**SESLIP – DEVELOPING REGIONAL QUALITY ASSURANCE CAPACITY**

**MEETING OF QA LEADS – 11th FEBRUARY 2020**

1. **ATTENDEES**

|  |  |  |  |
| --- | --- | --- | --- |
| Amanda | Meadows | Hants |  |
| Denise | Lingham | Portsmouth |  |
| Diane | Williamson | SESLIP consultant | Facilitator |
| Gill | Halden | Surrey |  |
| Jo | Hooper | Milton Keynes |  |
| Julie | Davies | Bucks |  |
| Kevin | Kasaven | Kent |  |
| Kogie | Perumal | Bracknell Forest |  |
| Nicola | Robertson | West Berks |  |
| Patricia | Denney | Surrey |  |
| Sivay | Heer | Milton Keynes |  |
| Rachel | Oakley | Wokingham |  |
| Sandra | Davies | Slough |  |
| Shungu | Chigocha | Windsor and Maidenhead |  |
| Sophie | Carter | West Sussex |  |
| Stuart | Ashley | Hants | Chair and Sponsor |
| Stuart | Webb | Southampton |  |
| Tina | James | Brighton and Hove |  |

1. **APOLOGIES**

|  |  |  |
| --- | --- | --- |
| Becky | Cooper | Medway |
| Douglas | Sinclair | East Sussex |
| Simon | Dear | IOW |
| Tan | Lea | Oxfordshire |

*This is not a full minute of the meeting*

1. **Common Components of a QA Framework**

Presentation given by Diane Williamson outlining the proposal for the Common Components of a QA Framework. This proposal identifies 12 core components for a Quality Assurance Framework with brief (not exhaustive) explanatory notes to help to develop a common understanding that should be tailored for each organisation. We have listed the 12 components discussed at the last meeting and organised them in way that holds together as a whole system. The proposal and guidance is based on our review of the QAFs across the region, review of some work done by the North West ADCS group and a briefing by Research in Practice. The proposal is endorsed by the project sponsor.

The group agreed that the proposal was helpful and there is agreement across the QA Leads to use these common components as a framework to develop commonality and shared understanding.

The group also discussed a brief questionnaire to be sent to Directors alongside the proposal. The aim of the questionnaire is for it to be completed by the DCS and senior management teams as a self- evaluation to help them reflect on their understanding and confidence of quality assurance in their organisation. The group felt it would also be helpful for the QA leads to complete the questionnaire independently and triangulate their reflections with those of the DCS to support discussion within their organisations.

**Action:**

Proposal and questionnaire to be sent to DCS Group and the QA leads (Diane)

1. **Developing a Shared Understanding of ‘Good’ Practice and ‘Good’ Quality Assurance**

Presentation by Amanda Meadows outlining the approach Hampshire take to assess and evaluate themselves against the Ofsted Criteria for being judged ‘good’ in an ILACS inspection. The presentation can be found on the Restricted Quality Assurance page of the SESLIP website.

Presentation by Sophie Carter outlining the approach to case file audit in order to understand and improve the quality of practice in West Sussex

1. **Development of the SESLIP QA web pages**

Local Authorities have provided up to date contact arrangements for their QA Leads and additional nominated officers for access to the ‘restricted’ QA area that is being set up in order for authorities to share QA practice. The proposed format for the area was shared and discussed.

**Decisions:**

* The documents on this area of the website documents is restricted to members of the South East Sector Led Improvement Programme (SESLIP) Quality Assurance Leads Group and their nominated officers, DCSs and AD Safeguarding network. Confidential organisational information is shared under the terms of the current SESLIP [Memorandum of Understanding](https://www.seslip.co.uk/download-file/652). An aim of this project is to share tools and learning across the South East Region.
* Members agreed not reproduce or share the tools on this page outside of the region without the explicit consent of the authority that owns the document. Audit tools may be used in your authority.
* Documents with be filed under both the Local Authority and Document Type menus
* Documents remain owned by the LA submitting the document and will only be uploaded if submitted by the QA lead who will ensure that they have the authority to submit the document and will remain responsible for asking for the document to be updated or deleted. The QA leads will also be the named contact person for any documents for their authority
* Documents will be sent to Diane Williamson SESLIP consultant for uploading
* Changes in contact details or details of nominated officers will be notified to Diane Williamson who will ensure the changes are made on the website
* Information will be checked quarterly by Diane Williamson to ensure it remains accurate

1. **Future QA Leads meetings**

The SESLIP DCS steering group has expressed an interest in the work of the QA Leads Groups enhancing the work that takes place in the Triad/Quartet group meetings and are looking for ongoing commitment for this are of work. Hopefully, by developing the relationships and network of QA leads this will help with the support and challenge in the Triad groups with increased shared understanding of practice and QA, common understanding of the components of QA and common language.

**Decisions**

* Agreement to 4 extended meetings a year of the QA Leads group – continuing to be sponsored by Hampshire and supported by Diane Williamson
* The meetings will involve a mixture of whole group work; discussions in the Triad Groups and discussions in contextually similar groups

**Ideas for future meetings:**

* How do we evidence outcomes?
* How do we develop a learning culture?
* How do you embed learning and demonstrate impact on practice?
* Learning from complaints
* SEF
* Continue to develop shared understanding of good practice
* Roles and responsibilities in QA
* Shared understanding of expectations around basic compliance and developing a culture of compliance

1. **Sharing practice – audit tools**

Small Group discussion and sharing of audit tools in the following combined Triad Groups:

Group 1 – Wokingham, Surrey, West Berkshire, Bucks, Brighton & Hove

Group 2 – West Sussex, Kent, Portsmouth, Slough, Hampshire, Milton Keynes

Group 3 – Windsor & Maidenhead, Bracknell Forest, Southampton

1. **Next meeting:**

* **2nd June** 10.30am - 4pm at LGA offices **–** Beecham Room
* Agenda to include:
  + Developing and understanding of good practice – both single agency and multi-agency (input from Surrey..and other volunteers!)
  + Exploration of practice standards and developing culture of compliance

1. **Dates for the diary – meetings all to be held at LGA between 10.30am and 4pm**

* 2nd June 2020 – Beecham Room
* 17th September 2020 – Smith Square 1 &2
* 9th December 2020 – Victoria (only has a capacity of 20)
* 10th March 2021 – Beecham Room