Derby and Derbyshire Safeguarding Adults Boards

Board Members Information Pack

Welcome from the Derby and Derbyshire Safeguarding Adults Boards Independent Chairs

As Independent Chairs of the SABs in Derby and Derbyshire we want to welcome you into role and thank you for taking the time to read this Safeguarding Adults Board (SAB) Member's Pack. We hope the information in the pack is useful and will help you to become an effective and engaged SAB member. Whether a member in the City or County (or both) you are joining a well-established, collaborative Board and we hope you use this guide to ensure you understand your member responsibilities and where you can get additional support for your role.

We look forward to working with you.

Amanda Clarke
Independent Chair
Derbyshire Safeguarding Adult Board

Richard Proctor
Independent Chair
Derby Safeguarding Adults Board

Introduction

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This Board member's Information Pack provides useful information for Derby and Derbyshire Safeguarding Adults Boards (SAB) Board and subgroup members. The Care Act 2014 put SABs on a statutory footing, requiring Local Authorities to establish Local SABs involving key local partners as listed in section 43 of the Act. It also requires these board partners to cooperate with each other in the establishment and operation of this partnership board. This document details the arrangements for the board partners within Derby and Derbyshire SABs to carry out their functions as laid out in legislation and guidance. The guide includes information on the roles and functions of the SABs, their membership and subgroups and explains what is required of Board and subgroup members to ensure that the Boards are effective in achieving their strategic objectives.

The contents of this guide should be read in conjunction with the following documents:

- **Derby Safeguarding Adults Board Strategic Plan – 2025-28**
- **Derbyshire Safeguarding Adults Board Strategic Plan – 2025-28**
- **Derby Safeguarding Adult Board Terms of Reference**
- **Derbyshire Safeguarding Adults Board Terms of Reference**
- **Derby Safeguarding Adults Board Annual Report**
- **Derbyshire Safeguarding Adults Board Annual Report**

Adult Safeguarding – What it is and 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 the experience of abuse or neglect, while at the same time making sure that the adult's wellbeing is promoted. Processes must have due regard to individuals views, wishes, feelings and beliefs in deciding on any action.

Organisations should 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 well-being, as defined in Section one of the Care Act.

Safeguarding is not a substitute for:

- Providers' responsibilities to provide safe and high-quality care and support.
- Commissioners regularly assuring themselves of the safety and effectiveness of commissioned services.
- The Care Quality Commission (CQC) ensuring that regulated providers comply with the fundamental standards of care or by taking enforcement action.
- The core duties of the police to prevent and detect crime and protect life and property.

The Care Act requires that each local authority must:

- Make enquiries, or cause others to do so, if it believes that an adult is experiencing, or is at risk of, abuse or neglect. An enquiry should establish whether any action needs to be taken to prevent or stop abuse or neglect, and if so, by whom
- Set up a Safeguarding Adults Board (SAB)
- Arrange, where appropriate, for an independent advocate to represent and support an adult who is the subject of a safeguarding enquiry or Safeguarding Adult Review (SAR)

where the adult has 'substantial difficulty' in being involved in the process and where there is no other suitable person to represent and support them
- Co-operate with each of its relevant partners (as set out in Section six of the Care Act) in order to protect the adult. In their turn each relevant partner must also co-operate with the local authority.

Further information on Types of Abuse and Making Safeguarding Personal can be found in Appendix 1.

What is a Safeguarding Adults Board?

Section 43 of the Care Act requires every Local Authority to establish a Safeguarding Adults Board for its area. The SAB operates at a strategic level, helping and protecting adults in its area who are at risk of, or experiencing abuse and neglect. It does so through co-ordinating and reviewing a multi-agency approach across all member organisations. The approach that the SAB takes directly influences how frontline safeguarding operations are undertaken in each member organisation.

Derby and Derbyshire SABs are multi-agency strategic partnerships, that are committed to working together to ensure that Adults who have care and support needs in Derby and Derbyshire are supported to safeguard themselves from abuse and can report any concerns they may have.

