



Richmond and
Wandsworth
**Safeguarding
Adults Board**

Communication and Engagement Sub-group

Terms of Reference

Safeguarding is everyone's responsibility

Date	30 September 2019
Date previous version	November 2018
Review Date	October 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 Communication and engagement Sub-group is one of the structures through which the Board delivers its vision.

2. Purpose of the Communications and Engagement Sub-group

- 2.1. To act, with delegated responsibility, on behalf of the RWSAB to deliver key communication and engagement activity to enable to SAB to achieve its strategic objectives and activities as outlined in its business plan.

3. Functions of the Communications and Engagement Sub-group

- 3.1. The key objectives of the Sub-group are:
- To promote public awareness of adult safeguarding.
 - To oversee and update the Board website.
 - To develop a mechanism for residents' voices to impact on work of RWSAB.
 - To develop and support the Richmond and Wandsworth Community Forums.
 - The Sub-group will undertake general awareness raising and co-ordinate activities across Richmond and Wandsworth, with a specific focus on promoting the work of the RWSAB through the website and social media.
- 3.2. The Sub-group will ensure that the wider RWSAB membership is engaged in the work of the Board through the regular newsletter.
- 3.3. The Sub-group is responsible for establishing and obtaining regular feedback from the Richmond and Wandsworth community forums.
- 3.4. The community forums will carry out local safeguarding promotion and awareness campaigns and ensure active participation of residents in their activities. The community forums will report back to the Sub-group on their activities and achievements.

4. Links to other Sub-groups

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

- Sharing and distributing learning from Safeguarding Adult Reviews
- Linking with Safeguarding Adults Review Sub-group on publication of SARS
- Linking with the Performance and Workforce Sub-group to determine trends and issues which require communication to the wider community.
- Ensuring all multiagency policies and procedures are available on the website and that they are kept up to date.

5. Membership and members' responsibilities

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

MEMBER	AGENCY	PURPOSE
Lead Nurse Safeguarding Adults	Richmond Clinical Commissioning Group	Chair of Sub-group; CCG Safeguarding Lead
Lead Nurse Safeguarding Adults	Wandsworth Clinical Commissioning Group	CCG Safeguarding Lead
Safeguarding Adults manager	Richmond and Wandsworth Councils	Local Authority Lead
Police representative	Metropolitan police – South West London BCU	Met Police Lead
Head of Communications	Richmond Council	Communications Lead
Head of Communications	Wandsworth Council	Communications Lead
Information officer	Richmond and Wandsworth Councils	Information Lead
SAB co-ordinator	Richmond and Wandsworth Councils	RWSAB link
Independent chair (on ad-hoc basis)	RWSAB	Link to RWSAB Executive

5.2. Membership of the Community Forums will include representative from the following organisations:

Richmond Community Forum	Wandsworth Community Forum
Richmond and Kingston CCG	Wandsworth and Merton CCG
Richmond and Wandsworth Social Services Department	Richmond and Wandsworth social services department
Metropolitan police – South West London BCU	Metropolitan police - South West London BCU
Richmond Healthwatch	Wandsworth Healthwatch

Richmond CVS	Age UK – Wandsworth
Your Healthcare	Alzheimer’s society
HRCH	CLCH
Richmond and Wandsworth Councils Community Safety Team	Richmond and Wandsworth Councils Community Safety Team
Richmond and Wandsworth Councils Trading Standards	Richmond and Wandsworth Councils Trading Standards
Richmond and Wandsworth Councils Public Health	Richmond and Wandsworth Councils Public Health
Richmond Housing Partnership	Richmond and Wandsworth Councils Housing Department
SWLSGMHT	SWLSGMHT
	St Georges Hospital

- 5.3. 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.
- 5.4. The meeting must have a quorate membership of at least 4 core members.
- 5.5. Co-opted members can be agreed at the discretion of the Chair dependent upon the issue under discussion.
- 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. Frequency and constitution of meetings

- 6.1. The Sub-group and Community Forums will meet at least quarterly or more frequently as required.
- 6.2. The Sub-group and community forums 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 the community forums and report on these to the RWSAB Executive.
- 6.5. The SAB Coordinator and allocated administrator will administer the Sub-group and Community Forums.
- 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 Communication and Engagement 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 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.

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 every 2 years and the next review is due in October 2021.