

CASTLEBECK GROUP

SAFEGUARDING AND WHISTLEBLOWING REVIEW PANEL

TERMS OF REFERENCE

01 SEPTEMBER 2011

1. Authority

The meeting has authority to make recommendations to the Internal Board in relation to introducing or modifying Company Policies, Procedures and practice that relate to improving and enhancing the safeguarding and wellbeing of patients, service users and young people in the care of the Castlebeck Group.

The Panel does not have the authority to alter or amend the strategy for Castlebeck, although it can and should inform the Internal Board to facilitate necessary change to ensure best practice at all times, in order to minimise the likelihood of safeguarding alerts and encourage an open and transparent culture.

The Panel also reports on a regular basis to the main Board, identifying patterns and issues in safeguarding and whistleblowing, building a context for high quality care and treatment across the company and wherever necessary making recommendations for change/investment.

2. Organisation

Meetings will be held on a monthly basis and will take place on the (to be agreed) of that month commencing at 10.30hrs. It is the aim to finish the meeting by 15.00hrs.

The Chair of the meeting will be a Non-Executive Director.

The agenda for the meeting will be circulated on the preceding Friday and requests for special agenda items will be circulated during the week.

Reports or specific information to be discussed by the Panel will be required, at the latest, one week before the meeting and should be emailed to Sheila Curry (PA to Chief Executive). These will then be circulated with the agenda, by email to those attending.

The meetings will normally rotate around various services. The locations will be agreed in December and May for the following 6 months. Any changes will be advised to all attendees in advance, as quickly as possible.

Minutes will not be taken, but action points and important information will be recorded.

3. Membership

Membership will consist of:-

- Non-Executive Director (Chair)
- Group Clinical Director
- Human Resources Director
- Director of Nursing and Patient Safety
- Chief Executive Officer
- Head of Governance, Risk and Compliance

The quorum is the Group, in exceptional circumstances the Chair can cover for the CEO and vice versa.

Other people may be invited to attend as required. The invitation must be agreed by the Meeting Chair.

4. Objectives

The key objectives of the meeting are as follows:

- To allow the Panel to receive, analyse and review data / information relating to safeguarding and whistleblowing incidents, alerts and reports and make recommendations to the Internal Board and Group Operations Team aimed at reducing future likelihood of recurrence of circumstances.
- To use other information such as staff exit interviews, sickness records and grievances; in summary form to build a picture of a unit and identify any emerging patterns.
- Assess and evaluate the appropriateness of Group wide policies and procedures with direct and indirect impact on safeguarding and whistleblowing to ensure the encouragement of the provision of a safe, open and transparent environment within all services.

5. Agenda

The Agenda with any supporting information will be circulated by 4pm on the Friday preceding the meeting to allow attendees time to prepare thoroughly for the meeting.

Agenda items will evolve from the following framework:-

- Introduction
- Apologies
- Outstanding Action Points from previous meeting
- Analysis of safeguarding alert report
- Detailed overview of safeguarding alerts in selected services
- Whistleblowing Report
- Summary of key actions
- Any other business

6. Meeting Rules

It will be the responsibility of the Chair to control and direct the meeting in an organised and business-like manner.

The meeting will not be minuted, action points with target dates and important issues will be recorded and issued to all meeting attendees and others as required.

Action points will be issued within 5 working days of the meeting.

Mobile phones and PDA's will be turned to 'silent mode' during the meeting except when a particular issue may require an individual's immediate response.

It is the responsibility of all attendees to arrive prepared for the meeting in order to allow most effective use of all attendees time.

LR / Sept 11