The main objectives of the SABs are to assure itself that local safeguarding arrangements and partners act effectively to help and protect adults in its area who:

- have needs for care and support, and
- are experiencing, or at risk of, abuse or neglect, and
- as a result of their care and support needs are unable to protect themselves from either the risk of or experience of abuse or neglect.

The statutory functions of a SAB are:

- to develop and publish a strategic plan setting out how it will meet its objectives, and how members will contribute to these
- to publish an annual report detailing how effective its work has been
- to commission Safeguarding Adults Reviews (SARs) for any cases meeting the criteria for these.

Principles of Safeguarding

Six key principles underpin all adult safeguarding work:

The following six principles apply to all sectors and settings including care and support services, further education colleges, commissioning, regulation and provision of health and care services, social work, healthcare, welfare benefits, housing, wider local authority functions and the criminal justice system. The principles should inform the ways in which professionals and other staff work with adults.

1. **Empowerment** - People being supported and encouraged to make their own decisions and informed consent. “I am asked what I want as the outcomes from the safeguarding process and these directly inform what happens.”
2. **Prevention** - It is better to take action before harm occurs. “I receive clear and simple information about what abuse is, how to recognise the signs and what I can do to seek help.”
3. **Proportionality** - The least intrusive response appropriate to the risk presented. “I am sure that the professionals will work in my interest, as I see them, and they will only get involved as much as needed.”
4. **Protection** - Support and representation for those in greatest need. “I get help and support to report abuse and neglect. I get help so that I am able to take part in the safeguarding process to the extent to which I want.”
5. **Partnership** - Local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse. “I know that staff treat any personal and sensitive information in confidence, only sharing what is helpful and necessary. I am confident that professionals will work together and with me to get the best result for me.”
6. **Accountability** - Accountability and transparency in delivering safeguarding. “I understand the role of everyone involved in my life and so do they.”

Safeguarding Adults Boards Membership

Information about how the SAB works should be easily accessible to partner organisations and to the public. The following organisations must be represented on the Board:

- The local authority which set it up
- The Integrated Care Board (ICB) in the local authority’s area
- The Police in the local authority’s area

SABs may also include such other organisations and individuals as the establishing local authority considers appropriate having consulted its SAB partners from the ICB and Police.

The SAB may wish to invite additional partners to some meetings depending on the specific focus or to participate in its work more generally.

Membership of Derby and Derbyshire SABs:

Derby SAB members:

- Care Quality Commission
- City and Neighbourhood Partnership
- Department of Work and Pension
- Derby Care Association (DeCA)
- Derby City Council
- Derby Community Safety Partnership
- Derby Homes
- Derbyshire Community Health Services NHS Foundation Trust
- Derbyshire Constabulary
- Derbyshire Fire and Rescue Service

- Derbyshire Healthcare NHS Foundation Trust
- Derbyshire Police and Crime Commissioner
- DHU Healthcare
- Diocese of Derby
- DSAB Board Manager
- DSAB Independent Chair
- East Midlands Ambulance Service
- Healthwatch Derby
- National Probation Service Midlands
- NHS Derby and Derbyshire ICB
- NHS England
- University Hospitals of Derby and Burton NHS Foundation Trust
- University of Derby

Derbyshire SAB members:

- Age UK Derby and Derbyshire
- Board Manager
- Chesterfield Royal Hospital NHS Foundation Trust
- Cloverleaf Advocacy
- Derby and Derbyshire NHS Integrated Care Board
- Derbyshire Community Health Services NHS Foundation Trust
- Derbyshire Constabulary
- Derbyshire County Council Adult Social Care and Health
- Derbyshire County Council Community Safety
- Derbyshire Fire and Rescue Service
- Derbyshire Healthcare NHS Foundation Trust
- Derbyshire Voluntary Action
- DHU Healthcare
- Diocese of Derby
- East Midlands Ambulance Service NHS Trust
- Healthwatch Derbyshire
- HMP and YOI Foston Hall
- HMP Sudbury
- Housing/Environmental Health (District Councils)
- Independent Chair
- National Probation Service Derbyshire
- Office of the Police and Crime Commissioner Derbyshire
- University Hospitals of Derby and Burton NHS Foundation Trust

Board meetings are expected to be attended at Director, Assistant Director or Chief Officer level. Representatives should hold sufficient seniority to make strategic decisions on behalf of their organisations during discussions.

