



THE MID AND WEST WALES SAFEGUARDING BOARD

TERMS OF REFERENCE

Version	Revision Date	Owner	Date approved by Exec Board	Review Date
V1		Mid and West Wales Safeguarding Board		
V2	17/10/24	Mid and West Wales Safeguarding Board	17/10/23	17/10/25



CYSUR and CWMPAS: Mid and West Wales Regional Safeguarding Boards

Terms of Reference

CYSUR (*Child and Youth Safeguarding, Unifying the Region*) is the name for the Regional Safeguarding Children Board in Mid & West Wales, covering Ceredigion, Carmarthenshire, Pembrokeshire and Powys. **CWMPAS** (Collaborative Working and Maintaining Partnership for Adult Safeguarding) is the name for the Regional Safeguarding Adults Board in Mid & West Wales, covering Ceredigion, Carmarthenshire, Pembrokeshire and Powys.

Delivery of Board Business

Although CYSUR and CWMPAS are separate Boards in statute, in practice they operate as one unified Regional Safeguarding Board for the protection of children and adults at risk. This is reflected in the structure of our regional sub-groups, which are combined as one unified group, akin to the spirit and ethos of the Social Services and Wellbeing Act (Wales) 2014.

Purpose

Section 134 of the Social Services and Well-Being Act (Wales) 2014 requires that regional Safeguarding Children and Adults Boards are in place. These Boards put the safeguarding of children and adults on to a statutory footing.

Both CYSUR and CWMPAS Boards are multi-agency, statutory partnerships whose main objective is to ensure that local safeguarding arrangements and partners act to help and protect children, young people and adults at risk of abuse and neglect across the region.

According to the Act, the objectives of a **Safeguarding Children Board** are:

- To protect children within its area who are experiencing, or are at risk of, abuse, neglect or other kinds of harm, and;
- To prevent children within its area, from becoming at risk of abuse, neglect or other kinds of harm.

In addition, the objectives of a **Safeguarding Adults Board** are:

- To protect adults within its area who have needs to care and support (whether or not a local authority is meeting any of those needs): and are experiencing, or are at risk of, abuse or neglect,
- To prevent those adults within its area mentioned above, from becoming at risk of abuse or neglect

Both Boards recognise that that children and adults at risk are more likely to be appropriately protected when agencies work in an all-inclusive, coordinated and consistent way.

Strategic Objectives

- Through robust governance, we will ensure effective co-ordination of multi-agency safeguarding services that are able to respond to local and national developments in safeguarding as required.
- Making safeguarding everyone's business
- To continually improve multi-agency work to safeguard and promote the welfare of children and adults at risk and drive excellence through rigorous systems of professional challenge, quality assurance, learning including Child and Adult Practice Reviews.
- To ensure effective engagement with children, young people and their families, adults, carers, frontline practitioners, the community, elected members, statutory organisations and the voluntary sector to ensure meaningful participation in the activity of the CYSUR and CWMPAS Boards.

Regional Safeguarding Children Board (CYSUR)

The Regional Safeguarding Children Board is the key process for agreeing how agencies will cooperate to safeguard and promote the welfare of children at risk and for ensuring the effectiveness of those agencies. In carrying out its responsibilities, the CYSUR Board will ensure that organisational boundaries between professionals, agencies and sectors do not act as barriers to safeguarding children at risk.

Vision

The vision of the CYSUR Regional Safeguarding Children Board is that all children live their lives free from violence, abuse, neglect and exploitation and their rights are protected. All safeguarding work is sensitive to and firmly rooted in respect for differences in race, ethnicity, culture, ability, faith and sexual orientation. Engaging with and being responsive to the needs of all stakeholders, including children and young people at risk, their families, carers, service providers and the wider community, is essential to promote the Board's vision.

Mission Statement

The CYSUR Regional Safeguarding Children Board adopts a zero tolerance approach to the abuse and neglect of children and is committed to ensuring that all agencies work together to prevent abuse and to make sure that robust arrangements are in place to respond when incidents happen. This includes a commitment to working with children, young people and their families to achieve the outcomes they want and to promote independence, choice, control, recovery and wellbeing.

Regional Safeguarding Adults Board (CWMPAS)

The Regional Safeguarding Adults Board is the key process for agreeing how agencies will cooperate to safeguard and promote the welfare of adults at risk and for ensuring the effectiveness of those agencies. In carrying out our responsibilities, the CWMPAS Board will ensure that organisational boundaries between professionals, agencies and sectors do not act as barriers to safeguarding adults at risk.

