



The Mid and West Wales Safeguarding Boards

Through-Age Practice Review Sub Groups Terms of Reference

Version	Revision Date	Owner	Date approved by Exec Board	Review Date
V1		Mid and West Wales Safeguarding Board	18/10/2022	18/10/2024



Name of Policy / Procedure / Guidance	Through-Age Practice Review Sub Groups Terms of Reference
Date of Publication	18/10/2022
Review Date	18/10/2024

Dissemination/ Implementation

Agencies are requested to undertake the following in order to ensure the implementation of this Policy/Procedure/Guidance

MAWWSB	<ul style="list-style-type: none"> • Place on MAWWSB website within policy section • Send to Partner Agencies for dissemination • Disseminate to partner agencies training leads for inclusion within training as appropriate • Update relevant training to reflect Policy/procedure/ guidance
All Partner Agencies	<ul style="list-style-type: none"> • Disseminate Policy/Procedure/Guidance to all Service Leads/ Heads of Service/Safeguarding leads/ staff via appropriate communication channels e.g. LOGs • Place within own website and include a link with MAWWSB Website https://www.cysur.wales/ • Update in house Policies and Procedures to reflect Policy/Procedure/Guidance as appropriate. • Update in house training to reflect process as appropriate.

Assurance

Agencies will be requested to undertake the following in order to assure the MAWWSB with regards to dissemination and implementation of this policy:

MAWWSB	<ul style="list-style-type: none"> • To seek assurance from Partner Agencies that implementation has occurred
Partner Agencies	<ul style="list-style-type: none"> • To provide MAWWSB with assurance that the above implementation have been completed

Introduction

The Mid and West Wales Safeguarding Boards operate as one joint Board in all but name. They consist of the following two Boards:

CYSUR (*Child and Youth Safeguarding, Unifying the Region*) is the name for the Regional Safeguarding Children Board in Mid & West Wales.

CWMPAS (*Collaborative Working and Maintaining Partnership for Adult Safeguarding*) is the name for the Regional Safeguarding Adults Board in Mid & West Wales.

The Boards jointly cover the four counties of Ceredigion, Carmarthenshire, Pembrokeshire and Powys.

Purpose of the Through-Age Practice Review Sub Group

The purpose of the Through-Age Practice Review Sub Group is to:

- Instigate, progress and oversee Child and Adult Practice Reviews (CPR/APRs) in accordance with the respective Welsh Government CPR and APR Guidance – ‘*Working Together to Safeguard People: Volume 2 – Child Practice Reviews*’, and ‘*Working Together to Safeguard People: Volume 3 – Adult Practice Reviews*’ from the Social Services & Wellbeing [Wales] Act 2014;
- Instigate, monitor and provide support to Multi-Agency Practitioner Forums (MAPFs) conducted in each of the four counties constituting the region;
- Discuss and monitor Procedural Responses to Unexpected Death in Children (PRUDiCs) to ensure opportunities for learning from these tragic incidents are identified and utilised;
- Consider any relevant learning from Domestic Homicide Reviews (DHRs) in the region which may have an impact on the Boards and their practice;
- Implement and complete regional Action Plans arising from completed Practice Reviews;
- Identify and take forward opportunities for thematic learning to drive best practice in safeguarding across the region, highlighting these to the Executive Board and other regional groups, including the Regional Training and Regional Policies & Procedures Sub Groups, where appropriate and beneficial.

Objectives

- Promote high standards of safeguarding work
- Support professional and organisational learning
- Foster a culture of continuous improvement and a collective desire to identify and implement practice learning
- Promote multi-agency collaboration and constructive challenge
- Identify and act on identified themes across services
- Provide direction to local audits in respect of specific themes to be subject of the audit process
- Ensure the consistency of policy and practice throughout the four local authorities
- Facilitate learning via processes which are person-centred and supportive to practitioners

Membership

The Group will be chaired by a senior member of a core Board partner agency and supported by the Business Unit. Membership will comprise of appropriate representation from each partner agency. Any legal advice required by the Group will be sought on a case by case basis. The Chair and Vice Chair roles will be from two different statutory organisations.

