



Cardiff and Vale of Glamorgan Local Safeguarding Children Board

CONSTITUTION 2013

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Cardiff and Vale of Glamorgan LSCB would like to acknowledge the work of Flintshire and Wrexham LSCB on the original document this Constitution is based upon.

1. Introduction

1.1. The Local Safeguarding Children Boards (LSCB's) of Cardiff and the Vale of Glamorgan have made the strategic decision to merge into one LSCB as from April 2013. The name of this newly constituted body, which serves the geographical areas of Cardiff and the Vale of Glamorgan Unitary Authorities, will be **The Cardiff and Vale of Glamorgan Local Safeguarding Children Board**.

1.2. The Cardiff and the Vale of Glamorgan LSCB brings together representatives of each of the main agencies and professionals responsible for helping to protect children and young people from abuse and neglect. The LSCB is the key statutory mechanism which co-ordinates what is done by its members to safeguard and promote the welfare of children and young people. Safeguarding and promoting the welfare of children requires effective co-ordination. Section 31(1) of the Children Act, 2004 requires each Local Authority in Wales to establish an LSCB. Section 31(9) of the Children Act states "Two or more Children's Services Authorities in Wales may discharge their respective duties under subsection (1) by establishing a Local Safeguarding Children Board for their combined area".

1.3. The Cardiff and Vale of Glamorgan LSCB will be made up of an Executive Board, a Main Board, standing Sub Groups and when required Task and Finish Groups.

2. Objectives

2.1. The objectives of the LSCB, as set out in the Children Act 2004 section 32 (1), are:

2.1.1 to co-ordinate what is done by each person or body represented on the Board for the purpose of safeguarding and promoting the welfare of children in the area; and

2.1.2 to ensure the effectiveness of what is done by each person or body for that purpose.

3. Definitions of safeguarding

3.1. Safeguarding and promoting the welfare of children is defined in statutory guidance (Safeguarding Children: Working Together under the Children Act, 2004) as:

- protecting children from abuse and neglect;
- preventing impairment of their health or development; and
- ensuring that they receive safe and effective care; ...so as to enable them to have optimum life chances.

4. Values

4.1. The LSCB aims to promote the following principles and values through all its work:

- 4.1.1. the safety, welfare and interest of the child is paramount;
- 4.1.2. safeguarding is a shared responsibility and is most effective through the sharing of information, collaboration, understanding and positive constructive relationships between agencies and professionals;
- 4.1.3. safeguarding children is a responsibility shared throughout the community and so effective multi-agency working and community engagement is vital to the positive discharge of this responsibility;
- 4.1.4. working in partnership with children, young people and their families to achieve the best possible outcomes;
- 4.1.5. continuous improvement in inter-agency working and the safeguarding of children and young people is dependent upon active challenging, monitoring, listening and learning;
- 4.1.6. multi-agency training and policy guidance support good inter-agency working and a joint understanding; and
- 4.1.7. the Cardiff and Vale of Glamorgan LSCB will treat people equally and as a partnership we will take into account the diverse needs of our communities. We will consider in our work people's age, gender, gender reassignment, disability, race, religion/beliefs, sexual orientation, linguistic background, pregnancy and maternity, marital and civil partnership status. As a partnership we will promote and encourage consultation and inclusion of children and young people from a diverse range of backgrounds. Partner agencies involved in this partnership have their own equality duties under the Public Sector Duties of the Equality Act 2010 and the Cardiff and Vale of Glamorgan LSCB encourages all voluntary organisations to develop their own equality and Welsh language standards for the services they deliver.

5. Functions

- 5.1. This section should be read in conjunction with the Welsh Government LSCB Self Assessment and Improvement Tool (SAIT), version 6. It is available at:
<http://wales.gov.uk/docs/cssiw/publications/101012saittoolen.pdf>
- 5.2. To establish robust governance arrangements to ensure strong and constructive operation, relationships, good understanding and the sustainability of the LSCB cooperating with other LSCB's and Partnerships as appropriate (SAIT Standards 1, 2, 3, 4, 5, 6, 7, 8, 12, 13, 14, 21).
- 5.3. To ensure effective safeguarding policies, procedures and protocols are in place to support the work of professionals, and that member agencies are held to account with regard to safeguarding activity (SAIT Standards 7, 9, 10,18).
- 5.4. To ensure lessons are learned from local research and practice within Cardiff and the Vale of Glamorgan across agencies, Child Practice Reviews and from findings from national research into child deaths and serious injury, ensuring the dissemination of information about best practice (SAIT Standards 7, 8, 10, 11,18).
- 5.5. To ensure staff receive appropriate inter-agency training appropriate to their role to assist in safeguarding and promoting the welfare of children (SAIT Standards 16, 18).
- 5.6. To establish effective shared planning, performance and quality assurance processes in respect of:
- the safeguarding work and operation of the LSCB;
 - the practice of all member agencies;
 - the LSCB's work with other partnerships;
 - safe recruitment in member agencies;
 - and monitoring and reviewing implementation of recommendations from Child Practice Reviews (SAIT Standards 1, 2, 4, 7, 8, 10, 11, 19, 20, 21).
- 5.7. To ensure shared analysis of the performance information leads to:
- improved standards of interagency process and practice;
 - improved outcomes for children receiving services;
 - and improved wellbeing for all children in both the short and longer terms (SAIT Standards 2, 7, 11, 19, 20, 21).
- 5.8. To promote, raise awareness and actively seek to engage all members of the community of the need to engage in safeguarding and promoting the welfare of children across Cardiff and the Vale of Glamorgan (SAIT Standards 15, 17, 18).

5.9. To consult with, involve and take on board the views of children, young people, parents, carers, communities and frontline staff in the development and review of its work (SAIT Standards 2, 8, 11, 15, 17, 18 20, 21).

6. Areas of Activity

6.1 In achieving its aims and objectives (in addition to the functions set out in section 5), the LSCB will seek to:-

- 6.1.1 support and work alongside the National Independent Safeguarding Board and the All Wales Child Protection Review Group;
- 6.1.2 support and work alongside Cardiff Partnership Board and the Vale of Glamorgan Local Service Board, and hold them to account in regard to child protection and safeguarding matters;
- 6.1.3 establish and maintain formal links with Multi-Agency Risk Assessment Conference (MARAC) and Multi-Agency Public Protection Arrangements (MAPPA) processes; and
- 6.1.4 develop a wider agenda for the LSCB in accordance with guidance.

7 Interagency governance

7.1 The LSCB sits alongside the strategic planning arrangements known as Cardiff Partnership Board (CPB) and Vale of Glamorgan Local Service Board (LSB). However, it is not accountable to these Boards and retains accountability as an LSCB for its work. In fact, it has a key role in holding both the CPB and LSB and individual agencies to account for their work in safeguarding children.

7.2 The fact that a number of Executive Board members within the LSCB are also members of CPB and LSB will assist with the crucial process of communication between these bodies.

7.3 The work of the LSCB also fits within the wider context of the CPB and LSB which oversees the work undertaken in each geographical area to improve outcomes for all children and young people.

7.4 It is the individual and collective responsibility of members of the LSCB to ensure that progress is made against objectives and desired outcomes identified in the LSCB Business Plan.

7.5 The LSCB does not deliver services directly to children, young people and their families but it oversees the effectiveness of LSCB member agency in performing these duties. It will form an independent view of local safeguarding work and challenge where necessary. However, the LSCB is not accountable for operational work within member agencies

and it does not have the power to direct other agencies, each of them retaining their own existing lines of accountability.

