

**West Sussex Safeguarding Adults Board
Quality Assurance Subgroup
Terms of Reference – November 2017**

1. Purpose of Group

The purpose of the Quality Assurance subgroup as part of West Sussex Safeguarding Adults Board (SAB) is to establish systems of assurance in relation to monitoring, reporting and evaluating Adult Safeguarding within all organisations; linking annual assurance reports to improvement planning and a measurable work programme.

The group will bring together managers from key agencies with responsibility for assurance, quality and audit. Members will be responsible for assuring safeguarding practices, and also giving assurance that evaluation processes are established within their own organisations. 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 colleagues in different agencies work.

Key purposes of the group include:

- Assure that all agencies have robust quality and audit processes in place in relation to safeguarding adults.
- Review available data from key agencies to assure the safety of adults in West Sussex and to inform annual priority setting for the work plan of the Safeguarding Adults Board (SAB)
- Testing the impact of completed Safeguarding Adult Review recommendations from the SAR subgroup to ensure that learning has affected real change
- Devise quality improvement actions into annual work programmes.
- 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. Including the monitoring of agency processes.
- Monitor and implement recommendations from the annual multi-agency safeguarding audit.
- Ensure the group maintains an up to date level of assurance across the partnership in relation to local and national policy and that this is reflected within the pan-Sussex procedures for safeguarding.

People can be members of both the Quality Assurance subgroup, and the Safeguarding Adult Review panel, providing they are independent of the case being discussed. The decision to agree a Safeguarding Adult Review lies with the chair of the West Sussex SAB. Any professional or agency can make a referral requesting a review.

2. Membership

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

SAB Team representative

Jon Borthwick – QA Officer, Safeguarding Adults Board Team

Agency representation:

| Job role: | Name: | Organisation: |
|--|-----------------|---|
| Chair: Head of Safeguarding and Adult Social Care | Tracie Thomas | West Sussex County Council |
| Vice-Chair: DCI for Adult Protection | Jo Banks | Sussex Police |
| Community safety and Wellbeing | Emily King | West Sussex County Council |
| Safeguarding Lead | Jane Mitchell | South East Coast Ambulance NHS Trust |
| Deputy Designated Nurse: Safeguarding Adults | Alex Morris | West Sussex CCGs |
| Deputy Director of Social Work | Bryan Lynch | Sussex Partnership Foundation (NHS) Trust |
| Trust Lead for Safeguarding Adults | Annie Blackwell | Western Sussex Hospitals Foundation NHS Trust |
| Head of Safeguarding and Looked after Children | David Feakes | Sussex Community Foundation NHS Trust |
| Acting Carer Services Manager | Vanessa Hasted | Carers Support West Sussex |
| Leisure and Voluntary Officer | Russell Tooley | Arun District Council |
| Senior Contracts Manager | Ian McCarthney | West Sussex County Council |
| Principal Manager Adult Safeguarding | Russell Hite | West Sussex County Council |

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

3. Accountability

The group will take direction, carry forward, and report progress of its work plan to the West Sussex SAB. Links will be maintained between this subgroup and the SAB via the Chair and the SAB QA Officer. The Chair will submit a chairs report and attend the SAB meetings to provide a formal update from the group.

4. Quorum

To be reviewed on 2018

As a minimum, the meetings will be deemed quorate when at least four members are present. The three statutory partners of Adult Social Care, Police and CCGs must be represented.

5. Attendance

It is expected that each agency will send their nominated Quality Assurance subgroup representative or a fully briefed representative as a deputy to every meeting.

6. Terms of Reference review date

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

7. Administration of the group

The Safeguarding Adults Board Co-ordinator 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, and work plan will be circulated with the agenda for the next meeting.

8. Chairing of the group

The Group will be chaired by Tracie Thomas, Head of Adult Social Care, WSCC. This will be reviewed annually. The vice chair is DCI Jo Banks, Sussex Police

9. Regularity and length of meetings

Meetings will be held on a bi-monthly basis for a minimum of 12 months pending a review.

Meetings will normally be booked for 2 hours

10. Venues for meetings

Normally held at Centenary House, Durrington, however this may be flexible dependent on the need of the group.