

# Scrutiny and Assurance Coordination Group

## Terms of Reference

### 1. Summary

The Scrutiny and Assurance Coordination Group (SACG) has the responsibility to ensure positive safeguarding outcomes for children and adults are informed by performance information, quality assurance activity and challenge. The group will evaluate the performance and impact of safeguarding activity to make a difference to the lives of children and adults in the city.

The group will develop a culture of challenge and collaborative working amongst partners.

The group will ensure timely escalation to the Executive Group where necessary.

### 2. Overall aims and Responsibilities

- To develop a responsive work plan reflecting each priority question identified by the Executive Group
- To make recommendations, including to inform priority setting, to the Executive Group following scrutiny and challenge
- To review and contribute to regional policy development
- To understand the performance of safeguarding services
- To evaluate the impact of safeguarding activity
- To seek and provide assurance through the scrutiny of single agency, and commissioning of multi-agency, safeguarding activity
- To ensure an appropriate response to new and emerging safeguarding issues
- To ensure the views and experience of children and adults inform the work of Wolverhampton Safeguarding Together.
- To drive continuous improvement and development of safeguarding practice and services in Wolverhampton
- To create and co-ordinate task and finish groups emerging and current priorities
- To receive and scrutinise updates from the WST subgroups (Learning and Improvement, One Panel, Communities and Engagement) and the Education Safeguarding Group
- To make suggestions and recommendations to improve multi-agency working

### 3. Membership

If the nominated member is unable to attend the meeting the assigned deputy must attend in their place.

Membership is drawn from across the Children and Adult professional workforce.

Representation from:

- **Head of Service, Children and Young People in Care**
- **Head of Service, Improvement - CoWC**
- **Assistant Director, W-ton Homes**

- **Designated Adult Safeguarding Lead - CCG**
- **Chief Nurse, RWT**
- **Adults Rep – WMP**
- **Children – WMP**
- **Head of Service, Safeguarding - CoWC**
- **DCI Lead for Adult and Children Public Protection, WMP**
- **Partnership Manager, W-ton City Council**
- **Head of Adult Education, W-ton City Council**
- **Partnership Officer, WMFS**
- **Director of Nursing, BCPFT**
- **Designated Nurse, Safeguarding Lead Children, CCG**
- **Head of Service, Community Safety**
- **Consultant in Public Health, W-ton City Council**
- **Healthwatch Board Member**
- **Head of Service, Adults, W-ton City Council**
- **YOW Co-Ordinator, WVSC**

#### **4. Attendance at meetings**

Concerns around attendance will be escalated to the relevant agency's senior officer and Executive Group.

#### **5. Frequency of Meetings**

Whilst the new safeguarding arrangements are in their infancy the Scrutiny and Assurance Coordination Group will meet every six weeks. The meetings will take place two weeks prior the meetings of the Executive Group to allow time for minutes to be circulated.

#### **6. Responsibilities of members**

As members each individual is required to represent their professional background and the view of the agency they represent.

Members of the Scrutiny and Assurance Coordination Group are required to:

1. Read all relevant agenda and support documentation.
2. Engage with other colleagues to report from meetings and collate feedback for agenda items prior to the meeting.
3. Notify the business unit if unavailable to attend.
4. Nominated representatives must be fully briefed and accountable for decisions made
5. Be accountable for ensuring actions assigned are completed and fully reported upon.

#### **7. Disagreements**

Where members of the partnership find themselves to be in disagreement these are to be escalated to the Executive Group.

## 8. Risk Management

Identified risks need to be escalated to the Executive working Group, who will be responsible for record and manage these.

Please see appendix 1: Issues and Response process.

## 9. Agenda Items

Agenda items should be submitted 10 days in advance of the meeting to the designated officer who will subsequently ratify the next agenda with the Chair. The papers for the meeting will be circulated to enable members five working days before the meeting.

Standing agenda items:

- Strengths and Concerns – general discussion
- Partner Issues raised: Item and response

## 10. Record of the meeting

Minutes of this group to be distributed to all group members. Papers may not be copied or distributed further without the written permission of the Chair.

## 11. Conflicts of Interest

All members of the group must complete a declaration of interest form if there are any conflicts of interest to ensure that they are appropriately managed. If any member becomes aware of a conflict of interest which has, is likely to have or could be perceived to have an adverse effect on any decision, this shall be declared and the Chair will determine whether the member concerned should withdraw from the meeting whilst the relevant discussion or decision related to the agenda item is in progress. All declarations and conflicts of interest and the action to manage the interest shall be minuted.

## 12. Confidentiality

Papers that are marked 'in confidence, not for publication or dissemination' shall remain confidential to the members of the committee unless the Chair indicates otherwise. Members, representative or any persons in attendance shall not reveal or disclose the contents of these papers without express permission of the Chair. This prohibition shall apply equally to the content of any discussion during the meeting which may take place on such papers.

**13. Data Protection Act 2018**

Executive members will give due regard to their responsibilities to comply with the Data Protection Act 2018 and General Data Protection Regulation Principles (GDPR).

