

CALDERDALE SAFEGUARDING ADULTS BOARD

Communication and Engagement Group

TERMS OF REFERENCE



1. Title

Calderdale Safeguarding Adults Board- Communication and Engagement Group.

2. Purpose

The Communication and Engagement Group has been formed to support the Calderdale Safeguarding Adults Board (CSAB).

- 1) To coordinate safeguarding communications across Calderdale by developing and implementing a shared safeguarding communication protocol and communication plan.
- 2) To agree safeguarding key messages and communicate them in a coherent, consistent and timely manner through a variety of channels.

3. Duties

- 1) To produce an annual CSAB safeguarding communication protocol and communication plan to be approved by the Board.
- 2) To ensure appropriate links and joint working with relevant organisations and stakeholder groups.
- 3) To undertake and co-ordinate a range of activities as highlighted on the Communication and Engagement plan.
- 4) To provide regular updates on progress to the Board on the implementation of the plan and to advise CSAB of any issues impeding implementation of the plan.
- 5) To advise on, and assist CSAB to engage the local community in the development of its published Safeguarding Strategy.

4. Reporting Arrangements

This group reports to the Safeguarding Adults Board.

5. Accountability

- 5.1 The group has no executive powers.
- 5.2 The group is authorised to investigate any activity within its Terms of Reference.
- 5.3 The group is accountable to the CSAB.

6. Support

- 6.1 Administration support to the group will be provided by Safeguarding Adults Board administration support. This will include taking minutes of the meeting,

maintaining a Risk and Issues log, keeping a record of matters arising and issues to be carried forward, maintain an on-going list of actions, specifying members responsible, due dates and keeping track of these actions, maintain accurate record of attendance, key points and discussion.

6.2 Agendas and supporting papers will be sent to members five working days before the meeting.

6.3 Minutes will be drafted for approval by the Chair within five working days of the meeting and then distributed to all attendees within 10 working days.

7. Membership

Membership of the group shall comprise:

- Julie Warren- Sykes SWYPT (Chair)
- Carol Morgan SWYPT (Vice-Chair)
- Insp Adrian Waugh WYP
- Vicky Allonby, SAB Manager, AHSC
- Catherine Reynolds, CHFT
- Derek Benn, Community Safety Partnership
- Julie Wan-Sei-Cheong, CCCG
- Tracy Selves, VAC
- Helen Rhodes, Housing

Additional individuals may be requested to attend meetings of this work stream on occasion and membership of this work stream will be reviewed annually to ensure that it meets the requirements of the project. Members will be required to attend at least half of the group meetings in any one year and nominate a deputy in their absence.

8. Quoracy and attendance requirement

To be quorate, 75% of the members must be present across all organisations. Members are requested to ensure deputies can support the meeting in their absence.

9. Voting

As the group has no executive powers voting rights are unnecessary.

10. Frequency

Meetings will be held monthly initially then move to every 8 weeks. Additional meetings of the group may be held on an exceptional basis at the request of the Chair.

11. Review

Terms of reference are to be reviewed in July 2016

Group Chair:

Designation:

Signature:

Date:

To CSAB, Date:

Ratified:

Review Date: