BRIEF DESCRIPTION OF PROCEDURE:

This document outlines the agreement for members of the Multi Agency Safeguarding Adults Board to ensure that its members work in accordance with The Care Act 2014 to safeguard residents of Luton from abuse and harm.

<table>
<thead>
<tr>
<th>Document Tracking</th>
<th>Name and Post</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prepared By</td>
<td>Dr Brickchand Ramruttun</td>
<td>Aug 2017</td>
</tr>
<tr>
<td>Consultation With</td>
<td>Luton Safeguarding Adults Board Members</td>
<td>Sept 2017</td>
</tr>
<tr>
<td>Approved by</td>
<td>Luton Safeguarding Adults Board</td>
<td>Oct 2017</td>
</tr>
</tbody>
</table>

RELATED REFERENCE DOCUMENTATION

Change Record

<table>
<thead>
<tr>
<th>Version</th>
<th>Details E.g. Updated or full review</th>
<th>Date</th>
<th>Author</th>
<th>Change details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Review</td>
<td>April 2016</td>
<td>Patricia Jennings</td>
<td>None</td>
</tr>
<tr>
<td>2</td>
<td>Review</td>
<td>Aug 2017</td>
<td>Dr Brickchand Ramruttun</td>
<td></td>
</tr>
</tbody>
</table>

Summary of changes made to last approved version
Luton Safeguarding Adult Board Memorandum of Understanding (MOU)

1. Introduction

“The Safeguarding Adults Board has a strategic role that is greater than the sum of the operational duties of the core partners” (The Care Act 2014 Statutory Guidance).

1.1. The Luton Safeguarding Adults Board will fulfil multi-agency responsibilities in relation to safeguarding adults from abuse and neglect in line with the requirements of Section 43 and Schedule 2 of the Care Act 2014. The Act has introduced the duty on each Local Authority to establish a Safeguarding Adults Board and a duty of cooperation on all partner organisations in this approach. This Memorandum of Understanding outlines how the Core Partners of the Luton Safeguarding Adults Board, will work in partnership to safeguard adults who are residents of Luton from abuse and harm.

2. Purpose of the Memorandum of Understanding

2.1. This memorandum of understanding provides the framework for the identification of roles, responsibilities, authority and accountability for members of the Luton Safeguarding Adults Board (LSAB). It sets out the Governance and working arrangements for the Luton Safeguarding Adults Board.

3. Purpose of the Luton Safeguarding Adults Board

3.1. The Luton Safeguarding Adults Board’s (LSAB) principal focus will be to ensure that the following Care Act principles are followed and embedded in practice to achieve its aims:

- **Empowerment**: Presumption of person led decisions and informed consent.
- **Prevention**: It is better to take action before harm occurs.
- **Proportionality**: The least intrusive response appropriate to the risk presented.
- **Protection**: Support and representation for those in greatest need.
- **Partnership**: Local solutions through services working with communities.
- **Accountability**: Accountability and transparency in delivering safeguarding so that the person knows everyone who is involved in their lives and what they do.
3.2. The LSAB will ensure effective inter-agency frameworks, policies and procedures are in place to safeguard and promote the independence and wellbeing of people who may be at risk of abuse, and to raise awareness of the potential for abuse.

3.3. The LSAB will ensure all partner organisations maintain a clear organisational and operational focus on safeguarding adults; ensuring relevant statutory requirements and other national standards are met.

3.4. The Board is responsible for overseeing the implementation, monitoring, evaluation and development of the Luton Safeguarding Adults Policy and Procedures. Its accountability and remit are outlined in the Terms of Reference (see Appendix 9).

4. Publications & Safeguarding Adult Reviews

4.1. Schedule 2(3) of the Care Act 2014, stipulates that the Board must publish a strategic plan for each financial year that sets how it will meet its main objective and what the members will do to achieve this. The plan must be developed with local community involvement, and the LSAB must consult the local Healthwatch organisation. The plan should be evidence based and make use of all available evidence and intelligence from partners to inform strategic developments.

