



# **Diogelu Gwent Gwent Safeguarding**

Gwent Safeguarding Board  
Partnership Agreement



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## **1. INTRODUCTION**

The objectives of Safeguarding Boards are set out within the Welsh Government document 'Working Together to Safeguard People Volume 1 – Introduction and Overview', the guidance which accompanies the Social Services and Well-being (Wales) Act 2014:

### **Safeguarding Children Board**

- a) to protect children within its area who are experiencing, or are at risk of abuse, neglect or other kinds of harm, and
- b) to prevent children within its area from becoming at risk of abuse, neglect or other kinds of harm.

### **Safeguarding Adults Board**

- a) to protect adults within its area who have needs for care and support (whether or not a local authority is meeting any of those needs), and are experiencing, or are at risk of, abuse or neglect, and
- b) to prevent those adults within its area mentioned in paragraph (a) above from becoming at risk of abuse or neglect.

There is one set of regulations for the functions and procedures of both Safeguarding Adults Boards and Safeguarding Children Boards. This is in line with the commitment to provide a framework for improving safeguarding arrangements for everyone and that any artificial barriers based on age begin to be broken down. It recognises that Boards will operate in parallel, that arrangements for the Boards should allow sharing, exchange and joint working on matters of mutual concern, and that this should be supported wherever possible by common functions and procedures.

In line with this, there is one Gwent Safeguarding Board, which comprises of the South East Wales Safeguarding Children Board (SEWSCB) and the Gwent-wide Adult Safeguarding Board (GwASB). The region is made up of the areas covered by the local authorities of Blaenau Gwent, Caerphilly, Monmouthshire, Newport and Torfaen.

The Gwent Safeguarding Board comprises of South East Wales Social Services Departments, South East Wales Education Departments, Aneurin Bevan University Health Board, Gwent Police, Her Majesty's Prison and Probation Service, Barnardo's, Youth Justice Services, Housing (Registered Social Landlords and statutory services), Welsh Ambulance Service Trust, Gwent Police and Crime Commissioner's Office, Public Health Wales, South Wales Fire and Rescue Service, Gwent Drug and Alcohol Services and Voluntary Sector agencies. The VAWDASV Partnership Board is represented at the Gwent Safeguarding Board. Further details are provided below.

The Gwent Safeguarding Board has a lead role in co-ordinating and improving services to safeguard children and adults in this region and its vision is:

To ensure that all children and adults within the Gwent area are safeguarded.

It is the role of the Gwent Safeguarding Board to set the strategic direction for safeguarding and to carry out core functions in relation to multi-agency safeguarding.

The Board carries out these day-to-day functions, through policy direction, monitoring the effectiveness of safeguarding within agencies, commissioning practice reviews and disseminating learning to practitioners to ensure that safeguarding is high on the agenda at all levels of the workforce.

### **Welsh Language Duty**

In accordance with the requirements of the Welsh Language Standards, under the Welsh Language Measure (Wales) 2011, Gwent Safeguarding Board has adopted the principles that, in Wales, the Welsh language should be treated no less favourably than the English language, and that persons in Wales should be able to live their lives through the medium of the Welsh language if they choose to do so.

### **Equalities statement**

Gwent Safeguarding Board recognises that people have different needs, requirements and goals and will work actively against all forms of discrimination, by promoting good relations and mutual respect within and between our communities.

We will also work to create equal access and inclusion for everyone to our services, irrespective of ethnic origin, sex, age, marital status, sexual orientation, disability, gender reassignment, religious beliefs or non-belief, use of Welsh, BSL or any other language, nationality, responsibility for any dependents or any other reason which cannot be shown to be justified.

