

## Cardiff & Vale of Glamorgan Regional Safeguarding Boards Role Profiles – CPR/APR Sub Group Member

- Ensure the correct membership from their agencies at the Sub Group and any task and finish groups
- Consider case referrals received, if cases or matters of concern require, or meet the criteria for a Multi-Agency Professional Forum, Concise Review or Extended Review
- Consider, for each case, the scope of the review process, identify the composition of the panel based on specific expertise requirements (including the chair- who must be a member of the Sub Group)
- Commit to the process of a review, including the identification of review panel members
- Appropriately prepare any panel members, reviewers or chair from their respective agencies and be a point of contact/support throughout the Review process
- Monitor the Practice Review process and to oversee changes to this process
- Read and prepare for the discussion of draft reports and action plans during Sub Group meeting
- 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
- 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
- Commit to the Sub Group, deputies will only be accepted in exceptional circumstances and when a conflict of interest has been identified.
- Commit to any additional work being commissioned by the RSCB and RSAB for the Sub Group
- Be responsible for ensuring any draft reports are shared with their agency's Board member representative

### **Confidentiality Statement**

The meeting will be conducted in line with the Part 7 Guidance of the Social Services and Well-Being (Wales) Act 2014. Information discussed by the agency representative, within the ambit of this meeting is strictly confidential and must not be disclosed to third parties without the agreement of the C&V CPR/APR Sub Group members at the meeting.

All agencies should ensure the papers are retained in a confidential and appropriately restricted manner.

By signing this role profile and the attendance sheet at each meeting, members are agreeing to abide by these principles.

### **The CPR/APR Sub Group will meet on a quarterly basis**

Name \_\_\_\_\_

Designation/Agency \_\_\_\_\_

Signature \_\_\_\_\_