



**Plymouth
Safeguarding
Adults Board**

Scheme of Delegation 2015 / 16

Scheme of Delegation

Authority to Make Decisions

Recognising the importance of being explicit about who has the authority to take a variety of decisions, in a manner that ensures both transparency and accountability in decision making is important. One way to do this is to have a scheme of delegation, and this is now generally accepted as good practice in governance.

Whilst Local Safeguarding Adults Boards are now Statutory Bodies, they are not a legal entity and so are unable to enter into financial arrangements, such as contracting or the procurement of services, in their own right. For this reason Plymouth City Council acts as the host contracting authority and body through which all financial or legal transactions are carried out. Any contracts or financial transactions carried out on behalf of the Board must therefore be undertaken by an employee of Plymouth City Council on behalf of the Board.

All financial transactions are therefore underwritten by Plymouth City Council but the Board has a responsibility to ensure the Local Safeguarding Adults Board secures adequate funds to manage the service.

Specific delegation to the PSAB Executive Group

- Discussion and sign off of final Safeguarding Adults Reviews (SARs), Multi-agency Partnership Reviews (MAPRs), Overview Reports/Internal Management Review Reports in conjunction with the Independent Chair;
- Sign off of a collective Government consultation response on behalf of the PSAB in conjunction with the Independent Chair but only after all Board members have had the opportunity to provide comments (where they wish to) on such consultation.
- Sign off new or amended multi-agency policies, procedures or working practices in conjunction with the Independent Chair but only after all Board members have had the opportunity to provide comments (where they wish to) on such proposals. Where the unanimous agreement of all agency members of the PSAB for such action has not been reached, the matter must be referred to the Full PSAB meeting for further discussion which can involve a voting exercise and final agreement by majority decision.
- Agreement of all new membership requests for Board and Sub Groups in conjunction with the Independent Chair.
- Agreement of sub group action plans and work programmes.

Agreement

The following list (not exhaustive), gives an overview of who has been given delegated authority to make decisions and undertake actions on behalf of the Local Safeguarding Adults Board for the areas identified. All actions taken under this delegated authority must be properly recorded and dated.

The scheme will be reviewed at least annually to ensure it is still fit for purpose, meets the procurement rules of the Local Authority and that Board Members are confident that it still provides transparency and accountability for decisions being made.

Where additional decision areas are identified by Board Members or staff, they will be shared with the Executive Group of the Local Safeguarding Adults Board for consideration of inclusion within the Scheme of Delegation. Following a recommendation from the Executive Group that a decision area should be included as part of the Scheme of Delegation, the said recommendation will be made to the Full Board for final agreement.

The Scheme of Delegation will be reviewed annually.

PLYMOUTH SAFEGUARDING ADULTS BOARD (PSAB)
SCHEME OF DELEGATION 2013/2015

DECISION AREA	LOCAL AUTHORITY CHIEF EXECUTIVE	LOCAL AUTHORITY DIRECTOR FOR PEOPLE	BOARD CHAIR	FULL BOARD	EXECUTIVE GROUP	LOCAL AUTHORITY ADULT SAFEGUARDING MANAGER	SUB GROUP CHAIR	OTHER	COMMENTS
Agree the Scheme of Delegation				√					
Appoint PSAB Chair	√	√							
Appoint PSAB Vice Chair				√					
Remove Member of PSAB			√						
Determine Board Agenda			√			√			
Approve Board & Exec Minutes before circulation			√			√			
Redact Minutes where required prior to being made public			√			√			
Approve PSAB Service Plan				√					
Determine Sub Group Agenda							√		
Agree schedule of Meetings			√			√	√		
Determine Priority Work Areas for Board				√					
Request Sub Groups to undertake specific task			√	√	√				
Freedom of Information Requests Response			√			√			
Decide criteria for SAR is met or not met			√			√	√		

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Agree SAR/SCR Final documents			√			√	√		
Sign off SAR/SCR final documents			√		√				Must be agreed with Chair before signed off by the Executive Group
Approve new or amended policy and procedures				√	√				Must be agreed with Chair if unanimous agreement by agencies to sign off being made by Executive Group
Investigate General PSAB Complaints			√			√			Where the complaint is about the Chair or the ASM, the complaint will be investigated by the Vice-Chair or their nominated representative from the Board
Agree to release/advertise for staff				√					
Appoint interview Panel					√				
Appointment of Staff			√			√			
DBS Verification						√			
Annual Appraisal of Chair	√								Chief Executive or their delegated representative
Management Support to Chair						√			
Agree level of funding contribution to the PSAB				√*					*in association with their agency

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Agree PSAB Budget				√					
Issue & sign contracts on behalf of the Board e.g. Independent Chair, Safeguarding Adult Review		√				√			
Authorise purchase orders in accordance with Local Authority Procurement Rules						√			
Order stationery & equipment						√			
Agree Charging Policy for Training				√					
Ensure Multi Agency Training Courses are quality assured before delivery							√		Lead Officers Group
Determine Annual Training Programme							√		Learning & Professional Practice Sub Group
Agree Annual Training Programme					√				
Agreement of Sub Group Action Plans and Work Programmes					√				
Agreement of all new membership request, for the Full Board or Sub Groups					√				Executive Group but only in conjunction with the Independent Chair