

Performance & Quality Assurance Sub group

Terms of Reference

PURPOSE:

To support the work of the Croydon Safeguarding Adult Board (CSAB) by overseeing, supporting and monitoring the delivery of high quality multi-agency arrangements in Croydon to safeguard adults at risk of abuse.

OBJECTIVES:

- To work with all agencies represented on the CSAB to continuously improve the performance of their safeguarding and MCA/DoLS roles.
- To advise the Board on quality assurance and performance management matters relating to adult safeguarding and MCA/DoLS and when needed to provide performance reports for the Chairs Sub group.
- To maintain and update the Safeguarding Performance Dashboard which provides robust performance indicators that can be used to review, evaluate and develop the performance and quality of services.
- To receive performance reports as appropriate from organisations and agencies represented on the CSAB and act as a source of challenge and learning.
- To establish a consistent reporting structure to enable partners to submit quarterly reports to the sub group in order to analyse themes, trends and areas of risk.
- To work with other CSAB sub groups, referring issues to them as necessary and appropriate in order to work together on areas of commonality.
- To oversee and monitor the use of practice audits.
- Deliver all items on the sub group workplan and report quarterly to the board.
- To contribute to the CSAB Annual Report.
- To provide a update report to the CSAB and Chair's Sub group.
- To share and promote best standards and good practice within the partnership in line with the Multi Agency Adult Safeguarding Policy and Procedures (2016).

GOVERNANCE:

The Sub group will be accountable for its work through the Chair and update reports to the CSAB Chair's Sub group. The sub group will be required to provide a quarterly update report to the CSAB and may also be required to provide reports to management teams of partner agencies on the CSAB or to scrutiny committees as and when required.

MEMBERSHIP :

Core membership will comprise representatives from each of the partner organisations of the CSAB. Other members may be invited to attend the group for specific agenda items or invited to join a Task & Finish Group on a time limited basis to assist in particular pieces of work undertaken by the sub group.

Members of the sub group are expected to:

- Attend and participate in all sub group meetings or arrange for a deputy to attend in their absence.
- Produce a quarterly report on an agreed template format to provide continuous monitoring of performance through the sub group.
- Share good practice and highlight issues of concern.

SUPPORT & FREQUENCY OF MEETINGS

- Meetings will be held quarterly.
- Dates will be pre-set in advance for the year.
- Agenda and papers will be sent out one week prior to each meeting. Notes will be circulated within two weeks of the meeting date.
- The Chair will attend quarterly CSAB Sub Group Chair meetings.
- The Sub group must be prepared to meet at short notice to consider urgent or serious incidents or meet virtually between meeting dates.
- Support will be provided by the CSAB team.

REVIEW DATE:

Reviewed annually and date of next review will be November 2019