

BURY SAFEGUARDING ADULTS PARTNERSHIP

– ANNUAL REPORT 2008/2009 –

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CONTEXT

Safeguarding Adults defines how adults who may not be able to protect themselves from harm are enabled to live free from fear of abuse or neglect. The adult may be eligible for community care services and by accessing support services, are enabled to maintain independence, wellbeing and choice.

The Safeguarding Adults framework is based on the Department of Health's, No Secrets Policy, 2000. This document provided guidance on how vulnerable adults should be protected from abuse. In 2005, the Associate Directors of Social Services collated examples of best practice and developed standards of practice for all local authorities to work towards.

Currently, the Department of Health is reviewing the No Secrets guidance and will be putting an action plan in place on how safeguarding adults work should be strengthened and developed. It is unclear at this stage if this means more robust guidance or whether legislation will be introduced. Once an action plan has been published by the Department of Health, a local action plan will be implemented to address the required changes and ensure compliance with new guidance to provide a quality service to those individuals who may be victims of abuse in the future.

This report gives an overview of the work and achievements made over the last year.

MISSION STATEMENT

“The Safeguarding Adults Partnership aims to safeguard and promote the welfare of all vulnerable adults who are at risk of abuse, neglect or harm through inter agency collaboration and coordination.”

INTRODUCTION FROM THE INDEPENDENT CHAIR - ANDY SEARLE

I am the recently appointed Independent Chair of Bury's Strategic Safeguarding Adult Partnership. I have been involved working with Safeguarding Adults for the past 7 years whilst as a Police Officer and subsequently an Independent Chair for another borough.

I take over from Tony Pounder as the Partnership took the opportunity to appoint an Independent Chair. Tony has recently moved away from Bury.



SO WHAT DOES THIS MEAN? WHY AN INDEPENDENT PERSON?

One of my main aims is to make this partnership a true equal partnership, we need to take away the culture of Social Care being the "authority" for everything safeguarding and make it **EVERYBODYS BUSINESS**.

"Looking out for" and "looking after" the vulnerable amongst our community should be, exactly that, **EVERYBODYS BUSINESS**.

With the introduction of an Independent Chair this may go some way to achieving this by Adult Services /Social Care becoming an equal partner and as accountable as any other partner around the table; no one agency having more responsibility than others.

With the support of senior individuals from the partners, I want to see the profile of Safeguarding Adults start to emulate that of Safeguarding Children. As a society we are quite rightly horrified at the abuse that can befall children, yet we need to recognise that abuse does occur towards vulnerable adults too and consequently we need to know how to respond.

The purpose of this annual report is to reflect on the work that has taken place over the year and give a flavour of the year to come. We await still the Government's response to the review of the document "No Secret's" which as a partnership we contributed to. Deadlines for a response have already been extended and the lack of information coming out does not give me confidence that time will be found during this parliament for legislation to be commenced. Without legislation, Vulnerable Adults safeguarding is not on a par with that of children and the majority of responses have asked for some form of legislation.

In the meantime, we as a partnership will not standstill, we have to work with what we have and if we are committed to working together and share our concerns, **WE CAN MAKE A DIFFERENCE**.

I am pleased to be involved with Bury. I am pleased that we have enthusiastic individuals working to the same aims to make people safe. I want to strengthen the effort shown I want the different agencies to understand the part they play. We have to recognise that abuse is exactly that and we must record it accordingly. If we know the extent of a problem we will then obtain the resources to combat it, react to it, and in time be able to prevent such abuse.

I ask that the Bury community work with us and if you are the victim of abuse or know somebody who maybe the victim, please tell someone. Throughout this report, you will find the details of the different agencies who work at safeguarding adult's everyday, please contact one of them.

I will finish by quoting the No Secrets document in 2000 as it still very relevant:

"There can be no secrets and no hiding place when it comes to exposing the abuse of vulnerable adults"

Andy Searle
Independent Chair

WHATS HAPPENED TO SAFEGUARDING NATIONALLY IN THE LAST YEAR?

MENTAL CAPACITY ACT 2005 AND DEPRIVATION OF LIBERTIES (DoLs)

New legislation has recently come into being following the implementation of the Mental Capacity Act 2005. The Act covers 5 principles and including one relating to the deprivation of liberties which came into force on the 1st April 2009.

The Mental Capacity Act provides a legal framework for acting and making decisions on behalf of individuals who lack the mental capacity to make particular decisions for themselves.

In some cases, people lack the capacity to give consent to particular treatment or care that is recognised by others as being in their best interests, or which may protect them from harm. Where this care might involve depriving a vulnerable person of their liberty in a hospital or a care home, extra safeguards have been introduced in law to protect their rights and ensure the care or treatment they receive is in their best interest.

NO SECRETS REVIEW

The Department of Health launched its review of the No Secrets guidance in October 2008. There were three reasons identified for the review:

- A new government vision of the kind of society envisaged for the future;
- A belief that the No Secrets should be strengthened; and
- To consider strengthening by introducing legislation.

The focus of the review was to identify how society keeps people safe from abuse and harm which combine three wider Government policy goals:

- Increasing independence, choice and control for users of services;
- Increasing access to meaningful community empowerment and safer housing in wider society; and
- Increasing access to criminal justice for all.

The Strategic Safeguarding Adults Board provided a response to the questions raised in the review by arranging several consultation events across the borough with all of partner agencies. Responses were collated and the Board are now eagerly awaiting the action plan from the Department of Health to address the issues raised.

