1. **Statement of Purpose**

1.1 The Quality Assurance Working Group (QAWG) is a working group of the multi-agency Kent and Medway Safeguarding Adults Board (KMSAB). The group reports to the KMSAB Business Group.

1.2 The main purpose of the group is to co-ordinate quality assurance activity and evaluate the effectiveness of the work of all KMSAB’s partner agencies, to safeguard and promote the welfare of adults at risk of abuse or neglect.

2. **Objectives**

2.1 To provide assurance to KMSAB that partner agencies are safeguarding adults at risk, in line with the Care Act 2014.

2.2 To deliver the KMSAB Strategy.

3. **Responsibilities**

3.1 To develop and maintain a Quality Assurance Framework in line with KMSAB’s strategic and annual plan. This framework is to be reviewed every two years.

3.2 To develop a multi-agency performance tool by which the QAWG can offer assurance to the Board that partner agencies are meeting their safeguarding responsibilities.

3.3 To evaluate whether learning and recommendations from Safeguarding Adult Reviews and relevant Domestic Homicide Reviews and Safeguarding Children’s Reviews have been embedded in practice.

3.4 To seek intelligence from partner agencies about key safeguarding priorities and/or themes/findings from audits. The QAWG will consider this information when determining the focus of quality assurance activity.

4. **Accountability**

4.1 To provide update reports to each Kent and Medway Safeguarding Adults Board Business Group meeting.
4.2 The Chair of the Working Group will report to the Safeguarding Adults Board Business Group at each meeting (3 times per annum).

4.3 The Working Group will contribute to the Kent and Medway Safeguarding Adults Board Annual Report.

5. Membership and Attendance

5.1 The following agencies will have a named representative and deputy:
- Local Authorities: Adult Safeguarding
- Local Authorities: Adult Social Care Performance Team
- Police
- National Probation Service
- Community Rehabilitation Company Ltd
- Prison Service
- Fire Service
- Ambulance Service
- Health Agency representatives to cover: Clinical Commission Group, Community Services (KCHFT and MCH), Mental Health provider (KMPT), Acute Trust representation, Primary Care representation.
- Housing

5.2 The Working Group will be quorate with the Chair or Deputy Chair and one representative from each of the following agencies:
- Medway Council or Kent County Council
- Health
- Police
- One other representative

5.3 Members of the group will ensure effective communication between the Quality Assurance Working Group and the organisations they represent.

5.4 Members of the Working Group will have sufficient authority within their organisation to inform and influence decision making.

5.5 Nominated representatives are expected, as a minimum, to attend one meeting between each board meeting. Attendance will be reported to KMSAB’s business group.

6. Sub-Groups

6.1 The Group may set up time limited sub-groups to deal with specific issues and report back. Objectives for each subgroup shall be determined by this Group.
7. **Frequency of meetings**

7.1 The group will meet quarterly.

8. **Administrative Arrangements**

8.1 Administrative support will be provided by the Multi-Agency Safeguarding Adults Board Team.

8.2 Minutes/action points will be circulated to members of the Working Group within 2 weeks following the meeting.

8.3 Agenda items will be sent to the Board Manager no later than three weeks before meetings.

8.4 The Board Manager will liaise with the Chair two weeks in advance of meetings to finalise the agenda.

8.5 The Board Administrative Support will maintain an up to date list of members and their contact details. Agencies will be contacted twice a year to confirm membership details.

9. **Reviewing the Terms of Reference**

9.1 The group will review these Terms of Reference annually.

9.2 Any proposed changes to the Terms of Reference will need to be agreed by the Group and approved by the KMSAB.

Updated Feb 2019.
Approved by KMSAB