

# Safeguarding Adults Forums Terms of Reference



## The Aims:

- To tell everyone about their local Forum.
- To get good results for people who need their help.
- To set good standards so that the risk of abuse and neglect is less.
- To work with other groups to make sure everyone knows what they should be doing and they are doing it well.



## What the Forums do:

- Act as champions for safeguarding.
- Ask people what they think about the safeguarding process.
- Tell everyone about local and national issues.
- Think about what training people need.
- Work with other agencies to find out what is needed to keep people safe.
- Write an action plan.
- Make reports in different formats.



## Chair (someone who leads the Forum):

The people who are in the Forum vote for the Chair.  
 The Chair needs to make sure these things happen:

- Decide who needs to do the different jobs.



- Decide who needs to let other groups know about things talked about in the Forum.
- Report to the Safeguarding Adults Partnership Board and go to their Board meetings (when it is held in their area).



## Membership:

The Forum should include:

- Customers and their representatives.
- Council lead Officers for:
  - ✓ Safeguarding Adults Co-ordinator and/or Service Manager
  - ✓ Community Care
  - ✓ Supporting People
  - ✓ Environmental Services
  - ✓ Community Safety
  - ✓ Housing
  - ✓ Adult Education / Leisure Services
- Representatives from Partnership Boards or Forums
- Voluntary Services/organisations
- Provider Services
- Representatives from the local Clinical Commissioning Groups (CCGs)
- Representatives from local Health providers
- Probation
- Sometimes the Forum might invite people to join them for a meeting. This is called 'co-opting'.





## Meetings:

- Meetings should take place at least 4 times a year.
- All partner organisations must send a representative to the meetings.
- Previous minutes and agendas must be sent to everyone before the meeting.
- Venues need to be accessible and in the local community.
- Everyone must promise to keep information from the meeting confidential. Sometimes it might be necessary to share information with another group – but this will be agreed beforehand.



## Feeding Back:

The Forums **must** feedback to the West of Berkshire Safeguarding Adults Partnership Board. Sometimes they might need to feedback to these groups as well:

- The Local Safeguarding Children's Board (LSCB).
- The Local Strategic Partnership (LSP).
- The Hate Crime Reductions Partnership.
- The Domestic Abuse Forum.
- Healthwatch
- Other local groups.



**Agreed:**

**Review date:**

Thanks to **Wokingham Learning Disability Partnership Board** for their assistance in making this document Easy Read.



Wokingham  
Learning Disability  
Partnership Board