LAW COMMISSION REVIEW

The Law Commission are undertaking a review of all Adult Care legislation. It is anticipated this review will take 3 years. It is unclear if new legislation will be introduced for safeguarding adults while the review is being conducted.

INDEPENDENT SAFEGUARDING AUTHORITY

The implementation of the Independent Safeguarding Authority scheme under the Safeguarding Vulnerable Groups Act 2006, will introduce the most stringent vetting and barring service yet.

The scheme will protect both children and vulnerable adults by preventing those who are known to pose a risk of harm from accessing these groups through their work. The Vetting and Barring Service (VBS) will come into force on the 12th October 2009. From then on, it will be an offence for any employer to employ someone (paid or unpaid) in regulated activity when they know the person has been barred by the ISA. Anyone barred by the ISA commits an offence if they work in regulated activity. Regulated activity will extend to most NHS and social care workers.

From July 2010, people will be able to apply for registration with the VBS and be continuously monitored. Registration and checking registered status will become mandatory from November 2010.

CARE QUALITY COMMISSION

The Care Quality Commission came into force on the 1st April 2009. It replaces what were the Commission for Social Care Inspection, Health Care Commission and the Mental Health Commission.

In November 2008, the Care Quality Commission (CQC) published a study evaluating the arrangements in place in England to help prevent the abuse of adults and to support those who had experienced abuse.

The focus was not on the prevalence of abuse but an analysis of the effectiveness of the safeguarding arrangements in place on evidence gathered from a range of regulatory and inspection functions across councils, care homes, home care agencies and other social services. From the analysis, CQC considered the responsiveness of safeguarding arrangements and the effectiveness of strategies to help prevent abuse and enable people to stay safe and free to live their lives as they wished.

NATIONAL INFORMATION CENTRE

In 2007, a fact finding survey carried out by the NHS Information Centre (IC) identified a need to develop a national data collection on the abuse of vulnerable adults. The survey identified issues about the way in which abuse provision is organised, the information systems for abuse cases and issues around consistency of reporting numbers between local authorities, which do or do not have thresholds for their referral cases.

The IC carried out a trial with a number of local authorities between May and August 2008 on the proposed data collection. The National Information Centre announced that they would be looking to standardise what should be reported nationally from all local authorities and will be collecting the information from October 2009.

SAFEGUARDING IN BURY - WHAT IMPROVEMENTS HAVE BEEN MADE?

INDEPENDENT CHAIR

An Independent Chair has been appointed to the Safeguarding Strategic Adults Board. The role of the Chair is to ensure the Safeguarding Adult Partnership's activity is aligned with national policy expectations and best practice ensuring safeguarding procedures are embedded in all practices and agencies.

The Chair will provide the lead to take the work forward to provide both critical challenge and hold the respective agencies to account.

COMMISSION INDEPENDENT REVIEW

The Executive Director of Adult Care Service commissioned an Independent Consultant to carry out a fundamental review of the Authority's safeguarding arrangements.

As part of the review a self assessments was undertaken using the Commission for Social Care Inspection (CSCI) Key Lines of Enquiry; Individual interviews were held with a number of individuals at all levels within organisations; and an audit of policy and procedures and case file was undertaken. Benchmarking with other authorities was also carried out.

Following on from the review a number of recommendations have been made and an action plan has been put in place.

TRAINING

Training was reviewed and a number of shortfalls identified. Training was suspended and re commissioned with a new provider.

A trial of the awareness training has taken place, amendments made and training dates have been rolled out to everyone. A working group are drafting the Investigators and Managers training.

PUBLIC PROTECTION INVESTIGATION UNIT

The police identified a full time officer was needed given the increase number of referrals over the last 2 years.

Since February 2009, a full time officer for vulnerable adults has been in post. Another post has been expanded to include the role of the hospital liaison officer and mental health issues to provide cover for the number of mental health services in Bury.

THRESHOLDS

The health agency partners on the Safeguarding Adults Strategic Board identified thresholds were needed to identify incidents which should be referred under safeguarding. A number of workshops have been held and in the next few months additional guidance will be introduced and rolled out to all health agencies. These thresholds will be adapted for services providing domiciliary, residential and nursing services in the community.

EASY READ BOOKLET

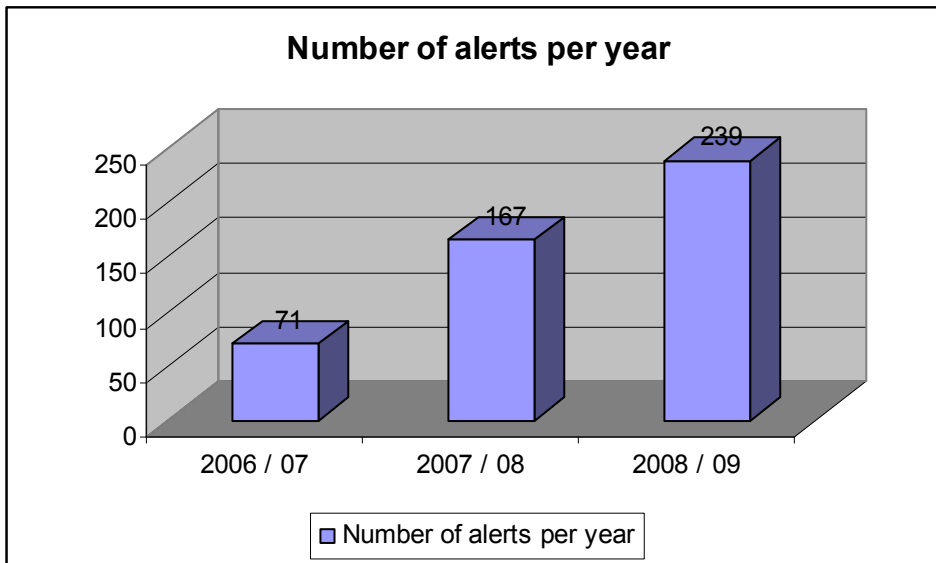
An easy read booklet for people who have learning disabilities to help them report abuse has been developed. Service users and providers were consulted on the booklet to ensure understanding. Further work and support will be provided to individuals who struggled with some of the content.

