

APPENDIX A - ACTION PLAN (Updated August 2017)

Wales Audit Office - Local Authority Arrangements to Support Safeguarding Children

- **The governance, accountability and management arrangements for overseeing whether the Council is meeting its safeguarding responsibilities to children are mostly adequate but some improvements could be made.**
- **The Council's arrangements for monitoring and evaluating its safeguarding responsibilities to children are mostly adequate but some improvements could be made**
- **The Council's approach to identifying and acting on improvements in its safeguarding arrangements has some weaknesses which the Council is addressing**

P1 - All elected members are aware of the concept and use of risk management and its central importance in Safeguarding

P3 - Improve the work of the Council's Scrutiny Committees to ensure it is providing assurance on the effectiveness of the Councils corporate safeguarding arrangements

P4 - Ensure all elected members and staff who encounter children on a regular basis receive training on safeguarding and child protection issues and the Council's Corporate Policy on Safeguarding

P5 – Identify and agree an appropriate internal audit programme of work for Safeguarding

B3 and B4 – Corporate Policy

B5, B6, B7 & B8 – Partners, Volunteers and Commissioned Services

B9 & B10 – Scrutiny and Assurance

B11, B12, B13 & B14 – Communication Plan

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1. Training	Ref	Timescale	Responsible person/Lead Officer	Narrative
All elected members are aware of the concept and use of risk management and it's central importance in safeguarding	P1	2017/18	AF (Training, Learning & Organisational Development)	New members' induction training to go live during 2017.

2. Scrutiny and Assurance	Ref	Timescale	Responsible person/Lead Officer	Narrative
Scrutiny Programme Committee Integrate Corporate Safeguarding into the Council's Scrutiny Committee's work plan by: <ul style="list-style-type: none"> • Producing an Annual Corporate Safeguarding Report for Scrutiny 	P3	June / July	Report - RR/RM Present to Scrutiny - DH/Cllr Mark Child	The Annual Corporate Safeguarding Report for 2016/17 has been reported to CMT and Corporate Briefing

3. Internal Audit	Ref	Timescale	Responsible person/Lead Officer	Narrative
Review and implement the recommendations from the internal audit report on corporate safeguarding arrangements. (The audit looked at the implementation of the Corporate Operational Safeguarding Policy and compliance with Wales Audit Office recommendations)	P5	2017/18	Internal Audit via RR/RM	The findings from the internal audit was reported to July's Corporate Safeguarding Meeting. The main recommendations centred around training for staff and Members and policy arrangements being adhered to (currently the policy is being reviewed)

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Undertake a Self-Assessment / Peer review using Section 28 framework across all service areas	P5	June 2016	MH	As per minute No 263.
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4. Partners / Volunteers / Commissioned Services	Ref	Timescale	Responsible person/Lead Officer	Narrative
Engage with Partners on Safeguarding to ensure common agreements, mutual learning and development of good practice	B5	2016/17	Councillor Mark Child through the PSB	On-going - More work to be undertaken on these sub sections to engage with partners. Update required at next meeting
All partners, volunteers and commissioned services should comply with the following: <ul style="list-style-type: none"> • Written minimum standards • Safe recruitment practices • Corporate Safeguarding training (in accordance with additional checklist)	B6	2016/17	LM (Procurement)	The draft Contractor Safeguarding Policy was produced for the September 2016 meeting and is being currently being used when contractors are appointed by the Authority.
	B7		DY (HR)	On-going
	B8		AF (Training, Learning & Organisational Development)	Training, Learning & Organisational Development is picking up this element - Generally, most of these actions have been completed / on track and will be regularly monitored by the Corporate Safeguarding Group

