

## **Terms of Reference**

### **Assurance and Review Group**

#### **1. Role and Function of the Assurance and Review Group**

The Assurance and Review Group will deliver the SSCP's Quality Assurance Framework through the monitoring and review of performance information from a range of sources, interrogating further, when necessary, to provide a level of assurance to the delegated safeguarding partners in respect of multi-agency safeguarding arrangements in Solihull. This includes but is not limited to:

- Audits (including multi-agency audits, S11 audit and S157/175 audit)
- Assurance reports from partner agencies and in respect of multi-agency development work where this relates to SSCP priorities
- Multi-agency performance data
- Inspections and Peer Review findings
- Voice of the Child/Service User Feedback
- Practitioner Feedback
- National and regional developments which promote best practice

The group will identify emergent themes and patterns and monitor progress where targets for practice improvements have been identified with a view to;

- providing assurance to the delegated safeguarding partners about the robustness of practice
- making recommendations about specific work streams to improve practice

Proposed work streams will in the main reflect the SSCP priorities and support agreed outcomes.

Through the identification of practice issues, the Assurance and Review Group will support the process of driving continuous improvement in multi-agency working in Solihull.

This will be achieved by:

- Scrutiny of assurance reports from partner agencies on their safeguarding activity, as required;
- Interrogation of data provided by partner agencies in respect of safeguarding activity in Solihull;
- Multi-agency auditing activity on agreed practice issues;
- Monitoring multi-agency action plans in response to findings from audit activity;
- Ensuring that practice is compliant with multi-agency procedures and/or identifying any gaps in procedures;
- Considering direct feedback from children, parents/carers and practitioners as part of the multi-agency audit process and indirect feedback provided to partner agencies by service users, e.g., via their respective complaints procedures;
- Identifying multi-agency learning from its quality assurance activities and the key messages for dissemination across the wider partnership by the Learning and Development Group;
- Contributing to the delivery of the SSCP annual report on the effectiveness of multi-agency safeguarding children arrangements in Solihull.

#### **2. Accountability**

The Assurance and Review Group is accountable to the three named safeguarding Partners via the SSCP Executive Group.

The Assurance and Review Group will be responsible for producing a highlight report to each SSCP Executive Group meeting to include an overview of what is going well, recommendations for areas of improvement and a proposal for the work required.

### **3. Role of Chair/Deputy Chair**

The Chair of the Assurance and Review Group should be a strategic lead representing one of the three named Safeguarding Partners: SMBC, WMP or Birmingham and Solihull ICB.

The Chair of the group will work closely with the SSCP Business Manager to prepare for meetings and set agendas.

The Chair will hold group members to account for attendance, engagement, and the delivery of specific tasks.

The Chair will actively monitor individual attendance by group members and will report on this by exception to the SSCP Executive Group.

The Chair will provide progress reports to the SSCP Executive Group and will identify and report on any barriers to the delivery of the work plan and escalate identified risks.

The Chair will model appropriate behaviours and language at all times.

### **4. Role of Group Members**

Each member of the subgroup is responsible for both working on behalf of the Local Safeguarding Children Partnership in the delivery of its quality assurance function and for holding their own agency to account for its safeguarding children activity.

Group members to ensure they have the support of their line manager/organisation to fulfil the requirements of the role.

Group members will prepare for meetings and come ready to actively engage with discussions.

Group members will positively support with the completion of tasks between meetings when asked to do so by the Chair/Deputy Chair.

Group members will attend all meetings and, in the event that they are unable to do so, will identify a suitable person from their agency to attend on their behalf.

Group members will be expected to respond in a timely way to communications between meetings.

Group members will model appropriate behaviours and language at all times.

### **5. Frequency of meetings:** Alternate months

### **6. Administration**

Meetings will be administered by the SSCP Business Unit.

The agenda and papers will be circulated at least five working days ahead of the meeting.

Minutes will be produced and circulated within two weeks of the meeting.

### **7. Membership**

Chair – Assistant Director, QA, Improvement and Partnerships

Deputy Chair – Director of Nursing (Quality and Safeguarding), Birmingham and Solihull ICB

Solihull Children's Social Care

West Midlands Police

NHS Birmingham and Solihull Integrated Care Board

Coventry and Warwickshire Partnership Trust

University Hospitals Birmingham

Birmingham and Solihull Mental Health NHS Foundation Trust

Solihull Community Housing

CAFCASS

West Midlands Fire Service  
Probation Service  
Voluntary Sector Representative  
South Warwickshire Foundation Trust  
School/Education/Early Years Representative  
SSCP Project Officer  
SSCP Business Manager

For information:

NHS England West Midlands  
Councillor Gough, Children's Services, Education & Skills Scrutiny Board

## **8. Quoracy**

Meetings will not be considered to be quorate unless there is representation from all three named Safeguarding Partners.

Reviewed February 2023