THIS YEARS FIGURES WITH ANALYSIS AND COMPARISONS

The reporting of safeguarding adults alerts in Bury was previously low. There has been a significant increase in the number of alerts over the last 2 year. This year's figures places Bury's reporting on average when compared with similar local authorities.

There is still a feeling that under reporting on a number of safeguarding issues is still occurring. Changes are planned for the near future which should increase the number of alerts again in the next year. This will be a result of changes to the action plan to fulfil the identified shortfalls in services, the inclusion of preventative services to implement safeguarding adults procedures and aiming to embed safeguarding across all agencies within the borough.

NUMBER OF ALERTS

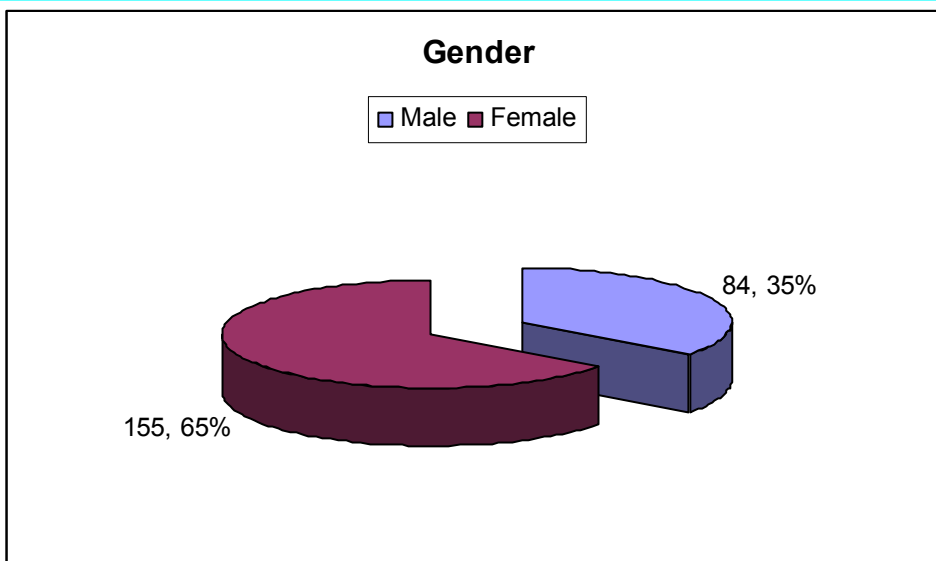


This year we have seen an increase of 30% from the figures reported in the previous year. This year's figure is still comparatively low when compared to trends expected nationally.

In 2007, Comic Relief commissioned research which identified 1 in 4 adults over the age of 65 years would be a victim of abuse. When this is compared with the population of Bury - the figures remain relatively low.

The most recent population (estimate) figure for the Borough of Bury is **183,300** (Source: Office for National Statistics (ONS) Mid -Year 2007 Estimate). **145,300** are aged 16years and over.

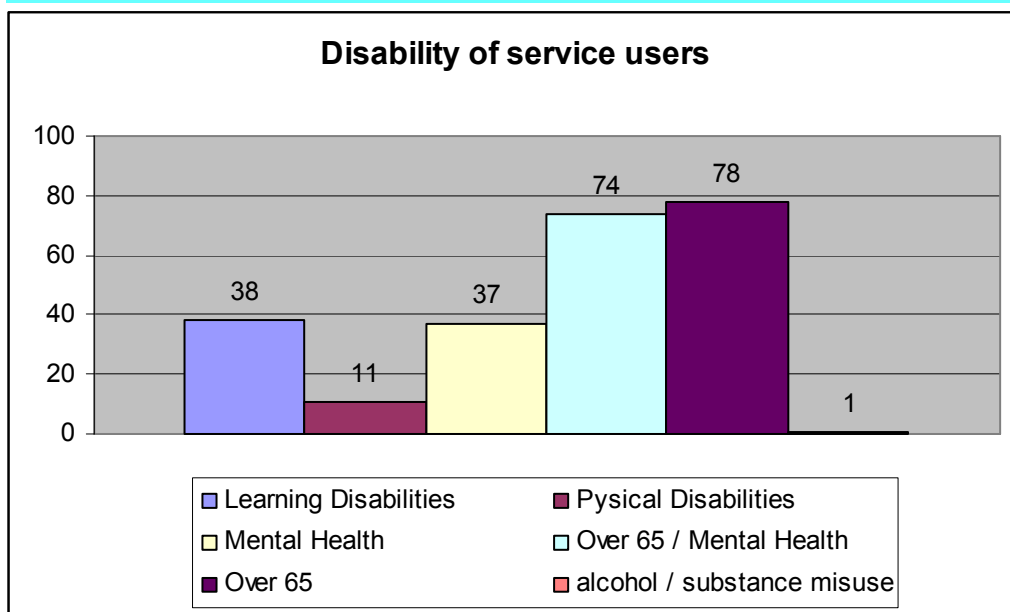
GENDER



The number of female victims is significantly higher than the males. When compared nationally, the number of female victims tends to be higher overall. Women are more likely to say more than men that they have experienced mistreatment. Women tend to live longer, live alone and can become isolated in the community which may result in them being at risk to being a victim of abuse.

