



**Blackburn with Darwen**  
**Local Safeguarding Adults Board**  
**Terms of Reference**

## **Purpose**

Blackburn with Darwen Local Safeguarding Adults Board (LSAB) is a statutory multi-agency body comprising of senior officers from partner agencies who provide a strategic lead to safeguarding adults at risk in the local area.

## **Objectives of the Board**

The key objective of the LSAB is to assure itself that local safeguarding arrangements are in place across all partners that protect those adults who are at risk of abuse and to ensure the effectiveness of each agency.

The Care Act 2014 states safeguarding duties apply to an adult who:

- has needs for care and support (whether or not the local authority is meeting 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.

Care and Support Statutory Guidance (2018) further explains the key objectives of the Board:

- To scrutinise and assure itself that local safeguarding arrangements are working, and if not, why not; and
- To make it clear to each Board partner, individually and collectively, where improvement(s) are required to local safeguarding arrangements.

Furthermore the six principles of adult safeguarding will remain central to the work of the LSAB:

- **Empowerment** - the presumption of person-led decision 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 represent those in greatest need.
- **Partnership** – local solutions through working with our communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse.
- **Accountability** – accountability and transparency in delivering safeguarding.

## Duties and Functions

The LSAB has strategic oversight, through the work of its committees and groups to assure it is fulfilling its statutory functions. These are outlined in the Care Act 2014 and Care and Support Statutory Guidance

The following are the core duties:

1. To publish a strategic plan for each financial year detailing how it will meet its main objectives and what members do to achieve this. The plan will be developed with local community involvement, and the LSAB will consult with Healthwatch.
2. The LSAB annual report will detail what has been done during the year to achieve its main objective and implement its strategic plan, and what each member has done to implement the strategy.
3. The LSAB will conduct any Safeguarding Adult Reviews in accordance with section 44 of the Care Act

Statutory guidance lists functions that the LSAB has responsibility for, the LSAB will:

- 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;
- establish ways of analysing and interrogating data on safeguarding notifications that increase the LSAB's understanding of prevalence of abuse and neglect locally;
- establish how it will hold partners to account and gain assurance of the effectiveness of its arrangements;
- determine its arrangements for peer review and self-audit;
- establish/oversee the development of policies and strategies for protecting adults which will 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;
- identify types of circumstances giving grounds for concern and when they should be considered as a referral to the local authority as an enquiry;
- 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';
- identify mechanisms for monitoring and reviewing the implementation and impact of policy and training;
- evidence how LSAB members have challenged one another and held other boards to account; and,
- promote multi-agency training and consider any specialist training that may be required.

## **Board Membership**

To satisfy the duties and functions of the LSAB, membership comprises of lead managers who have key responsibilities for adult safeguarding work in their organisation. They are at a sufficient senior level to influence the activities in respect of participation and safeguarding processes.

In the absence of the nominated representative a delegated deputy should attend who has relevant delegated powers, and who will report back to the nominated representative.

The Care Act 2014 specifies three statutory members that are currently members of the LSAB as below:

- Blackburn with Darwen Borough Council
- Lancashire Constabulary
- Clinical Commissioning Group (CCG)

Membership of the LSAB includes:

- Blackburn with Darwen Borough Council, Adult Social Care
- Blackburn with Darwen Borough Council, Children's Services and Education
- Blackburn with Darwen Borough Council, Executive Member
- Blackburn with Darwen Borough Council, Legal Services
- Blackburn College
- Blackburn with Darwen Safeguarding Unit
- Care Quality Commission (CQC)
- Community Rehabilitation Company
- East Lancashire Hospital Trust
- Healthwatch
- Lancashire Care NHS Foundation Trust
- Lancashire Fire and Rescue
- National Probation Service
- NHS England
- Public Health
- Voluntary, Community and Faith (VCF) sector

## **Chair and Vice Chair**

The Chair is an independent person whose role is supported by a job description and person specification. The Independent Chair offers constructive challenge and collaborative leadership.

The Chair is accountable to the Chief Executive of the Local Authority and meetings between them take place quarterly. Meetings will also take place on a quarterly basis with the Director of Adult Social Care.

The Vice Chair will be nominated by the LSAB

### **Meeting Arrangements**

Meetings will take place quarterly and all members have a responsibility for submitting relevant items/papers for the Boards consideration.

Members have a responsibility to report back to their organisation.

Members must be committed to the work of the LSAB and this will be reflected in their attendance and contribution to meetings.

Any potential conflicts of interest must be declared in relation to any aspect of the Boards business.

Meetings will be quorate with 50% of attendance but this must include the three statutory partners and the Chair or Vice Chair. In the absence of a quorum any decision making will be deferred, however recommendations will still be made in the absence of a quorum.

Prior to Board meetings the Chair will agree the agenda (with the Safeguarding Development Manager). After meetings the Chair will amend and agree the minutes and relevant actions/plans.

There is an expectation that Board members read agenda papers prior to the meetings to be able to contribute to the discussions

### **Accountability**

The LSAB is accountable to the Chief Executive of the Local Authority in respect of its governance.

### **Governance and links to other partnership Boards**

Blackburn with Darwen has a Memorandum of Understanding that reflects partnerships with other Boards.

### **Committees**

The LSAB has Committees that undertake work to ensure the delivery of the LSAB Priorities and Business Plan. Each of these groups has Terms of Reference and is chaired by an LSAB member.

The LSAB and Committee structures are available via the Boards website:

[www.lsab.org.uk](http://www.lsab.org.uk)

## **Finances and Resources**

The financial year will run from 1<sup>st</sup> April to the 31<sup>st</sup> March each year, Blackburn with Darwen Borough Council will administer the budget on behalf of the LSAB until such a time when new safeguarding arrangements are agreed in 2020.

Member agencies contributions to the LSAB will be annual, having regard to the differing size, resources and responsibilities of each agency.

The Head of Safeguarding will have authority to act as the Boards budget holder for the authorisation of payments.

## **Terms of Reference Review**

This document will be reviewed on an bi-annual basis.