

Missing People's Knowledge Exchange - Local Authority Edition

Terms of Reference

1. Purpose:

- a) This document aims to provide terms of reference for the Missing People's Knowledge Exchange - Local Authority Edition by outlining the objectives, expectations and responsibilities.
- b) This meeting will be for networking, sharing practice and general discussions for local authority professionals who work with missing people.

2. Objectives:

- a) To create a network of local authority professionals working in missing (Adults and Children)
- b) To share best practice and challenges/solutions between professionals
- c) Focus on specific topics interrelated to missing, relevant to the audiences needs
- d) Missing People to share national best practice and research

3. Attendees/Members:

The group includes representation from UK wide Local Authorities, members of MACE & MASH panels (or similar) and 3rd sector organisations working with children, adults and families affected by missing.

4. Responsibilities:

4.1 Responsibilities for the meeting chair:

Missing People will host and chair this forum, including:

- a) Circulate meeting dates and times in advance.
- b) Running and facilitating the meeting.
- c) Ensure the purpose of each meeting is clear to members and request any items for discussion prior to or at the beginning of each meeting.
- d) Ensure any supporting materials and contact requests made during meetings are delivered to members following meetings.

4.2 Responsibilities of members:

- a) Collaborate and support other members of the forum with best practice.
- b) Collaborate and support the charity Missing People.
- c) Bring forward challenges and suggestions for improvement for missing persons.
- d) Provide feedback about the quality of the forum.
- e) Adhere to the code of conduct set by Missing People.

5. Frequency:



Registered charity in England and Wales (1020419)
and in Scotland (SC047419)
A lifeline when someone disappears

- a) The group will meet on a quarterly basis.
- b) Meetings to be via Teams and last no longer than 1.5 hours unless previously agreed.

6. Review:

The list of members and attendees will be subject to continuous review by the group. Regular review of the Terms of Reference document to ensure appropriate. The Terms of Reference will be reviewed annually

7. Agreement:

Any work completed by the **Missing People's Knowledge Exchange** will be done in a manner which keeps missing people and their loved ones at the centre.

8. Code of conduct:

At Missing People, we believe that every person who works for or with us, volunteers with us or otherwise comes into contact with us should be treated with dignity and respect, and feel that they are in a safe and supportive environment. We don't expect anybody to have to put up with behaviour that makes them feel unsafe, disrespected, harassed, objectified, uncomfortable, belittled or vulnerable.

Missing People recognises its responsibility to create an inclusive culture that does not tolerate inappropriate, discriminatory, offensive or harmful behaviour towards any person who works for, volunteers with, or comes into contact with, the charity. We also strive to make Missing People meetings, events and all other services, a place where people's physical wellbeing and mental health are valued and promoted.

If Missing People believe that any members of the forum have behaved in a way that does not conform with this code of conduct, we reserve the right to remove members from the network.

If you have been made to feel intimidated, unsafe or unwelcome while attending a Missing People event, or engaging with any of our team, you may choose to discuss this informally with your line manager, another member of staff, or our Business Development Team
consultancy@missingpeople.org.uk

We will take all reports of harassment, threats and bullying seriously and will work together to find appropriate solutions. You may decide that you want to raise a concern in confidence. If you ask for your identity to be protected, it will not be disclosed without your consent.