Regardless of the gender, a UK Prevalence Study in 2007 reported 76% of victims reported the abuse had a serious / very serious effect on them.

DISABILITY

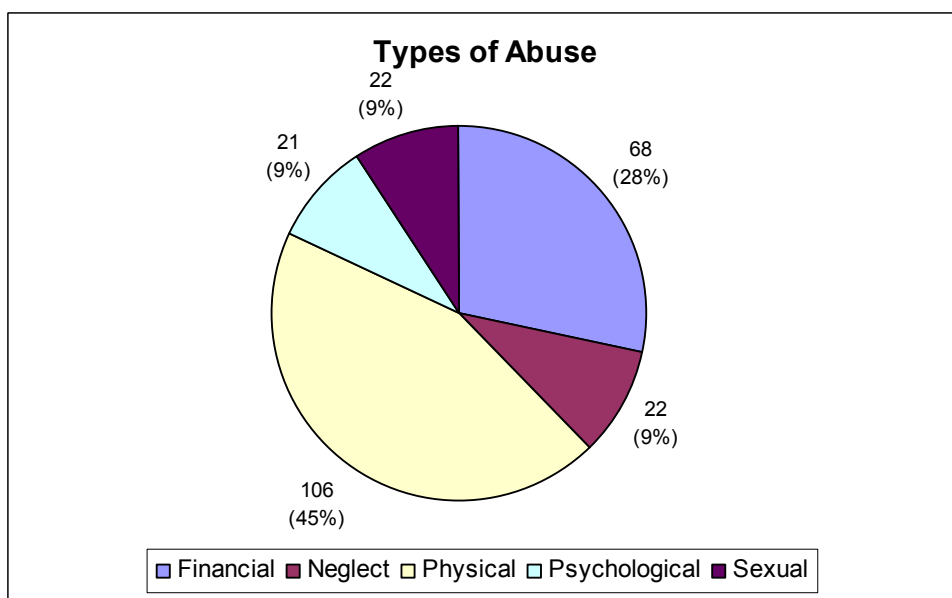


Research has shown older people tend to be victims of abuse and explains why the number of alerts overall for older people equates to 64% of all the alerts made.

In previous reporting, the number of alerts for older people has been low. Last year, the number of alerts from older people equated to 54%.

This year, we have seen a reduction in reports regarding people with physical disabilities. It is unclear at the moment the reasons why this has occurred.

TYPE OF ABUSE



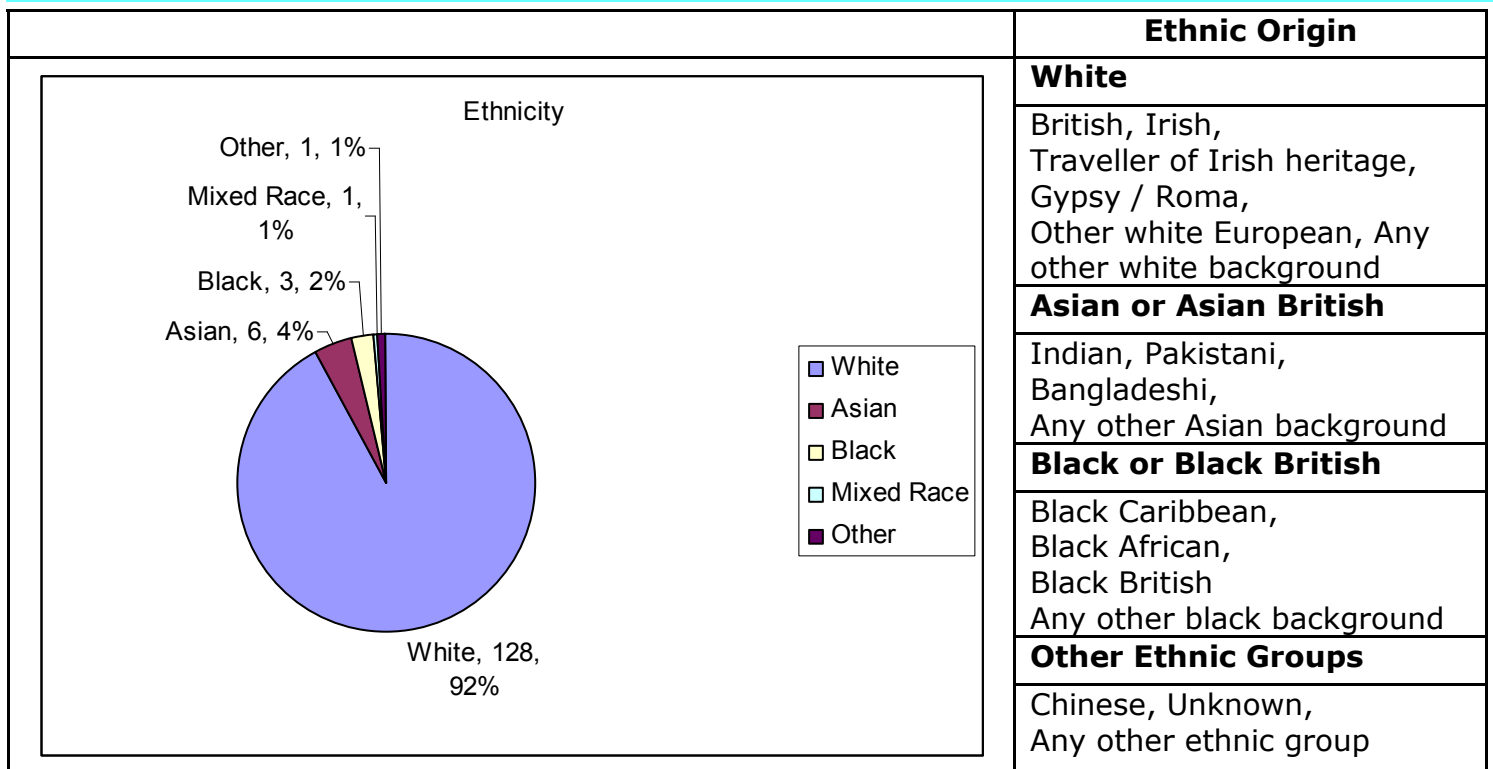
Physical abuse was the highest recorded form of abuse over the last year.

