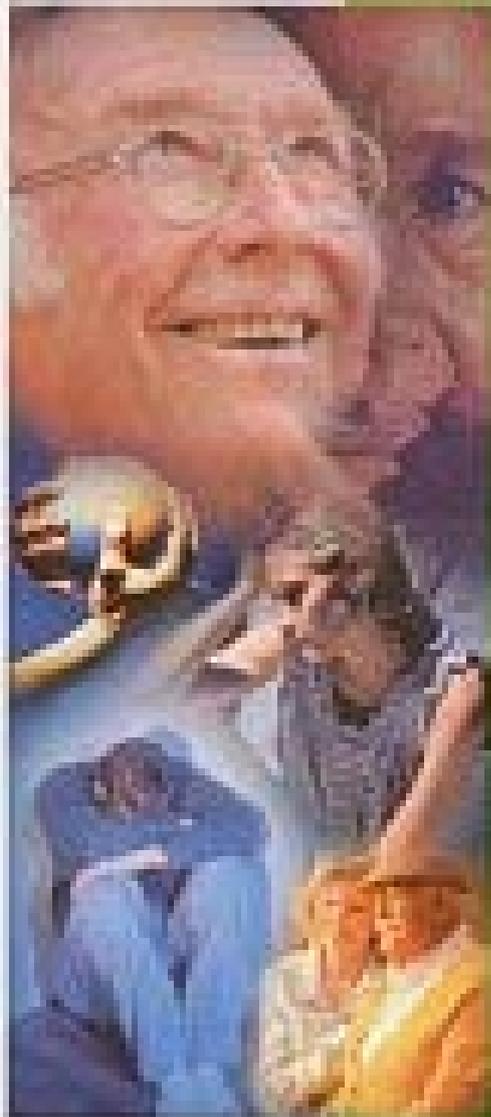


Protection of Vulnerable Adults



**SOUTH WALES
SAFEGUARDING
ADULT
STRATEGIC
MANAGEMENT
BOARD NEW
MEMBERS
INDUCTION
PACK
(Reviewed June
2011)**

Inter-Agency
Policy & Procedures
for responding to
Alleged Abuse and
Inappropriate Care of
Vulnerable Adults
In South Wales

In September 2000, the Welsh Assembly Government (formerly known as the National Assembly for Wales) through its Social Services Inspectorate, launched a guidance document entitled *In Safe Hands*. This guidance called for the development and implementation of multi-agency policies and procedures to protect and support vulnerable adults from abuse and inappropriate care. At this point in time (June 2011) the document is currently under review

In December 2001, the South Wales Adult Protection Forum published its "Inter agency policy and procedures for responding to alleged abuse and inappropriate care of vulnerable adults in South Wales". The policy and procedures was revised in 2005 to take account of the critical lessons learnt through inter-agency working practices, the emergence of new legislation and the commissioning of new statutory bodies both in the health and regulation sectors.

Members of the South Wales Adult Protection Forum were instrumental in the development of a Wales Policy and Procedures for the protection of Vulnerable Adults from abuse. This policy and practice guidance endeavours to create a single consistent and uniform policy and practice guidance across Wales for all key statutory partner agencies that have a primary responsibility for the care, support and protection of vulnerable adults.

This Wales Policy was agreed for implementation across all the member agencies from the 1st of April 2011.

Based on agencies adopting a generic approach, this multi-agency adult protection policy acknowledges the diverse aspects of abuse and fundamentally sets out to enable vulnerable adults to be protected from any form of abuse and inappropriate care by directing agencies to take positive action in dealing with such instances of abuse/inappropriate care.

In collaboration with others, it aims to develop strategies that are designed to prevent and/or reduce the risk of abuse/inappropriate care from occurring. The protocols set out in this document aim to clarify and support the roles and responsibilities of practitioners and managers in all agencies tasked with caring for and supporting vulnerable adults.

Statutory agencies must be committed to the fundamental principle of preventing abuse and this will be achieved through the development of positive service cultures within those agencies that are tasked with the care, protection and support of vulnerable adults. Agencies within the voluntary and independent sector also have a key role to play in the protection of vulnerable persons, albeit that the lead responsibility for the investigation of allegations of abuse/ inappropriate care will always rest with the statutory agencies.

