

**Safeguarding Adults Board (SAB)**  
**Quality Assurance subgroup**  
**Terms of Reference**

**Background**

High-quality, personalised care and support can only be achieved where there is a vibrant, responsive market of service providers.

The overarching purpose of the SAB is to help and safeguard adults with care and support needs. It does this by assuring itself that local safeguarding arrangements are in place as defined by the Care Act 2014 and statutory guidance and assuring itself that safeguarding practice is continuously improving and enhancing the quality of life of adults in its area.

The Care Act 2014 provides that the SAB must lead adult safeguarding arrangements across its locality and oversee and coordinate the effectiveness of the safeguarding work of its member and partner agencies. This sub group is the vehicle for this work.

**Purpose**

To act as a sub group of the Brighton and Hove Safeguarding Adults Board (SAB).

Its purpose is to establish systems for monitoring, reporting and evaluating performance across organisations with regards to Adult Safeguarding, linking annual reporting to improvement planning and a measurable work programme.

The group will bring together managers from key agencies with responsibility for quality assurance. Members will be responsible for ensuring safeguarding performance and evaluation processes are established within their own organisations and developing and supporting multi-agency audits. Members will be committed to effective partnership working based on trust and open communication, as outlined in the Care Act 2014 and members will need to be aware of, and understand, the organisational frameworks within which different agencies work.

**Objectives**

1. Review data from key agencies to inform annual priority setting for the work plan of the Safeguarding Adults Board (SAB)
2. Develop and analyse a multi-agency data set to inform safeguarding practice
3. Develop and deliver a multi-agency audit programme which is informed by the BHSAB Business Plan, Safeguarding Adult Reviews, Local or National concerns and/or performance gaps.
4. Initiate, undertake or commission both multi-agency and single agency audits and reviews of safeguarding activities on a regular basis on behalf of the BHSAB to ensure compliance to Pan Sussex safeguarding procedures, – these will support monitoring adherence to the Care Act
5. Devise performance improvement actions to be incorporated into the annual work programme.
6. Progress and monitor recommendations from audit including, where necessary, re-audit.
7. Consider outcomes from the experiences of clients and carers, including complaints and compliments, case file audits, and client surveys, and ensure they influence service improvements. Where appropriate, include the views clients and carers who are receiving a service, in quality assurance work.

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8. Include the views of practitioners / their managers who are providing a service, in quality assurance work (where possible)
9. Have sight of Safeguarding Adults Review (SAR) action plan/s, action planning undertaken by SAB and monitoring of action plan/s undertaken by SAB Safeguarding Review Sub group.
10. Have sight of learning from Domestic Homicide Reviews and Mental Health Homicide Reviews.
11. Ensure that needs arising from equality and diversity issues for adults are taken into account in all the work of the sub group
12. Receive reports from Quality Governance Group (BHCC), Quality Review Meetings (CCG), Safeguarding Committee (CCG), MARAC, & internal safeguarding audit reports from Sussex Police for quality surveillance.
13. Report findings from audit activity, by this sub group and other member agencies, to the Board on a regular basis and make recommendations for change to support improved practice and promote a learning culture. This may include recommendations for additional training; seminars or other media to disseminate good practice.
14. Where issues pertain to safeguarding vulnerable adults, this Sub group may task, and receive tasks, from other SAB sub groups and VAWG Operational Group.

As far as is practicable the work of the sub group will be aligned to the workstreams of other Pan Sussex Adult Safeguarding Boards. Audit tools and findings will be shared across Sussex.

### **Membership**

Members represent the key partners on the SAB. Representatives are able to make decisions and have links to resources for performance, quality and audit.

Chairperson	Michelle Jenkins
Assistant Director Health & Adult Social Care	Brian Doughty
Principal Social Worker, BHCC	Richard Cattell
Sussex Police	Ian Still
Health Commissioning & Providers	CCG – Candy Gallingah SPFT – Andy Porter SCFT - David Feakes BSUH- Joanna Henderson
SAB Business Manager	Mia Brown
Head of Performance Business Improvement & Modernisation	Cat Harwood-Smith
Public Health, Adults , BHCC To cover Substance Misuse Provider services also	Stephen Nicolson
Probation Services <ul style="list-style-type: none"> <li>• NPS</li> <li>• CRC</li> </ul>	Mark Burden Samuel Newbould or delegate
PASA Rep	Beatrice Gahagan or delegate
Community Safety	James Rowlands
Neighbourhoods Community & Housing	Emma Gilbert
SAB Participation & Engagement Chairperson	Stuart Hale – for information
Healthwatch	Tony Benton

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It is anticipated that other members will be co-opted into the group and any working group as and when specific needs are identified.

### **Accountability**

The group will take direction, carry forward, and report progress of its work plan to the BHSAB. The Chair of the QA sub group will be a full member of BHSAB.

### **Quorum**

As a minimum, the meetings will be deemed quorate when at least 4 members are present.

### **Attendance**

It is expected that each agency will send a fully briefed representative (or nominated deputy) to every meeting. The three statutory partners of ASC, Police and CCG must be represented.

### **Terms of Reference review date**

The group's Terms of Reference will be reviewed annually (or sooner if warranted).

### **Administration of the group**

The Team Administrator, Health & Adult Social Care BHCC, will provide administration for the meeting. They will organise dates, times and venue for the meeting and will coordinate the collection of agenda items.

Agenda items will be called for by members of the group approximately 1 month in advance of the meetings. The final agenda will be sent at least 1 week in advance of meetings. Notes of the last meeting will be circulated with the agenda for the next meeting. Work plan will be updated and circulated with the agenda for the next meeting.

### **Chairing of the group**

The Group will be chaired by the Director of Adult Services BHCC

### **Regularity and length of meetings**

Meetings will be held on a quarterly basis and will normally be booked for 1.5 hours

### **Venues for meetings**

Meetings will be held in Hove Town Hall, or another central BHCC venue.

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