



## **Mid & West Wales Safeguarding Board (MAWWSB)**

### **Local Operational Groups**

### **Terms of Reference**

#### **Purpose**

The purpose of the Children and Adult Local Operational Groups (LOGs) is to support the Mid & West Wales Regional Safeguarding Executive Board in its core business as set out in the Social Services and Wellbeing Act [Wales] 2014 to:

- Protect children and adults in their area who may be experiencing, or at risk of abuse, neglect and other kinds of harm and;
- To prevent children and adults in their area from becoming at risk of abuse, neglect and other kinds of harm.

#### **Objectives**

The MAWWSB Local Operational Groups will:

- Work together collaboratively within a multi-agency context and environment and with key third sector organisations to keep children and adults, who may be at risk, safe within their local area
- Ensure safeguarding practice, strategic planning and commissioning of services across all partner agencies continuously improves and promotes good outcomes for children and adults who may be at risk in their local area
- Create a forum in which shared learning, information sharing and guidance takes place within a multi-agency environment
- Work together collaboratively, however will professionally challenge and hold each other to account when safeguarding practice falls below expected standards.

## **Membership**

Members of Local Operational Groups will hold senior responsibility within their organisations for safeguarding practice. They should have the authority to make decisions on behalf of their organisation and be able to fully contribute and engage in discussion in relation to safeguarding practice.

## **Children LOGs**

- Head of Service (Chair)
- Senior Safeguarding Manager, Children's Services
- Designated Safeguarding Lead, (Primary & Secondary Education)
- Designated Safeguarding Lead, Learning and Development
- Named Nurse, Hywel Dda University Health Board / Powys Teaching Health Board
- Named Doctor, Safeguarding
- A Police officer who holds at least the rank of Inspector and whom the Chief Officer has charged with specific responsibilities in relation to the protection of children and adults, Dyfed Powys Police
- Designated Safeguarding Lead, National Probation Service / Probation Community Rehabilitation Company
- Youth Offending/Justice Service
- Designated third sector representatives

## **Adult LOGs**

- Head of Adult Services (Chair)
- Senior Safeguarding Manager, Adult Services
- Designated Safeguarding Lead, Learning and Development
- Commissioning Lead, Safeguarding
- Named Nurse, Hywel Dda University Health Board / Powys Teaching Health Board
- A Police officer who holds at least the rank of Inspector and whom the Chief Officer has charged with specific responsibilities in relation to the protection of children and adults, Dyfed Powys Police
- Designated Safeguarding Lead, National Probation Service / Probation Community Rehabilitation Company
- Designated third sector/Private provider representatives

## **Functions**

The MAWWSB Local Operational Groups will:

- Work collaboratively with the MAWWS Executive Board who will provide strategic leadership and guidance on expected work and activity within their local area.

- Work collaboratively with the four standing MAWWSB Regional Sub Groups, namely the Child Practice Review Sub Group, Adult Practice Review Sub Group, Policies & Procedures Sub Group and the Training Sub Group. The MAWWSB Business Unit will establish a business process which will aide and facilitate communication channels between the LOGs and respective Sub Groups.
- Collect and analyse Quality Assurance information. Identify safeguarding practice trends and report this to the MAWWS Executive Board as part of the Regional Quality Assurance Reporting Framework.
- Facilitate and arrange a programme of local and regional audits in relation safeguarding activity as directed by the MAWWSB and report these findings to the Executive Board as part of the Regional Quality Assurance Reporting Framework.
- Where agreed and considered appropriate, discuss cases that could potentially meet the criteria for a practice review.
- Facilitate and arrange a programme of Multi-Agency Practice Forums (MAPFs), arising from the findings of audits and inspections.
- Consider, monitor and report to the MAWWS Executive Board progress of any regional action plans.
- Respective Children and Adult Local Operational Groups in each area will develop strong links and clear communication channels. This will be achieved by holding meetings on the same day and in the same location with a cross cutting agenda section, in which safeguarding issues relevant for both children and adult safeguarding practice can be discussed jointly.
- Develop strong links and clear communication channels with service users and local community groups, and consider and establish ways in which their views can be fed into Local Operational Group meetings.
- To consider and identify multi-agency safeguarding training needs.

In addition to cases that meet the criteria for a referral to the CPR Sub Group, Local Operational Groups are expected to undertake a regular and continuous programme of MAPFs which should be facilitated events that promote reflective learning and examine case practice. These events should be closely linked to the outcome of audits and of inspections. The outcome of these events as well as disseminated learning will be monitored and overseen by the CYSUR Executive Board via the quality assurance framework and will be reported into the Board quarterly as part of the LOG Chair's report. The Business Unit will audit these as well as all MAPFs that have been recommended by the Regional CPR Sub Groups on an annual basis and report outcomes as part of the Board's annual report. Identified learning outcomes from local MAPFs will be considered by the Regional Training Sub Group who will consider and recommend how the learning outcomes should be disseminated regionally on a multi-agency basis.

## **Frequency of Meetings**

Meetings will take place quarterly and will be scheduled to aide and facilitate effective two-way communication with the MAWWSB. For example, 6 weeks after and 6 weeks prior to Executive Board meetings.

Children and Adult LOGs will take place on same day, in the same venue and will be timed to accommodate cross cutting agenda items.

Meetings will be scheduled on an annual basis working to a 12 month forward calendar.

Extra-ordinary LOG meetings can be scheduled to take place in between the normal calendar of meetings when considered appropriate.

## **Agenda**

Agenda items for discussion will vary dependent upon local need and issues, however within this context to promote consistency across the region, regional standard agenda items should be discussed at each Local Operational Group (Please see Appendix 1).

## **Governance**

Local Operational Group Chairs will report directly to the MAWWS Executive Board. This will be done via attendance at Executive Board meetings and via the Regional Quality Assurance Reporting Framework.

Local Operational Group Chairs are responsible for ensuring Board directives are reported back to LOG members as appropriate. This will be supported by the MAWWSB Business Unit who will either attend Local Operational Group meetings or provide a written update report.

## **Chairing Arrangements**

All Local Operational Groups are presently chaired by Heads of Children and Adult Services who are also Executive Board members. A Vice Chair should be nominated and elected which can be from a different agency.

## **Appendix 1**

**Standard agenda items to be discussed at all Local Operational Groups, where relevant for Children's and Adult Services.**

Local and Regional Quality Assurance data and activity, which should include:

- **Data**
- **Practice audits**
- **Practice focussed MAPFs**

Regional action plans (i.e. CSE and Operation Jasmine)

Referrals for Child Practice Reviews and Adult Practice Reviews

- **Review and report on progress on regional action plans**

The outcome of any local alternative learning processes, DHRs and youth offending critical learning events.

Local safeguarding training needs.

Safeguarding and commissioning/Private sector providers

Safeguarding in Education.

Issues recommended for consideration at the Regional Training and Policies & Procedures Sub Groups.

Local planned activity for National Safeguarding Week, which will now be an annual event.

The process of engaging the views of service users/community groups into LOG meetings regarding Safeguarding issues, including the Junior Safeguarding Board.

**Appendix 2**

