



Joint North Wales Safeguarding Board (JNWSB)

Terms of Reference

Purpose:

The Joint North Wales Safeguarding Board (Children and Adults Board) will work to the functions and core responsibilities of a Safeguarding Board as set out within the Social Services and Wellbeing (Wales) Act 2014:

- a) To contribute to ensuring that national policies and procedures are monitored and remain fit for purpose, by engagement with the National Independent Safeguarding Board and other Safeguarding Boards, and to contribute to developing policies and procedures to co-ordinate what is done by the partners and bodies represented on the Board for the purposes of protecting adults and children and preventing abuse, neglect and other forms of harm to adults and children within the area of the Board;
- b) To raise awareness throughout the Board's area of the Board's objectives to protect and prevent adults and children from becoming at risk of abuse, neglect and other forms of harm, and to provide information about how this might be achieved.
- c) To review the efficacy of measures taken by those Safeguarding Board partners and bodies represented on the Board, and by other bodies with safeguarding responsibilities within the area of the Board, either individually or collectively, to implement the objectives of the Board and to make whatever recommendations it sees fit to those bodies in light of such a review.
- d) To undertake Single Unified Safeguarding Reviews.
- e) To undertake audits, reviews and investigations as are required in pursuance of its objectives; to monitor the extent to which any recommendations made under paragraph (c) or (d) are being or have been met.
- f) To review the performance of the Board and its partners and bodies represented on the Board in carrying out its objectives,
- g) To disseminate information about best practice and learning arising from reviews under paragraph (d) or (e), to share information with Board

members, other Safeguarding Boards, the National Independent Safeguarding Board, and children and adults who are or may be affected by the exercise of a Safeguarding Board's functions, and to identify, explore and respond to matters arising that affect the fulfilment of the Board's objectives.

- h) To facilitate research into protection from, and prevention of, abuse and neglect of children and adults at risk of harm.
- i) To review the training needs of those practitioners working in the area of the Board in order to identify training activities and to provide and to ensure training is provided on an interagency and individual organisational basis to assist in the protection and prevention of abuse and neglect of children and adults at risk of harm in the area of the Board.
- j) To co-operate or act jointly with another one or more Boards or other similar bodies in Wales, England, Scotland and Northern Ireland, or other jurisdictions, where the Board considers it will assist it to fulfil its objectives.
- k) To seek specialist advice or information where the Board considers it relevant to assist it to implement its objectives.
- l) To respond to any notification to the Board in relation to any of its functions.
- m) To engage in any other activity that facilitates or is conducive to the achievement of its objectives.

Reporting

To provide an annual report which on the 31st July will be sent to Welsh Government, the National Independent Safeguarding Board, and other strategic partnerships within safeguarding responsibilities, including the Public Service Boards and to member agencies' governance structures.

To meet the reporting requirements of national and regional bodies, e.g., Welsh Government, the National Independent Safeguarding Board and CIW.

To report concerns to Welsh Government, CIW, National Independent Safeguarding Board and Public Service Boards, as necessary, regarding issues concerning member contributions/ commitment / safeguarding practice that cannot be resolved at the North Wales Safeguarding Board.

Quoracy

A minimum of 50% of agencies must be present for the meeting to be considered quorate. However, meetings can proceed in the absence of full quoracy at the Chair's discretion.

Communication Channels

- ❖ To communicate with the regional and sub regional groups on strategic priorities.
- ❖ To ensure the effective communication with other relevant regional groups.
- ❖ To communicate with other regional Safeguarding Boards in Wales as appropriate and the National Independent Safeguarding Children Board.

Chairing arrangements

As set out within the statutory guidance for Part 7 (Safeguarding) of the Social Services and Wellbeing (Wales) Act 2014, a Board must by majority decision appoint two of its members to be its co-chairs. The co-chairs may be a Board partner or from a body represented on the Board and chairing may rotate between the Board partners and bodies represented on the Board.

