

Terms of Reference for 4LSAB Quality Assurance Sub-Group

Introduction:

The 4 Local Safeguarding Adults Boards cover the local authority areas of Hampshire, Southampton, Portsmouth and the Isle of Wight. Collectively, they are referred to in this document as the 4LSAB.

However, each Safeguarding Adult Board for each Local Authority area operates independently.

The 4LSABs have a duty to ensure the effectiveness of what organisations and agencies do in order to safeguard and promote the safety and wellbeing of adults at risk.

The Quality Assurance Sub-Group is a sub group working across the 4LSAB. Its formation arises from a decision made by the Inter-Authority Working Group (I.A.W.G).

Membership of the sub-group is from organisations represented on the 4LSAB.

Workforce development issues sit with the 4LSAB workforce subgroup, but the link with this subgroup is important. Following SARs, assurance is needed around the embedding of learning into practice. Strong links are also needed with the individual LSAB subgroups leading on SARs.

Making Safeguarding Personal forms part of the day to day work of all agencies.

The Family Approach could be further extended in order to identify common themes and opportunities for joint working with the children's sector.

Functions of the 4LSAB Quality Assurance Sub-Group:

1. To develop and maintain the Quality Assurance Framework across the 4LSAB area to ensure consistency of approach.
2. To test that learning from SARs and other multi-agency audits / reviews are evaluated post implementation and are focused on the outcome for the service user.
3. To develop links with other sub-groups across the 4LSABs in order to identify common areas of assurance work by means of a shared business plan. Following a SAR, assurance work is required to ensure that the learning points are embedded within organisations' day to day work – this could incorporate a peer review process.

4. To create an audit plan for the 4LSAB group to include statutory and non-statutory reviews and to assist organisations to complete a self-assessment every other year.
5. To ensure that the needs and the priorities of each board are understood and allow equal opportunity for each board to have a thematic audit completed. The strengths of each board should be used effectively to assist in this process.
6. To ensure that Making Safeguarding Personal (MSP) is a cross cutting theme across all organisations and to drive its implementation within those organisations. MSP is not a safeguarding team / department responsibility.
7. To report back to the Inter-Agency Working Group initially, ensuring that there is parity in work across all four Boards before distribution to individual boards.
8. To develop the Family Approach within adult safeguarding work and identify with the 4LSCBs common themes and opportunities for joint working.
9. To enable a single, common data set to identify trends that can be reported back to Boards. The formation of a task and finish group is required to complete this task.
10. Identify themes and trends and provide a strategic response to them. Operational responses to issues are the responsibility of individual agency partners. This work will form part of the plan of work and outcomes will be escalated to the relevant boards and added to respective registers of concerns as necessary.
11. Respond to system issues and drive improvements to achieve better outcomes for adults and their families.

Chair:

The group will be chaired by C/Insp David Winter, Safeguarding Adult Lead, Hampshire Police. The Vice-Chair is Deputy Inspector Greg Moore.

Membership of 4LSAB Quality Assurance Sub-Group:

Core Statutory Members:

Representatives from:

Hampshire Police.
Local Authorities
Clinical Commissioning Groups
Local Safeguarding Adults Boards

Associate Members:

District and Borough Councils
Hampshire Fire and Rescue Service
Health Provider organisations
Advocacy Services
Community and Voluntary sector groups
NHS England
Housing
Healthwatch

Agency representatives must have sufficient delegated authority to effectively represent their agency and to make decisions on their agency's behalf. If members are unable to attend a meeting they must nominate a deputy to attend from their agency, with the right level of seniority to contribute and commit to actions.

Frequency of Meetings:

The group will meet every 8 weeks, though more frequent meetings may be necessary to complete specific pieces of work. Task and finish groups will be the main way of completing individual pieces of work.

Reporting:

The Chair of the sub-group will prepare an update report for the quarterly Local Safeguarding Adult Board meetings.

There will be thematic reports of emerging themes and these will be shared with other forums in the wider strategic partnership.

Information will be produced to contribute to the Board's annual report and strategic business plan. Initial reporting will be to the I.A.W.G. and then to each individual LSAB for sign off.

Review:

The Terms of Reference and membership will be reviewed and amended if necessary on annual basis or at latest, every other year.

Version control:

Terms of Reference created: 13th May 2018.

Next Review due: 23rd May 2018.

Document updated on 1st June 2018.

Reviewed on 19th July 2018.

Document updated on 30th October 2018.

Final version agreed: QA sub group 28th February 2019.

Next review due: February 2020