



## **CWMPAS: Mid and West Wales Regional Safeguarding Adults Board**

### **Terms of Reference**

**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.

#### **Purpose**

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

The Regional Safeguarding Adults Board is a multi-agency, statutory partnership whose main objective is to ensure that local safeguarding arrangements and partners act to help and protect adults at risk of abuse and neglect across the region.

According to the Act, 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

The Board recognises that that adults at risk are more likely to be appropriately protected when agencies work in an all-inclusive, coordinated and consistent way.

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.

#### **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.

## **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.

## **Regional and Local Purposes**

The region has a diverse geography and population. The CWMPAS Board recognises 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 CWMPAS Board will ensure the effectiveness of what is done by each person or body represented on the Board.

The local purpose is to co-ordinate local practice and work towards ensuring effectiveness of local arrangements to safeguard and promote the welfare of adults at risk.

## **Strategic Objectives**

The Strategic Objectives underpinning this vision are:

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

## **Safeguarding Functions**

- 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 CWMPAS Board area of the Board's objectives and how these might be achieved
- To review the efficacy of measures taken by the CWMPAS Board 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 protection of, and prevention of abuse and neglect of adults at risk of harm
- To review the training needs and promote the provision of suitable training for persons working to achieve the CWMPAS 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 CWMPAS Board considers that this will assist it to fulfil its objectives
- To obtain specialist advice or information relevant to the attainment of the CWMPAS Board's objectives
- To undertake 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 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 adult 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 cross-cutting 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 adults at risk. The role of each agency on the 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 to the CWMPAS Board that the action taken has achieved the required effectiveness.

Each agency will be required to present an annual report into the effectiveness of arrangements to safeguard and promote the welfare of adults at risk within their agency.

Each agency must report the work of the CWMPAS Board 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 Local Service Boards, Community Safety Partnerships and Health, Social Care and Wellbeing Partnerships.

### **CWMPAS Safeguarding Board Partners**

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

- (a) Ceredigion, Carmarthenshire, Pembrokeshire and Powys Local Authorities;
- (b) Dyfed Powys Police;
- (c) Hywel Dda University Health Board and Powys Teaching Health Board;
- (d) Welsh Ambulance Service NHS Trust;
- (e) National Probation Service;
- (f) Community Rehabilitation Company;
- (g) Public Health Wales;
- (h) Regional Commissioning.

### **Structure and Membership**

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

### **Chairing**

The Chair will be identified from within partner agencies. Welsh Government regulation allows Chairs to be appointed for up to 3 years with the option for renewal for a further 3 years. It is anticipated that existing Chairing arrangements will be reviewed on a 12 monthly basis.

The chair and the vice chair will belong to different organisations

The appointment of a chair or vice chair will come to an end if

- The appointment was for a fixed term and the term expires
- The person appointed resigns
- The person appointed is no longer a member of the Board
- The members, by majority decisions, so decide

## **Meetings**

The CWMPAS Board will meet on a quarterly basis with the prerogative to convene special meetings as appropriate and necessary.

Meetings will be held on the same day as meetings of the CYSUR: Regional safeguarding Children Board and dates will be agreed a year in advance.

Meeting venues will alternate between the 4 Local Authority areas within the region.

## **Agenda and reports**

The agenda for each meeting will be planned in advance by the chair. Any member of the Board 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 meeting.

