

**TERMS OF REFERENCE**  
**CORPORATE SAFEGUARDING BOARD**  
**&**  
**CORPORATE SAFEGUARDING DELIVERY BOARD**

**Reviewed June 2025**

## **TERMS OF REFERENCE - CORPORATE SAFEGUARDING BOARD**

### **1. INTRODUCTION**

- 1.1 The Isle of Anglesey County Council needs to put in place arrangements to ensure that the Council's services carry out their safeguarding duties in accordance with legal requirements, Council Policies and the Wales Safeguarding Procedures in accordance with the Social Services and Well-being Act (Wales) 2014. It is also necessary for all agencies to establish internal arrangements for ensuring that the anti-terrorism agenda, prevention of extremism, slavery issues and issues arising from the Violence against Women, Domestic Abuse and Sexual Violence Act are properly addressed. All staff and contractors must feel confident in their duty to report any safeguarding concerns.
- 1.2 The Director of Social Services has specific responsibilities for the safeguarding. Part 8 of the Social Services and Wellbeing Act (Wales) 2014 highlights the need for the Director to have an overview of safeguarding issues and to report regularly to members on safeguarding arrangements for children, young people and adults within the authority.

### **2. TERMS OF REFERENCE OF THE CORPORATE SAFEGUARDING BOARD**

- 2.1. The Corporate Safeguarding Board will operate at a strategic level to provide assurance to Members and the Statutory Director of Social Services, as the senior officer within the Council who is ultimately accountable for safeguarding children and adults at risk, that appropriate arrangements and procedures are in place at a corporate level to ensure the safeguarding of children, young people and adults meets statutory requirements.
- 2.2 "The Corporate Safeguarding Board will convene as part of the Corporate Management Team on a quarterly cycle. The reporting will therefore be high level and limited to exceptions and key decisions that require the commitment of all services.
- 2.3 The Corporate Safeguarding Board will be responsible for: -

2.3.1	Approving the Corporate Safeguarding Policy and the Corporate Safeguarding Strategic Plan.
2.3.2	The Corporate Safeguarding Board will receive quarterly progress reports detailing the work undertaken in line with the Strategic Corporate Safeguarding Strategic Plan with any matters that require corrective action at a strategic level reported on a quarterly basis.
2.3.3	Ensuring that that effective corporate procedures and procedures are in place in the services to ensure that the Council effectively implements its safeguarding duties e.g. directing self-assurance activity: service reviews. This includes Identifying any gaps in corporate policies and guidelines and ensure they are addressed, working appropriately with the Regional Safeguarding Children Board (RSCB) and the Regional Safeguarding Adult Board (RSAB)
2.3.4	Ensure that every Service has a performance management system in place to

	show that they are undertaking their functions in a manner that safeguards children and adult.
2.3.5	Ensuring that action is taken with regard to lessons learnt, at a corporate level, from children and adult practice reviews and from other significant reviews (internal and external).
2.3.6	Ensure a corporate approach with communication and cooperation within the organisation;
2.3.8	Assure relevant Lead Members that the Council's procedures are robust where matters of safeguarding children and adults are concerned;
2.3.9	Receive and consider key reports on an exception basis: directing where necessary that action plans are put in place

### 3. CHAIR

3.1. The Director of Social Services will chair the Corporate Management Team when it sits as the Corporate Safeguarding Board

### 4. FREQUENCY OF MEETINGS

4.1 Meetings will take place every 12 weeks

### 5. GOVERNANCE AND ACCOUNTABILITY

5.1 The Corporate Safeguarding Board is accountable to the Executive

5.2 A report is presented annually to the Corporate Scrutiny Committee and the Regional Safeguarding Boards through the Director of Social Services

5.3 The Corporate Safeguarding Delivery Board will be accountable to the Corporate Safeguarding Board.

### 6. MEMBERSHIP

<b>Title</b>
Chief Executive
Deputy Chief Executive
Director of Social Services/ Head of Children's Services (Chair)
Director of Function (Resources) – Section 151 Officer
Director of Education, Skills and Young People
Director of Function (Council Business)/Monitoring Officer
Head of Adult Services

Head of Housing Services
Head of Regulation and Economic Development
Head of Profession HR and Transformation
Head of Highways, Waste and Property Services

## **Terms of Reference Corporate Safeguarding Delivery Board**

## **1. Purpose:**

The Corporate Safeguarding Board is responsible for setting the direction and receiving high level reports.

