



## **Terms of Reference for Practice Improvement Activity Group**

### **Chair**

Jon Newton, Head of Older People and Physical Disabilities Services, Enfield Council.

### **Meeting Frequency**

The meeting will take place six weekly.

Meetings will be accessible and enable participation remotely

### **Quoracy and attendance:**

To be quorate meetings must include representatives from:

- Metropolitan Police Service North Area;
- NHS North Central London (NCL) CCG;
- Local Authority Children's Social Care (CSC); and
- Local Authority Adults Social Care (ASC)

Where quoracy is not achieved, the meeting will continue but decisions will not be made unless the lead agencies (for adults – Local Authority ASC; for children's – Local Authority CSC, Police and NCL CCG) are present.

Nominated members are expected to attend all meetings. Where this is not possible, this must be communicated to the Chair in advance, reasons given and a substitute identified.

The Chair has the ability to initiate Task and Finish Groups, or sub-groups, as necessary to achieve the purpose of the activity group. The Chair must highlight any changes to the Safeguarding Adults Board or Safeguarding Children's Partnership Executive group, via the Business Unit.

The focus of the group, sub-groups and task and finish groups will be reviewed annually.

### **Purpose**

The Practice Improvement Activity Group, will lead on:

- i) Safeguarding Adults Reviews (which the Safeguarding Adults Board has a legal duty to undertake) ensuring that these are completed in line with Care Act requirements, and that lessons can be learned together.
- ii) the work of overseeing local child safeguarding practice reviews, learning from national reviews, and translating these findings into system improvements, which can include updating policies and organising training.
- iii) The group will also be responsible for initiating children's multi-agency audits to make sure that learning has been embedded and ensure the effectiveness of existing policies or practices.
- iv) Ensuring that policies and protocols for Adults and Child safeguarding are up-to-date and that they are reviewed regularly.

- v) For Child Safeguarding cases, provide oversight for cases that are escalated to the Practice Improvement Group, and noting cases that may have been escalated to the Exec.

The Safeguarding Practice Improvement Activity Group will work closely with the Insights Activity Group to highlight areas that need to be monitored, or to provide intelligence that might need testing.

### **Governance**

The Practice Improvement Activity Group reports to the Safeguarding Adults Board and Local Safeguarding Children's Partnership Executive group.

Members are responsible for ensuring any actions are effectively carried out within their areas and will report back to their teams any relevant information discussed at the meetings

### **Core Membership**

- NHS NCL CCG – Enfield Directorate
- NHS BEH Mental Health Trust
- NHS North Middlesex University Hospital
- NHS Royal Free London
- Police (North Area BCU)
- Enfield Council, Adults Safeguarding, including Principle Social Worker
- Enfield Council, Children's Social Care, including Principle Social Worker
- Enfield Council, Community Safety/ Domestic Violence officer
- Enfield Council, Public Health (from Adults and Children's)
- National Probation Service
- Schools representative
- Lay person
- Enfield Council, Education Department

Individuals can be co-opted into meetings when deemed necessary and as agreed by the chair.

### **Child Safeguarding Reviews and Serious incidents**

The Chair of the Practice Improvement group will also Chair Rapid Review meetings that are required following a Serious Incident.

Due to the urgent nature of booking these meetings a Deputy chair has been identified – Sharon Burgess, Head of Strategic Safeguarding Adults and Partnerships.

The Serious Incident & Rapid Review process documents the steps that must be taken when the local authority makes a referral to the National panel.

### **Safeguarding Adults Reviews**

Following SAR referral meetings, the Enfield Strategic Safeguarding Adults team will ensure that an update to the Practice Improvement group is presented, including the decision.

The SAR referral meetings and review steps are detailed in the Enfield SAR protocol.

### **Review:**

These Terms of Reference will be reviewed annually and as necessary.