

Cardiff and Vale of Glamorgan Regional Safeguarding Children Board

Audit Sub Group

Terms of Reference

INTRODUCTION

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

According to the Social Services and Well-being (Wales) Act 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 RSCB have set up this Sub Group in order to carry out this function.

AIM

To improve outcomes for children and young people 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

- Coordinate the RSCB audit programme to ensure local services work together to protect children and young people and highlight areas of good practice and those for improvement.
- Co-ordinate the work of any audit task and finish groups.
- Report to the Business Planning Group, detailing the findings of audit and making recommendations for action.
- 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 RSCB Main Board for ratification and agreement.
- Ensure multi agency representation in the audit process and identify other RSCB agencies to take part in specific audits as necessary and co-opting them to the relevant localised task and finish group.
- Develop a relevant and robust multi agency audit tool, report and action plan formats.
- 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.
- Monitor member agencies' effectiveness in terms of their work to safeguard and promote children and young people's welfare;
- Take account of themes arising from Child Practice Reviews, and include these as appropriate in the work of the group.
- Ensuring compliance with policies ratified by the RSCB as specific and appropriate to the needs of the RSCB.
- Adhere to the rolling programme of audits as set out in the Social Services and Well-being (Wales) Act 2014

MEMBERSHIP

C&V RSCB Audit Sub Group Terms of Reference
Date of Ratification:
Review Date: September 2018

Agency	Role
Cardiff Children's Services	Operational Manager, Safeguarding and Independent Review
Vale of Glamorgan Children's and Young Peoples Services	Policy & Assurance Officer
Vale of Glamorgan Children's and Young Peoples Services	Principal Officer, Social Services Business Management and Innovation
South Wales Police	Detective Inspector
Cardiff and Vale University Health Board	Named Professional, Safeguarding Children
Cardiff Council Education Department	Education Safeguarding Officer
Vale of Glamorgan Education Department	Operational Manager ALN
Vale of Glamorgan Council Youth Offending Service	Manager
Cardiff Council Youth Offending Service	Operational Manager
Probation	Team Manager
NSPCC	Team Manager
Barnardo's	Assistant Director
3 rd Sector Representation	TBC

The C&V RSCB 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 localised task and finish groups.

ACCOUNTABILITY

1. C&V RSCB Audit Sub Group members are accountable to the RSCB and must report to them via the Business Planning Group
2. Group members are responsible for ensuring the correct membership from their agencies
3. It is the responsibility of members of the C&V RSCB Audit Sub Group to communicate relevant matters within their own organisation and ensure that these are acted upon
4. The group will take forward objectives and any relevant audit issues as included in the RSCB Annual Plan
5. The Chair (or Vice Chair) of this group will report quarterly to the RSCB Business Planning Group

CHAIRING ARRANGEMENTS

The C&V RSCB Audit Sub Group Chair will be nominated by and subsequently be a member of, the RSCB Business Planning Group. The C&V RSCB 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 RSCB Audit Sub Group will meet on a quarterly basis to coincide with reporting cycle to the Business Planning Group and the RSCB.

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 Sub Group 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.