**Role Description: Chair of Sunderland Safeguarding Adults Board**

**Functions of the Independent Chair**

The Independent Chair of the Sunderland Safeguarding Adults Board is required to:

* Provide effective leadership to the board, ensuring that they complete all tasks and responsibilities to a high standard, in a timely and proportionate manner, and in accordance with the requirements of the Care Act (2014) and other relevant legislation;
* Provide independent leadership and strategic vision to the SSAB agenda;
* Lead the scheduled twice yearly[[1]](#footnote-1) board meetings, including setting the agenda, approving minutes and following up on decisions taken by the board;
* Lead the scheduled quarterly Partnership Group meetings (the ‘business’ meeting that sits underneath the Board, comprising membership of the safeguarding leads from partner organisations), including setting the agenda, approving minutes and following up on decisions taken by the board;
* Ensure sound governance, including effective quality assurance, performance management and due diligence, is always in place to support the SSAB in fulfilling its functions and strategic priorities;
* Take the lead in producing and publicising the SSAB Strategic Delivery Plan and annual report, and monitoring and reviewing the effectiveness of the plan to identify key strategic priorities in collaboration with partners;
* Ensure that the SSAB provides independent scrutiny and challenge to SSAB

partners and organisations in order to bring about improved outcomes for adults at risk;

* Maintain an overview of the work of SSAB sub-committees, supported by the Strategic Safeguarding Team to ensure that key issues are reported to the Board and followed up as appropriate;
* Where individuals meet the criteria, instigate SARs, ensuring that current guidance and processes are followed and that all learning is appropriately shared;
* Contribute to developing a culture where the prevention of abuse and neglect is paramount, including sharing learning from SARs within the local area, regionally and nationally (where appropriate);
* Ensure that the work of the board and the outcomes from SARs inform wider training plans and learning and development priorities;
* Promote collaborative work and best practice to drive forward a culture of learning, a ‘critical friend’ approach and support in all aspects of Board’s work;
* Provide advice, support and encouragement to board members and other colleagues;
* Work with any conflicts or concerns within the board, supporting members to reach a positive resolution;
* Develop and maintain constructive links and effective communication with partners across the local area, promoting the safeguarding agenda and working together to develop best practice;
* Champion and promote the prevention of abuse and neglect to adults across all relevant agencies, contributing to the broader safeguarding preventative agenda;

* Act as a spokesperson for the board with other agencies and the media as appropriate;
* Hold regular meetings to update the local authority Chief Executive and the Director of adult social services about the board’s activities;
* Ensure that the voices of people who need care and support and their families, are heard and acted upon within the board’s work;
* Ensure all partners to the board provide assurance, are accountable and challenge partners if required;
* Ensure that the principles of ‘Making Safeguarding Personal’ are embedded in all relevant policies, procedures, actions and plans of the board;
* Act as the link between the board and all relevant local, regional or national groups, ensuring that learning and development is shared;
* Ensure that the board has clear policies, processes and appropriate protocols in place to support information sharing and that they are monitored;
* Review the SSAB budget to ensure resources are used effectively;
* Keep themselves and the board up to date with good practice and act upon developments in national policy, case law and research underpinning safeguarding work.

**September 2020**

1. SSAB is required to meet a minimum of twice a year, with the option to have a ‘Development Session’ in addition to the Board meetings. [↑](#footnote-ref-1)