4.2. Schedule 2(4) of the Care Act 2014, requires The Board to publish an annual report, detailing the work undertaken by the LSAB during the year, to achieve its main objectives and implement its strategic plan and what each member has done to implement the strategy as well as summaries the findings of any safeguarding adults reviews and subsequent actions.

4.3. The Board must conduct any Safeguarding Adults Review (SAR) in accordance with Section 44 of The Care Act 2014, the details of which are outlined in a separate SAR policy.

5. Frequency and Duration of Meetings

5.1. Quarterly for a minimum of 2 hours.

6. Equalities and Inclusion

6.1. The Board values diversity and equality of opportunity and ensures fair treatment. The Board has a duty to ensure that all its policies and procedures do not discriminate against any persons on the grounds of their race, gender, disability and ethnicity and all protected characteristics under the Equality Act 2010. Equality impact assessments will be undertaken in the formulation of policies and procedures.
and the impact of safeguarding work on equalities will be monitored by the policies and procedures sub-group and reported to the Board, as necessary.

6.2. The Board values the views of citizens who have experienced or witnessed abuse and harm, and promotes the inclusion of alleged victims of abuse or neglect in the formulation of their own safeguarding arrangements, with support where required.

7. **Role of the Chair and Vice Chair of the Luton Safeguarding Adults Board**

7.1. In Luton the Chair of the Safeguarding Adults Board is an Independent Chair commissioned by the Local Authority. The Chair has responsibility for keeping up to date with, and promoting good practice, developments in case law and research and any other relevant material.

7.2. The Chair of the Board is directly accountable to the Local Authority Chief Executive for the effective strategic leadership, organisation and performance of the Board in its discharge of safeguarding responsibilities.

7.3. The Local Authority will appoint the Chair of the Board in consultation with other members of the LSAB.

7.4. The LSAB Independent Chair will work closely with all partners and in particular with the Director of Adult Social Services who has the responsibility for adult safeguarding within the Local Authority.

7.5. The Vice Chair is the Statutory Director of Adult Social Services.

7.6. The Statutory Director of Social Services has specific responsibilities, under the statutory guidance for: Maintaining a clear organisational and operational focus on Safeguarding Adults; Ensuring relevant statutory requirements and other national standards are met; Encouraging a culture of vigilance against the possibility of adult abuse; Ensuring all services remain focused appropriately on safeguarding of adults; Promoting equality of opportunity and eliminating discrimination in respect of adult social care services.

7.7. The Chair and Vice Chair should not come from the same constituent agency.

7.8. The Chair and Vice Chair will be reviewed annually.

7.9. Either the Chair or Vice Chair must be present at any meeting.
8. **Membership**

8.1. The membership of the Luton SAB and the subgroups will be drawn from each of the relevant statutory and partner agencies responsible for safeguarding adults in accordance with Schedule 2(1) Care Act 2014.

8.2. Members of the Luton SAB will need to be individuals with strategic responsibilities for safeguarding and promoting the welfare of adults and young people within their organisations and able to establish clear arrangements for communicating the decisions of the Luton SAB to their organisation.

8.3. Members must be able to:

- Speak for their organisation with authority
- Commit their organisation on policy and practice matters
- Hold their organisation to account
- Collate management information to demonstrate effectiveness

8.4. The role description for members is located in Appendix 1.

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

8.6. Professional advisors may be invited to attend meetings in a consultative capacity where this will assist the Board in its work.

8.7. Each partner agency has its own accountability and governance arrangements and has specific responsibility for ensuring their services and functions are discharged with regard to the need to safeguard and promote the independence, health and well-being of adults who may be at risk of abuse.

8.8. Partner agencies are committed to working in partnership to ensure effective safeguarding of adults in Luton. Each partner agency understands the benefits of holding each other to account and agrees to be:

- Mutually accountable for the effectiveness of the Board and of safeguarding practice in the Borough; and
- Open to scrutiny and challenge from other partners in their agency’s work of safeguarding adults.

