

### Creating Adult Safeguarding Boards – Key Actions

Task	How will this be achieved?	By whom	By When	Date Completed
Identify Budget/Staffing to support the operation of the Board: <ul style="list-style-type: none"> <li>➤ Recruitment of Independent Chair £5k/once every 3 years</li> <li>➤ Salary Costs and Expenses for Independent Chair based on daily rate of £450/day</li> <li>➤ Administration Support –Agenda Preparation, Scheduling Meetings, Room Booking etc</li> <li>➤ Total Annual Budget Year 1 £15k/annum</li> </ul>	<ul style="list-style-type: none"> <li>• Secure commitment for funding from partner organisations</li> <li>• First year - seek allocation of start-up budget from adult social care</li> <li>• Safeguarding Adults Coordinator to be budget holder</li> <li>• Appoint Administration Support</li> </ul>	HofS/SAC	April09  Oct 08  Dec 08	
Recruit Safeguarding Board Members	<ul style="list-style-type: none"> <li>• Seek senior representation from partner organisations</li> <li>• Advertise for Independent Chair</li> <li>• Organise interview panel – partner involvement</li> <li>• Interview and Appoint Chair</li> <li>•</li> </ul>	SAC  SAC  SAC  SAC/Panel	Oct 08  Dec 08  Jan 09  Feb 09	
Schedule First Year meetings	<ul style="list-style-type: none"> <li>• Agree location and dates</li> <li>• Monthly meetings for Year 1</li> </ul>	SAC	Feb 09	