



Adolygiad Diogelu
Unedig Sengl
Single Unified
Safeguarding Review



Bwrdd Diogelu Caerdydd a'r Fro
Cardiff & Vale Safeguarding Board

Case Review Group

Terms of Reference

Introduction

Regional Safeguarding Boards have been responsible for undertaking Adult Practice Reviews and Child Practice Reviews since the introduction of Working Together to Safeguarding People: Volume 1 – Guidance on the functions of Safeguarding Boards, Social Services and Well-being (Wales) Act, 2014.

From the 1st of October 2024 Regional Safeguarding Boards are responsible for instigating all Single Unified Safeguarding Reviews (SUSR) where the criteria is met for one or more of the following reviews;

- Child Practice Review
- Adult Practice Review
- Domestic Homicide Review
- Mental Health Homicide Review
- Offensive Weapons Homicide Review (pending Home Office review of the pilot)

Please refer to the following link to reach the SUSR statutory guidance: [Single Unified Safeguarding Review: statutory guidance](#)

Objectives

The objectives of the Case Review Group are:

- To support the Regional Safeguarding Board by delivering on the statutory function to consider all referrals for Single Unified Safeguarding Reviews.
- To ensure that all reviews are appropriately resourced and that their progress is monitored.

Functions

- Instigate, progress and oversee Single Unified Safeguarding Reviews (SUSRs) in accordance with the Welsh Government Guidance – [‘Single Unified Safeguarding Review – Statutory Guidance’](#);
- Progress and oversee ongoing Child and Adult Practice Reviews (CPR/APRs) which commenced prior to the implementation of SUSR, in accordance with the respective Welsh Government CPR and APR Guidance – [‘Working Together to Safeguard People: Volume 2 – Child Practice Reviews’](#), and [‘Working Together to Safeguard People: Volume 1 – Adult Practice Reviews’](#).

Volume 3 – Adult Practice Reviews’ from the Social Services & Wellbeing [Wales] Act 2014;

- Instigate, monitor and provide support to Multi-Agency Practitioner Forums (MAPFs);
- Identify suitable chairs and reviewers from the Approved Chairs and Reviewers list, where possible, to undertake the role of Reviewer/Chair for agreed SUSRs; in exceptional circumstances, this may require the commissioning of an external specialist reviewer
- Discuss and monitor Procedural Responses to Unexpected Death in Children (PRUDiCs) to ensure opportunities for learning from these tragic incidents are identified and utilised;
- Establish and maintain links with the regional Community Safety Partnerships to ensure strong communication and collaborative working takes place in respect of SUSRs;
- Communicate with the Home Office in respect of Domestic Homicides and Offensive Weapons Homicides at the required stages in the SUSR process (as laid out in the Statutory Guidance);
- Escalate any barriers to progression/completion of SUSRs to the Safeguarding Board and SUSR Co-ordination Hub where required.
- Receive, quality check and sign off all SUSR Reports and outline Action Plans before presentation to the Safeguarding Board.

Chairing Arrangements

The Delivery Group must, by majority decision, appoint two of its members to be Chair and Vice Chair. The term of office for both Chair and Vice Chair will be 2 years and will be subject to a reappointment process bi-annually.

Membership

The Case Review Group will consist of members with statutory responsibility for Child Practice Reviews, Adult Practice Reviews, Domestic Homicide Reviews, Mental Health Homicide Reviews and Offensive Weapon Homicide Reviews. Case Review Group members should be those with organisational responsibility who have sufficient authority to commit resources and hold organisations to account. Membership of the group should include expertise in the areas of child and adult safeguarding, domestic abuse and mental health.

A list of members is attached as [Appendix 1](#).

Member roles and responsibilities

See [Appendix 2](#) for the CRG Member Role Profile

Meetings

Frequency of Meetings

- The Case Review Group meetings will be held bi-monthly. Dates will be identified and circulated annually.
- The meetings will be sequenced to enable a direct line of reporting into the Delivery Group and CVSB meetings.
- Additional Case Review Group meetings will take place as required

Administration

Agendas will be planned in advance by the Chair and Review Manager. Any member of the group can request items to be placed on the agenda of a Case Review Group meeting by submitting a request to the Business Unit.

The Safeguarding Board Business Unit will provide administration support for all subgroups. Agendas and any relevant reports will be circulated prior to the meeting.

Decision Making

All decisions will be made by a majority vote.
A split vote will go to the Chair for final decision.

Quoracy

For the meeting to be considered quorate the meeting must have representatives from a minimum of three statutory partners. However meetings can proceed in the absence of full quoracy at the Chair's discretion.

Conflicts of interest

It is a member's responsibility to declare any conflicts of interest of matters on the agenda to the Chair and Safeguarding Board Business Manager.

