's sets out how it will meet its main objectives, assuring that local safeguarding arrangements and partners act to help and protect adults in its area;
- Publish an annual report detailing what the SAB has done during the year to achieve its main objective and implement its strategic plan;
- Conduct any Safeguarding Adult Reviews as required under the Care Act 2014

Halton Safeguarding Adults Board (HSAB) Governance Structure





Executive Group

AIMS/OBJECTIVES

- The overall aim of the Executive Board is to support the Halton Safeguarding Adults Board (HSAB) to deliver on its priorities and work plan.
- The Executive Board will also aim to ensure that all agencies work together to provide safeguarding services, which enable adults in Halton to live as full members of the community, free from harm/abuse and intimidation, where dignity is respected.
- All adults covered by safeguarding services will have easy access to appropriate preventative information and advice.
- Where needed appropriate interventions will enable adults to live a life free from violence and abuse in whatever setting, and this will be delivered by high quality professional practices.

FUNCTIONS

The Safeguarding Adults Board's overarching priority is to safeguard and promote the welfare and dignity of adults at risk, both in terms of prevention and a robust response to concerns. Six other priorities flow from this:

Priority 1: Partnership

Priority 2: Empowerment

Priority 3: Accountability

Priority 4: Protection

Priority 5: Proportionality

Priority 6: Prevention

In strengthening the assurance to HSAB that these priorities are being addressed the Executive Board will be responsible for:

- The implementation of the SAB work plan, to drive forward the day-to-day business to ensure it achieves its objectives within the agreed work plan;
- Monitoring of quality and performance; identifying a range of qualitative and quantitative performance indicators and statistics to measure and monitor successful outcomes for adults;

- To establish mechanisms in partnership with others to recognise and address local key safeguarding adults concerns; providing regular reporting on these key issues to the SAB;
- To ensure that sub-groups are established and to co-ordinate the work of the sub-groups to ensure that they are meeting their agreed targets and objectives in order to achieve successful outcomes for adults;
- To ensure effective working links with other strategic groups e.g. NHS Cheshire and Merseyside ICB Quality Committee, Contracts, Halton Domestic Abuse Forum, Health Policy and Performance Board and Safer Policy Performance Board and the Health and Wellbeing Board are established and maintained to increase the vigilance of communities and develop strategies to prevent abuse from taking place;
- To identify and highlight local and national developments and research to safeguard adults and ensure that the HSAB responds to these accordingly by establishing task and finish groups as required;
- Establish mechanisms to monitor the implementation of safeguarding action plans for improvement e.g. Internal Peer Challenge action plan;
- To ensure that the Executive Board operates to make best use of resources in order to deliver HSAB's strategy and priorities.

FREQUENCY

The Executive Group will meet on a monthly basis and report into the main HSAB.

CHAIRPERSON ARRANGEMENTS

The chairperson and vice chairperson for this Executive Board will be elected through the main HSAB board and reviewed on an annual basis.

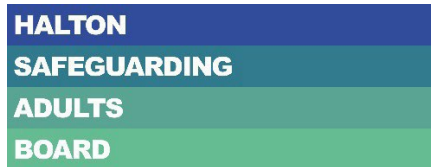
MEMBERSHIP

The Membership of the Executive Board will be as follows:

Name	Organisation	Role
Sue Wallace-Bonner	Halton Borough Council – Adult Social Care	Executive Director of Adult Social Services
Denise Roberts	NHS Cheshire and Merseyside ICB: Halton Place	Associate Director of Quality and Safety Improvement
Helen Moir	Halton Borough Council – Adult Social Care	Divisional Manager, Independent Living Services

Name	Organisation	Role
Marie Lynch	Halton Borough Council – Adult Social Care	Operational Director, Care Management, Safeguarding and Quality
Patricia Mullen	NHS Cheshire and Merseyside ICB: Halton Place	Designated Nurse for Adult Safeguarding
Suzanne Salaman	Halton Borough Council – Adult Social Care	Principal Manager, Policy, Performance and Customer Care
Kersten Southcott	Cheshire Police	DCI

- The Executive Group may ask for additional people to attend depending on the agenda items.



Partnership Forum Sub-Group

AIMS AND OBJECTIVES

- This sub-group has been established to lead on the development and implementation of effective engagement strategies to support the safeguarding adult agenda across Halton.
- The sub-group will be responsible for developing robust communication methods across Halton to raise and increase awareness of safeguarding adults with the public, service users and family members/carers.
- The sub-group will be responsible for ensuring that partners are involving and engaging with service-users, family members/carers and the public regarding feedback on safeguarding services, to help shape services in the future.

