



## **Delivery Group**

### **Terms of Reference**

#### **Introduction**

The group is a subgroup of the Cardiff and Vale of Glamorgan Regional Safeguarding Children and Adult Boards and will be known as CVSB Delivery Group.

This document has been produced in line with the guidance produced to support Part 7 of the Social Services and Wellbeing Act 2014 (Sections 134-138).

#### **Objectives**

The role of the Delivery Group is to support the Cardiff and Vale Safeguarding Board to deliver its objectives as set out in the statutory guidance set out in Part 7 of the Social Services and Wellbeing (Wales) Act 2014.

The group will ensure that most operational issues are discussed at this group in the first instance enabling the CVSB to set the strategic direction for safeguarding across the region.

#### **Functions**

The Delivery Group is responsible for the delivery of the priorities of the Cardiff and Vale Safeguarding Board as set out in its Annual Plan.

- The functions of the Delivery Group are to carry out the following responsibilities on behalf of the Board:
- To review the efficacy of measures taken by those Safeguarding Board partners and bodies represented on the Board, and by other bodies with safeguarding responsibilities within the area of the Board, either individually or collectively, to implement the objectives of the Board and to make whatever recommendations it sees fit to those bodies in light of such a review.
- To review the performance of the Board and its partners and bodies represented on the Board in carrying out its objectives.

The specific tasks of the Delivery Group are as follows:

- Oversee the development of the Board's Annual Plan, ensuring its publication by 31<sup>st</sup> March each year
- Oversee the development of the Board's Annual Report, ensuring its publication by 31<sup>st</sup> July each year
- Ensure that there is accountability against each of the CVSB work streams



- Scrutinise the work streams and be able to suggest new or different priorities should the need arise. The group will also remove priorities / workstreams in line with the CVSB annual plan as required
- Facilitate a two-way flow of information between any working groups and the CVSB
- Decide what should be escalated to the CVSB for attention and action
- Consider any new or emerging themes and priorities regionally and nationally – group members are responsible for bringing items to the group and horizon scanning for local and national issues of concern as they arise
- Consider the outcomes of relevant inspections (National or local reports)
- Address specific issues relating to safeguarding that require a co-ordinated response
- Agree all task and finish groups and ensure all groups have a clear remit, set outcomes and tight timeframes for the work to be completed
- Review any quality assurance requests and action appropriately
- Review any policy requests and action appropriately
- Provide quarterly progress reports to the CVSB
- Utilise the Master Tracker to:
  - Ensure alignment of workstreams to avoid duplication
  - Monitor the progress of actions approved by the CVSB following the publication of a Safeguarding Review
  - Monitor the early identified learning from interim Safeguarding Review reports,
  - Ensure that learning is disseminated from reviews via the appropriate channels
  - Consider thematic learning from local and national reviews is in the work of CVSB

In order to effectively carry out these functions, the Board has implemented a governance structure which can be found in [Appendix 1](#). Working groups may be set up when needed and will involve relevant partner agencies as required. It is a responsibility of Delivery Group members to appropriately nominate working group members (where necessary) from within their organisation, with due consideration to be given to the expertise / bespoke role which would benefit each subgroup.

Links to the terms of reference for each subgroup can be found on [page 4](#) this document.

## 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 re-appointment process bi-annually.



## Membership

The Delivery Group will consist of at least one senior manager representative from each statutory partner of the CVSB. The nominee to the Delivery Group should be able to connect and coordinate activity within their organisation. Additional persons may be invited as required. Membership will be reviewed annually.

The Case Review Group Chair will be a member and responsible for updating the group on the progress of review work.

The Business Unit will maintain and coordinate a wider network of activity, drawing upon the expertise of a broader range of stakeholders in specific items of work.

A list of members is attached as [Appendix 2](#).

## Meetings

### Frequency of meetings

- The Delivery 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 CVSB meetings.
- One annual Safeguarding Board Development Day will take place each year and Delivery Group members will be expected to attend
- Additional Delivery Group meetings will take place as required

### Administration

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

The Safeguarding Board Business Unit will provide administration support for the 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 Delivery Group is accountable to the Cardiff and Vale Safeguarding Board.
- The Delivery 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 arising from the meeting.

