



# Special Advisory Group

## 25 June 2014

**Time** 5.45 pm      **Public Meeting?** Yes      **Type of meeting** Advisory group  
**Venue** Committee Room 4 - Civic Centre, St Peter's Square, Wolverhampton WV1 1SH

### Membership

**Chair** Cllr Andrew Johnson (Lab)

#### Labour

Cllr Val Evans  
Cllr Roger Lawrence  
Cllr Elias Mattu  
Cllr Peter O'Neill  
Cllr Paul Sweet

#### Conservative

Cllr Paul Singh  
Cllr Wendy Thompson

#### Liberal Democrat

Cllr Richard Whitehouse

Quorum for this meeting is three Councillors.

### Information for the Public

If you have any queries about this meeting, please contact the democratic support team:

**Contact** Dereck Francis  
**Tel/Email** 01902 555835 or [dereck.francis@wolverhampton.gov.uk](mailto:dereck.francis@wolverhampton.gov.uk)  
**Address** Democratic Support, Civic Centre, 2<sup>nd</sup> floor, St Peter's Square,  
Wolverhampton WV1 1RL

Copies of other agendas and reports are available from:

**Website** <http://wolverhampton.moderngov.co.uk/uuCoverPage.aspx?bcr=1>  
**Email** [democratic.support@wolverhampton.gov.uk](mailto:democratic.support@wolverhampton.gov.uk)  
**Tel** 01902 555043

Some items are discussed in private because of their confidential or commercial nature. These reports are not available to the public.

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# Agenda

## Part 1 – items open to the press and public

*Item No.*    *Title*

### MEETING BUSINESS ITEMS:

- 1            **Apologies for absence**
- 2            **Declaration of interests**
- 3            **Minutes of the previous meeting (24 April 2014)** (Pages 1 - 4)  
[For approval]
- 4            **Matters arising**  
[To consider any matters arising from the minutes]

### DECISION ITEMS:

- 5            **Safeguarding Adults Risk Register - Corporate Roles and Responsibilities**  
(Pages 5 - 16)  
[To approve the draft corporate roles and responsibilities for safeguarding adults at risk and recommend its inclusion in the Council's Constitution]



# Special Advisory Group

Minutes – 24 April 2014

## Attendance

**Chair** Cllr Andrew Johnson (Lab)

### Labour

Cllr Val Evans  
Cllr Roger Lawrence  
Cllr Peter O'Neill  
Cllr John Reynolds  
Cllr Paul Sweet

### Conservative

Cllr Neville Patten  
Cllr Wendy Thompson

### Liberal Democrat

### Employees

Keith Ireland	Strategic Director, Delivery
Martyn Sargeant	Head of Democratic Services
Dereck Francis	Democratic Support Officer

## Apologies

Apologies for absence were submitted on behalf of Cllr Michael Heap

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## Part 1 – items open to the press and public

*Item No. Title*

### MEETING BUSINESS ITEMS

- 2. Declarations of interests**  
No declarations of interests were made.
- 3. Minutes of the previous meeting (3 March 2014)**  
Resolved:  
That the minutes of the previous meeting held on 3 March 2014 be approved as a correct record and signed by the Chair.
- 4. Matters arising**  
There were no matters arising from the minutes of the previous meeting.

## DECISION ITEM

### 5. **Review of the Constitution**

The Advisory Group considered a report on proposed changes to the Constitution.

During the ensuing discussion Cllr Neville Patten asked that the Mayor, when presiding over full Council meetings when petitions are debated, be requested to take note of the revised protocol for dealing with petitions.

Cllr John Reynolds also suggested that the lead or second lead petitioner be given a microphone in order that they can be heard in the public gallery.

Referring to Rule 17 in the Full Council procedure rules, Cllr Roger Lawrence reported that he was uncomfortable about full Council meetings moving into the private session. He asked that this be rigorously avoided whenever possible. He also asked whether the proposed changes to the appointment of Mayor as agreed at Leader's Business Management Group would be included in the proposed changes put forward to Standards Committee and Full Council. Keith Ireland undertook to check.

Regarding the protocol for the recording and filming of meetings, Cllr Peter O'Neill suggested that the protocol should include a clause on obtaining permission from a parent /responsible adult if the filming or recording is of a child.