8 Responsibility of the member agencies of the LSCB

8.1 The LSCB expects its member agencies to:

- 8.1.1 be an active partner in safeguarding and promoting the welfare of children;
- 8.1.2 contribute to the LSCB financially and/or in kind by providing staff for particular tasks which will be outlined in the annual business plan;
- 8.1.3 collate and provide management information as required by the LSCB and contribute to quality assurance arrangements;
- 8.1.4 share information to safeguard children in line with the LSCB information sharing arrangements and in the spirit of the Wales Accord for the Sharing of Personal Information;
- 8.1.5 identify and support staff to participate in the inter-agency activities of the LSCB such as policy development, scrutiny of practice, training, Child Practice Reviews, practice development and new initiatives;
- 8.1.6 ensure that the policies and procedures of the LSCB are disseminated in an effective way within their own agencies and acted upon;
- 8.1.7 represent the LSCB and its activities within their own organisation;
- 8.1.8 report difficulties within their own agency and between agencies to the LSCB and work with partners to find effective solutions.

9 Membership and structure

9.1 All LSCB members are required to have a current Disclosure and Barring Service (DBS) check. For those members whose agency do not require a DBS Check the LSCB standard is that they must have one and their agency will ensure this is acted upon. This is the case for members both of the Boards and all its Sub-Groups including any Task and Finish Groups.

9.2 Minimum membership of the LSCB is set out in the Children Act 2004, the Local Safeguarding Children Boards (Wales) Regulations 2006, and the guidance issued by Welsh Assembly Government entitled "Safeguarding Children: Working Together under the Children Act, 2004". Regulations define who must be a statutory member agency, and makes provision to secure the involvement of other relevant persons or bodies. Membership of the LSCB will be subject to and dependent upon any review of statutory guidance issued by the Welsh Government.

9.3 Statutory guidance confirms that members will need to be people holding a strategic role within their agency in relation to safeguarding and promoting the welfare of children. Thus there is an expectation that LSCB membership and representation should be composed of very senior individuals, or at the very least individuals of sufficient seniority to be able to make decisions that could commit resources and take actions forward. The most senior individuals will be members of the Executive Board.

9.4 The membership of the Executive Board comprises:

- Cardiff Council
- Vale of Glamorgan Council
- Cardiff and Vale University Health Board
- Velindre NHS Trust
- South Wales Police
- Local Probation Board
- LSCB Chair and Vice Chair

9.5 The membership of the Main Board comprises:

- Cardiff Council Children's Services
- Vale of Glamorgan Council Children and Young Peoples Services
- Cardiff Council Adult Services
- Vale of Glamorgan Council Adult Services
- Cardiff Council Education
- Vale of Glamorgan Council Education
- Cardiff Council Housing
- Vale of Glamorgan Council Housing
- Cardiff Council Youth Offending Service
- Vale of Glamorgan Council Youth Offending Service
- Local Probation Board
- South Wales Police
- Cardiff and Vale University Health Board
- Public Health Wales
- NHS Trusts operating in the areas
- UK Border Agency
- 3rd Sector Representatives

9.5 The work of the LSCB will be carried out in accordance with a structure based on:-

- Executive Board
- Main Board made up of statutory member agencies and representatives of other agencies as set out in Regulation 5 of the Local Children's Safeguarding Boards (Wales) Regulations 2006 and reviewed on an annual basis;
- Business Planning Sub Group
- Audit Sub Group
- Training Sub Group
- Communication and Engagement Sub Group

- Child Practice Review Sub Group
- Other Task and Finish Groups may be appointed by the Executive Board, Main Board or Sub Groups as required by the LSCB programme of work

9.6 An outline of the structure of the LSCB is set out in Appendix 1. The Terms of Reference for the Sub Groups are attached as Appendix 4.

9.7 The remit of the Executive Board will be to facilitate and support the LSCB's work programme in achieving objectives contained within its Business Plan, ensure effective linkage between the Executive Board, Main Board and Sub Groups and Task and Finish Groups, and manage contractual arrangements related to the commissioning of external consultants as appropriate.

9.8 It shall be expected that decisions of the LSCB are implemented. However, given the constitutional position, key decisions shall be referred to the governing bodies of individual member agencies for consideration and the outcomes of these considerations shall be reported back to the LSCB.

10 Responsibility of LSCB Board Members

10.1 Members of the **Executive Board** will:

- 10.1.1 Have the authority to speak on behalf of their organisation.
- 10.1.2 Have the ability to commit their organisation to the LSCB subject to any of their organisation's existing statutory duties.
- 10.1.3 Have the ability to hold their organisation to account in respect of all matters relating to safeguarding and promoting the welfare of children and to examine ways of implementing any necessary changes.
- 10.1.4 Members will have the ability to commit their organisation's resources to make financial contributions or to provide staff, goods, accommodation or other resources towards expenditure incurred by or for purposes connected to the LSCB.
- 10.1.5 Have the ability to ensure that services aimed at safeguarding and promoting the welfare of children are adequately resourced

10.2 Members of the Main Board will:

- 10.2.1 Gain appropriate knowledge to undertake the responsibilities as set out in the Children Act, 2004 and supporting guidance, including Safeguarding Children: Working Together under the Children Act, 2004.

- 10.2.2 Foster relationships of mutual trust between members from different member agencies.
 - 10.2.3 Participate in the review of efficacy of the measures taken to safeguard and promote the welfare of children and young people in Cardiff and the Vale of Glamorgan.
 - 10.2.4 Be responsible for contributing to the work programme of the LSCB.
 - 10.2.5 Promote the LSCB objectives and priorities as stated in the Constitution.
 - 10.2.6 Prioritise attendance at all meetings.
- 10.3 In addition to paragraphs 9, 10.1 and 10.2 above, members of the Executive Board, the Main Board, Sub Groups and Task and Finish Groups will be expected to sign up to and comply with the Membership Agreement (Appendix 2) and Role Remits (appendix 3). Role remits are provided directly to each member of the Executive Board, Main Board, Sub Groups and Task and Finish Groups.
- 10.4 It must be brought to the attention of the relevant Chief Officer of the respective agency if members on the Executive Board, Main Board or Sub Groups are absent for more than 3 meetings in any 12 month period.

11 Meetings of the LSCB

11.1 Executive Board:

- The Executive Board will meet bi-annually.
- The Chairperson (or in his/her absence the Vice Chairperson) to convene an extraordinary meeting as and when necessary.
- All extraordinary meetings should be called with at least five working days notice and shall specify the time and the place of the meeting and the general nature of the business to be transacted. No other business shall be transacted at the meeting.
- A meeting shall not be called on a Saturday, Sunday or Bank Holiday except in exceptional circumstances at the discretion of the Chairperson.
- Notice should be given to all Executive members but the accidental omission to give notice to, or the non receipt of notice of any meeting by, any person entitled to receive notice shall not invalidate the proceedings at that meeting.

- 11.2 The Main Board shall meet bi-monthly.
- 11.3 The Sub Groups of the LSCB shall meet bi-monthly.
- 11.4 The Task and Finish Groups shall meet as necessary, to be decided by the Chair of the Task and Finish Group.