## Communication Channels

- To communicate with the local operational groups on strategic priorities and workstreams.
- To ensure the effective communication with other relevant regional partnerships.
- To communicate with other regional Safeguarding Boards in Wales as appropriate and the National Independent Safeguarding Children Board.

## 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 Delivery 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](#)

[Case Review Group Terms of Reference](#)

[CVSB Complaints Procedure](#)

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

[CVSB Safeguarding Allegations and Concerns](#)



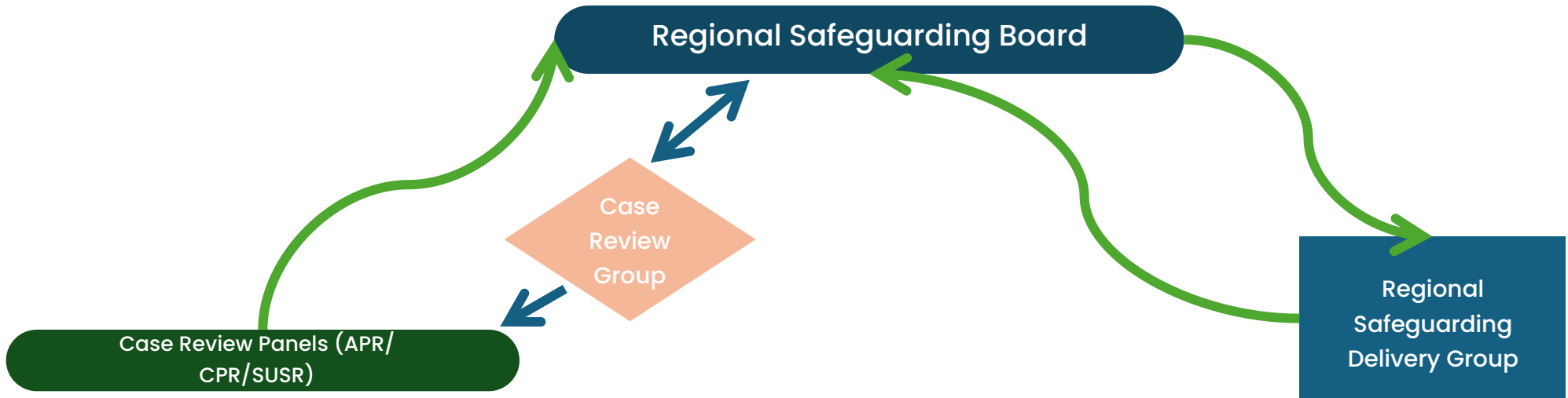
Bwrdd Diogelu Caerdydd a'r Fro  
Cardiff & Vale Safeguarding Board

[CVSB Learning Framework](#)

[CVSB Audit and Quality Assurance Framework](#)

[CVSB Communications and Engagement Principles](#)

**Appendix 1** Cardiff and Vale Safeguarding Board Governance Structure





**Appendix 2** Cardiff and Vale of Glamorgan Safeguarding Board Membership

<b>Local Authority</b>	
Operational Manager, Safeguarding & Service Outcomes	Social Services, Vale of Glamorgan
Head of Resource Management and Safeguarding	Social Services, Vale of Glamorgan
OM Safeguarding & Reviewing Hub	Children's Services, Cardiff
OM Central Services	Children's Services, Cardiff
OM Service Improvement & Strategy	Children's Services, Cardiff
Safeguarding Lead Manager	Adult Services, Cardiff
Safeguarding Officer	Education Department, Vale of Glamorgan
Achievement Leader	Education Department, Cardiff
Service Manager	YJESS, Vale of Glamorgan
OM Youth Offending Services	Youth Offending Service, Cardiff
OM Partnerships and Joint Commissioning	Housing Services, Cardiff
Housing Solutions and Supporting People Team Leader	Housing Services, Vale of Glamorgan
<b>South Wales Police</b>	
Detective Superintendent	South Wales Police
<b>Probation</b>	



C&V PDU Deputy	National Probation Service
<b>Health</b>	
Senior Nurse Safeguarding	Cardiff and Vale University Health Board
<b>Velindre</b>	
Senior Professional Safeguarding & Public Protection	Velindre, NHS Trust
<b>3<sup>rd</sup> Sector</b>	
Assistant Director	Barnardo's
Team Manager	NSPCC
Operational Director West and North	Llanmau
<b>HMPS</b>	
Deputy Governor	HMPS