**Checklist for Care Act 2014 statutory duties and policy for Safeguarding Adult Boards**

This tool was created to support Safeguarding Adults Boards (SABs) by the City of London and Hackney and Safeguarding Board to examine meeting their statutory requirements under the Care Act 2014. Whilst the local authority has the overall lead for the arrangements with the statutory partners, the NHS, and Police, all partner members have multi agency responsibilities. The Care Act 2014 statutory guidance paragraph 14.139 sets out a list of supplementary duties, in addition to the three main statutory duties contained in the Act, that all SABs should strive to achieve. These supplementary duties are outlined below and Boards are invited to reflect upon their progress in relation to each duty and identify actions to evidence this or undertake improvement work.

Additions made to the tool subsequently include questions for SAB partners to consider regarding best practise relating to the 6 key safeguarding principles, which underpin all adult safeguarding work: Empowerment, Prevention, Proportionality, Protection, Partnership, Accountability. Statutory guidance highlights the centrality of Making Safeguarding Personal (MSP) as being core to all these duties.

The multi agency safeguarding role is also to promote and secure wellbeing and protection from abuse and neglect. SABs can use the 6 principles to examine and improve their local arrangements, involving people with lived experience, health and social care service users along with diverse community groups. Best practice examples for all the policy areas are provided by LGA/ADASS, National Network of Independent Chairs and SCIE available on their websites: <https://www.local.gov.uk/topics/social-care-health-and-integration/adult-social-care/resources-safeguarding-adults-boards> [https://nationalnetwork.org.uk](https://nationalnetwork.org.uk/) <https://www.scie.org.uk/care-act-2014/safeguarding-adults/safeguarding-adults-boards-checklist-and-resources/role-and-duties.asp>

The 3 key statutory duties for Safeguarding Adults Boards in the Care Act:

* Publish a strategic plan for each financial year that sets out its objectives and what members will do to achieve this;
* publish an annual report detailing what the SAB has done in the year and what each member has done to implement the strategy; and
* conduct any Safeguarding Annual Review in accordance with section 44 of the Act

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| **No** | **Duty** | **Board response** | **Further actions** | **RAG rating** |
| 1. | Identify the role, responsibility, authority and accountability with regard to the action each agency and professional group should take to ensure the protection of adults  *How are respective roles of the 3 statutory partners assured and the lead role and responsibilities of the LA?*  *How are arrangements for a Chair, whether independent or not, assured and overseen?*  *How is the LA lead member involved in the SAB and assured of effectiveness of safeguarding and SAB arrangements?*  *Where there are joint SABs or joint arrangement with Children’s partnerships and /or Community safety, what is the assurance that sufficient time and focus is allowed for safeguarding adults and the needs of residents within each council area?* |  |  |  |
| 2. | Establish ways of analysing and interrogating data on safeguarding notifications that increase the SAB’s understanding of prevalence of abuse and neglect locally that builds up a picture over time  *How are trends analysed and identified for action and outcomes measured?* |  |  |  |
| 3. | Establish how the SAB will hold partners to account and gain assurance of the effectiveness of its arrangements |  |  |  |
| 4. | Determine its arrangements for peer review and self-audit *and challenge*  *What mechanisms exist and report on this activity?* |  |  |  |
| 5. | Establish mechanisms for developing policies and strategies for protecting adults which should be formulated, not only in collaboration and consultation with all relevant agencies but also take account of the views of adults who have needs for care and support, their families, advocates and carer representatives  How are People with Lived Experience involved for co-production? |  |  |  |
| 6. | Develop preventative strategies that aim to reduce instances of abuse and neglect in its area  *What evidence base is used and outcome measurements?* |  |  |  |
| 7. | Identify types of circumstances giving grounds for concern and when they should be considered as a referral to the local authority as an enquiry  *How is the SAB assured of access and consistency in practice?* |  |  |  |
| 8. | Formulate guidance about the arrangements for managing adult safeguarding, and dealing with complaints, grievances and professional and administrative malpractice in relation to safeguarding adults |  |  |  |
| 9. | Develop strategies to deal with the impact of issues of race, ethnicity, religion, gender and gender orientation, sexual orientation, age, disadvantage and disability on abuse and neglect  *How do these relate to local health inequalities and focus on awareness raising of types of abuse.?* |  |  |  |
| 10. | Balance the requirements of confidentiality with the consideration that, to protect adults, it may be necessary to share information on a ‘need-to-know basis’. |  |  |  |
| 11. | Identify mechanisms for monitoring and reviewing the implementation and impact of policy and training |  |  |  |
| 12. | Carry out Safeguarding Adults Reviews (SARs) and determine any publication arrangements  *How is SAR determination and process assured thorough use of the SCIE SAR Quality Marker framework. How is learning assured and impact captured?*  *How is insight from other SARs, regional and national SAR work used? What use has/is made of the National Review of SARs and similar resources?* |  |  |  |
| 13. | Produce a strategic plan and an annual report, and how it reflects the MSP framework, 6 key principles and engagement with People with Lived Experience, diverse community groups.  *How are other partnerships involved and what are the outcomes?* |  |  |  |
| 14. | Evidence how SAB members have challenged one another and held other Boards to account |  |  |  |
| 15. | Promote multi-agency training and consider any specialist training that may be required. Consider any scope to jointly commission some training with other partnerships, such as the Childrens, Community Safety Partnership or other SABs? |  |  |  |

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