

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 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, 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.

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 Hearsay (Chair)	The Princess Royal Trust for Carers in Hampshire
Chris Dixon (Vice Chair)	Enham Trust
Jo Hillier	Citizens Advice Hampshire
Nila Murday	Hampshire County Council – Adults Health and Care
Laura Mouzouris- Lodge	Andover Mind
Pam Oddy	Choices Advocacy
Kate Knowlton	Healthwatch Hampshire
Theresa Carter	Age Concern
Helen Callen	Age Concern (for minutes only)
Michele Ennis	Integrated Care System, Hants, Soton & IOW CCG
Sophie Norsworthy	Integrated Care System, Hants, Soton & IOW CCG
Beth Ford	Southern Health
Hayley Malcolm	One Community
Iain Speed	PEP/All Inclusive CIC (Service User Rep)
David Elvy	Hampshire Safeguarding Adults Board
Adrian Ridley	Hampshire Safeguarding Adults Board

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 no less than bimonthly to ensure that information is passed from the Subgroup to the Board. We will provide feedback in person or via email to the Subgroup Chair and through 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 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.

8 Administration

8.1 The Subgroup will elect a vice chair every 2 years.

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.