Resolved:

That the Special Advisory Group supports the revisions to the Constitution for consideration by the Standards Committee and agreement by Council, specifically:

1. To revise the petitions protocol.
2. To amend the Council procedure rules.
3. To reissue the recording and filming of meetings protocol, to include provisions in relation to social media, and an appropriate paragraph to make clear that anyone filming or recording during a public meeting would need to obtain the consent of a parent/ responsible adult where it involves the filming or recording of children present at the meeting.
4. To delegate responsibility for approval of overseas trips by employees, where there are no costs to the Council, to strategic directors.
5. To move responsibility for most housing support services from Community directorate to Education and Enterprise.
6. To amend the delegations to the Audit Committee.
7. To remove references to shadow chairs.

8. To change the arrangements for hearing human resources appeals and to delegate authority to the Special Advisory Group to recommend to Cabinet the proposed specific detail on the new arrangements for the way in which human resources appeals would be considered.
9. The revised Planning code of conduct for Councillors and employees.

6. **Schedule of Councillor Meetings for 2014/15**

The Advisory Group considered a revised a schedule of councillor meetings for 2014/15 which had been revised following consultations with the three political groups.

In the light of the recommended change to the Constitution relating to human resources appeals (Minute No. 5 above refers), Cllr Roger Lawrence suggested that reference to the HR Appeals Panel be deleted from the schedule.

Martyn Sargeant added that with the truncation of the Casino Licencing process, the meeting of the Licensing Committee on 26 June was no longer required and would therefore be deleted from the schedule.

Resolved:

That the schedule of councillor meetings for 2014/15 be amended as now reported, circulated and submitted to Annual Council on 4 June 2014.

7. **Election Arrangements 2014 and Beyond**

Cllr Roger Lawrence outlined the salient points of the report on the practical arrangements for the 2014 local and European Parliamentary elections, and details of polling station reviews for 2015 and 2016. He reported that the polling station review for 2014 did not allow sufficient time for consultation but that the review for 2015 would commence earlier and individual ward councillors and the Special Advisory Group would be consulted.

On behalf of the Senior Management Team, Keith Ireland apologised to councillors for not affording them sufficient time to respond to the consultations on the review of polling districts and stations for 2014. He gave an assurance that the Advisory Group as well as individual ward councillors would be consulted as part of the reviews for 2015 and 2016.

During the ensuing discussion members of the Advisory Group welcomed the apology and reported on instances within their ward where polling stations had either been moved or withdrawn without agreement or consultation.

Referring to the number of polling staff employed at polling stations within his ward, Cllr John Reynolds suggested that consideration should be given to employing extra poll clerks for the peak periods rather than for the duration of the polling hours.

Cllr Andrew Johnson also requested that the full equalities analysis of the review of polling districts and stations be brought back to the Group

Resolved:

1. That the Advisory Group supports the polling station reviews for the 2015 and 2016 elections as detailed in the body of the report.
2. That the Special Advisory Group be consulted on each of the reviews as part of the consultation process.
3. That the terms of reference for the Special Advisory Group be amended to make explicit that the Group would be consulted as part of reviews of polling districts and polling stations.
4. That the Advisory Group note the logistical arrangements for the 2014 elections and the apology offered by Keith Ireland on behalf of the senior management team for the way the consultations on the review of polling districts and polling stations were undertaken.
5. That the full equalities analysis of the polling stations review for 2014 be presented to the Group.



# Special Advisory Group

25 June 2014

## Standards Committee

3 July 2014

<b>Report title</b>	Safeguarding Adults at Risk – Corporate Roles and Responsibilities	
<b>Cabinet member with lead responsibility</b>	Councillor Steve Evans Adult Services	
<b>Key decision</b>	No	
<b>In forward plan</b>	No	
<b>Wards affected</b>	All	
<b>Accountable director</b>	Sarah Norman, Community	
<b>Originating service</b>	Safeguarding and Quality Service	
<b>Accountable employee(s)</b>	Amrita Sharma Tel Email	Regulation and Business Support Officer 01902 555140 <a href="mailto:amrita.sharma@wolverhampton.gov.uk">amrita.sharma@wolverhampton.gov.uk</a>
<b>Report to be/has been considered by</b>	Quarterly Adult Safeguarding Challenge meeting Strategic Executive Board Constitution Review Group Special Advisory Group Standards Committee Full Council	24 March 2014 20 May 2014 24 June 2014 25 June 2014 3 July 2014 16 July 2014

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### Recommendation(s) for action or decision:

The Special Advisory Group and Standards Committee are recommended to:

Approve the draft corporate roles and responsibilities for safeguarding adults at risk **[Appendix 1]** and its inclusion in the Council's Constitution, subject to the approval of Council.

