



Safer Seven

On: Role of sub group member



- 1. Sub group members** should be the appropriate single point of senior contact to represent their agency for the sub group subject e.g. exploitation, neglect etc.

The representative may be nominated by someone more senior within their organisation.

- 2. Attendance is required at all meetings**, where a sub group member is unable to attend they must send their apologies in advance via the business unit and ensure a suitable representative attend from their agency.

Representation at meetings is monitored with concerns regarding attendance reported to the sub group chair.

- 3. Sub group members must ensure that they:**

- Respond to any meeting invites promptly
- Provide support for the meeting chair in drawing up and agreeing agendas
- Read, and where requested, comment on any papers circulated in advance of the meeting
- Respect the confidentiality of the meeting
- Respect the contribution and viewpoints of all sub group members

- 4. Sub group members are responsible for:**

- Progressing and updating actions tasked to them or their agency by the specified dates
- Dissemination of appropriate information within their own organisation
- Representing their agency or identifying an appropriate nominee for short-life task and finish groups
- Providing updates on their agency's contribution to relevant partnership work

- 5. Meeting etiquette for MS Teams:**

- Join the meeting promptly, if you will be late please let the Business Unit know
- Ensure your camera is on whenever possible
- Mute your microphone when you are not speaking
- Use relevant functions such as raising hands, so as not to speak over others

- 6. As a sub group member** you are an advocate and your responsibility is to share the work of the group within your own agency, and drive change in support of the Safeguarding Partnerships work.

- 7. Further information:**

Information on Partnership arrangements can be found [HERE](#)

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