



C O U N C I L S U M M O N S

To all Members of Council

You are hereby summoned to attend a

MEETING OF THE COUNCIL

to be held at 2.00 pm on

15 March 2023

in the

**Council Chamber/via Microsoft Teams
(HYBRID MEETING)**

**ALL MOBILE TELEPHONES TO BE SWITCHED TO SILENT FOR THE
DURATION OF THE MEETING**

Webcasting: This meeting may be filmed for live or subsequent broadcast via the Council's Internet Site. By participating you are consenting to be filmed and the possible use of those images and sound recordings for webcasting and/or training purposes.

--- A G E N D A ---

PART A

1. Mayor's Announcements
2. Leader's Announcements
3. Declarations of Interest
4. Public Question Time.

Questions must be submitted in writing to Democratic Services democratic.services@npt.gov.uk no later than noon on the working day prior to the meeting. Questions must relate to items on the agenda. Questions will be dealt with in a 10 minute period.

PART B

5. Pay Policy Statement 23/24 (Pages 3 - 58)
6. Mayoral Arrangements 2023/24 (Pages 59 - 62)
7. West Glamorgan Safeguarding Annual Report (Pages 63 - 144)

PART C

8. Notice of Motion under Section 10 of Part 4 (Rules of Procedure) the Council's Constitution
9. Questions from Members, with Notice, under Rule 9.2 of the Council's Procedure Rules
10. Urgent Items
Any urgent items (whether public or exempt) at the discretion of the Mayor pursuant to Section 100B (4) (b) of the Local Government Act 1972.



Chief Executive

**Civic Centre
Port Talbot**

Thursday, 9 March 2023

**NEATH PORT TALBOT COUNTY BOROUGH COUNCIL
COUNCIL**

15th March 2023

**Report of the Head of People and Organisational Development –
Sheenagh Rees**

Matter for decision

Wards affected: all wards

Pay Policy Statement 2023 / 2024

Purpose of the Report:

To approval of the Pay Policy Statement for 2023 / 2024 for publication on the Council's website. The Statement is attached as Appendix 1.

Executive Summary:

It is a requirement of the Localism Act 2011 that the Council produces a Pay Policy Statement for each financial year, setting out specific information in relation to the pay of the Council's workforce. The Statement that has been prepared for 2023 / 2024, and attached at Appendix 1, has been developed in line with guidance produced by the Welsh Government "Pay Accountability within Local Government" published in November 2021 and to reflect national and local developments in pay.

Background:

The Localism Act 2011 requires local authorities to produce a Pay Policy Statement for each financial year articulating its policy towards a range of issues relating to the pay of its workforce, particularly in relation to senior staff and the lowest paid within the workforce. This is with the aim of increasing accountability, transparency and fairness in the setting of local pay.

The statement must be prepared annually, considered and approved by full Council and published on the Council's website.

An initial Pay Policy statement was developed and approved by this Council in March 2012. As required by legislation, the Pay Policy Statement must be reviewed at least annually, and then approved and published by 31st March each subsequent year.

The Pay Policy Statement for 2023 / 2024 is attached at Appendix 1. The format of the document has been developed with reference to the guidance produced by the Welsh Government “Pay Accountability within Local Government” published in November 2021 and the content has been updated to take account of national and local pay related developments, outlined in this report.

Pay related developments

It is the Council’s policy that any nationally agreed pay awards, negotiated at a national level by the local government employers in conjunction with the recognised Trade Unions will be applied, unless full Council determines otherwise.

The attached statement reflects pay awards agreed for Chief Executive, Chief Officers, and Local Government Services applying from 1st April 2022, and Youth & Community Workers, applying from 1st September 2022. At the time of writing this report, negotiations in respect of a pay award for Soulbury Officers to apply from 1st September 2022 have not yet concluded. The Council will apply any pay award subsequently agreed and the Pay Policy Statement will be updated to reflect this.

Pay Multiples

Whilst the Localism Act excludes schools from the scope of local authority Pay Policy Statements, the Pay Policy Statement for this Council sets out details of pay multiples both including and excluding employees who are appointed and managed by schools:

Basis	Pay Multiple
Lowest paid employee earnings: Chief Executive’s earnings	1 : 7.10
Median employee FTE* earnings: Chief Executive	1 : 5.36
Lowest paid employee earnings: average Chief Officer earnings	1 : 4.41

Median employee FTE* earnings: average Chief Officer earnings	1 : 3.33
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* FTE= Full Time Equivalent

Financial impacts:

The Council spends 46% of gross expenditure on its workforce.

Integrated impact assessment:

A first stage impact assessment has been undertaken to assist the Council in discharging its legislative duties (under the Equality Act, the Welsh Language Standards (No.1) Regulations 2015, the Well-being of Future Generations (Wales) Act 2015 and the Environment (Wales) Act 2016. The first stage assessment, attached at appendix 1 has indicated that a more in-depth assessment is not required. A summary is included below:

“A full impact is not required as there is no impact on any protected group as a result of this report – the Pay Policy Statement reflects pay decision already taken, and is simply a statement summarising those decisions. It also has no negative impact on bio-diversity or the Welsh Language. However, it should be noted that, in determining pay and remuneration, the Council complies with relevant employment legislation, including the Equality Act 2010, the Part Time Employment (Prevention of Less Favourable Treatment) Regulations 2000, Fixed Term Employees (Prevention of Less Favourable Treatment) Regulations 2002, Agency Workers Regulations 2010 and where relevant, the Transfer of Undertakings (Protection of Earnings) Regulations. The Council has sought to ensure that there is no pay discrimination within its pay structures and that pay differentials can be objectively justified primarily through the use of an equality proofed job evaluation mechanism which directly relates basic pay to the requirements, demands and responsibilities of each job role”.

Valleys Communities Impacts:

No implications

Workforce impacts:

The Pay Policy Statement sets out the impact of the Council's pay strategy on pay relativities within the workforce, and particularly the relationship between the highest and the lowest paid within the organisation.

Legal impacts:

It is a requirement under the Localism Act 2011 that the Council produces a Pay Policy Statement for the financial year 2023 / 2024 and that it is considered and approved by full Council, and subsequently published on the Council's website.

Risk Management Impacts:

Failure to consider and approve a Pay Policy Statement for the financial year 2023 / 2024 will place the Council in breach of the Localism Act 2011.

Consultation:

There is no requirement under the Constitution for external consultation on this item.

Recommendation:

It is recommended that Members consider and approve the Pay Policy Statement for 2023 / 2024 for publication on the Council's website.