Two Directors of Social Services have been appointed as Co-Chairs of the North Wales Safeguarding Board and will undertake the role of Co- Chair for 2 years. In addition, two Vice Chairs have been appointed from Statutory Board partners to support the Co-Chairs in their role – see Appendix 1 Co-Chairs Role profile

Legal Support

To be provided by the partner (Conwy County Borough Council) for the Joint North Wales Safeguarding Board.

Administration

- ❖ The North Wales Safeguarding Board Business Unit will provide administration support for the Safeguarding Board and sub-groups.
- ❖ Other support for the Board will be provided by the Business Support Unit.

Frequency of Meetings

- ❖ The Board shall meet quarterly, with meeting dates set no later than January for the following year.
- ❖ One annual self-assessment and / or planning day will take place each year.
- ❖ Additional meetings will take place as required.

Decision Making

- ❖ Made by majority.
- ❖ A split vote will go to the Chair for final decision.

Minutes of Meetings

- ❖ Minutes and agenda to be distributed 7 working days prior to the following meeting.

Amendments to Terms of Reference

- ❖ Only with the approval of the Board.

Record of Board Membership

The North Wales Safeguarding Board will ensure that a list is maintained of those persons who hold a current appointment. Attendance at the Board will be monitored. (see Appendix 2)

New appointments will be provided with a statement of the expectations and commitment required of a Board member and induction into the functions and governance of the Board.

Funding and Governance

The NWSB Safeguarding Board is funded by contributions from statutory partner agencies in accordance with the funding formula as set out in the Welsh Government document 'Working Together to Safeguard People Volume 1 – Introduction and Overview,' the guidance which accompanies the Social Services and Well-being (Wales) Act 2014.

The Safeguarding Board Lead Partner role is set out within this guidance and for NWSB the Lead Partner is Denbighshire County Council, who operates as the budget holder.

The funding from Board partner agencies resources a regional infrastructure of staff working closely with the Board Chairs, Safeguarding Board partners and other bodies represented on the Board, whose purpose is set out within the above guidance, to:

- drive forward day-to-day business in relation to the Board's core functions.
- provide administrative and organisational support for the work of a Board's subgroups.
- provide administrative and organisational support for activities associated with quality assurance, training and staff development and the learning and reviewing arrangements, including Single Unified Safeguarding Reviews.
- provide support for the review of the Board's performance

Responsibility Of Board Members

Each agency has a responsibility as a member of the North Wales Safeguarding Board to promote the effective functioning of the Board. Each agency, therefore, is required to make a formal commitment to the work of the NWSB in order for the priorities of the Board to be achieved.

All agencies and organisations providing services for children/adults at risk will have in place:

- ❖ A clear commitment from senior management as to the importance of safeguarding.
- ❖ A clear line of accountability within the organisation for work relating to safeguarding and performance.
- ❖ Safe recruitment practices that take account of the need to safeguard, including vetting of new staff, existing staff (where possible), volunteers and providers of commissioned services.

Members are required to carry out the following responsibilities:

The Board

- ❖ Prioritise attendance at Board meetings and only in exceptional circumstances should a deputy attend; this deputy must also be in a position to make decision on behalf of their organisation.
- ❖ Be held to account for the dissemination of information between their own organisations and the NWSB and vice versa.
- ❖ Take responsibility for representing the NWSB on other forums and strategic partnerships.
- ❖ Be accountable for their own agency's performance in relation to safeguarding and escalate any risks or issues to the Board without delay.
- ❖ Comply with and support any audit undertaken of the effectiveness of the NWSB or safeguarding practice within their own organisation.
- ❖ Participate, or identify an individual from their own agency to participate, in Sub-Groups, Task and Finish groups and consultation processes.
- ❖ Bring to the attention of the Co-Chair any conflict of interest between their NWSB role and their own individual organisational responsibilities.
- ❖ Bring to the attention of the Co-Chair any concerns arising from the handling of a case or cases that have been raised by a member of staff in their agency.

