



*Safeguarding  
is everybody's  
business*

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# East Riding of Yorkshire Safeguarding Adults Board Constitution

The Governance and Operating Framework for the  
East Riding Safeguarding Adults Board.

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## East Riding

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# INTRODUCTION

## 1.1 What is safeguarding & why it matters

Safeguarding means protecting an adult's right to live in safety, free from abuse and neglect. It is about people and organisations working together to prevent and stop both the risks and experience of abuse or neglect, while at the same time making sure that the adult's wellbeing is promoted including, where appropriate, having regard to their views, wishes, feelings and beliefs in deciding on any action.

All organisations but more especially members of the safeguarding adults board will always promote the adult's wellbeing in their safeguarding arrangements. Professionals should work with the adult to establish what being safe means to them and how that can be best achieved. Professionals and other staff should not be advocating "safety" measures that do not take account of individual wellbeing, as defined in Section 1 of the Care Act 2014.

## 1.2 The Safeguarding Adults Board

The Board is a formal body set up under the Care Act 2014 and is subject to that Act's duties and directions. It will also comply with the statutory guidance issued by the government and in the spirit of any relevant operational guidance.

## 1.3 Purpose of this Constitution.

The purpose of the constitution is to provide a framework that will outline the East Riding of Yorkshire Safeguarding Adults Board's expectations in relation to; governance, responsibilities, decision making, finances; performance; and risk management arrangements.

The framework will enable the Safeguarding Adults Board to operate in a structured, transparent and accountable manner by:

- Outlining the responsibilities and functions of the Safeguarding Adults Board, individual members and their organisations.
- Identifying who is to take decisions, when such decisions should be made, on what basis decisions will be taken and such decisions being recorded appropriately.
- Demonstrating transparency, integrity and accountability for process, decision making and record keeping relating to the activities of the Safeguarding Adults Board.

## **1.4 Reviewing and Amending this Constitution.**

The arrangements for reviewing and amending this Constitution are outlined in Article 9 of this Constitution.

## **1.5 Overall Structure**

The East Riding Safeguarding Adults Board will be constituted as follows:

- Independent Chair
- Core Statutory Agencies
- Other Agencies & Organisations
- Delegated standing Sub-Groups
- Fixed term working groups established as and when necessary

Appendix 2 shows the relevant groups in diagrammatical form and Appendix 4 provides the terms of reference for the various groups.

## **1.6 Interdependencies**

Whilst this constitution will outline the governance and operating framework for the Safeguarding Adults Board it is vital to remember that there may be effective links that can be made with related partnerships to maximise impact and minimise duplication and which would reflect the reality and interconnectivities of local partnerships.

There are strong synergies between the work of many of these bodies particularly when looking at a broader family agenda as well as opportunities for efficiencies in taking forward work. Some of the interconnected partnerships are illustrated at Appendix 3.

This constitution will also fulfil the requirements of the East Riding of Yorkshire Councils Partnership Manual 2010.

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# **ARTICLE 1**

## **RESPONSIBILITIES**

### **1.1 Overarching Aim**

The East Riding Safeguarding Adults Board must assure itself that local safeguarding arrangements and partners act to help and protect adults in its area who:

- have 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.

### **1.2 Core Duties**

Under the Care Act 2014 The East Riding Safeguarding Adults Board has the following core duties:

- It **must** publish a strategic plan for each financial year that sets out how it will meet its overarching objective and what the members will do to achieve this.
- It **must** involve/consult with the local community and Healthwatch in the development of its strategic plan.
- It **must** publish an annual report detailing what the SAB has done to achieve its overarching objective and implement its strategic plan, and what each member has done to implement the strategy as well as detailing the findings of any Safeguarding Adult Reviews and subsequent actions.
- It **must** conduct any Safeguarding Adults Reviews in accordance with Section 44 of the Care Act 2014.

### **1.3 Main Responsibilities.**

The main responsibilities of the East Riding Safeguarding Adults Board are to:

1. 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
2. establish ways of analysing and interrogating data on safeguarding notifications that increase the SAB's understanding of prevalence of abuse and also on the effectiveness of the safeguarding interventions locally that builds up a picture over time.