The Welsh Assembly Government through The All Wales Advisory Group commissioned a report entitled "Evaluation of Adult Protection structures and procedures across Wales." which was published in March 2006. In this report the South Wales Adult Protection Forum was seen by its members as more

influential than the other regional fora, and there was a consistent message of the positive role of the Forum within the region. This view seemed to come from a consolidation of several factors - the membership (every key agency is represented at a senior level), the work which has been done to engage all partners, the co-operation and joint working in order to achieve consistency and quality across the region whilst at the same time respecting the individual ownership of responsibility at local level of each AAPC, all of which are chaired by a head of service

In Safe Hands states that:

“Agencies should clearly designate staff at an appropriate level to attend multi-agency meetings and give prior thought to their mandate, remit and capacity to influence practice within their own agencies....It is likely that people representing agencies will bring with them different types and levels of expertise but also varying degrees of ‘clout’

The AWAG report states, “There is currently no consistency of practice across the Boards as regards the level of representatives at either the Regional Boards or the APC’s. Whilst those interviewed expressed no problem with their current members it is questionable whether the people attending from key organisations were necessarily best placed to *‘make strategic and resource decisions’*

With the development of local Area Adult Protection Committees a review of the form and function of the regional forum was undertaken and in September 2010 Forum a working group set up to complete the review of tabled a briefing paper and draft terms of reference.

The group had considered the past work of the Forum and its’ role in developing and driving forward what was then a new POVA agenda across all constituent member agencies and raising awareness of POVA issues to both public and professionals alike.

It was identified that the Forum had been responsible for developing POVA policies and procedures acknowledged and accepted by all other Welsh Fora and for being a key contributor in leading a wider national POVA agenda.

The group acknowledged that a strong regional forum was key factor in ensuring that POVA continued to placed high on the National agenda and that constituent member agencies continued to evidence ownership of and commitment to agreed national policies and consistent implementation and practice at an agency level in order that the role of the regional forum is strengthened and its strategic fit with both National bodies and local APCs can be clarified.

The strength of the Forum had been evidenced by the fact that on behalf of its constituent agencies it had been able to challenge proposed national policy, develop and propose amendments which have subsequently been agreed by all member agencies and accepted at a National level.

It was agreed that after ten years it was now appropriate to re focus the role and function of the regional forum. In March 2011 the group met for the first time under its new title of the South Wales Safeguarding Adults Strategic Management Board and now consists of senior representatives from a diverse range of statutory, organisations..

Whilst the South Wales Safeguarding Adults Strategic Management Board has produced proposals for individual agencies in South Wales to consider, the responsibility for agreeing adult protection policies and procedures rests with individual agencies. However, there is an expectation that agencies will ensure that their staff and contractors will comply with the policy.

It was identified that that the future role of the Board was to provide a strategic focus across the statutory organisations responsible for safeguarding vulnerable adults across South Wales and to achieve this it set itself a number of aims;

The aims of the Board are;

- To provide a common strategic direction in relation to safeguarding vulnerable adults for:
 - all key statutory partner agencies that have a primary responsibility for the care, support and protection of vulnerable adults
 - and
 - are located within the boundaries of the South Wales Police Authority area,
 - and
 - who formally subscribe to the All Wales Policy/Procedures for the Protection of Vulnerable Adults

- To provide a single structure to
 - Create
 - ratify and
 - ensure commitment to the implementation of

any strategic development and policy initiative relating to safeguarding vulnerable adults on behalf of each of the key statutory Agencies

For ease of reference, the geographical area defined by 'South Wales' is a region encompassing the South Wales Police Authority area, which in itself is co-terminus with the area individually covered by the seven Unitary Authorities of Bridgend, Cardiff, Merthyr Tydfil, Neath Port Talbot, Rhondda Cynon Taff, Swansea, the Vale of Glamorgan, and three Local Health Boards, Abertawe Bro Morgannwg University Local Health Board, Cwm Taf Local Health Board, Cardiff and the Vale University Local Health Board and Velindre NHS Trust.

