

hitting, teasing, stealing money or benefits
intimidation, neglect, leaving on own
scalding, restraint, withholding food and drink, ignoring needs
emotional abuse, sexual abuse, bullying
pushing, pinching, coercion, shaking
blaming, isolating, misusing medication

Memorandum of
Understanding

Solihull Safeguarding
Adults Board

2012

Working Together
to safeguard adults

in Solihull

1. Statement of Purpose

The Solihull Safeguarding Adults Board is a multi-agency partnership comprising of statutory, independent and voluntary sector organisations, which have a stakeholder interest in safeguarding adults.

Our vision in Solihull is that together we will:

- develop a culture that does not tolerate abuse
- protect and promote individual human rights
- raise awareness about abuse
- prevent abuse from happening wherever possible
- where abuse does happen, support victims to
 - stop abuse continuing
 - access services they need, including advocacy and post-abuse support
 - help vulnerable adults have improved access to justice

2. Policy statement

The Solihull Safeguarding Adults Board will act within the framework of the law and statutory guidance. The prime consideration of the operation of the Board will be to fulfil multi-agency responsibilities in relation to the protection of Vulnerable Adults from abuse and neglect in line with the requirements made in the policy guidance “No Secrets: Guidance on developing and implementing multi-agency policy and procedures to protect vulnerable adults from abuse” (DoH, 2000).

The Board endorses the national policy shift towards “Safeguarding Adults”, reflecting all work which enables an adult “who is or may be in need of community care services” to retain independence, wellbeing and choice, and to access their human right to live a life free of abuse and neglect”.

The Board subscribes to the 11 standards laid out within the ADASS publication ‘Safeguarding Adults. A National Framework of Standards for good practice and outcomes in adult protection work’.

This involves raising both public and professional awareness about preventing situations arising in which abuse might be more likely as well as detecting and dealing with suspected or actual abuse. It commits this partnership to create options and facilities to both ease vulnerable situations and secure the individual at risk or actually abused.

3. Definitions

The Board will operate within the underpinning values, principles and definitions laid out within the Solihull Safeguarding Adults Multi-Agency Policy and Procedure.

The multi-agency Policy & Procedures includes the following definition - A "Vulnerable Adult" is a person who:

"is or may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation". ("No Secrets", DOH, 2000).

4. Underpinning Principles of the Safeguarding Adults Board.

- 4.1 The Solihull Safeguarding Adults Board supports the rights of all adults to equality of opportunity, to retain their independence, well-being and choice, and to be able to live their lives free from abuse, neglect and discrimination.
- 4.2 The principal focus of the work of the Board will be ensuring that effective inter-agency frameworks, policies and procedures are in place to safeguard and promote the independence and well being of people who may be vulnerable to abuse and neglect, and to raise awareness of the potential for abuse and neglect.
- 4.3 Each partner agency agrees to contribute to the achievement of safeguarding objectives, support the principles of operation, and to have effective safeguarding policies and procedures within their organisation.
- 4.4 Resourcing of the operation of the safeguarding Board will be negotiated appropriately between agencies consistent with the lead role of the local authority and the shared responsibility of all agencies to work towards the effective safeguarding of adults.
- 4.5 The delivery of training to all workers in all sectors who have contact with vulnerable adults, in understanding, recognising and responding to adult abuse and neglect, is accepted and pursued as a fundamental cornerstone to effective services and safeguarding.
- 4.6 As agencies we believe diversity is to be valued and promotion of equal access and equal opportunity irrespective of race, culture, gender, sexuality, disability, age, and religion is integral to effective safeguarding of adults.