FUNCTIONS

- Lead on the development, implementation and evaluation of a multi-agency strategy aimed at increasing the awareness of safeguarding adults and promoting the involvement of adults at risk, carers and advocates across Halton.
- To develop multi-agency communication and engagement strategies focussed on increasing universal awareness of adult safeguarding issues.
- To organise, support and participate in regional and national campaigns as appropriate to increase and improve awareness of adult safeguarding issues.
- To review current arrangements and practice in relation to participation and involvement of adults at risk in developing, implementing and reviewing HSAB processes.
- To develop best practice in the use of advocacy services and user-participation in adult safeguarding system and implement them across Halton.
- To develop mechanisms and approaches that actively seek feedback from adults at risk who have experienced harm or abuse and ensure the feedback informs practice.
- Liaise with the faith sector and carers, provider groups and service-user groups to ensure the above functions are actioned.
- Lead on the development and implementation of the safeguarding prevention strategy.

FREQUENCY

The Partnership Forum Sub-Group will meet on a quarterly basis and report into the main HSAB.

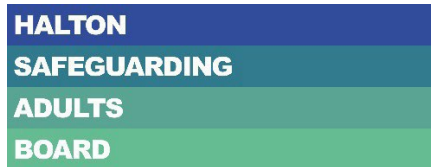
MEMBERSHIP

The Membership of the Partnership Sub-Group will be as follows:

Role	Organisation
Chair	CEO Sustainable Housing Action Partnership (SHAP)
Vice-Chair	Divisional Manager, Independent Living Services, HBC
HBC	ASC Service Development
	HSAB Support Officer
	Interim Operational Director
	Community Safety: Manager
	Health Improvement Team - Older people
	HIT - Mental health & wellbeing
	Domestic Violence Unit
	Housing Solutions Team Manager
	Mental Health Principal Manager
	Trading Standards
Health	NHS Cheshire and Merseyside ICB: Halton Place
	Mersey and West Lancashire Teaching Hospitals NHS Trust
	Gateway Recovery Centre
	Mersey Care NHS Foundation Trust
	Wellbeing Enterprises CIC
	Head of Adult Safeguarding, Bridgewater Community Healthcare NHS Foundation Trust
Cheshire Police	DI - Cheshire Police
Fire and Rescue	Cheshire Fire & Rescue Service
Faith Sector	Chair – Faith Sub-Group

Voluntary / Third Sector	Halton Disability Partnership (HDP)
	Nightstop Communities Northwest
	Halton Haven
	Halton & St. Helen's Voluntary Community Action (VCA):
	CGL – Change Grow Live
	Halton Speak Out
	Citizens Advice Bureau Halton
	Healthwatch Halton
	MIND - Halton
	AGE UK Mid Mersey
Care Providers and Carers	Premier Care: Domicilliary Care
	PossAbilities Supported Living
	CIC - Home Manager
	HC1 - Home care Manager Ferndale Court
	Halton Carers Centre
Housing	Halton Housing Trust
Job Centre	Job Centre Plus
DWP	DWP
CQC	Care Quality Commission
FE- Sector	Riverside College Additional Support Representative - LD

- Representatives of the sub-group are required to attend the meetings or send an appropriate deputy from their organisation. Where this is not possible, apologies must be given in advance.



Safeguarding Adults Review (SAR) Sub-Group (Health, Police and Social Care)

AIMS AND OBJECTIVES

- To review the multi-agency Safeguarding Adults Review (SAR) Protocol and ensure it is implemented across all organisations
- To report on the progress of any cases considered and SAR's undertaken to meetings of Halton Safeguarding Adults Board as a standing agenda item
- To receive, oversee and monitor action plans from agencies to implement recommendations from safeguarding adults or critical incident reviews
- To lead on organising shared Learning Events following Reviews
- To explore examples of good practice where this is likely to identify lessons that can be applied to future cases
- To examine national SAR Reports in order to inform and improve local practice and ensure that learning from national information is incorporated into local policies and procedures
- To take an approach which is rooted in organisational learning and does not seek to apportion blame
- Where appropriate the SAR Group will work in collaboration with the Safeguarding Children's Boards to ensure that learning from serious cases and reviews are shared