Their Organisation

- ❖ Communicate the work of the Board within their agency/organisation in order to promote positive outcomes for children/adults at risk.
- ❖ Be responsible for ensuring that all staff in their organisation are aware of the necessity of reporting concerns about safeguarding practice.
- ❖ Be a Safeguarding Lead for their organisation and drive the safeguarding agenda forward at all local, regional and national partnerships and forums.
- ❖ Ensure the implementation of their own agency's action plans in relation to

Single Safeguarding Unified Reviews.

- ❖ Be able to influence strategic planning for safeguarding children and adults at risk within their own organisation.

Appendix 1- Role Profile of Co-Chairs

- Manage all aspects of the NWSB Safeguarding Board meetings, including agenda setting, chairing of meetings, agreeing minutes and monitoring actions to be taken.
- Ensure that key national, regional and local issues are brought to the attention of the NWSB
- Oversee and provide support in the production of the Board Plans and Annual Reports; be responsible for ensuring that an annual report of the Board is prepared and published by 31st July each year and that the Annual Business Plan of the Board is prepared and published by 31st March each year.
- Maintain good liaison throughout the NWSB Safeguarding Board structure and visibly support the work of subgroups of the Board.
- Ensure Single Unified Safeguarding Reviews are undertaken when required, with advice from the Case Review Group.
- Maintain regular liaison with all the Local Authorities Chief Executives and Chairs of other strategic partnerships including Local Authority Public Service Boards and the Regional Partnership Board.
- Contribute to regulation, inspection and corporate assessment processes as required by all agencies within the partnership.
- Contribute to the strategic co-ordination of the NWSB Safeguarding Board in relation to other strategic partnerships.
- Represent the face of the NWSB.
- Hold to account members of partner agencies in ensuring they provide support and resources to the nominated member of the Safeguarding Board.
- Ensure links to the Children's and Older Person's Commissioner.

Appendix 2 :**Board Members**

Co-Chair: Jenny Williams, Director of Social Care and Education, Conwy County Borough Council

Co-Chair: Nicola Stubbins – Corporate Director, Social Services & Education, Denbighshire County Council

Co-Vice Chair NWSAB: Michelle Denwood, Director of Safeguarding & Public Protection, Betsi Cadwaladr University Health Board BCUHB

Co-Vice Chair NWSCB: Jacqueline Downes, Detective Superintendent / Protecting Vulnerable People Unit, North Wales Police

Isle of Anglesey Council -, Director of Social Services & Head of Children and Families Services, Head of Adults Services, Director of Education, Skills and Young People

Gwynedd Council – Corporate Director & Head of Adult Health and Wellbeing Services, , Head of Children and Family Support Department, Head of Education

Conwy CBC – Head of Children, Family & Safeguarding Services, Head of Education

Denbighshire CC – Joint Head of Service for Education and Children's - Children's Social Care Head of Community Support Services

Flintshire CC – Chief Officer Social Services, Senior Manager Safeguarding and Commissioning, Head of Education

Wrexham CBC – Director Social Services / Head of Adult Social Care, Senior Head Of Service – Children Social care, Head of Education

North Wales Fire & Rescue Service - Business Education and Arson Reduction Team Manager

National Probation Service – Head of Probation Delivery Unit, North Wales

Public Health Wales – Designated Nurse National Safeguarding Team

Welsh Ambulance Service Trust – Safeguarding Specialist Quality, Safety & Patient Experience Directorate

Barnardo's – Assistant Director Children's Services

National Independent Safeguarding Board Representative.

Youth Justice Service – Service Manager Prevention & Support, Senior Manager(s)

Betsi Cadwaladr University Health Board, Named Doctor Children's safeguarding, Director of Nursing Mental Health & Learning Disabilities

Deputy Governor, HMP Berwyn.

Care Forum Wales – Chief Policy Officer

Head of Safeguarding & Advocacy, Hope Project Manager, Age Cymru

Appendix 3 Board Structure

