

## **Hampshire Safeguarding Adults Board**

### **Business Sub Group**

#### **Terms of Reference**

##### **Purpose**

To enable the HSAB to fulfil its functions and implement its objectives through effective business planning and timely response to local and national issues.

##### **Key responsibilities**

- 1) To develop and monitor the implementation of the HSAB work programme providing regular progress reports to HSAB as required.
- 2) To agree the agenda of HSAB meetings and commission work required for meetings ensuring agenda items are presented as a report with recommendations requiring a decision from the HSAB.
- 3) To have an oversight of the work programmes of all HSAB sub groups and ensure these reflect HSAB business plan objectives and priorities.
- 4) To take a lead, coordinating role in the production and publication of the HSAB Annual Report and Strategic Plan.
- 5) To agree and annually review, the budget requirements to service the HSAB securing partner contributions as appropriate.
- 6) To establish and maintain effective links and interfaces with other strategic plans and forums.
- 7) To review relevant national policy developments and initiatives and provide HSAB with a regular safeguarding policy bulletin.
- 8) To provide a response to an urgent or critical incident and ensuring any related briefing or media release is consistent with the HSAB Media Protocol.
- 9) To bring to the attention of the HSAB any matter requiring its attention and/or response.

## **Membership**

The Business Sub Group will be comprised as follows:

Ruth Dixon	Assistant Director (Chair)
Pamela Charlwood	HSAB Independent Chair
Sue Lee	HSAB Manager
Diane Wilson	Health representative
David Brown	Police representative
Jane Duncan	Adult Social Care representative

The Business Sub Group may invite additional agencies or individuals as the need arises.

## **Meeting arrangements**

Meetings will take place on a quarterly basis and will be programmed to take place in between HSAB meetings. Additional work of the subgroup will be carried out on a virtual basis.