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Completed Actions

Areas for Improvement		Action	Timescale	Responsible person	Update / Notes
Improve the range, quality and coverage of safeguarding performance reporting to provide adequate assurance that systems are working effectively (Also related to para 13- too social services focussed and 18 – not utilising internal audit)	P2	Agree performance framework	Nov. 14	SJ	Complete - Safeguarding KPIs incorporated into Corporate KPI suite
		Identify key measures and targets linked to Corporate priority	Dec.14	SJ	Complete for 2015/16 – under review in readiness for refresh of Corporate Plan 2016/17 - by 27/11/15
		Agree format for Reporting	Dec.14	SJ	Complete – incorporated into Corporate Performance Monitoring Report
		Report Card Presented to Executive Board	17 Dec. 14	SJ	Complete – as above
Improve the work of the Council’s Scrutiny Committees to ensure it is providing assurance on the effectiveness of the Councils corporate safeguarding arrangements.		Framework to integrate Corporate Safeguarding, including an agreed schedule for reporting Corporate Safeguarding Annual Report and other key performance reports plus any other requests from scrutiny	Mid Dec 14	SJ	Complete – see above re: scrutiny

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Areas for Improvement		Action	Timescale	Responsible person	Update / Notes
Ensure all elected members and staff who encounter children on a regular basis receive training on safeguarding and child protection issues and the Council's Corporate Policy on Safeguarding	P	Ensure appropriate Safeguarding training has been undertaken for: <ul style="list-style-type: none"> • Elected Members • Staff • Designated Leads 	2016/17	KP and Cllr CR	On-going but progress on Safeguarding training is monitored via the Performance Monitoring Reports and through updates at the Corporate Safeguarding Meeting via KP.
	P4	Ensure that the Corporate Safeguarding policy is referenced in face to face and e learning materials for all staff.	2015/17	KP	Completed - SG policy is referenced in all face to face and e-learning training courses.
	P4	Establish, agree and resource a comprehensive Corporate Safeguarding Training Plan for staff and elected Members.	2015/17	KP	Completed - Training plan being constantly reviewed and implemented
	P4	Establish a training matrix to record who needs and has received appropriate safeguarding training and produce a monthly progress report.	2015/17	KP	Done and reported on an ongoing basis. The intention is to get to a point with a degree of confidence as to how many persons have already completed the training. Additional work on the Face2face training will be undertaken to bring the

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					standard to a level as the e-learning reports produced
Areas for Improvement		Action	Timescale	Responsible person	Update / Notes
	P5	To plan an appropriate internal audit work programme for safeguarding	2016/17	Internal Audit via RR/RM	Now included as part of every audit plan. Risk Assessments are undertaken after each audit and awarded a scoring based on low, medium and high risk. Revisits are planned ranging from 2-5 years based on risk.
Corporate Policy	B3	Ensure that the Corporate Safeguarding Policy is approved and signed by the Local Safeguarding Children's Board	2015/17	MH	Completed. A lead would need to be agreed if the action is to review the policy
	B9	To produce regular Performance Monitoring Reports for Safeguarding	Quarterly and Annually each year	RR/RM /DH	Original action completed, reports are on-going on a quarterly basis
Security and Assurance (As per appendix 2 – checklist)	B9	Benchmarking and comparisons with others	2016/17	RR/RM	Both Welsh Government and Data Unit have confirmed that Safeguarding PIs are not being collected at a National level. Obtaining benchmarking data

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				<p>from other Local Authorities in Wales is proving difficult, as very limited information is detailed on their websites. No further progress can be made to benchmark and compare with others</p>
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5. Communications	Ref	Timescale	Responsible person/Lead Officer	Narrative
<p>Establish, implement and update a communications plan, including: Raise awareness and an understanding of Safeguarding</p> <ul style="list-style-type: none"> • Appointed Lead Member • Designated Leads • How to report concerns on Safeguarding • To provide relevant Safeguarding information on Corporate & Directorate/Service web pages 	B11 to B14	2016/17	PF & Designated Leads	<p>A communications plan has been established and progress has been reported back to the Corporate Safeguarding Group on a regular basis.</p> <p>Safeguarding information on the web pages: http://www.swansea.gov.uk/staffnet/safeguarding</p>