

## **Terms of Reference**

### **Havering Safeguarding Adults Board – Quality, Effectiveness and Audit Sub Group**

#### **Role and purpose**

- To monitor and evaluate the effectiveness of activities undertaken by Havering Safeguarding Adults Board (HSAB) organisations, individually and collectively, to safeguard and promote the welfare of adults in Havering and advise them on ways to improve their practice further.
- To promote high standards of safeguarding work.
- To foster a culture of continuous improvement.

#### **Core Tasks**

- To maintain an overview of the key demographic and socio-economic indicators that have a bearing on the vulnerability and safety of vulnerable adults, aiming to be as geographically-specific as the data allows.
- To develop and monitor performance against relevant measures and indicators in line with legislation, drawing evidence-based conclusions.
- To report performance comprehensively, accurately and in an agreed format and frequency to the Havering Safeguarding Adults Board.
- To develop and implement a programme of single-agency and multi-agency audits and report findings to the Board.
- To identify potential areas of focus and priority for the Board and its partner agencies.
- To undertake focused “deep dives” commissioned by the Board into key topic areas and report findings to the Board.
- To make recommendations to Board partners on ways to improve practice further.

**Chair:** Sheila Jones

**Deputy Chair:** Pippa Brent-Isherwood

#### **Membership**

The Quality, Effectiveness and Audit Sub Group will comprise representatives of key partner agencies of the Havering Safeguarding Adults Board (HSAB), extending to other organisations as necessary by agreement of the Board.

Organisation	Role
LB Havering	Head of Policy and Performance
LB Havering	Senior Performance and Business Intelligence Analyst (Adult Social Care and Commissioning)
LB Havering	Safeguarding Service Manager
LB Havering	Service Unit Manager (Adult Social Care)
LB Havering	Learning Disabilities Service Manager
LB Havering	Safeguarding Adults Team Manager
LB Havering	Quality Manager
LB Havering	Community Safety Analyst
LBH Havering	Public Health
BHR CCG	Deputy Nurse Director - Safeguarding
BHRUT	Named Nurse for Safeguarding
NELFT	Mental Health Social Care Lead
NELFT	Named Nurse for Safeguarding
NELFT	Safeguarding Adults Clinical Advisor
Met Police	Multi agency safeguarding hub (MASH) officer

In the event that any named member cannot attend a meeting, a nominated deputy from the relevant business area must attend in their place and be suitably briefed to contribute on behalf of their agency.

Membership will be reviewed regularly to ensure the maximum effectiveness of the group.

### Frequency

Bi-monthly, but the Chair reserves the right to call extraordinary meetings if so required.

Meetings will be scheduled with reference to the meeting timetable for the Havering Safeguarding Adults Board to enable timely and efficient reporting by the Sub Group to the Board.

Meeting locations will vary between member organisations, to make it as easy as possible for all partners to attend.

### Quorum and decision-making

The quorum required to make a decision is that there should be at least 3 representatives from 3 different agencies present (with the Council constituting one agency). Decisions will be taken unanimously where possible but otherwise by a majority vote (one person, one vote).