South Wales Safeguarding Adults Strategic Management Board Terms of Reference

Introduction

This multi-agency group shall be known as the South Wales Safeguarding Adults Strategic Management Board (referred hereafter as the SW SA SMB or the Board).

The aims of the Board are;

- To provide a common strategic direction in relation to safeguarding vulnerable adults for:
 - all key statutory partner agencies that have a primary responsibility for the care, support and protection of vulnerable adults
 - and
 - are located within the boundaries of the South Wales Police Authority area,
 - and
 - who formally subscribe to the All Wales Policy/Procedures for the Protection of Vulnerable Adults

- To provide a single structure to
 - Create

- ratify and
- ensure commitment to the implementation of

any strategic development and policy initiative relating to safeguarding vulnerable adults on behalf of each of the key statutory Agencies

The SWSA SMB responsibilities will also encompass the need to:

- Establish a consistent and effective set of policies and procedures for the South Wales area that facilitate the application of coherent consistent and robust arrangements across the area.
- Ensure that each agency is appropriately represented at the Board and its working groups to enable the aim of strategic management to be realised.
- Create, prioritise and timescale an agreed inter agency work-plan
- Create and monitor the implementation of agreed inter agency thresholds for evoking the safeguarding adult /POVA process through agreed quality assurance and performance management structures
- Promote the provision of consistent, fair and quality professional practice relating to safeguarding vulnerable adults in South Wales by developing best practice guidance for agencies and staff who have a duty/responsibility to safeguard vulnerable adults
- Monitor and evaluate the delivery of services across agencies through agreed quality assurance and performance management structures
- Periodically review existing policy and practice and recommend changes based on identified 'best practice', lessons learned from Serious Case Reviews and changes in legislation.
- Support the work of the Adult Protection Committees within South Wales by developing common policy and evaluating national and regional reports / data to identify themes and develop best practice guidance which will enable each APC to develop local partnerships to implement monitor and evaluate local policy and practice compliance
- Consider referrals made to the Board by any of the Area Adult Protection Committees/ Safeguarding Boards relating to an identified shortfall or anomalies in any multi-agency procedures that exist.

- Maintain a partnership with the Welsh Assembly Government and other National Safeguarding adult structures to support activities that are broader national matters
- Ensure that relevant issues or concerns are shared with the Welsh Assembly Government, including any requirement where there is a need for additional resources and acknowledging any unmet need when it occurs
- Promote the status and understanding of safeguarding vulnerable adult abuse policies and procedures throughout South Wales to both the public and professionals alike.
- Support where feasible the delivery of appropriate and consistent inter agency training to all key staff in partner agencies.
- Publish a bi-ennial report on the work of the Board

Mandate/ Governance

The SWSA SMB fully accepts and operates within the guidance provided by *'In Safe Hands'* and *'The Wales Policy & Procedures for the Protection of Vulnerable Adults from abuse'*

The SWSA SMB will be accountable to those agencies and organisations that make up its membership. This will not prevent agencies and/or organisations acting unilaterally in some instances but prior notice of such actions will be given to the Board in order that the consequence of such actions for safeguarding vulnerable adults can be evaluated and policy/ practice amended if required..

The SWSA SMB does not have nor does it seek to have any authority to direct partner agencies in the way it carries out its statutory functions. In this regard, the Group will always seek to advise and support all partner agencies by ensuring the work of the Board is fed into agency reporting processes and built in to agency safeguarding adult policy and procedures.

In setting the Board's terms of reference, it is acknowledged by all partner agencies that local arrangements must be put in place to monitor and address local themes and trends and to ensure local implementation of agreed policy and practice

The Board has the mandate of the constituent member agencies to set up sub groups and task and finish groups as required to progress the work-plan and to co-opt onto these groups individuals with specific expertise from both the Statutory and Voluntary sectors to assist in progressing the SWSA SMB work-plan

Chairing arrangements

The position of Chairperson for the SWSA SMB shall be reviewed biennially and members of the Board shall be responsible for the selection and appointment of this post.