FUNCTIONS

- The Safeguarding Adults Review Group will have a central role in developing and implementing the Halton Multi-agency Safeguarding Adults Review (SAR) Protocol and in promoting a culture of continuous learning and improvement across the partnership.
- The SAR Group will consider relevant local and national information regarding serious cases and 'near misses' in order to inform and improve local practice by ensuring that learning is incorporated into local policies and procedures. The Group will also have an overview of good practice examples to ensure that good practice is disseminated.
- In order to learn lessons from incidents, it is important that agencies share relevant information with the Safeguarding Adults Review Group. The Group is appointed by,

and acts on behalf of, the Safeguarding Adults Board (SAB) which has a statutory duty to arrange Safeguarding Adults Reviews in the circumstances described:

The Care Act 2014 s.45 places a *duty* on others to provide information to the SAB to enable it to carry out its functions. The Act is clear that if a SAB requests information from an organisation or individual which is relevant to its functions, then they must share it with the SAB. This is so any problems can be tackled quickly, and lessons can be learnt to prevent them happening again.

- Members and attendees of the Safeguarding Adults Review Sub-Group must adhere to the expectations of the group in relation to confidentiality as follows:

Information discussed by the agency representatives within this meeting is strictly confidential and must not be disclosed to third parties without the agreement of the SAR members.

All agencies should ensure that all minutes and related documentation are retained in a confidential and appropriately restricted manner. These minutes will aim to reflect that all providers and, where relevant, individuals who are discussed at these meetings should be treated fairly with respect and without improper discrimination.

FREQUENCY

The Safeguarding Adults Review Sub-Group will meet on a quarterly basis.

The Safeguarding Adults Review Sub-Group will hold learning events as agreed by the SAR Group and HSAB to share learning from Reviews.

MEMBERSHIP

The Membership of the Safeguarding Adults Review Sub-Group will be as follows:

Name	Organisation	Role
Helen Moir	Halton Borough Council	Chair - Divisional Manager, Independent Living Services, HBC
Jim Eatwell	Bridgewater Community Healthcare NHS Foundation Trust	Vice Chair – Head of Adult Safeguarding
Katie Mowe	Cheshire Police	DC, Cheshire Constabulary
Tricia Mullen	NHS Cheshire and Merseyside ICB: Halton Place	Designated Nurse Safeguarding Adults

Additional representatives to attend include:

Name	Organisation	Role
	Senior officer from organisations identified within a SAR referral (as agreed by SAR Group core members)	
	Review authors (as agreed by SAR Group core members).	

- Representatives of the sub-group are required to attend the meetings or send an appropriate deputy from their organisation. Where this is not possible, apologies must be given in advance.

OPERATING PRINCIPLES

1. Empowerment

People being supported and encouraged to make their own decisions and informed consent

2. Prevention

It is better to take action before harm occurs.

3. Proportionality

The least intrusive response appropriate to the risk presented.

4. Protection

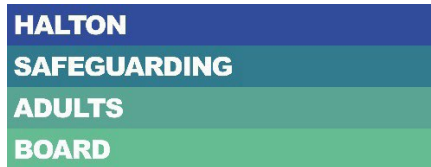
Support and representation for those in greatest need.

5. Partnership

Local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse.

6. Accountability

Accountability and transparency in safeguarding practice.



Safeguarding Policy, Practice and Procedure Sub-Group

AIMS AND OBJECTIVES

- This sub-group has been established to ensure that local standards, policies and procedures are in place in relation to safeguarding adults across Halton. These will reflect national standards, regulations, guidance and case law and will apply to all statutory agencies across Halton.
- This sub-group will be responsible for developing and updating the Safeguarding Adults in Halton: Procedures and Good Practice Guidance, multi-agency policy.
- This sub-group will also be responsible for developing reports and plans such as the Annual Report for the HSAB and the business plan.

FUNCTIONS

- Consider the findings and recommendations, as directed by the Executive Board, of local, national reports and policy developments to embed a programme of learning within the HSAB.
- Lead on the development and review local policies and procedures, systems and protocols for inter-agency work to safeguard adults at risk of abuse or neglect.
- Promote agreed policies, procedures, protocols and other SAB related work to managers, staff and volunteers, service users and the public.
- Report any matters relating to agencies' policies or procedures to the HSAB Chairperson.
- To produce and publish a strategic business plan for each financial year that sets out how it will meet its main objectives and what members will do to achieve this.
- To produce and publish an annual report detailing what the SAB has done during the year to achieve its main objective and implement its strategic plan.
- Reflective practice across Halton.
- Improvements in practice and revising policies to reflect this.
- Safeguarding Policy.

GOVERNANCE AND ACCOUNTABILITY

The Policy, Practice and Procedure Sub-Group will report progress of its work plan to the HSAB Executive Group and the main HSAB meeting. The Chairperson of the Sub-Group will submit reports and attend those meetings to provide an update from the group in to the Executive Group and the main HSAB meeting.

