



## Redbridge Safeguarding Adults Board (RSAB) Terms of Reference

### Role of the Board

The Redbridge Safeguarding Adults Board (RSAB) is a multi-agency partnership, with responsibility to develop the work of all partners across the London Borough of Redbridge in safeguarding adults who may be vulnerable to abuse or exploitation, as defined in [S42 the Care Act 2014](#). The Board has overall responsibility for coordinating safeguarding adult matters and ensuring that partner agencies carry out safeguarding adult's work.

The key objective of Safeguarding Adult Boards is stated in [S43 of the Care Act 2014](#), which is to help and protect adults living in its area that are defined in [S42](#).

- (1) This section applies where a local authority has reasonable cause to suspect that an adult in its area (whether or not ordinarily resident there):
  - (a) has needs for care and support (whether or not the authority is meeting any of those needs),
  - (b) is experiencing, or is at risk of, abuse or neglect, and
  - (c) as a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

### Core Duties

The Board has three core duties which the Care Act 2014 sets out. These are:

- (1) developing and publishing an annual strategic plan setting out how we will meet our objectives
- (2) publishing an annual report which sets out what we have achieved; and
- (3) commissioning safeguarding adults review (SAR) where serious abuse or death has occurred, and learning can take place.

Additional duties include:

- assuring itself that safeguarding practice is person-centred and outcome-focused;
- working collaboratively to prevent abuse and neglect where possible;
- ensuring agencies and individuals give timely and proportionate responses when abuse or neglect have occurred; and
- assuring itself that safeguarding practice is continuously improving and enhancing the quality of life of adults in its area.

These duties will be met by:

- Development of a strategic plan on an annual basis in consultation with the local community and local Healthwatch organisation.
- Agreement of strategic aims and strategies to reduce risk and prevent harm occurring to adults at risk, as well as responding effectively and in a timely fashion.
- Publication of an annual report of adult safeguarding activities.
- Coordination and monitoring the effectiveness of partner organisations working together to implement their responsibilities in relation to safeguarding adults at risk.
- Ensuring that each organisation has systems in place for carrying out enquiries of safeguarding adults concerns and allegations of breaches of safeguarding practices concerning persons working in services and to monitor compliance with procedures.
- Ensuring provision of appropriate safeguarding training for the local workforce.
- Development of effective interagency policies and procedures for safeguarding and promoting the welfare of adults at risk in Redbridge.
- Raising awareness of abuse including neglect and understanding of safeguarding adults' arrangements in the Local Authority.
- Ensuring that local services commissioned are safe and appropriate to meet the needs of adults at risk.
- Developing and maintaining an effective and evolving network of stakeholders including adults at risk, their carers' and or advocates and providers of services.
- Commitment to undertake, learn from and act on findings from Safeguarding Adults' Reviews (SARs) as defined within the Care Act.
- Developing as a Board to learn and share lessons from local and national developments.
- Working within the guidance of the Association of Directors of Adult Social Care (ADASS), the London Safeguarding Adults Board, and the London Multi-Agency Safeguarding Policy and Procedures.

## **Board Membership**

The Local Authority is responsible for the establishment of a SAB. The Care Act 2014 specifies that there are three core members:

- the local authority
- the Clinical Commissioning Group (CCG)
- the police

For a SAB to fulfil its responsibilities and duties effectively other agencies will need to be involved in its work from across the public, independent and community and voluntary sector. The selection of agencies and individual members will be guided by the need for the Board to keep itself informed about its local community, and about any wider safeguarding issues and risks, balancing the desirability of inclusion with the practicality of having a board of a manageable size.

Partner representatives will 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 Board need to hold it to account. Each member will be required to sign a membership agreement with the consent of his/her organisation.

The Board may also need to seek “one -off” specialist advice or information in relation to any of their functions, in order to assist the implementation of their objectives . This may include seeking legal advice or consulting specialist advisors.

## **Chair**

The Board will be chaired by the Independent Chair, who is not an employee, or a member of an agency that is part the Board and provides partners with the reassurance that the Board has independence from the local authority and other partners.