While it is recognised that there may occasionally be a need for a delegate to attend in place of a Board member, this should be the exception rather than the norm.

The role of the Independent Chairs

The Independent Chair has a critical role to lead collaboratively, give advice, support and encouragement but also to offer constructive challenge and hold partner agencies to account and make sure that interfaces with other strategic functions are effective whilst also acting as a spokesperson for the SAB.

An Independent Chair can provide additional reassurance that the Board has some independence from the local authority and other partners. The Chair is accountable to the chief executive of the local authority as the lead body responsible for establishing the SAB and is appointed by the local authority, consulting its statutory partners. There is a clear expectation that Chairs will keep up to date with, and promote, good practice, developments in case law and research and any other relevant material.

The Chair is supported by the Board Manager to further support the wider partnership and agencies engaged in the business of the Board.

The Chair has a crucial role in making sure the Board operates effectively and secures an independent voice for the SAB. The Chair should act objectively and distinguish their role as SAB Chair from any day-to-day job to:

- Provide leadership
- Promote collaborative working
- Hold partners to account and offer constructive challenge
- Ensure interface with other strategic Boards or partnership
- Act as the spokesperson for SAB
- Develop and maintaining their knowledge and expertise in relation to safeguarding
- Endorse and promote good practice
- Respond to concerns or issues escalated by partner agencies, whistle blowing or from members of the public
- Attend regional and national networks to share learning, inform and promote improvement

The Chair of the Board also takes overall responsibility for determining the need for the commissioning of any Safeguarding Adults Reviews (SAR) and is supported through advice from the SAR Subgroup.

The role of the Derby SAB and Derbyshire SAB Business Unit

The Business Units provide administrative support for the SABs, all subgroups, and any task & finish groups. The Board Managers provide advice and support to the SABs, the Independent Chair and all subgroups as appropriate.

How do we work together?

SABs have a strategic role to ensure that local agencies work together to protect adults with care and support needs from abuse or neglect. It sets strategic priorities, oversees safeguarding practice, promotes prevention, and ensures accountability and continuous improvement across partners.

Derby and Derbyshire SABs bring together senior executive, and organisation leads from partner agencies to work together and co-operate on a shared strategy and vision for safeguarding adults in Derby and Derbyshire.

The strategic aims of objectives of the SABs

Derby Vision:

"We will work together to enable people in Derby to make choices to stay safe and to live a life free from fear, harm, and abuse"

Derbyshire Vision:

"People in Derbyshire are empowered to make choices to stay safe and to live a life free from harm, abuse, and exploitation"

Priorities for both SABs 2025-2028:

Derby SAB:

- Prevention
- Empowerment
- Accountability & Quality Assurance

Derbyshire SAB:

- Prevention
- Inclusion
- Performance

The SABs meet quarterly and are supported by a structure of subgroups with task and finish groups established as required. These groups undertake the Board's business to support the Board in delivering its strategic priorities.

The SABs are further supported by a Joint Derby and Derbyshire Business Group comprising of the Independent Chair, Board Manager, and statutory partners executive leads to support the planning of board business and review progress on delivery of the Strategic and Business Plan.

The SABs are not accountable for the operational work of partners. It also does not have the power to direct other organisations. Every two years, Board partner organisations undertake self-assessments and to identify areas requiring improvement and commit to taking action to develop and improve internal adult safeguarding policy and processes.

The SAB Board member role

SAB Board member must have sufficient seniority and leadership within their respective agency to speak on behalf of, commit resources, agree actions, and represent their agency should the SAB hold them to account.

