



Richmond and
Wandsworth
**Safeguarding
Adults Board**

Performance and Workforce Sub-Group

Terms of Reference

Safeguarding is everyone's responsibility

Date	30 September 2019
Date previous version	February 2018
Review Date	September 2021

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 Performance and Workforce Sub-group is one of the structures through which the Board delivers its vision.

2. Purpose of Performance and Workforce Sub-group

- 2.1. To act, with delegated responsibility, on behalf of the RWSAB to monitor the SAB's delivery of its priorities and 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 Performance and Workforce Sub-group

- 3.1. The key objectives of the Sub-group are:
 - Develop and monitor the RWSAB strategic and business plan through a Quality Assurance Framework (QAF).
 - Develop, update and review a performance monitoring dashboard.
 - Undertake the annual partnership self-assessment and peer support event.
 - Identification of multi-agency workforce development needs.
 - Arranging multi-agency learning from practice events.
 - Developing multiagency policies and procedures.

4. Links to other Sub-groups

- 4.1. The Performance and Workforce Sub-group will link to other RWSAB Sub-groups where they have an important role to play in matters such as:
 - Sharing and distributing information from the annual self-assessment and peer support event.
 - Identifying and arranging any multiagency training arising from the SARS.
 - Developing any multiagency policies and procedures to support staff or in response to needs identified in SARs and safeguarding prevention.
 - Linking with the Communication and Engagement Sub-group to determine trends

and issues which require communication to the wider community.

5. Membership and member's responsibilities

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

MEMBER	AGENCY	PURPOSE
Head of Safeguarding and Professional Standards	Richmond and Wandsworth Councils	Chair Local Authority Lead
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 council	SAB link
Training and development manager	Richmond and Wandsworth council	Council workforce Lead
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 a 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. 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 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.
- 6.6. 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.

7. Governance

- 7.1. The Performance and Workforce 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 every two years and next review is due September 2021.