



Cardiff and Vale of Glamorgan Regional Safeguarding Adult Board

Business Planning Group

Terms of Reference

INTRODUCTION

The group will be known as the Cardiff and Vale of Glamorgan RSAB Business Planning Group (C&V RSAB Business Planning Group).

AIM

The C&V RSAB Business Planning Group is a multi-agency group constituted from members of the RSAB. The purpose of the C&V RSAB Business Planning Group is to progress the work of the RSAB, and to demonstrate the effectiveness of the working of the RSAB in safeguarding adults at risk by developing and reviewing performance measures. The C&V RSAB Business Planning Group is key to the overall effectiveness of the RSCB. In delivering the Business Plan, it will ensure that the priorities of the Board and the work of the Sub Groups are taken forward. It will also ensure that information about measuring outcomes and the effectiveness of the RSAB is produced.

FUNCTIONS OF THE GROUP

The functions of the C&V RSAB Business Planning Group are as follows.

1. Oversee the development of a Business Plan for the RSAB, identifying the strategic priorities for the Board
2. Develop an effective performance management system, as part of the RSAB Business Plan, to monitor safeguarding activity in Cardiff and Vale of Glamorgan.
3. Develop and monitor an effective risk register to support the identification of priorities
4. Co-ordinate the annual review of the Business Plan, reporting its outcomes to the RSAB through an Annual Report.
5. Assist the Board by identifying priorities and issues for its consideration/approval, following the annual SAIT.
6. Address specific issues that require a co-ordinated response
7. Ensure a two way flow of communication between the RSAB and the Groups, including any task and finish groups where appropriate
8. Oversee and monitor the work plans of all RSAB Sub Groups and any Task and Finish Groups established on behalf of the board
9. Oversee the development of policies and procedures for safeguarding and promoting the welfare of adults at risk which facilitate good and effective joint working practices in Cardiff and Vale of Glamorgan.
10. Establish and monitor Task & Finish Sub-Groups to complete specific projects, as required.

MEMBERSHIP

Membership of the C&V RSAB Business Planning Group should consist of Chairs of all Groups and other key professionals delegated by RSAB members. The membership of the C&V RSAB Business Planning Group will be multi agency and should reflect the statutory partner agencies of the RSAB.

A list of members is as follows:

Agency	Role	Sub Group
Vale of Glamorgan Adult Services	Head of Service, Adult Services	Chair of Business Planning Group
Cardiff Adult Services	Assistant Director, Adult Services	Chair of CPR/APR Sub Group
Vale of Glamorgan, Safeguarding	Operational Manager, Social Services Safeguarding & Service Outcomes	Chair of Polices, Procedures and Protocols Sub Group
Cardiff Safeguarding	Operational Manager, Safeguarding and Review	Chair of Training Sub Group
South Wales Police	Superintendent, Central BCU	
South Wales Police	Detective Chief Inspector, Eastern BCU	
South Wales Police	Superintendent, Eastern BCU	Chair of CSE
Cardiff and Vale University Health Board	Named Professional, Safeguarding	Chair of Adult Audit Sub Group
National Probation Service	LDU Head	
Safeguarding Business Unit	Business Manager	Chair of Communication and Engagement Sub Group
Cardiff Third Sector Council	Health and Social Care Facilitator	

The C&V RSAB Business Planning Group may also co-opt member agencies as necessary for specific pieces of work.

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

ACCOUNTABILITY

1. C&V RSAB Business Planning Group members are accountable to the RSAB and must report to them directly
2. C&V RSAB Business Planning Group members are responsible for ensuring the correct membership from their agencies
3. It is the responsibility of members of the C&V RSAB Business Planning Group to communicate relevant matters within their own organisation and ensure that these are acted upon
4. The Chair (or Vice Chair) of this group will report quarterly to the RSAB

CHAIRING ARRANGEMENTS

The C&V RSCB Business Planning Group Chair will be nominated by and subsequently be a member of, the RSAB. The C&V RSAB Business Planning Group Vice Chair will be nominated by the C&V RSAB Business Planning 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 Business Planning Group will meet on a quarterly basis.

Task and Finish Groups will be set up, with the support of the Safeguarding Business Unit, and will involve relevant representatives from partner agencies as required.

The agenda for each meeting will be determined by the Chair, working in conjunction with the Safeguarding Business Unit Business Manager, based on the work programme, emerging themes/issues and from the agreed actions of previous meetings.

The Safeguarding Business Unit will provide administrative support.

All papers will be circulated 10 working days before the meeting.