The previous year, financial abuse was reported higher but this year an increase in the number of sexual abuse and neglect cases has been reported.

Abuse can take place in many shapes and forms and usually more than one type of abuse tends to occur. Psychological abuse is usually reported with other forms of abuse and very rarely occurs on its own. An example of multiple abuses is domestic abuse where abuse can take on many forms and also can relate to more than one perpetrator.

Research in 2007 by the National Centre for Social Research, and Kings College funded by Comic Relief found that neglect was the highest reported abuse, followed by financial. The research acknowledged the findings contrast with the notion of a high prevalence of physical abuse. The research suggested only a small amount of these cases of abuse are reported under safeguarding adult services.

ETHNICITY



The 2001 Census revealed that Bury's population is overwhelmingly white British at 94%, with 6% identifying themselves from the Black and Minority Ethnic (BME) community.

The Pakistani community is the largest single minority community in the borough at 3%.

In 2007, the Office of National Statistics estimated Bury's BME communities were around 8.3%.

White – 91.7%

Mixed Race – 1.4%

Asian – 5.1%

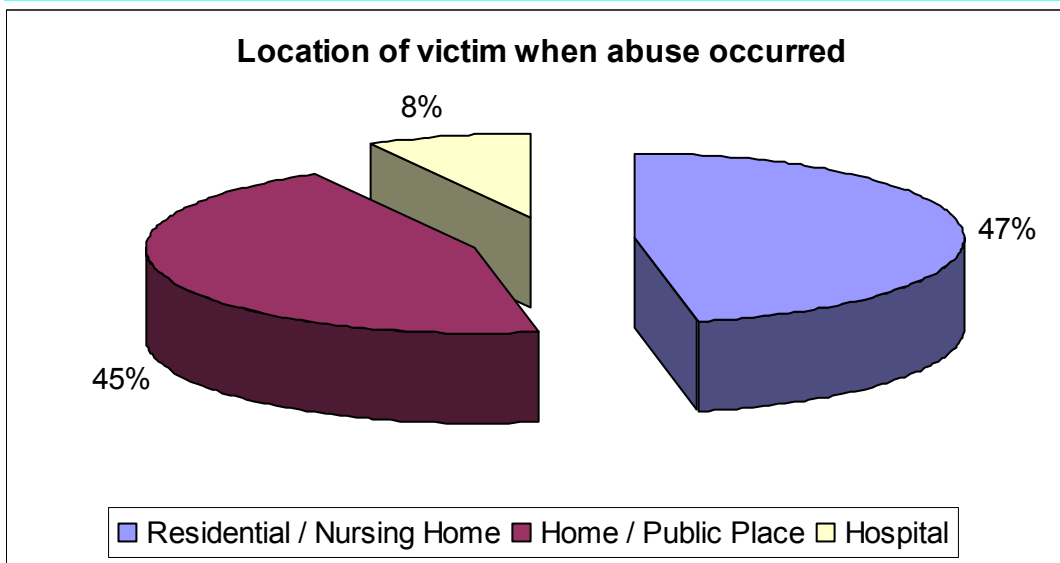
Black 1%

Other – 0.8%

A report by Age Concern Scotland, "They put up with it what else can they do? Mistreatment of BME older people and the service response 2008", suggested a significant under reporting and hidden mistreatment of BME experiences.

The widespread view was mistreatment occurred, people knew but the response was to do nothing. This was partly due to older people's embeddedness in family relationships, their dependency on their current living arrangements, the potential shame and a real lack of alternatives.

LOCATION OF ABUSE



The figure for location of abuse does not reflect an accurate picture as what would be expected based on research.

Research has shown people are abused within the home but a majority of the abuse is unreported.

The figure for hospitals and homes is of a higher percentage but this potentially could be due to organisations having policy and procedures in place to report abuse.

