Job Description and Particulars of Appointment

- Job Title: Independent Chair, Shropshire Safeguarding Adults Board
- Post Number: To be confirmed
- Grade and SCP: Casual appointment - £550 per day, inclusive of expenses, for a maximum of 25 days per year
- Directorate: Shropshire Safeguarding Adults Board

Where your role fits at Shropshire Council

At Shropshire our priority is to be a 'best value' authority that delivers, enables, and influences for Shropshire and its residents by:

- Being financially stable and sustainable
- Having clear priorities and purpose
- Supporting and enabling our workforce to excel

Recognising the challenge across local government today. This starts with our Improvement Plan to address immediate challenges, while ensuring a focus on the future and how the Council will need to look, feel, and operate to best serve the needs of the county and its residents, and being aware of changes in national policy.

Our Shropshire values: PROUD

- Partnerships
- Respect
- Opportunities
- Understanding
- can Do

Aim to unify the workforce, support transformation, improve trust, and build a modern, sustainable Council.

As the Independent Chair of the Shropshire Safeguarding Adults Board, you will support effective multi-agency safeguarding arrangements and help improve outcomes for adults with care and support needs in Shropshire.

The Shropshire Safeguarding Adults Board is the independent strategic partnership responsible for ensuring that relevant organisations work effectively together to safeguard adults. The Board provides challenge, scrutiny, assurance and leadership across the local safeguarding system.

Overview of your role

The Independent Chair provides independent strategic leadership, challenge and scrutiny to the Shropshire Safeguarding Adults Board. The role ensures that the Board operates effectively, discharges its statutory duties in line with guidance and good practice, and maintains a clear focus on learning, assurance and improved outcomes for adults with care and support needs.

Who will your manager be and what will you be responsible for?

This is an independent, casual appointment commissioned on behalf of the Shropshire Safeguarding Adults Board.

You will be:

- You will be accountable to the Chief Executive of Shropshire Council and the Portfolio Holder for Social Care.
- The role has no direct line-management responsibility specified; it provides strategic leadership to the Board and direction and accountability to its subgroups.
- Expected to lead and/or contribute to a range of projects and build relations with both internal and external partners in order achieve specified outcomes but will not have direct authority over those involved.
- You will liaise with the appropriate Board Manager to ensure the timely and effective management of Board business within agreed budgets.
- Responsible for preparing responses in line with Shropshire Council's corporate processes and national/regulatory/statutory processes (e.g. complaints, MP enquiries, Information Governance requests, customer enquiries, media enquiries, HR staff investigations etc..). These responses should be in line with the quality and timescale expectations set out within Shropshire Council's published procedures and/or case allocation emails and discussions.
- Responsible for completing within expected timescales all mandatory corporate and role specific training. Training requirements will be detailed in your corporate induction and Performance Development Review (PDR). Courses are accessed via the council Learning Management System via the Intranet.

What will you be doing?

- Provide independent strategic leadership, challenge and scrutiny of local adult safeguarding arrangements and practice.
- Ensure that the Board operates effectively and discharges its duties in line with statutory guidance and good practice.
- Oversee the development and implementation of the Board's strategy, annual business plans and work plan, ensuring that learning from Safeguarding Adult Reviews, investigations and other statutory activity informs priorities

- Ensure that performance management and quality assurance are integrated into the work of the Board and its subgroups, with a clear focus on outcomes.
- Determine, following the scoping of available information, whether criteria are met for the Board to undertake a Safeguarding Adult Review.
- Oversee the Board's statutory case review work and ensure that review processes are robust and support learning and improvement.
- Lead and direct the work of Board subgroups and hold them to account for agreed outcomes.
- Promote effective collaboration and partnership working between Board members, subgroups and wider stakeholders.
- Hold partner organisations to account for effective safeguarding practice and the appropriate deployment of resources.
- Ensure that the voices of adults with care and support needs, their families and carers are represented in the Board's work.
- Maintain links with ADASS, the Local Government Association network for chairs and other regional and national networks so that the Board is informed by national policy and developing practice.
- Ensure that the Board operates independently of its member agencies and reports to relevant governance structures at appropriate intervals.
- Act as the public representative for the Board and, in consultation with relevant Board members, support appropriate media communications.
- Provide independent arbitration in line with the Board's escalation arrangements where conflicts of interest or unresolved inter-agency issues arise.
- Oversee completion of the Board's Annual Report.
- Keep the Board's membership and subgroup arrangements under review to ensure that they are effective and representative.
- Promote equality, respect diversity and uphold human rights throughout the Board's work.
- Work co-operatively with neighbouring Safeguarding Adults Boards and foster close working with the Safeguarding Children Partnership and Community Safety Partnership.
- Maintain confidentiality and ensure that Board business and documents are handled safely and securely.
- Undertake any other duties jointly agreed as necessary and appropriate to the role.

The above duties are an illustrative outline and are not an exhaustive list. You will be expected to become involved in a range of work to enable the service to respond effectively to the changing requirements of the Council and changes affecting the workforce.

What we expect of you

You will:

- adopt a customer focused approach when delivering your service, ensuring engagement with service users and maintenance of an appropriate personal profile,
- act as an advocate for your service and work collaboratively with colleagues across the whole Council to meet the needs of the people of Shropshire,
- meet individual, service and personal development targets agreed through the Personal Development Review Process, learn from experience and are committed to continuous improvement individually and as an employee of the Council,
- work with colleagues to meet your team's key performance indicators, support a culture of team working and ensure the team functions successfully in support of the Council's corporate and service objectives.
- meet the behaviours and competencies adopted by the Council in the way in which they achieve their objectives and carry out their work.
- A priority for the Council is the protection of vulnerable people, ensuring they are able to live as independently as possible. The post-holder will promote and engage with Council's responsibility to safeguard the welfare of children, young people and adults, and protect their right to be safe from harm.

What are your conditions of Service

The conditions of service are those laid down by Shropshire Council, which have been adopted and amended as necessary from those laid down by the National Joint Council for Local Government Services.

Your post is subject to the following:

- The post is Casual
- Casual work will be on an 'as and when' required basis and the working pattern will be determined by the needs of the service and your availability

Smoking is not allowed in Council buildings, in Council vehicles or in any Council place of work.

What pre-employment checks will we undertake?

The appointment is subject to receipt of the following pre-employment checks;

1. Satisfactory employment references,
2. Evidence of the qualifications required for the post/listed on your application form,

This post is exempt from the Rehabilitation of Offenders Act 1974 and as such all applicants who are appointed to this post will be subject to an **Enhanced Disclosure** from the Disclosure and Barring Service before the appointment is confirmed. This check will include details of cautions, reprimands or warnings as well as convictions and non-conviction information. Once appointed, the successful applicant(s) will also be required to apply for an Enhanced Disclosure at pre-determined intervals during the course of their employment whilst in this post.

Supplying false information or failing to disclose relevant information could be grounds for refusal and could amount to a criminal offence.