

Terms of Reference - Performance, Procedures and Audit Sub Group

1. Introduction

The Children's Policy, Performance and Audit Sub Group (PPA) has been established as a sub group of the Safeguarding Children Partnership Board Children (SCPBC) in Jersey. The Safeguarding Partnership Board Children will co-ordinate work in Jersey to safeguard children and monitor and challenge the effectiveness of Jersey arrangements.

2. Purpose of the Sub Group

The role of the PPA is to agree and deliver an annual work programme that delivers the Board's Business Plan by:

2.1 Policy and Procedures

- producing and circulating inter-agency safeguarding policies and procedures;
- promoting policies and procedures across organisations and departments;
- ensuring policies and procedures are promoted through the Training Sub-group
- establishing a performance framework, gathering and analysing performance data and identifying and evidencing outcomes to assess the effectiveness of safeguarding work with children.

2.2 Audit

- producing and overseeing the implementation of annual audit programme of inter-agency work and the Boards' performance
- supporting agencies and organisations to achieve agreed standards.

2.3 Performance

- assess the impact and effectiveness of the help being provided to children, including early help through audit programmes, using performance standards and framework as a benchmark

- determine whether sub groups are fulfilling their obligations in a timely fashion and assess the quality of the decision making/planning
- use feedback of experiences from children and families to assess the impact of services and establish if needs are being met

2.3 Work plan, process and reporting

PPA will:

- provide an annual summary of the work of the group for inclusion in the Independent Chair's Annual Report
- record, monitor and report on sub group attendance to the Board
- work closely with all relevant sub groups of the Board
- present all policies and procedures developed by PPA to the SAPB for approval

The chair will report regularly to the Board on progress or lack of it through their report to the Core Business Group

3. Value Base

The PPA sub group members will ensure that policies and procedures reflect a consistent value base in regard to the principles of:

- safeguarding is **everyone's responsibility**. This includes promoting welfare: for services to be effective each professional and organisation should play their full part (Working Together 2013) **and**
- a **child-centred approach**: to be effective they should be based on a clear understanding of the needs and views of children. (Working Together 2013)
- **anti discriminatory and anti oppressive practice** demonstrated through mutual respect and sensitivity to the diversity of children and adults circumstance and backgrounds in respect to age, gender, physical or mental ability, culture, religion, language, sexual orientation or socio-economic status
- **confidentiality, data protection and information sharing** - the PPA will work within the agreed SCPB Information Sharing Protocol
- ***'Fears about sharing information cannot be allowed to stand in the way of the need to promote the welfare and protect the safety of children'*** (Working together 2013)

4. Membership

4.1 The PPA will be chaired by a full member of the Safeguarding Partnership Board, a Vice Chair, plus members from agencies/ services which may include:

- **Health and Community Services**
- **Children, Young People, Skills and Education**
- **States of Jersey Police**
- **Family Nursing & Home Care**
- **Primary Care**
- **Housing**
- **Voluntary and Community Sector**
- **Probation**

Representatives will be drawn from a broad range of services and do not have to be members of the Safeguarding Partnership Board.

4.2 The PPA may co-opt, as appropriate, additional members on a temporary basis in order to access specialist skills and knowledge which will assist the work of the group. Members of the sub group may name substitutes, who will have the same responsibilities as the sub group member for whom they are substituting.

4.3 Member responsibility

- The PPA Sub group members will keep up to date with any emerging procedural issues in their agency, and within the field of adult Safeguarding generally.
- The PPA Sub group members will develop and contribute to joint working protocols.
- The PPA Sub group members will exercise their responsibility to be a conduit of information between the Board and agencies/services

5. Decision Making and Accountability

5.1 To be quorate, attendance must include as a minimum:

- the Chair or Vice Chair
- and at least four other members or their substitutes from four different services/agencies

5.2 The PPA will conduct business on a consensual basis.

5.3 Members of the subgroup are accountable to each other and the Board for completion of actions as required for the delivery of the sub group work programme.

6. Administration

The PPA Sub Group Chair will ensure, with the support of the SPB Officer, that:

- the PPA meets at least quarterly on dates to be agreed in advance or at such other intervals as may be agreed by members
- the agenda is circulated prior to the meetings and meeting notes are taken, circulated to members with copies being retained and stored by the chair
- meeting notes are agreed as a permanent record at the following meeting