5. Role of the Statutory Director

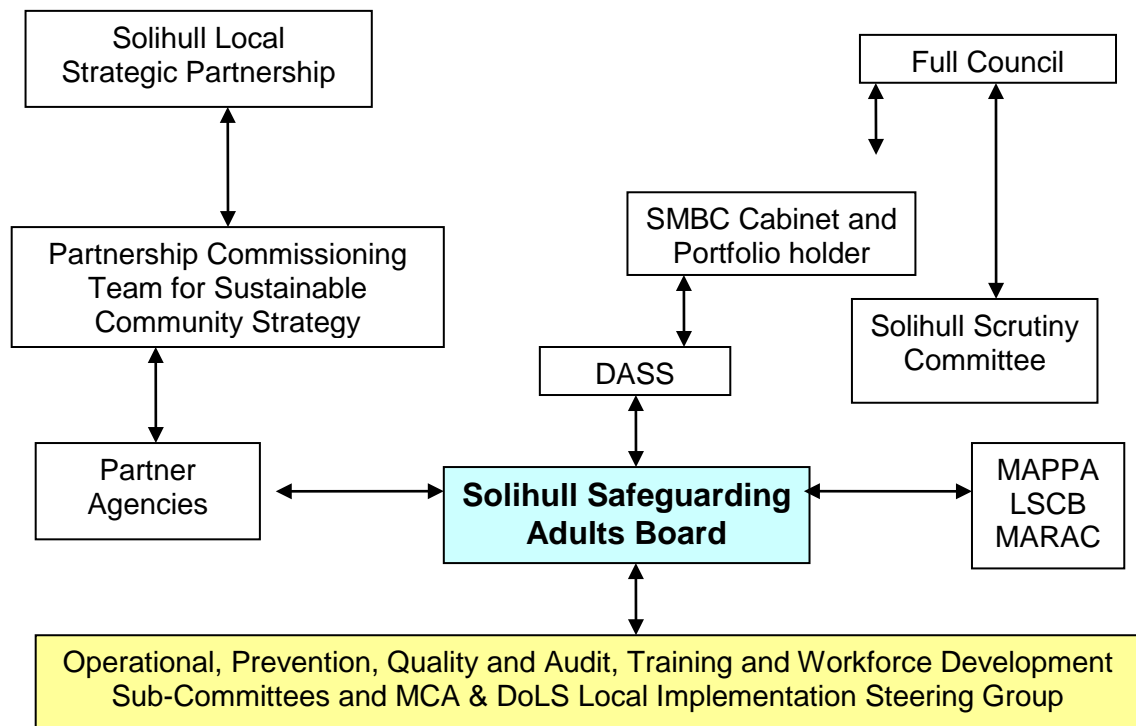
Leadership of safeguarding work rests with local authorities. Consistent with wider responsibilities for promoting social inclusion and well being, the Statutory Director of Adult Social Services (DASS) has specific responsibilities, under statutory guidance for:

- Maintaining a clear organisational and operational focus on safeguarding vulnerable adults;
- Ensuring relevant statutory requirements and other national standards are met;
- Meeting Protection of Vulnerable Adults (POVA) requirements;
- Encouraging a culture of vigilance against the possibility of adult abuse;
- Ensuring all services within the DASS remit remain focused appropriately on safeguarding of adults and children; and,
- Promoting equality of opportunity and eliminating discrimination in respect of adult social care services.

6. Reporting and Accountability Framework

The organisational arrangements for the partnership have been designed within the Local Area Agreement governance framework and with statutory responsibilities, guidance, safeguarding and other principles and outcomes outlined above in mind.

The Board is located as follows:



Terms of Reference for the Solihull Safeguarding Adults Board (SSAB)

7. Purpose

The Solihull Safeguarding Adults Board is made up of nominated lead officers from key organisations within the Solihull area, and includes those organisations who have statutory responsibilities in promoting the welfare of adults and protecting adults whose independence is placed at risk by abuse and neglect. The role of the Solihull Safeguarding Adults Board is to maintain and develop inter-agency frameworks to safeguard adults within Solihull, and to co-ordinate what is done by each person or body represented on the Board in relation to the safeguarding of adults.

8. Remit

The Board will undertake accountable body responsibilities to:

- Prepare and secure executive level agency approval and resourcing from Solihull Safeguarding Adults Board member organisations for a Safeguarding Strategic Plan based on a common understanding of the definition of abuse.
- Produce an annual report on safeguarding adults and review progress in delivery of the strategic plan, development of the partnership and to inform service planning and commissioning.
- Develop, approve, monitor and review multi-agency safeguarding policies, protocols, procedures and practice.
- Lead and review development and delivery of safeguarding policies, protocols and procedures across all agencies and by all partners and providers of adult health and social care.
- Oversee safeguarding activity by agencies and generation of timely, consistent and reliable data and other information on adult protection work.
- Promote quality assurance and undertake audits to validate effectiveness of joint and single agency policy, protocols, procedures and practice. Make sure that staff and stakeholders know what they mean and can use them effectively.
- Involve patients, service users, and carers and adopt an inclusive approach to its role.
- Prepare, monitor and keep under review protocols for serious case reviews.

- Receive and consider outcomes of serious case reviews and other opportunities for sharing learning from practice. Identify and disseminate learning points from other investigations, feedback, reviews and advice.
- Encourage joint and single agency training to raise awareness of recognising and responding to adult abuse and neglect.
- Review progress in taking steps to recognise, report, respond to and reduce risk of abuse and monitor incidence of abuse; including institutional abuse and discrimination.
- Send out accessible information about its work and for the public, professionals, service users, patients, and carers about how to gain safety from adult abuse, and how to recognise and report concerns.
- Review effectiveness of policies and procedures for the recruitment and supervision of people working with vulnerable adults and compliance with national guidance; including integration of best practice and learning.
- Ensure effective engagement of adult safeguarding work with the safeguarding of children, domestic violence including MARAC, bullying, hate crime, MAPPA process, and wider work on crime and disorder reduction.
- The Board will review and determine the number and remit of any additional sub-committees or task and finish working groups required to lead specific areas of work. Chairs of the sub-groups will be given or submit terms of reference, details of membership, and will present findings and proposals to the SSAB for discussion and approval.