9. **Funding Partners**

9.1. The funding of the Board activities are also prescribed within Section 43, Schedule 2. The three statutory partners agree to resource the Board according to
an agreed formula. This is proposed to be a three way equal split and subject to board approval and annual reviews. The Board will publish its agreed budget in the annual report and monitor expenditure against the budget throughout the year. The Board is accountable to the funding partners for its use of resources. The Annual budget is included in Appendix 10 below (tbc).

10. Tenure of Membership

10.1. Membership will be reviewed annually commencing from first meeting of each financial year.

10.2. Individual members of constituent agencies may be replaced and written notice should be sent to the Chair of the Luton SAB.

11. Appointment of Independent Chair

11.1. It is the responsibility of the Local Authority Chief Executive to appoint, monitor or remove the LSAB Independent Chair with the agreement of a panel which includes LSAB partner members. The Chief Executive and the Lead Member will hold the chair to account for the effective working of the LSAB in consultation with Board members.

12. Declaration of interests

12.1. Board members are required to declare any personal interest that arises in the course of conducting Board’s 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.

13. Decision Making

13.1. The Luton SAB will normally conduct business on a consensus basis. In exceptional circumstances and where the Chairperson decides a vote will be taken.

13.2. Each Agency must have procedures for considering reports from its representatives so as to identify any action necessary by the agency or the Luton Safeguarding Adults Board.

14. Quorum
14.1. No business shall be transacted at a meeting unless representatives of the 3 core statutory members are present, namely the local authority, the police and the CCG, in addition to the Independent Chair or the Deputy Chair. There should also be at least 2 other partner agencies represented to aid voting.

15. Records

15.1. The minutes of the meeting will be entered as a permanent record and submitted for approval at the next meeting.

16. Subgroups

16.1. The Luton SAB will establish subgroups to deliver the key objectives and functions of the Board.

16.2. The Luton SAB will review the structure, tasks and functions of its subgroups as appropriate and at least annually.

16.3. Subgroups will comprise representatives from the partner agencies of Luton SAB and any other such representation as is deemed necessary to complete work plans.

17. Review and Amendments to the Memorandum of Understanding

17.1. This memorandum will be reviewed annually at the last Luton SAB meeting of the financial year.
Appendix 1
Role description for all Luton Safeguarding Adults Board (LSAB) members

1.0 Role Purpose

1.1 To provide an agency's or specific professional's expertise to the LSAB.
1.2 To be the accountable representative for that agency or professional group to the LSAB, and the LSAB to that agency or professional group.
1.3 To share responsibility with other members of the LSAB to work together as an inter-agency partnership to safeguard and promote the welfare of adults.
1.4 To oversee the implementation, monitoring, evaluation and development of the Luton Multi-Agency Safeguarding Adults Policy and Procedures.

2.0 Role Objective

2.1 To maintain a clear single and multi-agency focus on safeguarding and promoting the welfare of adults and to ensure issues of diversity are fully considered and addressed.

3.0 Role Responsibilities

3.1 To attend a minimum of 75% of the LSAB meetings per annum and to maintain proactive engagement in the work of the LSAB. To provide a suitable replacement, if unable to attend.
3.2 To ensure agency resourcing/financial contribution to fund the functioning of the Board is adequate and appropriate and in line with this Memorandum of understanding.
3.3 To ensure decisions with regard to safeguarding made by the LSAB are enacted within own agency.
3.4 To represent their agency from a strategic standpoint.
3.5 To field appropriate agency representatives to work on LSAB sub-committees and to ensure a minimum of 75% attendance.
3.6 To participate in the development and delivery of an action plan outlining future work programmes, services and resources required.

