



Richmond and  
Wandsworth  
**Safeguarding  
Adults Board**

## Richmond Community Forum

### Terms of Reference

Safeguarding is everyone's responsibility

<b>Date</b>	September 2023
<b>Review Date</b>	September 2025

## **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 Richmond Community Forum is one of the structures through which the Board delivers its vision.

## **2. Purpose of the Richmond Community Forum**

- 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 Richmond Community Forum**

- 3.1. The key objectives of the Forum are:
  - To promote public awareness of adult safeguarding.
  - To agree key communication messages to the public as necessary.
  - To develop a mechanism for residents' voices to impact on the work of RWSAB.
  - To discuss and agree actions necessary to address any local safeguarding issues raised by members of the Forum or through the quarterly review of the performance data.
  - To provide feedback from communities and support each-other's safeguarding activities where possible.
- 3.2. The Forum will ensure that the wider RWSAB membership is engaged in the work of the Board through the regular newsletter.

## **4. Links to other Sub-groups**

- 4.1. The Richmond Community Forum 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 (SAR) Sub-group on publication of SARs and dissemination of learnings.
- Linking with the Quality and Improvement Sub-group to determine trends and issues which require communication to the wider community.
- Ensuring all multi-agency policies and procedures are available on the website and that they are kept up to date.

## 5. Membership and members' responsibilities

5.1. The Forum will include the following Core Members:

Member	AGENCY	PURPOSE
Designated Safeguarding Adults Lead – Richmond	Richmond Integrated Care Board	Chair of the Forum; ICB Safeguarding Lead
Police representative	Metropolitan police – South-West London BCU	Met Police Lead
CEO	Richmond Healthwatch	Link with local community and “critical friend”
CEO	Richmond CVS	Link with voluntary sector in Richmond
Safeguarding Adults Professional Advisor	Richmond and Wandsworth Social Services Department	Link to Local Authority Safeguarding Adults activity
Safeguarding Adults Lead	Your Healthcare	Link to healthcare
Safeguarding Adults Lead	Hounslow and Richmond Community Healthcare Trust	Link to Community Healthcare Richmond
Safeguarding Lead	Richmond Housing Partnership	Link to main Housing provider in Richmond
Violence Against Women and Girls Lead	Richmond and Wandsworth Councils	Link to Community Safety
Trading Standards Officer	Richmond and Wandsworth Councils	Link to Trading Standards
Clinical Manager, Mental Health Services	SWL St. George's Mental Health Trust	Link to Mental Health service provider
Local coordinator	Age UK Richmond	Voluntary agency lead
Borough Commander	London Fire Brigade Richmond	Link to Fire service
Safeguarding Adults Board Coordinator	Richmond and Wandsworth Councils	Link to other RWSAB groups
Independent Chair	On ad-hoc bases	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 any meeting.

5.3. The meeting must have a quorate membership of at least 5 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. Frequency and constitution of meetings**

- 6.1. The Forum will meet at least quarterly or more frequently as required.
- 6.2. The Forum will send out agendas 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 Forum.
- 6.5. The Forum may establish task and finish group with co-opted members from partner organisations to undertake specific activities arising from its work.

## **7. Governance**

- 7.1. The Richmond Community Forum is accountable to the RWSAB Executive.
- 7.2. The chair of the Forum 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 Forum 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 Forum will communicate with members and the wider RWSAB electronically in accordance with the Data Protection Act 1998 and the GDPR regulations.
- 9.2. All matters discussed at the Forum will be confidential and unless agreed, should not be divulged to other parties. 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 at least every 2 years.