



BOURNEMOUTH, CHRISTCHURCH AND POOLE SAFEGUARDING ADULTS BOARD

DORSET SAFEGUARDING ADULTS BOARD

QUALITY ASSURANCE SUBGROUP

TERMS OF REFERENCE

Overall Purpose

The purpose of the Quality Assurance subgroup is to support the Safeguarding Adults Boards to take a strategic overview of the quality of safeguarding activity across their area of responsibility; by ensuring there are effective and accountable safeguarding adults' performance and monitoring systems in place. This includes prevention and early intervention to improve the experience and outcomes for individuals throughout their safeguarding journey.

This will be achieved through the delivery of an annual workplan (which directly contributes to the Boards' Strategic Plan), the production and sharing of regular reports and information.

Duties

1. To capture and review the data which evidences service user feedback on safeguarding processes to help improve outcomes. Prepare reports on findings and recommendations for the Board and Community Reference Group.
2. To co-ordinate and facilitate multi-agency audits to effectively understand the persons journey across organisations, identifying areas of good practice and areas of learning. From this agree minimum quality practice standards.
3. To consider the findings and recommendations of national safeguarding reports, guidance and regulations and identify methods to incorporate these within the Boards workplans.
4. To develop and implement an interagency quality assurance framework which includes process and outcome measures.
5. To provide an analytical overview of safeguarding activity and outcomes in each organisation, evidenced through data analysis.
6. To review safeguarding quality assurance information for each Local Authority area (separately), the local NHS ICB, the Police and other Board partners, report findings to the Board.
7. To develop a quarterly quality assurance report for review by the Board at every meeting.
8. To use the above to identify trends and gaps, make recommendations about where to target preventative actions and strengthen co production.

9. To provide the Boards with assurance that the QA group has sight of any concerns escalated by staff regarding the interpretation and application of safeguarding policy and procedures, developing staff feedback mechanisms for safeguarding processes and prepare reports on findings and recommendations for the Board.
10. To seek assurance that risk management systems are robust and provide the Boards with this assurance.
11. To produce a proportionate outcome focused annual work programme which meets the requirement of the Boards' Annual Work Plan.
12. To liaise with other statutory Boards for example Pan-Dorset Safeguarding Children Partnership, Health & Well Being Board and Community Safety Partnerships to ensure a joined up and consistent approach to safeguarding.
13. To propose and recommend changes to the Safeguarding Adults Policy and Procedures or guidance or to propose organisational policy/ practice changes for the Board to consider as a result of findings from audits.
14. To receive, discuss and promote safeguarding related issues reported by any of the partner agencies for resolution and if necessary escalation to the Safeguarding Adult Boards.

Membership (Core Members - deputies can attend as required)

- Senior Manager – Safeguarding, Dorset ICB
- Senior Manager – Safeguarding, BCP Council
- Senior Manager – Safeguarding, Dorset Council
- DCI – Safeguarding, Dorset Police
- Senior Manager – Safeguarding, Dorset Healthcare University NHS Trust
- Senior Manager – Safeguarding, University Hospitals Dorset NHS Foundation Trust
- Senior Manager – Safeguarding, Dorset County Hospital
- Business Manager, BCPSAB
- Business Manager – DSAB
- Senior Manager – Healthwatch
- Care Provider representative
- Carers representative

Non core members

- Safeguarding Lead - SWASFT

Frequency of meetings

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

Standing Agenda items

On each agenda standing items will be:

- Data and Performance reports
- Audits
- Service user engagement

Quorum

The meetings will be considered quorate when there is representation from each of the three statutory partners (both Local Authorities, NHS Dorset and Dorset Police)

Reporting arrangements

The Quality Assurance Subgroup will report to the Bournemouth, Christchurch and Poole Safeguarding Adults Board and the Dorset Safeguarding Adults Board at every meeting.

Review date

Annually to be considered at the Boards Development Day in March of each year

Approval ToR May 2022

(amended October 2023 to remove reference to 'Dorset CCG' and replace with the ICB and 'NHS Dorset' as appropriate)