4.0 Role Content

4.1 To attend meetings as required.
4.2 To prepare for meeting by reading minutes and associated papers.
4.3 To have actioned any areas agreed at the previous meeting.
4.4 To take a lead role for safeguarding adults within the representing agency.
4.5 To discuss issues relevant to LSAB business within the agency and be prepared to contribute from the agency standpoint.
4.6 To disseminate information within own organisation following the meeting.
4.7 To provide information within the agency, increase awareness of the role and responsibilities of the LSAB, and ensure the agency adheres to these.
4.8 To provide agency specific information to LSAB as required.
4.9 To meet deadlines as agreed by the LSAB.
4.10 To accept shared responsibilities for the satisfactory completion of the LSAB Annual Report, by undertaking tasks as appropriate, including participation in working groups.
4.11 To ensure agency resources are made available for Safeguarding Adult Reviews as required; including Individual Management Reviews being completed in full within the set timescales by a person of sufficient seniority.
4.12 To take back into their own agency/organisation policy issues and developments and ensure that processes are in place for implementation.
4.13 To contribute to the development of policy on behalf of their agency/organisation.
4.14 To establish an effective system for being briefed by their agency about safeguarding matters.
4.15 To establish a process for how decisions taken at LSAB are fed into their agency/organisations.
4.16 To participate (or field staff to participate) in one or more of the sub-committees of the LSAB.
4.17 To respect confidentiality of information provided by constituent agencies of LSAB.
4.18 To be the named agency contact for all matters relating to the LSAB and to respond to any correspondence directed appropriately from or via LSAB.
4.19 To represent the LSAB at meetings of the representing agency.
4.20 To provide professional advice and support to the LSAB members as required.
4.21 To contribute to the board development away days/seminars/conferences.
4.22 To ensure that information about the multi-agency policies and procedures is disseminated to their own and related agencies.
4.23 To be jointly responsible for the implementation, endorsement, monitoring, evaluation and development of the multi-agency Luton Safeguarding Adults Policy and Procedures.
4.24 To ensure that multi-agency training/staff development is commissioned and delivered in a timely and effective way.
Appendix 2
The Care Act Guidance states that Boards should assure themselves that it has the involvement of all partners necessary to effectively carry out its statutory functions:

Independent Chair
Vice Chair
Elected Member

Statutory (Core) members: Only Core members have voting rights

Bedfordshire Police – Det. Chief Insp. Public Protection Unit
Luton Clinical Commissioning Group – Director of Quality and Safety
Luton Borough Council – Corporate of People (Children & Adult) Services

Link Members

Luton Borough Council – Head of Service Adult Social Care
Luton and Dunstable Hospital Trust
East London Foundation Trust
Cambridgeshire Community Services
East of England Ambulance Service
Bedfordshire Fire and Rescue Service
Hertfordshire Partnership NHS Trust
Virgin Care
HealthWatch
POhWER
NHS England
National Probation Service
Provider Representatives of health and social care including independent providers – Department of Work & Pensions
Representatives of housing providers; housing support providers
GP Representative
Representatives of further education colleges
Care Quality Commission
Trading standards
Luton Safeguarding Children’s Board
United Kingdom Border Force

Professional Advisors

Luton Borough Council – Strategic Safeguarding Manager
Luton Borough Council – Service Manager Assessment and Care Management
Memorandum of Understanding for Luton Safeguarding adults Board, Oct 2017-2020

Luton Borough Council Legal Team
Luton Borough Council Finance Team
Appendix 3:

The Care Act 2014 states that
(1) Each local authority must establish a Safeguarding Adults Board (an “SAB”) for its area.

(2) The objective of an SAB is to help and protect adults in its area in cases of the kind described in section 42(1).

(3) The way in which an SAB must seek to achieve its objective is by co-ordinating and ensuring the effectiveness of what each of its members does.

(4) An SAB may do anything which appears to it to be necessary or desirable for the purpose of achieving its objective.

(5) Schedule 2 (which includes provision about the membership, funding and other resources, strategy and annual report of an SAB) has effect.

