



Radar

Terms of Reference

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In line with the Care Act 2014, the Lancashire Safeguarding Adults Board (LSAB) member organisations have committed themselves to the prevention of abuse and neglect and the improvement in the quality of care delivered to adults with care and support needs. This Radar Group is governed by a County Panel providing governance arrangements for Radar and QIP.

Overall Purpose Statement

Radar is a confidential, multiagency, collaborative information sharing group. There are 3 Radar groups across Lancashire based on the geographical areas of North, Central and East. Each group meets on a monthly basis and is chaired by Lancashire County Council (LCC), with Vice Chair from the Clinical Commissioning Group (CCG). The groups receive information from a variety of sources where concerns have been identified regarding residential, nursing and domiciliary care providers. The information received will inform decisions about how best to support providers who have been identified as requiring improvement.

Roles and Responsibilities of Group Members:

1. To provide a forum for partners to share information in relation to concerns around quality and safety of services (including where there are serious concerns and multiple safeguarding alerts). It is not to discuss individual service users.
2. A single representative from each agency has a responsibility to attend and bring relevant information relating to quality and safety of individual providers.
3. Any member can inform the Chair in advance of intelligence received, and request inclusion on the agenda for that provider to be discussed.
4. The purpose of the information sharing is to triangulate presented information and intelligence to inform decision making and next steps, which may include escalation to the County Panel. This may include information from:
 - LCC Safeguarding Alerts
 - LCC Contract Management
 - Care Quality Commission (CQC)
 - LCC Safeguarding Adult & Quality Improvement Team
 - LCC Patient Safety, Infection Prevention & Control Team
 - LCC Adult Social Care
 - CCGs
 - Commissioning Support Unit (CSU) Contract Team
 - Healthwatch Lancashire
 - Healthcare Provider Organisations

(This list is not exhaustive)

5. All partner organisations retain accountability and responsibility to escalate and action significant concerns through appropriate procedures and processes.

Concerns raised which relate to clinical matters will be collated by the CCG representative who will direct these through to the appropriate health services.

6. The group will make decisions based on the information presented and all actions will be proportionate to the level of risk. The group will consider the following options, in no specific order:

- Request further information from agencies to inform decision making.
- Targeted monitoring through an LCC contract and compliance visit.
- Request additional support/intervention from NHS Services.
- Request an LCC infection prevention visit/ audit.
- Arrange a meeting with the provider to give an opportunity, at an early stage in the process, for the provider to respond.
- Allocate responsibility and ownership of actions.
- The named provider will remain on the Radar agenda for updating at the next meeting.
- The named provider will be removed from the Radar agenda as no further action is required at this time or satisfactory assurance has been gained.
- Establish an operational task group to sample check, gather information or undertake a targeted intervention with the provider.
- Invite the provider to attend a Quality Improvement Planning (QIP) meeting.

7. Where the RADAR group receives evidence of a significant number of concerns, about a provider of adult social /health care the following factors will trigger consideration of a QIP:

- Organisational abuse enquiries are ongoing or substantiated and no improvements, or limited improvements, have already been implemented by the provider.
- Where safeguarding enquiries have occurred within a care setting and wider concerns have been identified regarding the quality of care being provided.
- Concerns exist with organisational leadership and/or culture in which senior managers within the setting/organisation are implicated
- Significant breaches of the CQC's five essential standards of quality and safety resulting in special measures status.
- Where there are high levels of complaints or safeguarding activity indicative of wider quality issues within the setting/organisation which are a cause for significant concern.
- Where compliance and contract monitoring reporting identify an ongoing failure to address actions identified in an LCC contract improvement plan.

- Where there is data via the quarterly quality returns to CSU – Contract Management Team that indicate there may be risks to the health and clinical needs of the people who use the service.
8. The Radar group will receive an update on all providers subject to QIP, CQC Special Measures, and those subject to compliance issues and/or contract suspension.

Membership

A nominated representative, with decision making authority, from:

- LCC Safeguarding Quality Service
- CCGs
- LCC Safeguarding Enquiry Service
- LCC Contract Management
- LCC Patient Safety and Quality Improvement Team.
- Police Protection Unit (PPU)
- Care Quality Commission (CQC)
- Clinical Commissioning Group (CCG) Safeguarding Adult Lead
- Commissioning Support Unit (CSU)

Members unable to attend should forward a report to the Chair in advance of the meeting. Other members will be co-opted as appropriate, and with prior agreement of the Chair.

9. Quorum:

One representative from CSU/CCG

One representative from LCC Safeguarding Adults

One representative from LCC Patient Safety and Quality Improvement Service

10. Reports to:

- County Panel when a decision is required (As detailed in the County Panel terms of reference)
- LCC and CCG Internal Governance Arrangements

11. Frequency:

Monthly meetings prior to County Panel.

12. Confidentiality

Radar members are expected to adhere to confidentiality/information sharing procedures as per LSAB safeguarding procedures. Only secure email will be utilised should it be necessary to share staff or service user information.

13. Notes of Meetings

Notes of meetings will record the nature of the concerns, which agency raised the concern, further information required, key actions, and timescales for actions. Notes will be shared with the agency representative and those who send apologies.

The Chair will consider individual requests for information sharing on a proportionate basis.

14. Governance Arrangements

Each Radar will report to the County Panel which feeds information to the Quality Assurance and Performance Management Group, which is a sub group of LSAB.

These terms of reference will be reviewed and updated in light of experience, learning and changes in legislation.