**Communication & Engagement Subgroup**

**TERMS OF REFERENCE**

**Purpose:**

The Merton Safeguarding Adults Board (MSAB) is committed to ensuring that all agencies work together to minimise the risk of abuse or neglect to adults at risk and to safeguard effectively where abuse or neglect has or may have occurred.

The Communication and Engagement sub-group’s purpose is to:

* Improve communication to and from the Board and establish a consistent approach across Merton.
* Raise the profile of the MSAB, its function, work and purpose.
* Improve engagement with a wider range of stakeholders, service users and carers on behalf of the Board.
* Assure the Board that partners are aware of the need to promote awareness and that
  + Opportunities are taken to prevent abuse.
  + Ensure a clear communications strategy and process is implemented in response to high risk cases and actual or potential media issues and public interest.

**Functions of the group:**

* To assure the Board through a developed Self-Assessment Audit Tool, that each partner organisation has a strategy in place to disseminate communications from the Board.
* Develop and maintain an up to date list of key safeguarding contacts across partner agencies.
* Assure the Board that a range of accessible information in a variety of formats is available, to raise awareness about adult safeguarding, targeting local communities, professionals, service users and carers.
* Ensure that effective mechanisms are in place for service user and carer feedback to inform improvements to policy, practice, commissioning and service development.
* Develop a calendar of opportunities to routinely and strategically disseminate information for local communities and providers.
* Research and evaluate the work of the Subgroup against good practice.

**Membership:**

The tenure of Membership of Chair is for one year and will be reviewed each financial year.

Chair – Marino Latour – Merton CCG/ Tricia Pereira - Head of Operations Adults Social Care

The membership is open to all but at least 3 members for the group to be quorate.

**Frequency:**

To meet at least quarterly, with special meetings as required. Meetings will be scheduled to ensure work feeds into the MSAB meetings in a timely manner.

**Reporting and Governance arrangements:**

The sub group through the Chair will:

* Receive reports from agencies, organisations and other sub-groups as appropriate.
* Report to the MSAB on a quarterly basis using the prescribed format (including identified risks).
* Review the sub-group’s work plan annually and ensure work programme is integral to the MSAB Business Plan.
* Contribute to the MSAB Annual Report.
* Review the Terms of Reference annually and propose amendments to the MSAB.
* Ensure that all media queries and response are coordinate escalated and reported appropriately across the Key partnership agencies
* Notify the Chair of the MSAB directly of information relating to media requests, potential risk to the reputation of the MSAB or its partners in a timely manner.

To be reviewed March 2021