(6) Where two or more local authorities exercise their respective duties under subsection (1) by establishing an SAB for their combined area—

   (a) a reference in this section, section 44 or Schedule 2 to the authority establishing the SAB is to be read as a reference to the authorities establishing it, and

   (b) a reference in this section, that section or that Schedule to the SAB’s area is to be read as a reference to the combined area.
Appendix 4

Luton Safeguarding Adults Board Sub-Groups

The LSAB will establish Subgroups and Task & Finish groups annually with a clear mandate to meet its stated objectives and report back to the Board as determined by the respective terms of reference, as approved by the Board. In the main the following subgroup will operate:

1. LSAB Executive, which will address the business of the board to include policy, practice and prevention issues, chaired by the independent chair.

2. Safeguarding Adults Review (SAR) Subgroup / Panel Chaired by LSAB Independent Chair.


4. Workforce Training & Development (Pan Bedfordshire) Subgroup which will develop and establish multi-agency training and learning in relation to Safeguarding across all organisations, chaired by Luton Council.

5. Communication and Community Engagement Task & Finish Group Chaired by jointly by the Police and Council

Sub-Group Members
Each sub-group is accountable to the Board through the sub-group chair, who attends the Board. Individual members of sub-groups are responsible for keeping their partner organisation, including the partner organisation’s Board member and deputy, informed about the work of the sub-group.
Appendix 5

Board Forward Work Plan
The work of the Board and its sub-groups will be agreed as part of the preparation of an annual Forward / Business Plan and reviewed as part of the Annual Report. Any recommendations for action that are made as the result of learning from practice or following a safeguarding adult review will be incorporated into work plans as a matter of priority. Partner agencies will contribute to action planning to meet such recommendations, and the Board will agree and monitor achievement of the action plans.
Appendix 6. Co-ordination and Support

The Luton Borough Council Safeguarding Adults Team will provide coordination and support for the board meetings through the Business Manager role.

Appendix 7. Accountability Meetings with the Chief Executive of the Local Authority

To ensure the effective and transparent reporting and accountability arrangements between the Chief Executive and the work of the Luton Safeguarding Adults Board, the Chief Executive will hold scheduled accountability meetings with the Chair, the Director of Social Services and the Chair of the Safeguarding Adults Board, with appropriate provision for the involvement of the Executive Member within the Council with political leadership responsibility for safeguarding adults.

Appendix 8 Meetings between Chair of LSAB and the Strategic Safeguarding Manager

These will be held at least quarterly, and more frequently when required to discuss and set agendas for LSAB meetings, and to progress the work of the Board.
Luton Safeguarding Adults Board
Terms of Reference

1. Title
   Luton Safeguarding Adults Board

2. Accountable to:
   - Health and Wellbeing Board
   - Health and Social Care Overview and Scrutiny Committees
   - LBC Chief Executive

3. How is accountability demonstrated?
   - Chair of the meeting updates the LBC Chief Executive of activities of this group.
   - Attendance at and reports to Health and Wellbeing Board
   - Attendance at and reports to relevant Health and Social Care Overview and scrutiny Committees
### 4. Purpose of the Board

The Luton Safeguarding Adults Board represents a statutory partnership of multi-agency partner organisations with the responsibility for safeguarding adults from abuse and neglect in accordance with the requirements of Section 6(7) of the Care Act 2014.

The overall purpose and role of the board and its member organisations are detailed further within the Board’s vision and strategic Plan.

