

Wolverhampton Safeguarding Together

Community and Engagement Terms of Reference

1. Summary

To enable the voice of Wolverhampton's Children, Young people and Adults to be heard and reflected in safeguarding business and activities. The group will empower them to contribute to the processes and methods to keep them safe and to increase awareness of safeguarding amongst communities, parent carers and families and professionals.

2. Overall aims

This group is a multi-agency forum which exists to enable Wolverhampton Safeguarding Together to:

- Develop and strengthen engagement with our communities to 'make safeguarding everyone's business.'
- Raise the profile of safeguarding across Wolverhampton with individuals and communities

To achieve its purpose the group will:

- To ensure that digital channels effectively promote the work of Wolverhampton Safeguarding Together
- Identify and share key safeguarding messages using partners' city-wide communication channels with the children's and adults' workforces, public and community groups:
 - Undertake campaigns as prioritised by the scrutiny and assurance group based on both local and national safeguarding themes and learning
 - Build upon the co-production approach with children / young people pioneered through the work of the B-Safe Team
 - To develop a co-production approach for adults with care and support needs to seek their views and experiences of the safeguarding system, to influence change.
 - Ensure that equality, diversity, views and contributions from all are welcomed and respected.
 - Continue to maintain close links with our faith and religious groups, third sector organisations, charities and other providers working with children, young people and adults with care and support needs

3. Membership

- **Wolverhampton Voluntary Sector Council**
- **Healthwatch Wolverhampton**
- **Interfaith Wolverhampton**
- **Safeguarding Service, City of Wolverhampton Council**
- **City of Wolverhampton College**
- **West Midlands Fire Service**
- **West Midlands Police (Wolverhampton LPU)**
- **City of Wolverhampton Council**
- **Carer Support Team, City of Wolverhampton Council**
- **Wolverhampton Homes**
- **Wolverhampton CCG**
- **City of Wolverhampton Council**

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.

The work of 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 group.

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

The co-chairs of this group have the remit to escalate non-engagement of listed members to the Scrutiny and assurance 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 co-chairs 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. Involve their agency / sector in safeguarding awareness campaigns and awareness-raising activity and communications.

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 working 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 co-chairs. The papers for the meeting will be circulated to enable members five days before the meeting

10. Recording of the meeting

At the start of the meeting a member of the group will be nominated to take action notes to share with the co-Chairs and distributed by the WST Business unit.

Papers may not be copied or distributed further without the written permission of at least one of the co-Chairs.

11. Conflict 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 co-Chairs 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 a co-Chair indicates

otherwise. Members, representative or any persons in attendance shall not reveal or disclose the contents of these papers without express permission of at least one of the co-Chairs. 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 co-Chairs. FOI exemption 41 (duty of confidence) applies.

15. Review

After initial endorsement the Executive Group will review these terms of reference in April 2020 and annually thereafter.