



Richmond and
Wandsworth
**Safeguarding
Adults Board**

Safeguarding Adults Review Sub-Group

Terms of Reference

Safeguarding is everyone's responsibility

Date	September 2023
Review Date	September 2024

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 Safeguarding Adults Review (SAR) Sub-group is one of the structures through which the Board delivers its vision.
- 1.3. Section 44 The Care Act 2014 requires a Safeguarding Adult Board to carry out a Safeguarding Adult Review in the circumstances described. Statutory Guidance (section 14.133 onwards) sets this out in more detail. More specific supporting information on SARs can be found in the [London Multi-agency Safeguarding Procedures](#) and the [RWSAB's own protocol](#).

2. Purpose of SAR Sub-group

- 2.1. To act, with delegated responsibility, on behalf of the RWSAB to monitor the delivery of its statutory duties with regard to carrying out SARs, including receiving referrals and making recommendations to the RWSAB Executive on whether or not the statutory criteria are met, commission and monitor the progress of SARs and follow up on learning and actions plans in accordance with the SCIE-published SAR Quality Markers.

3. Functions of SAR Sub-group

- 3.1. The key objectives of the Sub-group are:
 - Ensure an effective multi-agency protocol is in place and in line with the London Multi-Agency Safeguarding Policy and Procedures and compliant with requirements of The Care Act 2014.
 - Receive and discuss SAR referrals.
 - Make recommendations to the RWSAB Executive regarding the SAR referrals received.
 - Commission SAR reviewers, identify stakeholders/partners to be involved in the SAR, agree the terms of reference and costs associated with each SAR.
 - Consider and arrange appropriate contact with families of the individual/s subject to the SAR.
 - Receive updates on SAR progress and consider the final SAR report and

recommendations before submitting this for sign off to the RWSAB Executive.

- Ensure that all SARs are published on the website as agreed by the SAB Executive, submitted to the National SAR Library project and reported on in the RWSAB annual report.
- Co-ordinate and update actions taken in relation to SAR learnings from all partners.
- Consider SAR learning themes emerging both locally and nationally to ensure that the RWSAB responds to these where appropriate.

4. Links to other Sub-groups

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

- Sharing learning and development needs identified through SARs with the Performance and Workforce Sub-group.
- Communicate with the Richmond and Wandsworth Community Forums to ensure dissemination of learning to the wider partnership.
- Sharing any communication and public interest matters from SARs to ensure that partners are aware of any implications for their organisations.

5. Membership and member’s responsibilities

5.1. Membership will Include the following Core Members:

MEMBER	AGENCY	PURPOSE
Assistant Director of Adult Social Services, Commissioning and Quality Standards	Richmond and Wandsworth Councils	Chair of Sub-group; Council Adult Social Care Lead
Head of Professional Standards and Safeguarding	Richmond and Wandsworth Councils	Council Professional Standards Lead, Deputy Chair of the SAR Sub-group
Safeguarding Service Manager	Richmond and Wandsworth Councils	Council Safeguarding Lead
Director of Quality	South-West London Integrated Care Board, Richmond	ICB Safeguarding Lead
Director of Quality	South-West London Integrated Care Board, Wandsworth	ICB Safeguarding Lead
Senior Officer	Metropolitan police – South-West London BCU	Police Representative
Safeguarding Manager/Lead	South-West London & St George’s Mental Health NHS Trust	Key Health partner
SAB Co-ordinator	Richmond and Wandsworth Councils	RWSAB Link
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 4 core members and covering the three statutory partners of the SAB (Local Authority, Police and ICB) for key decision.
- 5.4. Additional co-opted members can be agreed at the discretion of the Chair, dependent upon the issue under discussion. In such circumstances, potential SAR referrals or additional progress reports that would benefit from additional representatives can be proposed, agreed and invited in advance of the meeting.
- 5.5. Extended SAR Sub-Group meetings may be convened at the conclusion of a SAR process to receive a draft report and recommendations in advance of the SAB Executive. At such meetings, additional representatives from relevant agencies will be invited to attend where their input will improve the effectiveness of the Sub-group's actions and recommendations.
- 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. Meeting frequency and form

- 6.1. The Sub-group will meet at 6-weekly intervals, having a minimum of one meeting per quarter.
- 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 SAB Coordinator and allocated administrator will administer the Sub-group.
- 6.5. The Sub-group may establish task and finish groups with co-opted members from partner organisations to undertake specific activities or create policy and procedures.
- 6.6. All referrals will be considered in compliance with the RWSAB SAR Protocol. The referring professional or agency representative may be invited to attend the SAR Sub-group to present the reason for their referral and be involved in the Sub-group's discussion.

7. Governance

- 7.1. The SAR 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 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 SAB 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 SAR reports are confidential until signed off by the SAB Executive and their publication via website and Annual Report is agreed. 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 annually.