

**Performance Analysis and Assurance Group (PAAG)**

**Terms of Reference 2018-2019**

**1. Purpose**

This group has been commissioned in order to specify and receive performance data and assurance from all agencies in relation to the LSCB's core business and the wider safeguarding agenda from sources including:

- 1.1 Performance indicators in an agreed data set
- 1.2 Single agency performance reports
- 1.3 Single agency audits or alternative activity carried out within agencies
- 1.4 Performance reports
- 1.5 Audits (multi-agency) undertaken across themes of service delivery (via the LSCB audit sub group)
- 1.6 Analysis and assurance from other existing boards (to avoid duplication of activity)

Scrutinise and challenge this data in order to:

- 1.7 To provide assurance to the LSCB that safeguarding work delivered in a multi-agency context is robust and effective in safeguarding and achieving outcomes for children and young people at risk
- 1.8 Report on performance across partner agencies to the Board
- 1.9 Identify areas of good practice via assurance activities
- 1.10 Identify critical messages to the LSCB and make recommendations for action
- 1.11 Understand Leicester's safeguarding performance in relation to comparator authorities.

Carry out multi-agency audits as identified on the audit plan to identify quality of practice and lessons to be learned for multi-agency safeguarding practice via the LSCB audit sub-group.

Audits will be based on SCR/Learning review recommendations & outcomes, recommendations by national bodies (e.g. Ofsted, DFE, etc.), performance & assurance activity, practice issues identified by external review of agencies, establishing a baseline and direct commissioning by the Board.

Each audit is to have a clear rationale/reason in relation to why it is required and what it is seeking to establish, what impact is it seeking to measure.

Review and respond to safeguarding issues raised in external inspectorate reports on partner settings and services.

Use data and evidence collected to advise partners on best practice and developing new procedures.

Be assured on the progress of priority issues (as identified in the Business Plan) in order to inform the LSCB Annual Report.

Contribute critical messages to the LSCB Business Plan.

## **2. Governance and accountability**

The Performance Analysis and Assurance Group is accountable to the Leicester Safeguarding Children Board. The Chair of the Performance Analysis and Assurance Group will write and present reports to the Board in relation to performance, assurance and audit.

Where performance data/assurance information indicate a potential concern/risk to the welfare and safety of the child and/or discharge of effective safe services then these concerns will be escalated by the Chair of PAAG to the senior or chief officer of that agency. The PAAG representative of that agency and the LSCB Independent Chair will be informed of this.

Quality Assurance reports from the groups within the LSCB substructure, including task and finish groups and where relevant partner agency panels will be reported to the Performance Analysis and Assurance Group.

The group from the performance data and analysis of the Core Data set will provide an overview of the effectiveness of safeguarding children in Leicester, and recommendations/actions to the Board.

Analysis of data will be assisted by key questions to promote analysis and commentary by agencies.

The group will receive assurance that actions and recommendations from LSCB multiagency audits have been progressed by partners. Learning including good practice will be identified and communicated to agencies via a range of methods.

Assurance in relation to SCRs/alternative reviews will go to the LSCB Core Business and Chairs Group.

## **3. Role of the Chair**

The Chair will hold members to account and escalate any concerns to the Independent Chair of LSCB.

The Chair of this group will provide a written report to each meeting of the Core Business Chairs Group and Strategic Board on the work of the Performance Analysis and Assurance Group with direct reference to progress against the LSCB Business Plan.

The Chair will escalate any issues to Core Business and Chairs Group & Independent Board Chair.

## **4. Membership**

The membership of the group will include:

- Senior representative, LLR CCG Hosted Safeguarding Team
- Senior Member of Leicestershire Police
- Head of Safeguarding for University Hospitals of Leicester (UHL)
- Head of Safeguarding Children, Leicestershire Partnership Trust

- Head of Service Children’s Safeguarding and Quality Assurance, Leicester City Council
- Head of Community Safety, Leicester City Council
- Partnerships Planning and Performance Lead, Leicester City Council

Possible co-opted members:

- EMAS
- Fire & Rescue Service
- Learning Services
- DNLR CRC (contribute to single agency audits)
- NPS (contribute to single agency audits)
- CAFCASS (contribute to single agency audits)

Other representatives from members of the Board will be co-opted as required

In selecting representatives, each agency will:

- 4.1 Select a member of staff who is able to represent the agency’s views, policies and practice and has been given the mandate to do so on behalf of their Agency.
- 4.2 Select a member of staff with sufficient seniority, expertise and knowledge of the field that is able to influence change from within their agency.
- 4.3 Ensure that representatives have sufficient time allocated to enable them to effectively undertake the work of the Performance Analysis and Assurance Group.

The nominated representative from the key agencies will ensure that, in their absence, a properly briefed deputy attends.

## **5. Quorum**

Members are expected to ensure a minimum of 75% meeting attendance during the course of the LSCB business year. If this is not achieved, member attendance will be addressed in accordance to the LSCB constitution.

The meeting must have representation from key statutory partners: Leicestershire Police, Health services, Children’s Social Care.

Where attendance is not possible in exceptional circumstances group participants should actively review the minutes and raise any urgent issues/ updates with the PAAG Chair.

## **6. Frequency of meetings**

Quarterly meetings to allow for scrutiny, assurance and discussion.

## **7. Administration**

Administrative support will be provided by the Board Office.

## **8. Review**

These terms of reference will be reviewed annually and recommendations for amendments where appropriate made to the Board.

## **9. LSCB Support Office**

LSCB Business Manager

LSCB Board Officer  
LSCB Administrator