12 Confidentiality

- 12.1 Members shall keep confidential and not use or disclose any confidential information relating to the LSCB or its member agencies. All personal information provided to the LSCB will be held in accordance with Data Protection Act 1998 principles and the Data Protection Act 1998.
- 12.2 All agenda minutes and proceedings of the LSCB may be subject to disclosure under the Freedom of Information Act 2000; save where any applicable exemptions and the Data Protection Act 1998 apply.
- 12.3 All agendas, reports and other documents and all proceedings of the LSCB shall be treated as confidential unless and until they become public in the ordinary course of the LSCB's business or are authorised to be communicated to and are available for publication by the press or other news media in accordance with a formal decision of the Executive Board.
- 12.4 All records of whatever medium (whether written, computer readable or otherwise) including notes and documents about the LSCB and its business and all copies and extracts of them shall be the property of the LSCB and shall be used solely for the business of the LSCB.
- 12.4.1 The provisions of this clause shall not apply to:
- any information in the public domain other than by breach of this clause;
 - any information required by a Court of competent jurisdiction; and
 - any information properly required by the LSCB's Legal Advisors or any other persons or bodies having a legal right or duty to have access to or knowledge of any of the things or matters and owe a duty of confidence to the LSCB.
- 12.5 The member agencies will ensure that any person from time to time acting as a Member of any Sub Group or Task and Finish Group of the LSCB will be subject to a confidentiality agreement to the LSCB in like terms to this clause.

13 Chairperson

- 13.1 LSCB (Wales) Regulations, 2006 state that:
'A Board must by majority decision appoint one of its members to be its Chair. In making that decision the members shall have regard to the need to appoint a Chair who has sufficient expertise and standing to command the respect of the representative bodies'.
- 13.2 The Chair / Vice Chair appointment shall come to an end if;
(a) he or she was appointed for a fixed term and that term expires;
(b) he or she resigns;
(c) he or she is no longer a member of the LSCB;
(d) the members by majority decision so decide.
- 13.3 Either the Chair or Vice Chair must be present at the Executive and Main Board meetings. In the absence of the Chair and Vice Chair, the decision must be taken as to the appropriateness of continuing with the meeting.
- 13.4 The Chair and Vice Chair of the Executive Board and the Main Board must be the same individuals.

14 Quorum

- 14.1 The LSCB will need a minimum of five statutory member agencies as laid out in LSCB (Wales) Regulations, 2006 to be present at LSCB meetings to be quorate. (Please refer to paragraph 9.2).
- 14.2 No business shall be transacted at any meeting unless a quorum is present.
- 14.3 If such quorum is not present within fifteen minutes from the time appointed for the meeting, or if during a meeting such a quorum ceases to be present, the meeting shall stand adjourned.
- 14.4 Either the Chair or Vice Chair must be present at the Executive and Main Board meetings. In the absence of the Chair and Vice Chair, the decision must be taken as to the appropriateness of continuing with the meeting.

15 Management and support

- 15.1 Administration of the Board shall be managed by the LSCB Business Manager with the support of the LSCB Administration Officer who will be employed and hosted by Cardiff County Council.
- 15.2 Agendas shall be sent to members in advance of the meeting and minutes shall be kept of the proceedings.
- 15.3 Any member of the Executive and Main Board may submit items to be included on the agenda of a meeting. Submissions shall be supported by a written statement/report and shall be sent to the Business Manager at least fifteen working days before the meeting

16 Member's interests

Within this Section:

- 16.1 The term "contract" shall include any transaction or arrangement or course of action or inaction giving rise to a possibility of financial benefit to a member beyond that of the general public.
- 16.2 The term "connected persons" shall include the parents, siblings and spouse of the member, blood-or step-descendants and any company or firm of which he/she or any of them is a director, shareholder, partner or employee and an interest of a connected person shall be deemed to be an interest of the LSCB member. .
- 16.3 It shall be the duty of a member who in any way has a direct or indirect pecuniary interest in a contract or other proposal/issue under consideration by the LSCB to declare the fact and the nature of his/her interest at the commencement of a meeting of the Executive Board or Main Board.
- 16.4 The declaration shall be made at the meeting of the Executive or Main Board at which the contract or proposed contract is first taken into consideration, or, if the member was not at that meeting, than at the next meeting of the Executive or Main Board held after he/she became so interested, having received the minutes.
- 16.5 For the purposes of this paragraph, a notice should be given to the Executive and Main Board by a member in the following circumstances:
- he/she is a board partner of a specified company or firm and is to be regarded as interested in any contract which may, after the date of the notice, be made with that company or firm; or
 - he/she is to be regarded as interested in any contract which may after the date of the notice be made with a specified connected person.
 - he/she has a personal connection or professional involvement with an issue being raised on the agenda.
- (Such notices will not automatically disqualify the member from the meeting - that is for consideration by those present).
- 16.6 A member shall be treated as having a pecuniary interest in a contract if he/she or any connected person or nominee of his/her (a) is a member of a company or other body with which the contract was made or is proposed to be made in the contract or (b) is a partner, or is in the employment, of a person with whom the contract was made or is proposed to be made or which has a direct pecuniary interest or who has a direct pecuniary interest in the contract.
- 16.7 A member who fails to comply with paragraph 16.1-16.6 above shall

permanently cease to act as a member on request by the Chairperson (having taken the advice of the Legal Services representative) and, if the member fails to do so, the Chairperson may declare him/her excluded from meetings of the LSCB.

17 Decision making

- 17.1 The Executive Board holds overall accountability for all decisions made.
- 17.2 The Executive Board delegates decision making to constituent members of the Main Board. The Main Board must report any decisions made to the Executive Board in the form of a bi-annual report.
- 17.3 In the event of a near consensus, an individual agency's or member's dissent must be recorded.
- 17.4 If a consensus can not be agreed, the business will proceed to a vote; voting will be by agency rather than member.
- 17.5 In the event of a tied vote, the Chairperson of the meeting will have a casting vote.

18 Minutes

- 18.1 The LSCB shall cause minutes to be recorded of proceedings at all meetings of the Executive Board, Main Board, Sub Groups and Task and Finish Groups including the names of the members present at each meeting and the LSCB partners so represented, those for whom apologies have been received and those who are not in attendance and have not sent apologies.
- 18.2 The Chairperson shall move that they be signed as a true record.
- 18.3 Immediately after confirmation, the minutes shall be signed by the Chairperson.
- 18.4 The LSCB (Wales) Regulations, 2006 (Section 7.1) state "A Children's Services Authority must provide a member of its staff to provide administrative services to the Board." For the purpose of this regulation, Section 7.2 states that the records are Children's Services Minutes and therefore Freedom of Information (FOI) requests must go to the relevant Local Authority via the Chair. For the purpose of this regulation, FOI requests for information under the control of the LSCB shall be passed on immediately for the attention of the relevant Information Manager.
- 18.5 Minutes should be circulated to members within 15 working days.

19 Appeals

- 19.1 From time to time as required an appeals panel may be convened under the All Wales Child Protection Procedures in relation to appeals arising from Child Protection Conferences.
- 19.2 Members of the Panel should consist of LSCB members.
- 19.3 The Chair or Vice-Chair may arrange for such a panel to be convened between meetings or by the Main Board so as to comply with the All Wales Child Protection Procedures.
- 19.4 Any action taken under sub paragraph 19.1 above and the outcome of any appeal panel will be reported to the Executive Board and Main Board at the next available meeting.
- 19.5 The LSCB has an agreed Conference Appeals Procedure which will be followed.

20 Financial regulations

- 20.1 The Executive Board will set an annual budget to be agreed at the latest at the end of January meeting prior to the start of the next financial year.
- 20.2 Each LSCB member agency will be invoiced for its contribution in April of the new financial year.
- 20.3 All transactions of the LSCB shall comply with the financial regulations, procurement accounting practices and protocols of Cardiff and Vale of Glamorgan Councils.
- 20.4 The Business Manager will have the authority to act as the LSCB budget holder for the authorisation of payments in connection with training and miscellaneous expenditure.
- 20.5 The accounts will be presented to the Executive Board annually for them to disseminate to the LSCB members.

21 Inspection

- 21.1 LSCB will be inspected by the Welsh Government. The scope of the inspection will encompass all agencies involved with the LSCB, in particular those who are required by statute to cooperate.

