



# Cardiff and Vale of Glamorgan Regional Safeguarding Adults Board **Audit Sub Group**

## **Terms of Reference**

## **INTRODUCTION**

This group will be known as the Cardiff and Vale of Glamorgan RSAB Audit Sub Group (C&V RSAB Audit Sub Group).

According to the Social Services and Wellbeing Act (Wales) 2014, a Safeguarding Board has to undertake audits, reviews and investigations as are required in pursuance of its objectives. Therefore Cardiff and the Vale of Glamorgan RSAB has set up this Sub Group in order to carry out this function.

## **AIM**

To improve outcomes for adults across Cardiff and the Vale of Glamorgan, via the monitoring of the effectiveness of the coordination between agencies in delivering their safeguarding responsibilities by implementing a multi-agency audit mechanism.

## **FUNCTIONS**

1. Coordinate the RSAB audit programme to ensure local services work together to protect adults and highlight areas of good practice and those for improvement
2. Co-ordinate the work of any audit task and finish groups
3. Report to the Business Planning Group, detailing the findings of audit and making recommendations for action
4. Accept action plans following audits carried out by the localised task and finish groups and identify the learning to be shared as applicable via the Business Planning Group and RSAB Main Board for ratification and agreement
5. Ensure multi agency representation in the audit process and identify other RSAB agencies to take part in specific audits as necessary and co-opting them to the relevant localised task and finish group
6. Develop a relevant and robust multi agency audit tool, report and action plan formats
7. Implement an audit timetable, this will include core areas for audit and take account of areas of specific interest for Cardiff and/or Vale of Glamorgan geographical areas
8. Monitor member agencies' effectiveness in terms of their work to safeguard and promote adult welfare
9. Take account of themes arising from Adult Practice Reviews, and include these as appropriate in the work of the group
10. Ensuring compliance with policies ratified by the RSAB as specific and appropriate to the needs of the RSAB
11. Adhere to the rolling programme of audits as set out in the Social Services and Well-being (Wales) Act 2014

## MEMBERSHIP

Membership can be found below:

Agency	Role
Cardiff Adults Safeguarding	Service Manager, Safeguarding
Cardiff Adults Services	Operational Manager, Mental Health
Vale of Glamorgan Adults Safeguarding	Policy & Quality Assurance
Vale of Glamorgan Adults Services	Operational Manager, Learning Disabilities and Mental Health
Vale of Glamorgan Adults Services	Safeguarding Adults Officer
South Wales Police	Detective Inspector, Eastern BCU
Cardiff and Vale University Health Board	Named Professional, Safeguarding
Cardiff and Vale University Health Board	Safeguarding Nurse
Probation	Senior Probation Officer
Third Sector Representative	TBC
Independent Sector Representation	Chair of VoG Care Homes / Care Forum Wales

The C&V RSAB Audit Sub Group may also co-opt members from other RSAB member agencies as necessary for specific pieces of work.

For a meeting to be quorate, a minimum of 3 agencies should be present, to include the Chair or Vice Chair and a representative from any associated task and finish groups.

## ACCOUNTABILITY

C&V RSAB Audit Sub Group members are expected to:

1. The C&V RSAB Audit Sub Group is accountable to the RSAB Business Planning Group and the RSAB
2. Group members are responsible for ensuring the correct membership from their agencies at any task and finish groups
3. It is the responsibility of members of the C&V RSAB Audit Sub Group to communicate relevant matters within their own organisation and ensure that these are acted upon. When an agency is not a member of C&V RSAB Audit Sub Group then the Chair will take responsibility for this process
4. To represent their organisation on the C&V RSAB Audit Sub Group and contribute to the work of the RSAB plan as agreed

5. To commit working time to undertaking quality assurance and audit activities outside of quarterly meetings to take forward the work plan
6. To be responsible for receiving, disseminating and collating information deriving from audits regarding safeguarding adults conducted for the Cardiff and Vale SAB

## **CHAIRING ARRANGEMENTS**

The C&V RSAB Audit Sub Group Chair will be nominated by, and be a member of, the RSAB Business Planning Group. The C&V RSAB Audit Sub Group Vice Chair will be nominated by the Sub Group.

The Chair and Vice Chair term will be 1 year and the Vice Chair will take on the role of the Chair after this term. A Vice Chair will need to be nominated on a yearly basis.

## **MEETINGS**

The C&V RSAB Audit Sub Group will meet on a quarterly basis to coincide with reporting cycle to the Business Planning Group and the RSAB.

Tasks will be allocated to individual areas Task and Finish Groups during and between these meetings.

The agenda for each meeting will be prepared determined by the Chair from the workplan and agreed actions or audits from previous meetings.