Governance and administrative arrangements for the SSAB

9. Chair and Membership

From June 2012, Solihull Safeguarding Adults Board will be chaired by an Independent Chair.

The Vice-Chair will be appointed from within the Board.

10. Membership

The membership of the Board to include all statutory agencies who provide health and social care services to adults or who have significant roles with the Safeguarding Adults process and private and voluntary sector agencies/organisations with responsibilities for representing vulnerable adults or provide services to vulnerable adults.

In addition to full Board membership, the Safeguarding Adults Board can have associate members who provide support to the Board either generally or on specific areas of practice. Associate members are not voting or resourcing members of the Safeguarding Adults Board.

| Required membership with voting rights | Associate members – non voting |
|--|---------------------------------------|
| SMBC – Adult Social Care Solihull Cluster/CCG WM Police Solihull Community Housing Probation Service HoEFT BSMHFT C&WPT WM Ambulance Age UK Solihull Carers Centre Solihull Action through Advocacy Representative from the Private & Voluntary Sector Providers | SMBC – Legal |

The Board needs to have at least 10 members present to be regarded as quorate. Nominated deputies may attend in place of the Board Member but may not do so for more than two consecutive meetings without review of the nominated membership by the partner agency.

Lack of attendance at Board meetings by an organisation will seriously hinder the strategic development of the inter-agency arrangements for safeguarding adults, and for this reason non-attendance is viewed as unacceptable. Where both the nominated or deputising member do not attend for two or more meetings this fact will be drawn to the attention of the executive body of the relevant agency by the Chair of the Solihull Safeguarding Adults Board.

A register of attendance will be kept and will form part of the Annual Report.

11. Role and Responsibilities of Board members.

All full Board Members will:

- Share responsibility for ensuring Board effectiveness,
- Lead and remain accountable for safeguarding activity within their agency and/or providing feedback from constancy agencies.
- Possess sufficient seniority and authority to speak on behalf of their agencies, sustain strategic direction, and be able to commit resources or directly feed into agency decision-making that can commit resources as appropriate,
- Feedback to both their agency and to the Solihull Safeguarding Adults Board on safeguarding adults' issues,
- Have responsibility for dissemination to own and related agencies,
- Share responsibility for further development of policy and procedures,
- Promote staff awareness of policy in statutory, voluntary and independent sectors,
- Participate in developmental training and learning around safeguarding,
- Identify a nominated deputy to represent their organisation at Solihull Safeguarding Adults Board meetings in the event the Board member is unable to attend.

12. Board Decision Making & Voting

Prior to discussion of a matter Board members should have:

- read the written report; and,
- identified key lines of discussion/enquiry to be taken up at the meeting; and
- identified potential areas of good practice and shared learning; and,
- established the relevant position within their own agency 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 Board needs to have at least 10 members present from three different agencies to be regarded as quorate for decision-making. Solihull Safeguarding Adults Board will, wherever possible, seek consensus on business matters under consideration at its meetings. In the event of a vote, all attending full members of Board, or their nominated deputy if attending in place of the nominated full member, will be entitled to vote. In cases where there is an equal number of votes, the Chair will have a second or casting vote.

13. Declaration of personal interest

Board members are required to declare any personal interest that arises in the course of conducting Board business and should declare this at the start of Board meetings. Board members who have declared a personal interest will be able to participate in the meeting at the discretion of the Chair.

14. Accountability and Reporting

Solihull Safeguarding Adults Board is accountable for its work to its constituent agencies. Board members are accountable to their own organisation, and to the Board within the remit of the stated role and responsibilities as described below.

The Board will produce an Annual Report detailing the work of the Board and the local Adult Safeguarding arrangements and operation. Each Board member will provide a submission for the Annual Report detailing:

- The organisations structure with regard to Safeguarding Adults – who takes the lead strategically, operationally, training, who attends the board and sub committees.
- The organisations governance arrangements for Safeguarding Adults (if appropriate) e.g. steering group, board. How often it meets, who chairs etc.
- The organisations training strategy for Safeguarding Adults and training data if possible – e.g. percentage of workforce trained etc.
- The organisations training strategy for MCA and DoLS (If appropriate) and training data if possible – e.g. percentage of workforce trained in MCA & DoLS etc.
- Number of Safeguarding Adults referrals your organisation has made during any one year.