The Corporate Safeguarding Delivery Board is responsible for achieving that direction. This will include decision making authority on actions to ensure progress against the Corporate Safeguarding Strategic Plan and report on progress to the Corporate Safeguarding Board.

The Council will discharge its strategic statutory safeguarding responsibilities through Designated Safeguarding Champions in each Council service. They represent their service at the Corporate Safeguarding Delivery Board and act as a conduit for the dissemination of safeguarding information from the Corporate Safeguarding Strategic Delivery Board. They must have sufficient authority to commit to decision making on behalf of their service within the delegation of the Corporate Safeguarding Delivery Board.

## **2. Responsibility:**

2.1	Disseminating key safeguarding requirements in relation to children and adults at risk across all Council services.
2.2	Report on each service's progress in meeting their key safeguarding actions/targets. Promote good practice within all services in relation to safeguarding issues
2.3	Establish, co-ordinate and ensure implementation / progress on actions identified in the Corporate Safeguarding Strategic Plan.
2.4	Promote effective cross organisation safeguarding practice particularly in terms of information sharing and data collection, front-line operational awareness.
2.5	Identify any areas requiring development / improvement work in relation to safeguarding on a corporate level and proposing work programmes to respond to these including areas where there is a need to work with the North Wales Safeguarding Board.
2.6	Develop action plans to respond to recommendations arising from internal (and external) reviews with regard to safeguarding in order to improve and strengthen safeguarding arrangements across all services.
2.7	Raise awareness of all Council staff and all elected members of their responsibilities in relation to safeguarding and of key issues / developments with regard to the safeguarding of children, young people and adults who are at risk.
2.8	Support the delivery of relevant and effective safeguarding training in line with the relevant frameworks.
2.9	Provide an Annual Corporate Safeguarding Report, setting out the performance of all services in relation to the action plan/requirements.

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### **Membership:**

<b>Designated Corporate Safeguarding Officers</b>	
Adult Services	Rachel Williams
Children and Family Services	Sian Peacock
Council's Democratic and Business Services	
Economic Development and Regulatory Services	Nonn G Hughes
Education and Lifelong Learning	Gerallt W Roberts
Finance	Llinos M Roberts
Highways, Waste and Property	Julie Jones
Housing	Arwel Jones Llinos Williams
Transformation and Human Resources including Training and Workforce Development	Non Meleri Hughes & Terresa Backhouse
Community Safety Delivery Manager	Daron Owens

Others with relevant expertise/contribution will be co-opted as required.

### **Accountability:**

The Designated Safeguarding Champions are accountable to their Heads of Service regarding the safeguarding arrangements that exist within their service.

The Corporate Safeguarding Delivery Board is accountable to the Corporate Safeguarding Board

The role of members will be to scrutinise the impact of the work of the Corporate Safeguarding Boards and therefore they will not sit as members of these boards.

### **Frequency of Meetings:**

Every 6 week

**Task Groups:**

Establish specific task to focus on specific policy areas and procedures.

**Chairing and Administration**

The Chair will be appointed from the Designated Officers on a 3 year tenure.

Business management [i.e. drawing up a schedule of meetings, 'secretariat', through Social Services

## **RHAGLEN**

1	Ymddiheuriadau	Apologies
2	Cofnodion o'r cyfarfod a gynhaliwyd .. a. Cywirdeb b. Materion yn codi	Minutes from meeting held on .... a. Accuracy b. Matters arising
3.	Penderfyniadau'r Bwrdd Diogelu Corfforaethol	Decisions from the Corporate Safeguarding Board
4		Good Practice update
5		Strategic Plan Compliance Review – safeguarding actions and initiatives
6	Materion Llywodraethu a Sichau Ansawdd	Governance and Assurance Matters
7	Materion Hyfforddiant	Training Matters
9	Materion Penodol:-	Specific Matters:-
10	Unrhyw Fater Arall	Any Other Business
11	Negeseuon i'w cyfathrebu	Message to be communicated
12	Cyfarfod nesaf	Next Meeting