FOR DECISION

Reason for proposed decision:

To ensure that the Council complies with the requirements of the Localism Act 2011.

Implementation of Decision:

The decision is proposed for implementation after the three day call in period.

Appendices:

Appendix 1 – Pay Policy Statement 2023 / 2024

List of Background Papers:

Localism Act 2011

Officer contact:

Sheenagh Rees, Head of People and Organisational Development,
telephone number: 01639 763315, email: s.rees5@npt.gov.uk

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Cyngor Castell-nedd Port Talbot
Neath Port Talbot Council

Pay Policy Statement

2023 / 2024

Version	Date	Action
Version 1	March 2011	Approved by Council
Version 12	March 2023	Approved by Council
Version 13	March 2024	For approval by Council

	Contents	Page
1	Introduction from the Leader	4
2	Introduction	5
2	Legislative Framework	5
3	Terms and conditions of employment	5–9
4	Decision Making	9-10
5	Collective Bargaining Arrangements with Trade Unions	10
6	Senior Pay	11-14
7	Talent Management	15
8	Performance Related Pay	15
9	Support for Lower Paid Staff	15-16
10	Exit Policy	17-18
11	Off payroll arrangements	18
12	Pay Relativities within the Council	19

Appendices

A	Pay Grades – Local Government Services Employees	20-21
B	Pay Grades - JNC Chief Executive and Chief Officers	22
C	National Pay Grades – Soulbury	23-27
D	National Pay Grades – JNC Youth And Community Workers	28-29
E	All Employee Groups - Main Conditions of Service including leave arrangements	30-31
F	Early Retirement & Voluntary Redundancy Scheme	32-44



This Council is committed to being open and transparent and as Leader I want to ensure that the Council tax payers of Neath Port Talbot County Borough Council have access to information about how we pay people.

Council services are delivered by people, and most of the people we employ live and work in this County Borough. I want to ensure that Council services are the best they can be, so our pay policy seeks to ensure we can attract, retain and motivate the best employees with the right skills to deliver our services.

This, of course, has to be balanced against the need to ensure value for money for the local Council taxpayer.

The Council is one of the main employers in this area and it is important that the Council can offer good quality employment on reasonable terms and conditions and fair rates of pay. This will have a beneficial impact on the quality of life within the community as well as on the local economy.

Cllr S Hunt
Leader of Council

Introduction

This is Neath Port Talbot County Borough Council's (NPT) twelfth annual Pay Policy Statement. This Statement covers the period 1st April 2023 to 31st March 2024.

This Pay Policy Statement provides the framework for decision making on pay and in particular decision making on senior pay. Preparing and publishing this statement is a requirement under the Localism Act 2011. The provisions in the Act do not apply to the staff of local authority schools and therefore teaching staff are not included in the scope of this document.

This Pay Policy Statement has been approved by council on 15th March 2023.

Legislative Framework

The council has the power to appoint staff under Section 112 of the Local Government Act 1972 and complies with all relevant employment legislation in determining the pay and remuneration of its staff.

Terms and Conditions of Employment

The council employs approximately 6, 400 employees. The posts they are employed within are covered by a range of terms and conditions drawn from either:

- National Joint Council for Local Government Services
- Joint National Council for Chief Executives
- Joint National Council for Chief Officers
- Soulbury Committee
- The Joint National Council for Youth and Community Workers
- Teachers (not within the scope of this statement)

The following pay scales are provided as Appendices to this policy:

- **Appendix A** Local Government Services Employee
- **Appendix B** JNC Chief Executive and Chief Officers
- **Appendix C** Soulbury Officers
- **Appendix D** JNC Youth & Community Workers

We publish a breakdown of staff numbers by pay band and gender in the **Annual Equalities in Employment Report**, published separately. Linked to this is the **Gender Pay Gap Report**.

National Pay Awards

For all employee groups, any nationally agreed pay awards, negotiated at a national level by the local government employers in conjunction with the recognised Trade Unions will be applied. The council will pay these nationally agreed pay awards as and when determined unless full council decides otherwise.

Job Evaluation

In 2008 the council completed a Job Evaluation exercise in relation to jobs which are governed by the NJC for LGS' terms and conditions of employment. A new pay and grading structure, based on the outcome of the Job Evaluation exercise, was developed in partnership with, and agreed with, our trade unions via a Collective Agreement and introduced in 2008. The pay and grading structure is based on the NJC for LGS' nationally negotiated pay spine as the basis for its pay and grading structure. In order to implement the new LGS pay spine to apply from 1st April 2019, revisions to the pay and grading structure were again agreed via Collective Agreement reached with our trade unions in January 2019 to both implement the new pay spine, and at the same time ensure that arrangements remain equality proofed. These arrangements applied with effect from 1st April 2019.

The council seeks to maintain the equality proofed pay and grading structure by subjecting any newly established job or jobs which have significantly changed to a job evaluation assessment. A Joint Job Evaluation Panel, comprising of trained management and trade union representatives continues to meet on a regular basis to consider and determine Grading Appeals.

Starting salaries

It is the council's policy that all appointments to jobs with the council are made at the minimum of the relevant pay grade, although this can be varied where necessary, e.g. to secure the services of the best available candidate/s.

Heads of Service can authorise a variation of starting salary for all jobs below Head of Service level. . The Special Appointments Committee, a committee with delegated authority from Personnel Committee, will determine the starting salary of Heads of Service.

The Welsh Government recommends that in addition to agreeing the parameters for setting the pay of chief officers, full council should be offered the opportunity to vote on large salary packages which are to be offered in respect

of new appointments in accordance with their agreed pay policy statements. The Welsh Ministers consider £100,000 is the right level for that threshold.

For this purpose, salary packages should be consistent with the categories defined for remuneration in the Accounts and Audit (Wales) Regulations 2014. This will include salary, bonuses, fees, allowances routinely payable, any expenses allowance chargeable to UK income tax, the relevant authorities' contribution to the officer's pension and any other benefits in kind to which the officer is entitled as a result of their employment.

In accordance with this:

- Full Council will approve the commencement of the appointment process for all Chief Officer posts which exceed this threshold.
- Council will confirm the maximum salary that would be offered and delegate responsibility for the final determination to the Special Appointments Committee.
- The process then continues with the Special Appointments Committee for all Chief Officer posts above the Strategic Manager pay grade (with the exception of Directors and Chief Executive which remain with Full Council).

Other pay-related allowances

All other pay-related allowances, e.g. overtime payments, are the subject of national and/or locally negotiated arrangements and subject to Member approval at personnel committee or full council, as appropriate (refer to Decision Making for more information).

