



CONSTITUTION

of the

Warwickshire Safeguarding Adults Board

(WSAB)

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1. Introduction

- 1.1 The purpose of this document is to set out the governance arrangements for the Warwickshire Safeguarding Adults Board (the 'WSAB' or the 'Board').
- 1.2 The Board is a strategic leadership group comprising:
 - Warwickshire County Council ('the Council')
 - The Coventry and Warwickshire Integrated Commissioning Board (ICB)
 - The Chief Constable of Warwickshire Police ('the Police')(together called the 'Safeguarding Partners')
- 1.3 The Safeguarding Partners have equal and joint responsibility for making arrangements to safeguard and promote the welfare of all adults in Warwickshire.
- 1.4 The Board has an Independent Chair and Scrutineer

2. Legal basis

- 2.1 The Board has been established by the Council under section 43 of the Care Act 2014 to help and protect adults in Warwickshire who have needs for care and support and are experiencing, or are at risk of, abuse or neglect, and as a result of those needs are unable to protect themselves, by co-ordinating and ensuring the effectiveness of what each Safeguarding Partner does.
- 2.2 The Board operates in accordance with the legal frameworks set out in the Care Act 2014 and the Care and Support Statutory Guidance ('the Statutory Guidance').

3. Objective

- 3.1 The Board's objective is to co-ordinate the local work carried out to safeguard and promote the welfare of adults; and to ensure the effectiveness of what the Safeguarding Partners do individually and together.
- 3.2 Whilst the Board is responsible for co-ordinating the local work undertaken by organisations and groups; it is not accountable for their operational work. The Board does not have the power to direct other organisations.
- 3.3 The Board is responsible for ensuring the effectiveness of what the Safeguarding Partners do, both individually and collectively, to safeguard and promote the welfare of adults.

4. Functions of the Board

4.1 To:

- agree on ways to align the Safeguarding Partners' safeguarding services;
- act as a strategic leadership group in supporting and engaging others;
- identify serious adult safeguarding cases which raise issues of importance in relation to the area, arrange and supervise reviews of such cases, identify improvements and ensure that the outcomes are reported;
- promote the learning from local and national reviews
- conduct Safeguarding Adults Reviews in accordance with section 44 of the Care Act 2014;
- establish ways of analysing and interrogating data on safeguarding notifications and completed enquiries which increases WSABs understanding of prevalence of abuse and neglect locally that builds up a picture over time;
- promote Equality, Diversity and Inclusion (EDI) - 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;
- agree and communicate the Warwickshire priorities and commissioning intentions for safeguarding adults through the publication of a Strategic Plan for each financial year, having consulted local Healthwatch and involved the local community and detailing its strategy for meeting its main objective [to help and protect adults] and what the Safeguarding Partners will do to achieve this; and
- agree and publish an Annual Report detailing what the Board has done during the year to achieve its objectives and implement its Strategic Plan.

4.2 Generally, to:

- Fulfil their statutory duties to safeguard and promote the welfare of adults who have needs for care and support from the Council who live in or are placed outside our local authority area.
- Establish such partnership groups as it considers appropriate after consultation with Relevant Agencies (relevant agencies are identified within **appendix 1**) and receive and consider reports from such groups.
- Ensure that there is a level of effective independent scrutiny of the work of the Board and any groups or bodies which it sets up.
- Consider what training is needed locally and how this will be commissioned, monitored and evaluated.

4.3 In all activities the WSAB will promote equality of opportunity and aim to meet the diverse needs and wishes of adults at risk in the area. The Board will seek to ensure there is a strong commitment to Making Safeguarding Personal across the

partnership, and that the voice of the citizens of Warwickshire is present in the work of the Board and its constituent sub-groups.

