

Performance Management and Quality Assurance Sub-Group

Terms of Reference

Document Version Control			
Version	Date	Changes Made By	Comments
0.1	July 2021	Cath Erine	Reviewed and revised
0.2	21/07/2021	Angie East	Reformatted
1.0	17/08/2021	Angie East	Added Document Version Control
1.1	07/10/2021	Angie East	Replaced BSAB logo and formatted for consistency with other sub group TORs

To monitor, analyse, review and interrogate performance to increase our ability to keep adults in Barnsley safe. Progress will be monitored by a workplan and quarterly updates to the Barnsley Safeguarding Adults Board (BSAB) and the other BSAB sub-groups.

The Performance Management and Quality Assurance sub-group has delegated decision making responsibility on behalf of the Board; exceptions include:

- Expenditure above £1,000.00 per annum
- Creation of a work stream outside the work plan agreed with the Board

Objective - To enhance the safeguarding of adults by the:

1. Development of a performance framework that responds to the requirements of the Care Act and the BSAB Strategic Plan and local data and intelligence
2. Collaborative work with partner organisations to develop and collect and analyse data and intelligence to determine priorities and risks on a single and multi-agency basis.
3. Collecting, collating and analysing data, intelligence and feedback from practice to support the development of strategic plans and priorities for BSAB and its partners to evidence how successful we are at keeping adults safe.
4. Provision of a risk rated overview of activity on a single agency and multi-agency basis.
5. Identifying the numbers of young people approaching adulthood with significant risks to their successful transition and supporting BSAB and BSCP to mitigate these.
6. Effective joint work between the sub-groups (PMQA, P&P, L&D, SAFE and SAR/DHR sub-groups) to deliver the agreed strategic plan
7. Sharing information from/to PMQA and other forums/meetings that members of PMQA attend to increase our ability to respond to issues and more effectively cascade safeguarding information.
8. Reporting to and from BSAB and BSCP and other Boards to deliver agreed priorities.

Reporting Requirements and Frequency of Meetings

The Sub-group will meet on a bi-monthly basis between Board meetings, with additional meetings arranged as and when necessary to meet reporting and delivery requirements. The Sub-group is required to maintain a work plan, created from the strategic plan and analyse and report on data and practice quarterly. The sub-group will commit to:

1. Review Terms of Reference (at least bi-annually)
2. Review its achievements and challenges and to assess and evaluate its effectiveness to inform continuous improvement.
3. Consider its future requirements including decision making parameters and budgetary responsibilities.

The meeting should be structured to ensure the full participation of representatives from all partners. The Performance Management and Quality Assurance Sub-Group Chair/Vice Chair will provide a written report supported by contributions from Sub-Group Members to every Safeguarding Adults Board meeting.

Members of the Safeguarding Adults Performance Management and Quality Assurance Sub-Group reserve the right to convene an extraordinary meeting if required.

All meetings will be minuted and minutes will be supplied to BSAB.

Chair

The Chair is endorsed by the Safeguarding Adults Board and must attend the Safeguarding Adults Board.

The Chair will retain tenure for three years; the Deputy Chair will replace the Chair at the end of the third year. A new Vice Chair will be appointed from within the sub-group membership.

The change in Chair will be co-ordinated with that of the Chair of the Performance Management and Quality Assurance and the Learning and Development Sub-groups of the Safeguarding Adults Board to reduce the incidence of chairs changing in the same year.

Membership and attendance

The Performance Management and Quality Assurance Sub-Group will consist of members nominated by the Safeguarding Adults Board member organisations. It will consist of a core group of statutory, independent and voluntary agencies with the ability to co-opt associate members for specific areas of activity.

Attendance at the sub-group will be monitored and recorded via a RAG rated attendance sheet. In the case of non-attendance by a member or deputy for two or more meetings, this will be brought to the attention of the Safeguarding Adults Board.

Quoracy

Decisions can only be taken if the meeting is quorate; quoracy will be achieved if the following criteria are met:

- Presence of Chair or Vice Chair
- Representation of 50% of the Performance Management and Quality Assurance group membership, excluding the chair of the meeting.

BSAB will be informed of all non-quorate meetings.

Co-ordination and Support

This will be provided by the Safeguarding Adults Board Manager and Safeguarding Adults Business Support Team.

Members will be given 7 days following the release of meeting minutes in which to give comments, after which time the minutes will be classed as a true and accurate record of the meeting.

Date of Terms of Reference: July 2021

Review Date: July 2022

Performance Management and Quality Assurance Sub-Group

Membership

Standing Members		
Role	Organisation	Substitute member
Service Director (ASC) (Chair)	BMBC	Vice Chair
Vice Chair (Vice Chair of PMQA)	Healthwatch	Barnsley CVS Representative
Designated Nurse Safeguarding Adults	CCG	No substitute
Head of Service, Assessment and Care Management	BMBC	ASC Team Manager
Safeguarding Adults Board Manager	BMBC	No Substitute
Named Nurse Safeguarding Adults	BHNFT	Learning Disability Named Nurse
Business Improvement Advisor	BMBC	Business Intelligence Officer
Commissioning Manager, Healthier Communities	BMBC	Senior Contracts Officer
Contracts Manager, Commissioning	BMBC	Contracts and Compliance Manager
Housing Manager	Berneslai Homes	Housing Manager
Safeguarding Adults Specialist Advisor	SWYPFT	Safeguarding Adults Advisor
Development and Training Manager (Safeguarding Adults)	BMBC	No substitute

Experts by invitation (also to receive minutes)			
Role	Organisation	Member	Deputy
Head of Safeguarding and Quality Assurance	BMBC	Di Drury	TBC
Legal Services Representative	BMBC	Deborah Broadhurst	TBC
Safeguarding Children Board Manager	BMBC	tbc	No deputy