

**CWM TAF MASH QUALITY ASSURANCE AND PERFORMANCE SUB GROUP**

**TERMS OF REFERENCE**

1. **INTRODUCTION**

The Cwm Taf Multi-Agency Safeguarding Hub (MASH) is the single point of contact for all professionals to report safeguarding concerns in Rhondda Cynon Taf and Merthyr Tydfil.

The MASH sits within the governance structure of the Cwm Taf Safeguarding Board and is located in Pontypridd Police Station reporting directly to the Safeguarding Board.

This document has been produced in line with the requirements of Part 7 of the Social Services and Wellbeing Act 2014.

# 2. AIM OF THE CWM TAF MASH QUALITY ASSURANCE GROUP

The MASH Quality Assurance and Performance Sub Group (MQAP) will deliver the following functions for the Cwm Taf Safeguarding Board as set out in Part 7 of the Act:

The MQAP has been set up to support the ongoing development of the MASH to ensure it continues to achieve its goal to improve safeguarding and promote the welfare of children, young people and adults at risk. The Group’s priorities will be directed by the MASH Operational Committee.

The Group's main aims are as follows.

* To safeguard and promote the welfare of children and adults at risk and people subjected to domestic abuse, by providing information to the CTMSB and practitioners
* To ensure a relationship of mutual trust and partnership working across all agencies represented on the CTMSB in relation to the welfare of children and adults at risk

# 3. OBJECTIVES

***The MQAP will work to a core objective, specifically to monitor the effectiveness of agencies’ practice within the processes of safeguarding and encourage high standards of practice by all those involved in safeguarding work, promoting agency and individual accountability through the monitoring and evaluation of performance;***

The specific objectives of the MASH Quality Assurance and Performance Sub Group are as follows:

**Reviewing the Efficacy of MASH Safeguarding Measures**

* To establish what minimum standards are expected; clarify that they are in place and ensure these are reflected in multi-agency safeguarding practice.
* To receive MASH agencies’ quality assurance reports and be assured that any new arrangements across organisations are working effectively alongside existing embedded safeguarding MASH processes.
* Examine any significant practice issues arising from multi-agency working together on individual cases and resolve these where possible. Unresolved issues will be brought to the attention of the CTMSB
* To liaise with other safeguarding sub-groups to ensure a joined up and consistent approach to safeguarding ensuring other sub-groups are advised of any implications that require their action.
* To advise the Board on any action required to improve safeguarding standards

**Undertaking Audits, Reviews and Investigations:**

* Develop an annual audit programme, based on Board priorities, for approval by the Board. The audit programme will outline the subject, methodology of audit and means by which any findings of each audit will be shared with practitioners.
* To develop and be responsible for using appropriate quality assurance audit tools.
* To develop a robust methodology for undertaking interagency practice audits.
* Set up Audit Task and Finish groups to carry out agreed case or thematic audits, identifying areas of good practice and areas for improvement within individual and interagency working arrangements. Deficits in practice will be addressed immediately within the relevant agency / service.
* Common themes will be identified which may require practitioner training or review of protocols/procedures.

**Reviewing Performance**

* To receive data from partner agencies to provide a picture of safeguarding activity in Cwm Taf Morgannwg with reference to performance
* To use the above to identify trends and gaps & make recommendations about where to target relevant actions
* To request explanations be provided to the Board from partner agencies to explain performance that raise concerns.
* To share and evaluate relevant performance information with a view to identifying particularly vulnerable cohorts for further quality assurance work and identifying any lessons for dissemination with practitioners.
1. **GOVERNANCE AND ACCOUNTABILITY**

Members of the MASH Quality Assurance and Performance Sub Group will be ultimately accountable to the CTMSB as well as their own agencies for the work of the Group.

Each representative is responsible for sharing data and relevant QA and performance reports. Audits will need to be a completed in a timely and comprehensive manner and members will be expected to agree audit recommendations within their own organisations before submission.

Each representative will be responsible for communicating relevant matters within their own organisation and ensuring that these are acted upon. When an agency is not a member of MQAP then the Chair will take responsibility for this process.

The MASH Quality Assurance and Performance Sub Group will:

* Work to the agreed Terms of Reference and be accountable to the Cwm Taf Morgannwg Safeguarding Board
* Produce an annual work plan and audit programme, in line with the CTMSB Annual Plan;
* Report to the CTMSB MASH Operational Committee via a quarterly performance scorecard:
* Provide an annual summary of activity and achievements to inform the Board’s Annual Report
1. **MEMBERSHIP**

The MQAP will include people with organisational responsibility who will have sufficient authority to make decisions within their agency.

The membership will consist of a nomination from all statutory partners of the CTMSB. Additional persons will be invited as required.

Statutory Members will be expected to participate in at least 75% of meetings. This will be monitored by the Chair. In meetings where there is no involvement required from a particular agency, then apologies will be accepted at the discretion of the Chair, and therefore the 75% target will not apply.

Fully briefed deputies may be substituted where they meet membership requirements.

Other members will be invited to attend when required, in line with the statutory guidance.

**Chairing Arrangements**

The Chair will be a member of the CTMSB MASH Operational Committee, and the appointment will be agreed by the Sub Group and the Board.

A Vice-Chair from one of the CTMSB partner agencies will be appointed by the Sub Group and agreed by the Board.

These posts will be reviewed every 2 years.

A list of members is as follows:

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| **TITLE** | **ORGANISATION** |
| Deputy Head of Safeguarding (Chair) | CTMUHB |
| Service Manager Adults Safeguarding (Vice Chair) | RCTCBC |
| Detective Inspector  | South Wales Police |
| Service Manager Children | RCT CBC |
| Principal Manager Children  | MTCBC  |
| MASH Education Coordinator | RCT CBC |
| Service Manager Children Safeguarding | RCT CBC |
| Senior Nurse, Safeguarding | CTMUHB |
| Team Manager | National Probation Service |
| Team Manager Children | MTCBC |
| Team Manager Children | RCT CBC  |
| Team Manager Adults  | MTCBC  |
| Team Manager Adults | RCT CBC |
| Team Manager, IDVA Service (RCT) | RCT CBC |
| Team Manager, IDVA Service (MT) | Safer Merthyr Tydfil |
| Business Manager  | CTMSB |
| Cwm Taf MASH Coordinator  | CTMSB |

**6. MEETINGS**

Meetings will be held a minimum of once every 6 weeks. The agenda for each meeting will be prepared and determined by the Chair from the work plan and agreed actions or audits from previous meetings.

Six members (with a minimum of three different agencies) will be required to be in attendance for the group to be quorate.