

Cardiff and Vale of Glamorgan Safeguarding Children Board

Business Planning Group

Terms of Reference

INTRODUCTION

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

AIM

The C&V RSCB Business Planning Group is a multi-agency group constituted from members of the RSCB. The purpose of the C&V RSCB Business Planning Group is to progress the work of the RSCB, and to demonstrate the effectiveness of the working of the RSCB in safeguarding children by developing and reviewing performance measures. The C&V RSCB 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 RSCB is produced.

FUNCTIONS OF THE GROUP

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

1. Oversee the development of a Business Plan for the RSCB, identifying the strategic priorities for the Board
2. Develop an effective performance management system, as part of the RSCB 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 RSCB 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 RSCB and the Groups, including any task and finish groups where appropriate
8. Oversee and monitor the work plans of all RSCB 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 children 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 RSCB Business Planning Group should consist of Chairs of all Groups and other key professionals delegated by RSCB members. The membership of the C&V RSCB Business Planning Group will be multi agency and should reflect the statutory partner agencies of the RSCB.

A list of members is as follows:

Agency	Role	Sub Group
Vale of Glamorgan Children and Young People's Services	Head of Service, Children and Young People's Services	Chair of Business Planning Group
Cardiff Children Services	Assistant Director, Children Services	
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
Cardiff Adult Services	Assistant Director, Adult Services	Chair of CPR/APR Sub Group
South Wales Police	Superintendent, Central BCU	
South Wales Police	Detective Chief Inspector, Eastern BCU	
Cardiff and Vale University Health Board	Named Professional, Safeguarding Children	Chair of Adult Audit Sub Group
National Probation Service	Senior Probation Officer	
NSPCC	Team Manager	Chair of Children Audit Sub Group
Barnardo's	Assistant Director	
Third Sector Representative	Health and Social Care Facilitator, GVS/Director, Cavamh	
Safeguarding Business Unit	Business Manager	Chair of Communication and Engagement Sub Group

The C&V RSCB 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 RSCB Business Planning Group members are accountable to the RSCB and must report to them directly
2. C&V RSCB 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 RSCB 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 RSCB

CHAIRING ARRANGEMENTS

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