

## **Appendix 7**

# **Paired Chairing Arrangement for Safeguarding Adults Partnership Boards: Richmond & Wandsworth Governance Structure**

The Richmond upon Thames and Wandsworth Safeguarding Adults Partnership Boards agree to a shared independent chairing initiative for 2011- 12, to further enhance the effectiveness of safeguarding adults arrangements in both boroughs.

1. Within the terms of this agreement, the Director of Richmond Adult and Community Services will assume the chairing responsibility for the Wandsworth Safeguarding Adults Board quarterly meetings. On a reciprocal basis, the Director of Wandsworth Adult Social Services will assume the chairing responsibility for the Richmond upon Thames Safeguarding Adults Partnership Board quarterly meetings.
2. The primary purpose of the arrangement will be to provide independent scrutiny and challenge of safeguarding adults arrangements, towards achievement of Care Quality Commission standards of excellence.
3. The responsibility to coordinate arrangements in advance of Board meetings, principally involving preparation of an agenda and circulation of documents, will continue to be delegated to the Safeguarding Coordinator with responsibility for the host borough.
4. The Chair will have a responsibility to prepare in advance of Board meetings to ensure familiarization with the agenda items.
5. Accountability for and follow-up of actions agreed at Board meetings will remain with the Director of Adult Social Services responsible for the host borough, delegated as appropriate.
6. The Directors of Adult Social Services will continue to attend Partnership Board meetings in the host borough, and will report directly to the Chief Executive.
7. The Safeguarding Coordinators will be responsible for developing further partnership initiatives within this arrangement, including peer audits and shared learning.
8. The reciprocal arrangement will be formally reviewed by each Partnership Board during the fourth quarterly meeting from commencement of the arrangement.

### **KEY RESPONSIBILITIES**

9. To lead the SAPB in the exercise of its functions.
10. To Chair Safeguarding Adults Partnership Board meetings and any additional meetings convened as a response to specific and exceptional circumstances

(Minimum of 4 meetings per year).

11. To plan and agree the Board's agenda and agree the Board's minutes and ensure their timely distribution; delegated to the Safeguarding Adults Coordinator.
12. To keep abreast of and ensure compliance with latest Government guidance, recommendations and requirements.
13. To ensure that key issues and national developments are brought to the attention of and considered by the Board and its various sub-groups.
14. To ensure that Partner agencies are accountable for their work to safeguard vulnerable adults in accordance with 'No Secrets' (published by the Department of Health in 2000).
15. To uphold and develop the Partnership Board's constitution and membership.
16. To ensure that the SAPB works collaboratively to carry out its functions to safeguard and promote the welfare of adults in the borough.
17. To oversee the development of an effective auditing system within the SAPB partner organisations to ensure that the expectations of the Business Plan are met.
18. To ensure that the SAPB undertakes robust performance monitoring to demonstrate the effective performance of all member agencies in relation to safeguarding and to ensure that the expectations of the SAPB Business Plan are met. To assist in discussion on the SAPB budget and contributions from the various multi-agencies.
19. To oversee the production of the Annual Report including drafting the foreword to each report.
20. To respect confidentiality of sensitive information provided by the constituent agencies of the SAPB.
21. To respond to correspondence sent personally to the Chair or generally to the SAPB, referring matters to the relevant agencies for action, in liaison with the Director of Adult Social Services for the host borough.
22. To ensure that the Board promotes equality of opportunity through policies and practice.
23. To ensure, with others, that the voices of adults are well and broadly represented in the work of the SAPB.
24. Any other duties as may be jointly agreed from time to time as necessary and as appropriate to the role.

## Richmond Safeguarding Adults Partnership Board Governance Structure

