



Richmond and  
Wandsworth  
**Safeguarding  
Adults Board**

## **Annual Report Editorial Sub-group**

### **Terms of Reference**

Safeguarding is everyone's responsibility

<b>Date</b>	30 September 2019
<b>Date previous version</b>	April 2019
<b>Review Date</b>	September 2020

## **1. Introduction**

- 1.1. The Annual Report Editorial Sub-group is the structure through which the Richmond and Wandsworth safeguarding Adults Board (RWSAB) ensure that an annual report is published in line with the Boards statutory duties under the Care act 2014.

## **2. Purpose of the Annual Report Editorial Sub-group**

- 2.1. To act, with delegated responsibility, on behalf of the RWSAB to develop a draft annual report which reflects the RWSAB's activity during the year and those of partners agencies, in delivering on the RWSAB's priorities as outlined in its business plan and to offer assurance to the RWSAB Executive on the effectiveness of safeguarding arrangements and of the workforce across the partnership.

## **3. Functions of the Annual Report Editorial Sub-group**

- 3.1. The key objectives of the Sub-group are:
  - Determine a timetable for the completion of the RWSAB annual report.
  - Agree the style and contents of the annual report.
  - Engage all partners in the production of the report.
  - Ensuring the report is presented to the statutory governance structures.
  - Arranging for publication and distribution of the annual report.

## **4. Links to other Sub-groups**

- 4.1. The Annual Report Editorial Sub-group links to other RWSAB Sub-groups in matters such as:
  - Reviewing the Performance information which is relevant for including in the report with the chair of the Performance and Workforce Sub-group
  - Reviewing information on workforce and from the annual self-assessment and peer support event, which is relevant for including in the report with the Chair of the Performance and Workforce Sub-group
  - Reviewing the completed SARS and the learning for inclusion in the report with the Chair of the SAR Sub-group
  - Reviewing the activity of the Communication and Engagement Sub-group to determine the information which is relevant for including on the report with the chair of the Communication and Engagement Sub-group.

## **5. Membership**

- 5.1. The Sub-group will include the following Core Members:

<b>MEMBER</b>	<b>AGENCY</b>	<b>PURPOSE</b>
Head of Safeguarding and Professional Standards	Richmond and Wandsworth Councils	Chair Local Authority Lead
Safeguarding Service Manager	Richmond and Wandsworth Councils	Local Authority practice input
Performance Manager	Richmond and Wandsworth Councils	Local authority Performance Lead
Lead nurse adult safeguarding	Richmond Clinical Commissioning Group	CCG Safeguarding Lead
Lead nurse adult safeguarding	Wandsworth Clinical Commissioning Group	CCG Safeguarding Lead
SAB co-ordinator	Richmond and Wandsworth Councils	SAB link
Information Officer	Richmond and Wandsworth Councils' Adult Social Care	Layout, design
Police representative	Metropolitan police - South West London BCU	Met police lead
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. 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. Frequency and constitution of meetings**

- 6.1. The Sub-group will meet as required during the time that the report is being prepared.
- 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 Sub-group will receive information from partners to inform the performance report and on relevant workforce issues.
- 6.5. The SAB Coordinator and allocated administrator will administer the Sub-group.

## **7. Governance**

- 7.1. The RWSAB Annual Report Editorial 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.
- 7.3. The Annual Report will be written and agreed by the Editorial Sub-group and sent out to the wider SAB Partnership for approval of the content and layout.
- 7.4. The Annual report will be signed off by the SAB Executive.
- 7.5. After SAB Executive sign-off, the Annual Report will be sent for information to the statutory partners, following each agency's governance processes:
  - Metropolitan Police SWL BCU – Senior Leadership Team;
  - Clinical Commissioning Groups – Senior Management Team;
  - Local Authority – Health and Wellbeing Boards, and respective Overview and Scrutiny Committees.

## **8. Decisions and escalation**

- 8.1. Wherever possible the Sub-group will make decisions and recommendations based on consensus between members. Where there is no 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. Wherever possible the Executive will make decisions and recommendations based on consensus between the statutory partners. Where there is no 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.

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

- 9.1. The Sub-group will communicate with members and the wider RWSAB electronically in accordance with the Data Protection Act 2998 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 RWSAB Executive, 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. These arrangements will be reviewed annually and the next review is due in September 2020.