PERPETRATOR OF ABUSE

	Male	Female	Unknown
Main carer	6%	3%	0%
Other family member	3%	3%	0%
Neighbour	2%	2%	0%
Stranger	3%	2%	11%
Other service user	2%	5%	2%
Professional	5%	11%	5%
Paid Support worker	0%	17%	12%
Other	5%	5%	0%
Total	25%	46%	29%

Perpetrators details are collected only when a decision has been made to proceed to investigation.

This report includes details of perpetrators from investigations where the outcome of the allegation was substantiated, inconclusive, abuse did not occur, ongoing and from open investigations.

Where a perpetrator has not been identified but the abuse is believed to have occurred in a particular setting, a group have been identified as the possible perpetrator.

Research suggests men are more likely to be perpetrators of most forms of abuse (74%) when compared to women. Financial abuse is an exception and the risks are more equal (56% of men).

In the last year the percentage of men identified as a perpetrator of abuse, while the victim was living in their own home was 43% and for overall abuse accounted for 25%. These figures are low and are possibly due to the under reporting of abuse of people living in their own homes.

BREAKDOWN OF ALERTS AND INVESTIGATIONS

Total number of alerts received		239
Number of alerts closed at Stage 1		141
Reasons for closure	No consent	22
	Complaint	9
	Insufficient evidence	19
	Investigation underway	17
	Other	74

The number of alerts closed as other is relatively high. The outcome does not give a reflection of some of the actions taken.

Even though the alert has been closed as a safeguarding issue and not preceded to an investigation, there is evidence which demonstrate other courses of action have been taken to reduce abuse such as reviews of services, increase of new or existing services for those in need of support, actions taken to assess and manage behaviours of those who perpetrate the abuse.

Number of alerts proceeding to investigation		98
Number of investigations open		50
Number of investigations completed		48
Outcome of investigations	Allegation substantiated	17
	Abuse did not occur	10
	Inconclusive	21
	Ongoing	1

There are a number of investigations which are still open which can be due to a number of reasons.

- The investigation is still open and ongoing;
- Some investigation work needs to take place before deciding to proceed with an investigation; or
- A number of actions are being implemented before the case is closed as no further action.

Outcomes of inconclusive investigations	Remedial Disciplinary	2
	Dismissal Disciplinary	3
	Referred to POVA list	1
	Other – self inflicted	1
	Other – resolved within family	1
	Other – appointee appointed	1
	Inconclusive	12

There are a high number of investigations which are recorded as inconclusive. One of the reasons for this is due to when the police have reported an investigation as inconclusive this has been recorded as an outcome and the findings of disciplinary have not been taken into account.

The number of repeat victims	14
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The number of repeat victims is a concern. All the victims were in settings where abuse had occurred by perpetrators not aware of their actions and the impact on their victims. Both the victim and the perpetrator are unaware of the need for personal space and when this has been invaded by the victim or the perpetrator, abuse has occurred.

Some of the actions taken included reviewing the services provided to the victims and the perpetrators and ensuring plans are put into place to prevent and reduce the risk of further abuse from occurring. On occasions, the abuse has occurred due to the perpetrators being unwell and having difficulty expressing themselves due to communication problems.

Adult Care Services have expanded the Procurement Team and have officers in place to review contracts and carry out Quality Assurance Audits. This development will ensure that services in Bury are compliant with their contracts and provide quality services.

This expansion of the service has provided support to professionals in safeguarding investigation and resulted in positive action to address the poor standards of care identified during safeguarding investigations.

WHAT PLANS ARE IN PLACE FOR SAFEGUARDING IN THE NEXT YEAR?

Following on from the Independent Review, a number of action plans will be developed and implemented. A number of recommendations have been made which will take us into 2011 before all are completed.

In the next year there are a number of areas to be revisited to strengthen safeguarding adults in Bury.

Some of the steps include for all agencies to re-commit to:

- Improving multi agency partnership working;
- Taking ownership for the safeguarding agenda within our agencies;
- Ensuring accountability is recognised by our organisation's executive body;
- Making sure governance arrangements are in place to strengthen and improve accountability and strategic impact;
- Implementing a zero tolerance policy towards abuse within our organisation's service delivery arrangements;
- Reviewing and maintaining our policy and procedures to ensure they are fit for purpose;
- Ensuring all relevant staff are appropriately trained to respond and investigate allegations of abuse and neglect;
- Developing the subgroups for Training, Development and Serious Case Review from the Safeguarding Operational Group to drive the safeguarding adults' agenda forward; and
- Increasing public awareness of the safeguarding agenda to change the existing culture and ensure adult abuse is not tolerated.

To aid the continual improvement we will

- Implement the recommendations from the Safeguarding Adults Review;
- Strengthen the safeguarding team by recruiting an Operation Coordinator incorporating the Deprivation of Liberties;
- Review Assessment and Care Service within Adult Care Services to ensure effective processes are in place to response to allegations of abuse;
- Look to the new Independent Chair to move the agenda forward with each of the partner agencies;
- Revise and update the Policy and Procedures. Provide clarity where identified parts have caused confusion;
- Ensure effective safeguarding processes are built into Self Direct Support; and
- Take forward our proposals to develop a zero tolerance policy across the Council.

It is important that the public know that services have a zero tolerance to abuse. Agencies are committed and working together to prevent, respond effectively and efficiently to any allegations of abuse.

For further information and advice please contact the Safeguarding Adults Coordinator or visit the Council's website.

If you like to made a referral please contact Adult Care Services.

