

## DUDLEY METROPOLITAN BOROUGH COUNCIL

### SAFEGUARDING VULNERABLE ADULTS – SUMMARY OF ROLES AND RESPONSIBILITIES WITHIN THE COUNCIL

Role	Accountabilities
Leader of the Council	<ol style="list-style-type: none"> <li>1. Ensure that the Council gives priority to safeguarding vulnerable adults coherently and consistently in service planning and resource allocation.</li> <li>2. Designate one Lead Member with responsibility for safeguarding vulnerable adults</li> <li>3. Ensure that the Cabinet receives advice from the Director of Adult, Community and Housing Services on all relevant matters.</li> <li>4. Ensure all communities are equally served in this regard.</li> </ol>
Cabinet Member with responsibility for Adult Social care	<ol style="list-style-type: none"> <li>1. Ensure that the Council focuses in particular on how it is fulfilling its responsibilities to safeguard and promote the welfare of vulnerable adults, and to hold the Director of Adult, Community and Housing Services to account for the work of the Dudley Safeguarding Vulnerable Adults Board.</li> <li>2. Ensure that the Council's responsibilities for vulnerable adults are properly considered, supported and monitored by the Cabinet, including an annual report to the Cabinet on the work of the Safeguarding Board.</li> <li>3. Work with the Director of Adult, Community and Housing Services to ensure the Directorate is adequately funded and staffed to deliver these priorities, in and out of office hours.</li> </ol>
Elected Member champion for Safeguarding	<ol style="list-style-type: none"> <li>1. To champion safeguarding work with vulnerable adults.</li> <li>2. To raise the profile of safeguarding with other elected Members.</li> <li>3. To be a member of the Dudley Safeguarding Vulnerable Adults Board.</li> </ol>
Chief Executive	<ol style="list-style-type: none"> <li>1. Ensure the Council has developed strategic objectives, priorities and targets for safeguarding vulnerable adults that complement those set nationally.</li> <li>2. Make sure statutory inter-agency arrangements are in place (including Safeguarding Board and Multi-agency Public Protection Panels) and ensure there is an open culture between local agencies and good communication s between senior managers so that they accept and address concerns</li> </ol>

	<p>brought to their attention.</p> <ol style="list-style-type: none"> <li>3. Receive regular briefings that identify the strengths and weaknesses of Council Services and of the improvement actions required.</li> <li>4. Ensure services for vulnerable adults are sensitive to diversity.</li> </ol>
<p>Director of Adult, Community and Housing Services</p>	<ol style="list-style-type: none"> <li>1. Ensure the Directorate has management and accountability structures that deliver safe and effective services, with particular reference to the Mental Capacity Act 2005; the Deprivation of Liberty Safeguards and the No Secrets guidance.</li> <li>2. Provide leadership to promote and ensure safeguarding amongst the adult social care workforce within and outside the Council.</li> <li>3. Ensure that the Directorate has access to a range of effective, efficient and flexible services that protect and support vulnerable adults.</li> <li>4. Ensure effective multi-agency planning processes are in place to plan for vulnerable adults in need and that there is an effective Local Safeguarding Vulnerable Adults Board that co-ordinates services and ensures that vulnerable adults are protected in all settings including hospitals.</li> <li>5. Ensure that Council Members with Cabinet and scrutiny responsibilities, and Officers with strategic and delivery responsibilities have appropriate training to enable them to exercise the responsibilities of their role.</li> <li>6. Provide regular reports to the Cabinet Member on the way in which services are delivered.</li> <li>7. Ensure that performance on safeguarding vulnerable adults is reported to the Care Quality Commission.</li> <li>8. Ensure that staff are well trained, supported and managed, and feel able to report any concerns.</li> <li>9. Ensure vulnerable adults in need are listened to, both in service provision, and at a more strategic level.</li> </ol>
<p>All Members of Corporate Board</p>	<ol style="list-style-type: none"> <li>1. Should be committed to safeguarding vulnerable adults and should communicate that commitment throughout the organisation.</li> <li>2. Ensure their services are provided in a way that promotes the welfare and safety of all vulnerable adults.</li> <li>3. Ensure all staff in services with contact with vulnerable adults have a consistent understanding of the thresholds for sharing information with and referral to the Directorate of Adult, Community and Housing Services, and receive appropriate training to undertake their responsibilities to safeguard and promote the welfare of vulnerable adults.</li> <li>4. Designate a named person through as safeguarding lead within their directorate.</li> </ol>

