

Quality of Practice and Action Group

Terms of Reference:

Purpose:

The purpose of the quality and action group is to share key findings from collaborative audits, thematic audits, and dip sample findings. It is an opportunity to reflect on both qualitative information and quantitative data through key relevant performance information when appropriate. The group provides an opportunity to consider and respond to closing of the learning loop and work collaboratively as a service to identify suitable actions to either build on or improve the quality of practice. The group has responsibility to share any learning/reports and to ensure implementation of any action plans or learning. All discussions and content will be discussed as a service wide function from social care, early help and SEND.

Aims:

- To share and disseminate information, themes, and trends and where appropriate, recommendations made
- Measure the impact and quality of the service to improve outcomes for children and their families across the service
- To respond to significant challenges and service needs which may arise that prevents quality of practice or the ability to meet our statutory requirements
- Establish a learning culture that is embedded through to front line practice and supports consistency of practice
- A collaborative approach to issues and problems that enables action plans to be implemented and progressed
- The partnership learning will also be shared to build on our multi agency work
- Data information will be to facilitate any areas of quality improvement or to identify audit required to further understand practice.

Meeting format:

1. Welcome and introductions
2. Minutes and actions from last meeting
3. Audit findings report and action planning
4. Service reports/quarterly reports/themes and trends, including partnership learning
5. Data exceptions and links to quality of practice/audit
6. A.O.B/Foreword agenda items

Key reports and qualitative information will be shared by the QA service monthly with a focus on learning and findings from collaborative audit, dip samples and thematic audits.

Additional relevant work should be scheduled as part of the forward plan and all members should consider relevant updates to share in line with the purpose and aims of the group.

The agenda should also incorporate feedback and participation from our children and young people on a regular basis to inform the impact of our practice.

Meeting frequency:

The meeting will take place monthly for 1.5 hours to consider relevant data, learning and findings identified from the previous month's QA activity and data. The chair will circulate the agenda and papers at least 2 working days prior to the meeting date. Minutes and an action log will be produced following each meeting and a foreword agenda plan to schedule key reports.

Membership & Expectations:

Chair: Head of Quality Assurance and Partnerships

Corporate Director for Quality Assurance and Safeguarding Families

Principal Social Worker

All Heads of localities

ChAD service manager

Corporate Parenting Service Manager

Head of Service, Care Leavers

Service Manager, Children's Homes

Principal Education Psychologist

Safeguarding Partnership Board Manager (as required)

QA Service Managers

Head of Commissioning

Attendees are expected to read and understand the audit findings prior to the meeting date to facilitate coproduction of the action plans. This should include individual plans for teams but also any strategic improvement or changes required. This should also include where practice is good and how this can be built on and particularly where we can ensure consistency of good practice across the service.

Attendees should aim to send a suitable representative when unable to attend. In the absence of the chair the corporate director of QA will chair the meeting.

Where a member does not attend successive meetings, and does not send a representative, the Head of QA and Partnerships will escalate this via line management.

Governance arrangements:

Where any actions from the group involves producing training sessions, policy, procedures and or system changes these will be supported through the mosaic board and practice, policy, and procedures group.

Any action plans set and agreed will be monitored through this group and the chair will determine suitable oversight as part of agenda setting.

Where an action is not completed within two months of allocation, the Head of QA and Partnerships may escalate this through line management.