3. establish how it will hold partners to account and gain assurance of the effectiveness of its arrangements;
4. determine its arrangements for peer review and self-audit;
5. 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;
6. establish how it will receive feedback from the local community, particularly those adults who have been involved in a safeguarding enquiry;
7. develop preventative strategies that aim to reduce instances of abuse and neglect in its area;
8. identify types of circumstances giving grounds for concern and when they should be considered as a referral to the local authority as an enquiry;
9. formulate guidance about the arrangements for managing adult safeguarding, and dealing with complaints, grievances and professional and administrative malpractice in relation to safeguarding adults;
10. 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;
11. 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';
12. identify mechanisms for monitoring and reviewing the implementation and impact of policy and training;
13. carry out safeguarding adult reviews and ensure recommendations arising from those reviews are implemented
14. produce a Strategic Plan and an Annual Report;
15. evidence how SAB members have challenged one another and held other boards to account;
16. oversee the development of a ERSAB safeguarding training strategy and promote multi-agency training and consider any specialist training that may be required.

## 1.4 Individual Member Responsibilities

Individuals undertaking the role of ERSAB member should have the requisite skills and experience necessary to support the SAB to effectively and efficiently safeguard adults in the East Riding of Yorkshire.

Members should be:

- Experienced in the work of their organisation
- Knowledgeable about the local area and population
- Able to explain their organisations priorities
- Able to promote the aims of the SAB
- Able to commit their organisation to agreed actions
- Have a thorough understanding of abuse and neglect and its impact understand the pressure facing front line practitioners.

Effective membership will mean that a member:

- (1) Contributes to the effective working of the ERSAB in promoting high standards of safeguarding work and fostering a culture of continuous improvement
- (2) Represents their organisation on the ERSAB, speaking with authority for that organisation; committing the organisation on policy and practice matters and holding their own organisation to account in respect of its work
- (3) Contributes on behalf of their organisation to the development of the ERSAB annual business plan and annual report.
- (4) Represents the ERSAB within their own organisation; ensuring that the organisation is meeting its obligations to protect and safeguard adults at risk within the community.
- (5) Provides a channel of communication between the ERSAB and a members own organisation.
- (6) Is an objective member in undertaking scrutiny of the performance of the ERSAB and the services provided by all organisations. Where necessary this should take precedence over their role as their organisations representative.



## 1.5 Individual Agency Responsibilities

Member organisations are required to support their ERSAB member in carrying out their responsibilities by providing:

- (1) Dedicated time to fulfil their role.
- (2) A Designated Adult Safeguarding Manager (DASM)
- (3) A designated deputy to represent their organisation on the SAB
- (4) A Safeguarding accountability framework for their organisation, ensuring that safeguarding underpins all their activities with adults at risk.

## 1.6 Accountability.

1. The ERSAB will have a clear, distinct and independent identity within the East Riding of Yorkshire Council Corporate Strategy & Commissioning Directorate.
2. The ERSAB Chair will be jointly accountable to the three core member organisations: the East Riding of Yorkshire Council, Humberside Police Service and East Riding Clinical Commissioning Group.
3. The ERSAB will report annually to the Health and Wellbeing Board & Health Care & Wellbeing Overview & Scrutiny Committee and other boards as agreed with the Independent Chair.
4. Individual members of the ERSAB remain accountable to their own organisations and to the board within the remit of the agreed constitution.
5. The East Riding Safeguarding Adults Board is **NOT** accountable for the day to day operational work of its members; this remains the duty of individual partner agencies.
6. All ERSAB partners retain their existing lines of accountability, including responding to external inspections.

## 1.7 Role and Functions of the Independent Chair and Vice Chair.

The Chair of the Adult Safeguarding Board will have the following roles and functions:

1. To chair meetings of the ERSAB, so that its business can be performed effectively and with regards to
  - (a) The rights of members.
  - (b) The fulfilment of statutory responsibilities.
  - (c) The achievement of the SAB goals.

2. To collaboratively lead the strategic development of ERSAB, providing advice, support and encourage and respond to locally identified priorities for adult safeguarding.
3. To offer constructive challenge and hold ERSAB partner agencies and ERSAB Sub-Groups to account for performance and conduct relating to the business of the Safeguarding Adult Board.
4. To seek assurance that interfaces with other strategic functions are effective whilst also acting as spokesperson for the ERSAB.
5. To ensure the ERSAB has the capacity to challenge and be an independent voice.
6. To uphold and promote the purposes of this Constitution, and to interpret the Constitution whenever necessary.
7. To establish and maintain the confidence of all ERSAB members in their ability to remain independent and fair in the discharge of their duties.
8. To keep up to date with safeguarding policy through his/her own personal development.
9. It shall be the responsibility of the Vice-Chair to as far as is possible adopt the roles and responsibilities of the Chair in their absence or when delegated the responsibility.