Vision

The vision of the CWMPAS Regional Safeguarding Adults Board is that all citizens live their lives free from violence, abuse, neglect and exploitation and their rights are protected. All safeguarding work is sensitive to and firmly rooted in respect for differences in race, ethnicity, culture, ability, faith and sexual orientation. Engaging with and being responsive to the needs of all stakeholders, including adults at risk, carers, service providers and the wider community, is essential to promote the Board's vision.

Mission Statement

The CWMPAS Regional Safeguarding Adults Board adopts a zero tolerance approach to the abuse and neglect of adults and is committed to ensuring that all agencies work together to prevent abuse and to make sure that robust arrangements are in place to respond when incidents happen. This includes a commitment to working with adults and their representatives to achieve the outcomes they want and to promote independence, choice, control, recovery and wellbeing.

Regional and Local Purposes

The region has a diverse geography and population. Both Boards recognise the need to maintain both a local and regional focus in response to this diversity.

The regional purpose is to co-ordinate the strategic direction, collaboration, consistency and improvement of practice across the region. In collaboration with regional sub groups, the Boards will ensure the effectiveness of what is done by each person or body represented on each Board. The oversight and approval of child and adult practice reviews is a key function of the Boards responsibilities.

The local purpose is to co-ordinate local practice and work towards ensuring effectiveness of local arrangements to safeguard and promote the welfare of children and adults at risk. The management and delivery of child and adults practice reviews is a key purpose and focus of local work in collaboration with the RSB Business unit.

Safeguarding Board Functions (Part 7, Social Services and Well-being (Wales) Act 2014)

- To co-operate with other Safeguarding Boards and the National Independent Safeguarding Board with view to-
 - Contributing to the development and review of national policies and procedures for Safeguarding Boards
 - Implementing national policies and procedures recommended by, and guidance and advice given by, the National Independent Safeguarding Board
- To raise awareness throughout the region of the Board's objectives and how these might be achieved
- To review the efficacy of measures taken by the CYSUR and CWMPAS Boards to achieve the Board's objectives
- To undertake relevant reviews, audits and investigations
- To make recommendations in light of those reviews, to monitor the extent to which those recommendations are carried out and to take appropriate action where it is shown that the Board's objectives are not being fulfilled

- To disseminate information about those recommendations to other appropriate Safeguarding Boards and the National Board
- To facilitate research into the protection of, and prevention of abuse and neglect of children and adults at risk of harm
- To review the training needs and promote the provision of suitable training for persons working to achieve the Board's objectives
- To arrange and facilitate an annual programme of multi-agency professional forums
- To cooperate or act jointly with any similar body situated in any jurisdiction where the Board considers that this will assist it to fulfill its objectives
- To obtain specialist advice or information relevant to the attainment of the Board's objectives
- To undertake Child and Adult Practice Reviews in accordance with regulation 4 of The Safeguarding Boards (Functions and Procedures) (Wales) Regulations 2015 under the guidance of 'Working Together to Safeguard People – volume 2 – Child Practice Reviews' and 'Working Together to Safeguard People – volume 3 – Adult Practice Reviews'
- To add value and improve the outcomes for vulnerable adults in need of safeguarding and protection
- To develop and provide a regional strategic direction
- To direct and monitor regional groups for training and workforce development; policies and procedures; communication and consultation and child practice reviews.
- To develop and monitor a performance management framework
- To provide challenge and support to regional agencies and Local Authorities
- To provide the interface with Welsh Government and the National Safeguarding Board
- To agree and manage the budget.

VAWDASV Functions

The Violence against Women, Domestic Abuse and Sexual Violence (VAWDASV) (Wales) Act 2015 requires the establishment of a Regional VAWDASV Executive Board.

The Mid & West Wales Safeguarding Children (CYSUR) and Safeguarding Adults (CWMPAS) Executive Board existing membership meets the requirements of the VAWDASV Act within the context of being made up of statutory directors and senior executives from relevant partner organisations. Therefore, in Mid & West Wales, the VAWDASV Executive Board functions and responsibilities will be carried out by the Regional Safeguarding Executive Board and VAWDASV core business will be incorporated into the Regional Safeguarding Executive Board's joint crosscutting agenda.

To discharge their VAWDASV responsibilities, the Mid & West Wales Safeguarding Executive Board will:

- Provide strong leadership, vision and strategic focus for all forms of violence against women as defined in the Act which includes honour based violence, forced marriage, female genital mutilation (FGM), trafficking, sexual violence and exploitation.
- Provide a governance structure to oversee progress of the regional VAWDASV strategy which will be developed and implemented by the MAWW Strategic Steering Group

- Approve and monitor implementation of the regional VAWDASV strategy.