Derby and Derbyshire SABs require commitment from members for the following:

- To have an understanding of abuse or neglect and the impact.
- To have a personal commitment to the six safeguarding principles.

- To champion and actively promote safeguarding adults in their own organisation.
- To commit to effective partnership working based on trust and open communication.
- To have an awareness and understanding of the organisational frameworks within which colleagues in different agencies work.
- To actively contribute to discussions, decision-making and commit their own organisation to action.
- To have completed safeguarding training relevant to their role.
- To facilitate and contribute awareness raising and the identification of adults at risk through local campaigns, training and sharing of information within their agency.
- To hold their own organisation to account in respect of the quality of safeguarding.
- Read papers in advance of meetings and consult with appropriate personnel within your respective agency where appropriate
- To commit to attending quarterly Board or subgroup meetings, ensuring that a colleague with the necessary delegated authority represents them when unable to attend.
- To commit to completing discreet pieces of work in support of the SABs strategic priorities.
- To promote SAB resources within their own organisation.

Feedback from Current Board members

T/D/Supt Chris Marriott, Head of public protection, Derbyshire Police

'As a Safeguarding Adults Board member, I see the role as having shared responsibility to challenge, support, and collaborate across agencies to ensure safeguarding adults is at the heart of all we do. It is a privilege to contribute to a partnership that strives to ensure adults live a life free from fear, harm and abuse.

This information pack is a fantastic asset to support new and existing members in understanding the expectations of the role as well as key challenges faced in the safeguarding space. This pack is a valuable resource to us all to be effective, informed, and confident in our role.'

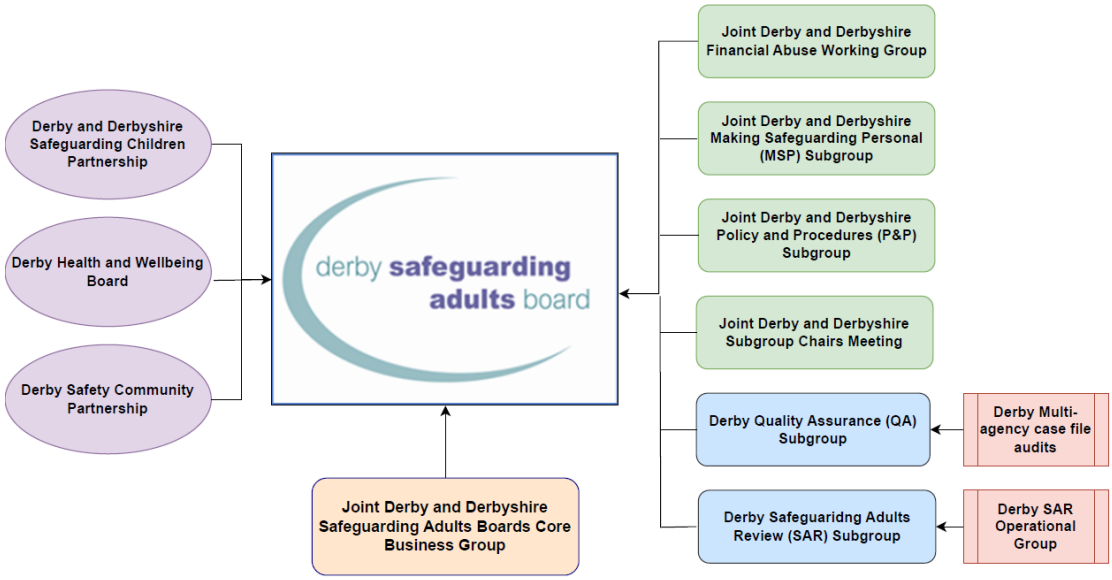
Gemma Poulter, Director for Adult Social Care, Derbyshire County Council

'Having been a Derbyshire Safeguarding Adults Board member for several years, I think this information pack is going to be a valuable resource for existing and new members in enabling a shared understanding of the expectations of us all individually, organisationally and as a partnership, enabling us to be as effective as possible. As a Board, and core business group member, I take my responsibilities very seriously and actively work in partnership with others to drive shared accountability for delivering measurable impact which reduces the risk of experiencing harm and abuse for adults living in Derbyshire.'