## **1.8 Role of Board Manager**

- 1 To support the ERSAB Independent Chair in the exercise of their role and functions.
- 2 To advise and support Board members in the implementation of Safeguarding Adults work within their organisation
- 3 To maintain an overview of the development of local Safeguarding Adults Work within the East Riding
- 4 To provide information to the SAB about relevant national and regional developments
- 5 Keep up to date with and promote to ERSAB partners, good practice, developments in case law and research and any other relevant material
- 6 To collate monitoring and quality assurance data on behalf of the SAB
- 7 To provide information and advice on the implementation of the Safeguarding Adults Board Multi-Agency procedures.
- 8 To manage the ERSAB support function and ensure the effective administrative operation of the ERSAB and its sub-groups.

# **ARTICLE 2**

## **BOARD MEMBERSHIP**

### **2.1 Membership.**

The Care Act 2014 places a statutory duty on the local authority to establish a Safeguarding Adults Board within its area that must include the Police, NHS Clinical Commissioning Group and the local authority that set it up, other agencies may be included by invitation. Membership of the East Riding Safeguarding Adults Board will therefore consist of core statutory agencies and other agencies:

#### **(1) Core Statutory Agencies.**

- (1) East Riding of Yorkshire Council. (Adult Services)
- (2) East Riding of Yorkshire NHS  
Clinical Commissioning Group
- (3) Humberside Police

#### **(2) Other Agencies/Organisations**

1. Humber NHS Foundation Trust
2. Hull and East Yorkshire Hospitals NHS Trust
3. Northern Lincolnshire and Goole Hospitals NHS  
Foundation Trust
4. York Teaching Hospital NHS Foundation Trust
5. NHS England
6. East Riding of Yorkshire Public Health
7. East Riding of Yorkshire Council Housing and Public  
Protection and Transportation Service
8. Yorkshire Ambulance Service (represented by ERYCCG  
under the memorandum of understanding)
9. National Probation Trust
10. HMP Humber
11. Humberside Lincolnshire N Yorkshire Crime  
Rehabilitation Company
12. Humberside Fire and Rescue Service

13. East Riding of Yorkshire Healthwatch
14. East Riding Safeguarding Children Board
15. East Riding Voluntary Action Service.
16. ERYC elected member portfolio holder
17. Independent Provider

It will be for organisations to determine appropriate representation in line with the requirements outlined in section one of this document.

(3). **Deputies**

There is an expectation that members will attend all meetings of the board however it is acknowledged that from time to time this will not be possible. On these occasions members should identify a suitable substitute who has the necessary delegated authority to make decisions on behalf of the members host organisation, such substitutes will have the same rights and responsibilities as the full member.

(4) **Advisors.**

- (a) In order to support individual board members and or to facilitate the business of the meetings members of the SAB are able to require certain categories of officer/staff member to attend meetings as advisors.
- (b) Advisors although entitled to be present at Board meetings are officers of the board and therefore not a board member.
- (c) Advisors have a right to speak at meetings and offer advice if called upon but shall not be allowed to vote.
- (e) In recognition of this responsibility, advisors of the ERSAB will include the following positions:
  - (1) Safeguarding Adults Board Manager
  - (2) ERYC Legal Section representative
  - (3) ERY NHS CCG Designated Nurse
  - (4) CQC Regional representative
  - (5) ERYC Adult Services Strategic Development Manager
  - (6) Other posts that members may deem appropriate.

## **2.2 Appointment and Term of Chair and Vice Chair.**

- (1) Whilst not a legislative requirement of the Care Act 2014 the East Riding Safeguarding Adults Board have determined that the appointment of a chair independent of the board member organisations is the most effective and transparent manner in which to deliver the proper governance and necessary statutory outcomes for the board.
- (2) The statutory core agencies, having consulted the other members of its SAB will appoint as the chair a person whom they consider to have the required skills, experience and necessary independence to undertake the role.
- (3) The Independent Chair will be appointed for such a period as the statutory core members having consulted the other members see as appropriate.
- (4) In the case where the Chair elects to stand-down, the identified Vice-Chair will adopt the role of Chair until such time as the normal process would require the selection of a new Chair.
- (5) The Independent Chair will be the subject of an annual review by members.
- (6) Should the Safeguarding Adults Board members lose confidence in the Independent Chair or Vice Chair then they may be subject to a vote of confidence in line with the procedures outlined for decision making.
- (7) The Vice-Chair of the Safeguarding Adults Board will be elected at the SAB Annual General Meeting.