The terms and conditions of employment relating to annual leave, hours of work, overtime payment, weekend working arrangements and sick pay for all employee groups (with the exception of teaching staff) are set out in **Appendix E**.

Travel and Subsistence Payments

The Council's Travel and Subsistence Payment Scheme requires employees to use the most cost effective method of transport for all journeys at all times. To ensure that all business journeys are absolutely necessary, whether inside or outside the County Borough area and that the most cost effective method of travel is used by all employees, the scheme provides a checklist to be completed by employees before the line manager authorises the use of the employees own vehicle. Rates payable are in line with HMRC mileage allowances. The Scheme is available online or on request from the HR Team.

Acting Up and Honoraria Payments

There may be occasions when an employee is asked to carry out duties which are additional to those of their substantive post, for a period of time, or to 'act up' into a more senior job within the council, covering the full range of duties of the higher job. In such circumstances an additional payment may be made in line with the council's policy on payment of acting up or honoraria. The schemes apply to LGS employees only. The Scheme is available online or on request from the HR Team.

Personnel committee must approve any acting up or honoraria payments proposed for officers who are not within the scope of the scheme. Where the acting up or honoraria payment would result in the total pay package exceeding £100,000 approval must be sought from full council.

Market Pay Scheme

Job evaluation has enabled the council to set appropriate pay levels based on internal job size relativities within the council. However, in exceptional circumstances, it may be necessary to take account of the external pay market in order to attract and retain employees with the necessary specific knowledge, skills and experience.

The council has a Market Pay Scheme to ensure that the requirement for any market pay supplements is objectively justified by reference to clear and transparent evidence of relevant market comparators, using appropriate data sources. The Scheme is available online or on request from the HR Team. It is the council's policy that any such additional payments are kept to a minimum and reviewed on a regular basis so that they can be withdrawn where no longer considered necessary.

The principles underpinning the Market Pay Scheme are applied to all employee groups within the council. Heads of Service can authorise market pay supplements following a recommendation from the Head of People and Organisational Development. Where it is proposed to apply a market supplement to a Chief Officer post within the council, approval is sought from the council's personnel committee. Should the market supplement result in the total pay package exceeding £100,000 approval must be sought from full council.

Local Government Pension Scheme (LGPS)

To help people save more for their retirement, the government now requires employers to automatically enrol their workers into a workplace pension scheme. Neath Port Talbot Council participates in the Local Government Pension Scheme. If an employee has a contract of employment for at least 3 months (and is under 75 years of age), they will be automatically enrolled into the LGPS, from the date employment commenced. Opt out provisions apply.

The employee contribution rates, which are defined by statute, currently range between 5.5 per cent and 12.5 per cent of pensionable pay depending on full time equivalent salary levels. The Employer contribution rate is set by Actuaries advising the City and County of Swansea LGPS Pension fund and reviewed on a triennial basis in order to ensure the scheme is appropriately funded.

The employer contribution rate effective from 1st April 2022 was 26.9% and will decrease to 22.1% on 1st April 2023 following the latest triennial valuation.

Other employee benefits

The council believes that it has a responsibility to help support the health, wellbeing and welfare of its employees in order to ensure that they are able to perform at their best. As part of this approach and in common with other large employers the council provides a small number of non-pay benefits such as eye test vouchers for users of display screen equipment at work, childcare vouchers via a salary sacrifice scheme (following the Government's closure of such schemes, this benefit is now only available for those who joined the scheme prior to October 2018) and participation in the Cycle to Work scheme.

Employees who are members of the LGPS (see above) have the opportunity to join the Salary Sacrifice Shared Costs Additional Voluntary Contributions (AVC) Scheme, assisting employees who wish to increase pension benefits at retirement by paying additional voluntary contributions into the Local Government AVC Scheme.

Decision making

In accordance with the constitution of the council, the council's personnel committee has delegated authority for decision-making in relation to staff pensions, staff terms and conditions, i.e. related matters such as job evaluation strategies, national / local pay negotiations, operational conditions of service policies e.g. sickness, Directorate structural / staffing changes, including early retirement / redundancy policies, and industrial disputes.

Under the Local Authorities (Standing Order) (Wales) (Amendment) Regulations 2014 any decision to determine or vary the remuneration of chief officers, or those to be appointed as chief officers, must be made by full council (please see page 6 [Starting Salaries](#)).

Collective bargaining arrangements with trade unions

The council recognises the following trade unions:

NJC for Local Government Services

UNISON

GMB

UNITE

JNC for Chief Officers

UNISON

GMB

Soulbury Committee

AEP

PROSPECT

JNC for Youth & Community Workers

UNISON

GMB

Teachers

NAHT

NASUWT

NEU

UCAC

ASCL

Recognition is for the purposes of consultation and negotiation on a collective basis in relation to relevant matters, which are not determined by National Negotiating bodies, which both parties agree are appropriate / beneficial to be determined by agreement. Negotiations are conducted with the aim of reaching agreement and avoiding disputes. Recognition also relates to representation on an individual trade union member basis.

Senior Pay

The Chief Executive

The Chief Executive is the senior officer who leads and takes responsibility of the council. The Chief Executive is the statutory appointed Chief Executive Officer pursuant to S56 of the Local Government and Elections (Wales) Act 2021. The Council is a large and complex organisation with a multi-million pound budget. It has a very wide range of functions and has responsibility for the provision of a wide range of essential services, employing some 6,400 staff.

The role of Chief Executive is a full time and permanent position. The post holder is selected on merit, against objective criteria, following public advertisement. The Chief Executive is appointed by full council.

The Chief Executive works closely with Elected Members to deliver the strategic aims of the council, including the well-being objectives:

- All children get the best start in life
- All communities are thriving and sustainable
- Our local environment, culture and heritage can be enjoyed by future generations
- Local people are skilled and can access high quality, green jobs

The Chief Executive routinely works in the evenings and on weekends as well as the standard Monday to Friday business week. The Chief Executive also heads the 'on call' arrangements particularly to cover emergency planning arrangements.

The current Chief Executive, Mrs Karen Jones, has been in post since January 2021. Mrs. Jones has over 20 years' experience with the council, working in a number of senior positions; prior to her appointment Mrs. Jones was the council's Assistant Chief Executive and Chief Digital Officer.

With effect from 1st April 2022, the Chief Executive's salary falls within the pay band £137,015 to £150,524 per annum (please see **Appendix B** for more details).

