

Performance & Quality Subgroup

Terms of Reference

Purpose

The West of Berkshire Safeguarding Adults Board (SAB) is committed to ensuring that all agencies work together to minimise abuse or neglect to vulnerable adults at risk and to safeguard effectively where abuse or neglect has, or may have, occurred.

The SAB aims to ensure that there are effective mechanisms in place, to ensure that there is a consistent approach to learning, and promotion of best practise.

The SAB is responsible for co-ordinating the safeguarding work of all agencies working with vulnerable adults across all sectors and disciplines. The SAB aims to ensure that there are effective systems in place for ensuring that all agencies meet their responsibilities to safeguard adults and that processes are developed to monitor interagency work and outcomes for service users.

Aims

The Subgroup aims to

- To set an action plan to deliver the outcomes within the business plan
- Provide an interface with the Pan Berkshire 'Policy and Procedure' group
- Develop a range of mechanisms for measuring outcomes in respect of assuring the SAB about the effectiveness of safeguarding activity in practice, including implementation of Action Plans from SARs and trends being identified through data reporting
- Oversee performance and data quality of all safeguarding activity across the area
- Develop and maintain a framework, which ensures there are effective and accountable quality performance indicators and monitoring systems in place
- Produce regular reports to the SAB, which ensures a consistent approach and good quality of safeguarding provision is maintained across all partner agencies
- Consider trends in safeguarding activity and share these with the SAB and the other subgroups for them to support relevant work, as required

Deliverables

- To work towards the actions set within the SAB Business plan and report to the SAB where there is risk actions will not be met within timescale
- To maintain a performance dashboard, which reports on key SAB priorities and report to SAB on a quarterly basis
- Each member to establish a mechanism for feedback into their organisation
- Provide evidence for the SAB Annual Report
- Publish examples of best practice from the group in the Annual Report
- Produce minutes of all meetings
- Develop and monitor delivery of a work plan for the group
- To highlight any agency where there are concerns about practice
- Identify areas of concern where learning from safeguarding adults reviews is not being shared and/or embedded, and highlight to the Board

Accountability

The group is accountable to the SAB and will report progress on a regular basis. It will also provide relevant information to the SAB as necessary, including input into the Annual Report.

Classification: OFFICIAL

Reporting and Governance Arrangements

The group, through the Chair, will:

- Report to the SAB on a quarterly basis, including identified risks
- Present SAR reports to the Board for endorsement
- Attend SAB Sub Group Chairs Meeting
- Review the panel's work plan annually
- Contribute to the SAB Annual Report
- Review the Terms of Reference and propose amendments to the SAB

Membership

Members will attend no less than a total of 75% of meetings per year.

Members will be senior enough to make decisions on behalf of their organisation.

To be quorate, the Chair or the Business Manager and at least 2 other members from different organisations will be present.

If unable to attend any meetings all members are encouraged to have an identified deputy who will attend in their absence.

The group aims to have representation from the following agencies:

- Safeguarding Lead from each unitary authority
- Performance Monitoring Officers from each unitary authority.
- Royal Berkshire NHS Foundation Trust
- Safeguarding Lead Berkshire Healthcare Foundation Trust
- Clinical Commissioning Group
- SAB Business Manager

The following agencies will be virtual members of the group and will be included in communication and are welcome to attend meetings as necessary, where attendance is required this will be highlighted to the virtual members by the SAB Business Manager.

- South Central Ambulance Service
- Thames Valley Police
- Thames Valley Probation
- Royal Berkshire Fire and Rescue Service

Operational arrangements

The subgroup will be supported by the SAB Business Manager.

The Chair of the subgroup will be nominated every 3 years.

Frequency

Standing meetings of the subgroup will be held at least quarterly.

Review

The Terms of Reference will be reviewed annually. Any changes must be agreed by the Board.

Sign Off Dates

- Sub Group Chairs – Not required
- PEAP&Q Sub Group – 13th September 2018
- SAB - 20th September 2018

Review Date

- September 2019