## **2.3 Membership Rights and Responsibilities.**

- (1) Members of the board shall have rights of access to such documents, information and meetings as are necessary and appropriate to fulfil their role on the Safeguarding Adults Board. All members will be subject to the Board's Information Sharing Protocol.
- (2) It will be the responsibility of each member of the board to ensure that the relevant information is available to support the work of the Safeguarding Adults Board.
- (3) Members of the board will not make public any information to which they have access due solely to their membership of the Safeguarding Adults Board, which is confidential or sensitive, without giving due regard to the advice given by board chair and or legal adviser. Members of the board will not divulge any information, provided in confidence, to any other person other than another member of the board, or a third party with entitlement to access of that information.

- (4). Members will not make any public comment on the work of the Safeguarding Adults Board without due regard to the Safeguarding Adults Board Communication Strategy. *(This document does not yet formally exist but there are working arrangements in place which will be used until the communication strategy is developed and formally agreed.)*
- (5). Members shall comply fully with the Adult Safeguarding Board Code of Conduct detailed at Article 6 of this document.

## **2.5 Current Membership List.**

- (1). A list detailing individual membership details of current members of the Safeguarding Adults Board will be maintained by the Safeguarding Board Manager and published on the ERSAB website. A current list can be found at Appendix 1.

# **ARTICLE 3**

## **BOARD MEETINGS**

### **3.1 Types of Meeting.**

The Safeguarding Adults Board will meet at least four times per annum. It will have the key strategic role in ensuring that the overall aims and objectives of the ERSAB are met

(1) There are three types of Safeguarding Adults Board meetings:

- The Annual General Meeting.  
The first ERSAB meeting of each financial year will be deemed the Annual General Meeting and will confirm the arrangements for the Chair, Vice-Chair and members.
- Ordinary Meetings.  
These will be held quarterly and will be scheduled 12 months in advance as agreed by the Adult Safeguarding Board. Ordinary meetings will be the opportunity for the SAB to fulfil its responsibilities and functions as outlined in Article 1
- Extraordinary Meetings.  
These will be called to facilitate the business of the Safeguarding Adults Board that falls outside the remit of those meetings above.

### **3.2 Quorum.**

A quorum for the Safeguarding Adults Board Meeting will be when suitable representatives from all Core Statutory Members are present.

### **3.3 Conduct of Meetings.**

- (1) All meetings will be conducted in line with an agreed agenda. Agenda items may be added up to 5 working days in advance of the meeting through the Safeguarding Adults Board Manger.
- (2) Meetings will be conducted in line with normal good practice for debate, which includes:- remarks being directed through the Chair; members of the board making efforts to ensure that views of other members are heard; comments should relate to issues not persons.
- (3) All decision making will be in accordance with Article 4 of this Constitution.
- (4) To ensure a robust process of management and accountability issues for consideration by the board will be by written report, only in exceptional circumstances will the board be asked to make decisions on issues submitted verbally and only then with the prior permission of the chair.

- (5) From time to time the board will call for formal performance updates on particular projects or themes, to assist formal performance management and evaluation these will be provided in writing. This will not prevent a less formal process of verbal updates on topical issues.

### **3.4 Administration of Meetings.**

- (1) The agenda will be agreed by the chair and sent out to members with relevant papers at least 5 working days in advance of the meeting and will include items submitted by Board members in addition to items agreed by the Board in previous meetings.
- (2) Agenda items should be sent in writing to the ERSAB Manager at least 5 working days prior to the meeting.
- (3) Consistent attendance by board members is essential for the effective functioning of the Board. Board members unable to attend should notify the SAB Technical Assistant prior to the meeting. When a member is unable to attend the designated deputy (see 2.1(3)) should attend in their place.
- (4) A register of attendance will be kept and where member agencies do not attend two meetings within a calendar year the Independent Chair of the board will write to those agencies.
- (5) Minutes will be taken at all board meetings by the SAB Technical Assistant and checked by the chair prior to circulation. Minutes will be sent out to members within 10 working days of the meeting.
- (6) The minutes of ERSAB will be entered as a permanent record and submitted for approval at the next meeting.
- (7) The meetings of the ERSAB will not be held in public, although the minutes of the Board will, subject to issues of confidentiality and legal considerations, be a public document and a summary will be published on the ERSAB website.



