



Richmond and
Wandsworth
**Safeguarding
Adults Board**

Richmond and Wandsworth Safeguarding Adults Board

Terms of Reference

Safeguarding is everyone's responsibility

Date	30 September 2019
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Review Date	October 2020

1. Introduction

- 1.1. The Richmond and Wandsworth Safeguarding Adults Board (RWSAB) is a statutory, multi-agency partnership co-ordinated by the local authority. It oversees and leads adult safeguarding across the Richmond and Wandsworth Council areas. The main objective of the RWSAB is to ensure that safeguarding arrangements across the partnership, work effectively to prevent abuse and neglect and to protect people with care and support needs who may be at risk of abuse and neglect
- 1.2. The RWSAB has a strategic role that is greater than the sum of the operational duties of the core partners. It oversees and leads adult safeguarding across Richmond and Wandsworth and is interested in a range of matters that contribute to the prevention of abuse and neglect. These include the safety of patients in its local health services, quality of local care and support services and awareness and responsiveness of further education services.

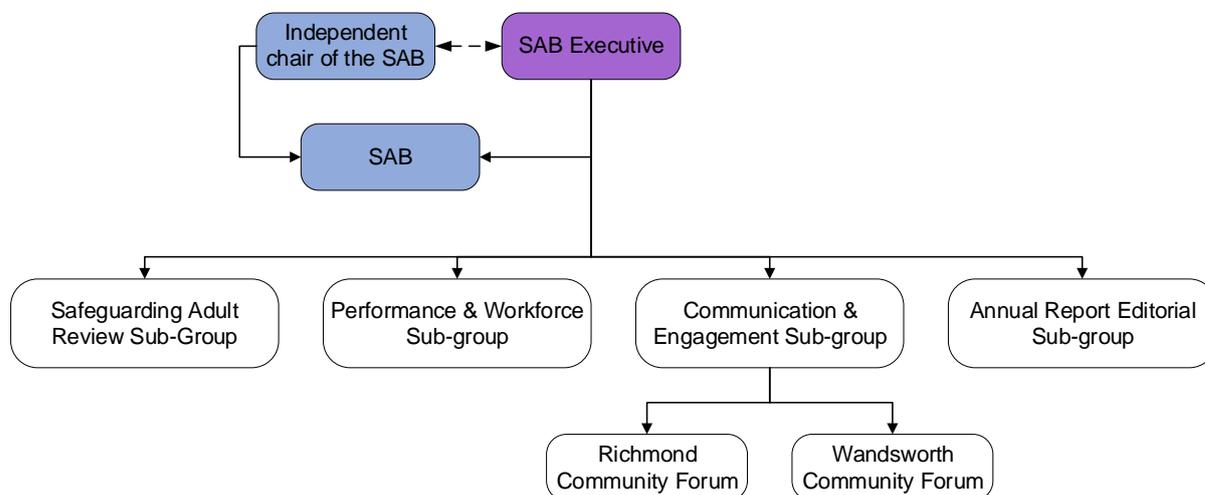
2. Purpose of Richmond and Wandsworth Safeguarding Adults Board

- 2.1. The statutory purpose of the SAB is to help and safeguard adults with care and support needs. It does this by:
 - Providing assurance that local safeguarding arrangements are in place as defined by the Care Act 2014, statutory guidance and the Association of Directors of Adult Social Care (ADASS) guidance.
 - Providing assurance that safeguarding practice is person-centered and outcome-focused (Making Safeguarding Personal)
 - Working collaboratively to prevent abuse and neglect where possible.
 - Ensuring all agencies and individuals give timely and proportionate responses when abuse or neglect have occurred
- 2.2. The RWSAB's Vision is outlined in its strategic plan which can be found here.
- 2.3. The vision is set upon the foundation of the following principles which provide direction to the development of safeguarding practice in Richmond and Wandsworth.
 - **Empowerment** - Adults are encouraged to make their own decisions and are provided with support and information
 - **Protection** - Adults are offered ways to protect themselves, and there is a co-ordinated response to adult safeguarding.
 - **Prevention** - Strategies are developed to prevent abuse and neglect that promotes resilience and self-determination
 - **Proportionate** - A proportionate and least intrusive response is made balanced with the level of risk
 - **Partnerships** - Local solutions through services working together within their communities.
 - **Accountable** - Accountability and transparency in delivering a safeguarding response
- 2.4. RWSAB undertakes its role within the Boundaries of the London Boroughs of Richmond and Wandsworth. It works closely with other London SABs and with the wider regional partners to undertake work which will benefit from a regional perspective.