Agency membership as of September 2022:

- Pembrokeshire County Council, Children's and Adults Services
- Carmarthenshire County Council, Children's and Adults Services
- Ceredigion County Council, Through-Age Social Services
- Powys County Council, Children's and Adults Services
- Dyfed-Powys Police
- Hywel Dda University Health Board
- Powys Teaching Health Board
- National Probation Service
- Local Authority Education Representative to represent the four Local Authorities
- Youth Justice Representative to represent the four Local Authorities

Quoracy

Whilst the ongoing commitment of all agencies is paramount in ensuring the effective management of the Sub Group, a meeting is quorate provided that there are a minimum of three Local Authority Social Services representatives in attendance, together with two representatives from the other partner agencies to the group.

Frequency of meetings

Meetings to be timetabled quarterly and attended virtually via Microsoft Teams. On occasion, extraordinary sub groups may be convened:

- To discuss any matters arising of high importance and urgency
- Where collectively agreed as appropriate and beneficial, for example, to avoid significant delays or barriers to review processes

Governance

The Through-Age Practice Review Sub Group will report directly to the Executive Board. Although governance and reporting arrangements are to the Executive Board, the group will foster clear channels of communication with the Regional Training and Regional Policies and Procedures Sub Groups in respect of any practice issues and learning needs

identified, and with Local Operational groups to ensure strong links and communication on new referrals and ongoing review processes in each local area.

Functions

1. To work within the framework outlined in '*Working Together to Safeguard People: Volume 2 – Child Practice Reviews*', and '*Working Together to Safeguard People: Volume 3 – Adult Practice Reviews*' from the Social Services & Wellbeing [Wales] Act 2014;
2. Receive referrals and consider cases against the criteria set out in the above CPR/APR guidance to make appropriate recommendations to the Chairs of the CYSUR/CWMPAS Executive Boards in relation to:
 - a. whether a case meets the criteria for a concise or extended CPR/APR or;
 - b. If a case does not meet the criteria for a concise or extended CPR/APR, make appropriate recommendations in relation to whether a Multi-Agency Professional Forum (MAPF) would be beneficial to identify potential learning outcomes.
3. If a case meets the criteria for a concise or extended CPR/APR, establish a multi-agency review panel to coordinate the review in line with the Regional Practice Review Toolkit.
4. If a case is agreed to proceed as a MAPF, monitor this process and provide support to each stage.
5. The Chair of the Through-Age Practice Review Sub Group will provide regular updates to the Executive Board regarding the outcome of any new referrals received and progress of any ongoing CPR/APRs with the timescale of completion.
6. Approve Terms of Reference and Final Reports in respect of ongoing Child and Adult Practice Reviews prior to final Executive Board ratification.
7. Develop and monitor regional action plans arising from recommendations and learning points from individual CPR/APRs and MAPFs.
8. Identify and highlight common themes in relation to quality of practice.
9. Suggest solutions to identified themes which can be shared with the Executive Board and other regional groups, including the Regional Training and Regional Policies and Procedures Sub Groups.
10. Promote thematic learning and wider dissemination and implementation of learning.
11. Where appropriate, consider learning obtained from other Review processes at a regional and national level.
12. Where appropriate, identify opportunities to improve review and learning processes.
13. Extraordinary meetings can be arranged in addition to the normal calendar of meetings, when appropriate.

Member Roles and Responsibilities

- Identify and coordinate the raising of new referrals from the Local Area
- Provide support to Practice Review and MAPF processes in respect of their area
- Ensure relevant senior officers in their agency are informed of pertinent issues arising from new and ongoing reviews
- Contribute to discussions as to whether the criteria for any new referral is met and, where necessary, vote as to the most proportionate and appropriate recommendation to make
- Provide updates at each meeting in relation to ongoing review processes concerning their area
- Report quarterly on progress against assigned actions in Practice Review Action Plans

Business Unit Roles and Responsibilities

- Produce agendas and minutes in respect of each Sub Group
- Ensure any relevant matters for discussion or approval are brought to the CYSUR/ CWMPAS Chairs and/or Executive Board as required
- Oversee and progress ongoing review processes
- Coordinate development of new referrals with Local Authority Safeguarding Leads
- Provide up-to-date information on regional PRUDiCs to facilitate consideration at each quarterly meeting of any notable trends or learning opportunities, including the noting of cases likely to culminate in a new CPR/APR/MAPF referral