## 1.0 Purpose

- 1.1 To seek the endorsement of the inclusion of the corporate roles and responsibilities for safeguarding adults at risk within the Council's Constitution.

## 2.0 Background

- 2.1 The Safeguarding Adults at Risk summary of corporate roles and responsibilities **[Appendix.1]** is a by-product of the Adult Safeguarding Peer Review Action Plan, developed directly in response to the recommendations of the Adult Safeguarding Peer Review conducted by the Local Government Association (LGA) in September 2013.
- 2.2 One of the eight thematic areas of the Peer Review focused specifically on 'Leadership'. Detailed below are the key headline findings, which have governed the development of this document:

### **LEADERSHIP**

#### **Strengths**

- *Cabinet Member is seen as a credible leader and valued for his active direct engagement with service users and carers*
- *There is visible leadership from the Director of Adult Social Services on Adult Safeguarding*
- *The Chair of the Wolverhampton Safeguarding Adults Board and Local Safeguarding Children's Board has provided strong leadership for partnership working*
- *Clinical Commissioning Group are exemplary in getting General Practitioners engagement in adult safeguarding*

#### **Areas for Consideration**

- *There is a need for development in members awareness, understanding and ownership of adult safeguarding*
- *Review the political governance and scrutiny arrangements for adult safeguarding*
- *Ensure adult safeguarding is owned corporately*
- *Ensure all adult safeguarding leads in the health community are known to each other*

- 2.3 The attached document sets out to provide a wider definition to the roles and responsibilities of individual Councillors and strategic employees within the Council, in terms of their specific duty to safeguarding adults. It is proposed that this document should sit within the Council's Constitution and underpin the Council's commitment to the safeguarding of its adults.

## 3.0 Progress, options, discussion, etc.

- 3.1 The summary roles and responsibilities were considered by the Leader of the Council, Lead Member, Chief Executive and Community Director at their first quarterly adult



safeguarding challenge meeting in March 2014 and subsequently by the Strategic Executive Board (SEB).

4.2 Both of the above groups agreed that the draft roles and responsibilities be adopted for inclusion within the Council's Constitution and that these proposals be progressed through the following Groups before being presented to Full Council for adoption on the 16 July 2014:

- Constitution Review Group
- Special Advisory Group
- Standards Committee

#### **4.0 Financial implications**

4.1 There are no direct financial implications associated with this report. [NM/19062014/Y]

#### **5.0 Legal implications**

5.1 The recommendations arising from within the LGA's Adult Safeguarding Peer Review have direct implications for the Council's Constitution; this will require the changes to the Constitution to be made in accordance with legal protocols. [RB/18062014/N]

#### **6.0 Equalities implications**

6.1 There are no direct equalities implications arising from the changes being recommended to the Council's Constitution; the proposals centre on giving clarity to roles and responsibilities performed by Councillors and strategic employees within their respective capacities.

#### **7.0 Environmental implications**

7.1 There are no environmental implications arising from this report.

#### **8.0 Human resources implications**

8.1 There are no human resource implications arising from this report.

#### **9.0 Corporate landlord implications**

9.1 There are no corporate landlord implications arising from this report.

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# Safeguarding Adults at Risk

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Summary of corporate  
roles and responsibilities

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Wolverhampton City Council

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## Version Control

<b>Author of Document</b>	Amrita Sharma
<b>Version</b>	v0.8 [Draft]
<b>Date</b>	20.03.14
<b>Date Reviewed</b>	<b>Reviewed by</b>
20.03.14	Dawn Williams, Head of Safeguarding & Quality Assurance, Community Directorate
24.03.14	Adult Safeguarding Challenge Group
20.05.14	Strategic Executive Board

*“Safeguarding is everyone’s business and consequently is part of everyone’s role. Any person may recognise and report abuse or neglect, and everyone can play a part in building communities where abuse does not happen.”*

LGA Briefing: Safeguarding Adults 2013

## **1. THE LEADER OF THE COUNCIL**

- 1.1 Ensure that the Council gives priority to safeguarding adults coherently and consistently in service planning and resource allocation.
- 1.2 Ensure that a Lead Member for Adult Services is appointed to the Cabinet in line with the No Secrets 2000 guidance.
- 1.3 Ensure the Council appoints a Strategic Director of Community to carry out the full range of statutory requirements of the Director of Social Services role and to ensure that Cabinet receives advice from him/her on all relevant matters.
- 1.4 Ensure all communities are equally well served in this regard.

