

HSAB Quality Assurance Sub-Group

Terms of Reference and Quality Assurance Framework (April 2021)

Introduction:

The Hampshire Safeguarding Adults Board (HSAB) is a partnership committee, coordinated by the Local Authority to provide strategic leadership for adult safeguarding across the county.

Its responsibilities include the identification, co-ordination, delivery and review of existing and new safeguarding practices, in order too effectively safeguard vulnerable adults and those considered at risk of harm.

The HSAB quality assurance subgroup:

The purpose of the HSAB Quality Assurance sub-group is to provide a tactical delivery group for the board, to ensure local safeguarding arrangements are operational and effective, and to assess whether best service is being provided or not in an objective and evidenced-based methodology.

It is important to note that this sub-group is not solely a task and finish group for the HSAB.

Through its partnership activities it is in fact uniquely positioned to help identify early any emerging harm themes, any systematic service failures and/ or any other opportunities to improve the quality of service offered to all end users and the persons that support them.

Key areas of performance for 2021/22:

1. Collation and analysis of key performance indicators (KPIs) from each of the statutory partners.
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1.1 Integrated safeguarding scorecard collection tool: HSAB will implement a multi-agency safeguarding scorecard which partner agencies will be asked to complete on a quarterly basis. A cross agency set of performance indicators have been agreed which will provide the HSAB with a profile of the nature, range and prevalence of risk/harm experienced by local people with needs of care and support or in vulnerable situations. The QA subgroup will oversee the delivery of that performance framework throughout the year through the membership group.

1.2 The subgroup will request that as part of those quarterly returns, organisational leads also provide a short contextual summary of anything of note identified during that period (the 'So what?' question).

1.3 The subgroup will use those relationships to maximise opportunities for the sharing of any other data that may have relevance in either supporting the strategic priorities or evidencing any other emerging areas of risk.

2. Maximising early intervention and prevention opportunities

2.1 The subgroup will present to the HSAB a summary of those collective KPI updates, highlighting any thematic risk issues identified, alongside where relevant any proposed recommendations to address those problems.

2.2. The subgroup will encourage a healthy and regular dialogue with other Local Authority areas and partners in order to avoid silo working, under a 'no surprises' approach.

3. Maximise organisational learning opportunities and adopting best practice.

3.1 The subgroup will work closely with the serious case review team, to communicate and embed best practice in order to minimise the likelihood of future SARs.

3.2 The subgroup will be involved in monitoring any national best practice circulated through external safeguarding reviews.

3.3 **Audit programme:** the subgroup will complement the scorecard approach by undertaking a collaborative programme of deep dive audits, targeting any specific areas of concern and/or priority areas highlighted by the performance monitoring; the subgroup will have autonomy to set specific short duration task and finish peer reviews, to support the embedding of best practice.

3.4 **Organisational self-audit:** Local agencies will be asked to undertake an Organisational Safeguarding Self Audit Tool or "annual health check" to help them evaluate the effectiveness of their internal safeguarding arrangements and to identify and prioritise any areas needing further development. The Organisational Self Audit Tool will be completed on an annual basis and this approach supports the HSAB in its governance and remit of holding local

agencies to account for their safeguarding work. The subgroup will promote this culture of 'organisational housekeeping' through the annual delivery of the 'Organisational Safeguarding Audit Tool' during Q3.

4. Making safeguarding personal.

4.1 The subgroup will monitor the quality of service provided to vulnerable adults living in Hampshire through its other core functions.

4.2 The subgroup will include qualitative updates to the HSAB on any service issues it identifies, including where possible any proposed recommendations to address that problem.

4.3 This oversight will include looking at opportunities to gain valuable feedback from clients, families and front line practitioners, providing everyone a chance to have their views heard, in an open, fair and inclusive manner.

4.4 Any service failures will be considered as an opportunity to improve what we do and not too apportion blame.

*****The objectives listed above are not exhaustive and it is very likely that the QA subgroup may be required at times to support the HSAB on a specific delivery issue or area of performance*****

Governance:

Chair – Detective Chief Inspector Mark Lynch (Hampshire & IOW MASH and Adult Safeguarding lead).

Core Statutory Members - Representatives from

- Hampshire Police.
- Local Authorities
- Clinical Commissioning Groups
- HSAB

Associate Members – Representatives from

- District and Borough Councils
- Hampshire and IOW Fire and Rescue Service
- Health Provider organisations
- Advocacy Services
- Community and Voluntary sector groups

- NHS England
- Housing
- Healthwatch
- Probation
- Any other 3rd sector organisation / charity by exception.

Expected standards of behaviour (QA subgroup Constitution):

It is essential that all attending parties must have sufficient delegated authority to be able too effectively represent their own organisation.

If any members are unable to attend a meeting, they must consider nominating a deputy to attend on their behalf, or provide an update to the Chair prior to the meeting, to ensure the group maintains effective delivery throughout the year.

All meetings will take place in a professional, inclusive and ethical environment, with professional discussion (including disagreement) encouraged to maximise end outcomes and avoid homogenous thinking.

To maximise the delivery of the work within the QA subgroup, it is important organisation representatives fulfil the agreed tasks given to them in a timely manner.

Frequency of Meetings:

The QA subgroup will meet 8 times per financial year, with a review meeting scheduled 2 weeks prior and 2 weeks after each of the HSAB quarterly board meetings.

The timing of these meetings is to a) allow the subgroup members an opportunity to discuss and submit a thorough update to the HSAB chair prior to each HSAB quarterly meeting using the performance framework, and to b) then be in a position to regroup and review and task any actions that arise from the HSAB meeting.

It is intended that this format will help maximise the focus and relevance of any work completed by the QA subgroup.

Any other short-term task and finish projects tasked to the QA sub-group will most likely sit outside of this meeting structure.

Administration:

The Chair of the sub-group will prepare an update to the quarterly HSAB meeting.



Any other thematic reports of any emerging harm issues will be shared with other forums in the wider strategic partnership.

Admin support will be provided to the Chair via the HSAB group.

The Terms of Reference and existing membership will be reviewed annually during the first Q1 subgroup meeting of the year.

Any new amendments will be submitted to the HSAB Chair for final review and ratification.

Terms of Reference created 13th April 2021 – DCI Mark Lynch

Next review due April 2022