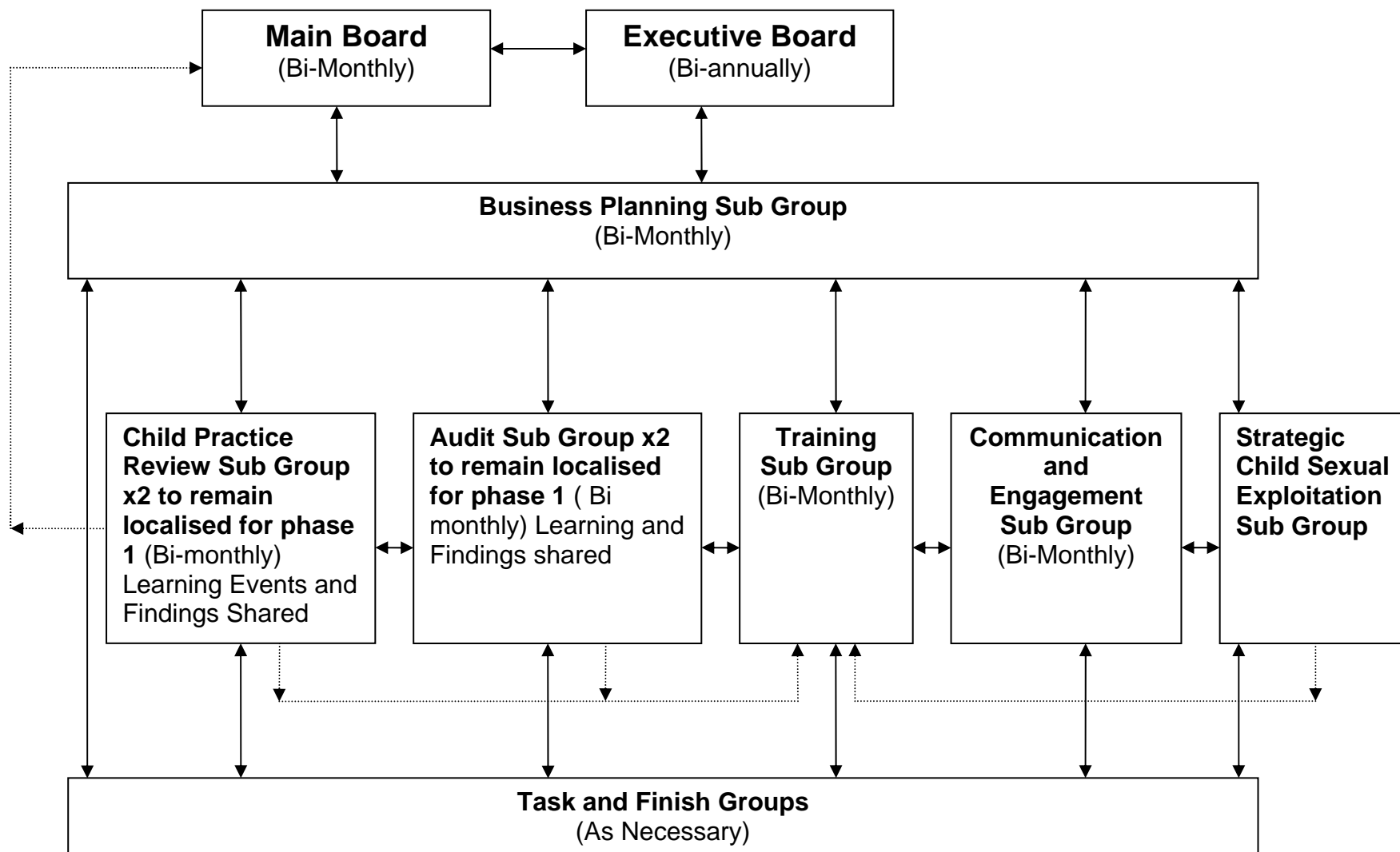
22 Self assessment

- 22.1 The Main Board will undertake an annual self assessment of the role, function and responsibilities of the LSCB and will use the current SAIT tool to undertake this assessment. Please visit the following website for a copy of this tool.

23 Liability

- 23.1 All member agencies of the LSCB retain liability for their actions within their participating agency. . For the avoidance of doubt, membership of the LSCB will not confer any indemnity for the actions of LSCB member agencies..

Appendix 1: Cardiff and Vale of Glamorgan Local Safeguarding Children’s Board Structure



Appendix 2: Membership Agreements

Appendix 2.1: Membership agreements for Executive Board Member

Cardiff and Vale of Glamorgan Local Safeguarding Children's Board Executive Board Membership Agreement

1. Carry out a strategic role in relation to safeguarding and promoting the welfare of children within my organisation:-
 - 1.1. I have the authority to speak on behalf my organisation.
 - 1.2. I have the ability to commit my agency to the Local Safeguarding Children's Board (LSCB's) policy and practice matters subject to any of my agencies existing statutory duties.
 - 1.3. I have the ability to hold my agency to account in respect of all matters relating to safeguarding and promoting the welfare of children and to examine ways of implementing any necessary changes.
 - 1.4. I have the ability to commit my agencies resources to make financial contributions or to provide staff, goods, accommodation or other resources towards expenditure incurred by or for purposes connected to the LSCB.
 - 1.5. To ensure that services aimed at the safeguarding and promoting the welfare of children are adequately resourced.
2. The LSCB expects all of its members and member agencies to contribute to the effective functioning of the LSCB by : -
 - 2.1. Prioritising attendance at all meetings and if I am unable to attend I will send an informed representative from my agency to deputise on my behalf.
 - 2.2. Objectively assessing the Board's performance, taking appropriate action to address any issues in compliance with 'Safeguarding Children: Working Together under the Children Act, 2004'.
 - 2.3. Ensure that staff and volunteers within my own agency are kept fully informed of the work of the LSCB.
 - 2.4. Be an active partner in safeguarding and promoting the welfare of children.
 - 2.5. Contribute to the LSCB financially and/or in kind by providing staff for particular tasks which will be outlined in the annual business plan.
 - 2.6. Collate and provide management information as required by the LSCB and contribute to quality assurance arrangements.
 - 2.7. Share information to safeguard children in accordance with legislation and statutory guidance.
 - 2.8. Identify and support staff to participate in the interagency activities of the LSCB such as policy development, scrutiny of practice, training, Child Practice Reviews, practice development and new initiatives.
 - 2.9. Ensure that the policies and procedures of the LSCB are disseminated in an effective way within their own agency and acted upon.
 - 2.10. Support the decisions made by the LSCB and report difficulties with own agency and between agencies to the LSCB and work with partners to find effective solutions.
 - 2.11. Representing the LSCB on other committees/partnerships/fora of which I am a member.
 - 2.12. Ensuring that my agency contributes fully to the Performance Management Framework in providing access to information within my

own organisation and in ensuring participation in appropriate audit and monitoring of inter-agency work.

- 2.13. Ensuring that my agency contributes appropriately to inter-agency and single agency training.
 - 2.14. Appropriately addressing any concerns that I may have to the Chair/ Vice- Chair.
 - 2.15. Being respectful, having consideration for others and listening to the views of all other members.
 - 2.16. Positively contributing to the discussions and being committed to the work of the group.
 - 2.17. When representing more than one agency, endeavour to portray the views of all agencies that I represent.
 - 2.18. Carrying out my responsibilities as detailed in my role remit with due regard to the principle that there should be equality of opportunity for all people, regardless of their gender, race, disability, sexual orientation, age or religion.
 - 2.19. Promote the principles and values as laid out in it's Constitution.
 - 2.20. Comply with the Governance Structure of the LSCB as laid out in the Constitution.
 - 2.21. Comply with the Confidentiality Agreement for LSCB members outlined in the Constitution.
3. All LSCB members will have a current Disclosure and Barring Service (DBS) Check. For those members whose agency do not require a DBS check the LSCB standard is that they must have one and their agency will ensure this is acted upon. This is the case for members within each group of the LSCB structure.
4. Members of the Cardiff and Vale of Glamorgan LSCB Executive Board, in signing this agreement, are committing themselves and their member agency to contribute to the effective working of all services to safeguard and promote the welfare of all children in Cardiff and Vale of Glamorgan area.