# **ARTICLE 4**

## **Decision Making**

### **4.1 Principles for Decision Making.**

- (1). All decisions made by, or on behalf of, the Adult Safeguarding Board shall be in accordance the following principles:
  - Achieving the aims, duties and responsibilities of the board set out in Article 1 of this constitution and promoting the 'Well-being' principle in Section 1 of the Care Act 2014.
  - Compliance with financial regulations and/or conditions imposed by any funding body or organisation.
  - Proportionate and reasonable decision making based upon the information available at the time any decisions are made, having due consideration for ethical and legal responsibilities of the members of the ERSAB.
  - The promotion of equality and the addressing of issues of diversity.
- (2) All decisions made by the Safeguarding Adults Board shall, in accordance with the provisions of this Constitution, be arrived at in a fair, democratic and transparent manner.

### **4.2 The Decision Making Process.**

- (1) Decisions will normally be made through consensus between members, however, where there is a need for a vote to be taken to reach a decision, each member allocated a vote in accordance with this Constitution will have equal rights.
- (2) A quorum of members will be required to facilitate this process (See Article 3.2).
- (3). Where a vote has been taken, if the vote is balanced, the Chair will have the casting vote.
- (4). Where the board is asked to make a decision on a particular issue detail of the matter will be clearly placed on the meeting agenda and circulated to all members prior to the meeting.
- (5) Decisions will routinely be recorded within the minutes of the meeting however where decisions also relate to an action for an individual or body these will also be recorded within an action schedule which will form part of the agenda for subsequent meetings. Items will not be removed from the action schedule as complete without the permission of the chair.

# ARTICLE 5

## INFORMATION SHARING

### 5.1 Introduction

In order to carry out its functions, the safeguarding Adults Board will need access to information that a wide number of people or other organisations may hold. Some of these may be SAB members, such as the Local Authority, NHS and the police. Others will not be, such as private health and care providers or housing providers/housing support providers or education providers.

The Care Act 2014 provides the authority for the East Riding Safeguarding Adults Board to request a person to supply information to it or to another person.

The person who receives the request **must** provide the information on condition that;

- the request is made in order to enable or assist the SAB to do its job;
  - the request is made of a person who is likely to have relevant information and then either
- A. the information requested relates to the person to whom the request is made and their functions or;
- B. the information requested has already been supplied to another person subject to a SAB request for information

### 5.2 Confidentiality

In fulfilling their statutory duties in this area members of the East Riding Safeguarding Adults Board will abide by the following principles of confidentiality;

- information will only be shared on a 'need to know' basis when it is in the interests of the adult;
- confidentiality must not be confused with secrecy;
- informed consent should be obtained but, if this is not possible and other adults are at risk of abuse or neglect, it may be necessary to override the requirement;
- it is inappropriate for agencies to give assurances of absolute confidentiality in cases where there are concerns about abuse, particularly in those situations when other adults may be at risk.

Where an adult has refused to consent to information being disclosed for these purposes, then practitioners must consider whether there is an overriding public interest that would justify information sharing (e.g. because there is a risk that others are at risk of serious harm)

Decisions about who needs to know and what needs to be known should be taken on a case by case basis, within agency policies and the constraints of the legal framework

Principles of confidentiality designed to safeguard and promote the interests of an adult should not be confused with those designed to protect the management interests of an organisation. These have a legitimate role but must never be allowed to conflict with the welfare of an adult. If it appears to an employee or person in a similar role that such confidentiality rules may be operating against the interests of the adult then a duty arises to make full disclosure in the public interest.

### **5.3 Legal arrangements**

- All members of the East Riding Safeguarding Adults Board will be signatories to the Tier 1 Humber Information Sharing Charter.
- Maintenance and control of the Charter is undertaken by North East Lincolnshire Council in liaison with the Humber Information Governance Group
- Whilst there will only be one Tier 1 agreement there will be a number of Tier 2 agreements under the charter and these will be drafted and agreed as necessary.

## **ARTICLE 6**

### **6. Funding & Financial Management**

#### **6.1 Introduction**

The Care Act statutory guidance that supports the Care Act 2014 advises that Safeguarding Adult Board member organisations should consider what assistance they can provide in supporting the Board in its work.