The position of Vice-Chairperson for the SWSA SMB shall be reviewed biennially and members of the Board shall be responsible for the selection and appointment of this post. and may be nominated from any agency or organisation represented on the Board other than that which the Chairperson represents

Membership

The Board's membership shall be constituted from representatives of the key statutory agencies that have a primary responsibility for the care, support and protection of vulnerable adults and who formally subscribed to the All Wales Procedures for the Protection of Vulnerable Adults,

All members will have senior strategic / policy responsibility for safeguarding vulnerable adults within their respective organisations and will be mandated to give or withhold the consent of their agency or organisation to issues considered and decided upon by the SWSA SMB or its constituent Sub-Groups

Each board member will be expected to attend the 4 meetings held within the year. This is imperative especially when there is a requirement for policy to be agreed and signed off. Meeting dates will be set a year in advance.

Each Board member will be expected to ensure the work of the Board is fed into agency reporting processes.

However members will be party to sensitive and confidential information discussed at the meetings of the Board e and its subgroups. Wherever possible information will be made anonymous, however it is noted that the nature of the need to improve safeguarding vulnerable adults in South Wales is likely to lead to information regarding specific services users, staff members, people and organisations being discussed in some detail. For example discussion of complaints, or lessons learned through specific case examples or Serious Case Reviews. Careful consideration should be given to the detail fed into reporting structures so as to prevent further unlawful dissemination of protected information.

Members attend such meetings as a representative of their agencies. Information gained should not be used inappropriately or to gain unfair advantage. Therefore 'an

individual member of the Board with either a private or personal interest in a matter that might influence their ability to be impartial will be expected to declare such an interest and may be asked to leave whilst that matter is discussed'.

Each Board member is expected to ensure regular appropriate representation for their agency at sub group meeting

The SWSA SMB shall comprise of;

Senior Representatives (or in exceptional circumstances their nominated deputy) of the key statutory agencies who hold strategic/policy responsibility within their respective organisations for safeguarding vulnerable adults

These will include;

- Swansea City and County Council
- Neath Port Talbot County Borough Council
- Bridgend County Borough Council
- Merthyr County Borough Council
- Rhondda Cynon Taff County Borough Council
- Vale of Glamorgan County Borough Council
- Cardiff City and County Council County Borough Council

- South Wales Police

- Velindre NHS Trust
- ABM University Health Board
- Cardiff and Vale University Health Board
- Cwm Taf Health Board

- The Chairperson of any Sub-Group commissioned by the SWSA SMB

The Board may also include representation from the following

- CSSIW
- Health Inspectorate Wales (Regional)

- National Public Health Service (Regional)

- The All Wales National Probation Trust (Regional)

- The All Wales Ambulance Trust (Regional)

- The All Wales Fire and Rescue Service (Regional)

Sub Groups

In order to facilitate the work of the SWSA SMB, the following standing Sub-Groups will be established (other task and finish groups may be set up by the Board to develop specific issues);

- Policy and Practice development Sub-Group
- Training Sub-Group
- Media /Communications sub group

The appointment of Chairperson, their membership and terms of reference of these Sub-Groups will be determined respectively by each Sub-Group and will be subject of ratification by the SWSA SMB

The frequency of the sub group meetings will be dictated by and subject to the allocation of tasks set by the SWSA SMB .

Arrangements and scheduling for these meetings will be carried out by the Secretary in consultation with the group's Chair.

Each of the key constituent agencies will be expected to nominate an appropriately experienced member of their organisation to attend each sub group to ensure that all agencies perspectives are taken into account at the developmental stages of the sub group work.

Each sub group will be mandated by the Board to co-opt members from the key statutory agencies or other bodies who have experience which will enhance the knowledge or understanding of the issues addressed within the groups

Each member of the sub group will be expected to consult and seek direction from their own agency as part of the developmental stages of the work process.

Each member will be expected to attend all meetings. Main meeting dates will be set a year in advance.