Appendices:

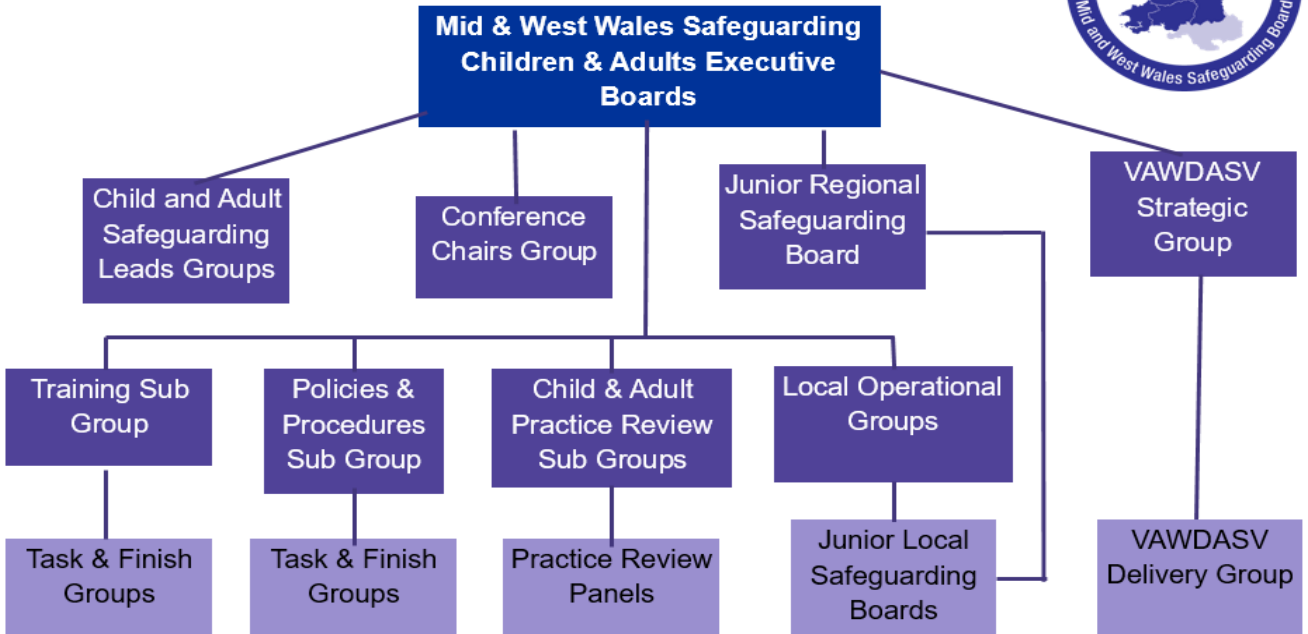
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Appendix 1

Mid and West Wales Safeguarding Board Structure



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Appendix 2

Practice Review Referral Process

1. Local area and/or relevant agency identifies case for referral. This need may be identified via another forum e.g. a local PRUDiC/LOG.
2. Local Area Safeguarding Lead coordinates collation of referral in collaboration with multi-agency colleagues and/or in conjunction with the agency wishing to refer, and briefs/seeks approval of relevant senior officer within their agency to raise the referral
3. Local Authority Safeguarding Lead provides the referral to the Business Unit in collaboration with the agency wishing to refer, obtaining and adding further information where required to ensure the referral contains sufficient information for sub-group consideration.
4. Business Unit circulates the referral securely to the Practice Review Sub Group
5. Practice Review Sub Group discusses referral and agrees a recommendation to be made to the CYSUR/CWMPAS Chair based on the criteria in '*Working Together to Safeguard People: Volume 2 – Child Practice Reviews*' / '*Working Together to Safeguard People: Volume 3 – Adult Practice Reviews*' from the Social Services & Wellbeing [Wales] Act 2014. A recommendation may be made for a Practice Review, MAPF or extraordinarily, alternative review process. Where a unanimous decision cannot be reached, voting will take place by majority.
6. Practice Review Sub Group Chair provides recommendation on behalf of Sub Group to CYSUR/CWMPAS Chair
7. CYSUR/CWMPAS Chair makes their decision in respect of the review process to undertake
8. Decision shared with Local Area and Sub Group
9. Agreed review process commences, following the process outlined in Appendix 3, and maintaining a loop of communication with the LOG as to the outcome of the referral and the progress of the review mechanism agreed.

