

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 subgroup'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.

Chairs – Edwina Curtis – Safeguarding Lead, Merton CCG and Lorraine Henry – Safeguarding & DoLS Manager, London Borough of Merton

The membership is open to all, but at least 3 members for the group to be quorate. Members are required to attend 75% of the meetings and provide the details of a deputy in the event that they, themselves, cannot attend a meeting.

Frequency:

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

Reporting and Governance arrangements:

The subgroup 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 subgroup'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 coordinated, 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.
- Develop mechanism for Merton residents to impact on work of MSAB.
- Wider SAB membership is engaged in the work of the SAB through regular newsletter.
- Include people who are seldom heard
- Review membership to include St Helier Hospital, Trading Standards, Age UK and Housing.
- Need to have an engagement event to meet with smaller groups.

To be reviewed March 2023