



# Darlington Safeguarding Adults Partnership Board

## PERSON SPECIFICATION

<b>POST TITLE:</b>	Lay Member
<b>LOCATION:</b>	Town Hall, Darlington
<b>GRADE:</b>	Expenses only (volunteer)

### **Purpose of the Role**

Safeguarding means protecting an adult's right to live in safety, free from abuse and neglect. It is about people and organisations working together to prevent abuse and neglect, whilst at the same time ensuring that the adult's wellbeing is promoted and that their views, wishes and desired outcomes are sought and considered at all stages of the safeguarding process.

Darlington Safeguarding Adult Partnership Board (DSAPB) is a multi-agency forum which brings together senior representatives from the main organisations and agencies that work with adults at risk in Darlington. It helps co-ordinate safeguarding work across agencies and ensures that this work is effective in improving safeguarding outcomes for adults with care and support needs who are at risk of abuse and neglect.

The role of the lay member will include actively supporting stronger public engagement in local adult safeguarding issues and contributing to an improved understanding of DSAPB's adult safeguarding work in the wider community and the oversight and scrutiny of decisions and policies agreed by the Board.

### **Lay Member DSAPB Contacts**

- DSAPB Independent Chair
- DSAPB members and chairs and members of DSAPB sub groups
- Safeguarding Boards' Business Manager and Business Unit staff.

### **Main Responsibilities of the role**

- attend and actively participate in Darlington Safeguarding Adult Partnership Board ( 6 times a year) as a full member, including the DSAPB development sessions
- as required be an active member of at least one of the sub-committees, attending meetings at a minimum four times a year
- help ensure that key safeguarding issues addressed by the Board take into account the issues that matter to adults at risk

- support the Board in identifying where safeguarding and welfare arrangements for adults at risk can be improved
- help to make links between DSAPB and community groups
- support the Board to ensure that the views and needs of the local community are reflected in the development of policy, procedures and plans
- help ensure that information about DSAPB is communicated with the local community through agreed channels of communication, to raise awareness about the Board and its role, function and priorities
- challenge DSAPB on the accessibility by adults at risk and the pupil of its plans and procedures
- undertake any relevant training that is identified to support the role
- ensure that sensitive or confidential information shared within DSAPB remains confidential in line with a confidentiality agreement/contract
- contribute to consultation activities undertaken by DSAPB
- maintain an awareness of and commitment to equality and diversity;
- seek appropriate advice and support from the Board Chair, Manager or Development Officer

## **Knowledge, Skills and Experience required**

### Essential:

1. a strong commitment to promoting the welfare of adults at risk and to keep them safe
2. a good understanding of the needs of adults at risk and their families.
3. to be able to demonstrate an ability to contribute to the work of DSAPB.
4. to be available to attend six Board and four sub-group meetings per year and undertake necessary preparation. These meetings will be held during working hours (between 9 – 5pm, Monday – Friday).
5. an ability to read and assimilate information from Board papers.
6. an ability to communicate effectively within meetings and the confidence to ask questions and challenge people in a constructive way.
7. an understanding of the requirement for confidentiality in dealing with some of the information shared within the DSAPB.
8. a willingness to undertake training and development to help equip you to carry out your role.
9. an understanding and commitment to equality and diversity in promoting the welfare of adults at risk in Darlington.
10. knowledge and experience of involvement with community groups

### **Additional requirements**

- enhanced DBS check.
- to have not been employed by any agency represented on DSAPB in the past 5 years.
- to be a resident of Darlington

### **Appointment and notice period**

The appointment is for a three year period with an annual review. The appointment can be terminated at any time with an expectation of one month's notice period on either side.

### **Induction, training and support**

All new DSAPB members will be entitled to and required to participate in a process of induction which will involve:

- a briefing on the function of the Board and the duties of Board members
- a meeting with the DSAPB Chair and Business Manager
- identification of further training and learning needs

Lay members are expected to attend Adult Safeguarding Level 1 within the first three months of appointment.

A 'buddying' arrangement will be in place for each lay member, which will involve meeting with the Boards' Development Officer before and/or after each meeting to prepare and de-brief if necessary.

Travel Expenses of 42p per mile will be paid when attending meetings. This will be paid from the home address of the lay member.

### **Interviews**

Interviews will be held on **Friday 16<sup>th</sup> March 2018**

Additional Payments: Travel expenses

Work Location: Town Hall, Darlington

Hours per week: Not applicable