Appendix 3

1. Practice Review agreed by CYSUR/CWMPAS Chair through referral process outlined in Appendix 2.
2. Local Authority informed of decision.
3. Business Unit identifies potential Reviewer(s) and Chair independent of the case. A Concise Review requires only one Reviewer; an Extended Review will require a Lead and a Second Reviewer.
4. Business Unit and Local Authority Safeguarding Lead identify agencies known to have had involvement with the case, and obtain representation from each agency on the Panel. Panel members must be suitably qualified to represent and act on behalf of their agency but must not have had a direct involvement or oversight of the case that would amount to a conflict of interest.
5. Convene a first panel to:
 - Agree membership
 - Draft Terms of Reference
 - Note any parallel processes and agree way forward
 - If relevant and appropriate, consider proposing suspension of the review until parallel processes conclude.
 - If agreed, Panel Chair to make this proposal to CYSUR/CWMPAS Chair for approval.
 - If suspension is approved, suspend review and stand down panel until the parallel process concludes and the review can recommence. During this period, agencies represented on the Panel to internally seek to identify early learning available and undertake methods of implementing this learning. Agencies to also ensure practitioners involved in the case are supported during this period.
 - Agree time period to be reviewed
 - Complete Proposed Outline of Review found within Practice Review Toolkit
 - Consider a) informing and b) engaging the family in the review process:
 - A general principle of informing the family as soon as possible to be applied.
 - Consideration to be given to the family's wellbeing and their best interests, taking into account professionals' views as to the appropriate time and manner of engagement.
 - Consideration to be given to any obstacles to or risks of sharing with the family at this stage. In this case, clear timescales to be agreed to revisit this position.

- Most appropriate method and timescale of informing/engaging the family to be agreed and employed.
6. Terms of Reference to be approved by Sub Group and Executive Board.
 7. Terms of Reference, Proposed Outline of Review and Chair's Decision to be collated and shared with Welsh Government to inform them of the review.
 8. Panels to continue at an appropriate frequency to monitor and oversee the review throughout the process.
 9. Merged agency timelines to be produced in respect of the time period agreed.
 10. Timelines to be reviewed and analysed by the Panel, identifying any immediate observed good practice and organisational learning.
 11. Multi-agency learning event to be facilitated by the Reviewer(s), convening practitioners and managers (as appropriate) to discuss the case and their reflections, to inform the identification of good practice and learning.
 12. Reviewer(s) to draft the Final Report based on the good practice and organisational learning obtained via the timeline and learning event. Business Unit, Chair and Safeguarding Lead to support Reviewer(s) in this task.
 13. Final Report to be presented to Panel by Reviewer(s) for approval.
 14. Final Report to be presented to Sub Group by Reviewer(s) for approval.
 15. Final Report to be presented to Executive Board by Reviewer(s) for final approval.
 16. Publication date to be agreed by Reviewer(s), Chair, Safeguarding Lead and Business Unit, taking into account any key dates relevant to the review.
 17. Publication timeline to be developed outlining the required actions prior to publication, to include (non-exhaustive and in no particular order):
 - Providing embargoed copy to Welsh Government
 - Briefing relevant Local Authority officers prior to publication
 - Preparing for any media attention
 - Sharing the report with the family
 18. Publication to take place on the Board's website at the agreed date and time.
 19. 7 Minute Briefing to be developed providing a summary of good practice and learning identified in the review, to support wider practitioner learning.
 20. Action Plan to be developed by the Business Unit based upon the recommendations made in the Final Report.
 21. Action Plan to be approved by the Sub Group and Executive Board.
 22. Action Plan to be monitored and implemented via the Sub Group.