- Information on specific Safeguarding Adults services your organisation provides – e.g. Age UK and Solihull Action through Advocacy – could you provide a brief statement in relation to your advocacy services.
- Any quality audits your organisation has conducted related to Safeguarding Adults.
- Case studies or quotes as appropriate.
- The submission should be approximately one page of A4.

The Annual Report will be made available for the general public, and will be presented on behalf of the Solihull Safeguarding Adults Board to the SMBC Cabinet Member for Adult Social Care and the Health, Social Care and Partnerships Scrutiny Board.

Board Members take the Annual Report through their governance arrangements as soon after its production as possible. Board members may be asked for feedback from their individual organisations.

15. Reports

The Safeguarding Adults Manager must receive reports for the Board not later than ten working days before the date of the meeting. This is to enable papers to be distributed seven days before.

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 (updates on information in reports like latest statistics or amplification of content already submitted but not raising new issues of principle). Any responsible lead wishing to defer submission of a report to a later agenda must obtain the agreement of the Chair or Vice Chair prior to the circulation of the Agenda for the meeting.

16. Agendas & Notes of meetings

The Safeguarding Adults manager will circulate Agendas for meetings and relevant papers. This will be done seven days before each scheduled meeting as agreed with the Chair as necessary.

Minutes of the proceedings will be made by the Safeguarding Manager and Safeguarding Adults PA and circulated to members. This will be done within ten working days of the meeting.

17. Frequency of Meetings

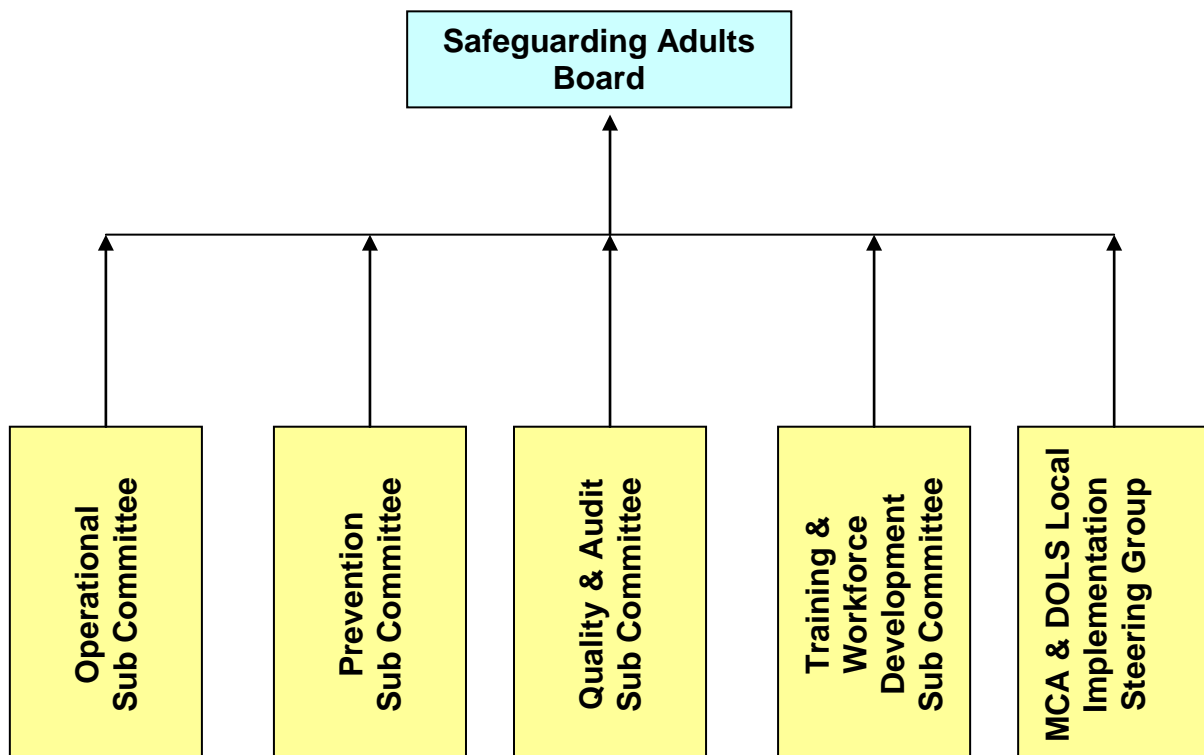
The Board will meet not less than four times a year together, where possible two development events and extraordinary additional meetings as required to receive Serious Case Review reports.

- Review its achievements,
- Assess performance and effectiveness,
- Consider future requirements.

18. Co-ordination and Support:

This will be provided by the Safeguarding Manager and the Safeguarding Adults PA.

