



Hillingdon Local Children safeguarding Board

Performance and Quality Sub-committee

Terms of Reference

July 2016

1. Purpose

- 1.1 The key role is to monitor and evaluate the effectiveness of activities undertaken by the local authority and partners comprising the Hillingdon Local Safeguarding Children's Board (individually and collectively) to safeguard and promote the welfare of Children in Hillingdon and provide advice/recommendations on how performance can be improved.
- 1.2 To achieve this, the Performance and Quality sub-committee will draw together and share local intelligence to better understand how named agencies are performing in respect of safeguarding arrangements and to scrutinise, review and monitor such intelligence to provide assurance to the Executive.
- 1.3 Where such assurance cannot be provided initially, the sub-committee will provide support and challenge to constituent partners so as to improve performance and practice such that the requisite assurance can be provided.
- 1.4 Where such performance and/or practice continues to fall below expected levels, the subcommittee will escalate areas of concern to the Executive for discussion and agreement on how these could be resolved.
- 1.5 The core task of the sub-committee is to promote high standards of safeguarding work and to foster a culture of continuous improvement.

2. Governance arrangements

- 2.1 The Performance and Quality subcommittee will report to the HLSCB Executive Board and the HLSCB Operational Board at each meeting.
- 2.2 It will maintain an action log of each meeting by using the HLSCB performance web tool. Members of the Group are responsible for reporting progress and key issues through their own governance structures.
- 2.3 Members are also responsible for the veracity of their data and ensuring that information required including data on KPIs is made available in a ready to use format and in a timely fashion.
- 2.4 An analysis and work update will be included in the performance report.

3. Responsibilities

The Performance and Quality subcommittee is responsible for:

- 3.1 Agreeing a performance and quality framework that will provide oversight and challenge of performance of named partners on the HLSCB.
- 3.2 Identifying trends and issues highlighted through the performance data and to identify potential areas of focus and priority for the Board.
- 3.3 Wherever possible benchmarking performance against agreed peers
- 3.4 Reporting any exceptions including where performance is off-track and report on any action plans in place to bring performance back on track to the HLSCB Executive board.
- 3.5 Developing a nuanced understanding of performance and practice issues and based on this to provide informed views to the Executive Board.
- 3.6 Providing scrutiny and challenge to partners and inviting partners (including Third Sector partners where appropriate) to present action plans on areas of concern and report these back to the Board.
- 3.7 To ensure that risks to safeguarding are identified and report on how they will be addressed.
- 3.8 Identify gaps in information to develop a dataset.
- 3.9 Work with organisations to ensure that robust quality assurance frameworks are in place which appropriately address safeguarding.
- 3.10 To oversee continuous development of the performance framework including scope, format and presentation of data.
- 3.11 Enabling and ensuring that relevant service providers complete Section 11 audits as necessary
- 3.12 Partners agree to share relevant data, in the appropriate format paying due regard to information security and other such considerations, to enable the Performance and Quality Sub-Committee to discharge its responsibilities.

4. Chairing arrangements

- 4.1 The Performance and Quality sub-committee will be chaired by the Head of Business Performance, Policy and Standards.
- 4.2 The deputy chair for the P&Q sub-committee will be the Service Manager for Business Performance.

5. Membership

- 5.1 The performance sub-group will comprise named representatives of key partner agencies of the main Board, extending to other organisations by agreement of the Board.
- 5.2 In the event that any named partner cannot attend a meeting, a nominated deputy from the relevant business area must attend in their place.
- 5.3 Membership will be reviewed regularly to ensure the maximum effectiveness of the group.

6. Frequency of meetings & Business Support

- 6.1 The Performance and Quality subcommittee will meet at least 4 times per year in line with the Operational Board meetings. The Performance and quality subcommittee meetings will be held in advance of the Operational Board meetings to ensure data is available for consideration and discussion.
- 6.2 Notes of actions will be taken at all meetings, and these will be approved and circulated by the group as an accurate record.