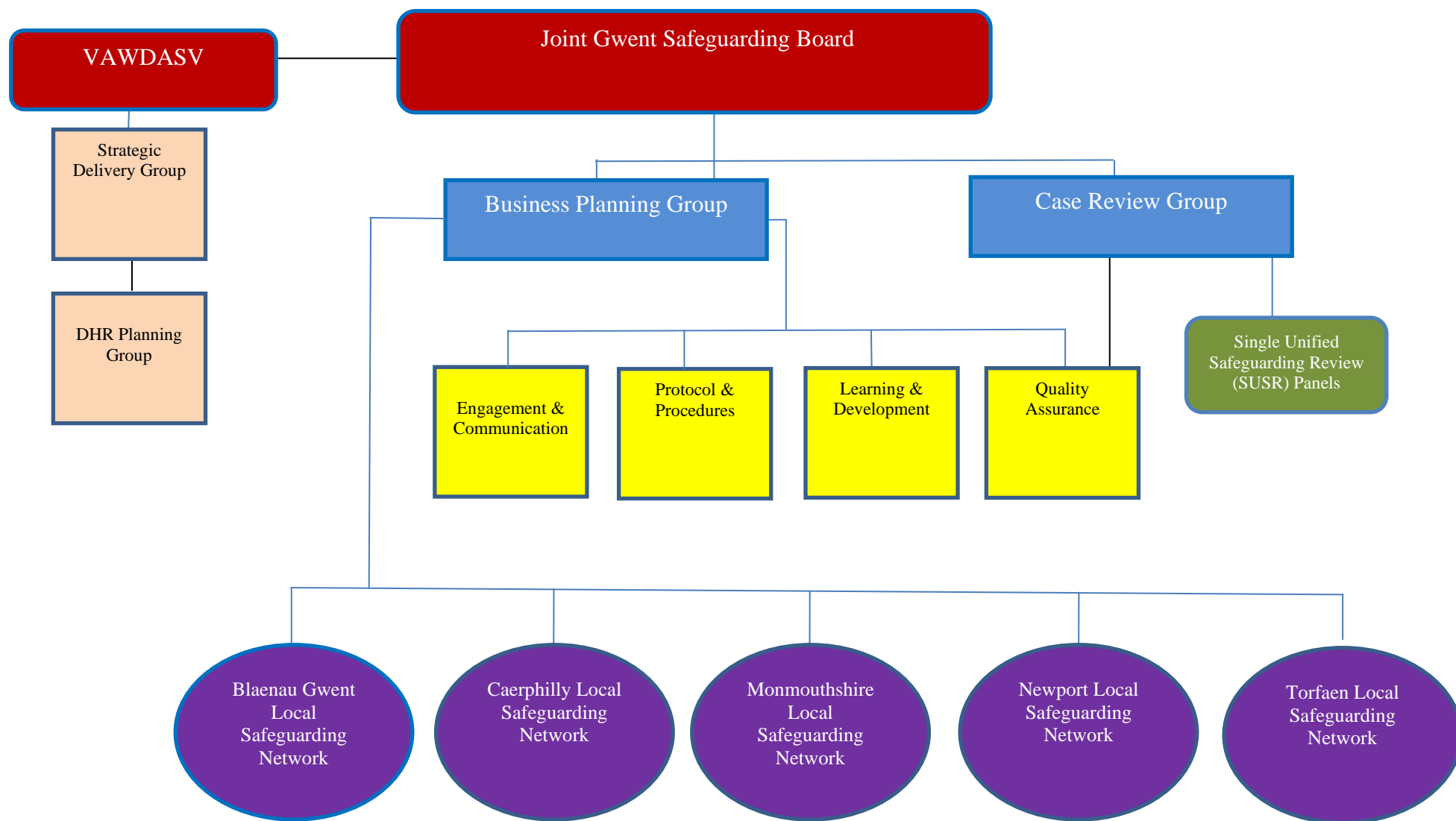
## **2. PARTNERSHIP AGREEMENT**

This Partnership Agreement sets out the commitments made by organisations, across Gwent, in meeting their statutory duty to co-operate to safeguard and promote the welfare of children and adults. The purpose of this Partnership Agreement is to provide a basis for all agencies, statutory and voluntary, to develop the effective safeguarding measures required to maintain safeguarding on a statutory footing. This Agreement and the Board's Annual Plan sets out how Gwent Safeguarding Board will provide the strategic lead in the development of safeguarding services and the arrangements for scrutinising how partner agencies are embedding robust safeguarding systems within the operation of their services.

It is a working document and will be reviewed by the Gwent Safeguarding Board in line with other policy documents relating to children and adults.

The Partnership Agreement is an essential part of all planning, management, commissioning and provision of services for children and adults, and is endorsed by all Board partners.

### 3. Gwent Safeguarding Board Strategic Structure



#### 4. FUNCTIONS OF GWENT SAFEGUARDING BOARD

The Gwent Safeguarding Board will provide the regional strategic direction for the prevention of abuse and neglect of children and adults, and the protection of children and adults who have been abused or neglected. The Gwent Safeguarding Board will ensure the implementation of its strategic vision by:

- developing an annual strategic plan;
- reviewing the Board's strategic plan on an annual basis, agreeing priorities for the year ahead and ensuring that plans reflect national and local developments;
- producing an annual report in accordance with Welsh Government's requirements for the National Independent Safeguarding Board.

