



Richmond and  
Wandsworth  
**Safeguarding  
Adults Board**

# Safeguarding Adults Board Executive

## Terms of Reference

Safeguarding is everyone's responsibility

<b>Date</b>	30 September 2019
<b>Date previous version</b>	June 2018
<b>Review Date</b>	September 2021

## Preamble

In January 2018 the Safeguarding Adults Boards in the London Borough of Richmond upon Thames and the London Borough of Wandsworth transitioned into a joint Board. This decision was based on a number of factors, including, the changing partner organisation reconfigurations, boundary changes and restructures across all three statutory partner organisations, the need to share information and intelligence, the desire to make more efficient use of resources and decrease the administrative burden whilst retaining ongoing improvement and developments across the partnership. Having consulted widely with all major local stakeholders and agencies the joint SAB commenced in January 2018.

## 1. Introduction

### 1.1. Section 43 of the Care Act 2014 requires for each local authority to establish a Safeguarding Adults Board (SAB) as follows:

- (1) Each local authority must establish a Safeguarding Adults Board (an “SAB”) for its area.
- (2) The objective of a SAB is to help and protect adults in its area in cases of the kind described in section 42(1) – (e.g. prevent harm and abuse of an adult with care and support needs and to make enquiries and minimise harm and abuse in cases where this has been alleged or taken place)
- (3) The way in which a SAB must seek to achieve its objective is by co-ordinating and ensuring the effectiveness of what each of its members does.
- (4) A SAB may do anything which appears to it to be necessary or desirable for the purpose of achieving its objectives.

### 1.2. Schedule 2 specifies that:

1(1) The members of a SAB are:

- (a) the local authority which established it,
- (b) a clinical commissioning group the whole or part of whose area is in the local authority’s area,
- (c) the chief officer of police for a police area the whole or part of which is in the local authority’s area, and
- (d) such persons, or persons of such description, as may be specified in regulations.

The SAB Executive, in compliance with schedule 2 above will be reflecting of the statutory membership: Local Authority, Health and Police as follows:

<b>Organisation</b>	<b>Job Role</b>
Local Authority	Director of Adult Social Services (DASS) Richmond & Wandsworth Councils
Metropolitan Police	Superintendent – Safeguarding Lead, South West London Basic Command Unit
Clinical Commissioning Group – Richmond & Kingston	Director of Quality and Safeguarding Lead
Clinical Commissioning Group – Wandsworth & Merton	Director of Quality & Governance

## 2. Purpose of the Richmond and Wandsworth SAB Executive

- 2.1. The main purpose of the Richmond and Wandsworth SAB (RWSAB) Executive will be to provide the necessary oversight, leadership and accountability of the work of the Richmond and Wandsworth Safeguarding Adults Board (RWSAB) and to be assured that the local safeguarding arrangements are working effectively and that they follow the Association of Directors of Adult Social Care (ADASS) guidance and safeguarding arrangements.

## 3. Functions of SAB Executive

The SAB Executive will fulfil the following functions:

- 3.1. Develop and monitor the RWSAB strategic plan.
- 3.2. Publish an annual report which sets out what has been achieved.
- 3.3. Commission Safeguarding Adult Reviews (SARS) as recommended by the SAR sub-group.
- 3.4. Develop and monitor sub-groups to carry out the work of the RWSAB.
- 3.5. Arrange meetings of the wider partnership in accordance with the agreed governance structures.
- 3.6. Monitor the RWSAB budget.
- 3.7. Receive reports from the independent chair.
- 3.8. Identify and manage the risks on behalf of the RWSAB.

## 4. Membership

- 4.1. Core members will be staff with the appropriate level of strategic leadership/responsibility from the key strategy partners; South West London BCU, Richmond CCG, Wandsworth CCG, Richmond and Wandsworth Councils and the independent Chair.

- 4.2. The Executive will be chaired on a rotational basis by each member of the Executive for a 6-month period.
- 4.3. The Executive may invite or co-opt additional members to support it in carrying out its functions.
- 4.4. The RWSAB Independent Chair will provide the Richmond and Wandsworth safeguarding Adults Board partners with assurance that all strategic partners are acting collaboratively whilst holding one another to account for the effectiveness of the Boards safeguarding adult arrangements. Furthermore, the RWSAB Independent Chair will offer constructive challenge to the Executive and act as a conduit between the executive, the subgroups and the wider safeguarding Adult partners.