- 2.5. The RWSAB publishes its Annual Report, Strategic Plan and business plan on the Safeguarding Adults board web pages ([here](#))

3. Structure of the RWSAB

- 3.1. The structure of the RWSAB is as shown below:



- 3.2. The RWSAB will meet at least 3 times a year with a year with the following themes:

- Annual General Meeting – focus on evaluation, review and revision of the strategic and business objectives.
- Safeguarding Learning Event – sharing learning across the wider partnership.
- Partnership Event – connecting with other partnership structures to identify areas where co-operation and shared learning are required.

- 3.3. The RWSAB will carry out its responsibility by establishing the following groups and Sub-groups:

- Executive Group
- SAR Sub-group
- Performance and workforce Sub-group
- Communication and engagement Sub-group
- Richmond Community Forum
- Wandsworth Community Forum
- Annual report Sub-group

- 3.4. Task and Finish Groups may be established as and when required by the board to conducting any in-depth reviews, policies or issues relating to safeguarding, which falls under the remit of the RWSAB.

- 3.5. All Sub-groups and task and finish groups will have terms of reference agreed by the RWSAB Executive and will produce regular report to the Executive Group regarding progress on their activities.

- 3.6. The current terms of Reference for each group can be found on the RWSAB website.

4. Membership and members responsibilities

- 4.1. The RWSAB will comprise the partners as identified in Appendix 1
- 4.2. Each agency shall designate named people as their RWSAB member(s) to ensure consistency and continuity in the membership of RWSAB. The nominations of the representatives, including named deputies, shall be sent annually by the Heads of the respective agencies by the Independent Chair of RWSAB. Members and their deputies will be required to sign and adhere to a Statement of commitment
- 4.3. SAB members must have sufficient seniority and leadership within their own agency to speak on its behalf, to commit resources and agree actions and to represent their agency should the SAB need to hold it to account. The SAB should have a range of members bringing different skills and experience to meetings, but all members should have attended safeguarding awareness training and have:
 - An understanding of abuse and neglect and their impact
 - Knowledge of local safeguarding services
 - Personal commitment to the six safeguarding principles
 - A clear understanding of their role and that of their agency within the SAB.
- 4.4. Lack of attendance at Board meetings by an organisation/agency will seriously hinder the strategic development of the multi-agency arrangements for safeguarding adults, and for this reason non-attendance is viewed as unacceptable. Where both the nominated and deputising member do not attend for two or more meetings this fact will be drawn to the attention of the Chair of the Board.
- 4.5. Individuals may also be invited to join the SAB if the board considers that it will be beneficial. SABs may also need to seek 'one-off' specialist advice or information in relation to any of their functions, to assist the implementation of their objectives. This may include seeking legal advice or consulting specialist advisors. The selection of agencies and individual members will be guided by the need for the SAB to keep itself informed about
- 4.6. Each member of the Safeguarding Adults Board is responsible for ensuring that effective safeguarding arrangements are in place within their organisations/agencies. Members agree to play a strategic role, to promote safeguarding and people's independence, well-being and safety, to refer to their organisations so that policy and practice can be developed, to disseminate within their own organisation and to contribute to sub-groups.

5. Role and functions of Independent SAB Chair

- 5.1. The independent chair of RWSAB is accountable to the RWSAB Executive Group.,
- 5.2. The Independent Chair is recruited by a multi-agency panel of statutory members of RWSAB and serves a three-year term at which point his/her tenure will cease and a further selection process will commence which may include the current Chair if they so wish.
- 5.3. The Performance of the Independent Chair will be reviewed annually by the RWSAB Executive with the opinions of the RWSAB members being sought beforehand

- 5.4. The Independent Chair works closely with all RWSAB partners to offer assurance that partners are acting collaboratively whilst holding one another to account for the effectiveness of the safeguarding adult arrangements in the Boroughs.
- 5.5. The RWSAB Independent Chair will offer constructive challenge to the RWSAB and its partners
- 5.6. The Independent chair will act as a conduit between the executive, the Sub-groups and the wider safeguarding Adult partners
- 5.7. The Independent Chair will engage with other Independent Chairs within formal structures such as the London Independent Chairs and the national independent chairs network.

6. Decision and escalation

- 6.1. The Executive Group will undertake the majority of decisions on behalf of the RWSAB. Where appropriate these will be based on consultation with key stakeholders and on consensus.
- 6.2. Where there are disagreement decisions will be based on a simple majority of the members present at each group. The chair of the group will have a casting vote where there is a deadlock.

