

## **Voluntary Care Sector and Healthwatch Subgroup 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 and that the Voluntary Care Sector and Healthwatch are vital to ensure that this promotion is effective as possible.

### **Aims**

The aims of the Voluntary Care Sector and Healthwatch subgroup are to ensure that:

- The SAB ensures that learning is shared across the partnership in the most effective way possible for all stakeholders.
- VCS and Healthwatch voice is heard
- That the time VCS and Healthwatch contribute to the board is worthwhile

Functions include:

- To open communication between SAB, VCS and Healthwatch across the partnership to ensure that their knowledge is considered when agreeing board priorities.
- To contribute to work of the SAB
- Specific Business Plan tasks

### **Accountability**

The group is accountable to the SAB and will report progress on a regular basis. It will also provide relevant information to the SAB as necessary, including input into the Annual Report.

### **Reporting and Governance Arrangements**

The group, through the Chair, will:

- Report to the SAB on a six monthly basis, including identified risks
- Contribute to the SAB Annual Report
- Contribute to the SAB Priorities
- Review the Terms of Reference and propose amendments to the SAB

### **Membership**

Core membership includes:

- SAB Chair
- SAB Business Manager
- Healthwatch Reading
- Healthwatch Wokingham
- Healthwatch West Berkshire
- Reading Voluntary Action
- Involve Community Wokingham
- Volunteer Centre West Berkshire

**Operational arrangements**

The sub group will be supported by the SAB Business Manager.

The Chair will be the SAB Independent Chair.

**Quoracy**

The meeting will be deemed quorate if the Chair (or their substitute) and at least three other members of the Panel are present.

**Frequency**

Will be held on a six monthly basis.

**Agendas and minutes**

Agendas and associated papers will be circulated at least a week in advance of the meeting. Minutes will be circulated within two weeks of the meeting.

**Sign Off Dates**

- Sub Group – September 2019
- SAB - January 2020

**Review Date**

January 2022