



Lancashire Safeguarding Adults Board

Performance, Quality and Assurance (PQA)

Sub Group

Terms of Reference

Version	1.0 (Final)
Date	07.11.23
Review Date	04.09.24

- 1. Name of the Group:**
 - Performance, Quality and Assurance Sub Group (PQA)
- 2. Connectivity:**
 - Reports to Lancashire Safeguarding Adult Board, and links with: Listening, Learning and Delivering (LLD) Sub Group – Lancashire; SAR Strategic Sub Group (pan-Lancashire); and Children's Performance Sub Group – Lancashire.
- 3. Chair:**
 - Neil Drummond, Lancashire Constabulary (review 12 months)
- 4. Deputy Chair:**
 - Peter Chapman, Integrated Care Board (review 12 months)

5. Membership and member's responsibilities

5.1. Membership will include the following Core Members:

MEMBER	AGENCY	AREA
Neil Drummond	Lancashire Constabulary	Chair
Peter Chapman	Integrated Care Board	Head of Safeguarding, Performance and Delivery
Rachel Holyhead	Integrated Care Board	
Ella Fossard	Lancashire Constabulary	Business Manager, PPU
Justin Srivastava	Lancashire Constabulary	Violence Reduction Network
Teigan Whiffing	Lancashire Constabulary	Intelligence Analyst VRN
Michael Gladwin	Lancashire Constabulary	
Donna Holt	Lancashire County Council	Quality Performance & Improvement Manager
Laura Yates	Lancashire County Council	Head of Service for
Deputy LCC ASC		Community Older People & Physical Disability (North)
Ben Ashe	Lancashire County Council	Business Intelligence
Deputy Donna Talbot		
Sarah Rahmat	Business Unit	Business Manager

5.2. Each of the core members will nominate a deputy of sufficient seniority to fully act on behalf of the agency they represent if they are unable to attend any meeting.

5.3. The meeting must have a quorate membership of at least 3 core members Local Authority, Police and Health must be present at each meeting

5.4. Co-opted members can be agreed at the discretion of the Chair, dependent upon the issue under discussion.

5.5. Ad hoc representatives from the wider SAB may be invited to participate in extended Sub-group meetings to discuss specific issues, where their input will improve the effectiveness of the Sub-group's actions.

5.6. All conflicts of interest should be declared at the start of any meetings; any member can be asked to stand down (at the discretion of the Chair) for any item under discussion if there is a conflict

of interest. In such circumstances, an alternative member can be co-opted to bring complementary expertise.

6. Purpose of Performance, Quality and Assurance Sub-group

- To have oversight of performance achievements and delivery of safeguarding at a multi agency level
- To provide assurance to LSAB and to the public that safeguarding activity is delivered at the best quality
- To understand analysis, to help identify risks on performance and support mitigation and interventions to help achieve improvements
- To ensure the voice of the adult is centric to activity being delivered, and impact on communities is understood

7. Functions of Performance, Quality and Assurance Sub-group

- To develop a performance framework to capture safeguarding activity at multi agency level, including measures for both qualitative and quantitative
- To establish an audit and assurance programme, and seek assurance on delivery
- To consider data across key areas of the partnership to identify areas of improvement and best practice

8. Meeting frequency and form

8.1. The Sub-group will meet monthly or more frequently, as required. This will be reviewed after 6 months. To support business of the group, meetings will be "themed" based on data development; audit/assurance and voice of the adult.

8.2 For the group to be quorate the three statutory agencies (Local Authority, Police and Health) must be present at each meeting.

8.3. Meeting invitations and agendas will be sent out at least 5 days before each meeting. These will mainly be set up virtually and face to face meetings agreed at regular periods.

8.4. Minutes will be kept of all meetings and circulated to the members after the meeting.

8.5 The Business Unit Coordinator/ Manager and allocated business support will administer the Sub-group.

8.6. The Sub-group may establish task and finish groups with co-opted members from partner organisations to undertake specific activities such as data development, voice/resident experience, audit and assurance. These will need to be ratified through the LSAB membership (bi-monthly).

9. Governance

9.1. The Performance, Quality and Assurance (PQA) Sub Group is accountable to the Lancashire Safeguarding Adult Board.

9.2. The chair of the Sub-group is responsible for preparing a report for each SAB meeting to provide updates on the group's activities.

10. Decisions and escalation

10.1. Wherever possible to Sub-group will make decisions and recommendations based on consensus between members. Where there is not consensus decisions will be made based on a simple majority of the members and the chair will hold a casting vote where there is a deadlock.

10.2. Where decisions are required urgently, they can be made by email.

10.3. In exceptional circumstances, where consensus cannot be reached, issues can be escalated to the SAB Independent Chair to provide direction.

11. Communication, Data Protection and Confidentiality

11.1. The Sub-group will communicate with members electronically in accordance with the Data Protection Act 2018 and the GDPR regulations.

11.2. All matters discussed at the Sub-group will be confidential and unless agreed, should not be divulged to other parties. All agenda reports, and other documents and all proceedings of the Sub-group shall be treated as confidential unless and until they become public in the ordinary course of the Board's business. However, if information is discussed that would prejudice the welfare of the person or persons concerned and/or others it will be the responsibility of the chair to ensure that such information is handled appropriately

12. Review

12.1. The Terms of Reference will be reviewed every 12 months. Next review due 04/09/2024. The role of Chair and Deputy Chair will also be reviewed at this point.

Frequency of meetings will be reviewed at 6 months.