The council has a statutory duty to appoint a Returning Officer for specified Elections and Referenda and has appointed the Council's Chief Executive to this role. The Returning Officer is personally responsible for a wide range of functions in relation to the conduct of Elections and Referenda and is paid for discharging these functions in accordance with prescribed fees.

Details of the Chief Executive's pay, including any additional payments are published in the Statement of Accounts. This document is published separately.

Expenses such as for train, car mileage, overnight accommodation and parking are claimed back in accordance with the council's **Travel and Subsistence Payments Policy**.

The Chief Executive is not currently a member of the Local Government Pension Scheme.

The notice period for the role is 6 months.

Senior Staff

The current definition for senior posts is classed as:

Statutory Chief Officers:

- The Director of Education, Leisure and Lifelong Learning
- The Director of Social Services, Health and Housing
- The Chief Finance Officer who undertakes the role of Section 151 Officer
- The Head of Legal and Democratic Services who undertakes the role of Monitoring Officer
- The Democratic Services Manager* who undertakes the role of Head of Democratic Services

** NB: whilst this post has the status in law as a statutory Chief Officer, pay and conditions are in line with the NJC for Local Government Services pay and conditions of employment.*

Non-statutory Chief Officers - non-statutory posts that report directly to the Chief Executive Officer:

- The Director of Environment and Regeneration
- The Director of Strategy and Corporate Services

Deputy Chief Officers - officers that report directly to statutory or non-statutory Chief Officers:

- The Chief Digital Officer
- The Head of Adult Services
- The Head of Children and Young People Services
- The Head of Early Years, Inclusion and Partnerships
- The Head of Education Development
- The Head of Engineering and Transport
- The Head of Housing and Communities
- The Head of Leisure, Tourism, Heritage and Culture
- The Head of People and Organisational Development
- The Head of Planning and Public Protection
- The Head of Property and Regeneration
- The Head of Streetcare
- The Head of South Wales Trunk Road Agency
- The Head of Support Services and Transformation

Pay

From 1st April 2022, Corporate Director posts attract a salary within the pay band £113,410 to £122,149 per annum (please see **Appendix B** for more details).

From 1st April 2022, the Chief Finance Officer post attracts a salary within the pay band of £92,376 to £101,655 per annum (please see **Appendix B** for more details).

From 1st April 2022, Heads of Service posts attract a salary within the pay band of £79,194 to £86,916 per annum (please see **Appendix B** for more details).

Details of senior staff pay are published in the Statement of Accounts.

Number of senior posts remunerated over £100,000

Four posts attract a remuneration package over £100,000. Remuneration in relation to chief officers for the purposes of pay policy statements (as defined in section 43(3) of the Act) includes:

- salary (for chief officers who are employees) or payment under a contract for services (for chief officers who are self-employed)
- bonuses
- charges, fees and allowances
- benefits in kind
- any increase or enhancement of the chief officer's pension entitlement where that increase is a result of a resolution of the authority
- any amounts payable on the chief officer ceasing to hold office or to be employed by the authority (future severance payments)

In line with the Welsh Government guidance, the council is required to set out this information in bands of £5,000, as follows (effective from 1st April 2023):

£100,000 - £105,000 – N/A

£105,000 - £110,000 – N/A

£110,000 - £115,000 – N/A

£115,000 - £120,000 – one post

£120,000 - £125,000 – two posts

£125,000 - £130,000 – N/A

£135,000 - £140,000 – N/A

£140,000 - £145,000 – N/A

£145,000 - £150,000 – one post

Recruitment of Senior Officers

The council's Policy and Procedures with regard to the recruitment of Chief Officers is contained within the Officer Employment Procedure Rules as set out in the council's constitution available online.

The determination of the remuneration to be offered to any newly appointed Chief Officer will be in accordance with the pay structure and relevant Council policies in place at the time of recruitment. Any salary package that exceeds the threshold of £100,000 must be approved beforehand by full council.

Additions to Chief Officers' Pay

The council pays a standard mileage rate of 45 pence per mile to Chief Officers (and all other employees) where the Chief Officer uses his or her private vehicle on Council business. The council also reimburses any other reasonable expenses, incurred by the Chief Officer on behalf of the council whilst on council business, on production of receipts and in accordance with JNC conditions and other local conditions.

The cost of membership by the Chief Executive and Corporate Directors of one professional body is met by the council.

Independent Remuneration Panel

Section 143A of the Local Government (Wales) Measure 2011 refers to the Independent Remuneration Panel in Wales ("the IRP") and sets out their functions in relation to salaries of heads of paid service. The IRP may make recommendations about any policy in this Pay Policy Statement which relates to the salary of the council's Chief Executive and any proposed change to the salary of the council's Chief Executive. The council, will, as required, consult the IRP in relation to any change to the salary of the Chief Executive which is not commensurate with a change of the salaries of the council's other staff, and will have regard to any recommendation received from the IRP when deciding whether or not to proceed with making the change.

The council is required to identify in this pay policy statement whether any such referral has been made to the IRP, and if so, the nature of the referral, the IRP's decision and the council's response.

An authority which chooses not to follow the advice of the Panel may become subject to a Ministerial direction to reconsider their position. The Act also provides that authorities will be able to reduce (but not increase) the salary payable to their Chief Executive in advance of a recommendation from the IRP, so long as the contract under which the salary is payable does not prevent the authority from changing the salary after receiving a recommendation.

The council has not made a referral to the IRP relating to the salary payable to the Chief Executive.

Talent management

The council's key tool for talent management and succession planning is through the Succession Planning Toolkit which requires each management team to set out their planned arrangements to develop the workforce of the future. The Performance Appraisal process, as well as placing an emphasis on performance, seeks to put in place individual learning plans, developing the skills necessary not only for current roles, but with a future focus to support career development and succession planning.

The Learning, Training and Development team provide a very wide range of in-house and externally provided training and development options, to support the development of employees at every level in the organisation. A range of corporate events support succession planning:

- Coaching support for newly appointed Chief Officers
- Aspiring Corporate Directors (SOLACE)
- Aspiring Heads of Services (SOLACE)
- Action Learning Set for Aspiring Directors (SOLACE)
- Managing and Motivating Hybrid Teams
- The Senior Leadership Experience with Academi Wales
- The Learning, Training & Development Programme for 2023/24 (suite of leadership and management training)

Performance related pay

The council expects high levels of performance from all employees and has implemented a Performance Appraisal Scheme to monitor, evaluate and manage employee performance on an ongoing basis.

No bonus or performance-related pay mechanism applies, although the maximum incremental pay point of the pay grades for the Chief Executive and Corporate Directors are only payable if there is a satisfactory outcome to their respective annual performance appraisal.