The functions and core responsibilities<sup>1</sup> of Safeguarding Boards which are listed within the Welsh Government document 'Working Together to Safeguard People Volume 1 – Introduction and Overview,' are:

a) to 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;

b) to **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;

c) 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;

d) to undertake **child practice reviews** and **adult practice reviews**,

e) to undertake **audits, reviews and investigations** as are required in pursuance of its objectives;

f) to **monitor** the extent to which any recommendations made under paragraph (c) or (d) are being or have been met;

g) to **review the performance of the Board** and its partners and bodies represented on the Board in carrying out its objectives;

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<sup>1</sup> <https://gov.wales/sites/default/files/publications/2019-05/working-together-to-safeguard-people-volume-i-introduction-and-overview.pdf>

h) to **disseminate information about best practice and learning** arising from reviews under paragraph (d) or (e), 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;

i) to **facilitate research** into protection from, and prevention of, abuse and neglect of children and adults at risk of harm;

j) to **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;

k) to **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;

l) to **seek specialist advice** or information where the Board considers it relevant to assist it to implement its objectives;

m) to **respond to any notification** to the Board in relation to any of its functions;

n) to **engage in any other activity** that facilitates or is conducive to the achievement of its objectives.

Please see **Appendix 1** for Gwent Safeguarding Board Terms of Reference.

## 5. MEMBERSHIP OF GWENT SAFEGUARDING BOARD

The statutory guidance in relation to Part 7 (Safeguarding) of the Social Services and Wellbeing (Wales) Act 2014 prescribes Safeguarding Board partner representation, which has been used to inform the appropriate composition of Gwent Safeguarding Board, reflected below:

### SOUTHEAST WALES SAFEGUARDING CHILDREN BOARD

Chair / Head of Children's Services	Caerphilly C.B.C.
Paediatrician Named Doctor	A.B.U.H.B
Head of Safeguarding	A.B.U.H.B.
Lead Consultant	A.B.U.H.B (Public Health Team)
Assistant Director	Barnardo's
Service Manager	Blaenau Gwent C.B.C
Head of Children's Services	Blaenau Gwent C.B.C.
Corporate Director of Education	Blaenau Gwent C.B.C.
Head of Community Services	Bron Afon Community Housing
Service Manager	Caerphilly & Blaenau Gwent YOS representing Gwent YOS's
Chief Officer Education / representative	Caerphilly C.B.C

<b>Senior Solicitor, Legal Services</b>	Caerphilly C.B.C
<b>Service Manager Safeguarding</b>	Caerphilly C.B.C.
<b>Chief Executive Officer</b>	GAVO
<b>Head of Operations</b>	GDAS
<b>Head of PPU</b>	Gwent Police
<b>Head of PDU</b>	Her Majesty's Prison and Probation Service
<b>Head of Children's Services</b>	Monmouthshire C.C.
<b>Safeguarding Service Manager</b>	Monmouthshire C.C
<b>Housing &amp; Communities Manager</b>	Monmouthshire C.C.
<b>Chief Education Officer</b>	Monmouthshire C.C.
<b>NISB member</b>	National Independent Safeguarding Board
<b>Children's Services, Service Manager</b>	Newport C.C
<b>Chief Education Officer</b>	Newport C.C.
<b>Head of Children's Services</b>	Newport C.C.
<b>Deputy Police and Crime Commissioner</b>	Office of Gwent Police & Crime Commissioner
<b>Designated Nurse</b>	National Safeguarding Service, Public Health Wales
<b>Business Manager</b>	Regional Safeguarding Business Unit
<b>Group Manager</b>	Torfaen C.B.C
<b>Head of Children's Services</b>	Torfaen C.B.C
<b>Head of Resources &amp; Planning, Education</b>	Torfaen C.B.C
<b>Senior Executive Officer</b>	Torfaen Voluntary Alliance
<b>Regional Adviser</b>	VAWDASV Regional Team
<b>Head of Safeguarding</b>	Welsh Ambulance Services NHS Trust