Contact Details

To contact the Safeguarding Adults Coordinator: 0161 253 5600

To make a Safeguarding Adults Referral contact: 0161 253 7190

<http://www.bury.gov.uk/HealthAndSocialCare/SocialServices/SafeguardingVulnerableAdultsFromAbuse.htm>

TERMS OF REFERENCE

1. Statement of Purpose

To establish agreed policies and strategies which underpin partnership working in order to increase our individual and joint capacity to:

- Raise awareness and promote the safeguarding interests of vulnerable adults to enable their well being and safety against future abuse;
- Prevent abuse and neglect from happening within the community and service settings by ensuring preventative measures are put in place; and
- Respond effectively, consistently and supportively in response to any allegations or suspected allegations of abuse from all agencies within Bury.

2. Overarching Principles

The Safeguarding Partnership is committed to:

- Recognising that vulnerable adults have diverse cultural, religious, ethnic identities and we must be sensitive to this in all aspects of safeguarding adult work and ensuring that all services and initiatives are available regardless of race, ethnic origin, religion, gender, sexual orientation, age, disability or illness;
- Promoting the human rights principles of fairness, respect, equality and dignity to vulnerable adults who need support or services to enable their well being, independence and choice enabling them to live free from violence and abuse;
- Empowering vulnerable adults to make their own decisions and will support their right to self determination by enabling their rights and abilities to make choices regarding their own independence, well being and safety, even when this may involve a degree of risk; and
- Evaluating our policies and practices to guard against disadvantaging any group and to ensure that all adults have fair access to services and support.

3. Role and Function of Safeguarding Adults Partnership

The primary focus of the Safeguarding Partnership are for those adults who are aged 18 years and over in Bury, who may need community care services or treatment by reason of mental health problem, disability, sensory impairment, age or illness and who may be unable to take care of themselves, or unable to protect themselves against harm or exploitation.

We will do this by:-

- Developing effective interagency policies and procedures for safeguarding and promoting the welfare of vulnerable adults;
- Providing support and guidance to communities and organisations to ensure we are actively identifying and preventing the circumstances in which neglect and abuse occur and promoting the welfare and interests of vulnerable adults;
- Raising awareness, knowledge and understanding of abuse and neglect in order that communities and organisations know how to respond effectively and coherently;
- Engaging safeguarding partners responsible for the safety and welfare of all adults so that they are able to respond effectively to vulnerable adults;
- Ensuring that vulnerable adults who use the services we provide or commission are safe and their care and treatment is appropriate to their needs.
- Ensuring that each organisation can evidence that they have systems in place to demonstrate that they discharge their functions in ways that safeguard vulnerable adults;
- Establishing a system for reviewing safeguarding enquiries where an adult has died, suffered a serious injury or where the enquiry has been complex;
- Having systems to audit and evaluate the impact and quality of safeguarding work;
- Developing and maintaining a strong and evolving network of stakeholders including vulnerable adults, their carers and advocates; and

- Promoting best practice in prevention and investigation by learning from and contributing to national research and policy development. We will also ensure that this is acted upon.

4. SAFEGUARDING ADULTS STRATEGIC BOARD

4.1 Role and Function

- Identify strategic aims for multi agency Safeguarding work;
- Agree and monitor the Safeguarding Partnership action plan;
- Commit resources to support safeguarding work;
- Ensure relevant strategic links are made with local, regional and national organisations,
- Commission serious cases reviews and ensure that lessons are learned and acted upon. This would need to allow for urgent meetings of relevant partners to be called;
- Audit and evaluate the impact and quality of safeguarding work;
- Publish an annual safeguarding partnership report;
- Commission policy and procedural guidance that will safeguard and promote the safety and well being of vulnerable adults; and
- To regularly review the role of the Safeguarding Partnership and recommend any changes to the partner agencies.

4.2 Work Programme

- The Safeguarding Strategic Board will determine its own work plan on an annual basis.

4.3 Membership

Membership of the Safeguarding Strategic Board will comprise the Chief Officers or nominated representatives of the following organisations:

- Bury Adult Care Services;
- NHS Bury and NHS Community Services;
- Bury Strategic Housing Unit;
- Pennine Care Foundation NHS Trust;
- The Pennine Acute Hospital NHS Trust;
- Greater Manchester West Mental Health Foundation NHS Trust;
- Greater Manchester Police Authority (Bury Division);
- National Probation Service (Bury Division);
- Six Town Housing;
- Voluntary Sector - A representative from each of the following organisations:
BADDAC,
Training and Development Partnership;
- Patient Public Involvement;
- Domestic Violence;
- Victim Support;
- Representative from Bury's Safeguarding Children's Service ; and
- Care Quality Commission

4.4 Chair of the Board

- Andy Searle, Independent Chair, Adult Care Services, Bury MBC

4.5 Deputy Chair of the Board

- Vacant

5. SAFEGUARDING OPERATIONAL GROUP

5.1 Role and Function

Realise and inform the strategic direction and business plan set by the Safeguarding Strategic Board by considering the following key safeguarding themes for vulnerable adults:-

- Preventing abuse and neglect by commissioning and providing safe and high quality services, creating safer communities and supporting families;
- Responding to abuse and neglect;
- Informing and implementing activities within all organisations to embed safeguarding awareness into mainstream practice;
- Ensuring the voice of vulnerable adult are heard;
- Ensuring that appropriate sub groups are put in to place to deliver the tasks as and when requested by the Safeguarding Strategic Board to take forward specific projects and objectives; and
- Within the framework of evolving national policy, guidance and legislation develop a good practice framework to safeguard vulnerable adults. To put in place objectives, indicators and make recommendations to the Safeguarding Strategic Board.

5.2 Membership

Membership of the Safeguarding Operational Group will comprise of the:

- 2nd or 3rd tier officers representing the various arms of organisations represented on the safeguarding strategic board;
- Representation from managers of private, independent voluntary sector agencies;
- Operational links with other partnerships; and
- Service user and carer representation.

5.3 Chair

- Julie Gonda, Acting Assistant Director Commissioning & Procurement, Bury Adult Care Services

5.4 Deputy Chair

- Vacant

5.5 Reporting Arrangements

The Chair will sit on the Safeguarding Strategic Board and provide reports and recommendations to the Safeguarding Strategic Board via the Safeguarding Adults Coordinator:

- To regularly review the role of the Safeguarding Partnership and recommend any changes to the partner agencies.

6. BUSINESS ARRANGEMENTS FOR THE SAFEGUARDING ADULTS STRATEGIC BOARD AND SAFEGUARDING ADULTS OPERATIONAL GROUP

6.1 Frequency

- Frequency of meetings to be at least 4 times per year

6.2 Agenda and Papers

- These will be circulated at least 1 week prior to meetings;
- Minutes shall be circulated within 4 weeks of the meetings;
- A summary briefing of all decisions shall be produced in an accessible format within 6 weeks of the meetings for wide distribution.
- Agenda items that people wish to be considered should be submitted to the Safeguarding Adults Coordinator at least 3 weeks prior to the meetings; and
- The Chair, in consultation with the safeguarding partnership may propose that an item is more appropriately deferred or redirected if the Safeguarding Strategic Board or Safeguarding Operational Group is not the effective forum.

6.3 Attendance

- Where a representative is unable to attend, every effort should be made to identify a suitable second.
- Non attendance without apology or if occurring more than twice without a second on the Safeguarding Operational Group, will be reported to the nominating organisation, to seek alternative representation.

6.4 Wider Consultation

- The Safeguarding Strategic Board and Safeguarding Operational Group will set out a list of issues within its work plan and where it would be more appropriate to seek wider consultation; it will use various methods of consultation. E.g. workshop, questionnaire, focus groups, sub groups.

MEMBERS OF SAFEGUARDING ADULTS STRATEGIC BOARD

- ◆ Andy Searle, Independent Chair, Bury Adult Care Services
- ◆ Jane Little, Detective Inspector, Public Protection Investigation Unit, Bury, GMP
- ◆ Christine Murnane Safeguarding Adults Coordinator, Bury Adult Care Services
- ◆ Michael Short, Development and Training Manager, Bury Adult Care Services
- ◆ Diane Brears Associate Director of Nursing, Pennine Acute NHS Trust
- ◆ Helen Carson Head of Mental Health, Pennine Care NHS Trust
- ◆ Lynn Agnew Assistant Director of Greater Manchester West Mental Health Foundation NHS Trust
- ◆ Kate Todrick Safeguarding Children's Service Manager, Bury Council
- ◆ Marie Forshaw, Bury PCT
- ◆ Diane Wild Head of Strategic Housing Unit, Bury Council
- ◆ John Merrick, Acting Chief Executive of Six Town Housing, Bury
- ◆ Nick Lloyd, Regulation Manager, Care Quality Commission
- ◆ Lynn Tierney, Victim Support and Witness Service, Bury
- ◆ Ron Shambley, Baddac Access CIC (Manager)
- ◆ Sarah Ellis, Area Manager for Creative Support
- ◆ Jaria Hussain-Lala, Domestic Violence Coordinator, Bury Council
- ◆ Michelle Hamilton Bury Training Partnership
- ◆ Jeff Pollard, Bury Division, Greater Manchester Probation Service
- ◆ Paul Bardsley, Head of Assessment and Care, Bury Adult Care Services

MEMBERS OF SAFEGUARDING ADULTS OPERATIONAL BOARD

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- ◆ Christine Murnane Safeguarding Adults Coordinator, Bury ACS
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- ◆ Michael Short, Development and Training Manager, Bury ACS
- ◆ Sue Fagelman Fieldwork Team Manager, Learning Disabilities, Bury ACS
- ◆ Karen Jowles Fieldwork Team Manager, Bury ACS
- ◆ Fran Nelson Fieldwork Team Manager, Mental Health for Older People
- ◆ Jonathon Eccles Fieldwork Team Manager, Mental Health for Older People
- ◆ Neil Worrell Fieldwork Team Manager, Hospital Liaison
- ◆ Jacqui Armstrong, Fieldwork Team Manager, Physical Disabilities, Bury ACS
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- ◆ Rhian Greenway, Bury Primary Care Trust Safeguarding Team
- ◆ Lorraine Blake, Homeless Prevention, Strategic Housing Unit, Bury Council
- ◆ Gill Hamblett, Team Manager, Tenants' Services, Six Town Housing
- ◆ Andy McDermott, Assistant Director, GMW MH Foundation NHS Trust
- ◆ John Kinsella Safeguarding Adults Lead, GMW MH Foundation NHS Trust
- ◆ Jeff Pollard, Bury Division, Greater Manchester Probation Service
- ◆ Wendy Dawson, DS, Public Protection Investigation Unit, Bury, GMP
- ◆ Julie Owen Divisional Nurse Manager, Pennine Acute NHS Trust
- ◆ Sarah Ellis, Area Manager for Creative Support