

# REPORT TO CABINET

**REPORT OF:** Jane Booth, Service Manger, Housing Management

**REPORT NO:** TSE0059

**DATE:** 7<sup>th</sup> October 2013

<b>TITLE:</b>	SAFEGUARDING ADULTS MULTI AGENCY POLICY & PROCEDURE	
<b>KEY DECISION OR POLICY FRAMEWORK PROPOSAL:</b>	KEY DECISION	
<b>PORTFOLIO HOLDER: NAME AND DESIGNATION:</b>	CLLR TERL BRYANT SUPPORT GOOD HOUSING FOR ALL	
<b>CONTACT OFFICER:</b>	JANE BOOTH SERVICE MANAGER HOUSING MANAGEMENT TELE: 01476 406631 EMAIL: <a href="mailto:j.booth@southkesteven.gov.uk">j.booth@southkesteven.gov.uk</a>	
<b>INITIAL IMPACT ANALYSIS:</b>  Equality and Diversity	Carried out and Referred to in paragraph (7) below  YES	Full impact assessment Required:
<b>FREEDOM OF INFORMATION ACT:</b>	This report is publicly available via the Your Council and Democracy link on the Council's website: <a href="http://www.southkesteven.gov.uk">www.southkesteven.gov.uk</a>	
<b>BACKGROUND PAPERS</b>	<a href="http://www.lincolnshire.gov.uk/residents/adult-social-care/asc-manual/policies/">http://www.lincolnshire.gov.uk/residents/adult-social-care/asc-manual/policies/</a> (9 <sup>th</sup> document on the list)  Equality Analysis	

## **1. RECOMMENDATIONS**

It is recommended that Cabinet:

- i. approves the adoption of the attached Safeguarding Adults Policy and Procedure;
- ii. notes the intended arrangements for briefing staff and volunteers, and;
- iii. determines whether e-mail briefing of elected members should be supplemented by an invitation to attend a briefing 'in person'.

## **2. PURPOSE OF THE REPORT**

To inform Cabinet of the new Safeguarding Adults Multi Agency Policy and Procedure adopted by Lincolnshire County Council on 1<sup>st</sup> August 2013.

To seek Cabinet approval of the draft SKDC Safeguarding Adults at Risk Policy and Procedure and the proposals for briefing staff, elected members and volunteers.

## **3. DETAILS OF REPORT**

**3.1** The Lincolnshire Safeguarding Adults Board adopted a new Safeguarding Adults - Multi Agency Policy and Procedure manual with effect from 1<sup>st</sup> August 2013.

**3.2** This is an extensive document (112 pages) which covers all procedures to be followed by the County Council and other agencies' staff, elected members and volunteers when referring concerns, assessing referrals and investigating cases.

**3.3** As a partner agency with a social and moral responsibility to provide a duty of care to adults at risk, SKDC is required either to sign up to the LCC Policy and Procedure or produce its own.

**3.4** Officers felt that it would be more appropriate to draft a more concise interpretation, specifically tailored to SKDC's arrangements. This would:

- ✓ ensure staff, elected members and volunteers are fully aware of their responsibilities towards adults at risk, and;
- ✓ safeguard their well-being and protect them from abuse when they are engaged in services organised and/or provided by the District Council.

**3.5** Lincolnshire County Council has been informed of SKDC's intentions and is satisfied with our proposed approach.

**3.6** A draft SKDC policy and procedures was presented to Communities PDG on 5<sup>th</sup> September 2013. The draft policy and procedures presented to Cabinet reflects the comments made by the PDG and the Portfolio Holder, the necessary amendments having been made.

**3.7** The draft SKDC Policy and Procedure is attached for Cabinet's consideration. The draft policy and procedure sets out:

- ✓ The policy and procedural aims
- ✓ Who the corporate Safeguarding officers are at SKDC

- ✓ The roles and responsibilities within SKDC

The guidance includes definitions of risk and abuse; issues of mental capacity in relation to risks and abuse; matters of consent; what amounts to significant harm; examples of the various types and forms that abuse can take; the 'rules'/protocols of information sharing; dealing with complaints and whistleblowing; responding to concerns and allegations; the related forms and protocols for reporting and links to related legislation and guidance.

- 3.8** Once agreed, there will be a round of briefing sessions to team meetings and a page created – as with Safeguarding Children - on the intranet and internet. New 'Safeguarding People' posters have been produced and will be displayed around SKDC's offices. Services working with volunteers will need to ensure that volunteers are appropriately briefed.
- 3.9** Note: It is proposed that elected members will be briefed by e-mail; enclosing the policy and procedural guidance to ether with a covering note. Cabinet's guidance is sought on whether this should be supplemented by an open invitation to elected members to attend a briefing 'in person'.

#### **4. OTHER OPTIONS CONSIDERED**

As detailed above, consideration was given to adopting the Lincolnshire County Council Policy and Procedures but it was felt to be more appropriate to develop policy and procedures specifically tailored to SKDC's own arrangements.

#### **5. RESOURCE IMPLICATIONS**

There are no resource implications arising directly from this report. The delivery of safeguarding policy and procedures will be accommodated within existing staffing resources.

#### **6. RISK AND MITIGATION**

Risk has been considered as part of this report and any specific high risks are included in the table below:

<b>Category Risk</b>	<b>Action / Controls</b>
Failure to take action to safeguard adults at risk	Compliance with responsibilities set out in SKDC Policy and Procedure

#### **7. ISSUES ARISING FROM IMPACT ANALYSIS**

None

#### **8. CRIME AND DISORDER IMPLICATIONS**

None

#### **9. COMMENTS OF FINANCIAL SERVICES**

There are no specific financial implications associated with this report.

**10. COMMENTS OF LEGAL AND DEMOCRATIC SERVICES**

Whilst the District Council is not under a legal duty to provide safeguarding for adults, it is appropriate from a moral and social perspective as part of a multi agency approach to adult safeguarding to adopt a policy and procedure to ensure an appropriate and consistent response to adult safeguarding issues is applied and maintained and an understanding of individual and collective responsibility is known.

**11. COMMENTS OF OTHER RELEVANT SERVICES**

None