

## **Hampshire Safeguarding Adults Board Housing Subgroup Terms of Reference**

### **1 Purpose**

1.1 The overarching purpose of the Housing Subgroup is to safeguard and promote the welfare of vulnerable adults and to gain assurance that safeguarding arrangements are effective across the housing sector.

1.2 The Housing Subgroup has been established to enable housing representatives to meet together in order to fulfil their responsibilities to safeguard adults and to give housing a voice on the Strategic Partnership Board (the Board).

1.3 We will bring information to the Board from our organisation regarding experience of housing 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 Board will share and test information with housing organisations via this Subgroup. Our feedback from customers and staff will provide intelligence to the Strategic Partnership Board to help influence Policy and direction.

1.4 The Housing Subgroup will define a Work Programme and activities that enable the delivery of the Strategic Partnership Board's Safeguarding Strategy and Business Plan. This will aim to ensure consolidated learning, sharing of development opportunities and achievement of consistent outcomes.

### **2 Key functions and responsibilities**

2.1 Provide a forum for strategic discussion of safeguarding in housing services across Hampshire and to provide a common voice at the Board.

2.2 Ensure that there is appropriate discussion and dissemination of lessons emerging from Multi Agency Reviews, including SARs, and for the group members to promote these within their organisations.

2.3 Comment on local, regional and national guidance, relevant to housing services, in relation to safeguarding adults and to make recommendations, as appropriate.

2.4 Develop and deliver an agreed work programme relating to housing that reflects the priorities of the Boards Business Plan and be responsible for its delivery.

2.5 Empower all in our organisations to ensure that 'Safeguarding is everyone's business.'

2.6 Participate in stakeholder events/conferences. We may put on events to show-case the work of the Board for customers and staff.

2.7 We will keep abreast of, attend and represent the Strategic Partnership Board at existing 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 organisations that we serve.

### **3 Core membership**

#### **3.1 Chair**

Head of Specialist Housing Solutions, Radian

#### **3.2 Vice Chair**

Head of Community Safety, Radian

3.3 One representative and a nominated deputy from each of the following organisations:-

- Havant Housing Association
- Sanctuary Housing
- Saxon Weald
- Strategic Housing Officers Group
- Strategic Partnership Board
- Vivid

3.4 Attendance from others, from time to time, to present detailed or specialist information, or advice, or updates on specific priorities. It is recognised that additional members may be co-opted to support and deliver specific areas of the work programme, with the approval of the Chair.

3.5 Members are expected to attend all meetings.

### **4 Meetings and reporting arrangements**

4.1 The Subgroup will meet on a quarterly basis to ensure that information is passed from the Subgroup to the Board.

4.2 Meeting agendas will be circulated in advance; items for inclusion on the agenda are welcome from members of the group.

4.3 The meeting will be quorate if there is the Chair or Vice Chair and 2 members, plus representation from the Partnership Board.

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

4.5 The Chair of the group, or designate, will provide a written report to the HSAB updating on the progress of the group.

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

5.1 Take and disseminate information from the Strategic Partnership Board to our organisations and networks.

5.2 Bring back to the Subgroup the things that we learn (including from our customers) so that this can be shared with the Board.

5.3 Attend conferences and event days, as appropriate.

5.4 Actively participate in the development, delivery and review of the work programme.

5.6 Provide timely updates on the progress of agreed actions, including e-mail feedback in between meetings and when unable to attend a meeting.

5.7 Strategic Partnership Board member agencies should ensure that Housing Subgroup members are able to contribute to and deliver the work of the strategic objectives on behalf of the Board.

## **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 attend and provide reports to the Strategic Partnership Board and feedback on outcomes, as appropriate.

6.4 The Chair will attend The Business Subgroup that sets the agenda of Board meetings and monitors the implementation of the Board's work programme.

6.5 The Chair will facilitate the wider housing email network and community, to share messages and to receive and comment on latest guidance, good practice information, the Strategic Partnership Board's toolkits, etc.

## **7 Accountability and governance**

7.1 The Subgroup is accountable to the Strategic Partnership Board.

7.2 The Subgroup is responsible for developing a work programme, which should be approved by Strategic Partnership Board. Progress of the work programme should be monitored by the Subgroup and reported to the Strategic Partnership Board, as necessary.

7.3 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 Strategic Partnership Board.

7.4 The group will act on behalf of the Strategic Partnership Board and as an ambassador for the Strategic Partnership Board within their own organisation and the housing sector.

7.5 The Sub Group is empowered by the Strategic Partnership Board to make decisions where this is consistent with the achievement of the agreed Business Plan.

7.6 Individual housing organisations retain accountability for meeting their own relevant safeguarding responsibilities.

## **8 Review and administration**

8.1 The Chair and Vice Chair role will be for one year and will then pass to another organisation represented at the Housing Subgroup.

8.2 Where the Chair or Vice Chair is absent, the Hampshire Safeguarding Adults Board (HSAB) Members should not be used to chair the Subgroup.

8.3 Administration of the group will be undertaken by the Strategic Partnership Team, who will also maintain an up to date list of Housing Subgroup members and their contact details.

8.4 Membership of the group and its terms of reference will be reviewed at least annually.