

Hampshire Safeguarding Adults Board (HSAB)

Stakeholder Forum Subgroup Terms of Reference

1 What we do

1.1 This sub-group consists of a collection of representatives of organisations whose role is to bring information to the HSAB from people within 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 sub-group. Our feedback from service users and the public will provide intelligence to the HSAB to help influence Policy and direction.

1.2 We will keep abreast, 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 HSAB 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 are committed to work to meet the objectives of the HSAB Business plan.

1.4 We may put on events to show-case the work of the Board specifically for service users and carers.

1.5 We will advise about information to be provided by the Board for people living in our communities.

1.6 We will link to Other Boards, Networks and Forums. Some of these may not be represented on the group but remain key stakeholders within the Adult Safeguarding area and can support the group with providing representation of the views of adults at risk as part of the ethos of Making Safeguarding Personal

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 adult's processes, are provided with accessible information and that their feedback on these processes is sought.

3 Membership (Indicative, not mandatory)

Organisation
The Princess Royal Trust for Carers in Hampshire
Voiceability / Statutory provider
Hampshire County Council – Adults Health and Care
Andover Mind
Choices Advocacy
Healthwatch Hampshire
Dolphin Homes
Age Concern (for minutes only)
Integrated Care System, Hants, Soton & IOW CCG
Southern Health NHS Foundation Trust
One Community
PEP/All Inclusive CIC (Service User Rep)
Hampshire Safeguarding Adults Board
Alzheimer's Society
Diocese of Portsmouth

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

4 Meetings

4.1 The Subgroup will meet three times annually to ensure that information is passed from the Subgroup to the Board and vice versa. In between meetings the group is committed to engage in work and provide feedback via email to the Subgroup Chair and through the HSAB inbox as required. If necessary additional meetings can be arranged by the Subgroup Chair 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 Members will provide e-mail feedback on any agreed actions where a member is unable to attend a meeting.

5.5 Members will 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 Subgroup is responsible for developing a work programme based on the

HSAB Business plan. This should be approved by HSAB. Progress against the work programme should be monitored by the Subgroup, with exception reporting to HSAB as necessary. The work programme will be reviewed at each meeting to ensure progress is being made. It is acknowledged that the Subgroup may be required to undertake activities outside the work programme at the request of HSAB.

7.3 Confidentiality and Data Protection

Subgroup members will be individually responsible for respecting the confidentiality of sensitive information shared that may identify persons or organisations. It will be the responsibility of the Subgroup Chair to clarify subject matter that this will pertain to. Members will act in accordance with the provisions of the Data Protection Act 2018.

8 Administration

8.1 Volunteers will be sought from subgroup members to volunteer for the role of Vice Chair.

Should there be two volunteers or more for this role, then it will be discussed in the first instance how this role could be shared over a period of time. Should agreement not be achieved, then subgroup members will be asked to nominate who they want to fulfil this role from those who have volunteered by emailing the HSAB Team.

8.2 The Subgroup will review its TOR every 2 years.

8.3 Where the Chair or Vice Chair are unable to attend, then arrangements should be made to ensure the Subgroup can still go ahead wherever possible.