



NSSCP SUB-GROUP Terms of Reference

Quality Assurance and Performance Monitoring (QA and PM)

1. AIM

The aim of the Sub-group is to drive forward the strategic priorities of the North Somerset Safeguarding Children Partnership (NSSCP).

2. PURPOSE

The purpose of the sub-group is to coordinate matters arising from the meetings of the NSSCP's Executive.

The aim of the sub-group is to drive forward the strategic priorities of the NSSCP's Executive.

- Contribute to the development of the Interim Work Plan and future NSSCP Annual Business Plan
- Produce an annual work plan ensuring that it contributes to the objectives of the Interim Workplan and the future NSSCP Annual Business Plan
- Ensure that additional sub-groups are tasked with relevant work and that relevant information is communicated to sub-groups, the Executive and the Partnership
- Ensure that the voice of children and young people is central to the work of the group

3. KEY PRIORITIES

(These will be directly linked to the Interim Workplan and future Strategic Plan)

- Create a multi-agency PM data set for the NSSCP
- Collate and analyse information relating to safeguarding performance across partner agencies to understand areas of prevalence and emerging trends
- Interrogate and interpret data to identify patterns or the need for further analysis
- Monitor and interpret relevant performance data from partner agencies working to safeguard children
- Provide the NSSCP with a summarised account of information relating to safeguarding performance, enabling the NSSCP to know how well we are safeguarding children in North Somerset
- Make recommendations to the NSSCP in respect of aspects of performance to escalate identified risk
- Identify and escalate to Execs recommendations for multi-agency audits arising from QA and PM data collection

4. ACCOUNTABILITY AND RESPONSIBILITY

- The group is accountable to the NSSCP.
- The group will report to the NSSCP Execs Plus Group which will meet on an 8-weekly basis using a reporting template
- The QA and PM sub-group links with other sub-groups and working groups:

Learning and Development group
CSPR Group
Comms and Engagement
Exploitation and contextual Safeguarding
Childhood Neglect

- All members will be responsible for linking to their senior management teams within their agencies and will take on projects/tasks as appropriate to their role on behalf of the group.

5. STRUCTURE

The Quality Assurance and Performance Monitoring sub-group will have a Chair and Vice Chair who will share the responsibilities of the group.

In accordance with Working Together 2018 “all NSSCP member organisations have an obligation to provide The Partnership with reliable resources which will enable it to be strong and effective.” This obligation includes financial and other resources such as administrative support.

6. MEMBERSHIP, QUORACY, AUTHORITY

The sub-group will be made up from the following representatives:

Name of Member	Job title	Organisation	Representing
CHAIR: Michael Richardson Michael.richardson11@nhs.net	Deputy director of Nursing and Quality BNSSG ICB	BNSSG ICB	BNSSG ICB
Jo Ratcliffe	Head of Service Quality Assurance and Safeguarding	North Somerset LA	NSLA
Julian Squires		Police rep	
Wendy Packer	Head of Education Inclusion Service and Virtual School Head Teacher	Education	
Faye Kamara faye.kamara@nhs.net;	Head of Safeguarding BNSSG ICB	BNSSG ICB	
Charlie Whelan Designated Nurse Safeguarding Children charlie.whelan4@nhs.net	Designated Nurse Safeguarding Children	BNSSG ICB	
Awaiting nominee from health providers	Safeguarding reps from health providers	TBC	
Hannah Batts hannah.batts@n-somerset.gov.uk	Principal Business Intelligence Lead	NSLA	
Awaiting nominee	Alison Stone Head of Commissioning NSLA	TBC	
Julie Parsons julie.parsons@home-startnorthsomerset.org.uk		Home Start	

- 6.1 The Chair and Vice Chair of the sub-group will be members of the NSSCP Execs Plus Group and will automatically attend its meetings in that capacity.
- 6.2 Professional advisers may be co-opted as necessary.
- 6.3 To be quorate all meetings of the sub-group must have at least five members from at least three agencies/services.

6.4 The QA and PM sub-group is authorised by the Executive of the NSSCP to undertake the activities described in these Terms of Reference.

7. FREQUENCY OF MEETINGS

A minimum of every 8 weeks with additional meetings to be held as necessary. This is open to future review.

8. REPORTING AND GOVERNANCE ARRANGEMENTS

Governance and challenge will be provided by the Executive of the NSSCP to support the work of delivering the actions. All sub-group members are responsible for ensuring proactive support and delivery of the Business Plan. The Executive will hold all members to account.

- the Chair will provide a report to the Execs Plus meeting on the agreed reporting template
- there is an expectation members will attend the QA and PM sub-group quarterly or send a nominated deputy
- members will familiarise themselves with the group's terms of reference
- members will undertake a commitment to support the group's work plan by carrying out actions in-between meetings, on occasions working with other group partners in short time working groups.

8.2 The chair and vice chair of the QA and PM sub-group will be appointed by the NSSCP Executive Group for a term of three years.

9. REVIEW OF THE TERMS OF REFERENCE

Terms of reference will be reviewed annually.

Document title:	Date of revision:	Review date:
	May 2022	April 2023