

Quality Forum Meeting: Wicked Issues

Date: 25 August 2015

Paper title: Quality Forum; Process for Endorsement of National Best Practice

Presented by: CSSIW

Purpose and principles

The forum is committed to providing an environment that identifies, recognises and supports the national dissemination and application of best practice to improve quality and excellence in social care. Central to this, is an obligation to ensure the forum's endorsement of best practice is properly structured and meets the standards and principles normally expected in any process of "endorsement".

This is in order that participating bodies can feel confident when giving their agreement to an endorsement and for the wider sector and the public to recognise the credibility of any endorsement the forum agrees.

Standards and principles which should be considered:

- **Integrity and Rigour:** Proposals must be based on a sound evidence base, objectively assessed on the basis of improving outcomes for people using services.
- **Transparency and openness:** Papers developed for the forum and records of decision should be publically available and any conflicts of interest should be declared and recorded.
- **Genuine collaboration and respect:** All perspectives should be heard. No one member should dominate decision making.
- **Proportionality:** Keeping things simple and smart, task focused and avoiding creating either complex structures, long-term projects or excess burdens. Should seek to identify and build on existing best practice and solutions.

Process: Identification, review and submission of best practice proposals

Proposals are developed for the group outlining the issue, background to the challenges, benefits, potential products and risks.

For each proposal a Task Group Forum will be appointed. One of the agencies will take responsibility of finding a lead officer and all forum members will nominate people to join a task and finish group. The lead officer will be responsible for progressing the project, keeping records and providing and presenting a written proposal to the forum for endorsement. This will highlight any identified conflicts of interest, eg commercial advantage.

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Task Groups will keep notes of any meetings, including links to the evidence considered.