The Performance Management Policy and Procedure is available online or on request from the HR Team.

Support for lower paid staff

The council has committed to continuing discussions with Trade Unions with the objective of introducing the Living Wage on an affordable and sustainable basis when circumstances allow. The lowest spinal column point on the LGS pay spine, SCP 1, currently equates to £10.50 per hour which is below the Real Living Wage Foundation's national living wage rate of £10.90 per hour.

The council has committed to working with Chwarae Teg as part of the Chwarae Teg Fair Play Employer Scheme. Chwarae Teg initially supported

the Council by carrying out a Gender Equality Audit of the council's policy and practices, and this has been used to inform the development of a Gender Equality Action Plan. This Plan includes specific actions to reduce the Council's Gender Pay Gap as well as actions to support low paid women, particularly important, as whilst the Council's overall gender profile is 71% female, 97% of those employed in the Council's lowest pay band, Grade 1, are female. In 2020 / 21 through the Fair Play Employer Scheme we were able to provide career development sessions for low paid employees, to gain skills and confidence, and in 2021 / 2022 we ran reward and recognition workshops for managers to help them engage and motivate employees.

In 2022 / 23 we have worked with Chwarae Teg to launch a mentoring scheme, 'NPT Ment2Be' aimed at supporting low paid women in the workplace. The aim of this programme is to offer opportunities to staff who are interested in career progression in areas of the Council that they are not necessarily currently working in – and want to know more, or areas that they are working within, but they are unsure where to go next in their careers. Whilst the scheme aims to support low paid women, access to the scheme will not be limited to low paid women, and will be an inclusive opportunity available to all employees to access.

The Council's Learning Training & Development Team provide confidential support to employees who want to improve their '**Essential Skills**', and can design a bespoke programme for employees which can include 'Calculating with Confidence', Literacy, 'Improve your Spelling', Report Writing, Form Filling, 'Develop your IT Skills', 'Internet and Email' and Communication Skills. Whilst not exclusively aimed at lower paid employees, this support is aimed at supporting employees to gain new confidence in their skills and abilities and in order to help them progress in their careers.

In a similar vein, the internal network of **Digital Partners (DPs)** aims to help employees gain digital confidence and overcome any barriers to getting digitally active in both the workplace and their personal lives. DPs complete the following training package:

- 'Digital Champions Essentials',
- 'Helping your colleagues with digital skills',
- 'Using your role to help customers get online',
- 'Working with people with learning difficulties and / or disabilities'
- 'Visual impairment and technology'
- 'Working with learners who are deaf or hard of hearing'
- 'Working with people with memory loss'
- 'Using the internet to help people love later life'

Exit Policy

Early Retirement, Voluntary Redundancy and Compulsory Redundancy

The council's Exit Policy for employees prior to reaching normal retirement age, is set out within its Early Retirement, Voluntary Redundancy and Compulsory Redundancy (ER / VR / CR) Scheme, in accordance with Regulations 5 and 6 of the Local Government (Early Termination of Employment) (Discretionary Compensation) Regulations 2006. Please refer to **Appendix F**.

Please note that a separate scheme operates for those employed on Teacher terms and conditions of employment.

Under the ER / VR / CR Scheme, all Early Retirement and Voluntary Redundancy expressions of interest are subject to a robust business case, seeking to limit discretionary compensation to an affordable limit, as well as considering the costs of any consequential organisational / pay grade changes.

When calculating the value of a severance package, the following payments should be included:

- salary paid in lieu of notice
- lump sum redundancy / severance payment
- cost to the council of the strain on the pension fund arising from providing early access to an unreduced pension.

Any severance package in respect of early termination of employment that exceeds a threshold of £100,000 must be approved beforehand by full council.

The council has operated a Voluntary Redundancy Scheme during the financial year 2022 / 2023 and details of all employees who exited the council's employment under this Scheme can be found in the annual Statement of Accounts.

Recovery Provisions

The UK Government intends to introduce Regulations that will enable the recovery of exit payments made to employees who leave the public sector and return within 12 months, although the timetable for these regulations is not as clear. The minimum salary to which the recovery provisions will apply is £80,000 per annum. If the UK Government introduces these Regulations, council policies will be updated, as appropriate, to take this into account.

Re-employment

Employees who leave the council's employment on the grounds of early retirement (ER) or voluntary redundancy (VR) who are employed on LGS Grades 11, 12 and 13 or equivalent, will not normally be permitted to return to any paid temporary or permanent NPT council employment (which includes schools) or be re-engaged as an agency worker or on a consultancy basis. However, in exceptional circumstances, re-employment may be permitted if the "employing" Head of Service is able to provide a robust business case for doing so which is acceptable to the Chief Finance Officer and Head of People and Organisational Development, in consultation with the relevant trade union/s.

All other employees who leave the council's employment on the grounds of early retirement (ER) or voluntary redundancy (VR) will not be permitted to return to employment with the council for a period of 12 months following their leaving date. However, again, and in exceptional circumstances, earlier re-employment may be permitted if the "employing" Head of Service is able to provide a robust business case for doing so which is acceptable to the Chief Finance Officer and Head of People and Organisational Development, in consultation with the relevant trade union/s.

Flexible retirement

Employees are permitted to take flexible retirement in accordance with the provisions of the Local Government Pension Scheme and the council's Flexible Retirement Scheme.

Off Payroll arrangements

Where the council is unable to recruit to a job under a contract of service, or where there is a need for specialist support for a specific project, the council will, where necessary, consider engaging individuals under a contract for service. These will be sourced through the relevant procurement process under the council's Contract Procedure Rules, ensuring the council is able to demonstrate value for money from competition in securing the relevant service.

Where the contract for service is to provide cover for a vacant post, in addition to ensuring adherence to Contract Procedure Rules, decision making in relation to the appointment will be in line with the council's rules in relation to appointments i.e. council will determine appointments at Director level, Special Appointments Committee will determine appointments at Head of Service level, and Heads of Service or those acting under their authority will determine appointments at Strategic Manager level and below.

With effect from April 2017, the UK Government introduced "Intermediaries Legislation", known as IR35, reforming tax rules for off-payroll working in the public sector and the council has implemented the new rules in line with the legislation.

Pay relativities in the council

The lowest paid employee is on £20,258 per annum, in accordance with the minimum spinal column point (SCP 1) of the NJC pay spine for Local Government Services employees. This excludes apprentices who are engaged on different arrangements with training being the main feature of the arrangement and it also excludes agency staff.

The highest paid employee is the Chief Executive and the pay band minimum is £137,015 rising to the pay band maximum of £150,524. The current post holder earns £147,146.

The median salary in the council is £26,845.

The pay multiple between the lowest paid (full time equivalent) employee and the Chief Executive is a ratio of 1:7.10 and the pay multiple between the lowest paid employee and average Chief Officer is a ratio of 1:4.41.

The pay multiple between the median full time equivalent earnings and the council's Chief Executive is a ratio of 1:5.36 where all council employees are taken into account and the same where employees appointed and managed by head teachers/Governing Bodies are excluded from the calculation, as required by the provisions of the Localism Act 2011.

The multiple between the median full time equivalent earnings and the average council Chief Officer is 1:3.33 where all council employees are taken into account and the same where employees appointed and managed by head teachers/Governing Bodies are excluded from the calculation, as required by the provisions of the Localism Act 2011.

APPENDIX A**Local Government Services Employees Pay Grades Effective 1st April 2022**

Grade	Point	Annual £	Monthly £	Hourly £
1	1	20,258	1,688.17	10.5003
	2	20,441	1,703.42	10.5951
2	2	20,441	1,703.42	10.5951
	3	20,812	1,734.33	10.7874
3	3	20,812	1,734.33	10.7874
	4	21,189	1,765.75	10.9828
	5	21,575	1,797.92	11.1829
4	5	21,575	1,797.92	11.1829
	6	21,968	1,830.67	11.3866
	7	22,369	1,864.08	11.5944
	8	22,777	1,898.08	11.8059
	9	23,194	1,932.83	12.0221
5	10	23,620	1,968.33	12.2429
	11	24,054	2,004.50	12.4678
	12	24,496	2,041.33	12.6969
	14	25,409	2,117.42	13.1702
	15	25,878	2,156.50	13.4133
	17	26,485	2,237.08	13.9145
6	17	26,485	2,237.08	13.9145
	18	27,344	2,278.67	14.1731
	19	27,852	2,321.00	14.4364
	20	28,371	2,364.25	14.7054
	21	28,900	2,408.33	14.9796
	22	29,439	2,453.25	15.2590
7	22	29,439	2,453.25	15.2590

	23	30,151	2,512.58	15.6281
	24	31,099	2,591.58	16.1194
	25	32,020	2,668.33	16.5968
	26	32,909	2,742.42	17.0576
8	26	32,909	2,742.42	17.0576
	27	33,820	2,818.33	17.5298
	28	34,723	2,893.58	17.9979
	29	35,411	2,950.92	18.3545
	30	36,298	3,024.83	18.8142
9	30	36,298	3,024.83	18.8142
	31	37,261	3,105.08	19.3134
	32	38,296	3,191.33	19.8498
	33	39,493	3,291.08	20.4703
	34	40,478	3,373.17	20.9808
10	34	40,478	3,373.17	20.9808
	35	41,496	3,458.00	21.5085
	36	42,503	3,541.92	22.0304
	37	43,516	3,626.33	22.5555
	38	44,539	3,711.58	23.0857
11	38	44,539	3,711.58	23.0857
	39	45,495	3,791.25	23.5813
	40	46,549	3,879.08	24.1276
	41	47,573	3,964.42	24.6583
12	41	47,573	3,964.42	24.6583
	42	48,587	4,048.92	25.1839
	43	49,590	4,132.50	25.7038
13	44	50,654	4,221.17	26.2553
	45	51,757	4,313.08	26.8270
	46	52,880	4,406.67	27.4091

JNC Chief Executive and Chief Officers Pay GradesEffective 1st April 2022

CHIEF EXECUTIVE				
Point 1	Point 2	Point 3	Point 4	Point 5*
£137,105	£140,392	£143,770	£147,146	£150,524

* subject to performance

CORPORATE DIRECTOR				
Point 1	Point 2	Point 3	Point 4	Point 5*
£113,410	£113,954	£116,684	£119,416	£122,149

* subject to performance

CHIEF FINANCE OFFICER				
Point 1	Point 2	Point 3	Point 4	Point 5
£92,376	£94,696	£97,016	£99,343	£101,655

HEAD OF SERVICE				
Point 1	Point 2	Point 3	Point 4	Point 5
£79,194	£81,124	£83,052	£84,985	£86,916

STRATEGIC MANAGER				
Point 1	Point 2	Point 3	Point 4	Point 5
£58,771	£60,241	£61,711	£63,179	£64,649

**NEATH PORT TALBOT COUNTY BOROUGH COUNCIL
NATIONAL PAY GRADES – SOULBURY
EDUCATIONAL PSYCHOLOGISTS - SCALE A**

SPINE POINT	Pay – with effect from 01.09.21
1.	38,865
2.	40,838
3.	42,811
4.	44,762
5.	45,755
6.	48,727
7.	50,584
8.	52,440
9.	54,179*
10.	55,921*
11.	57,544*

Notes:

1. Pay scales to consist of 6 consecutive points, based on the duties and responsibilities attaching to posts and the need to recruit, retain and motivate staff.
2. *Extension to scale to accommodate structured professional assessment points.

SENIOR & PRINCIPAL EDUCATIONAL PSYCHOLOGISTS – SCALE B

SPINE POINT	Pay – with effect from 01.09.21
1.	48,727
2.	50,584
3.	52,440*
4.	54,179
5.	55,921
6.	57544
7.	58210

SPINE POINT	Pay – with effect from 01.09.21
8.	59,456
9.	60,690
10.	61,945
11.	63,177
12.	64,431
13.	65,707
14.	66,941**
15.	68,235**
16.	69,514**
17.	70,803**
18.	72,090**

Notes:

1. Pay scales to consist of not more than four consecutive points, based on the duties and responsibilities attaching to posts and the need to recruit, retain and motivate staff.
2. * Normal minimum point for the Principal Educational Psychologist undertaking the full range of duties at this level.
3. ** Extension to range to accommodate discretionary scale points and structured professional assessments
4. Principals are paid on a 4 point scale 8 - 14 (this includes 3 spa points)

TRAINEE EDUCATIONAL PSYCHOLOGISTS

SPINE POINT	Pay – with effect from 01.09.21
1	24,970
2	26,798
3	28,623
4	30,453
5	32,279
6	34,107

ASSISTANT EDUCATIONAL PSYCHOLOGISTS

SPINE POINT	Pay – with effect from 01.09.21
1	30,694
2	31,948
3	33,201
4	34,448

YOUNG PEOPLE'S / COMMUNITY SERVICE MANAGERS

SPINE POINT	Pay – with effect from 01.09.21
1	38,433
2	39,691
3	40,947
4	42,231*
5	43,535
6	44,807
7	46,107**
8	47,585
9	48,400
10	49,660
11	50,912
12	52,166
13	53,412
14	54,669
15	55,928
16	57,191
17	58,460
18	59,722
19	60,976
20	62,257**
21	63,562***
22	64,898***
23	66,260***
24	67,650***

Notes:

The minimum Youth and Community Service Officers' scale is 4 points. Other salary scales to consist of not more than four consecutive points based on duties and responsibilities attaching to posts and the need to recruit retain and motivate staff.