## **Links to Other Boards, Networks and Forums**

There will be links to and from groups and partnerships that may not be represented on the Board but are key stakeholders in the safeguarding adults’ agenda and can provide representation of the views of adults at risk as part of the ethos of Making Safeguarding Personal

The Board will work closely with other relevant local forums and partnerships, including the Redbridge Health and Wellbeing Board, the Redbridge Safeguarding Children Partnership (RSCP), the Redbridge Bogus Callers Partnership, and the Community Safety Partnership.

The Board will also engage in regional and national activities through the SAB Independent Chair and Business Manager networks and through the Barking, Havering and Redbridge Independent Chair and Business Managers meetings.

## **Meetings**

The Board will meet on a quarterly basis with any additional meetings arranged on an ad hoc basis as appropriate. Agenda and papers for Board meetings will be circulated a week before the date of the Board meeting. The agenda will set out the date, time, and venue of the meeting with an outline of the items to be considered and any other supporting documents.

Urgent business, additional or late items will be at the discretion of the Independent Chair. Partners will use the agreed Board logo and slogan on reports etc. presented to the Board.

Prior to discussion of an item, all Board member to read respective agenda items, identify key lines of discussion/enquiry to be taken up at the meeting, identify potential areas of good practice and shared learning and establish the relevant position within their own agency as necessary.

The work of the Subgroups will be reported back at these meetings.

To be quorate for the purposes of decision making, a Board meeting will require six members with at least one representative from the Local Authority, health, police, and the voluntary/community sector.

## **Confidentiality and Data Protection**

- Board members will be individually responsible for respecting the confidentiality of sensitive information shared that may identify persons or organisations. It will be the responsibility of the Independent Chair to clarify subject matter that this will pertain to.

- Members will act in accordance with the provisions of the [Data Protection Act 1998](#).

## **Governance, Reporting and Accountability**

The Local Authority is the lead agency in the partnership. The Board is accountable to the Redbridge Health and Wellbeing Board and will also present an Annual Report to Cabinet. Partner members will report on their work in safeguarding adults to Board and via their respective individual governance arrangements.

The Independent Chair, on behalf of the Board, will be responsible for reporting to the London Borough of Redbridge Chief Executive.

Board members are accountable to their own organisations, and to the Board within the remit of the stated roles.

**Version - May 2022**

**Redbridge Safeguarding Adults Board Members Agreement**

**As a member of the Board I agree to:**

- 1) Carry out a strategic role in relation to safeguarding and promoting the independence, wellbeing and safety of adults who may be at risk.
- 2) That I have the authority to speak on behalf of my organisation to represent its views and various duties.
- 3) That I am able to refer back to my organisation to account on all matters relating to safeguarding vulnerable adults and to recommend ways to implement necessary changes within my organisation.
- 4) I am able to request my organisation to deploy resources to support safeguarding adult's work.
- 5) Develop knowledge and understanding of any emerging field of work in order to keep up to date. Share this within the Board and my own organisation.
- 6) Keep any information or reports shared with the Board confidential unless given the express permission of the Chair.

**As a member of the Board I will contribute to its effective functioning by:**

- 1) Prioritising attendance at Board meetings.
- 2) Where I am a member of other safeguarding adults Subgroups or forums, I will represent the interests of adults' who have suffered or may suffer harm and neglect and safeguarding.
- 3) Contributing to the work of operational activities by identifying and mandating appropriate delegates from my own organisation and ensuring they keep me informed as appropriate.
- 4) Ensure that my organisation is appropriately represented on any SAR Panels or Working Groups.
- 5) Contribute to the development of the RSAB Annual Report.

In return I can expect:

- To be kept informed of relevant national developments.
- Current policies and procedures.
- influence a positive interagency process.
- Advice and guidance from peers.
- Consultation and appropriate support on difficult issues or cases.

<b>Board Member Name:</b>		<b>Role:</b>	
<b>Agency:</b>		<b>Service:</b>	
<b>Signature:</b>		<b>Date:</b>	