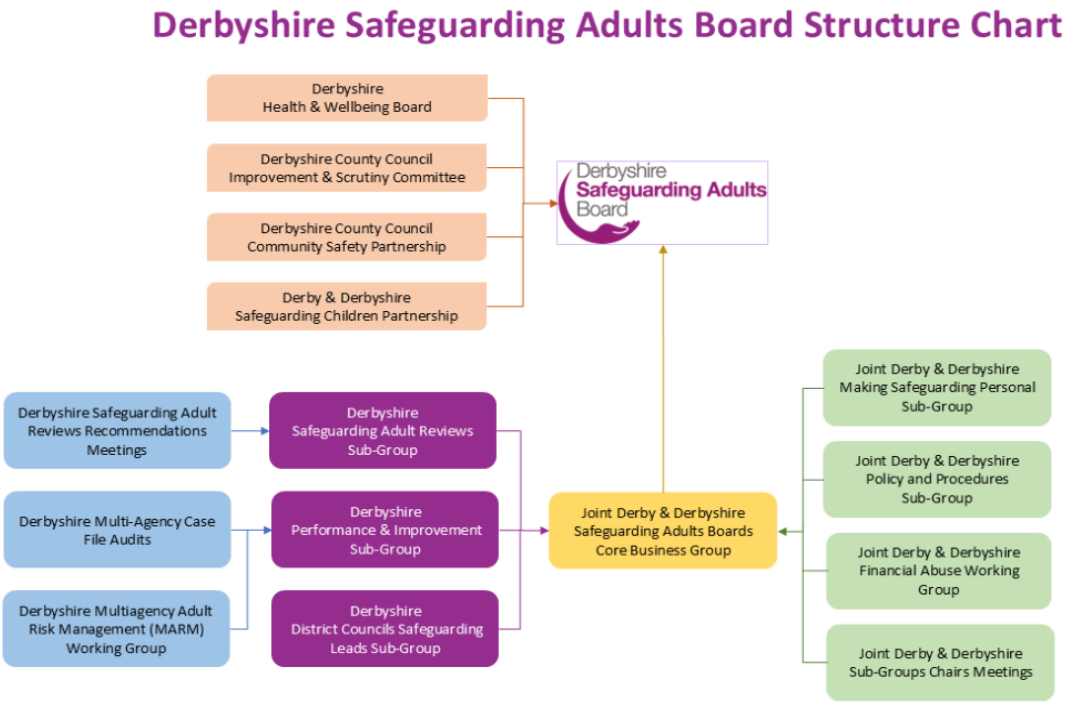
Governance and Attendance

SABs sit within a dynamic framework of other statutory and non-statutory multi-agency structures. The structure charts below provide a basic overview of those structures and roles and their interaction with Derby and Derbyshire SABs:

Derby SAB Structure



Derbyshire SAB Structure



Board partners play a full and effective role supporting the governance structure with Board members from across the partnership taking responsibility for membership and chairing subgroups.

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The Board is expected to hold partners to account for their approach to safeguarding adults and as such seeks regular assurance on organisational arrangements.

The SABs, Business Group and subgroups meet quarterly, and the dates, times and venues of the meetings are available from the SABs Business Team: DSAB@derby.gov.uk / DerbyshireSAB@derbyshire.gov.uk .

Members are expected to attend meetings and should notify the relevant Board Manager if they are unable to attend and where possible nominate a deputy to attend. It is the responsibility of the SAB members to ensure that their organisations are represented at each subgroup meetings. Reports of attendance of meetings are provided at each SAB and subgroups.

The frequency of any Task & Finish Groups will be determined as required.

SAB Development Sessions may be arranged when relevant and may include subgroup members. The usual purpose of development sessions will be to review Strategic Plans and annual business plans and inform the review and development of new Business Plans and priorities.

Terms of Reference for the SABs and all groups are reviewed on an annual basis or sooner if deemed necessary.