Once agreed and finalised within the sub groups all work will be referred to the Board for ratification

Financial Contribution

Formula to be developed and agreed by Board when membership agreed

Secretarial and consultative support

The Board's Secretary/Consultant shall

- Provide specific support to the Board – such tasks to include the co-ordination, facilitation and provision of secretarial/admin support. This also includes the provision of administrative support to the Board's Chair where appropriate.
- To assist in the co-ordination, facilitation and the provision of secretarial support to all sub-groups established by the Board.
- To facilitate and provide administrative support for the processes of any policy development, review associated with the All Wales Policy and VA documentation or other relevant material.
- To undertake and provide support for the process of research, to assist learning/awareness within the South Wales area by reference to other areas of Wales or the United Kingdom, where appropriate.
- To arrange and facilitate periodic briefings to Designated Lead Managers and Senior Practitioners on emerging changes and developments relating to the POVA guidance.
- To co-ordinate work associated with the development of the Adult Protection Committees within the Board area.
- To provide a liaison role for the Adult Protection Committees established within the Board area.
- Where appropriate, to assist with promotional/background work in respect of any local launches relating to the All Wales Policy and its procedures.
- As directed by the Board Chair, to represent the Board on any associated Board/Committee or working group having links with Safeguarding Vulnerable Adult work.
- To co-ordinate/update material displayed on the Board Board web Site and All Wales web site by liaison with the respective Web-site Managers.

Meeting Arrangements

The South Wales Safeguarding Adults Strategic Management Board shall meet every 3 months or sooner should circumstances dictate – this will be at the discretion of the Chair, following consultation with members.

Quoracy

No meeting shall be conducted unless a minimum of 4 member agencies plus the Chair must be in attendance for the meeting to be quorate

Policy and Practice Development Group

Terms of Reference (April 2011)

Introduction

The status of the Policy and Practice Development Group (PPD) is that of a multi-agency sub-group of the South Wales Safeguarding Adults Strategic management Board (SWSASMB). The PPD's mandate in terms of its role and responsibilities shall be formally set and agreed by the Board and any recommendations made by the Policy and Practice Development Group shall be subject to ratification by the Board.

In setting the Sub-Group's terms of reference, it is acknowledged by all partner agencies that local arrangements must be put in place to monitor and address individual practice issues. The PPD Sub-Group's remit does not have nor does it seek to have any authority to direct partner agencies in the way it carries out its statutory functions. In this regard, the Policy and Practice Development Sub-Group will always seek to advise and support all partner agencies

Mandate

The PPD has the mandate of the SWSASMB to set up task and finish groups as required to progress the SWSASMB work-plan and to co-opt onto its task and finish groups individuals with specific expertise from both the Statutory and Voluntary sectors to assist in progressing the SWSASMB work-plan

Chairing arrangements

The position of Chairperson for the PPD Group shall be reviewed biennially and members of the group shall be responsible for the selection and appointment of this post.

The position of Vice-Chairperson for the PPD Group shall be reviewed biennially and members of the group shall be responsible for the selection and appointment of this post.

The SWSASMB Secretary/Consultant shall provide secretarial support to the PPD Group (subject to the provisions of contract).

Membership

The PPD membership shall be constituted from representatives of the core agencies represented on the SWSASMB – these persons having management and or practice responsibility within their respective organisations.

Additional individuals with specific expertise from both the Statutory and Voluntary sectors may be co-opted onto the PPD to assist in progressing the SWSASMB work-plan. This will be at the discretion of the sub group chair and agreed by the members.

Each member will be expected to attend all meetings held within the year. This is imperative especially when there is a requirement for draft policy and practice guidance to be fully consulted upon at agency level and agreed prior to being put before the SWSASMB for ratification. .

Each PPD member will be expected to ensure the work of the group is fed into agency reporting processes.

Members will be party to sensitive and confidential information discussed at the meetings. Wherever possible information will be made anonymous, however it is noted that the nature of the need to improve safeguarding vulnerable adults in South Wales is likely to lead to information regarding specific services users, staff members, people and organisations being discussed in some detail. For example discussion of complaints, or lessons learned through specific case examples or Serious Case Reviews. Careful consideration should be given to the detail fed into reporting structures so as to prevent further unlawful dissemination of protected information.

Members attend such meetings as a representative of their agencies. Information gained should not be used inappropriately or to gain unfair advantage. Therefore an individual member of the Board with either a private or personal interest in a matter that might influence their ability to be impartial will be expected to declare such an interest and may be asked to leave whilst that matter is discussed'.

Role and function

- To review and further develop the policy and practice relating to the protection of Vulnerable Adults in South Wales, as commissioned by and within timescales set by the SWSASMB.
- To take on executive responsibility for specific tasks as mandated by the SWSASMB

In addition to (1 and 2) above and subject to the mandate provided by the SWSASMB:

- To address emerging issues that impacts on policy and practice both nationally and in other UK areas.
- To evaluate impact of new legislation and/or Government guidance on policy and practice.
- To maintain formal links with the SWSASMB Training Sub-Group with a view to assessing the likely impact on multi-agency training brought about by changes to policy and practice
- To promote and maintain consistency and quality of practice across all agencies/organisations that subscribe to the Wales Adult Protection policy and procedures.
- To publish, circulate and consult on recommendations. Outcomes from processes outlined in 1 & 2 above will be considered by the SWSASMB prior to any dissemination of findings or recommendations being made to the each Area Adult Protection Committee/ Safeguarding Board.
- To review and report on activity and practice relative to the protection of Vulnerable Adults across South Wales with a view to identifying:
 - Examples of 'best practice'
 - Any differences and/or inconsistencies in practices
- To review and report on recommendations of Serious Case Reviews with a view to identifying:
 - Examples of 'best practice'
 - Any differences and/or inconsistencies in practices
- To review and consider outcomes from Annual reports published by each Area Adult Protection Committee/ Safeguarding Board within the SWSASMB area with a view to:
 - Identifying regional trends of incidents of abuse
 - Sharing information relative to performance
- To review progress of the SWSASMB against agreed targets identified by the Board

- To prepare and publish a Bi-ennial Report outlining the work of the SWSASMB

Meeting Arrangements

The frequency of Policy and Practice Development Group meetings will be dictated by and subject to the allocation of tasks set by the SWSASMB. Arrangements and scheduling for these meetings will be carried out by the Secretary in consultation with the group's Chair.

Quoracy

No meeting shall be conducted unless 3 core agencies are represented. A minimum of 5 members plus the Chair must be in attendance for the meeting to be quorate

TRAINING SUB-GROUP Terms of Reference

The status of the Training Group is that of a multi-agency sub-group of the South Wales Safeguarding Adults Strategic Management Board. The Training Group's mandate in terms of its role and responsibilities shall be formally set and agreed by the Board and any recommendations made by the Training Group shall be subject to ratification by the Board.

The Training Group's membership shall be constituted from representatives of the core agencies represented on the Board – these persons having management responsibility for Training (or relative responsibility for co-ordinating training) within their respective organisations.

The position of Chairperson for the Training Group shall be reviewed annually and incumbent members of the group shall be responsible for the selection and appointment of this post.

The Board's Secretary/Consultant shall provide secretarial support to the Training Group (subject to the provisions of contract).

The objectives for the Training Group shall be:

- To maintain a common set of learning outcomes for each level of training.
- To monitor and review multi-agency training in collaboration with the seven Area Adult Protection Committee Training Sub-Groups.
- To monitor and review existing training programmes with a view to identifying and sharing ‘best practice’.
- To monitor and review multi-agency training needs with a view to addressing any gaps identified.
- To promote the value of multi-agency training and identify the roles requiring a multi-agency response.
- To promote a positive attitude amongst multi-agency staff and identify the knowledge and skills to meet their roles and responsibilities.
- To publish, circulate and consult on recommendations.
- To facilitate this training requirement, the South Wales Safeguarding Adults Strategic Management Board recommends that partner agencies adopt the following training model whereby 5 levels of training are proposed: The Board has re-enforced the principle that each agency has a responsibility to provide training at levels induction and awareness and recognition and referrals and that roles and responsibility and investigation training will be provided on a multi agency basis.