Safeguarding Adults Board and Sub Committee Structure



OPERATIONAL SUB-COMMITTEE

19. Purpose

The purpose of the Operational Sub Committee is:

- The development of policy, procedures, protocols and guidance for the partnership.
- To ensure the Multi Agency procedures are current and reflect best practice.
- Consider practice issues and identify issues for practice, policy and procedures.
- Identify learning from local and national enquiries, assess in relation to Solihull and use to inform practices and procedures.

20. Remit

- Further develop interagency procedures including data collection consistent with principles of alert, referral, decision, safeguarding strategy, assessment, planning, review, recording and monitoring.
- Ensure all assessments and investigations are carried out in a setting, language and manner appropriate to the level of understanding and cultural background of the person concerned.
- Improve and develop management of adult protection at an operational level.
- Keep under review, and refresh and disseminate multi agency procedures to ensure current legislation and best practices are reflected in them.
- Develop protocols for Board approval to allocate and clarify agency roles and responsibilities including having effective adult safeguarding employment practice and processes.
- Develop and build on existing protocols for sharing information.
- Disseminate information on policy, procedures and best practice.
- Identify and ensure the co-ordination of processes reporting and seeking missing vulnerable adult's procedures.
- Prepare policies, procedures and protocols for responding to perpetrators of abuse and risk to others.

21. Chairing

The Chair of this Sub Committee should:

- Be from a senior officer SMBC Adult Social Care with operational and Safeguarding Adults knowledge.
- Prepare the agenda for each Operational Sub Committee meeting with the Safeguarding Adults Manager.
- Report back at each Board meeting on the progress of the sub committees work plan and bring to the attention of the board, areas of concern.

A Vice Chair to be nominated by the Operational Sub-Committee.

22. Membership

Membership of the Operational Sub Committee should include all statutory agencies who provide health and social care services to adults or who have significant roles with the Safeguarding Adults process: It is suggested that a small number organisations may not be regular members but are virtual members – requiring them to review meeting agenda and papers and attending if they identify a need or are invited to attend.

| Required membership | Virtual members |
|--|----------------------------------|
| SMBC – Adult Social Care HoEFT BSMHFT C&WPT WM Police Representative from the Private & Voluntary Sector Providers SCH West Midlands Fire Service | Probation DWP SMBC - Legal |

Participants from the key organisations identified above must:

- Be senior officers with a Safeguarding Adults Operational lead.
- Prioritise meetings and be prepared to lead and/or participate in key pieces of work outside of formal meetings.
- Be able to make decisions on behalf of their organisation – with appropriate lead in time for consultation with their organisation.

23. Reporting Requirements and Frequency of Meetings

The Sub-Committee will provide a written report to every Board meeting, and will meet not less than four times a year between Board Meetings, with additional meetings arranged as necessary to meet reporting and delivery requirements.

24. Co-ordination and Support

Safeguarding Manager and Safeguarding Adults PA.

SAFEGUARDING PREVENTION SUB-COMMITTEE

25. Purpose

The purpose of the Prevention Sub Committee is:

- Promote greater awareness of Safeguarding Adults with people who use services, the public and with organisations who work with adults at risk of harm.
- To ensure adult abuse is prevented or at least minimized and that everyone living and working in Solihull know what adult abuse is, that it is unacceptable and how to alert Solihull MBC to incidents or possible incidents. Ignorance and unawareness is not acceptable.

26. Remit

- Develop a Prevention Strategy for keeping the public aware and professionals and volunteers equipped to recognise actual or likely safeguarding issues, and be able to access appropriate assistance from member agencies. This will include suggesting what the required preventive range of services to be developed are.
- As part of the above conduct an examination of public awareness and design a dissemination of information strategy for continually increasing public awareness of the issues of safeguarding vulnerable people.
- Develop training and awareness raising strategies for service users and carers.
- Design a system for evaluating the impact and importance of specific initiatives in achieving the remit of the Sub-Committee.
- Use data available that indicates the level of awareness among professionals, reception staff, and volunteers involved in responding to or visiting the public within their homes or institutions of issues of potential abuse for dependent adults, including financial abuse with the potential to measure any increase in awareness in the future.

- Ensure and evidence such concerns are routinely examined in all risk assessments, are contained in agency induction processes, and individuals are regularly reminded of the potential incidence.
- Develop materials, contacts, and opportunities, with ways to measure effectiveness in their use, to raise awareness of safeguarding issues amongst the public and targeted agency staff. This would include easy read booklets and ways to ensure those with specific disabilities could be informed or alerted to potential situations.
- Consider with colleagues/agencies involved in the Domestic Violence Strategy and combating bullying/harassment/discrimination or crime issues ways to combine the safeguarding vulnerable adults concerns in approaches to both public and agency staff and how such individuals if identified will be supported.
- Ensure proper consideration is given to the promotion of special needs for protection for vulnerable adults in the use or administration of medicines, and in the need to operate Emergency Planning Measures.
- Construct a plan for regular consultation with existing community forums on Safeguarding Matters with specific inclusion of dangers from family, friends and professional carers as well as strangers, and other issues of safety on the home to enable a report on progress to the Board.

