



Richmond and  
Wandsworth  
**Safeguarding  
Adults Board**

# Safeguarding Adults Review Sub-Group

## Terms of Reference

Safeguarding is everyone's responsibility

<b>Date</b>	30 September 2019
<b>Date previous version</b>	February 2018
<b>Review Date</b>	October 2020

## 1. Introduction

- 1.1. In its Vision statement the Richmond and Wandsworth Safeguarding Adults Board (RWSAB) commit to the fundamental principle that all citizens of Richmond and Wandsworth Boroughs (irrespective of age, race, gender, culture, religion, physical or mental ill health; disability or sexual orientation) have a fundamental right to live an independent life free from harm and abuse. All agencies will work together and commit to ensuring that Safeguarding is Everybody's Business. This will be done by:
  - Raising awareness about abuse.
  - Preventing abuse from happening wherever possible.
  - Reporting and responding to concerns and incidents of harm and abuse.
  - Sharing information and intelligence to reduce and remove risk.
  - Share and utilise learning from safeguarding enquiries and reviews to develop practice and preventive strategies.
  - Embed a "Making Safeguarding Personal" approach across the partnership which ensures people are involved and in control of all safeguarding activities.
- 1.2. The Safeguarding Adults Review (SAR) Sub-group is one of the structures through which the Board delivers its vision.
- 1.3. Section 44 The Care Act 2014 requires a Safeguarding Adult Board to carry out a Safeguarding Adult Review in the circumstances described. Statutory Guidance (section 14.133 onwards) sets this out in more detail. More specific supporting information on SARs can be found in the London Multiagency Safeguarding Procedures and the RWSAB's own protocol.

## 2. Purpose of SAR Sub-group

- 2.1. To act, with delegated responsibility, on behalf of the RWSAB to monitor the delivery of its statutory duties with regard to carrying out SARs, including receiving referrals and making recommendations to the RWSAB Executive on whether or not the statutory criteria are met.

## 3. Functions of SAR Sub-group

- 3.1. The key objectives of the Sub-group are:
  - Ensure an effective multi-agency protocol is in place and in line with the London Multiagency Safeguarding Policy and compliant with requirements of The Care Act 2014.
  - Receive SAR referrals.
  - Make recommendations to the RWSAB Executive with regard to SAR referrals.
  - Commission SAR reviewers, identify stakeholders/partners to be involved in the SAR, agree the terms of reference and costs associated with each SAR.
  - Receive updates on SAR progress and consider the final SAR report and recommendations before submitting this for sign off to the RWSAB Executive.
  - Ensure that all SARs are published on the website, submitted to the National SAR Library project and reported on in the RWSAB annual report.
  - Co-ordinate and update actions taken in relation to SAR learnings from all partners.

- Consider SAR learning themes emerging both locally and nationally to ensure that the RWSAB responds to these.

## 4. Links to other Sub-groups

4.1. The SAR Sub-group will link to other RWSAB Sub-groups where they have an important role to play in matters such as:

- Sharing learning and development needs identified through SARS with the Performance and Workforce Sub-group.
- Communicate with the Communication and engagement Sub-group to ensure publication of SARS on the RWSAB web-site
- Sharing any communication and public interest matters from SARS to ensure that partners are aware of any implications for their organisations.

## 5. Membership and member's responsibilities

5.1. Membership will include the following Core Members:

MEMBER	AGENCY	PURPOSE
Assistant Director of Adult Social Services, Commissioning and Quality Standards	Richmond and Wandsworth Councils	Chair of Sub-group; Council Adult Social Care Lead
Head of Professional Standards and Safeguarding,	Richmond and Wandsworth Councils	Council Professional Standards Lead
Safeguarding Service Manager	Richmond and Wandsworth Councils	Council Safeguarding Lead
Director of Quality & Governance	Wandsworth Clinical Commissioning Group	CCG Safeguarding Lead
Director of Quality	Richmond Clinical Commissioning Group	CCG Safeguarding Lead
Senior Officer, South West London Borough Command Unit	Metropolitan police - South West London BCU	Police Representative
SAB Board Co-ordinator	Richmond and Wandsworth Councils	RWSAB Link
Independent Chair (on ad hoc basis)	RWSAB	Link to RWSAB Executive

5.2. Each of the core members will nominate a deputy of sufficient seniority to fully act on behalf of the agency they represent if they are unable to attend any meeting.

5.3. The meeting must have a quorate membership of at least 3 core members.

5.4. Co-opted members can be agreed at the discretion of the Chair, dependent upon the issue under discussion.

5.5. Ad hoc representatives from the wider RWSAB may be invited to participate in extended SAR Sub-group meeting to discuss specific issues, where their input will improve the effectiveness of the Sub-group's actions.

- 5.6. All conflicts of interest should be declared at the start of any meetings; any member can be asked to stand down (at the discretion of the Chair) for any item under discussion if there is a conflict of interest. In such circumstances, an alternative member can be co-opted to bring complementary expertise.

## **6. Meeting frequency and form**

- 6.1. The Sub-group will meet at least quarterly or more frequently as required.
- 6.2. The Sub-group will send out meeting invitations and agendas at least 5 days before each meeting.
- 6.3. Minutes will be kept of all meetings and circulated to the members after the meeting.
- 6.4. The SAB Coordinator and allocated administrator will administer the Sub-group.
- 6.5. The Sub-group may establish task and finish group with co-opted members from partner organisations to undertake specific activities such as the annual self-assessment and peer support event, specific workforce issue or to create policy and procedures.
- 6.6. All referrals will be considered in compliance with the RWSAB SAR Protocol. The referring person or agency will be invited to attend the SAR Sub-group to present the reason for their referral and be involved in the Sub-group's discussion.

## **7. Governance**

- 7.1. The SAR Sub-group is accountable to the RWSAB Executive.
- 7.2. The chair of the Sub-group is responsible for preparing a report for each RWSAB Executive meeting to provide updates on the group's activities.

## **8. Decisions and escalation**

- 8.1. Wherever possible to Sub-group will make decisions and recommendations based on consensus between members. Where there is not consensus decisions will be made based on a simple majority of the members and the chair will hold a casting vote where there is a deadlock.
- 8.2. Where decisions are required urgently they can be made by email.
- 8.3. In exceptional circumstances, where consensus cannot be reached, issues can be escalated to the Executive to provide direction.

## **9. Communication, Data Protection and Accountability**

- 9.1. The Sub-group will communicate with members electronically in accordance with the Data Protection Act 2018 and the GDPR regulations.

- 9.2. All matters discussed at the Sub-group will be confidential and unless agreed, should not be divulged to other parties. All agenda reports, and other documents and all proceedings of the Sub-group shall be treated as confidential unless and until they become public in the ordinary course of the Board's business. However, if information is discussed that would prejudice the welfare of the person or persons concerned and/or others it will be the responsibility of the chair to ensure that such information is handled appropriately

## 10. Review

- 10.1. The Terms of Reference will be reviewed annually.