

## **Job Profile Information: Safeguarding Adults Board Independent Chair**

**This supplementary information for Safeguarding Adults Board Independent Chair is for guidance and must be used in conjunction with the Job Capsule for Leadership; Job Zone 7 Level 1**

### **Camden Way Category; Leadership**

**It is for use during recruitment, setting objectives as part of the performance management process and other people management purposes. It does not form part of an employee's contract of employment.**

#### **Role Purpose:**

Under the Care Act 2014, Camden has a duty to ensure a Safeguarding Adults Board (SAB) is in place. The selection of agencies and individual members' needs to be guided by the need for the SAB to keep itself informed about its local community, and about any wider safeguarding issues and risks. The Independent Chair is responsible for delivering s.43 and schedule 2 of the Act which relates to how the SAB is managed and delivered.

#### **Example outcomes or objectives that this role will deliver:**

The independent chair is responsible for ensuring that the Board discharges its statutory obligations, including:

- Publication of a Safeguarding Strategy and annual delivery plans, prepared through consultation with Health Watch and the community, setting out the short and longer term actions the Board as a whole and each individual member organisation will take to help adults in Camden
- Publication of an annual report on Board activities, including an assessment of the effectiveness of local safeguarding arrangements and the challenges for the next year. The annual report is a public document, reported to the partners and the Health & Wellbeing Board.
- Ensuring s.44 of the Care Act 2014 Safeguarding Adults Reviews (SARs) are commissioned, outcomes and actions taken, published and reported in the annual report.
- The independent chair does not deal directly with individual casework.
- The independent chair will be notified of any serious cases (via the SAR framework); serious concerns with providers (via the Establishment Concern Process ECP); and any homicides (e.g. that may progress to a Domestic Homicide Review).
- The independent chair's performance is reviewed annually each year.
- Under the Care Act, Local authorities are responsible for the establishment of SABs. The independent chair will work closely with the Director of Adult Social Services and the Principal Social Worker.

#### **People Management Responsibilities: None**

## **Relationships; Partnership Development**

- Regularly review terms of reference, membership and attendance of the SAPB and sub-groups to ensure they are representative and effective for a strategic partnership.
- Ensure partners are supported and held accountable for their safeguarding performance, and understand and discharge their responsibilities as board members.
- Hold separate annual meetings with senior leaders of each partner agency.
- Ensure the voices of adults at risk of harm, their families and carers are well represented and inform all work undertaken by the board and sub-groups.
- Ensure appropriate links are made with the Camden Children's service and local arrangements for safeguarding children.
- Develop effective relationships and collaborative arrangements with London SABs to manage cross-border issues efficiently.
- Facilitate discussion on Camden SAPB multi-agency financial contributions and planning.
- Investigate and attempt to resolve any disputes or disagreements between board members/agencies, providing independent arbitration if required.

## **WORK ENVIRONMENT:**

Primarily home based with periodic office visits for meetings.

## **Role Specification:**

- To provide strategic leadership and direction to ensure Camden SAPB effectively discharges all its functions in relevant guidance and statute, and fulfils its duties under the Care Act 2014 and objectives as set out in its safeguarding strategy.
- To ensure that Camden SAPB has an independent voice and the capacity to lead robust challenge whilst providing support and encouragement to all SAPB partner agencies.
- To facilitate an effective collaborative approach and ensure SAPB partner agencies are supported, appropriately challenged and accountable for effectively safeguarding and promoting the welfare of adults at risk of harm.
- To champion, along with Camden SAPB members, safeguarding and promote the work of Camden SAPB.
- To effectively chair SAPB meetings, lead the continuous improvement of the board and development of excellence in multi-agency safeguarding practice

## **Skills, Knowledge and Experience:**

- Has a clear vision for adult protection and safeguarding across all agencies, and ability to drive forward the safeguarding agenda.
- Leadership skills in negotiation and facilitation in resolving issues across agencies.
- Ability to facilitate clear decisions making on key issues.