Induction and Awareness	Targeting all individuals who may come into contact with vulnerable adults	Aimed at raising general awareness of the issues around vulnerable adults.
Recognition and referral	Targeting all staff who have direct and regular contact with vulnerable adults.	Aimed at raising general awareness of the issues around vulnerable adults, the potential for abuse, and to develop an understanding of their role and responsibilities in relation to POVA issues, including the completion of VA1 ‘Referral’ form – where appropriate
Decision	Targeting	Aimed at developing a broad

<p>making and strategy</p>	<p>designated lead managers and staff who have an agency responsibility to contribute to the decision making process.</p> <p>Targeting DLMs who will be required to lead the inter agency Strategic process</p>	<p>understanding of:</p> <ul style="list-style-type: none"> POVA procedures and the referral process Roles & responsibilities – following receipt of referral or disclosure Initial information gathering. Initial risk assessment Rules governing unilateral decision making Information sharing Strategic process - when to hold a strategy discussion/meeting, roles and purpose of meeting. Implications of ‘capacity & consent’ Understanding ‘Achieving Best Evidence’ Completion of VA2 and other VA documentation <p>Aimed at developing an in depth understanding of Strategic processes</p> <ul style="list-style-type: none"> when to hold a strategy discussion/meeting managing strategy meeting timescales purpose of strategy process managing appropriate attendance Roles and responsibility of persons attending Managing non criminal investigation guidance Developing investigative action plans Risk assessment and action planning Managing investigative timescales Managing interface between the investigation and discipline processes Managing overview of agency non criminal investigations Considering requirement to hold review strategy meeting and timescales Concluding strategic process Managing interface between strategic and case conference processes
<p>Inter agency investigation</p>	<p>Targeting Police Officers, Social Workers CSIW and nominated Health</p>	<p>The areas to be covered include:</p> <ul style="list-style-type: none"> Communication Problems. The roles of individuals at this stage in the process. The implications of capacity and consent.

	professionals who are likely to become involved and work together in investigation of joint criminal or single agency non criminal investigations	An outline of Civil and Criminal Law as it will influence this stage of the procedures. Understanding the South Wales Safeguarding Adults Strategic Management Board Non Criminal Investigation Guidance Understanding 'Achieving Best Evidence'
Lead Officer And Agency POVA Responsibility	Chief Officers & Strategic Management Staff; Elected members; AAPC Members and any other co-opted professional and/or representative.	Understanding: Procedures and the roles and responsibilities of policy requirements and Inter-Agency working. Complaints Review of Serious Cases Monitoring , Evaluation and Planning Prevalence Resources/Funding Training Issues CSSIW Returns

South Wales Safeguarding Adult Strategic Management Board Confidentiality Statement

This statement was developed by the South Wales Safeguarding Adults Strategic Management Board Policy and Practice development subgroup for use by all members of the Board and its subgroups. The statement was designed to promote best practice in information management.

Due to the function of the South Wales Safeguarding Adults Strategic Management Board members will be party to sensitive and confidential information discussed at the meetings of the committee and its subgroups. Wherever possible information will be made anonymous, however it is noted that the nature of the need to improve adult protection in South Wales is likely to lead to information regarding specific services users, staff members, people and organisations being discussed in some detail. For example discussion of complaints, or lessons learned through specific case examples or Serious Case Reviews.

The Board is mindful that members attend such meetings as a representative of their

agency and that information gained should not be used inappropriately or to unfair advantage given business operational practice issues.

Therefore the Board has included a statement of good practice in relation to any conflict of interest:

‘an individual member of the Board with either a private or personal interest in a matter that might influence their ability to be impartial will be expected to declare such an interest and may be asked to leave whilst that matter is discussed’.

Members of the Board and its subgroups will consider the following when receiving information

- Does this information need to be shared to assist in the continued development of Adult Protection work in South Wales.
- With whom does the information need to be shared
- What parts of the information need to be shared
- How will I ensure that the information is managed and stored safely

The Wales Adult Protection Interagency policy for the protection of vulnerable adults provides further information regarding sharing and disclosing information.

The Ten Stages and Timescales in the Adult Protection Process