Accountability

- The Case Review Group is accountable to the Cardiff and Vale Safeguarding Board.
- The Case Review Group will work to these agreed Terms of Reference with explicit lines of reporting, communication and accountability to the Board and will report to Board on a quarterly basis.
- Members will provide feedback to their agency on the work of the group and be held to account for the dissemination of information and learning arising from the meeting.

Legal Support

Legal support will be provided by the legal department of the host Local Authority when needed.

Amendments to Terms of Reference

The Terms of Reference will be reviewed annually and any amendments will be made following approval of the Case Review Group and Board

Links to other Board Core Documentation

The Safeguarding Board have published the following documentation that can further support the information provided in this document.

[Annual Plans and Reports](#)

[CVSB Induction Pack](#)

[Safeguarding Board Terms of Reference](#)

[Delivery Group Terms of Reference](#)

[CVSB Complaints Procedure](#)

[CVSB Protocol for the Resolution of Professional Differences](#)

[CVSB Safeguarding Allegations and Concerns](#)

[CVSB Learning Framework](#)

[CVSB Audit and Quality Assurance Framework](#)

[CVSB Communications and Engagement Principles](#)

Appendix 1 Cardiff and Vale Case Review Group Membership

Role	Agency
Local Authority	
Social Services	
Head of Resource Management and Safeguarding	Social Services Vale of Glamorgan
Director Childrens Services	Childrens Services Cardiff
Operational Manager	Childrens Services Cardiff
Head of Adult Services	Adult Services, Vale of Glamorgan
Operational Manager	Social Services Vale of Glamorgan
Assistant Director Childrens Services	Childrens Services Vale of Glamorgan
Operational Manager	Adult Services Cardiff
Operational Manager	Adult Safeguarding Cardiff
Education	
Safeguarding Officer	Education Vale of Glamorgan
Designated Safeguarding Lead	Education Cardiff
Youth Offending Service	
Service Manager	YJESS, Vale of Glamorgan
YJS Practice Manager	YOS Cardiff
Housing	
Operational Manager	Public Sector Housing, Vale of Glamorgan
Accommodation and Support Manager	Housing and Communities Cardiff
South Wales Police	
Detective Chief Inspector responsible for Safeguarding	South Wales Police
Statutory Review Manager	South Wales Police
Probation	
Head of Cardiff and Vale Probation Delivery Unit (PDU)	National Probation Service
C&V PDU Deputy	National Probation Service
Health	
Head of Safeguarding	Cardiff and Vale University Health Board

Designated Doctor	National Safeguarding Team, Public Health Wales
National Safeguarding GP	National Safeguarding Team, Public Health Wales
Velindre	
Head of Safeguarding & Vulnerable Persons	Velindre NHS Trust
3rd Sector	
Team Manager	NSPCC
HMPS	
Deputy Governor	HMPS
Welsh Ambulance Service NHS Trust (WAST)	
Senior Safeguarding Specialist	WAST
South Wales Fire and Rescue Service	
Assistant Head of Service Control	South Wales Fire and Rescue Service
Legal Advisors	
Legal Advisor	Legal Services, Vale of Glamorgan
Operational Manager, Legal Manager	Legal Services, Cardiff

Appendix 2 Case Review Group Member Role Profile

1. Members of the Case Review Group (CRG) should either be their agency's Safeguarding Board Member or be appointed by their agency's Board Member. They should be of sufficient seniority to allocate resources to reviews and hold other agencies to account. Deputies should be sent in exceptional circumstances only.

2. Experience, Knowledge and Skills.

The CRG Member will have:

- a working knowledge of their agency's policies and procedures in relation to at least one of the review areas covered by the Single Unified Safeguarding Review, as follows:
 - Safeguarding (Adults or Children)
 - Domestic Abuse
 - Mental Health
- completed the relevant SUSR e-learning package
- experience as a Chair or Reviewer (preferable but not essential)

3. Responsibilities

- Consider, discuss and determine whether referrals received meet the criteria for a SUSR.
- Respond to requests by the Business Unit for agency information within the timeframe given to enable a full and robust consideration of each referral and whether it meets the criteria for review.
- Prepare for every meeting and participate in the discussion and decision making on every referral.
- Commit agency resources to the review process (Reviewer/Chair/Panel Member) in conjunction with the Business Unit and using the Approved Chairs and Reviewers List.
- Appropriately prepare any Panel Members, Reviewers or Chairs from their respective agencies and be a point of contact/support throughout the Review process.
- Receive progress and status updates on all reviews and escalate to the Board where necessary.
- Receive, review and sign off final draft SUSR, MAPF Reports and outline action plans, giving specific consideration to the quality of learning points and recommendations.
- Have oversight of reviews and maintain lines of communication between own agency's panel members and Board members to ensure learning is shared at the earliest opportunity and recommendations are discussed and agreed prior to presentation at the Case Review Group and Board respectively.

By becoming a member of the Case Review Group, you are agreeing to the above.