# Children’s Support and Safeguarding Service

## Quality Assurance and Performance Board

### Terms of Reference

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| Purpose |
| The purpose of the Quality Assurance and Performance Board is:* To monitor the practice and performance of the Children’s Support and Safeguarding Service in the Council and outcomes for children and families in North Somerset.
* To have oversight of the successful delivery of the priority tasks identified within plans for improvement, monitoring links and dependencies.
* Review of significant risks.
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| Responsibilities of the board |
| * To hear the voice of the child and their family
* Oversight of outcomes from practice reviews and audits
* Oversight of performance data
* To ensure implementation plans are in place together with prioritisation of activity
* To monitor overall implementation of the plans and drive progress
* To scrutinise evidence of improvement and act where this is not evident
* To consider ideas and feedback from the business to encourage continued improvement
* To agree focus areas for Themed Practice Reviews
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| Agenda |
| Standing items (at every meeting) | * Recommendation Log
* Headlines from QA activity
* Performance Data

Presentation of reports including:* HOS Reports
* Principal Social Worker
* Virtual School
* Finance
* Human Resources
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| Other regular items (i.e at regular intervals) | Review terms of reference (annually) |
| How will the agenda be compiled and finalised? | Reports will be added to agreed agenda format within Teams area.  |
| Recording / Outputs |
| Meeting record (including case recording) | Minutes will comprise bullet points of “issues discussed” and “actions”, which will be held within the Teams area. |
| Action plan / log | Actions will be recorded and reviewed at the following meeting. |
| Communication from / to QAPM meetings | As agreed in the meeting. |
| Logistics |
| Frequency | Bi-monthly – January, March, May, July, September, November. |
| Duration | Up to 3 Hours |
| Type (virtual / face-to-face / hybrid) | Face to face  |
| Timescale for invitations | Meeting organisers will be issued for the calendar year in the autumn of the preceding year. |
| Timescale for pre- meeting papers:  | Reports should be submitted one week before the meeting. A calendar reminder will be issued for this. |
| Timescale for post-meeting papers:  | The meetings are generally live-minuted and recorded. Minutes and recordings will be available in the Teams area |
| Other logistical requirements | Business Intelligence will provide a data pack for each meeting at least a week before meeting. A copy of the data pack will be added to the Teams area |
| Attendees: |
| Full members (by job title) | * Director Children’s Services (Chair)
* Assistant Director Children’s Support and Safeguarding (Vice Chair)
* Head of Service - Quality Assurance & Safeguarding
* Head of Service - Family Support & Safeguarding
* Head of Service - Family Wellbeing & Front Door
* Head of Service - Corporate Parenting
* Head of Service - Service Improvement
* Head of Service - Youth Justice Service
* Head of Service - Commissioning
* Principal Social Worker
* Business Intelligence Manager
* Virtual Head Teacher
* Senior HR Adviser
* Finance Representative
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| Ad hoc / contributing members (by job title) | As the need is identified.* Chief Executive Officer
* Lead Member
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| Cover arrangements | Where a full member of the group cannot make a meeting they should:* Identify a representative to attend in their place
* Forward the meeting organiser to them
* Brief them to deliver their report (as appropriate)
* Brief them about area / service issues so they can contribute to discussion
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| Chairing Arrangements:including vice chair where appropriate and cover arrangements |
| Chair (by job title) | Director Children’s Services |
| Vice Chair(s) (by job title)  | Assistant Director Children’s Support and Safeguarding |
| Expectation of participants:Before the meeting / during the meeting / after the meeting |
| Pre-meeting (preparation) | * Accept meeting organiser (or forward to a rep if they cannot attend and decline the invite)
* Submit report by the deadline
* Read agenda papers and complete any other pre- meeting tasks before the meeting
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| In-meeting (participation) | * Actively listen and contribute to discussions
* Provide challenge, support and positive feedback as appropriate
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| Post-meeting (follow-up) | * Follow-up on any actions required
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