5. Membership

- 5.1 The Safeguarding Partners act through their lead representatives who are:
- The Chief Executive of the Council
 - The Accountable Officer for the ICB
 - The Chief Constable
- 5.2 The lead representatives have nominated the following officers to attend the Board and to have responsibility and authority in relation to these arrangements:
- For the Council – Executive Director of Social Care & Health
 - For the ICB - Chief Nurse
 - For the Police – Detective Superintendent, Head of Public Protection ('the nominated representatives')
- 5.3 The lead representatives may at any time change their nominated representative or attend the Board in their place.
- 5.4 The nominated representatives may, if they are unable to attend a meeting, nominate another officer of suitable seniority, skills and experience to attend on their behalf.
- 5.5 The Safeguarding Partners' nominated representatives must be able to:
- speak with authority and take decisions on behalf of the partner they represent, commit them on policy, resourcing and practice matters;
 - hold their own organisation to account on how effectively they participate in and implement local safeguarding arrangements.
- 5.6 All Safeguarding Partners have **equal and joint responsibility** for the local safeguarding arrangements. In situations that require a clear, single point of leadership, all the Safeguarding Partners will seek to agree who will take the lead.
- 5.7 In addition to the nominated representatives of the Safeguarding Partners, the Council recognises the strength of local partnership working rests on safeguarding partners working collaboratively and the Board shall also include other persons as are listed in Appendix.1.

6. Independent Chair and Scrutineer

- 6.1 The WSAB will have an Independent Chair and Scrutineer to hold the Safeguarding Partners to account. The Independent Chair and Scrutineer will be accountable to the Chief Executive of the Council.
- 6.2 It is the responsibility of the Chief Executive to appoint and remove this post-holder with the agreement of all the Safeguarding Partners. The Chief Executive and, where appropriate, the Council's Lead Cabinet Members for Health and Social Care will hold the Independent Chair and Scrutineer to account for the effective working of the WSAB in consultation with the Safeguarding Partners.
- 6.3 The Independent Chair and Scrutineer will be of sufficient standing and expertise to command the respect and support of all the Safeguarding Partners; and will act objectively to promote an effective strategic safeguarding body, and a sense of shared responsibility among the Safeguarding Partners.
- 6.4 The initial tenure of the Independent Chair and Scrutineer will be 3 years, with the option of renewing after this period if all parties are in agreement.
- 6.5 The role of the Independent Chair and Scrutineer is to: -
- Lead collaboratively;
 - Provide a level of independent scrutiny to the Board;
 - Offer constructive challenge and hold the Safeguarding Partners to account;
 - Ensure that interfaces with other strategic functions are effective; and
 - Act as spokesperson for the WSAB.

This will involve working closely with all the Safeguarding Partners.

- 6.6 In the absence of the Independent Chair and Scrutineer, the Board will elect a Vice-Chair for the meeting and, in the case of a longer absence, will make alternative arrangements for an interim Independent Vice Chair until the Independent Chair and Scrutineer is able to resume their duties.

7. Working together – between Safeguarding Partners and with other agencies

- 7.1 The Safeguarding Partners will work together in a spirit of openness and transparency.
- 7.2 The WSAB recognises that other partnerships and bodies have responsibility for issues which may be relevant to safeguarding adults in Warwickshire. To ensure

effective communication and accountability, the WSAB will develop working relationships and, where appropriate, protocols with:

- Warwickshire Safeguarding Children's Partnership
- Health and Wellbeing Board
- Safer Warwickshire Partnership Board
- Quality Surveillance Groups
- Local Healthwatch
- Community Safety Partnerships
- MAPPA
- Channel Panel Warwickshire
- Any other relevant partner organisations

- 7.3 The Board will play a strong role in supporting information-sharing between and within organisations and addressing any barriers to information-sharing, ensuring that a culture of information-sharing is developed and supported as necessary by agreed protocols.

8. Activities

- 8.1 The Board will decide how it will operate, but in doing so, must ensure that its arrangements will deliver the duties and functions described in The Care Act 2014 and meet the requirements of the Statutory Guidance.

