



BOURNEMOUTH AND POOLE SAFEGUARDING ADULTS BOARD

DORSET SAFEGUARDING ADULTS BOARD

QUALITY ASSURANCE SUBGROUP

TERMS OF REFERENCE

May 2018

Overall Purpose

The purpose of the Quality Assurance subgroup is to support the Safeguarding Adults Board to take a strategic overview of the quality of Safeguarding activity across its area of responsibility; by ensuring there are effective and accountable safeguarding adults performance and monitoring systems in place, including prevention and early intervention. This will be achieved through the delivery of an annual workplan and through the production of regular reports and information as required.

Duties

1. To be assured that agreed minimum standards are in place and ensure these are reflected in Multi-agency practice and contracts.
2. To analyse and report on interagency practice audits including case file audits.
3. To consider the findings and recommendations of national reports and produce briefing papers for the Board
4. To make proposals to the two Boards on interagency quality assurance framework including process and outcome measures to be presented in the form of a scorecard.
5. To review quality assurance information for each Local Authority area (separately), Health partners and the Police, reporting findings to the Board.
6. To develop a quarterly quality assurance report for review by the Board at every meeting and an in depth annual report.
7. To use the above to identify trends and gaps, make recommendations about where to target preventative actions and strengthen co production.
8. To strengthen and develop service user feedback mechanisms for safeguarding processes and prepare reports on findings and recommendations for the Board.
9. To seek assurance that the QA group have sight of any concerns escalated by staff regarding the interpretation and application of the policy and procedures. develop staff feedback mechanisms for safeguarding processes and prepare reports on findings and recommendations for the Board.
10. To oversee the development of risk management systems in relation to the safeguarding adults' framework.

11. To produce a proportionate outcome focused annual work programme for approval by the Board.
12. To liaise with other working groups for example Safeguarding Children's Boards, Health and the Well Being Board and Community Safety Partnerships to ensure a joined up and consistent approach to safeguarding.
13. To receive assurance that the Mental Capacity Act (2005) and Deprivation of Liberty Safeguards are understood and arrangements across organisations are working effectively alongside safeguarding adults' processes.
14. To circulate confidential provider reports showing blocks and cautions and details for all providers pan Dorset.
15. Monitor any relevant Safeguarding Action/ Improvement Plans that have been compiled as a result of any inspection regimes.
16. Propose and recommend changes to the Safeguarding Adults Policy and Procedures or guidance as a result of findings from audits.
17. Receive, discuss and promote problematic safeguarding related issues reported by any of the Partner Agencies for resolution and if necessary escalation to the Safeguarding Adult Boards.
18. Identify any emerging risks and report to the Safeguarding Adult Boards.

Membership (Deputies can attend as required)

- Director of Quality Dorset CCG
- Senior Manager – Safeguarding, Dorset CCG
- Senior Manager - Safeguarding Borough of Poole
- Senior Manager – Safeguarding Bournemouth Borough Council
- Senior Manager – Safeguarding, Dorset County Council
- DCI – Safeguarding Dorset Police, DCI
- Senior Manager – Safeguarding, Dorset Healthcare University NHS Trust
- Senior Manager – Safeguarding Poole Hospital NHS Foundation Trust
- Senior Manager – Safeguarding Royal Bournemouth and Christchurch NHS Foundation Trust
- Safeguarding Manager – SWAST
- Safeguarding Manager – Dorset National Probation Service
- Senior Manager – Safeguarding, Dorset County Hospital
- Business Manager, B&PSAB
- Safeguarding Partnership Officer – DSAB

Frequency of meetings

The Quality Assurance Sub Group will meet every three months, to be administered and supported by Dorset County Council.

Standing Agenda items

On each agenda standing items will be:

- Performance reports
- Audits
- Service user engagement

Quorum

The meetings will be considered quorate when three or more agencies attend.

Reporting arrangements

The Quality Assurance Sub Group will report to the Bournemouth and Poole Safeguarding Adults Board and the Dorset Safeguarding Adults Board at every meeting.

Review date

In one years' time (May 2018), Business Manager – DSAB