Governance and Scrutiny

Each agency must retain accountability for the effectiveness of their arrangements to safeguard and promote the welfare of children and adults at risk. The role of each agency on the CYSUR and CWMPAS Board will be to challenge and scrutinise where arrangements are not effective. Accountability will then sit with the relevant agencies to take action to improve the effectiveness.

There is an expectation that the relevant agencies will demonstrate that the action taken has achieved the required effectiveness.

Each agency will be required to attend and contribute to the Boards annual development day and report on the effectiveness of their interagency safeguarding arrangements as well as reviewing the effectiveness of the Board.

Each agency must report the work of the CYSUR and CWMPAS through their agency's organisational governance and scrutiny arrangements.

Further to these terms of reference there will need to be clearly defined working arrangements with other regional partnerships including, Community Safety Partnerships and Health, Social Care and Wellbeing Partnerships.

CYSUR and CWMPAS Safeguarding Board Partners

Each of the following is a Safeguarding Board partner in relation to the CYSUR and CWMPAS Boards:

- (a) Carmarthenshire Local Authority
- (b) Ceredigion Local Authority
- (c) Pembrokeshire Local Authority
- (d) Powys Local Authority
- (e) Dyfed Powys Police;
- (f) Hywel Dda University Health Board and Powys Teaching Health Board;
- (g) Welsh Ambulance Service NHS Trust; (WAST)
- (h) National Probation Service;
- (i) Dyfed Powys Police and Crime Commissioner;
- (j) Public Health Wales;
- (k) Dyfed Powys Youth Justice/Offending Service;
- (l) Regional Education Representation
- (m) Regional Commissioning Representation

Structure and Membership

The proposed structure and membership for the Mid & West Wales Regional Safeguarding Children Board and Sub Groups are set out in Appendix 1 & 2.

Chairing

A Chair will be appointed for each of the respective CYSUR and CWMPAS Boards and this role will be undertaken by a Statutory Director of Social Care from within the partnership. A

Vice Chair will be appointed for each Board by a senior officer from a partner agency within the partnership. Arrangements will be reviewed bi-annually.

Meetings

A joint CYSUR and CWMPAS meeting will be held on a quarterly basis with the prerogative to convene special meetings and extra-ordinary Boards as appropriate and necessary.

Dates will be agreed a year in advance.

Meetings post Covid Pandemic are being facilitated on a hybrid basis with an in-person venue and remote facilities. Arrangements for convening meetings will be reviewed annually.

Agenda and reports

The agenda for each meeting will be planned in advance by the chair. Any member of the Boards may place items on the agenda by submitting a written report/request at least two working weeks prior to the meeting. This report should be in the identified format as noted by the Board.

The agenda and supporting papers/reports will be circulated at least one week prior to the meetings.

Minutes/administration

Administrative support will be provided by the Regional Safeguarding Board Business Unit.

At the beginning of each meeting the chair person will deal with any matters of accuracy in the minutes and then move that they be signed as a true record. These will be circulated electronically following the meeting.

Quoracy

No business shall be undertaken at any meeting unless a quorum is present.