I (Name if individual), am employed by / representing.....(Name of Agency), as..... (Position).

As a member of the Executive Board of the Cardiff and Vale of Glamorgan Local Safeguarding Children's Board (LSCB) I agree to all of the above.

Signed.....
Agency.....
Date.....

Appendix 2.2: LSCB Member - Membership agreement

Cardiff and Vale of Glamorgan Local Safeguarding Children's Board Member Membership Agreement

1. Under Section 28 of the Children Act 2004, each of the statutory member agencies in a Local Safeguarding Children's Board (LSCB) have a statutory duty to make arrangements for ensuring that;
 - 1.1. their functions are discharged having regard to the need to safeguard and promote the welfare of children; and
 - 1.2. any services provided by another person pursuant to arrangements made by the person or body in the discharge of their functions are provided having regard to that need.
2. Members of the Main Board will:
 - 2.1. Gain appropriate knowledge to undertake the responsibilities as set out in the Children Act, 2004 and supporting guidance, including Safeguarding Children: Working Together under the Children Act, 2004.
 - 2.2. Demonstrate the necessary interest and commitment in safeguarding children and promoting the welfare of children and young people.
3. The LSCB expects all of its members and member agencies to contribute to the effective functioning of the LSCB by : -
 - 3.1. Prioritising attendance at all meetings and if I am unable to attend I will send an informed representative from my agency to deputise on my behalf.
 - 3.2. Contributing to the Sub Groups and Task and Finish Groups of the LSCB, either personally or through nominated representatives of my agency.
 - 3.3. Objectively assessing the Board's performance, taking appropriate action to address any issues in compliance with 'Safeguarding Children: Working Together under the Children Act, 2004'.
 - 3.4. Ensure that staff and volunteers within my own agency are kept fully informed of the work of the LSCB.
 - 3.5. Be an active partner in safeguarding and promoting the welfare of children.
 - 3.6. Collate and provide management information as required by the LSCB and contribute to quality assurance arrangements.
 - 3.7. Share information to safeguard children in accordance with legislation and statutory guidance.
 - 3.8. Identify and support staff to participate in the interagency activities of the LSCB such as policy development, scrutiny of practice, training, Child Practice Reviews, practice development and new initiatives.
 - 3.9. Ensure that the policies and procedures of the LSCB are disseminated in an effective way within their own agencies and acted upon.
 - 3.10. Support the decisions made by the LSCB and report difficulties with own agency and between agencies to the LSCB and work with partners to find effective solutions.
 - 3.11. Representing the Cardiff and Vale of Glamorgan LSCB on other committees/partnerships/fora of which I am a member.

- 3.12. Ensuring that my agency contributes fully to the Performance Management Framework in providing access to information within my own agency and in ensuring participation in appropriate audit and monitoring of inter-agency work.
 - 3.13. Ensuring that my agency contributes appropriately to inter-agency and single agency training.
 - 3.14. Appropriately addressing any concerns that I may have to the Chair/ Vice- Chair.
 - 3.15. Being respectful, having consideration for others and listening to the views of all other members.
 - 3.16. Positively contributing to the discussions and being committed to the work of the group.
 - 3.17. When representing more than one agency, endeavour to portray the views of all agencies that I represent.
 - 3.18. Carrying out my responsibilities as detailed in my role remit with due regard to the principle that there should be equality of opportunity for all people, regardless of their gender, race, disability, sexual orientation, age or religion.
 - 3.19. Promote the principles and values as laid out in it's Constitution.
 - 3.20. Comply with the Governance Structure of the LSCB as laid out in the Constitution.
 - 3.21. Comply with the Confidentiality Agreement for LSCB members outlined in the Constitution.
4. All LSCB members will have a current Disclosure and Barring Service (DBS) check. For those members whose agency do not require a DBS check the LSCB standard is that they must have one and their agency will ensure this is acted upon. This is the case for members within each group of the LSCB structure.
5. Members of the Cardiff and Vale of Glamorgan LSCB Main Board or Sub Groups, in signing this agreement, are committing themselves and their member agency to contribute to the effective working of all services to safeguard and promote the welfare of all children in Cardiff and Vale of Glamorgan area.

I (Name if individual), am employed by / representing.....(Name of agency), as..... (Position).
 As a member of the Cardiff and Vale of Glamorgan Local Safeguarding Children's Board (LSCB) I agree to all of the above.

Signed.....
 Agency.....
 Date.....

Appendix 3: Role Remits

Appendix 3.1: Cardiff and Vale of Glamorgan Local Safeguarding Children Board Chair - Role Remit

Organisational Arrangements

Reporting:	The Chair will be responsible to the Local Safeguarding Children Board (LSCB).
Term of Office:	The appointment will be for a two year term.
Review:	The LSCB will provide written feedback on performance at least every eighteen months.
Relationships:	The Chair will work with the Vice-chair and LSCB Business Manager to ensure the LSCB delivers its statutory functions. The Chair & Vice-chair will be appointed from different agencies.

Job Purpose

To ensure the LSCB fulfils its objectives to safeguard children within Cardiff and the Vale of Glamorgan as stated in the LSCB Constitution.

Duties and Responsibilities

Leadership

- To effectively chair and provide leadership to the LSCB.
- To ensure that the LSCB develops an independent and authoritative identity within the Cardiff Partnership Board (CPB) and the Local Service Board (LSB).
- To support the LSCB in fulfilling its objectives as stated in its Constitution.
- To ensure the LSCB meets the standards and requirements as laid out in Welsh Government regulations and guidance.
- To act as the formal link between the LSCB and Welsh Government.
- To speak to the media on behalf of the LSCB e.g. following publication of Child Practice Reviews.
- To ensure the LSCB communicates effectively its function to safeguard and promote the welfare of children to the wider community of Cardiff and the Vale of Glamorgan.

- To take responsibility for representing the LSCB on other forums and strategic partnerships you are a member of.

Management

- To prepare for and chair the Executive Board and Main Board meetings as and when required including setting the agenda with the Vice-chair and the LSCB Business Manager.
- To agree the minutes and ensure timely distribution.
- To ensure Child Practice Reviews are undertaken when appropriate as agreed by the LSCB and in line with Welsh Government guidance.
- To support the LSCB in effective budget management.
- If a conflict of interest arises between the role of Chair of LSCB and the role held within their organisation, the Chair will pass the matter over to the Vice-chair.

Governance

- To facilitate the monitoring and evaluation of the effectiveness of the LSCB member agencies in relation to their meeting statutory safeguarding duties through peer review, self-evaluation, performance indicators and joint audit.
- To ensure the voice of children, young people and their families are heard and represented in the work of the LSCB.
- To ensure the LSCB Business Plan influences and is consistent with the Cardiff and Vale of Glamorgan's Children & Young People's Plans.

Appendix 3.2: Cardiff and Vale of Glamorgan Local Safeguarding Children Board Vice Chair- Role Remit

Organisational Arrangements

Reporting:	The Vice Chair will be responsible to the Local Safeguarding Children Board (LSCB).
Term of Office:	The Appointment will be for a two year term.
Review:	The LSCB will provide written feedback on performance at least every eighteen months.
Relationships:	The Vice Chair will work with the Chair and LSCB Business Manager to ensure the LSCB delivers its statutory functions. The Chair and Vice Chair will be appointed from different agencies.