FREQUENCY

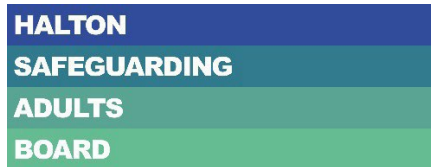
The Safeguarding Policy, Practice and Procedure Sub-Group will meet on a quarterly basis.

MEMBERSHIP

The Membership of the Policy, Practice and Procedure Group will be as follows:

Name	Organisation	Role
Marie Lynch	Halton Borough Council	Chair – Operational Director, Care Management, Safeguarding and Quality
Suzanne Salaman	Halton Borough Council	Vice Chair - Principal Manager, Policy, Performance and Customer Care
Kersten Southcott	Cheshire Police	DCI, Cheshire Constabulary
Tricia Mullen	NHS Cheshire and Merseyside: Halton ICB	Designated Nurse Safeguarding Adults
Steve Westhead	Halton Borough Council	Interim Principal Manager – Safeguarding Unit
Sarah Foy	Halton Borough Council	Principal Manager, Widnes Complex Care Team
Dean Tierney	Halton Borough Council	Principal Manager, Runcorn Complex Care Team
Katy Rushworth	Halton Borough Council	Safeguarding and Dignity Officer
Hanna Roslund	Mersey Care NHS Foundation Trust	Named Professional Safeguarding Adults

- Representatives of the sub-group are required to attend the meetings or send an appropriate deputy from their organisation. Where this is not possible, apologies must be given in advance.



Safeguarding Performance, Quality Assurance and Audits Sub-Group

AIMS AND OBJECTIVES

- This sub-group has been established to oversee the quality of safeguarding activity across all areas of responsibility which also ensures there are effective and accountable safeguarding adult quality audits and monitoring systems in place.
- The sub-group will be responsible for overseeing the performance of safeguarding activity, and to develop a framework to ensure there are effective and accountable safeguarding performance indicators and monitoring systems in place. This will enable the HSAB to consider trends in safeguarding activity.
- For trends that are identified from Performance / QA / Audits to feed into the development of the training plan.

FUNCTIONS

- Lead on overseeing safeguarding audits across Halton, ensuring there are effective and accountable quality audits and monitoring systems in place.
- Gather and analyse data from safeguarding quality audits to identify key themes and develop learning from this data.
- To receive validated performance data from partner agencies and to scrutinise that data to identify trends and themes for the HSAB and to inform future priority work areas and training needs.
- Lead on the development of a HSAB performance framework, continually reviewing partners' indicators to ensure the effectiveness of arrangements to safeguard adults.
- Report any matters relating to quality assurance or reflective practice/learning to the HSAB Chairperson.
- Collation and analysis of KPIs from each statutory partner.
- Maximising early intervention and prevention opportunities.
- Collaborative programme of audits.
- Monitor quality of services provided to vulnerable adults in Halton.
- Develop, implement, and review the training plan.
- Maximising organisational learning opportunities and adopting best practices.

MEMBERSHIP

The Membership of the Performance, Quality Assurance and Audits Sub-Group will be as follows:

Name	Organisation	Role
Kersten Southcott	Cheshire Police	Chair - DCI, Cheshire Constabulary
Tricia Mullen	NHS Cheshire and Merseyside: Halton ICB	Vice Chair – Designated Nurse Safeguarding Adults
Jim Eatwell	Bridgewater Community Healthcare NHS Foundation Trust	Head of Adult Safeguarding
Benitta Kay	Halton Borough Council	Quality Assurance Manager
Suzanne Salaman	Halton Borough Council	Practice Manager Policy, Performance and Customer Care Team
Katy Rushworth	Halton Borough Council	Safeguarding and Dignity Officer
Jane English	Halton Borough Council	Divisional Manager, Care Homes
Steve Westhead	Halton Borough Council	Interim Principal Manager, IASU
Tess Clancy	Halton Borough Council	Principal Manager, Mental Health
Eddie Moss	Halton Borough Council	Principal Manager, Prevention & Assessment
Hanna Roslund	Mersey Care NHS Foundation Trust	Named Professional Safeguarding Adults
Gemma Kehoe	Mersey and West Lancashire Teaching Hospitals NHS Trust	Named Nurse Safeguarding Adults

Representatives of the sub-group are required to attend the meetings or send an appropriate deputy from their organisation. Where this is not possible, apologies must be given in advance.

For training dates and further information, please visit the HSAB website: <https://adult.haltonsafeguarding.co.uk/>