The guidance proposes that members may through payment to the local authority or to a joint fund established by the local authority contribute financially to the establishment and running of the board support functions. Within the guidance it also suggests that board partners might also support the work of the SAB by providing administrative help, premises for meetings or holding training sessions.

What is clear is that it is in all partners' interests to have an effective SAB that is resourced adequately to carry out its functions.

#### **6.2 Funding**

The main funding for the East Riding Safeguarding Adults Board will be provided by the Core Statutory Agencies on the board and outlined within the Care Act 2014.

Funding will be provided annually; however to allow proper planning and appropriate employment arrangements to be put in place it will be based on a three year advance agreement by the Core Statutory Agencies.

Other Members may, if agreed, provide resources such as staffing and accommodation functions and or funding for 'one off' streams of work.

#### **6.3 Financial Management**

- (1) The financial year will run from 1<sup>st</sup> April to the 31<sup>st</sup> March each year.
- (2) East Riding of Yorkshire Council will administer the budget on behalf of the board and perform the functions of the 'accountable body'.
- (3) The Safeguarding Adults Board Manager will manage the budget on behalf of the board and report to the Core Statutory Agencies quarterly.

#### **6.4 Financial Decisions.**

- (1). The Safeguarding Board Manager will have the authority to act as the board's budget holder for the authorisation of payments.
- (2) All decisions taken by or on behalf of the Safeguarding Adults Board will be made in compliance with the financial regulations and guidelines of the accountable body.

## **6.5 Accountable Bodies.**

- a. The ‘accountable body’ will be the body to which the funding from an external source is allocated.
- b. The ‘accountable body’ has responsibility for ensuring that the appropriate financial procedures are in place for the proper management of any financial resources allocated to the Safeguarding Adults Board.
- c. The ‘accountable body’ also has responsibility for ensuring that the monies allocated is spent according to the agreed plan; and establishing/maintaining effective systems for audit and monitoring spend.
- d. Contracts agreed on behalf of the Safeguarding Adults Board are in fact between the ‘accountable body’ and the contracting body or organisation.

## **6.6 Audit.**

Any allocation of funds to the Safeguarding Adults Board will be subject to audit as part of the external funding arrangements of the appropriate accountable body.

## **6.7 Insurance.**

All liabilities in respect of the work of the Safeguarding Adults Board or work undertaken on its behalf will be held by the members’ home organisation.

## **6.8 Dissolution of the Board**

On the dissolution of ERSAB all funds and assets of the board will transfer in the first instance to the statutory successor or where there is no statutory successor to the East Riding of Yorkshire Council or it’s statutory successor.

# **ARTICLE 7**

## **Code of Conduct**

### **7.1 General Principles.**

- a. The Safeguarding Adult Board members are expected to uphold the law and act responsibly on behalf of their stakeholders. SAB members must not use their position to gain for themselves, their families or friends, any financial benefits, preferential treatment or other unfair advantage.
- b. Safeguarding Adult Board members must not put themselves in a position where their integrity is called into question by any financial or other obligation. As well as avoiding actual impropriety, SAB members should avoid any appearance of impropriety. All gifts and/or hospitality, which might be intended to influence the judgement of Safeguarding Adult Board members, should be refused and the members home organisation procedures followed. If considered necessary the matter can also be brought to the attention of the Safeguarding Adults Board
- c. In carrying out the business of the SAB, members should make decisions on merit.
- d. Confidential material, including material about individuals, should be handled in a sensitive and appropriate manner, consistent with Data Protection principles and the General Information Sharing Protocol
- e. SAB members have a responsibility to play their part in ensuring that the board uses its resources prudently and in the best interests of stakeholders and should not commit resources, including any allocated funding, on behalf of the board without the support of the Board.
- f. SAB members have a duty to declare any private interests relating to their Board membership and to take steps to resolve any conflicts arising in a way that protects the interests of stakeholders. Similarly to 7.1b above Board members may consider using their home organisation procedures in the first instance and then alerting the SAB as appropriate
- g. SAB members are accountable to the organisation which elected or nominated them, and should act accordingly.
- h. SAB members will no doubt have equality policies within their home organisations and these should form the basis of acceptable standards of behaviour. In addition partners will seek to eliminate discrimination and promote equality of opportunity and good relations between all groups. Partners will also act in accordance with the East Riding of Yorkshire Council's Equality Policy Statement, namely that they will, as/where applicable, through the use of appropriate policies and procedures, be equal opportunity employers and, through the provision of their goods and services, ensure that residents of the East Riding enjoy full equality of

opportunity irrespective of their colour, culture or ethnic origin, nationality, religion or belief, gender, disability, age, sexuality, geographic location or any other status.