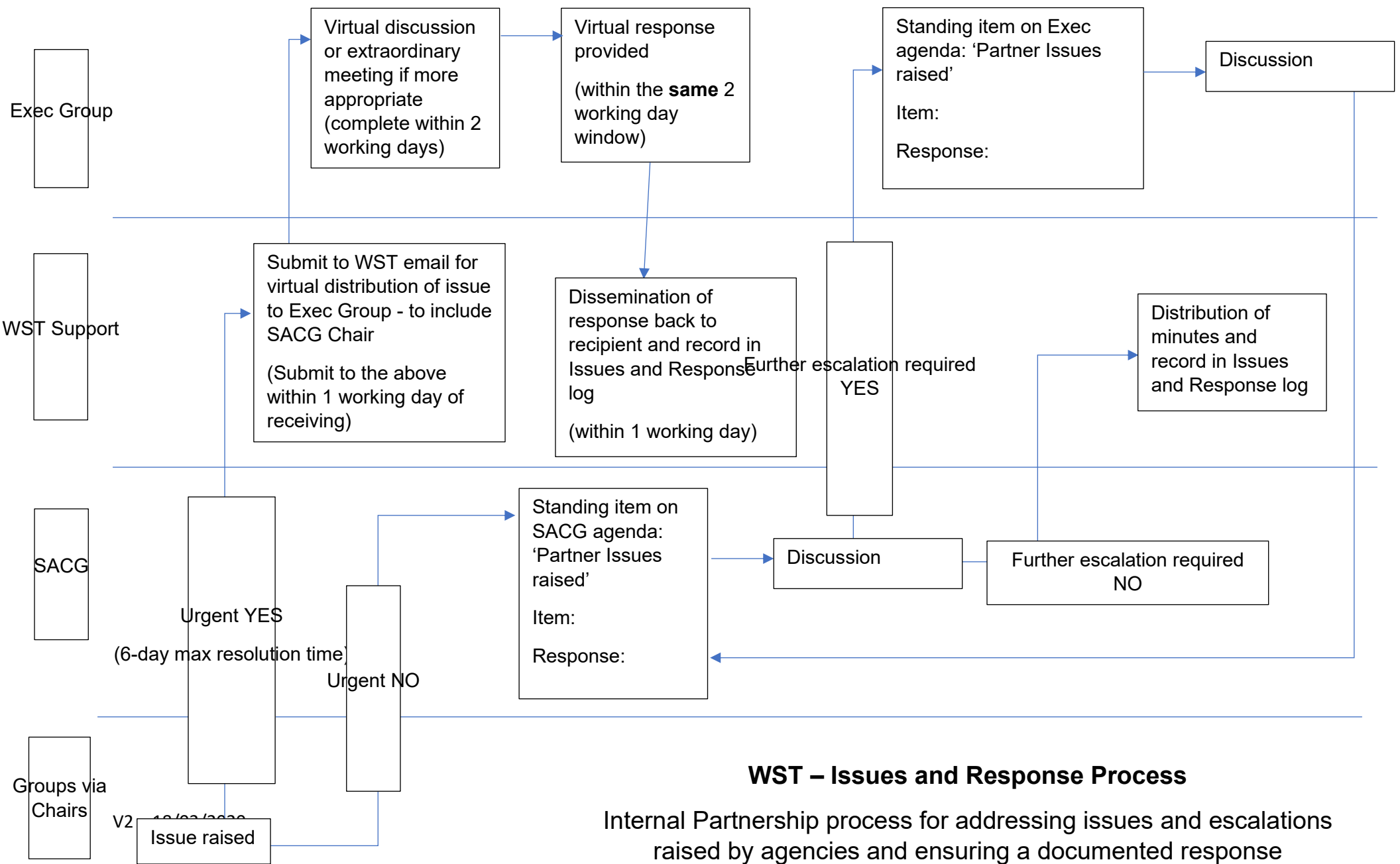
**14. Freedom of Information Act 2000**

All papers are subject to the Freedom of Information (FOI) Act. All papers that are exempt from public release under the FOI Act must be clearly marked 'in confidence, not for publication'. These papers may not be copied or distributed outside of the executive Group membership without the expressed permission of the Chair. FOI exemption 41 (duty of confidence) applies.

**15. Review**

After initial endorsement the Executive Group will review these terms of reference in April 2020 and annually thereafter.

**Appendix 1: Issues and Response Process**



**WST – Issues and Response Process**

Internal Partnership process for addressing issues and escalations raised by agencies and ensuring a documented response

**Definitions:**

<b>Terminology</b>	<b>Definition</b>
Issue	Any item that needs input/discussion/response from the statutory partners at a leadership level or; Any item that needs review/input/discussion/response from SACG
Extraordinary meeting	Any item that requires urgent attention from the Statutory Partners at a leadership level. This could involve, noncompliance with statutory responsibilities where a safeguarding breach has occurred or changes in legislation that would seriously affect multi-agency working, practice, policy or has financial implications to the Partnership.
Virtual	Email
Response	The 'minuted' or 'virtual' response to the item raised
Urgent	Any item that needs to be addressed sooner than the next available SACG or EXEC meeting as per the governance at the time or that may require an extraordinary meeting.  <i>This does not include issues that require a statutory response, nor does it supersede national or regional timescales for serious incident reviews.</i>
Item	Brief title and description of item raised