7. Communication, Data Protection and Accountability

- 7.1. Agendas, minutes and reports will be collated and provided before and after meetings in a timely manner.
- 7.2. All material will be communicated with members and the wider SAB electronically in accordance with the Data Protection Act 2998 and the GDPR regulations
- 7.3. 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, shall be treated as confidential unless and until they become public in the ordinary course of the RWSAB'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.
- 7.4. Where decisions are urgent, they can be made outside of meetings by email.
- 7.5. In exceptional circumstances, where consensus cannot be reached, issues can be escalated to the Executive Group and from there to the chief accountable officers of the statutory partners.

8. Governance and Accountability

- 8.1. RWSAB sits within a dynamic framework of statutory and non-statutory multi-agency bodies which include the Richmond and Wandsworth Councils Health and Wellbeing Board Richmond and Wandsworth Safeguarding Children Boards, the Richmond and

Wandsworth Community Safety Partnership. Each body has vital and distinct roles which include a responsibility for people safe and promoting their welfare.

- 8.2. The effectiveness of RWSAB relies upon its ability to assert its statutory authority through an independent voice.

9. Budget

- 9.1. No later than October in each year, RWAB Executive will determine a budget for the forthcoming financial year and contributions of partner organisations. The budget and contributions will be ratified by the Board at its last meeting before the commencement of the next financial year.
- 9.2. If in any financial year, the actual costs exceed the budgeted amount, the difference will be met by the statutory agencies in agreed proportions. Where the budgeted amount exceeds the actual cost, the difference will be carried forward to put towards expenditure for the following year.
- 9.3. A statement of costs and income will be presented to the RWSAB annually.

10. Declarations of Interest

- 10.1. The Partners and Board Members will comply with all statutory requirements both local and national, and other guidance on conduct and probity, and ensure good corporate governance. No member or officer of any partner shall put themselves in a position whereby duty and private interest conflict.
- 10.2. Declarations of any conflicts of interest must be made to the Chair of the Board prior to the relevant agenda item and the member concerned must excuse themselves from the item and ensure their organisation is represented by a Deputy member.

11. Complaints

- 11.1. Arrangements for investigating complaints will be established in accordance with the Richmond and Wandsworth Adult Social services Complaints procedure.

12. Review

- 12.1. These terms of reference will be reviewed at least every three years or as necessary.

Appendix 1: Membership of RWSAB

Category	Organisation
Independent chair	
Statutory partners	Richmond and Wandsworth Council Adult Social Care
	Richmond and Kingston CCG
	Wandsworth and Merton CCG
	South West London Metropolitan Police Safeguarding BCU
Wider local authority partnership	Richmond and Wandsworth council adult social care
	Richmond and Wandsworth Public Health
	Richmond Community Safety Partnership rep
	Wandsworth Community Safety Partnership rep
	Richmond LSCB representative
	Wandsworth LSCB representative
	Wandsworth Children's Services
	Achieving for Children
	Trading Standards
	Councillors
Wider Health partners	Richmond and Kingston CCG
	Wandsworth and Merton CCG
	South West London and St Georges Mental Health Trust
	Kingston Hospital NHS Foundation Trust
	Chelsea and Westminster Hospital NHS Foundation Trust
	St Georges Hospital NHS Trust
	NHS England
	Richmond Wellbeing Service
	Hounslow and Richmond Community Healthcare (HRCH)
	Your Health Care
	Central London Community Healthcare NHS Trust (CLCH)
Housing	Richmond and Wandsworth Council Housing
	Wandle Housing association
	Richmond Housing Partnership (RHP)
Emergency Services	London Fire brigade – Richmond
	London Fire brigade – Wandsworth
Probation and prison	London Community Rehabilitation Company (CRC)
	National Probation Service – London
	HMPS Wandsworth
Community and voluntary sector	Health Watch Richmond
	Health Watch Wandsworth
	Richmond Council for Voluntary Service
	Alzheimer Society Wandsworth
	Carers Centre Wandsworth
	Carers Centre Richmond
	Age UK Wandsworth
	Wandsworth Voiceability
Ex officio capacity	Head of Professional Standards and Safeguarding
	Safeguarding Service Manager
	Safeguarding Board Co-Ordinator
	CQC
	Richmond and Wandsworth Exec Support
	Safeguarding Business Support