



4LSAB Housing Subgroup

Terms of Reference

1 Purpose

1.1 The overarching purpose of the Housing Subgroup is to safeguard and promote the welfare of adults at risk 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 in order to fulfil their responsibilities to safeguard adults and to give housing a voice on the 4LSABs, across Hampshire, IOW, Portsmouth and Southampton.

1.3 We will bring information to the 4LSABs from our organisations regarding experience of housing services in relation to safeguarding adults, so that these views can be reflected in the work of the 4LSABs. The 4LSABs will also share and test information with housing organisations via this Subgroup. Our feedback from customers and staff will provide intelligence to the 4LSABs to help influence policy and strategy.

1.4 The Housing Subgroup will define a Work Programme and activities that supports the delivery of the plans of the 4LSABs and any mutually agreed plans.

2 Key functions and responsibilities

2.1 Provide a forum for strategic discussion of safeguarding in housing services across Hampshire, Portsmouth, Southampton and the IOW and to provide a common voice at the 4LSABs.

2.2 Ensure that there is appropriate discussion and dissemination of lessons emerging from Safeguarding Adults Reviews, 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 to the 4LSABs, as appropriate.

2.4 Develop and deliver an agreed work programme relating to housing that reflects the priorities of the Boards' Business Plans 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 showcase the work of the 4LSABs for customers and staff.

2.7 We will keep abreast of, attend, and represent the 4LSABs at existing events we normally attend in order to access people's views and raise awareness of safeguarding. We will work with the other Subgroups (for individual Boards and 4LSAB) to make sure that information is available and accessible about safeguarding in the organisations that we serve.

3 Core membership

3.1 Chair

Abri Housing Partnerships Manager

3.2 Vice Chair

Sharon Collins – Shared Ventures

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

- The four Local Adult Safeguarding Boards
- Local Housing Associations
- Hampshire and IOW Integrated Care Board
- Local Authorities
- District and Borough Councils
- Health Providers

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

3.5 Agencies will confirm their representatives at an individual level. Agency leads are expected to attend all scheduled meetings. Deputies may attend under exceptional circumstances, and this should be no more than two meetings per year and should have the authority to make decisions on behalf of their organisation.

4 Meetings and reporting arrangements

4.1 The Subgroup will meet on a quarterly basis.

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

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

5 As members we agree to:

5.1 Take and disseminate information from the 4LSABs 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 4LSABs.

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.

6 Accountability and governance

6.1 The Subgroup is accountable to each of the 4LSABs and the Chair will provide regular reports to each LSAB Board meeting updating on the progress of the group and link up/attend each of the 4LSABs executive or business subgroups as required.

6.2 Matters relevant to the 4LSAB Coordination and Liaison Working Group will be referred to that meeting.

6.3 The Subgroup is responsible for developing a work programme, which should be approved by 4LSABs. Progress of the work programme should be monitored by the Subgroup and reported to the 4LSABs, as necessary.

6.4 The work programme will be reviewed on an annual basis. It is acknowledged that the Subgroup may be required to undertake activities outside the work programme at the request of 4LSABs.

6.5 The Subgroup is empowered by the 4LSAB to make decisions where this is consistent with the achievement of the agreed Business Plan.

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

7 Review and administration

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

7.2 Administration of the group will be undertaken by the Hampshire Safeguarding Adults Board, who will also maintain an up-to-date list of Housing Subgroup members and their contact details.

7.3 Membership of the subgroup and its terms of reference will be reviewed every two years by the subgroup.