

Cardiff and Vale of Glamorgan Safeguarding Boards

CPR/APR Sub Group

Terms of Reference

INTRODUCTION

The group is the Cardiff and Vale of Glamorgan Regional Safeguarding Children and Adult Boards' Child and Adult Practice Review Group and will be known as C&V RSB CPR/APR Sub Group.

OBJECTIVES

1. Implement the statutory requirements laid down in the Social Services and Well-being (Wales) Act 2014 supported by the Part 7 Guidance; Vol's 2 & 3.
2. Consider, at the request of the RSCB and RSAB Chairs, if any cases or matters of concern require, or meet the criteria for a Multi-Agency Professional Forum, Concise Review or Extended Review.
3. Disseminate learning from reviews and ensure that thematic learning from local and national reviews is being taken into account in the work of both the RSCB and the RSAB.
4. Ensure strong links with parallel reviews of practice e.g. Domestic Homicide Reviews, Youth Justice Board Serious Incident Reviews or Prisons and Probation Ombudsman Investigations

FUNCTIONS

The function of the C&V RSB CPR/APR Sub Group is to:

1. Consider, at the request of the Co-Chairs of the RSCB and RSAB, if any cases or matters of concern require, or meet the criteria for, a Multi-Agency Professional Forum, Concise Review or Extended Review
2. Make recommendations to the Co-Chairs of the RSCB and RSAB who have ultimate responsibility for deciding whether or not a Practice Review should be conducted;
3. Identify if any parallel review is underway and recommend a way forward to the Co-Chairs of the RSCB and RSAB;
4. Notify Welsh Government of any decision made by the Chairs following the recommendations made by the Practice Review Sub Group, including the approval of summary timelines, reports and action plans;
5. Consider, for each case, the scope of the review process, identify the composition of the panel based on specific expertise requirements;
6. Identify and commission an independent reviewer to support the review panel. 'Independent' shall be taken to mean independent from any agency involvement in the case;
7. Agree draft terms of reference for the reviews as proposed by the review panel and send to Welsh Government;
8. Monitor the Practice Review process and to oversee changes to this process;
9. Ensure that arrangements are in place to consider the draft overview reports and action plans.
10. Support the Reviewer/s and Review Panel Chair in the preparation of presenting any reports, summary timelines and action plans to the Boards for approval;
11. Co-ordinate any amendments to the Action Plan and Report requested by the Boards; and

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12. Ensure the finalised action plan is sent back to the Chairs for approval and partner agency sign off within 4 weeks of report ratification and ensure all correct documentation is submitted to Welsh Government in line with the Guidance.

MEMBERSHIP

Membership of the Group and its Task and Finish Groups will be multi-agency and, where relevant, will consist of a representative of each statutory partner. Membership will be reviewed annually.

Organisation	Role
Children's Services, Cardiff Council	Operational Manager Targeted Services
Local Authority, Cardiff Council	Operational Manager, Safeguarding and Review
Local Authority, Vale of Glamorgan Council	Operational Manager of Safeguarding and Service Outcomes, VoG
Adult Social Services, Cardiff Council	Operational Manager Locality Services (Long Term Care)
Adult Services, Vale of Glamorgan Council	Operational Manager of Safeguarding and Service Outcomes, VoG
Education and Lifelong Learning, Cardiff Council	Principal Educational Psychologist
Learning and Skills Directorate, Vale of Glamorgan Council	Safeguarding Officer
Legal Services, Cardiff Council	Operational Manager
Legal Services, Vale of Glamorgan Council	Senior Solicitor
Community Team Legal, Cardiff Council	OM Legal
South Wales Police	Independent Protecting Vulnerable Person Manager
South Wales Police	Head of Protective Services, Eastern BCU, South Wales Police
Cardiff and Vale UHB	Named Doctor Safeguarding Children, Cardiff and Vale University Health Board
Cardiff and Vale UHB	Head of Safeguarding, Cardiff and Vale University Health Board
Abertawe Bro Morgannwg UHB	Lead Nurse, Abertawe Bro Morgannwg Health Board
Velindre	Senior Nurse Safeguarding and Public Protection, Velindre NHS Trust
National Safeguarding Team	Designated Nurse for NHS Wales National Safeguarding Team, Public Health Wales
Mirus	CEO
LDU National Probation Service	LDU Head for National Probation Service
Housing, Cardiff Council	Social Inclusion Unit Manager
Housing, VOG	Housing and Strategic Projects Team Leader
NSPCC	Service Manager, Children's Services
WAST	Safeguarding Specialist
Fire Service	Safeguarding Officer, South Wales Fire and Rescue Service

For a meeting to be quorate, a minimum of 4 agencies should be present, to include Children's and Adult Services from Cardiff and Children's and Adults Services from the Vale of Glamorgan and South Wales Police.

ACCOUNTABILITY

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1. The C&V RSB CPR/APR Sub Group is accountable to the RSCB and RSAB Business Planning Groups.
2. Group members are responsible for ensuring the correct membership from their agencies at the Sub Group and any task and finish groups.
3. It is the responsibility of members of the C&V RSB CPR/APR Sub Group to consult appropriately within their organisations and to brief their organisational members on any relevant issues arising in regard to any work of the Sub Group.
4. Members shall ensure that they are committed to the Sub Group, deputies will only be accepted in exceptional circumstances and when a conflict of interest has been identified.
5. All members must ensure they are committed to the process including the identification of review panel members and ensure they are fully prepared.
6. All tasks / requirements identified within each Practice Review process will be adhered to and all timescales met.

CHAIRING ARRANGEMENTS

The C&V RSB CPR/APR Sub Group Chair and Vice Chair will be nominated by and subsequently be a member of, the RSCB and RSAB Business Planning Groups. The C&V RSB CPR/APR Sub Group Vice Chair will be nominated by the Sub Group.

MEETINGS

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.

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