## **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.

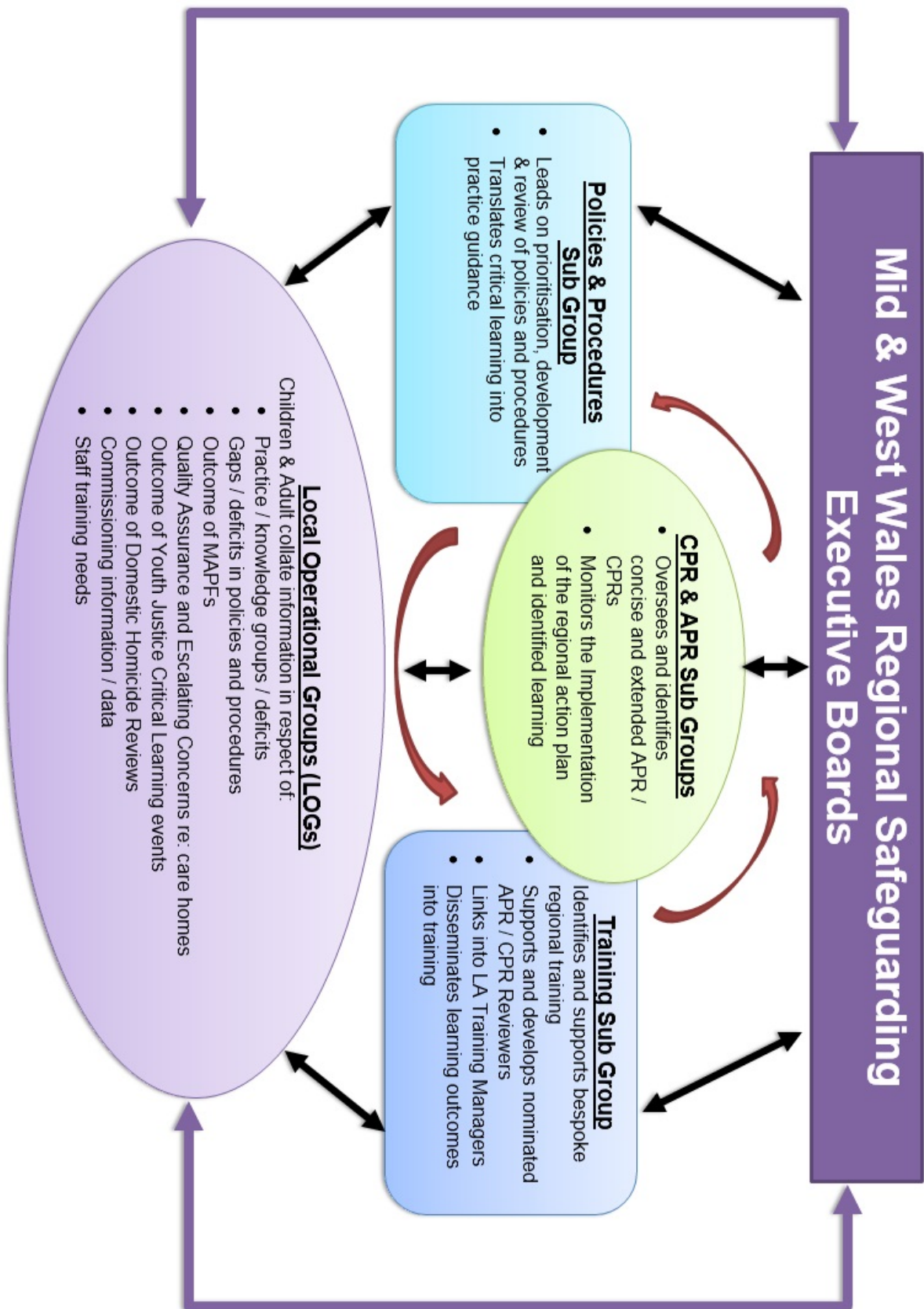
Representatives of 70% of Voting Members (with adequate seniority) shall be a quorum.

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 CWMPAS: Regional Safeguarding Adults Board**

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 adults services where these duties are not exercised by the Directors identified above

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 adult 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 nurse charged with specific responsibilities in relation to the safeguarding of adults (Named Nurse), and;
- The Director of Nursing in relation to the protection and safeguarding of adults 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 adults.

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/ Community Rehabilitation Company

- 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 CWMPAS Board and will formally report on activity, progress and areas of risk as well as an agreed data set.