#### **GWENT-WIDE ADULT SAFEGUARDING BOARD**

<b>Chair / Chief Officer, SSD</b>	Monmouthshire C.B.C.
<b>Vice Chair / Head of Safeguarding</b>	A.B.U.H.B.
<b>Lead Consultant</b>	A.B.U.H.B. (Public Health Team)
<b>Service Manager</b>	Blaenau Gwent C.B.C
<b>Head of Adult Services</b>	Blaenau Gwent C.B.C.
<b>Service Manager Safeguarding</b>	Caerphilly C.B.C.
<b>Head of Adult Services</b>	Caerphilly C.B.C.
<b>Head of Active Ageing</b>	Derwen Cymru (part of POBL Group)
<b>Chief Executive Officer</b>	GAVO
<b>Head of Operations</b>	GDAS
<b>Head of PPU</b>	Gwent Police
<b>Safeguarding Lead</b>	H.M.P. Usk
<b>Head of PDU</b>	Her Majesty's Prison and Probation Service
<b>Safeguarding Service Manager</b>	Monmouthshire C.C
<b>Head of Housing</b>	Monmouthshire C.C.
<b>Head of Adult Services</b>	Monmouthshire C.C.
<b>NISB member</b>	National Independent Safeguarding Board
<b>Service Manager</b>	Newport C.C



<b>Head of Adult Services</b>	Newport C.C.
<b>Deputy Crime Commissioner</b>	Gwent Police & Crime Commissioner
<b>Designated Doctor</b>	National Safeguarding Service, Public Health Wales
<b>Designated Nurse</b>	National Safeguarding Service, Public Health Wales
<b>Business Manager</b>	Regional Safeguarding Business Unit
<b>Safeguarding Officer</b>	South Wales Fire and Rescue Service
<b>Group Manager</b>	Torfaen C.B.C
<b>Head of Adult Services</b>	Torfaen C.B.C.
<b>Regional Adviser</b>	VAWDASV Regional Team
<b>Head of Safeguarding</b>	Welsh Ambulance Services NHS Trust

## 6. ROLE AND RESPONSIBILITIES OF THE BOARD CHAIR AND VICE CHAIR

As set out within the statutory guidance for Part 7 (Safeguarding) of the Social Services and Wellbeing (Wales) Act 2014, a Board **must** by majority decision appoint one of its members to be its chair. The chair may be a Board partner or from a body represented on the Board and chairing may rotate between the Board partners and bodies represented on the Board. 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.

A Board **must** also by majority decision appoint one of its members to be its vice-chair. It may be beneficial to a Safeguarding Board to have a vice-chair from another Board partner or body represented on the Board to that of the chair. The appointment of a vice chair should also be for up to three years, with the option for renewal for a period of up to three years. The role of the chair of a Safeguarding Board is key to ensuring the effectiveness of a Board. Together with the support of the vice-chair, business manager and staff of the business unit, the chair has a major responsibility for developing and reaching consensus for the strategy and annual plan of the Safeguarding Board and driving forward the operational work of the Board.

The chair has responsibility for fostering relationships of mutual trust and understanding among Board partners and other bodies represented on the Board and gaining their active involvement. The responsibilities of a Safeguarding Board require committed, well - functioning, challenging, inspirational and strongly led members. The chair is critical to achieving the full and consistent support of Board partners and bodies represented on the Board.

Currently, in Gwent, the chairs of the individual Children and Adult Safeguarding Boards jointly chair the Gwent Safeguarding Board. Please see **Appendix 2** for a role profile outlining specific Board Chair and Vice Chair responsibilities.

## 7. ROLE AND RESPONSIBILITIES OF BOARD MEMBERS

The statutory guidance in relation to Part 7 (Safeguarding) of the Social Services and Wellbeing (Wales) Act 2014 outlines the expectation that a Board is expected to maintain a list of those persons who hold a current appointment to represent a

Safeguarding Board partner or a body represented on the Board (See Section 5 of this Partnership Agreement).

The guidance also outlines that attendance at the Board should be monitored. New appointees to a Safeguarding Board should be provided with a statement of 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. This Partnership Agreement will serve as a mechanism to support Board member induction. Please see Board Member role profile in **Appendix 3** for further details.

## **8. GWENT SAFEGUARDING BOARD STRATEGIC PLAN - MONITORING AND EVALUATION ARRANGEMENTS**

The Board must develop and publish an annual strategic plan by 31<sup>st</sup> March which includes outcomes to be achieved relating to children and adults across Gwent.

The Board will review its effectiveness against agreed measures which will directly relate to its strategic priorities and will publish an annual report by 31<sup>st</sup> July setting out the progress it is making towards achieving these outcomes for children and adults.