Job Purpose

To ensure the LSCB fulfils its objectives to safeguard children within Cardiff and the Vale of Glamorgan as stated in its Constitution.

Duties and Responsibilities

Leadership

- To effectively chair and provide leadership to Cardiff and Vale of Glamorgan Local Safeguarding Children Board as necessary.
- To assist the Chair to ensure that the LSCB develops an independent and authoritative identity within the Cardiff Partnership Board and Local Services Board.
- To assist the Chair to support the LSCB in fulfilling its objectives as stated in its Constitution.
- To ensure the LSCB meets the standards and requirements as laid out in Welsh Government Regulations and Guidance.
- To act as formal link between the LSCB and Welsh Government in the absence of the Chair.
- To speak to the media on behalf of the LSCB e.g. following publication of Child Practice Reviews in the absence of the Chair.
- To ensure the LSCB communicates effectively its function to safeguard and promote the welfare of children to the wider community of Cardiff and the Vale of Glamorgan.

- To take responsibility for representing the LSCB on other forums and strategic partnerships you are a member of.

Management

- To prepare for and Chair the full LSCB as and when required including setting the agenda with the Chair and the LSCB Business Manager.
- To agree the minutes and ensure the timely distribution in absence of the chair.
- To assist the Chair to ensure Child Practice Reviews are undertaken when appropriate as agreed by the LSCB and in line with Welsh Government Guidance.
- To support the LSCB in effective budget management.
- If a conflict of interest arises between the role of the Vice Chair of the LSCB and the role held within their organisation the Vice Chair will pass the matter over to the Chair.

Governance

- To facilitate the monitoring and evaluation of the effectiveness of the LSCB member agency in relation to their meeting statutory safeguarding duties through peer review, self-evaluation, performance indicators and joint audit.
- To ensure the voice of children, young people and their families are heard and represented in the work of the LSCB.
- To ensure the LSCB Business Plan influences and is consistent with the Children and Young People's Plan for Cardiff and Vale of Glamorgan.

Appendix 3.3: Cardiff and Vale of Glamorgan Local Safeguarding Children's Board Member- Role Remit

Organisational Responsibilities

- To foster relationships of mutual trust between members from different member agencies.
- To raise awareness throughout Cardiff and Vale of Glamorgan of the need to safeguard and promote the welfare of children and young people.
- To participate in the review of efficacy of the measures taken to safeguard and promote the welfare of children and young people in Cardiff and the Vale of Glamorgan.
- To be responsible for contributing to the work programme of the LSCB.
- To promote the LSCB objectives and priorities as stated in the Constitution.

Specific Duties

- To attend LSCB Board meetings as necessary.
- To provide feedback to your own agency on the work of the LSCB.
- To take responsibility for representing the LSCB on other forums and strategic partnerships you are a member of.
- To disseminate LSCB Protocols, Policies and Guidance's produced within your own agency.
- To participate, or identify an individual from your own agency to participate, in sub groups, task and finish groups and consultation processes.
- To ensure the implementation of own agency's action plans in relation to Child Practice Reviews.
- To bring to the attention of the Chair any conflict of interest between your LSCB role and your individual agencies responsibilities.

Appendix 3.4: Cardiff and Vale of Glamorgan Local Safeguarding Children Board Sub-Group Chair- Role Remit

Organisational Arrangements

Reporting:	The Chair will be responsible to the Local Safeguarding Children Board (LSCB).
Term of Office:	The appointment will be for a two year term.
Review:	The LSCB will provide written feedback on performance at least every eighteen months.
Relationships:	The Chair will work with the Vice-Chair and LSCB Business Manager to ensure the LSCB delivers its statutory functions. The Chair & Vice-chair will be appointed from different agencies.

Job Purpose

To ensure the LSCB Sub-Group fulfils its objectives to support the work of the LSCB in safeguarding children within Cardiff and the Vale of Glamorgan as stated in the LSCB's Constitution.

Duties and Responsibilities

Leadership

- To effectively chair and provide leadership to the Cardiff LSCB sub-group.
- To support the Sub Group in fulfilling its objectives as stated in the LSCB's Constitution and Sub Group Terms of Reference.
- To ensure the LSCB meets the standards and requirements as laid out in Welsh Government regulations and guidance.
- To ensure that the aims, objectives and priorities of the LSCB are understood by, and acted upon, the sub-group.
- To promote the voice of children, young people and their families in the work of the LSCB sub-group.

Management

- To prepare for and chair the LSCB sub-group as and when required including setting the agenda with the Vice-chair and the LSCB Business Manager.
- To agree the minutes and ensure timely distribution to members.

- To work with the Vice-chair and LSCB Business Manager between sub-group meetings to ensure that LSCB business is managed effectively.
- To develop, implement and monitor the annual work-plan for the sub-group or for the term of any 'task and finish' group.
- To provide regular updates to the Business Planning Group.
- To support the LSCB in effective budget management.
- If a conflict of interest arises between the role of Chair of sub-group and the role held within their agency, the Chair will pass the matter over to the Vice-chair.
- To refer to the Business Planning Group any resource issues, representation or attendance matters that cannot be resolved within the sub-group.
- To allocate sufficient time to attend all meetings and undertake work on behalf of the sub-group.

Appendix 3.5: Cardiff and Vale of Glamorgan Local Safeguarding Children Board Sub Group Vice Chair- Role Remit

Organisational Arrangements

Reporting:	The Vice Chair will be responsible to the Local Safeguarding Children Board (LSCB).
Term of Office:	The Appointment will be for a two year term
Review:	The LSCB will provide written feedback on performance at least every eighteen months.
Relationships:	The Vice Chair will work with the Chair and LSCB Business Manager to ensure the LSCB delivers its statutory functions. The Chair and Vice Chair will be appointed from different agencies.

Job purpose

To ensure the Sub Group fulfils its objectives to support the work of the LSCB in safeguarding children within Cardiff and the Vale of Glamorgan as stated in the LSCB's Constitution.

Duties and responsibilities

Leadership

- To effectively chair and provide leadership to the LSCB sub-group as necessary.
- To assist the Chair to support the Sub Group in fulfilling its objectives as stated in the LSCB's Constitution and the Sub Groups Terms of Reference.
- To ensure the LSCB meets the standards and requirements as laid out in Welsh Government Regulations and Guidance.
- To promote the voice of children, young people and their families in the work of the LSCB sub-group.

Management

- To prepare for and Chair the LSCB sub-group as and when required including setting the agenda with the Chair and the LSCB Business Manager.
- To agree the minutes and ensure timely distribution in absence of chair.
- To develop, implement and monitor the annual work-plan for the sub-group.

- To work with the Chair and the LSCB Business Manager between Sub Group meetings to ensure that Sub Group business is managed effectively.
- To provide regular updates to the Business Planning Group in the absence of the Chair.
- To support the LSCB in effective budget management.
- If a conflict of interest arises between the role of the Vice Chair of the LSCB sub-group and the role held within their agency the Vice Chair will pass the matter over to the Chair.
- To refer to the Business Planning Group any resource issues, representation or attendance matters that cannot be resolved within the sub-group.
- To allocate sufficient time to attend all meetings and undertake work on behalf of the sub-group.

Appendix 3.6: Cardiff and Vale of Glamorgan Local Safeguarding Children Board Sub-Group Member- Role Remit

Organisational Arrangements

- To be accountable to Cardiff and Vale of Glamorgan LSCB via the Chair of the sub-group for the contribution made by yourself and your home agency to the work of the sub-group.
- To be accountable to the lead LSCB representative within your agency for your contribution to the LSCB.

