



## Safeguarding Board Terms of Reference

### Introduction

This document has been produced in line with the statutory guidance within Part 7 of the Social Services and Wellbeing (Wales) Act 2014 (Sections 134-138). Cardiff and Vale Safeguarding Board (CVSB) is responsible for safeguarding children, young people and adults at risk across Cardiff and Vale of Glamorgan.

### Objectives

The objectives of a Safeguarding Board are:

- To protect children, young people and adults at risk within its area who are experiencing, or are at risk of abuse or neglect or other kinds of harm, and
- To prevent children, young people and adults within its area from becoming at risk of abuse, neglect or other kinds of harm

### Functions

1. Contribute to ensuring that national policies and procedures are monitored and remain fit for purpose, by engagement with the National Independent Safeguarding Board and other Safeguarding Boards, and to contribute to developing policies and procedures to co-ordinate what is done by the partners and bodies represented on the Board for the purposes of protecting adults and children and preventing abuse, neglect and other forms of harm to adults and children within the area of the Board
2. Raise awareness throughout the Board's area of the Board's objectives to protect and prevent adults and children from becoming at risk of abuse, neglect and other forms of harm, and to provide information about how this might be achieved.
3. 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
4. To undertake Single Unified Safeguarding Reviews (SUSR)
5. Undertake audits, reviews and investigations as are required in pursuance of its objectives; Monitor the extent to which any recommendations made under paragraph (3) or (4) are being or have been met.

6. Review the performance of the Board and its partners and bodies represented on the Board in carrying out its objectives
7. Disseminate information about best practice and learning arising from reviews under paragraph (4) or (5), to share information with Board members, other Safeguarding Boards, the National Independent Safeguarding Board, and children and adults who are or may be affected by the exercise of a Safeguarding Board's functions, and to identify, explore and respond to matters arising that affect the fulfilment of the Board's objectives
8. Disseminate information about best practice and learning arising from reviews under paragraph (4) or (5), to share information with Board members, other Safeguarding Boards, the National Independent Safeguarding Board, and children and adults who are or may be affected by the exercise of a Safeguarding Board's functions, and to identify, explore and respond to matters arising that affect the fulfilment of the Board's objectives
9. Facilitate research into protection from, and prevention of, abuse and neglect of children and adults at risk of harm
10. Review the training needs of those practitioners working in the area of the Board in order to identify training activities and to provide and to ensure training is provided on an interagency and individual organisational basis to assist in the protection and prevention of abuse and neglect of children and adults at risk of harm in the area of the Board
11. Co-operate or act jointly with another one or more Boards or other similar bodies in Wales, England, Scotland and Northern Ireland, or other jurisdictions, where the Board considers it will assist it to fulfil its objectives
12. Seek specialist advice or information where the Board considers it relevant to assist it to implement its objectives
13. Respond to any notification to the Board in relation to any of its functions
14. A Safeguarding Board may also engage in any other activity that facilitates or is conducive to the achievement of its objectives
15. Ensure Board member agencies are adhering to all ratified Board core principles and guidance documents
16. Develop, maintain and monitor a multi-agency performance framework which evidence safeguarding effectiveness across all agencies and allows effective scrutiny and challenge
17. Evidence the learning from reviews to demonstrate that this has led to improvements in practice

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. All work undertaken by the Board is coordinated and supported by the Safeguarding Board Business Unit. It is a responsibility of Board members to appropriately nominate subgroup members 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 6](#) of this document.

## **Chairing Arrangements**

The Safeguarding Board must, by majority decision, appoint at least two of its members to be Co-Chairs. The appointment may be for a period of up to three years at the end of which, subject to majority decision, it may be renewed for a further period of up to three years. It may be beneficial to a Safeguarding Board to have one co-chair from a different Board partner or body represented on the Board to that of the other co-chair/s.

## **Membership**

The Safeguarding Board will consist of members at director level or equivalent who have sufficient authority to make strategic decisions and effectively hold organisations to account.

Membership complies with the statutory guidance issued under Part 7 of the Social Services and Well Being Act 2014.

A member of the National Independent Safeguarding Board will be invited to attend Board meetings but will not participate in any voting or decision making.

The Safeguarding Board will have legal representation from at least one local authority at the meetings.

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

New appointees to a Safeguarding Board will be provided with this document alongside the induction pack to ensure they understand the expectations and commitment required of a Board member and induction into the functions and governance of the Board. This is essential to ensure Safeguarding Board members are clear on their accountability to each other and to the Board as a whole fulfilling their collective responsibility - each Safeguarding Board partner must take all reasonable steps to ensure that the Safeguarding Board on which it is represented operates effectively.

## **Meetings**

### **Frequency of meetings**

- The Board meetings will be held quarterly. Dates will be identified and circulated annually

- One annual self-assessment and or planning / development day will take place each year
- Additional Board meetings will take place as required

### **Administration**

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

The Safeguarding Board Business Unit will provide administration support for the Safeguarding Board and 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 Board Co-Chairs and Safeguarding Board Business Manager.