## **9. GOVERNANCE AND ACCOUNTABILITY RESPONSIBILITIES OF GWENT SAFEGUARDING BOARD**

Individual Safeguarding Board Members are accountable to their employing organisation and any relevant organisational inspectorates.

The Safeguarding Boards are not accountable to the National Independent Safeguarding Board (NISB); however, they do have a duty to cooperate and share information with the NISB as set out in the Act. The NISB and the Safeguarding Boards are equal partners with differing responsibilities.

It is vital that the roles of the NISB, the Safeguarding Boards, Welsh Government and the various relevant inspectorates and regulators are clearly understood.

Each member of the Gwent Safeguarding Board and its sub groups has a corporate responsibility to keep their own agency and organisation informed of the work of the Gwent Safeguarding Board and particularly to highlight through their organisational governance arrangements, any risks associated with that organisation not meeting its statutory responsibilities in relation to safeguarding children and adults.

A key role of the Gwent Safeguarding Board will be to monitor the effectiveness of each agency/organisation operating in Gwent, both individually and whilst working in partnership to deliver the desired outcomes for children and adults.

Agencies and organisations are accountable to the Gwent Safeguarding Board as a statutory Board. The Gwent Safeguarding Board will hold agencies and organisations individually and in partnership to account for their performance in delivering the identified strategic outcomes.

If the Board identifies that a Board partner is failing to meet its commitments to safeguarding children and adults, it can require that agency or organisation to submit an action plan to the Board identifying how the failings will be addressed.

The Board may also:

- place a specific item as to performance on the next available Gwent Safeguarding Board agenda and require the defaulting agency or organisation to submit a formal report or presentation to the Gwent Safeguarding Board;

and/or

- require the agency or organisation in question to report through its own governance arrangements any associated risks in the agency/organisation not meeting its statutory obligations in safeguarding children and adults. The agency/organisation will then be expected to formally report back to the Gwent Safeguarding Board with mechanisms to address those risks;

and/or

- In exceptional circumstances the Chair of the Gwent Safeguarding Board, with full agreement from the Board, may request the attendance of the Chief Executive of the partner agency/organisation to the next available meeting of the Gwent Safeguarding Board in order to explain the performance failings of that member agency/organisation, and the Chair of the Board may then if appropriate, explain the concerns of the Board to the relevant inspectorate and if necessary, the Safeguarding Department in Welsh Government, Welsh Government Minister, National Independent Safeguarding Board and/or the Children's / Older People's Commissioner.

## **External Monitoring and Inspection Arrangements**

All members of the Gwent 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 Gwent 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.

## **10. Gwent Safeguarding Board Sub-Group Structure**

The Gwent Safeguarding Board's success in achieving its strategic objectives and core business ambitions is very much dependent on the effective functioning of its sub-group structure. Please refer to Section 3 (page 5) for the Gwent Safeguarding Board structure diagram.

As outlined within **Appendix 3** (Board Member role profile), it is a responsibility of Board Members to appropriately nominate sub-groups members from within their organisation, with due consideration to be given to the expertise / bespoke role which would benefit each sub-group. For example, a Communication Lead from within a Board member agency would be a valuable contribution to the work of the Engagement

and Communication Sub-Group; or a Quality Assurance Lead from within a Board member agency would be a valuable nomination to the work of the Quality Assurance Sub-Group.

In order to ensure equitable and transparent distribution of work within sub-groups it is suggested that Board members provide nominations from within their own organisation to represent them at sub-groups to ensure adequate resourcing. This can be reviewed annually by Board members. A tracking sheet will be retained by the Business Unit.

A sub-group must, by majority decision, appoint one of its members to be its chair. 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.

A Sub-Group must, also by majority decision appoint one of its members to be its vice-chair. The appointment of a vice chair should also be for up to three years, with the option for renewal for a period of up to three years.

Below, is a brief summary of the terms of reference from each Board sub-group:

### **Business Planning Group**

The Business Planning Group supports the Gwent Safeguarding Board by co-ordinating the development of strategic plans and reports which record the effectiveness of safeguarding practice across the region. This senior sub-group oversees the progress against priorities and outputs of the relevant sub-group action plans, thus driving forward the strategic safeguarding agenda, across the region. In addition, the group facilitates a free flow of communication between local groups, sub groups and Boards.