27. The Chair of the Prevention Sub Committee should:

- Be from the Voluntary sector that represents adults at risk in the borough.
- Prepare the agenda for each Prevention Sub Committee meeting with the Safeguarding Adults Manager.
- Report back at each Board meeting on the progress of the sub committee's work plan and bring to the attention of the board areas of concern.

28. Membership

Membership should include voluntary sector services who represent adults at risk in the borough and from statutory agencies who have a role in Community Safety. There will be a small number of organisations who may be invited on an ad hoc basis to support the work of the group and provide expert advice and guidance.

| Required membership | Ad hoc members |
|---|--|
| Age UK Solihull Carers Centre Solihull Action through Advocacy Enable Scope WM Fire Service BME – representative | Community Policing Domestic Service Providers SMBC – Trading Standards |

Participants should:

- Be able to represent the adults at risk in the Borough which their organisation provides service to.
- Prioritise meetings and be prepared to lead and/or participate in key pieces of work outside of formal meetings.

29. Reporting Requirements and Frequency of Meetings

The Sub-Committee will provide a written report to every Board meeting, and will meet no less than six times a years with additional meetings arranged as necessary to meet delivery requirements.

QUALITY AND AUDIT SUB-COMMITTEE (including Serious Case Reviews)

30. Purpose

The purpose of the Quality, Audit and Performance Sub Committee is:

- Monitor Safeguarding Adults activity is being completed in accordance with the multi agency procedures.
- To ensure people's experience of Safeguarding Adults is sought and used to inform practices and procedures.
- To develop a multi agency approach to performance and assurance.
- Manage the Serious Case Review process.

31. Remit

- Co-ordinate the monitoring and perform a regular audit of the effectiveness of operation of procedures and the performance on the annual plan of the SSAB and its Operations and Prevention Sub-Committees including agreement over thresholds.
- Assess the adequacy of the training provision for all member agencies against requirements for all levels of awareness, management, assessment and intervention skills.
- Ensure training to meet learning needs is evaluated in terms of outcomes.
- Review effectiveness of policies and procedures for safe recruitment and supervision of people working with vulnerable adults and Board Members' compliance with national guidance.
- Undertake the equality impact assessment on safeguarding adults' policy, and in particular the application of the multi-agency operational policy and procedures for the protection of all groups of vulnerable adults.
- Co-ordinate and organise as necessary the regular input of user and carer views of the effectiveness of the Solihull Safeguarding Strategy.
- Define "serious cases" and further develop the serious case review protocol.
- Consider and determine with the Chair of SSAB Board the need for the specific serious case reviews.
- Allocate responsibility for chairing and undertaking serious case reviews.
- Receive and consider reports on serious case reviews.
- Identify learning points from serious case reviews.
- Make arrangements to provide feedback and debriefing to staff, family members and media as appropriate.
- Ensure action is taken in response and clarify to whom the report (whole or in part) should be made available with special reference to:
 - Any matters of concern affecting the safety and well being of vulnerable adults in the area of the authority.
 - Any general public health, safety or well-being issue arising from the death of a vulnerable adult.
 - Any need to review policy, practice or procedures.

- Dissemination to other local authorities.
- Identification and integration of learning points from serious case reviews from other areas or research and best practice guidance.
- Provide a copy of the overview report, action plan and individual management reports to CQC.
- Maintain a forward plan of work and set time aside each year to:
 - ❖ Review achievements.
 - ❖ Assess effectiveness.
 - ❖ Consider future requirements.

32. Chair

The Chair of this Sub Committee should

- Be from one of the statutory agencies with knowledge of Safeguarding Adults and an interest in Quality and Audit.
- Prepare the agenda for each Quality & Audit Sub Committee meeting with the Safeguarding Adults Manager.
- Report back at each Board meeting on the progress of the sub committee's work plan and bring to the attention of the board areas of concern.