## 5. Governance

5.1. The Executive has a responsibility to work in partnership with other Boards and to ensure that its actions compliment the work of these board. These arrangements will include the following Boards:

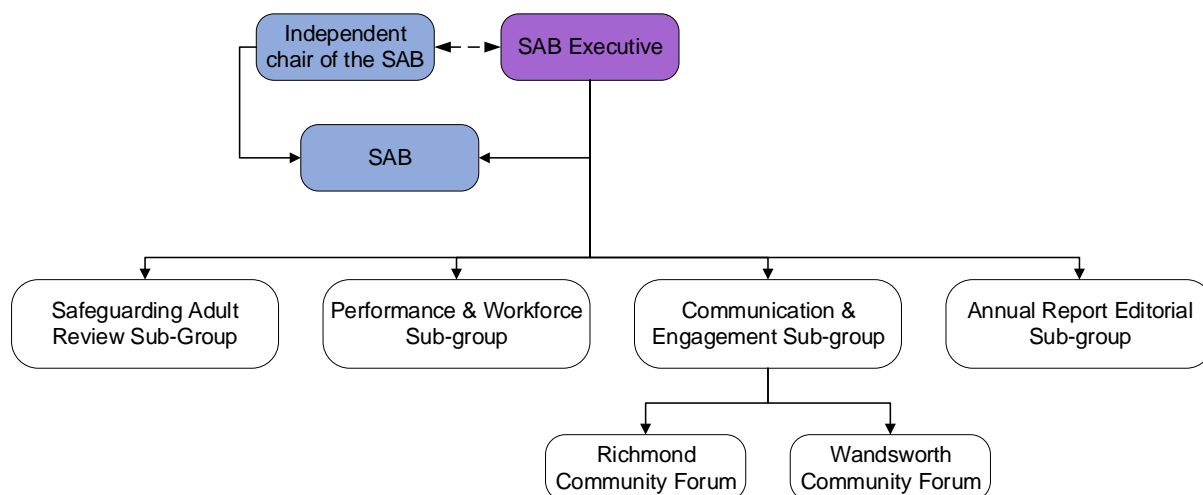
- Richmond and Wandsworth local safeguarding children partnerships
- Richmond and Wandsworth community safety partnerships (CSPs)
- Richmond and Wandsworth health and wellbeing boards (HWBs)
- CCG quality surveillance groups (QSGs)

5.2. The Executive is responsible for preparing and presenting a safeguarding adults annual report and presenting it for information to:

- The Richmond and Wandsworth Council;
- The Richmond and Wandsworth Health and Well-being Boards;
- The senior governance boards of Metropolitan Police South West London BCU;
- The Richmond and Wandsworth CCG's; and
- The Richmond and Wandsworth Healthwatch.

5.3. The Executive will receive and ratify reports from the subgroups.

5.4. The governance structure of the Executive is as shown below



- 5.5. The Executive will be accountable to each of the partner's chief officers.

## **6. Decisions and escalation**

- 6.1. Wherever possible to Executive will make decisions and recommendations based on consensus between the statutory partners. 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.
- 6.2. Where decisions are required urgently, they can be made by email.
- 6.3. In exceptional circumstances, where consensus cannot be reached, issues can be exculpated to the chief accountable officers of the statutory partners.

## **7. Frequency and constitution of Meetings**

- 7.1. The Executive will meet every second month and at least 5 times a year.
- 7.2. A quorum will comprise at least 1 representative of each of the statutory partners i.e. 3 members.

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

- 8.1. The Executive will communicate with members and the wider RWSAB electronically in accordance with the Data Protection Act 2998 and the GDPR regulations.
- 8.2. All matters discussed at the RWSAB 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
- 8.3. The Executive is accountable to the wider RWSAB partners.
- 8.4. The Executive will feedback to the wider membership through a regular newsletter and through the Annual General Meeting.

## **9. Review**

- 9.1. These arrangements will be reviewed every 2 years and the next review is due in September 2021.