### **Case Review Group**

The Case Review Group supports the -Gwent Safeguarding Board by delivering on the statutory function to consider all referrals for Single Unified Safeguarding Reviews. Case Review Group will also be responsible for considering referrals for Child and Adult Practice Reviews, Domestic Homicide Reviews (in conjunction with the respective Community Safety Partnership), Offensive Weapon Homicide Reviews (once agreed) and Mental Health Homicide Reviews. The Case Review Group also considers thematic reviews and audits, as appropriate. The group ensures that all reviews are appropriately resourced and that strategic and operational action plans are co-ordinated and managed effectively.

### **Protocols and Procedures Sub-Group**

The Protocols and Procedures Sub-Group supports the work of the Gwent Safeguarding Board in contributing to the development of safeguarding by reinforcing and promoting best practice in inter-agency working across the region. This is achieved by managing and co-ordinating the development and regular review of guidance, policies and protocols applicable to the safeguarding of people at a regional level, and by working with the other regional groups to ensure these are embedded into practice.

## **Learning and Development Sub-Group**

The Learning and Development Sub Group ensures practitioners in the area have access to the training they need in relation to the prevention of abuse, neglect or other forms of harm. This does not mean Gwent Safeguarding Board provides such training itself, although it may choose to provide some specialist or inter-agency training as part of a wider programme of interagency and individual organisational training. Instead, it involves monitoring training opportunities available in the region, ensuring it aligns with the training required and ensuring agencies provide it.

## **Quality Assurance Sub-Group**

The Quality Assurance sub-group covers the development and implementation of a performance management and quality assurance framework; the commissioning of case audits into strategic priority areas as identified by the Board; and the implementation of action plans arising from Single Unified Safeguarding Reviews.

## **Engagement and Communication Sub-Group**

The Engagement and Communication Sub-Group supports the Gwent Safeguarding Board and the Violence Against Women Domestic Abuse and Sexual Violence Board (VAWDASV) by delivering on the statutory function to raise awareness of safeguarding issues across the region. This includes maintaining strategic oversight of the Gwent Safeguarding Board website (incorporating VAWDASV). The group also exists to encourage creation of engagement and participation opportunities for children and young people, adults at risk, practitioners and members of the public, across the partnership. At least once a year, Safeguarding Boards must give children or adults the opportunity to participate in one or more of the safeguarding board events.

## **Local Safeguarding Networks**

The Local Safeguarding Networks ensure connectivity between the strategic Safeguarding Board and the work of frontline practitioners. The Networks promote a culture of multi-agency learning and increased accountability for safeguarding within Local Authority areas, supported by the Regional Safeguarding Board Business Unit.

## **11. FINANCIAL AND RESOURCE CONTRIBUTION**

The Gwent Safeguarding Board is funded by contributions from statutory partner agencies in accordance with the funding formula as set out in the Welsh Government document 'Working Together to Safeguard People Volume 1 – Introduction and Overview,' the guidance which accompanies the Social Services and Well-being (Wales) Act 2014. The Safeguarding Board Lead Partner role is set out within this guidance and for Gwent the Lead Partner is Caerphilly County Borough Council, who operates as the budget holder. The funding from Board partner agencies resources a regional infrastructure of staff working closely with the Board Chairs, Safeguarding Board partners and other bodies represented on the Board, whose purpose is set out within the above guidance, to:

- drive forward day-to-day business in relation to the Board's core functions;
- provide administrative and organisational support for the work of a Board's subgroups;

- provide administrative and organisational support for activities associated with quality assurance, training and staff development and the learning and reviewing arrangements, including Single Unified Safeguarding Reviews;
- provide support for the review of the Board's performance and for its medium term financial planning.

The host organisation for the Business Unit is also the Lead Partner.

The Board also provides an extensive multi agency regional training programme. This consists of a range of generic safeguarding courses which enable free access for practitioners and volunteers across the region. They are designed to complement and add value to the training provided by workforce development teams in the region. The statutory guidance states that Boards should agree a budget as part of its medium-term financial plan which is then rolled forward until modified to ensure stability and security of funding over more than one financial year.

The anticipated costs for the forthcoming financial year of 2025/2026 are set out below:

<b>Total costs</b>	<b>£474,777</b>
Staff costs	£ 392,807
Day to day running costs	£ 25,246
Provision of Multi-Agency Training and Practice Reviews	£ 45,765
Engagement / Websites & Publicity / Professional events (Including National Safeguarding Week)	£ 10,959

In addition, 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.