Organisational responsibilities

- To foster relationships of mutual trust between members from different member agencies.
- To raise awareness throughout Cardiff and Vale of Glamorgan of the need to safeguard and promote the welfare of children and young people.
- To participate in the review of efficacy of the measures taken to safeguard and promote the welfare of children and young people in Cardiff and the Vale of Glamorgan.
- To be responsible for contributing to the work programme of the LSCB sub-group.
- To promote the Sub Groups objectives and priorities as stated in the Sub Group Terms of Reference.

Specific Duties

- To allocate sufficient time to attend all meetings and undertake work on behalf of the sub-group. If attendance at a meeting is not possible, the Chair and LSCB Business Manager should be notified of your substitute.
- To provide feedback to your own agency on the work of the LSCB.
- To promote the LSCB and its work within your agency.
- To participate, or identify an individual from your own agency to participate, in task and finish groups and consultation processes.
- To ensure the implementation of own agency's action plans in relation to LSCB sub-group work.
- To bring to the attention of the Chair any conflict of interest between your LSCB role and your individual agency responsibilities.

- To raise any issues regarding attendance or resources with the sub-group Chair and lead LSCB representative within your agency.

Appendix 3.7: Cardiff and Vale of Glamorgan Local Safeguarding Children Board Task and Finish Group Chair- Role Remit

Organisational Arrangements

Reporting:	The Chair will be responsible to the Local Safeguarding Children Board (LSCB).
Term of Office:	The appointment will be for the length of time necessary to complete the task allocated to the group.
Review:	The LSCB will provide written feedback on performance as necessary.
Relationships:	The Chair will work with the LSCB Business Manager to ensure the Task and Finish group supports the LSCB in delivering its statutory functions.

Job Purpose

To ensure the Task and Finish Group supports the LSCB in fulfilling its objectives to safeguard children within Cardiff and the Vale of Glamorgan as stated in the LSCB's Constitution

Duties and Responsibilities

Leadership

- To effectively chair and provide leadership to the Task and Finish Group.
- To support the Task and Finish Group in fulfilling its objectives as set by the Business Planning Group.
- To ensure the LSCB meets the standards and requirements as laid out in Welsh Government regulations and guidance.
- To ensure that the aims, objectives and priorities of the LSCB are understood by, and acted upon, the Task and Finish Group.
- To promote the voice of children, young people and their families in the work of the LSCB Task and Finish Group.

Management

- To prepare for and chair the LSCB Task and Finish Group as and when required including setting the agenda with the LSCB Business Manager.

- To work with the LSCB Business Manager between Task and Finish Group meetings to ensure that Task and Finish Group business is managed effectively.
- To develop, implement and monitor the work-plan for the Task and Finish Group.
- To provide regular updates to the Business Planning Group of the LSCB to ensure that the objectives of the LSCB Business Plan are met.
- To support the LSCB in effective budget planning.
- If a conflict of interest arises between the role of Chair of Task and Finish Group and the role held within their agency, the Chair will pass the matter over to the Business Planning Group Chair.
- To refer to the Business Planning Group any resource issues, representation or attendance matters that cannot be resolved within the Task and Finish Group.
- To allocate sufficient time to attend all meetings and undertake work on behalf of the Task and Finish Group.

Appendix 3.8: Cardiff and Vale of Glamorgan Local Safeguarding Children Board Task and Finish Group Member- Role Remit

Organisational Arrangements

- To be accountable to Cardiff and Vale of Glamorgan LSCB via the Chair of the Business Planning Sub Group for the contribution made by yourself and your agency to the work of the Task and Finish Group.
- To be accountable to the lead LSCB representative within your agency for your contribution to the LSCB.

Organisational Responsibilities

- To foster relationships of mutual trust between members from different member agencies.
- To raise awareness throughout Cardiff and Vale of Glamorgan of the need to safeguard and promote the welfare of children and young people.
- To participate in the review of efficacy of the measures taken to safeguard and promote the welfare of children and young people in Cardiff and the Vale of Glamorgan.
- To be responsible for contributing to the work set by the Business Planning Group.
- To promote the LSCB objectives and priorities in the Constitution.

Specific Duties

- To allocate sufficient time to attend all meetings and undertake work on behalf of the Task and Finish Group. If attendance at a meeting is not possible, the Chair and LSCB Business Manager should be notified of your substitute.
- To provide feedback to your own agency on the work of the Task and Finish Group.
- To promote the LSCB and its work within your agency.
- To ensure the implementation of own agency's action plans in relation to LSCB sub-group work.
- To bring to the attention of the Chair any conflict of interest between your LSCB role and your individual agency responsibilities.

To raise any issues regarding attendance or resources with the Task and Finish Group Chair and lead LSCB representative within your agency.

Appendix 4: Terms of Reference

Appendix 4.1: Cardiff and Vale of Glamorgan Local Safeguarding Children's Board Business Planning Group Terms of Reference

Cardiff and Vale of Glamorgan Local Safeguarding Children's Board Business Planning Group

Terms of Reference

The group will be known as the Cardiff and Vale of Glamorgan LSCB Business Planning Group.

Statement of Purpose

The Cardiff and Vale LSCB Business Planning Group is a multi agency group constituted from members of the LSCB. The purpose of the group is to progress the work of the LSCB, and to demonstrate the effectiveness of the working of the LSCB in safeguarding children by developing and reviewing performance measures.

Purpose and functions

The core purpose and functions of the Group are as follows.

- To develop and oversee the implementation of the Cardiff and Vale of Glamorgan LSCB Business Plan.
- To develop a Cardiff and Vale of Glamorgan LSCB Performance Management Framework to monitor the work of partner agencies, to assist with the identification of trends and any areas for audit or development.
- To feedback to the LSCB any concerns and good practice identified through the work of the Business Planning Group.
- To oversee the development of policies and procedures for safeguarding and promoting the welfare of children which facilitate good and effective joint working practices in Cardiff and Vale of Glamorgan.
- To oversee and monitor the work plans of all LSCB Sub Groups and any Task and Finish Groups established on behalf of the board.
- To establish and monitor Task & Finish Sub-Groups to complete specific projects, as required.

Membership

It is proposed that, where possible, membership of the Business Planning Group should reflect core agency representation on Cardiff and Vale LSCB with practitioners co-opted into the group, as and when necessary. This will promote dialogue between the LSCB and constituent members.

- Chief Children's Services Officer, Cardiff Council
- Head of Children and Young People's Services, Vale of Glamorgan Council
- Principal Officer, Policy and Protection, Vale of Glamorgan Council

- Safeguarding and Reviewing Service Manager, Children's Services, Cardiff Council
- Named Professional Safeguarding, Cardiff & Vale University Health Board
- Detective Inspector, Public Protection Unit, South Wales Police
- Designated Professional Child Protection, Public Health Wales
- Head of Pupil Support Services, Education, Vale of Glamorgan Council
- Access Manager, Education, Cardiff Council
- LSCB Legal Representative
- Chair's of all LSCB Sub Groups
- Probation Service Wales
- LSCB Business Manager

For a meeting to be quorate, a minimum of 3 agencies should be present, to include the Chair or Vice Chair.

Accountability of members

- The Business Planning Group is accountable to the LSCB
- Group members will undertake to lead on a piece of work and will engage with relevant professional and clinical staff in achieving the task within agreed timescales.

Frequency of meetings

It is proposed that the group will meet on a bi-monthly basis. Tasks will be allocated to individual members during and between these meetings.

Chairing arrangements

The Chair and Vice-Chair will be nominated by, and be a member of, the LSCB. The Chair or Vice-Chair must be present at each meeting.

