

Terms of Reference

West Sussex Safeguarding Adults Board Engagement Sub Group

1. Purpose

- 1.1 The Engagement Sub Group will build and develop a strong service user and carer involvement base to ensure that views and experiences are fed-back to the Board and its sub groups to improve adult safeguarding in West Sussex.
- 1.2 The Engagement Sub Group will work with all agencies to ensure all stakeholders understand safeguarding adults in West Sussex.
- 1.3 The engagement sub group will develop public awareness around Safeguarding Adults in West Sussex.
- 1.4 To be an effective decision making sub group to take forward work on behalf of the Board; this may be achieved through short life task and finish groups.

2. Focus and Engagement

- 2.1 The Board considers the Engagement Sub Group to be essential in developing key messages, particularly around;
 - safeguarding awareness amongst the general public
 - ensuring safeguarding information is consistent across and within agencies
- 2.2 To assist the Board in capturing peoples' safeguarding experiences and outcomes. Enable the Board to identify ways to prevent concerns in the future and improve people's experiences.

3. Membership

- 3.1 The membership of the Group will comprise of no more than 12 people and include the following organisations and people;
 - Chair – Healthwatch
 - Lay members
 - Service Users
 - Carers

- Voluntary Sector
 - Cabinet members from the District and Borough and WSCC
- 3.2 In the absence of the Engagement Sub Group Chairman and an Appointed Deputy, the remaining members present shall elect one of themselves to chair the meeting.
- 3.3 **Quorum** - As a minimum, the meeting is deemed to be quorate when at least 4 members are present, and this must include two independent members (carer/layperson/service user) and one private, voluntary or independent sector representative.

4. Frequency of Meetings

- 4.1 The Engagement Sub Group will meet quarterly (April – March).
- 4.2 Attendance for service users, carers, lay people, advocates, local community and voluntary sector and other people interested in the work of the Board is open and flexible.

5. Agenda/Notice of Meetings

- 5.1 The Engagement Sub Group Chair shall determine the agenda and will be supported by the SAB coordinator. Items for inclusion in the agenda shall be submitted two weeks prior to a meeting. Unless otherwise agreed, notice of each meeting confirming the venue, time and date together with an agenda of items to be discussed, shall be forwarded to each member of the Engagement Sub Group and any other person required to attend, no later than 3 working days before the date of the meeting. Supporting papers shall be sent to Engagement Sub Group members and to other attendees as appropriate, at the same time.

7. Minutes of Meetings

- 7.1 Notes of Engagement Sub Group meetings shall be circulated promptly to all members of the Group.

8. Expenses

- 8.1 Travel expenses for service users and carers will be reimbursed, if they are not working on behalf of another organisation.

9. Role

- 9.1 To set work plans for the sub group that further develops:
- service user and carer involvement in Board activity at all levels
 - Understand the customers experience of safeguarding and feedback to Board
 - Better understanding of safeguarding within West Sussex

- 9.2 Review the and feed into the WSSAB Annual Report to ensure the document is engaging, user friendly and accessible
- 9.3 To provide the Board with a service user and carer perspective on relevant issues or discussions
- 9.4 To provide one representative from the Engagement Sub Group at Board meetings
- 9.5 To receive direct feedback from service users and carers on specific involvement activities, to support the development of strong partnership working with the voluntary and community sector and to share good practice to address any issues in relation the engagement across the Board
- 9.6 To receive updates and monitor delivery of the Board's Involvement and Patient Experience Strategy
- 9.7 To consider the impact of the Board's policies and strategies for customers and carers
- 9.8 To establish clear links and communication systems with local Service User and Carer groups, the Council of Governors, Commissioners, providers of Advocacy Services, Voluntary Sector Organisations, Community Groups, Independent Healthwatch groups, and any other bodies where appropriate
- 9.9 To contribute to the development of Board policies and strategies ensuring that appropriate consideration is given to the needs of service users and carers
- 9.10 Promote equity in services and methods of identifying and spreading good practices across the Board
- 9.11 Promote Board-wide initiatives that support the improved experience of patients and carers.

11. Annual Review

- 11.1 The Engagement Sub Group shall, at least once a year, review its own performance, constitution and terms of reference to ensure it is operating at maximum effectiveness and recommend any changes it considers necessary to its reporting Group for approval.