<p>Health and Adult Social Care Select Committee Members</p>	<ol style="list-style-type: none"> <li>1. Take all necessary steps to scrutinise the Council's arrangements for safeguarding vulnerable adults, with particular reference to: <ul style="list-style-type: none"> <li>▪ the adequacy of funding;</li> <li>▪ staff levels and morale;</li> <li>▪ the performance of the Directorate of Adult, Community and Housing Services, including case allocation;</li> <li>▪ ensuring that protection is accessible to vulnerable adults from all communities.</li> </ul> </li> </ol>
<p>All Elected Members</p>	<ol style="list-style-type: none"> <li>1. To be aware of how and when to refer concerns about vulnerable adults to the Directorate of Adult, Community and Housing Services, and how, after the referral has been registered, that there are subsequent constraints on staff sharing information in accordance with the Council's political conventions.</li> </ol>
<p>Assistant Directors – Adult Social Care, DACHS</p>	<ol style="list-style-type: none"> <li>1. Ensure vulnerable adults are protected, and they and their families benefit from effective referral, assessment, planning and review processes, which result in appropriate services being provided to respond to the identified developmental needs of the child.</li> <li>2. Maintain positive and constructive relationships through the DSVAB with partner agencies.</li> <li>3. Ensure that staff are provided with up to date procedures, protocols and guidance and that systems are in place to ensure they are followed.</li> <li>4. Ensure arrangements are in place for the safe transfer of responsibility between local authorities.</li> <li>5. Report to the Director and Cabinet Member serious incidents which relate to the safeguarding of individual vulnerable adults.</li> <li>6. Ensure induction, supervision and staff development processes are in place.</li> <li>7. Ensure performance measures are in place to ensure services (including those commissioned from external organisations) are safely, efficiently and cost-effectively delivered.</li> <li>8. Ensure workloads are effectively managed.</li> <li>9. Ensure staff are able to offer culturally appropriate services to all of the communities of the Borough.</li> <li>10. Demonstrate a commitment to safeguarding vulnerable adults and communicating that commitment throughout the organisation</li> </ol>

<p>Heads of Service – Adult Social Care</p>	<ol style="list-style-type: none"> <li>1. Ensure systems are in place to enable team managers to establish how many vulnerable adults have been referred to their team, what action is required to be taken for each person, who is responsible for taking action, and when that action must be completed and has been completed.</li> <li>2. Ensure all cases of vulnerable adults assessed as needing a service have an allocated worker.</li> <li>3. Ensure that services are effectively and safely provided.</li> <li>4. Ensure that staff follow procedures, protocols and guidance and that casework is checked regularly.</li> <li>5. Report to the Assistant Director on the quality and performance of their services, including workloads and unallocated cases, on a regular basis.</li> <li>6. Ensure that requirements about vulnerable adults’s safeguards are built into all external placement contracts and Service Level Agreements.</li> <li>7. Ensure that safeguarding vulnerable adults is built into all planning activity</li> </ol>
<p>All other Assistant Directors and Heads of Service, Directorate of Adult, Community and Housing Services</p>	<ol style="list-style-type: none"> <li>1. Ensure staff are trained in adult protection and know how to make referrals and work with other agencies to protect vulnerable adults.</li> <li>2. To ensure that Safeguarding Board policy is understood and adhered to.</li> </ol>