Escalation Pathways

The Derby and Derbyshire SABs seek to promote challenge between agencies to ensure continuous improvement in safeguarding arrangements across Derbyshire and Derby City. Board partner agencies are expected and encouraged to provide constructive challenge to each other.

Where a colleague in a partner agency wishes to raise a concern about a Board process, they should escalate to their Board member in the first instance, who will decide whether it can be addressed within their agency. The Board Manager will send a written response to the Board Member who raised the concern. (For partner agencies who are not members of the Board, concerns should be escalated to their safeguarding lead to raise with the Board Manager).

If the concern remains unresolved, the Board member should escalate the concern to the Independent Chair who has the final authority in the matter.

There may be exceptional circumstances in which partner agencies have concerns about another partner which cannot be raised through the existing structures of the subgroups and the Board. In these circumstances colleagues should escalate concerns to their Board member. The Board member will then decide whether this is a matter which can be resolved through existing partnership arrangements, or whether to escalate to the Independent Chair.

Where concerns are escalated which relate to a commissioned service (including health providers) the Board member and/or Independent Chair should involve the relevant commissioner.

A flowchart detailing the Derbyshire and Derby SAB Escalation Process for Professionals is appended at Appendix 1.

Finances and Resources

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The SABs are funded on an annual basis, by the three statutory partners: Local Authority, Police and Integrated Care Board. Voluntary contributions are also made from non-statutory partners for Derby SAB.

The budget is managed by the relevant Board Manager on behalf of the partner agencies who has the authority to act as the Board's budget holder for the authorisation of payments.

Declaration of Interest

Board Members are required to declare any personal interest that arises while conducting SAB 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 Independent Chair.

Confidentiality

Board and subgroup members must treat all the information shared with them in the course of their duties with the confidentiality required of them by law and the sensitivity demanded of their profession.

Contact information

For further information please contact:

Derby Safeguarding Adults Board

DSAB@derby.gov.uk

01332 64296

www.derbysab.org.uk

Derbyshire Safeguarding Adults Board

DerbyshireSAB@derbyshire.gov.uk

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Appendix 1:

Types of Abuse

Types	Definitions
Discriminatory Abuse	Includes forms of harassment, slurs or similar treatment; because of race, gender and gender identity, age, disability, sexual orientation or religion.
Domestic Abuse	Any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over who are, or have been, intimate partners or family members regardless of gender or sexuality, including psychological, physical, sexual, financial, emotional abuse; so-called 'honour' based violence.
Financial or Material Abuse	Including theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements, including wills, property, inheritance or financial transactions.
Modern Slavery	Encompasses slavery, human trafficking, forced labour and domestic servitude. Includes traffickers and slave masters using whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.
Neglect & Acts of Omission	Including ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, care and support or educational services. Includes the withholding of the necessities of life, such as medication, adequate nutrition and heating.
Organisational Abuse	Including neglect and poor care practice within an institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one's own home. This may range from one off incidents to on-going ill treatment. It can be through neglect or poor professional practice because of the structure, policies, processes and practices within an organisation.
Physical Abuse	Including assault, hitting, slapping, pushing, misuse of medication or restraint, and the use of inappropriate physical sanctions.
Psychological Abuse	Including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber-bullying, isolation and unreasonable and unjustified withdrawal of services or supportive networks.
Self-Neglect	This covers a wide range of behaviour neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding.
Sexual Abuse	Including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure, sexual assault, and sexual acts to which the adult has not consented.

Making Safeguarding Personal

The Care Act 2014 emphasises a personalised approach to adult safeguarding that is led by the individual, not by the process.

It's important that the adult feels that they are the focus, and they have control over the process. The approaches of agencies and services to adult safeguarding should be person-led and outcome-focused.

Making safeguarding personal (MSP) is not simply about gaining an individual's consent, although that is important, but also about hearing people's views about what they want as an outcome.

MSP is also about ascertaining the extent to which the outcomes the individual wanted were achieved in the end.