

CALDERDALE SAFEGUARDING ADULTS BOARD

Performance & Quality Group

TERMS OF REFERENCE



1. Title

Calderdale Safeguarding Adults Board - Performance and Quality Group

2. Purpose

The Calderdale Safeguarding Adults Board (CSAB) is committed to ensuring that all agencies work together to prevent and minimise abuse or neglect, and to safeguard effectively where abuse or neglect have or may have occurred.

The Quality and Performance Group will develop structures and quality measures, scrutinising and challenging performance, to provide assurance to the CSAB on the effectiveness of adult safeguarding across Calderdale.

The Care Act 2015 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.

3. Accountability

The Performance and Quality Group reports to the Business Group of the CSAB.

The CSAB reports to the Partnership Board for Health and Wellbeing.

4. Membership

Membership of the Performance and Quality Group is from the Statutory, Independent and Voluntary Sector and includes:-

Chair: Vicky Thersby – Calderdale & Huddersfield Foundation Trust

The Chair will be reviewed annually and report directly to the Adult Safeguarding Business Group.

Vice Chair – Luke Turnbull – Calderdale CCG

SWYFT

Together Housing

Adult Health and Social Care

Calderdale Clinical Commissioning Group

West Yorkshire Police

Probation

Voluntary Sector

5. Core Members

Core membership will consist of a representative from all of the statutory partners of the CSAB and other provider agencies that can provide data for the analysis of performance.

Members must have sufficient delegated authority to effectively represent their agency and to make decisions on their agencies behalf. Agencies who cannot attend must send a representative of sufficient seniority.

Quoracy

In order for decisions to be made the statutory partners (CCG, Police and Adult Health & Social Care) must be present. If all three statutory partners are not present decisions can be agreed following the meeting. Ultimately decisions relating to the work of the group will be made by the Business Group.

The group aspires to have service users and carer representatives as part of the core membership. This is currently an aspiration and the CSAB is developing its arrangements with the involvement of service users. The Terms of Reference for this group will be amended once a mechanism is in place to involve service users and carers more effectively, under guidance from the CSAB.

Core members will be responsible for reporting on the quality and the delivery of safeguarding arrangements in their agency.

The Chair of the group will be a member of the CSAB and appointed by the CSAB on an annual basis.

6. Frequency

The Performance & Quality Sub-group will meet bi-monthly, to meet its delegated responsibility and ensure effective reporting mechanisms into the Business Group, with additional meetings as required. Meetings will be scheduled to ensure work feeds into the CSAB meetings in a timely manner.

The Group will establish Task and Finish Groups to undertake time limited pieces of work. The outcomes of these groups will be reported into the Performance and Quality Sub-group and be formally signed off here.

7. Functions of the Group

The Performance and Quality Sub-group is responsible for the following:-

7.1 Quality Assurance and Audit

- Commission, collate and analyse partner and multi-agency data to assure the CSAB that local policy, procedures and standards are embedded in practice.

- Provide assurance to the CSAB that national and local lessons learned and lessons from Safeguarding Adults Reviews are embedded into practice.
- Monitor Action Plans for partner agencies as identified through the annual self-assessment.
- Analyse and evaluate feedback from service users and referrers.
- To develop a timetable of multi-agency safeguarding audits.
- To receive reports of safeguarding audits from partner agencies.
- To propose and recommend changes to policy and procedures and guidance as a result of performance and quality information.

7.2 Performance Management

- To identify and recommend data requirements and performance indicators for the CSAB and Partner agencies.
- Ensure effective analysis is in place to target future work.
- To identify appropriate performance targets for the CSAB including outcomes.
- To receive and promote discussion of problematic areas reported by partner agencies.
- Identify risks through data and feedback and escalate to the CSAB where appropriate.

8. Reporting and Governance Arrangements

The Sub-group through the Chair will:

- Report to the CSAB on a quarterly basis (including identified risks).
- Review the Work Plan annually and updated by this group regularly and reported to the CSAB annually and by Exception Reporting.
- Review the Terms of Reference and propose amendments to the CSAB.
- Provide an annual summary of the work of the group for inclusion in the Annual Report.
- Record, monitor and report on Sub-group attendance to the Business Group

Group Chair:

Designation:

Signature:

Date:

To CSAB, Date:

Ratified:

Review Date:

Version	Update and by whom	Date signed off
1	Updated – May 2017	
2	Updated – June 2017	