- Excellent chairing and organisational abilities to ensure the smooth operation of a multi-agency board in an effective, efficient and timely manner.
- Assertive, clear thinking and able to weigh up information in order to problem solve and make informed decisions.
- Excellent oral and written communication and presentation skills – interpersonal, presentational, media relations, maintaining a positive public and professional profile and communicating with the general public.
- Proven ability to develop good working relations across agency and professional boundaries, and to challenge practice effectively in a way that leads to improvement
- Self-motivating, dynamic and able to enthuse and generate the commitment of others.
- Conversant with and able to use information technology systems
- Ability to ensure high standards of confidentiality both in terms of individual cases and in terms of sensitivity across organisational matters

#### **Duties and responsibilities:**

- Lead Camden SAPB in the exercise of its functions and to comply with relevant regional and national guidance, policy and statute.
- Set standards for operation and functioning of Camden SAPB, and ensure compliance with and review of those standards.
- Agree with the board its future work, compliance with changing statutory requirements, and the development of the safeguarding strategy and sub-group work-plans.
- Ensure priorities in the strategy delivery plans are effectively delegated, and appropriate systems exist to monitor progress, report outcomes and update the strategy.
- Liaise with the Safeguarding Adults Board Manager and other relevant officers to ensure effective and timely management of SAPB business, including: preparation of board annual forward plan, agenda, papers and minutes, and signing off reports.
- Effectively chair meetings of the board (x4 per year) and extraordinary meetings as they arise, ensuring full participation, a focused approach and timely follow up on agreed actions.
- Maintain an overview of the work of the sub-groups and any task & finish groups, attending one meeting of each sub-group per annum and signing off annual work plans.
- In conjunction with relevant designated officers, ensure Camden SAB is kept updated with changing policy, legislation and good practice pertinent to safeguarding adults.
- In conjunction with relevant designated officers and advice from sub-groups, offer leadership to Safeguarding Adult Reviews and ensure learning is implemented across the partnership.
- Write the foreword to each annual report, and ensure all SAPB reports are produced to a high standard and endorsed by board members and published

#### **OTHER SPECIFIED DUTIES:**

- Implement the chair's duties in an impartial and equitable manner, without favour to any SAB partner.
- Ensure the SAB promotes equality of opportunity through its policies, procedures and working practices.
- Complete relevant training when required, and keep up to date with research, literature, legislation and developments relevant to adult safeguarding.
- When required undertake other duties commensurate with the purpose and level of the role.

- The independent chair will not take on other responsibilities which may compromise the work of Camden SAB.

The objectives and duties of the post will be reviewed as the SAB develops and national statutory frameworks changes are implemented.

### **COMMUNICATIONS:**

- To act as the SAPB 'spokesperson' and deliver formal reports at other strategic boards, scrutiny committees and to elected Members.
- Formulate and agree responses to media enquiries with partner agencies through the relevant Director, and give an effective public response to media enquiries on behalf of the SAPB where appropriate, such as following a SAR.
- Represent, champion and promote Camden SAPB at local, regional and national events when required. Contribute to Camden SAPB seminars/ conferences/development days.
- Hold bi-monthly update meetings with the Director of Adult Social
- Services and relevant designated officers and be accessible to relevant designated officers and board members by phone, email or in person in between meetings or by prior arrangement.
- Actively participate in regional safeguarding networks, the independent chairs' network and other safeguarding meetings as appropriate, to the benefit of
- Camden Safeguarding Adults Partnership Board.
- Respect confidentiality of sensitive information provided by the partners of the
- SAPB.

### **QUALITY ASSURANCE:**

- Ensure Camden SAPB provides a robust annual quality and performance framework to monitor, review and evaluate safeguarding in all partner agencies, including the board's own activity.
- Contribute to regulatory inspection and corporate assessment of partner agencies as required.
- Ensure concerns are raised should board partners not perform effectively in safeguarding and promoting the welfare of adults at risk, raising this with the individual and/or organisation involved and ensuring timely corrective action is taken.

### **Person specification**

- Academic and/or professional qualification in social care, health or legal discipline of sufficient standing.
- Experience in strategic leadership and senior management in large public or independent sector organisations to effect change for adult service users. Desirable for this experience to have been in an agency which includes safeguarding adults
- Understanding of the operational context of the full range of safeguarding work within frontline services across a partnership.
- Chairing complex meetings at a senior and strategic level in an efficient, professional and effective manner.
- Experience of chairing a safeguarding adult's board - desirable.
- Experience of working with partner agencies to achieve organisational priorities and outcomes
- To have worked with elected members of a local authority-desirable

## Camden Way Five Ways of Working

*In order to continue delivering for the people of Camden in the face of ever increasing financial pressure, we need to transform the way we do things. We call this the Camden Way. The Camden Way is a key part of our transformation strategy often referred to as the transformation triangle which links the Camden Plan, the Camden Way and the Financial Strategy together.*

The Camden Way illustrates the approach that should underpin everything we do through five ways of working:

- Deliver for the people of Camden
- Work as one team
- Take pride in getting it right
- Find better ways
- Take personal responsibility

For further information on the Camden Way please select the attached [HERE](#)

### Structure Chart