* normal minimum point for senior youth and community officers undertaking the full range of duties at this level

** normal minimum point for principal youth and community service officer undertaking the full range of duties at this level

*** extension to range to accommodate discretionary scale points and structured professional assessments.

EDUCATIONAL IMPROVEMENT PROFESSIONALS (EIPs)

SPINE POINT	Pay – with effect from 01.09.21
1	37,056
2	38,383
3	39,637
4	40,907
5	42,168
6	43,431
7	44,758
8	46,035*
9	47,522
10	48,849
11	50,158
12	51,425
13	52,860**
14	54,140
15	55,553
16	56,831
17	58,113
18	59,371
19	60,668
20	61,338***
21	62,626
22	63,749
23	64,985

SPINE POINT	Pay – with effect from 01.09.21
24	66,093
25	67,278
26	68,434
27	69,616
28	70,815
29	72,016
30	73,215
31	74,404
32	75,611
33	76,819
34	78,056
35	79,291
36	80,560
37	81,809
38	83,071
39	84,316
40	85,561
41	86,811
42	88,061
43	89,309
44	90,564
45	91,815
46	93,069
47	94,327
48	95,574****
49	96,825****
50	98,079****

Notes: Salary scales to consist of not more than four consecutive points, based on the duties and responsibilities attaching to posts and the need to recruit and motivate staff.

- * normal minimum point for EIP undertaking the full range of duties at this level
- ** normal minimum point for senior EIP undertaking the full range of duties at this level
- *** normal minimum point for leading EIP undertaking the full range of duties at this level
- **** extension to range to accommodate structured professional assessments.

NATIONAL PAY GRADES – JNC YOUTH AND COMMUNITY WORKERS

YOUTH AND COMMUNITY SUPPORT WORKER RANGE	
SPINE POINT	Pay – with effect from 01.09.20
5	£212571
6	£21,900
7	£22,196
8	£22,874
9	£23,739
10	£24,416
11	£25,509
12	£26,576
13	£27,681
14	£28,825
15	£29,603
16	£30,416
17	£31,216

PROFESSIONAL RANGE	
SPINE POINT	Pay – with effect from 01.09.20
13	£27,681
14	£28,825
15	£29,603
16	£30,416
17	£31,216
18	£32,021
19	£32,820
20	£33,622
21	£34,522
22	£35,542
23	£36,536
24	£37,534
25	£38,540
26	£39,545
27	£40,550
28	£41,568
29	£42,577
30	£43,588
31	£44,270
32	£45,391

All Employee Groups - Main Conditions of Service

ANNUAL LEAVE (pro rata for part time employees)	
❖ Chief Executive ❖ Chief Officers	34 days pa (includes one day allocated at Christmas)
❖ Local Government Services	33 days after 5 years service; 26 days pa initially (includes one day allocated at Christmas)
❖ Soulbury	32 days after 5 years service; 25 days pa initially (includes one day allocated at Christmas)
❖ Youth & Community Workers	35 days after 5 years service; 30 days pa initially (includes one day allocated at Christmas)
HOURS OF WORK	
❖ Chief Executive ❖ Chief Officers	Minimum of 37 hours per week, together with additional evening, weekend and bank holiday working as required
❖ Local Government Services ❖ Soulbury ❖ Youth & Community Workers	Standard working week is 37 hours
OVERTIME PAYMENTS	
❖ Chief Executive	

❖ Chief Officers	None payable
❖ Soulbury	
❖ Local Government Services	Time plus 30% for weekdays and weekends; double time on Bank Holidays, except Christmas Day which is triple time
❖ Youth and Community Workers	Time plus 30% for weekdays and weekends; double time on Bank Holidays
WEEKEND WORKING PAYMENTS	
❖ Chief Executive	
❖ Chief Officers	
❖ Soulbury	None payable
❖ Youth & Community Workers	
❖ Local Government Services	Time plus 30%
SICK PAY SCHEME	
❖ Chief Executive	
❖ Chief Officers	
❖ Local Government Services	
❖ Soulbury	
❖ Youth & Community Workers	1 month's full pay at commencement of employment, increasing year on year, after 5 years service, to up to 6 months at full pay, followed by up to 6 months at half pay

ER/VR/CR Scheme



Human Resources

APPROVED BY

Personnel
Committee

DATE

15/10/2018

EDITION/VERSION

3

REVIEW DATE

31/03/2024

Contents

Page

1	Scope	3
2	Voluntary Redundancy (VR)	3
3	Early Retirement (ER)	3
4	Flexible Retirement	4
5	Compulsory Redundancy (CR)	4
6	Scheme Payments, Costs and Funding (ER/VR/CR)	4
7	Post Employment Notice Pay (PENP)	5
7	Other ER/VR/CR Provisions	6
8	Notes	6-7

Appendices

A	Statutory Redundancy Table	8
B	45 Week Discretionary Compensation Payments Table	9
C	Business Case – Voluntary Redundancy	10-13

1. SCOPE

This Scheme is applicable to all NPT Council employees, excluding Teachers.

2. VOLUNTARY REDUNDANCY (VR)

The Council may, from time to time, in accordance with the needs of the service and within a specified period, invite expressions of interest in voluntary redundancy (VR) as part of its Workforce Strategy to reduce employee costs. It is unlikely that all volunteers will be allowed to leave the Council's employment under this Scheme as the Council will have an ongoing need to retain employees with the necessary skills and competencies to both deliver and transform a range of services.

The Council will consider "bumped" redundancies, where appropriate. In these circumstances, employees may apply for voluntary redundancy, thereby making available their post for employees with transferable skills whose job has or will become redundant and who do not wish to leave the employment of the Council. Such "bumping" of a redundancy will be considered across service areas, with appropriate funding arrangements being agreed by the Heads of Service or Head teachers involved.

