

North Somerset Safeguarding Boards



NSSAB SUB-GROUP Terms of Reference

QUALITY and PERFORMANCE SUB GROUP

1. STATEMENT OF PURPOSE

The purpose of the Quality and Performance Sub-group is to develop and implement a Quality Assurance Framework which will enable the North Somerset Safeguarding Adults Board (NSSAB) to evaluate the effectiveness of the inter-agency safeguarding processes for safeguarding adults at risk in North Somerset.

Consequently, we will adopt an approach which focuses on “Outcomes” and “Making Safeguarding Personal” rather than simply measuring how well we have complied with processes and procedures.

The Quality and Performance Sub-group will:

- Collate and analyse information relating to safeguarding performance across partner agencies to understand areas of prevalence and emerging trends;
- Interrogate and interpret data to identify patterns or the need for further analysis;
- Monitor and interpret relevant performance data from partner agencies working to safeguard adults at risk;
- Provide the NSSAB with a summarised account of information relating to safeguarding performance, enabling the NSSAB to know how well we are safeguarding adults at risk in North Somerset;
- Make recommendations to the NSSAB in respect of aspects of performance to escalate identified risk.

Each member will support the group’s work plan by carrying out actions in-between meetings, on occasions working with other group partners in task groups.

2. CONTEXT OF THE WORK

2.1 The Care Act 2014 and subsequent statutory guidance 2014 states that Safeguarding Adults Boards should:

- ‘Establish ways of analysing and interrogating data on safeguarding notifications that increase the SAB’s understanding of prevalence of abuse and neglect locally that builds a picture over time
- Establish how it will hold partners to account and gain assurance of the effectiveness of its arrangements’ (The Care Act 2014 Statutory Guidance 14.110)

- 2.2 The NSSAB Quality and Performance Sub-group will apply the 6 principles of safeguarding outlined in the Care Act in all areas of the work of the group:
- Empowerment - Presumption of person led decisions and informed consent.
 - Protection - Support and representation for those in greatest need.
 - Prevention - It is better to take action before harm occurs.
 - Proportionality – Proportionate and least intrusive response appropriate to the risk presented.
 - Partnership - Local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse.
 - Accountability - Accountability and transparency in delivering safeguarding

3. THE SCOPE OF WORK OF THE QUALITY AND PERFORMANCE SUB-GROUP

- 3.1 There are three dimensions to the function of the group's work:
Dimension 1 – The effectiveness of each NSSAB agency/partner organisation to safeguard adults at risk
Dimension 2 – The effectiveness of multi-agency practice to safeguard adults at risk
Dimension 3 – The effectiveness of the NSSAB to safeguard adults at risk
- 3.2 A general principle of the group is that data and audit reports will only be collated by the group if there is a clear purpose to monitoring and or analysing the data within the group that links to the annual plan and objectives of the group.

4. KEY AREAS OF WORK

- 4.1 The group will develop an annual audit plan based on the annual business plan of the NSSAB.
- 4.2 As a newly formed group, we will firstly need to establish a baseline of monitoring activity for each dimension that will require the group to consider:
- What information is currently collected by the partner agencies;
 - What information we would like to receive and monitor and for what purpose;
 - How often the information is required;
 - How thresholds, themes and trends will be identified;
 - How effective partnership working will be assessed and monitored.
- 4.3 The sub-group will focus on some priority pieces of work identified by the NSSAB or where there is an identified risk and little is known about the level of risk. These will be chosen from the NSSAB's yearly business plan and linked to the NSSAB's risk register, and may include such areas as direct payments, suicide and self-neglect.
- 4.4 The sub-group will consider a suitable format to present information to the NSSAB at each meeting (a dashboard).
- 4.5 If the sub-group identify practice issues that need raising/addressing these will be fed into the NSSAB for action.

5. OPERATION OF THE GROUP

- 5.1 Co-chairs
The group will be Co-chaired by NSSAB's members. The Co-chairs for June 2018 to June 2019 have been agreed as Jo Baker (Service Leader Safeguarding and Quality Assurance, NSC) and Lucy Muchina (Deputy Head of Safeguarding, CCG).

5.2 Meetings

- The group will meet bi-monthly for a maximum of 2 hours and the Co-chairs will aim to meet 2-3 weeks before each NSSAB meeting.
- The venue will be the Town Hall
- Each Sub-group member will take turns in taking minutes
- Agenda and papers will be distributed via email 5 working days prior to the meeting
- Minutes of the meeting will be circulated within 14 days of the meeting

5.3 Membership

- Core membership will consist of a representative from all of the statutory partners of the NSSAB and other provider agencies that can provide data for analysis of performance.
- Additional members may be co-opted to support with work identified in the work plan as appropriate.
- Additional members may include representatives from other partner organisations, Local Authority/Police/Health data analysts.
- The group will be quorate when at least three people from the named agencies attend including at least one representative from the local authority, one health agency and one from the police.

6. **GOVERNANCE AND LINKAGE TO OTHER PARTNERSHIP BOARDS**

- The group is a Sub-group of the NSSAB
- A report on the work of the group will be given at each NSSAB meeting, along with summary of audit of data in a suitable format
- The NSSAB will identify areas of practice that the sub-group can analyse
- The Sub-group will provide a report from each themed audit. The NSSAB will create a multi-agency action plan with smart objectives to be disseminated to all relevant agencies. The plan will be pursued and monitored by the NSSAB.
- Learning will be disseminated via the Learning and Development Sub-group of the NSSAB and incorporated into each agency's learning programme as appropriate. Each agency will review and report back to the NSSAB via the Learning and Development Sub-group.
- The sub-group will monitor its own performance against its plan and objectives using a rag rating

7. **REVIEW OF THE TERMS OF REFERENCE**

TOR will be agreed by the NSSAB and then reviewed annually.

Document title:	Date of revision:	Review date:

