

## TERMS OF REFERENCE

**NAME OF GROUP: Suicide Prevention Oversight Group**

### **1. MAIN PURPOSE**

#### **1.1. Aims and Objectives**

- 1.1.1 The Suicide Prevention Oversight Group has been formed with representatives from stakeholder organisations on the Island to provide governance oversight to the delivery of the Isle of Wight Suicide Prevention Strategy.
- 1.1.2 The Suicide Prevention Oversight Group has developed from the Suicide Awareness and Prevention Working Group with the objectives to:
  - 1.1.2.1 Provide leadership, from across the system, to the project team regarding the delivery of the Isle of Wight Suicide Prevention Strategy.
  - 1.1.2.2 Provide rigorous monitoring of the implementation of the Suicide Prevention Action Plan against key milestone and KPIs.
  - 1.1.2.3 Feedback progress of the Suicide Prevention Action Plan to the Health and Wellbeing Board.

### **2. MEMBERSHIP AND QUORACY**

#### **2.1 Membership**

- 2.1.1 The membership of the Suicide Prevention Oversight Group comprises of representatives from key stakeholder organisations:
  - 2.1.1.1 IW CCG
  - 2.1.1.2 IW NHS Trust
  - 2.1.1.3 IW Local Authority
  - 2.1.1.4 Primary care lead
  - 2.1.1.5 Hampshire Constabulary
  - 2.1.1.6 Hampshire and IW Fire Rescue Service
  - 2.1.1.7 IW Ambulance Service
  - 2.1.1.8 HMP IW
  - 2.1.1.9 Samaritans
  - 2.1.1.10 Hampshire and Isle of Wight Community Rehabilitation Company
  - 2.1.1.11 The Isle of Wight Coast National Coastwatch Institution
  - 2.1.1.12 IW Royal National Lifeboat Institution (RNLI)

#### **2.2 Attendees**

2.2.1 Other agencies may be asked to attend at the discretion of the Suicide Prevention Oversight Group for example when the Group is discussing areas that are the responsibility of that agency.

### 2.3 Quorum

- No business shall be transacted at a meeting of the Suicide Prevention Oversight Group unless a quarter of the whole membership is present.
- The Chair will be the Consultant in Public Health.

## 3. ATTENDANCE AT MEETINGS

### 3.1 Commitment to attend

3.1.1 It is expected that all members will attend every meeting or send a nominated deputy.

3.1.2 A register of attendance will be recorded in the action notes of every meeting.

## 4. FREQUENCY OF MEETINGS

4.1 The Suicide Prevention Oversight Group shall meet every quarter.

## 5. SUICIDE PREVENTION OVERSIGHT GROUP PROCEDURE AND DUTIES

5.1 The Agenda will be set by the Chair. It will be circulated 5 working days prior to the meeting. Action notes will be made and circulated after each meeting.

5.2 Public Health will provide the project team and administrative support.

5.3 The Suicide Prevention Oversight Group shall agree responsibilities for tasks within the project scope.

5.4 Members of the Suicide Prevention Oversight Group shall ensure work is progressed from within their own organisation in accordance with the Suicide Prevention Action Plan, removing barriers to progress where necessary.

## 6. SCOPE

### 6.1 In Scope

Elements covered by the Isle of Wight Suicide Prevention Strategy and the Suicide Prevention Action Plan

### 6.2 Out of Scope

Elements not covered by the Isle of Wight Suicide Prevention Strategy and the Suicide Prevention Action Plan

## 7. INFORMATION GOVERNANCE

7.1 Data shall be shared in accordance with the information governance policies and procedures of each organisation.

## 8. **ACCOUNTABILITY**

8.1 The Suicide Prevention Oversight Group will be accountable to the Health and Wellbeing Board.

8.2 The project team will be accountable to the Suicide Prevention Oversight Group and will report progress at each meeting.

8.3 All members should consider how they implement the suicide prevention strategy in their own organisations. They should pay due regard to national best practice when communicating internally and externally.

## 9. **MONITORING COMPLIANCE WITH TERMS OF REFERENCE**

9.1 These Terms of Reference will be reviewed annually to ensure that the Suicide Prevention Oversight Group is carrying out its functions effectively.

## 10. **BENEFITS REALISATION**

10.1 The Suicide Prevention Oversight Group will monitor the delivery of the objectives of the Suicide prevention Strategy and the Suicide Prevention Action Plan.