## **Challenging the Effectiveness of Safeguarding Board and Partner agencies**

The Board has an overall responsibility for challenging relevant agencies so that:

- There are effective measures in place to protect people who are experiencing harm or who may be at risk of harm.
- There is effective inter-agency co-operation in planning and delivering protection services and in sharing information.

## **Reporting Arrangements**

To provide an annual plan and annual report which will be sent to Welsh Government, the National Independent Safeguarding Board, and other strategic partnerships within safeguarding responsibilities, including the Public Service Boards and to member agencies' governance structures.

To meet the reporting requirements of national and regional bodies, e.g., Welsh Government, the National Independent Safeguarding Board and CIW.

To report concerns to Welsh Government, CIW, National Independent Safeguarding Board and Public Service Boards, as necessary, regarding issues concerning member contributions/ commitment / safeguarding practice that cannot be resolved at the North Wales Safeguarding Board.

### **External Monitoring and Inspection Arrangements**

All members of the Safeguarding Board are required to provide information to their respective inspectorates about the arrangements in place within their agency or organisation to safeguard the welfare of children and adults. Inspectors may require assurance that individual Board Member agencies are suitably engaged with the Safeguarding Board. Board member agencies may be required to report to the Board any feedback relating to the safeguarding elements with any action plans developed to respond to the inspection.

### **Communication Channels**

- To communicate with the subgroups on strategic priorities
- 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**

To be provided by the legal department of the host Local Authority

### **Amendments to Terms of Reference**

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

### **Financial and Resource Contribution**

The Safeguarding Board is funded by contributions from statutory partner agencies who have agreed the funding formula as set out in the Welsh Government document 'Working Together to Safeguard People Volume 1 – Introduction and Overview'. The Safeguarding Board Lead Partner role is set out within this guidance and the Lead Partner is Cardiff County Council, who operates as the budget holder.

The budget is utilised to fund the various work streams of the Board. The budget also resources a regional Safeguarding Board Business Unit consisting of a Business Manager, Review Manager, Business Coordinators and Administrative Support staff who provide support for the Board and the Board subgroups. The host organisation for the Business Unit

is also the Lead Partner. As and when additional financial contributions are allocated to regional safeguarding boards to address regional or national needs, the Lead Partner also acts as budget holder for those funds.

The graph and chart in Appendix 3 show how the Board currently agree funding from all agencies:

## **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](#)

[Delivery Group Terms of Reference](#)

[Case Review Group Terms of Reference](#)

[CVSB Complaints Procedure](#)

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

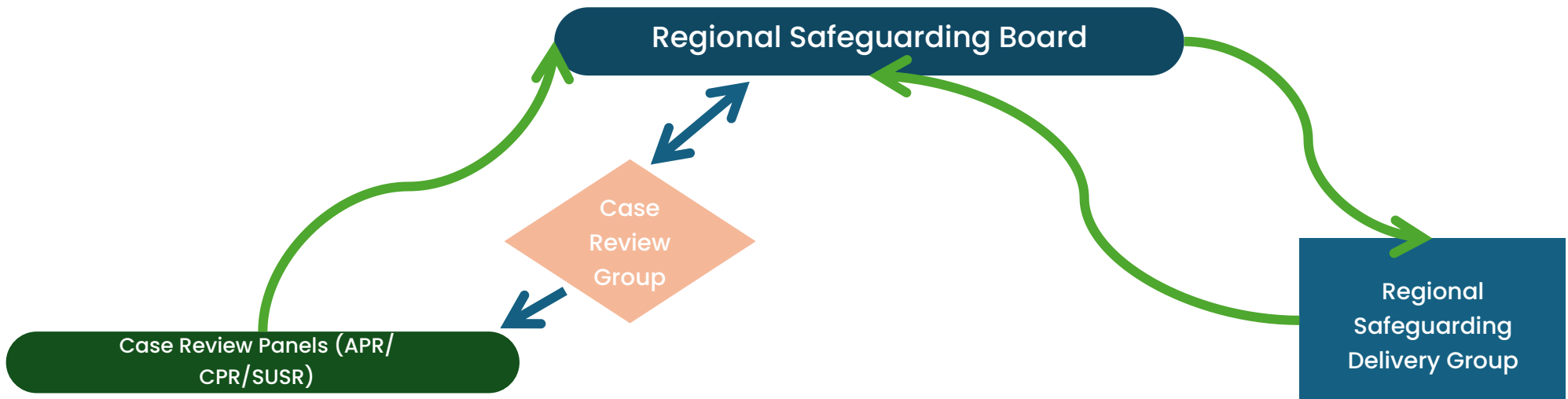
[CVSB Safeguarding Allegations and Concerns](#)

[CVSB Learning Framework](#)

[CVSB Audit and Quality Assurance Framework](#)

[CVSB Communications and Engagement Principles](#)

