

# **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:

Co-chair: Safeguarding Adults Designated Professional, NCL CCG Camden Directorate  
Co-chair: Safeguarding Service Manager, Adult Social Care, Camden Council  
Landlord Services Manager, Housing, Camden Council  
Principal Social Worker for Adults, Camden Council  
Strategic Commissioner, Camden Council  
Data Analyst, Camden Council  
Head of Service, Camden Safety Net  
Head of Safeguarding, University College Hospitals NHS FT  
Safeguarding Adults and MCA Specialist, CNWL NHS FT  
Head of Integrated Learning Disability Service, Camden Council  
Senior Nurse Specialist Safeguarding, Great Ormond Street Hospital  
Head of Safeguarding & Mental Health Law, Camden and Islington NHS FT  
Safeguarding Adults Lead, Tavistock & Portman NHS FT  
Head of Safeguarding, Royal Free London NHS FT  
Detective Constable Inspector, Metropolitan Police, Camden  
Station Commander, Euston Fire Station  
Trading Standards Officer, Fraud & Scams, Camden Council

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.