



Communication and Publicity Subgroup

Terms of Reference

1. Purpose

The West of Berkshire Safeguarding Adults Board (SAB) 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 Publicity Sub-group's purpose is to:

- Improve communication from and to the Board and establish a consistent approach across the West of Berkshire.
- Raise the profile of Board, its function 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 of safeguarding issues and that opportunities are taken to prevent abuse.

2. Functions of the Group

- Assure the Board that each partner organisation has a strategy in place to disseminate communications from the Board.
- Maintain and publish an up to date list of key safeguarding contacts across partner agencies (the Board's Directory).
- 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.
- Research and evaluate the work of the Subgroup against good practice.

3. Membership

Membership of the Communication and Publicity sub-group includes, communication representatives from:

- Wokingham Borough Council
- Reading Borough Council
- West Berkshire Council
- Thames Valley Police
- Berkshire Healthcare Foundation Trust
- Clinical Commissioning Group
- Royal Berkshire Foundation Trust

Each meeting is quorate if a minimum of 3 organisations are represented, including two Local Authorities.

4. Frequency

To meet twice yearly, with special meetings as required. Meetings will be scheduled to ensure work feeds into the SAB meetings in a timely manner

5. Reporting and Governance arrangements

The subgroup through the Chair will:

- Receive reports from agencies, organisations and other sub-groups as appropriate.
- Report to the SAB on a quarterly basis (including identified risks).
- Review the subgroup's work plan annually and ensure work priorities are integral to the SAB's Business Plan.
- Contribute to the SAB's Annual Report.
- Attend SAB Subgroup Chair meeting.
- Review the Terms of Reference annually and propose amendments to the SAB.

6. Sign Off Dates

- Sub Group Chairs - None
- Communication and Publicity Sub Group – 9th September 2019
- SAB - 26th September 2019

7. Review Date

October 2020