



BSAB Communication and Engagement Sub Group DRAFT Terms of Reference

Purpose:

Our aim, on behalf of the Safeguarding Adult Board, is to coordinate and ensure the effectiveness of communication and engagement activity in the Bradford District is effectively communicated to adults at risk of abuse or neglect, adults, families, professionals and residents of the Bradford District. We will also ensure that opportunities for engagement are maximized in order to listen to people using our services throughout the community to hear their voice in order to improve practice and outcomes.

Aims and Remit:

1. To analyse information submitted via intelligence reports from other sub groups/ partner organisations relating to involvement and engagement with individuals and provide feedback to BSAB regarding any themes or actions needed.
2. To regularly assess membership in order to support increased awareness of safeguarding and associated aspects of self-protection with partner agencies, people using our services, carers and the Safeguarding Voice Service User Group and associated focus groups.
3. Ensure that any revised/ developed information to create awareness is clearly presented to people using our services, carers and professionals in appropriate and accessible formats such as easy reads. Regular feedback from people using our services and front line staff will be sought as to how accessibility and understanding of this information could be improved to ensure awareness is raised of different types of abuse and neglect and to prevent these from occurring.

4. To identify existing methods of gathering and sharing information with vulnerable adults at risk of abuse or neglect across the Bradford District as well as to the general public and people who use our services in order that they are able to identify abuse and neglect and know what steps should be taken to report a concern.
5. To ensure effective messaging and resources are in place regarding 'Making Safeguarding Personal' across the partnerships, seeking feedback from people using our services at the end of their safeguarding journey and, through the Performance, Quality and Assurance Sub Group (PQAG), monitor responses received.
6. To identify existing groups, meetings and service user groups forums in order to engage with these groups to both share and seek information and opinion from the 'expert by experience'.
7. To contribute towards annual reports and audit mechanisms, ensuring that there is evidence that partners are involving and engaging with people using our services, patients and the public regarding feedback on services in relation to safeguarding and how they impact and shape services.
8. To work together to communicate effectively with the public using a range of accessible resources.
9. To work with other boards, forums and groups in the Bradford District to facilitate collaborative working and deliver clear messages to the public and people using our services to support the principles of working together and create an ethos which values collaborative working with, and from, other professionals across adult services.
10. To contribute to, and work in conjunction with, the Board Strategy and Delivery Plans for BSAB.
11. To create, monitor and report to the Board, a work plan to ensure that partners are involving and engaging with people using our services, patients and that the public have awareness and access to services to keep them safe

Accountability and Governance:

- The Chair and Deputy Chair will be appointed from within the Comms and Engagement Sub Group Membership
- The Comms and Engagement Sub Group will report to the Executive Group to ensure effective coordination of activity through BSAB.
- The Chair or Deputy Chair of the Comms and Engagement Sub Group will attend every Executive Group meeting in order to ensure the above.

- Accountability of individual agencies represented at BSAB to agree multi-agency commitment and participation in the Comms and Engagement Sub Group.
- The Comms and Engagement Sub Group will report progress against their business plan actions, by exception, to the Executive Group.

Core Membership of the Comms and Engagement Sub Group

- Representatives from BSAB
- Integrated Care Board (Bradford District and Craven)
- West Yorkshire Police
- Bradford Metropolitan Council – Adult Social Care
- Service User Representation
- Airedale NHS Foundation Trust
- Bradford District Care Foundation Trust
- Bradford Teaching Hospital Foundation Trust
- Voluntary Sector

The Communication and Engagement Sub Group will seek to include members from across BSAB - including people using our services, patients and public where appropriate. It is also recognised that other agencies may be required to attend for specific discussions to support decision making. These invitations will be made at the request of the Chair/ Vice Chair on behalf of the membership.

Sub Group Chair: Iain Macbeath

Sub Group Vice Chair: To be nominated by the Sub Group

Co-ordination:

The Sub Group will be co-ordinated by the Safeguarding Project and Comms Officer within the Bradford Safeguarding Business Unit.

Frequency of Meetings:

- The meetings will routinely be quarterly, with the exception of meetings required to respond a particular need.

- Members are expected to attend all meetings of the group or send a deputy.
- Members are required to be active participants and ensure that they are fully prepared for the meetings.
- If a member of the group misses three consecutive meetings, the Chair will write to the agency concerned requesting that a different representative attends the meetings.

Quoracy

For the meeting to be quorate, the 3 statutory partners (LA, Police and CCG) will be represented and involved in decision making, other partners will be invited and attendance monitored.

Reporting Requirements: This Sub Group has agreed to meet on a quarterly basis between Board meetings, with additional meetings arranged as necessary to meet reporting and delivery requirements. The Sub Group is required to maintain a forward plan of work and set time aside to:

- Review Terms of Reference;
- Review achievements;
- Ensure collaborative communication across BSAB
- Coordinate and plan outreach engagement work;
- Review data received from any questionnaires/ surveys;
- Review the calendar of events to ensure these are promoted where necessary;
- Ensure effective communication of safeguarding training opportunities;
- Co-ordinate Safeguarding Week activities;
- Respond effectively to any emerging local or national issues;
- Ensure timely communication of urgent messages resulting from local and national emerging themes;
- Assess effectiveness;
- Consider future requirements; and
- Complete work directed by BSAB.

Terms of reference was reviewed and agreed on:		To be reviewed:	
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