# 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. | | | |
| 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 | | | |
| 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 | |
| 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 | | |
| Ad hoc / contributing members (by job title) | As the need is identified.   * Chief Executive Officer * Lead Member | | |
| 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 | | |
| 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 |
| In-meeting (participation) | | | * Actively listen and contribute to discussions * Provide challenge, support and positive feedback as appropriate |
| Post-meeting (follow-up) | | | * Follow-up on any actions required |