- i The Chair will have the authority to have any person behaving in a manner that is considered a breach of the Equality Policy to be removed from the meeting.

## **7.2 Dealing with Conflicts of Interest.**

- a. A Safeguarding Adults Board member should not participate in the discussion or decision making when:
  - (1) They have a direct financial interest, (i.e. they or their spouses or partners would stand to benefit or lose financially from the decision).
  - (2) Their personal interest in the subject creates a real danger of bias by putting private considerations above stakeholders' interests.
  - (3) They could be seen to be using their position as a SAB member to secure preferential treatment or advantage for themselves or those with whom they are connected (friend or family).
- b. Where a SAB member has an interest in a matter arising at a meeting, it should always be disclosed and the Chair should decide whether that member should withdraw from the meeting whilst the matter is being considered. The minutes of the meeting should record the declaration of interest and the action taken.

## **7.3 Dealing with Lapses (or Alleged Lapses) in Personal Conduct.**

- a. If, in the view of the Chair of the SAB a member's conduct falls below the standard expected or a formal allegation has been made to a statutory body which, if substantiated would amount to such a condition, the Chair reserves the right to:
  - (1) Notify that SAB member's organisation or 'constituency' from where he/she was elected/selected and ask for that organisation or constituency to consider a replacement representative.
  - (2) Temporarily suspend a member from the SAB and its constituent bodies/working groups, if it is considered in the best interests of the board.
- b. In cases where the conduct of the Safeguarding Adults Board Independent Chair falls below the standard expected, the Vice Chair is empowered to carry out the actions in Article 7.3a provided they have the support of the remaining members.

- c. All such actions taken under Article 7.3a or 7.3b will be reported at the next meeting of the Safeguarding Adults Board at which time, the SAB may consider further suspension of the individual(s) concerned or permanent exclusion. Such decisions will be made in accordance with Article 4.2 except that, although the individual(s) concerned will be given the opportunity to state their case, they will be precluded from taking part in deliberations or voting.



# **ARTICLE 8**

## **Constitution Review**

### **8.1 Routine Review.**

- a. This Constitution, or parts thereof will be reviewed three yearly, or sooner at the direction of the East Riding Safeguarding Adults Board.

### **8.2 Review and Amendment Process.**

- a. Before being adopted, any proposed amendment to this Constitution must:
  - (1) Be circulated to all SAB Members for consultation and comment at least 10 working days prior to consideration at an East Riding Safeguarding Adults Board meeting.
  - (2) Be formally proposed and seconded at an East Riding Safeguarding Adults Board meeting.
  - (3) Secure both:
    - (a) The approval of the majority of those present at a quorate Board Meeting.
    - (b) The approval of all Core Statutory Agencies.
  - (4) Have the acceptance decision formally documented.

## Appendix 1

**ERSAB Membership List as at November 2016**

<b><u>Name</u></b>	<b><u>Organisation</u></b>	<b><u>Membership Category</u></b>
Rosy Pope	Head of Adult Services ERYC	Statutory Member
Matthew Baldwin	Detective Superintendent Humberside Police	Statutory Member
Paula South	Director NHS East Riding Clinical Commissioning Group	Statutory Member
Kate Rudston	Assistant Chief Nurse Hull & East Yorkshire Hospitals NHS Trust	Member
Hilary Gledhill	Director of Nursing, Quality & Patient Experience Humber NHS Foundation Trust	Member
Craig Ferris	Head of Safeguarding Northern Lincolnshire and Goole Hospitals NHS Foundation Trust	Member
Wendy Barker	Deputy Director of Nursing NHS England	Member
Nicola Cowley	Lead Nurse for Safeguarding Adults York Teaching Hospital NHS Foundation Trust	Member
Tim Allison	Director ERYC Public Health	Member
Mike Briggs	Independent Chair	Member
Kate Munson	Director of Probation National Probation Trust	Member
Amy Gilbert	Community Director Humberside Lincolnshire N Yorkshire Community Rehabilitation Company	Member
Dr Elisabeth Alton	Named Doctor Safeguarding Adults NHS East Riding Clinical Commissioning Group	Member
Richard Harrap	ERYC Elected Member Portfolio Holder	Member
Robert Jenkinson	Head of Safer Prisons HMP Humber	Member
Paul Hayden	Community Safety Manager Humberside Fire and Rescue Service	Member
Pam Allen	Head of Service-Children's Social Care, ERYC representing Safeguarding Children's Board	Member
Paul Bellotti	ERYC Head of Service Housing, Public Protection and Transportation Service.	Member
Lynsay Cunningham	Delivery Manager Healthwatch	Member
Sian Broughton	Chief Executive East Riding Voluntary Action Service. (ERVAS)	Member
Gaynor Saunders	Managing Director Denestar	Member

