

Dudley Safeguarding Adults Board

Terms of Reference for the Quality and Performance Sub-group

Purpose

The purpose of the Quality Assurance sub-group is to support Dudley Safeguarding Adults Board to fulfil its remit of ensuring local safeguarding arrangements are effective and deliver the outcomes that people want. This sub-group will act as the mechanism by which the Board will hold local agencies to account for their safeguarding work, including prevention and early intervention. This will be achieved through the delivery of an annual work plan developed in line with the Board's Strategic priorities and objectives and through the production of regular reports, a risk register and information as required by the Board.

Key Responsibilities

The Sub-group will:

1. Commission, analyse and report on inter-agency practice audits including case file audits, multi-agency audits and specific subject audits pertinent to safeguarding.
2. Consider the findings and recommendations as of local, national reports and policy development to embed a programme of learning within the Board.
3. Assist the Board with the development of the Risk Register and a Quality and Performance sub-group work plan.
4. Research and make proposals on the safeguard dashboard and the quality assurance framework to update in accordance with national and regional development
5. Monitor service users feedback mechanisms within the partner agencies to measure whether their expected outcomes have been met. This will be in accordance with the principles of the Care Act 2014 and making Safeguard personal and will be submitted to the Adult Safeguard Board.
6. Review Partner agency risk management systems and the Dudley Safeguarding Adults Board Risk Register to ensure compliance with the Care Act 2014 in relation to their Safeguarding audit arrangements.
7. Ensure that partner agencies monitor and provide assurance concerning their contracting, procurement and commissioning arrangements across the services as part of their quality assurance framework.

Reporting Arrangements

1. The Sub-group will provide an annual quality assurance report with outcomes and recommendations reviewed by the Board.

2. The sub-group will contribute to the development of a Business Plan and Annual Safeguarding report for approval by the Board.
3. The sub-group will ensure that briefing papers and regular updates of the group's work and exception reports are prepared for the Board.

Core Membership

The membership of this sub-group will need to ensure that local measurements of Quality and Performance are developed.

Membership will compromise representation from:

- Dudley Access and Prevention Team
- Dudley Safeguard Adults Team
- Dudley and Walsall Mental Health Partnership NHS Trust
- Dudley Group of Hospitals Foundation Trust
- West Midlands Public Protection Unit
- Health Watch
- West Midlands Care Association
- Black Country NHS Partnership Trust
- Dudley Clinical Commissioning Group

Work steams to be identified by the Chair at the Sub-group with representations from appropriate agencies.

The sub-group can only be quorate if three or more separate agency representatives are present. If members are unable to attend they must endeavour to send a representative.

Extended Group Membership

For specific task and finish groups additional representation from other agencies may be required.

Working Arrangements

The group will meet every two months. Additional meetings may be summoned by the Chair if deemed necessary.

Meetings will normally be scheduled to last one hour 30 minutes.

Group Administration to be arranged/ agreed by the Chair.

Management of the Group

The group will be chaired by the Head of Safeguarding for Dudley and Walsall Mental Health Trust.

Minutes Distribution

The minutes will be distributed within 10 working days of the meeting. Agenda papers will be distributed within 3 days of the meeting date.