33. Membership

Membership should include all statutory agencies who provide health and social care services to adults or who have significant roles with the Safeguarding Adults process: It is suggested that a small number organisations may not be regular members but are virtual members – requiring them to review meeting agenda and papers and attending if they identify a need or are invited to attend.

| Required membership | Ad hoc members |
|--|-------------------------|
| SMBC – Adult Social Care – performance AND commissioning HEFT BSMHFT C&WPT WM Police Representative from the Private & Voluntary Sector Providers | SCH Probation DWP |

Participants should:

- Be senior officers from the organisations quality and performance division and/or Commissioning division and have a knowledge of Safeguarding Adults.
- Prioritise meetings and be prepared to lead and/or participate in key pieces of work outside of formal meetings.
- Be able to make decisions on behalf of their organisation – with appropriate lead in time for consultation with their organisation.

34. Reporting Requirements and Frequency of Meetings

The Sub-Committee will provide a written report to every Board meeting, and will meet not less than four times a year between Board Meetings, with additional meetings arranged as necessary to meet reporting and delivery requirements.

35. Co-ordination and Support

Safeguarding Manager and administrative support.

TRAINING AND WORKFORCE DEVELOPMENT SUB COMMITTEE

36. Purpose

The Purpose of the Training and Workforce Development Sub Committee is:

- To develop high quality multi agency training to ensure staff implementing the Safeguarding Adults multi agency procedures have the skills, knowledge and competence.
- To develop training for providers of services so their practices Safeguard adults at risk of harm.
- To carry out a training needs analysis to inform multi agency training programmes.
- To develop a competency based framework and accreditation process for key staff required by their role to lead Safeguarding Adults procedures.

37. Remit

- Agree a training strategy, which meets the needs of partner agencies.
- Establishes standards and agreed competencies for the delivery of all Safeguarding Adults training which is delivered locally.
- Jointly commission multi-agency training to meet common needs.
- Ensures that equality and diversity issues and the role of discrimination in supporting abuse and neglect is integrated into training courses.
- Ensures that training is accessible to service users and carers e.g. how to make a complaint about abuse or neglect.
- Ensures that training meets the relevant national occupation standards e.g. Skills for Care, LQF
- Ensures that there is a central database of everyone who has attended 'Safeguarding Adults' training and that this is audited regularly.

- Ensures that staff and volunteers at all levels have appropriate knowledge and competencies in relation to:
 - Potential for occurrence of neglect or abuse
 - Identification of abuse and neglect
 - Safeguarding Policy and procedures
 - Requirement to report any concerns of abuse or neglect
 - Internal reporting structure for such concerns.
- Ensure that a workforce development plan includes competencies in relation to Safeguarding Adults and reports to the Safeguarding Board annually.
- Ensure all Safeguarding Training is consistent with local safeguarding policy and procedures.
- Maintain a forward plan of work and set time aside to:
 - Review achievements.
 - Assess effectiveness.
 - Consider future requirements.

38. Chair

The Chair of this Sub Committee should

- Be the Safeguarding Adults Workforce Development Manager.
- Prepare the agenda for each Training and Workforce Development Sub Committee meeting with the Safeguarding Adults Manager.
- Report back at each Board meeting on the progress of the sub committee's work plan and bring to the attention of the board areas of concern.

39. Membership

Membership should include all statutory agencies who provide health and social care services to adults or who have significant roles with the Safeguarding Adults process: It is suggested that a small number organisations may not be regular members but are virtual members – requiring them to review meeting agenda and papers and attending if they identify a need or are invited to attend.

| Required membership | Virtual members |
|---|---|
| SMBC – Adult Social Care HoEFT BSMHFT C&WPT WM Police Solihull Cluster/CCG Representative from SWICDA | SCH Probation DWP WM Ambulance |

Participants should:

- Be senior officers from the organisations workforce development division and have a knowledge of Safeguarding Adults.
- Prioritise meetings and be prepared to lead and/or participate in key pieces of work outside of formal meetings.
- Be able to make decisions on behalf of their organisation – with appropriate lead in time for consultation with their organisation.

40. Reporting Requirements and Frequency of Meetings

The Sub-Committee will provide a written report to every Board meeting, and will meet not less than four times a year between Board Meetings, with additional meetings arranged as necessary to meet reporting and delivery requirements.

41. Co-ordination and Support

Safeguarding Manager and Safeguarding Adults administrator.

MCA & DOLS LOCAL IMPLEMENTATION STEERING GROUP

42. Purpose

The Purpose of the MCA & DoLS Local Implementation Steering Group is:

- To organise and arrange appropriate numbers and training for BIA's and managing authorities.
- To consider case law and how it affects MCA & DoLS and how best to cascade that information to partner agencies.

- To be responsible for maintaining appropriate data and figures of applications and authorisations so as to ensure compliance with DH regulations.
- To consider case studies and BIA work to ensure a consistency of approach and quality of service.
- To devise appropriate policies and procedures that can be implemented across the partner agencies.

43. Chair

The Chair of this Sub Committee should

- Be Solihull's lead for MCA and DoLS.
- Prepare the agenda for each MCA & DoLS LISG meeting with the Safeguarding Adults Manager.
- Report back at each Board meeting on the progress of the sub committee's work plan and bring to the attention of the board areas of concern.

44. Membership

Membership should include all statutory agencies:

| Required membership |
|---|
| Solihull Adult Social Care Solihull Cluster/CCG BSMHFT West Midlands Police SCH West Midlands Ambulance Service HoEFT Coventry & Warwick Partnership Trust Representative from Private and Voluntary Sector providers |

Participants should:

- Be Senior Operational Officers.
- Prioritise meetings and be prepared to lead and or participant in key pieces of work outside of formal meetings.

- Be able to make decisions on behalf of their organisation – with appropriate lead in time for consultation with their organisation.


45. Reporting Requirements and Frequency of Meetings


The Sub-Committee will provide a written report to every Board meeting, and will meet not less than four times a year between Board Meetings, with additional meetings arranged as necessary to meet reporting and delivery requirements.

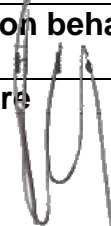
46. Co-ordination and Support

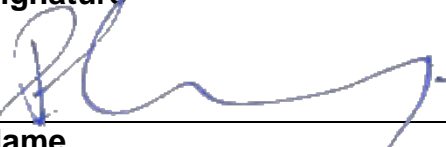
Safeguarding Adults, MCA & DoLS Operational Co-ordinator and Safeguarding Adults administrator.

The undersigned organisations agree to and will abide by the Memorandum of Understanding of the Solihull Safeguarding Adults Board dated September 2012.

| | |
|---|-------------------------|
| Signed on behalf of Solihull Metropolitan Council | |
| Signature  | Date 15/10/12 |
| Name IAN JAMES | |

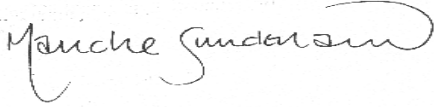
| | |
|---|--------------------------|
| Signed on behalf of Solihull Cluster/CCG | |
| Signature  | Date 2/10/2012 |
| Name SUE-NICHOLAS CHIEF NURSE | |

| | |
|---|------------------------|
| Signed on behalf of West Midlands Police | |
| Signature  | Date 9/9/12. |
| Name DEAN YOUNG DCI 1855 | |

| | |
|---|------------------------|
| Signed on behalf of Staffordshire and West Midlands Probation Trust | |
| Signature  | Date 7/11/12 |
| Name PAUL LEVY | |

Signed on behalf of Heart of England NHS Foundation Trust

Signature



Date

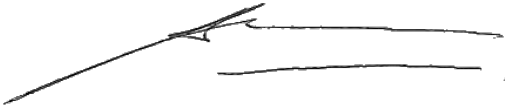
13th December 2012

Name

MANDIE SUNDERLAND

Signed on behalf of Birmingham & Solihull NHS Mental Health Foundation Trust

Signature



Date

23 / 10 / 2012

Name

DAVE NEWNHAM

Signed on behalf of Coventry & Warwickshire NHS Partnership Trust

Signature



Date

29th October 2012

Name

TRACEY WRENCH

Signed on behalf of West Midlands Ambulance Service

Signature

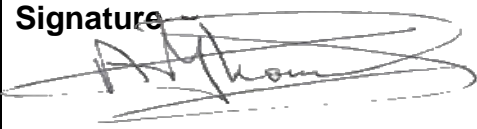
Date

Name

KELLY STARKEY

Signed on behalf of Solihull Community Housing

Signature



Date

04/09/2012

Name

A R. THOMAS

ON BEHALF OF JOHN KING

Signed on behalf of Age UK

Signature



Date

04/09/12

Name

ANNE F HASTINGS

Signed on behalf of Solihull Action through Advocacy

Signature



Date

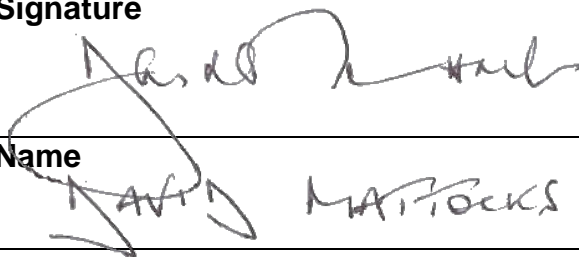
21/9/12

Name

Nicky Hopkins

Signed on behalf of Community & Voluntary Sector

Signature



Date

4th September 2012

Name

DAVID MATLOCKS

Signed on behalf of Not for Profit Group

Signature



Date

2nd October 2012

Name

DAVE WILLIAMS

DAVE WILLIAMS