

# Wolverhampton Safeguarding Together Care Provider Safeguarding Reference Group Terms of Reference

## 1. Summary

To be a representative group for children's and adult's care providers in the city and be a reference group for Wolverhampton Safeguarding Together.

## 2. Overall aims

The group will:

- Be a consultation forum representing children and adult partners including Care homes, Domiciliary care agencies, Supported living, day care providers, independent settings, Clinical Commissioning Group and City of Wolverhampton commissioning.
- Consider national safeguarding statutory and non-statutory guidance and local policies, procedures and concerns in relation to the care sector for children and adults.
- Be responsible for sharing information, gathering feedback and representing the views of the providers in their sector at the reference group meetings.

## 3. Membership

The aim of the membership from the Care Provider sector should be that all members of the group can effectively undertake the responsibilities above.

Therefore, representation must reflect both children and adult providers thus securing knowledge of safeguarding matters and expertise in leadership across the range of care settings.

- **CCG**
- **CM Homecare**
- **Progress Care**
- **Shared Lives**
- **Showell Court**
- **Starfish**
- **Pohwer Advocacy**
- **P3**
- **Enable**
- **Dimensions UK**
- **Affinity Trust**
- **Arcare LD Service**

- **Beacon**
- **Belvidere Court Nursing Home**
- **Caretech**

#### **4. Attendance**

The attendance and contribution of members will be monitored throughout the year, any concerns around attendance will be escalated to the relevant senior officer.

#### **5. Frequency of Meetings**

Meetings will be quarterly; task and finish groups will be established as and when required.

#### **6. Responsibilities of members**

As members, each individual is required to represent their professional background and the view of their agency and this will support decisions made by the group.

This group will be steered by the Scrutiny and Assurance co-ordination group, reflecting the priorities and recommendations from one panel and learning and improvement groups.

Each member of this group should take equal ownership and responsibility to support the activities of this group.

The Chair of this group is required to:

1. Represent WST and provide professional perspective in the context of their respective group and provider setting
2. Attend Safeguarding Provider meetings and welcome invite to wider WST meetings where education input would be beneficial, the Chair or a nominated group member can provide representation
3. Nominate a Vice Chair, Deputy or co-chair dependent on preferred arrangements
4. Encourage agenda contributions from members in advance of meetings to ensure planned and constructive discussion, particularly with regard to standing items
5. Instruct the WST Business Unit on required agendas items and supporting papers in advance of meetings
6. Approve notes, actions and news bulletins based on meeting discussion

7. Lead collaborative work, with group members, in response to requests from WST for example, reports or presentations.
8. Escalate non-engagement of listed members to the Scrutiny and Assurance Coordination Group.

Members of the group are required to:

1. Read all relevant agenda and documentation.
2. Engage with colleagues to report from meetings and collate feedback for agenda items prior to the meeting.
3. Notify Chair or Safeguarding Partnership Manager (previously Safeguarding Board Manager) if unavailable to attend.
4. Nominated representatives must be fully briefed and accountable for decisions made
5. Be accountable for ensuring actions assigned are completed and fully reported upon.
6. To represent their provider phase and champion safeguarding of adults, children and young people.
7. Contribute positively to discussion
8. Ensuring the work of WST is disseminated in their own organisation and within their own peer group within the specialist sector.

## **7. Disagreements**

Where members of the partnership find themselves to be in disagreement these are to be escalated to the Executive Group.

## **8. Risk Management**

Identified risks need to be escalated to the Executive Group, who will be responsible for record and manage these.

## **9. Agenda Items**

Agenda items should be submitted 10 days in advance of the meeting to the designated officer who will subsequently ratify the next agenda with the Chair. The papers for the meeting will be circulated to enable members five working days before the meeting.

Standard Agenda Items to include:

- Wolverhampton Safeguarding Together update
- Representatives feedback to any emerging issues or policy changes
- National developments for discussion

## **10. Record of the meeting**

WST Business Support Unit will administer this meeting for the first 12 months. Minutes of this group to be distributed to all group members.

After 12 months, at the start of the meeting a member of the group will be nominated to take notes and actions to share with the chair and distributed by the WST Business unit.

A communications bulletin will be drafted by the Business Support Unit following each meeting for approval by the Chair. This will summarise the main discussion points that are relevant for sharing with the wider Provider network.

Papers may not be copied or distributed further without the written permission of the Chair.

## **11. Conflicts of Interest**

All members of the group must complete a declaration of interest form if there are any conflicts of interest to ensure that they are appropriately managed. If any member becomes aware of a conflict of interest which has, is likely to have or could be perceived to have an adverse effect on any decision, this shall be declared, and the Chair will determine whether the member concerned should withdraw from the meeting whilst the relevant discussion or decision related to the agenda item is in progress. All declarations and conflicts of interest and the action to manage the interest shall be minuted.

## **12. Confidentiality**

Papers that are marked 'in confidence, not for publication or dissemination' shall remain confidential to the members of the committee unless the Chair indicates otherwise. Members, representative or any persons in attendance shall not reveal or disclose the contents of these papers without express permission of the Chair. This prohibition shall apply equally to the content of any discussion during the meeting which may take place on such papers.

## **13. Data Protection Act 2018**

Executive members will give due regard to their responsibilities to comply with Data Protection Act 2018 and General Data Protection Regulation Principles (GDPR)

## **14. Freedom of Information Act 2000**

All papers are subject to the Freedom of Information (FOI) Act. All papers that are exempt from public release under the FOI Act must be clearly marked 'in confidence, not for publication'. These papers may not be copied or distributed

outside of the executive Group membership without the expressed permission of the Chair. FOI exemption 41 (duty of confidence) applies.

## **15. Review**

After initial endorsement the Executive Group will review these terms of reference in April 2021 and annually thereafter.