

## **Terms of Reference Common Assessment Audit Meetings**

### **Purpose of the group**

The purpose of this group is to:

- Audit a selection of common assessments across the 0-19 age range, including those completed on unborn babies
- Ensure formal communication on quality matters between a multi-agency audit group and the children's and adult workforce
- Report on the quality of common assessments and the resulting integrated packages of support (where available)
- Strengthen accountability and partnership arrangements for the use of common assessment as integral to early help
- Inform future implementation of integrated processes and associated training

### **Relationship to other groups/Governance**

This group aims to complement the quality assurance function of the Professional Practice Sub-Committee (LSCB) but at the level of audit of universal 'early help' assessments.

Links will also be maintained with the:

- Safeguarding Children's Professional Practice Sub-Committee/LSCB
- Early Help Board/Health and Wellbeing Board

### **Membership**

The group will be chaired independently from the Integrated Working team to provide direction and challenge to their work.

The following are agreed as members:

- Penny Hazelwood – Health representative
- Roz Lambert – Children's Centre representative
- TBC – Voluntary sector representative
- Sally Churchyard – 11-18 Preventative Services Manager
- Liz O'Gorman – Social care representative ?
- Caroline Dowson – Integrated Service Manager
- Suzanne Cheng – Strategic Commissioner (Interim Chair)
- TBC – Public Health representative
- TBC – Early Years Foundation Stage Team

Membership will be reviewed after 12 months to ensure relevant parties are participating and any gaps addressed.

## **Agenda and frequency of meetings**

Meetings will take place **three times per year** and audit **5 cases** across the age range per agenda. Themed audits will also take place during the year.

The membership, governance and terms of reference will be reviewed in August 2017.

**Revised August 2016**