It is acknowledged that resources used to support the work of the Safeguarding Board are not confined or restricted to financial contributions from statutory partner agencies. The Gwent Safeguarding Board Chairs, Executive Board Members, Sub Group Chairs and members provide a significant amount of their professional time to support the Board and its work. This is often in addition to their identified professional roles and day to day responsibilities. Board Members should expect an annual presentation by the host organisation as to how financial contributions have been allocated and future funding proposals.

## 12. CONCLUSION

The Gwent Safeguarding Board is committed to the principles and objectives outlined in this agreement and will work both as a Board and as member agencies/organisations to achieve the desired outcomes in order to ensure that safeguarding and promotion of welfare is achieved for children and adults across Gwent.

## Appendix 1

### THE GWENT SAFEGUARDING BOARD TERMS OF REFERENCE

#### Governance and Accountability

Regional Safeguarding Boards are self-governing. Each Board partner organisation retains existing lines of accountability to the designated lead officer/ representative body within each Board partner organisation.

#### How accountability is demonstrated

Via an annual report, to:

- Board Members' own agencies
- Welsh Government
- the National Independent Safeguarding Board
- CIW

#### Vision

To ensure that all children and adults within the Gwent area are safeguarded.

It is the role of Gwent Safeguarding Board to set the strategic direction for safeguarding and to carry out core functions in relation to multi-agency safeguarding. The Board carries out these day-to-day functions, through policy direction, monitoring the effectiveness of safeguarding within agencies, commissioning practice reviews and disseminating learning to practitioners to ensure that safeguarding is high on the agenda at all levels of the workforce.

#### Purpose

The Gwent Safeguarding Board will work to the functions and core responsibilities of a Safeguarding Board as set out within the Social Services and Wellbeing (Wales) Act 2014:

- a) to 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;
- b) to **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;

- c) 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;
- d) to undertake **child practice reviews** and **adult practice reviews**,
- e) to undertake **audits, reviews and investigations** as are required in pursuance of its objectives;
- f) to **monitor** the extent to which any recommendations made under paragraph (c) or (d) are being or have been met;
- g) to **review the performance of the Board** and its partners and bodies represented on the Board in carrying out its objectives;
- h) to **disseminate information about best practice and learning** arising from reviews under paragraph (d) or (e), 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;
- i) to **facilitate research** into protection from, and prevention of, abuse and neglect of children and adults at risk of harm;
- j) to **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;
- k) to **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;
- l) to **seek specialist advice** or information where the Board considers it relevant to assist it to implement its objectives;
- m) to **respond to any notification** to the Board in relation to any of its functions;
- n) to **engage in any other activity** that facilitates or is conducive to the achievement of its objectives.

## Reporting

To provide an annual report which will be sent to Welsh Government, the National Independent Safeguarding Board and other strategic partnerships with 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 Joint Gwent Safeguarding Board.

### **Quoracy**

A minimum of 50% of agencies must be present for the meeting to be considered quorate. However, meetings can proceed in the absence of full quoracy at the Chair's discretion.

### **Communication Channels**

- To communicate with the regional and sub regional groups on strategic priorities.
- To ensure the effective communication with other relevant regional groups.
- 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 lead partner (Caerphilly County Borough Council) for the Joint Gwent Safeguarding Board.

### **Administration**

- The Gwent Safeguarding Board Business Unit will provide administration support for the Safeguarding Board and sub-groups.
- Other support for the Board will be provided by the Business Support Unit.

### **Frequency of Meetings**

- The Board shall meet quarterly, with meeting dates set no later than January for the following year.
- One annual self-assessment and / or planning day will take place each year.
- Additional meetings will take place as required.

### **Decision Making**

- Made by majority.
- A split vote will go to the Chair for final decision

### **Minutes of Meetings**

- Minutes and agenda to be distributed 5 working days prior to the following meeting.

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

- Only with the approval of the Board.