Administrative arrangements

The LSCB Administrative Officer will minute all meetings and circulate to members.

Date of next Review: October 2013

Appendix 4.2: Cardiff and Vale of Glamorgan Local Safeguarding Children's Board Training Sub-Group Terms of Reference

Title

The group will be known as the Training Sub-Group of Cardiff and Vale of Glamorgan Local Children's Safeguarding Board.

Statement of Purpose

The Joint Cardiff and Vale of Glamorgan LSCB Training Sub-Group is a multi-agency, multi-disciplinary group. The purpose of the group is to work on behalf of the LSCB to ensure the availability and delivery of high quality training on safeguarding children issues.

Training and development will be targeted at statutory, voluntary and independent agencies whose work/voluntary activity brings them into contact with children, young people or their families in Cardiff and the Vale of Glamorgan.

The level of training commissioned/provided will be in accordance with Safeguarding Children: Working Together under the Children Act 2004 (Chapter 11) and the All Wales Child Protection Procedures.

The purpose of training is to achieve better outcomes for children and young people through raising awareness and knowledge about safeguarding children.

Key facets of multi-agency training are to:

- Develop a shared understanding of the tasks, principles and roles and responsibilities outlined in National Guidance and local arrangements for safeguarding children and promoting their welfare.
- Achieving more effective and integrated services at both the strategic and individual case level.
- Improving communication between professionals.
- Developing effective working relationships.
- Ensuring sound decision making.

Role of the Training Sub Group

The LSCB Training Sub-Group is responsible for:

- Managing the identification of training needs; feeding those into the planning and commissioning of training; and
- Evaluation of multi-agency training to ensure it is meeting local needs.
- Make sure that any lessons from child death reviews and Child Practice reviews are understood and acted upon and to communicate clearly to individual services and professional groups their shared responsibility for protecting children, and to explain how each can contribute;

Role of the LSCB's

- Provide a Board member with lead responsibility for training who will sit on the Training sub-group and ensure that there are robust feedback and reporting mechanisms both to and from the Board.
- Provide suitably skilled staff to take forward the training and development work of the LSCB.
- Ensure that sub-group members have a clear mandate from senior managers with endorsement and commitment from member agencies.
- Agree a multi-agency training strategy.
- Agree adequate resources to commission/deliver and quality assure training.
- Provide the group with information regarding single agency training and evaluations.
- Inform the group of issues to be taken forward by the group.
- Monitor the input of agency representatives.

Membership

- The Cardiff and Vale of Glamorgan LSCB Training Sub-Group will comprise of representatives from all member agencies and will include front-line practitioners and managers.
- Members should be knowledgeable and have experience in safeguarding issues.
- Be committed to delivering high quality evidence-based multi-agency training.
- Be given adequate time and resources by their agency to undertake the work agreed by the LSCB.

Frequency of meetings

The group will meet on a bi-monthly basis.

Chair

The Chair will be nominated by and will be a member of the LSCB.

The Vice Chair will be nominated from within the Sub Group membership.

The Chair and Vice Chair term will be 2 years long.

Appendix 4.3: Cardiff and Vale Local Safeguarding Children's Board Communication and Engagement Sub Group Terms of Reference

Title

The group will be known as the Cardiff and Vale of Glamorgan LSCB Communication and Engagement Sub Group.

Statement of Purpose

The Cardiff and Vale of Glamorgan LSCB Communication and Engagement Sub Group is a multi agency group constituted from members of the LSCB. The purpose of the group is to raise the profile of the LSCB in the community and the understanding of what the LSCB offers.

Role of the Sub Group

The function of the Communication and Engagement Sub Group is to:

- To arrange a Safeguarding Information Event to provide individuals and organisations working with children and young people information on keeping children safe in voluntary, community and faith group activities. Further to clarify roles and responsibilities when working with children and young people.
- Develop a directory of organisations in Cardiff and the Vale of Glamorgan and their links to each other, in line with work being carried out by VAC and the CYPP.
- Develop an annual or bi-annual newsletter updating organisations of work being carried out by the LSCB.
- Update the LSCB Website.
- Scope ways of engaging children, young people, parents and carers.

Role of the LSCB in relation to Communication and Engagement Sub Group

- To provide appropriate representation from the Main Board. To agree adequate resources to support the work of the Sub Group
- To receive and implement (action) reports from the Sub Group.

Membership

Below is the agreed list of membership and shows the level of representation required. It is expected that current individuals will be replaced at that level in the event of current post holders leaving. The Communication and Engagement Sub Group may also co-opt members as necessary for specific pieces of work.

- Service Manager Child Protection, Children's Services, Both Cardiff and Vale of Glamorgan Council's

- Member of the LSCB Training Sub Group
- Named Nurse/Lead Nurse Safeguarding Children, Cardiff and Vale UHB
- Representative from Barnardo's Cymru
- Representative from Education Services, Both Cardiff and Vale of Glamorgan Council's
- LSCB Legal Representative
- Representative from South Wales Police
- Representatives from both Cardiff and Vale of Glamorgan Council's Corporate Communication Team's
- LSCB Business Manager

Frequency of Meetings

The group will meet Bi monthly.

Chair

The Chair will be nominated by and be a member of the LSCB.

The Audit Sub Groups (Appendix 4.4) and Child Practice Reviews Sub Group's (Appendix 4.5) and Strategic Child Sexual Exploitation Sub Group (Appendix 4.6) Terms of Reference are to be drafted and added to the constitution when available.

Appendix 4.7: Cardiff and Vale of Glamorgan Local Safeguarding Children's Board Task & Finish Groups Terms of Reference

Task & Finish Groups will be established by either the LSCB or it's Business Planning Group to undertake work included within the Business Plan or required to meet new demands.

Statement of Purpose

Each Task and Finish Group formed shall attempt to make effective use of resources in order to:

- Turn problems into solutions
- Involve people affected by decisions
- Identify and research options
- Engage experts and stakeholders
- Propose innovative solutions

Guidelines for success

Best practice evidence from Cardiff Council's Centre of Excellence indicates the following guidelines for a successful Task & Finish Group:

- Only three meetings
- Maximum of five members
- Documented and specific terms of reference
- No decisions – only options
- Output to be a report with recommendations

Membership

- Cardiff and Vale of Glamorgan LSCB Task & Finish Groups will comprise of representatives from member agencies.
- Members should be knowledgeable and have experience in safeguarding issues.
- Be committed to delivering high quality evidence-based outcomes.
- Be given adequate time and resources by their agency to undertake the work.

Best practise indicates the optimal environment for success is a maximum membership of five. Membership should, where possible, be comprised of:

- A representative of the service most affected by the issue
- A representative from another related service
- An “expert” in any relevant specialist field
- A “stakeholder” in the outcome
- A “facilitator” to monitor the process

Frequency of meetings

A maximum of three meetings will take place with the following tasks undertaken for, or at, each meeting:

Task & Finish Group Format		
<i>First Meeting</i>	<i>Second Meeting</i>	<i>Final Meeting</i>
Agree and document terms of reference	Feedback on tasks completed since last meeting and discuss implications	Agree and document recommended options
Discuss and agree “IFR” – the Ideal Final Result from the group	Discuss and document initial thoughts on options	Compare against original terms of reference and “IFR” agreed at the first meeting
Agree tasks that need to be completed before the second meeting and allocate responsibilities	Agree consultation process on options and allocate responsibilities for consulting with members	Agree process for reporting and allocate responsibilities
Agree date of second meeting	Agree date of third and final meeting	Formally stand down Task & Finish Sub-Group

Chair

A Chair will be nominated and must be a member of the LSCB. It is not a requirement that these members hold voting privileges.