Camden Safeguarding Adults Partnership Board
Quality and Performance Subgroup
Terms of Reference

1. Purpose of the subgroup

The purpose of the Quality and Performance subgroup is to support the Camden Safeguarding Adults Partnership Board (SAPB) to take a strategic overview of the quality of safeguarding activity across its area of responsibility by ensuring there are effective and accountable safeguarding adults performance and monitoring systems in place, including prevention and early intervention.

2. Remit of the subgroup

1. To produce an annual programme of work in line with the Board’s strategic priorities and objectives
2. Identify themes and trends in relation to Safeguarding in order to inform and direct the SAPB
3. Assure that all agencies have robust quality and audit processes in place in relation to safeguarding adults
4. Advise the SAPB on the effectiveness of local data collection, its consistency, timeliness and reliability and ability to meet local requirements.
5. Report on the performance of the SAPB overall and on the effectiveness of adult safeguarding in Camden. Specify requirements for effective information systems to meet current and future expected national and local data reporting requirements.
6. To consider actions in relation to learning from case reviews and audits including safeguarding adult reviews and domestic homicide reviews and to assess the impact on front line practice and outcomes for service users
7. To oversee the quality assurance of the Integrated Performance Dashboard reporting on behalf of the SAPB.
8. Conduct annual themed multi-agency audits, identify findings and report to the Board.
9. Monitor and comment on single agency audits in relation to safeguarding adults, and report to the Board.
10. To liaise with other subgroups and working groups to ensure a joined up and consistent approach to the work undertaken.
11. Maintain a forward plan of work, minutes of all meetings, providing a regular update to the SAPB, including information relating to attendance and representation of agencies at the subgroup.

3. Membership

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

The membership includes:
When necessary, individuals from specialist areas of practice will be invited to take part in the work of the sub-group.

Members are expected to submit their papers on time, read papers in advance of the meeting and where attendance is delegated, members are expected to ensure that their delegate has an appropriate level of seniority within their organisation. Members will be responsible for reporting on the quality and the delivery of safeguarding arrangements in their agency.

4. Chairing

The subgroup will be co-chaired by statutory partners. To be reviewed annually in partnership with the SAPB chair.

5. Frequency of Meetings

The sub-group will meet on a quarterly basis, with additional meetings if required. Meetings will be scheduled to ensure works feeds in to the SAPB meetings in a timely manner. Where specific pieces of work are required, a task and finish group may be convened to complete the work.

6. Quorum

As a minimum, the meeting is deemed to be quorate when at least four members are present, including the statutory partners of Adult Social Care, CCG and police.

7. Terms of Reference Review

The subgroup’s Terms of Reference will be reviewed annually.
8. Support

The SAPB Officer, the SAPB Board Manager, Camden Council Communications Team, and other officers as required will support the work of the subgroup.

Agenda items will be requested 6 weeks in advance of each meeting, and agenda and papers will be circulated two weeks in advance of each meeting. Following each meeting, minutes and actions will be circulated within 2 weeks.

9. Reporting Arrangements

The chairs of the subgroup will update the SAPB on the work and progress of the group. The subgroup will provide a report to the SAPB on an annual basis on the works of the subgroup.

The chairs of the subgroup will be members of the SAPB chairs subgroup.