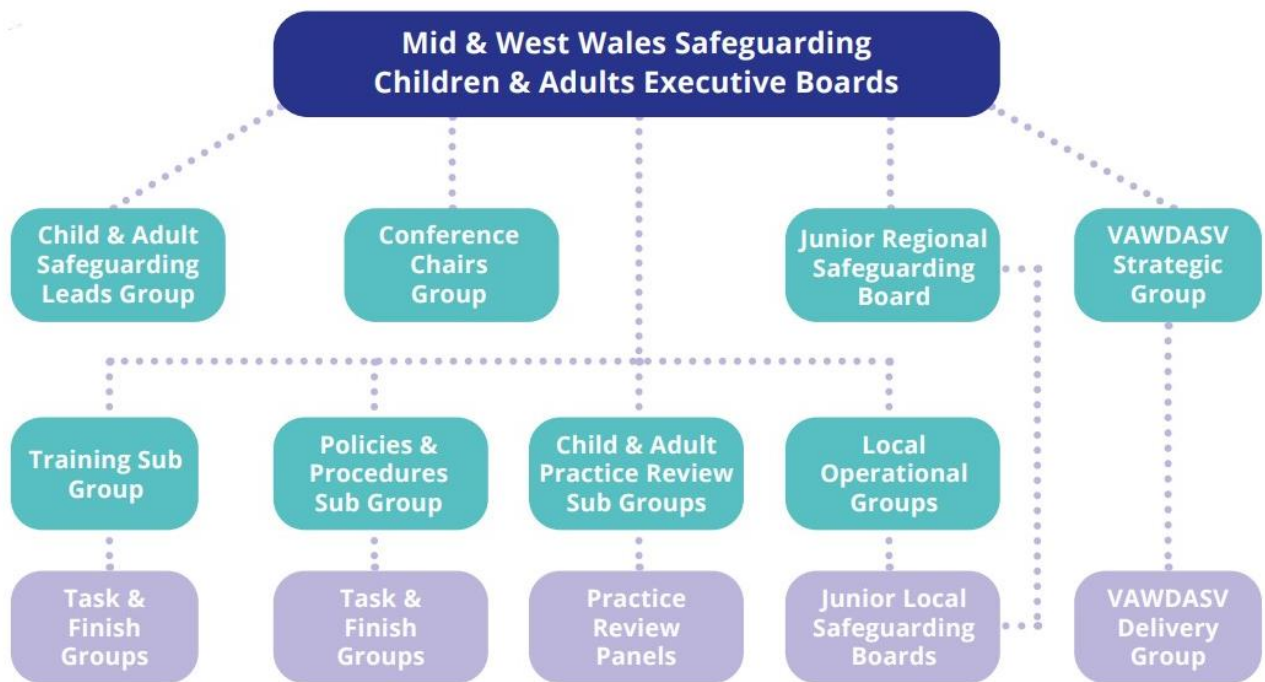
Representatives from at least 3 of the 4 local Authorities and at least 4 other statutory agencies . akin to guidance in part 7 of the SSWA (Wales) 2014 (which must include one health board) (with adequate seniority) shall be considered a quorum.

Each of the organisations with statutory membership will have 1 vote. Where there is more than 1 representative from a voting organisation there will be an expectation that an organisational position will be formed prior to voting.

Where a nominated deputy is in attendance the outcome of any vote will be binding.

Appendix 1:

Board Structure and Sub Groups



Appendix 2:

Membership of the CYSUR and CWMPAS: Regional Safeguarding Boards

The Social Services and Well Being (Wales) Act 2014 prescribes the Safeguarding Board partners and the levels of seniority of partner representatives on Safeguarding Boards.

Local Authorities - the statutory functions that should be reflected include

- Director of Social Services
- Head of Service for children's services where these duties are not exercised by the Directors identified above
- Director of Education

Police

- Superintendent or in their absence an officer who holds at least the rank of Chief Inspector; and
- Whom the Chief Officer has charged with specific responsibilities in relation to the protection of children and adults.

Health Boards (HB)

- The HB's lead officer for children's services or some other officer directly accountable to him or her who is of sufficient seniority to act as the HB's representative instead of the lead officer;
- A registered medical practitioner charged with specific responsibilities in relation to the protection of children within the area of the HB (Named Doctor);
- A registered nurse charged with specific responsibilities in relation to the safeguarding of children (Named Nurse), and;
- The Director of Nursing in relation to the protection and safeguarding of children within the area of the HB or in their absence the Assistant Director of Nursing/Head of Service who has been given delegated responsibility in relation to safeguarding Children.

An NHS Trust providing service in the area of the authority

- The Trust's lead Executive Director for safeguarding children and children or some other officer directly accountable to him or her who is of sufficient seniority to act as the Trust's representative instead of the lead executive director.

National Probation Service

- The chief officer, director, or an individual who is of sufficient seniority to represent the Board instead of the chief officer;

In addition to statutory partners Boards may include other representatives as locally agreed. Reciprocal membership is key i.e. a representative from the Safeguarding Children Board should be a member of the Safeguarding Adults Board.

Attendance

The Board has a number of statutory functions that it must execute as outlined. It is important the seniority of Board members reflect this responsibility. It is expected agencies designate the appropriate person at the appropriate level to attend the panel. It is expected this should be at Director/executive Level or equivalent.

Board members have the option to invite another member of their agency to attend the Board with them if they feel they would add value to the discussion and information presented.

It is expected that members of the Board prioritise and commit to regular, consistent attendance. Whilst it is acknowledged there will be occasions and situations that arise that will occasionally prevent Board members from attending Board meetings, it is anticipated these circumstances will be exceptional. In the event a Board member is unable to attend a Board meeting, it is expected a nominated representative/deputy attends in their place.

Board attendance is monitored. In the event patterns of absence emerge that the Chair deems unacceptable he/she will use their discretion to raise this as a cause for concern with the agency Chief Executive or equivalent.

Local Operational Groups

There will be a Local Operational Group (LOG) in each local authority area. The chair of each LOG will attend the CYSUR Board and will formally report on activity, progress and areas of risk as well as an agreed data set.