



Joint North Wales Safeguarding Board (JNWSB)

Terms of Reference

Purpose:

The Joint North Wales Safeguarding 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 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

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

Legal Support

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

Administration

- ❖ The Joint 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.

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.

Membership

The Lead Partner for the Board is Denbighshire County Council. Membership complies with the statutory guidance issued under Part 7 of the Social Services and Well Being Act 2014 which prescribes the following as a Safeguarding Board partner:

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.