

## Hampshire Safeguarding Adults Board

### Stakeholder Forum Subgroup Terms of Reference

#### 1 What we do

- 1.1 This Subgroup consists of a collection of representatives of organisations whose role is to bring information to the HSAB (the Board) from people in our communities who are working with, using, or caring for someone who has experience of public services and/or safeguarding, so that these views can be reflected in the work that the Board does. This flow of information is two way and the HSAB will share and test information with communities through this Subgroup. Our feed back from service users and the public will provide intelligence to the HSAB to help influence Policy and direction.
- 1.2 We will keep abreast of, attend and represent the HSAB at existing community events we normally attend in order to access people's views and raise awareness of safeguarding. We will work with the other Board Subgroups to make sure that information is available and accessible about safeguarding in the communities that we serve, including taking advantage of social media opportunities to promote this information.
- 1.3 We may put on events to show-case the work of the Board specifically for service users and carers.
- 1.4 We will advise about information to be provided by the Board for people living in our communities.

#### 2 Methods

- 2.1 To plan attendance at events coming up and agree the messages we want to share and also to feed back.
- 2.2 Agree on the format of literature to distribute at events etc., to raise awareness to our Communities.
- 2.3 Participate in stakeholder events / conferences.
- 2.4 Seek to ensure that service users are involved in safeguarding adults processes, are provided with accessible information and that their feedback on these processes is sought.

#### 3 Membership (Indicative, not mandatory)

Name	Organisation
Kerry Hearsey (Chair)	The Princess Royal Trust for Carers in Hampshire
Adrian Ridley	Hampshire Safeguarding Adults Board
Fran Williams	Learning & Development Co-Ordinator
Ian Edney	Service User
Anne Edney	Service User

Ed Walton	Hampshire County Council – Adults Health and Care
TBC	Hampshire County Council – Adults Health and Care
Alick Brown	SSAFA
Mandie Taylor	Andover Mind
Lucie Debenham	Alzheimer’s Society
Paul Bright	Citizens Advice Hampshire
Chris Dixon	Andover Mencap
Jean Roberts-Jones	Community Voluntary Services Network
Ophelia Matthias	Choices Advocacy
Sarah Badham / Sarah Cohen	Hampshire Police
Steve Manley	HealthWatch Hampshire
Nick Turner	Right at Home – Domiciliary Care
TBC	CCG’s
Yvette Christian	Age Concern Hampshire

3.1 HSAB member agencies should ensure that Stakeholder Subgroup members are able to contribute to and deliver the work of the strategic objectives on behalf of the Board.

#### **4 Meetings**

4.1 The Subgroup will meet no less than bi monthly to ensure that information is passed from the Subgroup to the Board. We will provide feed back via email to the Subgroup Chair and via the HSAB inbox before each meeting as required.

4.2 Service users and carers attending the meetings can claim for their expenses and time as per the Hampshire County Council “Adult Services Policy and Procedure: Co-Production Allowances: Fees and Expenses”.

4.3 The meeting will be quorate if there is the Chair or Vice Chair and six members, including representation from Hampshire County Council to ensure that the information is communicated to the Board.

4.4 Minutes will be taken at all meetings. Minutes will be made available to all Stakeholder Members.

#### **5 As members we agree to:**

5.1 Take and disseminate information from the HSAB to the community events we attend.

5.2 Find new ways of communicating with all groups within the community.

5.3 Bring back to the Subgroup the things that we learn during our community events from service users and the general public so that this can be shared with the Board.

- 5.4 Provide e-mail feedback on any agreed actions when unable to attend a meeting.
- 5.5 Attend conferences and stakeholder days as appropriate.
- 5.6 Be aware when people might need some extra help to deal with abuse and know what to advise, what to do and how to report this.

## **6 Role of Chair**

- 6.1 The Chair will lead and coordinate meetings of the Subgroup.
- 6.2 The Chair will keep up to date with engagement possibilities.
- 6.3 The Chair will provide reports to the HSAB and feedback on outcomes as appropriate.

## **7 Accountability and Governance**

- 7.1 The Subgroup is accountable to HSAB.
- 7.2 The Subgroup is responsible for developing a work programme which should be approved by HSAB. Progress of the work programme should be monitored by the Subgroup, and report to HSAB as necessary. The work programme will be reviewed on an annual basis. It is acknowledged that the Sub Group may be required to undertake activities outside the work programme at the request of HSAB.

## **8 Administration**

- 8.1 The Subgroup will elect a vice chair every 2 years.
- 8.2 Where the Chair or Vice Chair is absent, the Hampshire Safeguarding Adults Board Members should not be used to chair the Subgroup.