### 5. Objectives

<table>
<thead>
<tr>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>5.1</strong> To adhere and promote the safeguarding principles enshrined in the Care Act 2014</td>
</tr>
<tr>
<td>To safeguard adults whose circumstances make them at risk of abuse or harm by developing positive and enabling service cultures, that fosters safeguarding leadership and empowerment of service users.</td>
</tr>
<tr>
<td>To ensure that all service and safeguarding interventions are person centred, based on the concepts of empowerment, prevention, proportionality, protection, partnership and accountability.</td>
</tr>
<tr>
<td>To continually improve the effectiveness of service response to situations of alleged abuse through monitoring, audit and evaluation.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>5.2</strong> Comply with the legal duties under the Care act 2014 by:</td>
</tr>
<tr>
<td>All partner organisations to undertake Section 42 Enquiries as required Safeguarding Adult Team responsible for triaging concerns received in accordance with the Care Act 2014</td>
</tr>
<tr>
<td>Monitor and quality assure safeguarding training and development to ensure quality.</td>
</tr>
<tr>
<td>Publish a strategic plan in consultation with Healthwatch and the local community.</td>
</tr>
<tr>
<td>Publish an annual report that must clearly state what both the LSAB and its members have done to deliver the annual and strategic objectives of the board.</td>
</tr>
</tbody>
</table>
The annual report must provide information about any safeguarding adult Reviews that the LSAB have arranged which are ongoing or have reported in the year regardless if they commenced in that year. The annual report must set out how the LSAB is monitoring progress against its policies and intentions to deliver its strategic plan.

<table>
<thead>
<tr>
<th>5.3</th>
<th>Deliver national and locally agreed policies, priorities, standards, best practice and all relevant expected outcomes.</th>
</tr>
</thead>
</table>

To promote an outcomes based approach in safeguarding adults which results in people’s own decision making being central to any action taken or enquiry made.

Identify types of circumstances giving grounds for concern and when they should be considered as a referral to the local authority as an enquiry.

Formulate guidance about the arrangements for managing adult safeguarding and dealing with complaints, grievances and professional and administrative malpractice in relation to safeguarding adults.

Develop preventative strategies that aim to reduce instances of abuse and neglect in Luton.

Ensure that all safeguarding practices and activities across the partnership are maintain in accordance with the Equality Act 2010.

Monitor delivery and performance against agreed plans, priorities and best practice standards as set out the Care Act 2014.

Establish a Quality Assurance and Performance framework in order to hold partners to account and gain assurance of the effectiveness of the partnership arrangements.

Determine arrangements for peer review and self audit.

Provide for robust quality assurance, evaluation and scrutiny linked to the commissioning and provision of competency-based workforce training and development,
5.4 **Promotion of Learning and Development**

Ensure that safeguarding adult training is available and of a multi agency type where appropriate.

Agree how training is delivered, monitored and reviewed for its impact and effectiveness in preventing abuse; awareness raising of what constitutes abuse and ensuring that all issues of diversity are included.

5.5 **To demonstrate real improvement in adult safeguarding in Luton at both operational and strategic levels in line with the Peer Review recommendations of January 2017**

To implement all improvement actions recommended by the Peer Review.

6 **Membership**

1. **CORE MEMBERS**
   Luton Borough Council
   Bedfordshire Police
   Luton Clinical Commissioning Group

2. **LINK MEMBERS**
   Adult Social Care Portfolio Holder
   Head of Service Adult Social Care
   Luton and Dunstable Hospital Trust
   Cambridgeshire Community Services
   East of England Ambulance Service
   East London Foundation Trust
   HealthWatch
   POhWER
   NHS England
   Provider Representatives of health and social care including independent providers
   Dept of Work & Pensions
   Representatives of housing providers; housing support providers; probation
<table>
<thead>
<tr>
<th></th>
<th>GP Representative</th>
<th>Representatives of further education colleges</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Care quality Commission</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Trading standards</td>
<td></td>
</tr>
<tr>
<td></td>
<td>LSCB</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Representatives of Community Safety Partnership</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Representatives of National, regional and local Probation Service</td>
<td></td>
</tr>
<tr>
<td><strong>Professional Advisors</strong></td>
<td>Luton Borough Council Strategic Safeguarding Manager</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Luton Borough Council Service Manager Assessment and Care Management</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Luton Borough Council Legal Team</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Luton Borough Council Finance Team</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Chair of the Board</th>
<th>Fran Pearson</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Vice Chair of the Board</td>
<td>Sally Rowe</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Minutes of Meetings &amp; Agendas</th>
<th>Agenda and papers to be sent at least 5 working days prior to meetings</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Minutes to be typed up within 3 working weeks of meeting.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Minutes to be agreed by Chair prior to circulation</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Minutes to be circulated 4 weeks following meeting.</td>
</tr>
</tbody>
</table>

