



# West Sussex Safeguarding Adults Board

## Quality & Safeguarding Information Group Terms of Reference

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**File Path:** <http://teamspace.westsussex.gov.uk/teams/SA/SAB/Protected/Key Documents>

## 1. Role and Function of the Group

The purpose of this group is to develop and maintain a single picture of the quality and safety of the local Care Market, including services provided by West Sussex County Council. It will seek to improve the safety of services through early information sharing and intervention within appropriate systems e.g. regulation, quality monitoring, safeguarding and other governance systems and plays a key role in prevention.

## 2. Group Responsibilities

The role of the group is to:

- Act as an interface between individuals, organisational safeguarding and quality practice;
- Have oversight of the integrated contractual response and action plans in response to variable quality and market failure;
- Ensure Care Act responsibilities are met specifically regarding market sustainability and provider failure;
- Escalate risks in the Care Market through the governance channels as defined below;
- To ensure clarity on the leading/leadership process (e.g. CQC, Contractual, Safeguarding process) for each event;
- Initiate provider concerns meetings when required (Tactical Groups).

## 3. Responsibilities of Members

- The member will represent their organisation in its entirety;
- The nominated representative must ensure that any colleague who attends the meeting on their behalf is fully briefed and able to provide updates;
- Members must complete actions in a timely manner and understand that actions not completed may be escalated within each organisation where required;
- Provide only evidence based information or information from a reliable source;
- Members are required to challenge discussions or decisions in a constructive manner;
- Responsible for sharing information and escalating risks within their own organisations.

#### 4. Membership

Representation from the following (see section 7 for quorum requirements):

- Deputy Director of Quality and Patient Safety, CCG (Co Chair);
- Head of Safeguarding WSCC (Co Chair);
- Head of Safeguarding and Looked After Children, Coastal West Sussex CCG;
- Police;
- Care Quality Commission;
- Commissioning and Contracts WSCC (to include Care Home, Home Care, Domiciliary Care, Day Centres, Learning Disability and Mental Health);
- Head of Adult Operations WSCC;
- CAB Team WSCC;
- Sussex Community Foundation NHS Trust;
- Sussex Partnership Foundation NHS Trust;
- Commissioner Health;
- Quality Assurance Leads (CCG);
- Community Health;
- Health Watch;
- SECAMB;
- GP Safeguarding Lead (CCG);
- WSCC Legal.

Additional attendees may attend but prior notification of attendance should be given to the individual responsible for governance. Depending on the structure of the attending organisation, it is understood that attendees might represent more than one membership area. There is an understanding that some organisations might further divide their membership into more localised areas, effort should be made to minimise this where possible.

#### 5. Minutes

Meeting notes will be circulated to the Chair for agreement/amendment and then will be circulated to all members with any attachments no later than 5 working days following each meeting once approved.

All meeting notes and any meeting papers with sensitive information should be marked 'OFFICIAL SENSITIVE' on each page and must be password protected before circulation (password to be issued separately).

## 6. Frequency of Meetings

The group will meet monthly. Initially there may be a requirement to meet more frequently in order to establish the group. The frequency will be reviewed ongoing. Urgent business can be carried out virtually between meetings if required.

## 7. Quorum Requirements

For the meeting to be recognised as an authorised meeting for resolutions and decisions to be valid, the quorum must contain representation of one member from each of the following areas: Coastal West Sussex CCG, Sussex Police, WSCC Head of Safeguarding or nominated representatives.

## 8. Confidentiality Statement

This meeting works in accordance with **the Information Sharing Protocol**. Information shared during the course of this meeting includes (but is not limited to):

- Data that is in the public domain;
- Business data;
- Personal data – if applicable and anonymised where appropriate;
- Sensitive Personal Data – if applicable and anonymised where appropriate;
- Whether the information should be shared in the first instance needs to be determined by each organisation.

## 9. Freedom of Information Requests

This meeting (as it is operating as a partnership) is not subject to Freedom of Information requests but it should be noted that each public authority will be. For the purposes of simplicity, all Freedom of Information requests are to go to the Chair who will be responsible for liaising with the appropriate organisation to agree how the request will be responded to and who will do it.

## 10. Governance

This group is a sub group of the West Sussex Safeguarding Adults Board (WSSAB). The group will provide quarterly reports to the WSSAB consisting of a summary report detailing the concerns, actions, risk management, outcomes and the effectiveness of safeguarding.

The themes identified by this group will be fed into the annual report on a yearly basis and presented to the Health and Wellbeing Board.