## **2. THE CABINET MEMBER WITH RESPONSIBILITY FOR ADULT SERVICES**

- 2.1 Champion the interests of adults within the City by ensuring a clear focus on safeguarding, early intervention and prevention.
- 2.2 Promote the safety and well-being of adults across all agencies.
- 2.3 Through the Chief Executive, hold the Strategic Director of Community to account for the work of the Local Safeguarding Adults Board.
- 2.4 Ensure that the Council’s paid officers maintain a clear focus on effective safeguarding arrangements and promoting the safety and welfare of adults across all agencies.
- 2.5 Ensure that the Council’s Adult Services are properly considered, supported and monitored by the Cabinet, including an annual report to Cabinet on the extent to which those responsibilities are being met.
- 2.6 Work with the Strategic Director of Community to ensure the Department is adequately funded and staffed to deliver these priorities, both in and out of the office hours.

## **3. THE CHIEF EXECUTIVE**

- 3.1 Ensure the Council has developed local strategic objectives, priorities and targets for safeguarding that complement those set nationally.
- 3.2 Ensure that the Council as a whole embeds the commitment to safeguarding adults.

- 3.3 Ensure that Strategic Director of Community is in post and that he/she undertakes the full range of statutory DASS functions.
- 3.4 Ensure that the Council has management and accountability structures that deliver safe and effective services, with particular reference to safeguarding adults at risk.
- 3.5 Ensure that inter-agency arrangements are in place (incl. the Local Safeguarding Adults Board) and ensure there is an open culture between local agencies and good direct communications between senior managers so that they accept and address concerns brought to their attention.
- 3.6 Ensure that statutory arrangements are in place for the Multi-Agency Publication Protection Arrangements and that there is appropriate linkage between Adult Social Care and Children and Young People's Services to discharge the Council's duties in relation to these arrangements.
- 3.7 Ensure all Adult Services are sensitive to diversity.
- 3.8 Receive regular briefings and identify the strengths and weaknesses of the Council's services and on the action required to address them.

#### **4. THE STRATEGIC DIRECTOR OF COMMUNITY**

- 4.1 Ensure that the safeguarding of adults is high on the Council's partners and the community's agenda's, which includes promoting the safety and wellbeing of adults across all agencies.
- 4.2 Ensure that the Department has management and accountability structures that deliver safe and effective services, with particular reference to No Secrets 2000.
- 4.3 Ensure that the Department has access to a range of integrated, effective, efficient and flexible services that safeguard and promote the welfare of all groups of adults at risk.
- 4.4 Ensure that arrangements are in place to proactively identify safeguarding issues relating to adults when working with children and young people, and that thresholds for assessing and providing support to them takes account of the whole family.
- 4.5 Ensure that where safeguarding arrangements are in place, these continue to apply for the young person through transition to adult social care services.
- 4.6 Ensure that where vulnerable young people are in need of continuing service provision from within Adult Services, the transition is planned and managed promptly, efficiently and within a framework of collaboration.
- 4.7 Ensure effective multi-agency planning processes are in place to plan for adults at risk and there is an effective Local Safeguarding Adults Board.
- 4.8 Ensure that appropriate responses to diversity are embedded in practice.
- 4.9 Ensure appropriate challenge to partner agencies on matters of safeguarding at risk.
- 4.10 Ensure that effective multi-agency planning processes are in place to plan for adults at risk

and ensure that services are co-ordinated to ensure that adults are safeguarded in all settings

- 4.11 Ensure that those with framework, scrutiny and delivery arrangements have appropriate training to ensure them to exercise the responsibilities of their role.
- 4.12 Ensure staff are well training, supported and managed, and feel able to report any concerns.
- 4.13 Ensure adults are listened to, both in service provision and at a more strategic level.

## 5. **THE STRATEGIC DIRECTOR OF DELIVERY**

- 5.1 Ensure expert legal advice is available to the Council on its adult care responsibilities.
- 5.2 Ensure that robust arrangements are in place for pre and post recruitment checks to be undertaken for all appropriate people working with adults in the Council and the services it arranges and funds.
- 5.3 Ensure that the Council complies with the revised vetting and barring scheme.

## 6. **ALL DIRECTORS**

- 6.1 Should be committed to safeguarding adults and should communicate that commitment throughout the organisation.
- 6.2 Ensure their services are provided in a way that ensures the safety and wellbeing of adults.
- 6.3 Ensure their services with contact with adults at risk have a consistent understanding of the thresholds for sharing information with and referral to the Adult Care Access Point Team and receive appropriate training to undertake their responsibilities to safeguard and promote the wellbeing of adults.