## **Appendix 2**

### **ROLE PROFILE**

#### **BOARD CHAIR AND VICE CHAIR**

- Manage all aspects of the Gwent Safeguarding Board meetings, including agenda setting, chairing of meetings, agreeing minutes and monitoring actions to be taken;
- Ensure that key national, regional and local issues are brought to the attention of the Gwent Safeguarding Board;
- Oversee and provide support in the production of the Board Plans and Annual Reports; be responsible for ensuring that an annual report of the Board is prepared and published by 31st July each year and that the Annual Business Plan of the Board is prepared and published by 31st March each year.
- Maintain good liaison throughout the Gwent Safeguarding Board structure and visibly support the work of sub groups of the Board;
- Ensure Single Unified Safeguarding Reviews are undertaken when required, with advice from the Case Review Group;
- Maintain regular liaison with all the Local Authorities Chief Executives and Chairs of other strategic partnerships including Local Authority Public Service Boards and the Regional Partnership Board;
- Contribute to regulation, inspection and corporate assessment processes as required by all agencies within the partnership;
- Contribute to the strategic co-ordination of the Gwent Safeguarding Board in relation to other strategic partnerships;
- Represent the face of the Gwent Safeguarding Board;
- Hold to account members of partner agencies in ensuring they provide support and resources to the nominated member of the Safeguarding Board;
- Ensure links to the Children's and Older Person's Commissioner;

The Gwent Safeguarding Board will meet quarterly with one development session for all Board members to attend annually, to inform the annual planning process.

Name \_\_\_\_\_

Designation/Agency \_\_\_\_\_

Signature \_\_\_\_\_

## **Appendix 3**

### **ROLE PROFILE**

#### **BOARD MEMBER**

Members of the Gwent Safeguarding Board are individuals with a strategic or advisory role in relation to safeguarding and promoting the welfare of children and adults within their agency/organisation. They are in a position to:

- Represent their agency, organisation or representative group of people with full authority. In doing so to raise issues on their behalf, contribute to discussion and ensure dissemination of information back to that representative group, agency or organisation.
- Commit their agency/organisation on policy and practice matters.
- Commit resources from their agency/organisation to support the work of the Board and sub-groups. This will be recorded through a register of representation stored within the Business Unit.
- Be responsible for the delivery of the individual agency commitments to the Board.
- Actively contribute to the completion of self-assessment tasks to enable the Safeguarding Board to be assured of partner agency's individual safeguarding arrangements across the region.
- Actively contribute to the Gwent Safeguarding Board's requests to provide performance and monitoring information for the purpose of quality assuring the Board's effectiveness.
- Translate the Gwent Safeguarding Board aims into activity within their own agency, ensuring appropriate links to the Gwent Safeguarding Board resources and website.
- Actively contribute to the development of the Gwent Safeguarding Board and provide appropriate challenge and support to the Board as required.
- Identify matters to the achievement of local safeguarding developments, represent the views and priorities of the Board, and report back milestones and outcomes.

The Gwent Safeguarding Board will meet quarterly with one development session for all Board members to attend annually, to inform the annual planning process.

It is the responsibility of all Board member agencies to present the annual report and annual plan to their respective senior management teams and constituted decision making bodies at the next appropriate governance forum within three months of the report publication.

Members are expected to prioritise attendance at Board meetings. Deputies must be of a senior level and agreed with the Board beforehand. A minimum of 50% of agencies must be present for the meeting to be considered quorate.

Name \_\_\_\_\_

Designation/Agency \_\_\_\_\_

Signature \_\_\_\_\_

## **ROLE PROFILE**

### **SUB-GROUP MEMBER**

The Gwent Safeguarding Board Sub-Group Members are individuals with an expertise and both strategic and operational links in relation to safeguarding and promoting the welfare of children and adults within their agency/organisation. They are in a position to:

- Represent their agency, organisation or representative group of people with full authority. In doing so to raise issues on their behalf, contribute to discussion and ensure dissemination of information back to that representative group, agency or organisation.
- Take responsibility for supporting the work of the sub-groups, on behalf of their agency/organisation. This will be recorded through a register of representation stored within the Business Unit.
- Be responsible for the delivery of the individual agency commitments to the sub-group.
- Actively contribute to the completion of tasks to enable the sub-group to work towards the completion of its work plan.
- Actively contribute to / participate in activities (Task and Finish Groups) outside of the quarterly meetings in order to achieve its work plan objectives.
- Share sub-group activity within their own agency, ensuring appropriate links to the Gwent Safeguarding Board resources and website.
- Identify achievements and local safeguarding developments, represent the views and priorities of the sub-group, and report back milestones and outcomes.

The sub-groups will meet quarterly with ad hoc task and finish group activity taking place between meetings.

Sub-group members are expected to prioritise attendance at meetings. Deputies must be of a similar level and agreed with the sub-group chair beforehand. A minimum of 50% of agencies must be present for the meeting to be considered quorate.

Name \_\_\_\_\_

Designation/Agency \_\_\_\_\_

Signature \_\_\_\_\_