

Chair's Sub group Terms of Reference

PURPOSE:

To establish agreed policies, strategies and processes which underpin partnership working in order to prevent abuse and neglect happening to adults at risk in Croydon. To provide a forum which will be able to influence policy and procedures.

OBJECTIVES:

- To hold each chair to account that their sub group is adhering to the strategic goals.
- To develop systems to audit and evaluate the impact and quality of safeguarding work.
- To develop and produce a quarterly report for the CSAB.
- To ensure that appropriate sub groups are in place to support the Strategic Plan and the priorities of the CSAB.
- To monitor work of the sub groups and that they achieve what is set out in the individual work plans.
- To ensure that there is communication with the wider community in order to raise awareness of the need to safeguard.
- To provide the opportunity for co-working, increasing the use of the partnership.
- To provide a forum for standardising approaches and messages.
- To provide peer support amongst the sub group chairs.

GOVERNANCE:

The Sub group will report directly to the CSAB by way of a written quarterly report. To provide reports for other boards/committees as and when required.



MEMBERSHIP AND ACCOUNTABILITY:

Membership must include:

CSAB Independent Chair [Chair of sub group]
Chair of each of the CSAB Sub groups and Task & Finish Groups
CSAB Manager

Regular attendance is required by all members. On the occasions that they cannot attend they will submit a brief written report on named actions. This will be presented by their deputy at the meeting.

No business shall be transacted at the meeting unless at least 3 Partner members of the Board are present.

SUPPORT & FREQUENCY OF MEETINGS

The Chair's sub group will meet quarterly. Agenda and papers will be circulated a week before the date of the meeting with urgent business, additional or late items will be at the discretion of the Chair.

The co-ordination and administrative support for the meeting will be the responsibility of the CSAB Support Team.

REVIEW DATE:

The Terms of Reference will be reviewed annually with the next review date of November 2019.