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**JOINT OPERATIONAL COMMITTEE**

**TERMS OF REFERENCE**

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| Cwm Taf Morgannwg Safeguarding Board | Date: October 2019 | Status: Draft Version 3 |
| Author: N Kingham  | Previous Version: June 2018 | Review Date:  |

**INTRODUCTION**

This document has been produced in line with the guidance produced to support Part 7 of the Social Services and Wellbeing Act 2014 (Sections 134-138).

The Cwm Taf Morgannwg Safeguarding Board (CTMSB) is a statutory body and covers the local authority areas of Bridgend, Rhondda Cynon Taf and Merthyr Tydfil, with the Lead Partner being Rhondda Cynon Taf County Borough Council.

**OBJECTIVES**

The two key safeguarding objectives around protection and prevention underpin the work of the CTMSB.

# The role of the Joint Operational Committee (JOC) is to support the Cwm Taf Morgannwg Safeguarding Board to deliver its objectives as set out in the statutory guidance set out in Part 7 of the Social Services and Wellbeing (Wales) Act 2014.

**FUNCTIONS OF THE JOINT OPERATIONAL COMMITTEE**

The Joint Operational Committee is responsible for the delivery of the priorities of the Cwm Taf Morgannwg Safeguarding Board as set out in its Annual Plan. It will ensure that these are reflected in the work of the Sub Groups and that the Sub group work plans are delivered successfully. It will also ensure that the performance and effectiveness of the Board is produced and contained within the Annual Report.

The functions of the Joint Operational Committee are to carry out the following responsibilities on behalf of the Board:

* 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;
* To review the performance of the Board and its partners and bodies represented on the Board in carrying out its objectives.

The specific tasks of the Operational Committee are as follows:

* To oversee the development of the Board's Annual Plan, ensuring its publication by 31st March each year.
* To oversee and manage the CTMSB work plan in order to implement the priorities contained within the Annual Plan
* To ensure that there is accountability against each of the objectives contained in the work plan through the work of the other Sub Groups.
* Develop and monitor an effective performance management system to monitor safeguarding activity in relation to safeguarding in Cwm Taf Morgannwg.
* To receive quarterly scorecard reports from each of the Sub Groups, to examine progress against objectives and report any key issues to the Board.
* Receive reports on inspections and reviews on behalf of the partner agencies of the Board and monitor any associated actions
* Co-ordinate the review of the Annual Plan, reporting its outcomes to the CTMSB through the Annual Report by 31 July each year.
* Develop and monitor the Board's risk register, identifying and monitoring mitigating actions to reduce/manage risks.
* Address specific issues relating to safeguarding that require a co-ordinated response
* Ensure a two way flow of communication between the Board and the Sub groups, including any task and finish groups where appropriate.

**GOVERNANCE AND ACCOUNTABILITY**

Chairing Arrangements

The CTMSB will appoint the Chair and Vice Chair of the Joint Operational Committee who will be Board members. This will be reviewed bi-annually. The Joint Operational Committee will meet at a minimum of 4 times a year.

Agendas and Reporting

The agenda for each meeting will be determined by the CTMSB Business Manager and the Chair.

The Joint Operational Committee will work to these agreed Terms of Reference with explicit lines of reporting, communication and accountability to the Board and will report to the CTMSB by exception on a quarterly basis.

**MEMBERSHIP**

The statutory board partners are established under section 134 (2) of the Social Services and Well-being (Wales) Act 2014 as follows:

* The local authorities for Bridgend CBC, Merthyr Tydfil CBC and Rhondda Cynon Taf CBC.
* The Chief Officer of Police covering the area of the Board (South Wales Police)
* Any NHS trust providing services in the area (Welsh Ambulance Services NHS Trust)
* The Local Health Board for the area (Cwm Taf University Health Board)
* The Secretary of State to the extent that the Secretary of State is discharging functions under section 2 and 3 of the Offender Management Act 2007 in relation to Wales
* Any provider of probation services (Wales Probation Services and Community Rehabilitation Company) that is required by arrangements under section 3(2) of the Offender Management Act 2007.