## 7. **HEALTH AND WELL BEING BOARD**

- 7.1 The Health and wellbeing board has overall strategic responsibility for assessing local health and wellbeing needs in the Joint Strategic Needs Assessment (JSNA) and agreeing Joint Health and Wellbeing Strategies for each local authority area.
- 7.2 The Board plays a vital role locally in identifying and ensuring that the needs of children and adults at risk of abuse or neglect are identified and addressed.
- 7.3 The JSNA will support the commissioning of services so that effective coordinated help can be provided to those at risk and their families.

## 8. **ADULT AND COMMUNITY SCRUTINY PANEL**

- 8.1 Take all necessary steps to scrutinise the Council's arrangements for safeguarding adults, with particular reference to:
- a) The adequacy of funding
  - b) Staffing levels and training
  - c) The Department's performance
  - d) The safety and wellbeing of adults at risk
  - e) That safeguarding is accessible to all communities

## 9. **ALL COUNCILLORS**

- 9.1 Councillors should be aware of how and when to refer concerns about adults to Adult Services and after the referral has been registered, there are constraints on staff sharing information as set out in the Council's Information Sharing Governance.
- 9.2 Prioritise attendance at any Safeguarding Vulnerable Adults training and briefings.

## 10. **ASSISTANT DIRECTORS – Community Directorate**

- 10.1 Ensure that adults at risk are safeguarded and they and their families benefit from effective alert referral, assessment, planning and review processes, which result in appropriate services being provided to respond to the identified needs.
- 10.2 Maintain positive and constructive relationships, through the Safeguarding Board, with partner agencies.
- 10.3 Ensure that staff are provided with up-to-date procedures, protocols and guidance and that systems are in place to ensure they are followed.
- 10.4 Ensure that work is monitored and audited in order to raise the standard and quality of work.
- 10.5 Ensure arrangements are in place for the safe transfer of responsibility between local authorities.
- 10.6 Ensure induction, supervision and staff development processes are in place.
- 10.7 Ensure performance measures are in place to ensure that services, including those commissioned from external organisations, are safely, efficiently and cost-effectively delivered.
- 10.8 Ensure workload management systems are in place and monitored.
- 10.9 Ensure staff are able to offer culturally appropriate services to all the communities of the city.

## **11. HEAD OF SERVICE, SAFEGUARDING & QUALITY ASSURANCE**

- 11.1 Promote delivery of high-quality standards and robust effective procedures and practice within safeguarding.
- 11.2 Ensure current published information and eligibility criteria are in place to enable access to services.
- 11.3 Challenge and support adult social care and partners to ensure compliance with safeguarding policy, procedures and protocols.
- 11.4 Ensure that the council has an effective quality assurance framework which includes the voice of the service users and that this helps define service improvements and delivery.

## **12. HEADS OF SERVICES, OPERATIONAL TEAM MANAGERS – Community Directorate**

- 12.1 They should be committed to safeguarding adults and should communicate that commitment throughout their service.
- 12.2 Ensure services are provided in a way that ensures the safety and wellbeing of adults at risk.
- 12.3 Ensure all staff in services with contact with adults at risk and their families have a consistent understanding of the thresholds for sharing information with and alert referrals to Adult Care Access Point, and receive appropriate training to undertake their responsibilities to safeguard and promote the wellbeing of adults.
- 12.4 Ensure effective systems are in place to establish how many adults have been referred to their team, what action is required to be taken for each adult, who is responsible for taking action, and when action must be completed and has been completed.
- 12.5 Ensure that all cases of adults assessed as needing a service have an allocated worker. Ensure that staff follow procedures, protocols and guidance and that casework is checked regularly.
- 12.6 Report to their manager on the quality and performance of their services including workloads, on a regular basis through supervision.

## **13. ADULT SERVICES PRACTITIONERS**

- 13.1 Follow the Council's adult safeguarding procedures.
- 13.2 Maintain clear records of their work using the CareFirst system ensuring records are of a high standard, are timely, accurate and compliant with the Council's Information Governance requirements.
- 13.3 Ensure managers are informed of any problems, concerns or difficulties.
- 13.4 Keep up-to-date through training and other professional development opportunities.



14. **OTHER PRACTITIONERS AND SUPPORT STAFF**

12.1 Pass all concerns about adult safeguarding to the appropriate team without delay.

DRAFT

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