



Bracknell Forest Safeguarding Board Quality Assurance Sub-Group - Terms of Reference

Purpose

To act, with delegated responsibility, on behalf of the Bracknell Forest Safeguarding Board (BFSB) to improve outcomes for people by overseeing performance of safeguarding activity in the Bracknell Forest, highlighting the effectiveness and risks of key processes and practices.

The group will develop and implement systems that will provide BFSB with assurance that safeguarding arrangements are in place, enable partners to identify and evidence actions that will lead to sustained improvement and ensure that progress is made in respect of its strategic objectives and priority activities as outlined in its strategic plan.

Objectives

- To develop a Quality Assurance Framework in line with the requirements of:
 - The Care Act 2014 and the requirements of Making Safeguarding Personal
 - The Children and Social Work Act 2017, Children Act 2004 and the requirements of the LSCB Regulations, 2006 and Working Together 2018
- To develop, implement and monitor integrated performance information in line with agreed data collection requirements, to inform the strategic development and operational practices of safeguarding adults and children in the borough, scrutinising local arrangements to ensure the effectiveness of what is being done.
- Using the revised performance scorecard and partner agencies' performance information, present findings to the Board on a regular basis.
- To implement regular self-assessment of partners safeguarding arrangements
- To identify themes, trends and gaps and to make recommendations about where to target the Board's work to gain greatest improvement.
- To develop and implement approaches to gain assurance that the voice of service users informs, influences and shapes the development of services.
- To develop and implement safeguarding audit tools and to collate findings in order to identify areas of generic learning to inform future planning and development.
- In line with the Board's strategic plan, to formulate an annual audit programme to include:

- commissioning multi-agency themed audits
- routine joint case file audits
- quality assurance of 'practice'
- undertake joint audits of case files
- Working closely with the Safeguarding Adult Review / Child Safeguarding Practice Review Sub Group, to monitor progress against identified improvements and evidence of their impact on practice and outcomes for service users.
- Receive reports from the care governance board to gain assurance that commissioned care and support services are there are the means and capacity to act when a provider does not safeguard its patients/clients
- To monitor key outcomes of national reviews / inquiries, inspection findings and research, advising the Board of any learning that could be applied locally.
- To adopt a multi-agency approach for work undertaken locally and across Berkshire, liaising with other Board sub groups / task and finish groups to ensure a collaborative approach to the work
- To identify areas of risk for the Board.
- To recognise the interdependencies of all Board sub groups and task and finish groups
- To monitor the impact and quality of single and multi-agency training / learning

Reporting and Governance Arrangements

The subgroup, through the Chair, will:

- Report to the Board on a quarterly basis, including identified risks
- Review the Subgroup's work plan annually
- Contribute to the BFSB Annual Report.
- Review the Terms of Reference and propose amendments to the Board.

Membership

Membership will consist of a core group with the ability to co-opt associate members for specific areas of activity. Members will include representatives from:

- Thames Valley Police
- National Probation Service/ CRC
- Community Safety Partnership
- Frimley Healthcare Foundation Trust
- Berkshire Healthcare Foundation Trust
- Berkshire Care Association
- Healthwatch
- Involve (by invitation)

- BFC - Adult Social Care and DAAT (BFC)
- BFC - Children's Social Care (YOS) and Education (BFC)
- Business Intelligence (BFC) ?
- SCAS
- Business Manager(s)

Frequency of Meetings

Quarterly with additional meetings as required. Meetings will be scheduled to ensure work feeds into the Board meetings in a timely manner (exceptions – when meetings need to be held at short notice).

Quorum

A minimum of three sub group members including the Chair. Members are to aim to send a deputy if they are unable to attend.