<p>|   | Attendance | The board expects each partner organisation to nominate a senior officer with executive accountability for safeguarding in the organisation to be a board member. A register of attendance will be kept, and published in the annual report. Members must ensure that in their absence, a suitable representative attends. |
| 10 | <strong>Reports from and to</strong> | Partners will be expected to provide reports to the LSAB using the agreed report template and headings The LSAB will need to ensure that it has mechanisms in place for capturing feedback from the local community and in particular users of safeguarding adult services |
| 11 | <strong>Confidentiality</strong> | Meetings will be held in private. |
| 12 | <strong>Voting Rights</strong> | Voting rights extend to Core Members only. No business shall be transacted at a meeting unless at least 3 core members are present, representing at least 3 agencies, which must include the Chair or the Deputy Chair |
| 13 | <strong>Amendments to Terms of Reference</strong> | To be proposed and agreed by Board quorum in consultation with full membership of the Board. |
| 14 | <strong>Disputes</strong> | Disputes between Board members will be referred to the LSAB Independent Chair who will arrange a meeting between parties to assist to resolve the dispute. If this is not successful an independent mediator will be appointed by the Chair. If no resolution is still found then the LSAB Chair can refer to the Chartered Institute of Arbitrators for appointment of an arbitrator. Any costs incurred will be the responsibility of the parties involved in the dispute. If there is a dispute between the Independent Chair and a Board partner or any other Board, the same route for dispute resolution will apply. The LSAB can require a person or a body to comply with a request for information. This should only take place when the information is essential to carrying out the Board’s statutory functions. All requests for such information must be necessary and proportionate to the reasons for the request. |
| 15 | <strong>Complaints</strong> | All complaints from members of the public in relation to the performance of the Board or any function of a member organisation, shall be referred to that partner’s own organisational complaints procedure. |</p>
<table>
<thead>
<tr>
<th>Page</th>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>16</td>
<td>Non Compliance</td>
<td>The LSAB will set out its work in its Business Plan. Membership of the Board conveys an understanding and agreement, of the partners commitment to fulfil their obligations to safeguard and promote the welfare and protection of adults who may be at risk of abuse. Where partners do not comply with their safeguarding adult responsibilities, this will be referred to the Independent Chair of the LSAB who will investigate. Satisfactory resolution will be sought through discussion with the representative of the agency concerned. Where a satisfactory resolution is not reached, the matter will be referred by the Independent Chair to the relevant chief officer, regulator or government department.</td>
</tr>
<tr>
<td>17</td>
<td>Freedom of Information Requests</td>
<td>Any request for information will be addressed via each member organisation own procedures in accordance with the Freedom of Information Act 2000 and the Data Protection Act 2008. Member organisations will ensure that their Information officers work in collaboration to address the request in the spirit of the legislation.</td>
</tr>
<tr>
<td>18</td>
<td>LSAB Subgroups</td>
<td>The LSAB delegates power to its subgroups to carry out work related to the Board’s business plan; undertake consultation as appropriate; make decisions on work related to the Board where authority has been specifically delegated by the Board; investigate a particular issue; publish material on behalf of the Board; prepare a response to consultation matters on behalf of the Board, discharge any functions delegated to it from the Board.</td>
</tr>
</tbody>
</table>
**Signatory Page**

**Luton Safeguarding Adults Memorandum of Understanding**

**Date**

<table>
<thead>
<tr>
<th>Partner Agency</th>
<th>Name of Signatory</th>
<th>Designation</th>
<th>Signature</th>
<th>Date of Signing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Independent Chair</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Luton Borough Council</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Luton Clinical Commissioning Group</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bedfordshire Police</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Appendix 10:
LUTON SAFEGUARDING ADULT BOARD
BUDGET 2017/18
TBC