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





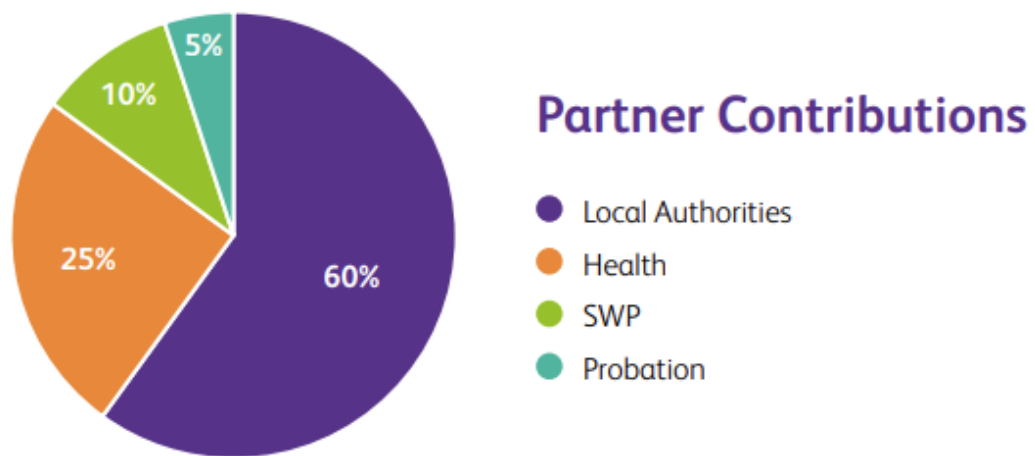
## **Appendix 2** Cardiff and Vale of Glamorgan Safeguarding Board Membership

The membership complies with the guidance issued under Part 7 (Section 134(2) of the SS&WB Act 2014). A list of members is below:

<b>LOCAL AUTHORITY</b>	
<b>Co-CHAIR</b> Corporate Director	People and Communities, Cardiff
<b>CO-CHAIR</b> Director	Social Services, Vale of Glamorgan
<b>CO-CHAIR</b> Assistant Director	NSPCC
Director	Children's Services, Cardiff
Safeguarding Lead Manager	Adult Services, Cardiff
Head of Achievement for All for School Improvement & Inclusion	Education and Lifelong Learning, Vale of Glamorgan
Director Education & Lifelong Learning	Education Department, Cardiff
Service Manager for Children and Young People Services	Youth Justice and Early Support Service, Vale of Glamorgan
Operational Manager Youth Offending Service	Children's Services, Cardiff
Operational Manager Partnerships & Joint Commissioning	Housing Cardiff
Operational Manager, Public Sector Housing	Housing & Communities, Vale of Glamorgan Council
<b>SOUTH WALES POLICE</b>	
Detective Inspector, Public Protection Department	South Wales Police
<b>PROBATION</b>	
Head of Cardiff and Vale Probation Delivery Unit (PDU)	National Probation Service
<b>HEALTH</b>	
Deputy Executive Director of Nursing, Cardiff and Vale University Health Board	Cardiff and Vale University Health Board
Head of Safeguarding	Cardiff and Vale University Health Board
Head of Nursing - Safeguarding	Swansea Bay University Health Board
Deputy Head of Safeguarding	Swansea Bay University Health Board
<b>VELINDRE</b>	
Head of Safeguarding & Vulnerable Persons	Velindre NHS Trust

<b>NATIONAL SAFEGUARDING TEAM, PUBLIC HEALTH WALES</b>	
National Safeguarding GP	Public Health Wales
<b>HOME OFFICE</b>	
Safeguarding Operations Manager, Asylum Safeguarding Hub, Home Office	Home Office
<b>HER MAJESTY'S PRISON SERVICE</b>	
Deputy Governor	HMPS
<b>WELSH AMBULANCE SERVICE, NHS TRUST</b>	
Head of Safeguarding	WAST
<b>THIRD SECTOR</b>	
Assistant Director	NSPCC
Service Manager Cardiff and the Vale of Glamorgan, Advocacy and Independent visitor services	NYAS
Director	Barnardo's
Operational Director	Llanmau
<b>CARE PROVIDERS</b>	
Chair of Vale of Glamorgan Care Homes/Care Forum Wales	Care Homes/Care Forum Wales
<b>ADVISORS IN ATTENDANCE</b>	
Operational Manager for Legal & Democratic Services	Community Team Legal, Cardiff
Operational Manager, Legal Services	Legal Services, Vale of Glamorgan

### Appendix 3 Cardiff and Vale Safeguarding Board Budget Arrangements



Organisation	Contribution Combined (%)	Organisation Split	Contribution Split (%)	Contribution Split (£)
Local Authorities	60%	Cardiff Council	67%	£66,330.00
		Vale of Glamorgan Council	33%	£32,670.00
SWP	10%	South Wales Police	100%	£16,500.00
Health	25%	Cardiff and Vale UHB	81.25%	£33,515.63
		Velindre NHS	18.75%	£7,734.37
Probation	5%	National Probation Service	100%	£8,250.00
<b>TOTAL</b>				165,000