**Appendix 7**

**Quality Services: Delivering What Matters**

**Cardiff & Vale of Glamorgan Escalating Concerns Procedure: Template Terms of Reference for Joint Quality Monitoring Meetings ( JQMM)**

**Purpose of the Group**:

The JQMM facilitates:

* An open forum for discussion and sharing of information on standards of quality and safety within commissioned services in the local area
* The sharing of best and evidence based practice
* The Local Authority, C&VUHB, CIW and other partners to develop an integrated approach to supporting Care & Support Service Providers to continually improve and develop

**Membership may include**:

* Local Authority Adult / Children’s Services – contract and / or commissioning officers, safeguarding representative, complaints officer, review team representative, workforce training & development representative
* Cardiff & Vale University Health Board – practice development representative, CHC reviewer, DN/CPN representative, falls coordinator
* Care Inspectorate Wales – area manager, locality inspectors
* Independent advocacy

**Governance**

* Individual group members are responsible for reporting back to their organisations on the learning from / activities of the group.
* The meeting should not be used to report abuse. Individual group members are responsible for using the appropriate channels for highlighting areas of concern which reach the safeguarding threshold.
* Meetings will be held (insert venue) on a (insert frequency) basis and will be (insert length of meeting) hour/s in duration.
* Meetings will be organized by (insert name of person / team responsible).
* There will be a brief summary of discussions at meetings.
* The chairing of the meetings will be (insert arrangement e.g. shared between LA, BCUHB & CIW).
* All members are asked to share information about any notable practice / concerns or risks regarding any service, (insert number of weeks) weeks prior to the meetings. Attendees will use this as a prompt for discussion.
* The meeting will be utilised to update attendees on services where there are increasing / or escalating concerns.