9. Operation of the Board

- 9.1 The WSAB will:
- Adopt the financial year 1st April to 31st March
 - Hold its meetings at least quarterly
 - Keep a written record of attendance at Board meetings
 - Require a quorum of 3, comprising a representative of the Council, a representative of the ICB and a representative of the Police, for decision-making
 - If it is not possible to reach a consensus, undertake a formal vote on a simple majority basis which will be recorded, with the Council, the ICB and the Police each having a single vote.
 - Review its Constitution on an annual basis at its first meeting of each financial year
 - Establish and maintain a business team to support its activities
 - Establish the subgroups listed in **appendix 2** and appoint their Chair and Vice-Chair

- Review and adopt terms of reference for each of the subgroups established by the Board on an annual basis at their first meeting in each financial year, following formal consultation with such groups
 - Ensure that a written record of all Board meetings, and meetings of any subgroup established by the Board is kept.
- 9.2 Any Safeguarding Partner may submit items to be included on the agenda of Board meetings to the Safeguarding Board Business Manager at least 10 working days before the meeting.
- 9.3 Agendas and reports will generally be circulated at least 5 working days before the meeting.
- 9.4 The Board is committed to transparency and will, at the discretion of the Chair having exercised due caution in relation to data protection considerations publish Board meeting minutes on its website.

10. Budget

- 10.1 The Safeguarding Partners will provide funding to cover all elements of the safeguarding arrangements, including the cost of the business support infrastructure and safeguarding reviews.
- 10.2 The partnership is being funded through a pooled budget which will enable any underspends to be carried forward to fund expenditure in future years.
- 10.3 The budget is funded by income from the Council, ICB, the Police and others. The budget for future years will be subject to careful consideration in the light of the level of contributions from the Safeguarding Partners and others and any remaining accumulated surplus, or shortfalls.

11. Business Management

- 11.1 The Board will be supported by a Business Team, led by a Business Manager, which will:
- Manage the agreed budget and produce budget reports
 - Provide administrative support for Board meetings and any subgroups and Task and Finish Groups established by the Board
 - Lead on the development of a systems wide learning and improvement framework for safeguarding adults and drive the work of the subgroups established by the Board
 - Ensure the effectiveness of any key multi-agency training and any other specific training arising from the work of the subgroups

- Develop and manage the data sets for adults and the review and update of policies and procedures at a local and regional level
- Lead on the co-ordination and commissioning of Safeguarding Adults Reviews (SARs – Adults) ensuring compliance with local, regional and national procedural guidance

Relevant Agencies

Warwickshire Safeguarding recognises the strength of local partnership working rests on safeguarding partners working collaboratively, to ensure a systems wide approach to safeguarding across Warwickshire providing strategic and operational insight. In addition to the nominated representatives of the Safeguarding Partners, the Board's membership comprises a representative of each the following agencies/services:

The Council • Social Care – Adults • Fire & Rescue Service • Public Health • Trading Standards
District & Borough Councils
Education (Colleges and FE)
Office of the Warwickshire Police and Crime Commissioner (OPCC)
Health • Coventry and Warwickshire Partnership NHS Trust (CWPT) • George Elliot Hospital NHS Trust (GEH) • University Hospital Coventry & Warwickshire NHS Trust (UHCW) • South Warwickshire University NHS Foundation Trust (SWFT) • West Midlands Ambulance Service • National Health Service England (NHSE)
Care Quality Commission (CQC)
Probation Service
Healthwatch
Warwickshire Community and Voluntary Action (CAVA)
Warwickshire Equality and Inclusion Partnership (EQulP)
User, advocacy and carer groups • Voiceability

• Carer's Forum
Care and support and other service providers • Age UK • Change Grow Live • Compass • Care Homes Forum • Myton Hospice
Warwick District Faith Forum
Other members appointed by WSAB from time to time • Council's Portfolio Holder for Adult Social Care & Health.

WSAB may also request representatives from other agencies/organisations to assist with particular areas of partnership work.

Warwickshire Safeguarding Subgroups

Subgroups are accountable to WSAB and responsible for progressing the delivery of WSAB's strategic priorities. The subgroups draw on the WSAB membership and ensures effective working relationships with key stakeholders, partners agencies, service users and professionals:

- Safeguarding Reviews Subgroup (Jointly established with WSCP)
- Quality & Performance Subgroup
- Learning, Communications & Engagement Subgroup

WSAB will from time to time establish Task & Finish groups which will be subject to the same levels of reporting into the Board as its designated subgroups.