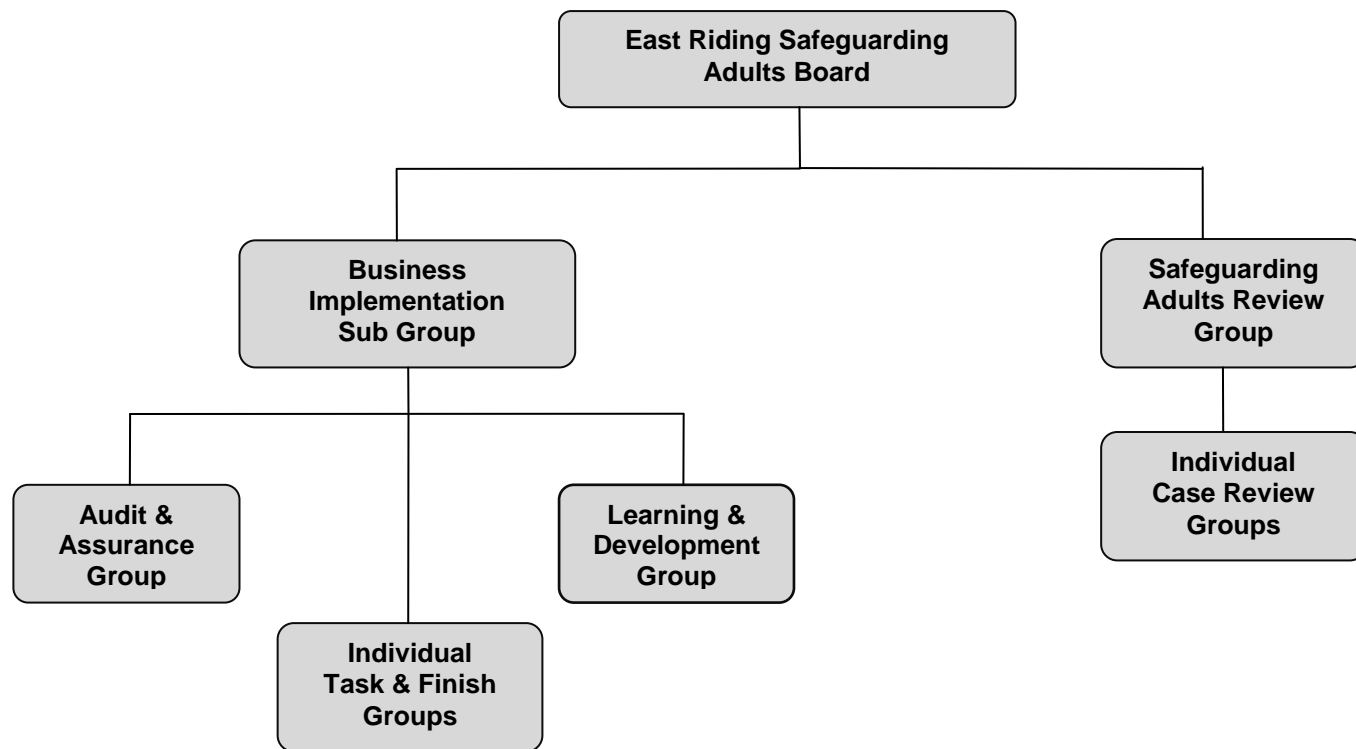
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	Independent Provider	
<b><u>Officers/Advisors.</u></b>		
Trevor Collinson	Safeguarding Board Manager	Officer
Clare Brown	Strategic Services Manager ERYC Adult Services	Advisor
Olwen Fisher	Designated Professional for Safeguarding Adults ERYCCG	Advisor
Chris Youngs	Legal Services Solicitor ERYC	Advisor

**Name Mike Briggs**

**Chair East Riding Safeguarding Adults Board**

**East Riding Safeguarding Adults Board Delivery Structure**



**East Riding Interrelated Partnerships Diagram.**

