

Subgroup Chairs Meeting Terms of Reference

Purpose

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

The SAB aims to ensure that there are effective mechanisms in place, to ensure that there is a consistent approach to learning, and promotion of best practise.

Remit of the subgroup

A forum to regularly to check and discuss progress against the Boards Business Plan; ensuring that subgroups have insight into each other's work to avoid duplication and promote best practise.

Functions of the Group

- To report to the Chair progress made on actions within the SAB Business Plan
- To discuss areas of concern within the Business Plan and agree actions to overcome them
- To maintain the SAB Risk Mitigation Log

Membership

- SAB Independent Chair
- Chairs of each of the 4 subgroups
- SAB Business Manager

Co-ordination and support will be provided by the SAB Business Manager.

Roles and Responsibilities of Group Members

- To attend a minimum of 3 meetings a year
- If a member cannot attend, to identify a suitable replacement
- To ensure that they promote their role and receive information

Reporting and Governance Arrangements

The subgroup, through the Chair, will:

- Report to the SAB, on a quarterly basis, on progress and risks identified at subgroups, about good practice and problems in inter-agency work from those they represent
- To contribute to the annual report providing a summary of work achieved
- To contribute to a quarterly subgroup update report that is presented to the SAB

Frequency of meetings

Meetings will be held quarterly. Meetings will be scheduled to ensure work feeds into the SAB Subgroups and SAB Board meetings in a timely manner.

Sign Off Dates

- Sub Group Chairs – 22/11/2018
- SAB - 03/12/2018

Review Date

December 2018