



## **Performance and Quality Subgroup**

### **Terms of Reference**

#### **Purpose**

The West of Berkshire Safeguarding Adults Board (SAB) is committed to ensuring that all agencies work together to minimise abuse or neglect to vulnerable adults at risk and to safeguard effectively where abuse or neglect has, or may have, occurred.

The SAB is responsible for co-ordinating the safeguarding work of all agencies working with vulnerable adults across all sectors and disciplines. The SAB aims to ensure that there are effective quality assurance systems in place for ensuring that all agencies meet their responsibilities to safeguard adults and that processes are developed to monitor interagency work and outcomes for service users.

The Performance and Quality Subgroup will develop robust mechanisms which assure the SAB that good practice to safeguard vulnerable adults is delivered consistently by partner agencies. Areas of weakness are identified and strategies developed to make improvements when the need arises.

#### **Remit of the subgroup**

The Board and this subgroup will oversee performance of adult safeguarding activity in the West of Berkshire, highlighting the effectiveness and risks of key processes and practices.

#### **Functions of the Group**

The Performance and Quality Subgroup is responsible for the following:

1. Analyse data to evaluate the impact and importance of specific initiatives.
2. Collect, collate and create activity performance information in line with national data collection requirements to inform the strategic development and operational practices of safeguarding adults services in the West of Berkshire.
3. To identify appropriate performance targets for the SAPB and partner agencies, including outcomes.
4. To identify and recommend minimum data requirements for the SAPB and partner agencies.
5. Undertake regular assessments of the effectiveness of the operation of Berkshire Multi-Agency Safeguarding Adults Policy and Procedures and of professional practice.
6. Collate and analyse data across the region and other areas and provide comparative reports annually.

7. Be assured that national and local lessons learnt are embedded into practice.
8. Be assured that lessons from Safeguarding Adults Reviews are embedded in practice.
9. Identifying and monitoring effective outcomes for users and carers, including their experience of the safeguarding process.
10. To receive reports of safeguarding audits from partner agencies.
11. To propose and recommend changes to policy and procedures and guidance.
12. Ensure effective analysis is in place to target future work.
13. To receive and promote discussion of problematic areas reported by partner agencies.
14. Identify areas of risk for the SAB.

### **Reporting and Governance Arrangements**

The subgroup, through the Chair, will:

- Report to the SAB on a quarterly basis, including identified risks.
- Review the subgroup's work plan annually.
- Contribute to the SAB Annual Report.
- Review the Terms of Reference and propose amendments to the SAB.

### **Membership**

Membership will consist of a core group of statutory, independent and voluntary agencies with the ability to co-opt associate members for specific areas of activity.

Members will include:

- SAB Business Manager
- Performance Monitoring Officers from each unitary authority.
- Safeguarding Lead from BHFT
- Safeguarding Lead from at least one unitary authority.
- Representation from at least one other statutory agency.

Co-ordination and support will be provided by the SAB Business Manager.

### **Roles and Responsibilities of Group Members**

- To attend a minimum of 3 meetings a year.
- If a member for a particular agency/forum cannot attend, to identify a suitable replacement.
- To ensure that they promote their role and receive information about good practice and problems in inter-agency work from those they represent.
- To contribute to the annual report providing a summary of work achieved.
- Develop and regularly review an annual work plan.

### **Frequency of meetings**

A minimum of four times per year, with additional meetings as required. Meetings will be scheduled to ensure work feeds into the SAB Board meetings in a timely manner.