These partner organisations will all be represented on the Joint Operational Committee. Membership should also consist of the Chairs of all Sub Groups and any other key professionals identified by the Board. Any other member can be co-opted as necessary or invited to attend for a specific reason.

Membership will be reviewed every 2 years.

Responsibility of Joint Operational Committee Members

Each agency has a responsibility to promote the effective functioning of the Board. Each agency, therefore, is required to make a formal commitment to the work of the JOC in order for the priorities of the Board to be achieved.

JOC Members are required to:

* Prioritise attendance at JOC 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 fully prepared for each meeting to ensure that they can actively contribute to discussions and provide robust challenge where appropriate.
* Communicate the work of the JOC within their agency/organisation in order to promote positive outcomes for children/adults at risk.
* Be able to influence decision making in relation to safeguarding children and adults at risk within their own organisation
* Promote the CTMSB priorities and outcomes as set out in the Annual Plan.
* Be responsible for ensuring that all staff in their organisation are aware of the necessity of reporting safeguarding concerns
* Provide feedback to their agency on the work of the JOC and be held to account for the dissemination of information arising from the JOC
* Participate, or identify an individual from their own agency to participate, in Sub Groups, Task and Finish groups and consultation processes.
* Ensure the implementation of their own agency’s action plans in relation to audits, Adult and Child Practice Reviews or Domestic Homicide Reviews.
* Bring to the attention of the Chair any conflict of interest between their role on the JOC and their own individual organisational responsibilities.
* Contribute to the development of the Board’s Annual Plans and Annual Reports
* Maintain up to date knowledge of safeguarding issues, undertaking personal training as required

List of Members

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| **NAME** | **TITLE** | **ORGANISATION** | **ROLE** |
| Neil Elliott  | Service Director for Adults  | RCTCBC | Chair |
|  |  |  | Vice Chair |
| Julie Clark | Head of Safeguarding (Children) | RCTCBC | Chair of QASG |
| Terri Warrilow | Adult Safeguarding and Secure Estate Manager | BCBC | Adult Services Rep |
| Nicola Kingham | CTMSB Business Manager | CTMSB | Business Manager |
| Liz Walton-James | Safeguarding Group Manager | BCBC | Chair of Joint Review Group |
| Jon Eyre | Principal Manager Safeguarding | MTCBC | Chair of PPG  |
| Jon Matthews |  | NPS | NPS Representative  |
| Hannah Durham | DCI, Safeguarding | SWP | South Wales Police Representative |
| Ceri Jones/Daniel Williams | RCT Education | RCTCBC | Education Representative  |
| Sarah Bowen | Head of Access and Inclusion | MTCBC | Education Representative |
| Mark Lewis | Head of Access and Inclusion | BCBC | Education Representative  |
| Judith Jones | Head of Public Protection | BCBC | CSP Link |
| Gary Black | Community Safety and Strategic Partnerships Service Manager | RCTCBC | CSP Link |
| Robert Gough | Public Protection & Housing | MTCBC | CSP Link |
| Lyndon Lewis | Head of Service | Cwm Taf YOS | Chair of EPC |
| Deb Evans | Regional Advisor for VAWDASV | Safer MT | VAWDASV Link |
| Jackie Neale | Service Manager (Adults) | RCTCBC | Chair of AQA |
| Annabel Lloyd | Head of Children Services | MTCBC | Children Services Rep |
|  |  | WAST | WAST representative |
| Claire O’Keefe | Head of Safeguarding | CTMUHB | Health Rep |
| Alethea Fowler |  |  |  |
| James Morris |  |  |  |

Recording of Attendance

The Joint Operational Committee will ensure that a list is maintained of those persons who are represented on the Committee. Attendance will be monitored. Members will be expected to participate in at least 75% of meetings. Fully briefed deputies will be substituted where they meet membership requirements.