All VR expressions of interest will be considered at management's sole discretion, based on a robust business case (including the cost of any consequential organisational/pay grade changes). All VR expressions of interest will need to be authorised by the relevant Head of Service and Directorate Management Team.

The Council's grievance procedure will not apply in the case of VR, but the Head of People and Organisational Development has an advisory and monitoring role in this respect.

3. EARLY RETIREMENT (ER)

Applications for Early Retirement (ER), where a job loss does not take place, will be granted in exceptional circumstances only, and on the basis of "in the interests of efficiency of the service" (due to the range of alternative, and usually more cost-effective, measures available to manage capability issues). All such ER decisions will be subject to a robust business case (including the cost of any consequential organisational/pay grade changes) being approved by the relevant Head of Service and Directorate Management Team, or Head teacher and School Governing Body, as appropriate.

The Council's grievance procedure will not apply in the case of ER, but the Head of People and Organisational Development has an advisory and monitoring role in this respect.

4. FLEXIBLE RETIREMENT

The Council's Flexible Retirement Policy will remain available to eligible employees alongside this ER/VR/CR Scheme.

5. COMPULSORY REDUNDANCY (CR)

It is the Council's policy to prevent compulsory redundancies from arising to the greatest extent possible. However, where unavoidable, selection for compulsory redundancy (CR) will take place in accordance with relevant management of change and associated employment policies.

6. SCHEME PAYMENTS, COSTS AND FUNDING (ER/VR/CR)

VR and CR Payments

Subject to **the total cost to the Council of early release of pension and/or severance payment being limited to the equivalent of 52 weeks' pay** for the employee concerned (see Note 1), the following provisions will apply in cases of Voluntary Redundancy (VR) and Compulsory Redundancy (CR):

early release of pension for "qualifying" employees (see Note 2);

lump sum **statutory redundancy payment** (see Note 3), using the 30 week Statutory Redundancy table (Appendix A);

Lump sum **discretionary compensation payment**, using the Council's 45 week table (Appendix B), (reduced by the statutory redundancy payment referred to above).

Where the total cost of early access to pension and the cost of statutory redundancy payments equates to more than 52 weeks' pay, the payback period may be extended "up to 104 weeks", **but subject to only early access to pension plus statutory redundancy pay being applicable (i.e. no discretionary severance payment)**

ER Payments

Subject to **the total cost to the Council of early release of pension being limited to the equivalent of 52 weeks' pay** (see Note 1), the following will apply in cases of Early Retirement (ER): Early release of pension for "qualifying" employees (see Note 2).

ER, VR and CR Funding

Early retirement, statutory redundancy and discretionary compensation payment costs will all be met by the employing Directorate, with the exception of school Governing Bodies where the costs will be met from a separately identified element of schools' delegated budgets.

Any severance package in respect of early termination of employment that exceeds a threshold of £100,000 must be approved beforehand by Full Council.

7. POST EMPLOYMENT NOTICE PAY (PENP)

With effect from 6th April 2018, the HMRC has changed the way employers must deal with termination payments.

The changes introduce the concept of post–employment notice pay (PENP), which represents the amount of basic pay the employee will not receive because their employment was terminated without full notice being given. PENP is calculated by applying a formula for the total amount of the payment, or benefits paid in connection with the termination of employment. This element of the payment will be subject to tax and National Insurance Contributions (NICs). Any remaining balance of the termination payment, which is not a PENP may be included within the overall £30,000 exemption for tax purposes and is free from NICs.

What this means for employees considering taking VR is if the contractual notice is worked, then no tax and national insurance would be deducted from the VR payment. However, if the contractual notice period is not worked then tax and national insurance would be deducted from the VR payment, at an amount depending on the termination date and the date the VR acceptance is signed.

This change applies to payments, or benefits received on, or after, 6 April 2018 in circumstances where the employment also ended on, or after, 6 April 2018.

Further guidance is available by visiting:-

<https://www.gov.uk/government/news/new-rules-for-taxation-of-termination-payments>

7. OTHER ER/VR/CR PROVISIONS

In cases of **compulsory redundancy (CR)**, there will be a presumption that employees will continue to be employed during the statutory notice period, particularly as this will maximise the prospects of potential redeployment. Employees in this situation must arrange to take any outstanding annual leave during the notice period but, if not practicable and certified accordingly by the relevant Head of Service, an employee will be paid for any untaken annual leave which remains outstanding on expiry of the notice period. Any annual leave entitlement exceeded will be recovered from pay. Exceptionally, pay in lieu of notice, which is subject to tax and National Insurance, may be granted.

Employees leaving the Council's employment on the grounds of **ER or VR** will do so on the basis of a **mutually agreed termination date, with no notice period being applicable on either side** and with **no extra payment being made** for any outstanding holidays, time off in lieu or flexi leave.

Employees who leave the Council's employment on the grounds of early retirement (ER) or voluntary redundancy (VR) who are employed on LGS Grades 11, 12 and 13 or equivalent, will not normally not be permitted to return to any paid temporary or permanent NPT Council employment (which includes schools) or be re-engaged as an agency worker or on a consultancy basis. However, in exceptional circumstances, re-employment may be permitted if the "employing" Head of Service is able to provide a robust business case for doing so which is acceptable to the Chief Finance Officer and Head of People and Organisational Development, in consultation with the relevant trade union/s.

All other employees who leave the Council's employment on the grounds of early retirement (ER) or voluntary redundancy (VR) will not be permitted to return to employment with the Council for a period of 12 months following their leaving date. However, in exceptional circumstances, earlier re-employment may be permitted if the "employing" Head of Service is able to provide a robust business case for doing so which is acceptable to the Chief Finance Officer and Head of People and Organisational Development, in consultation with the relevant trade union/s.

8. NOTES

Note 1: All employees who are made redundant are entitled to a statutory redundancy payment (see Note 3 below).

"Qualifying" employees are also entitled to early release of pension if their employment is terminated on the grounds of redundancy (or in the interest of efficiency of the service). Statutory redundancy payments may be enhanced through the payment of discretionary compensation payments and will be calculated having regard to the total cost of:

- (a) early release of pension,
- (b) statutory redundancy payments and
- (c) discretionary compensation payments not exceeding - in total – the equivalent of 52 weeks' pay for the employee concerned.

For example, where an employee's entitlement under the 45 week table takes the total cost above the value of his/her annual pay, the number of weeks of redundancy and/or discretionary compensation payments and/or the weekly pay calculator rate will be adjusted downwards as necessary.

The definition of a "week's pay" will be in accordance with statutory provisions for redundancy pay calculation purposes.

In summary, this will be the gross amount payable for a week's work in accordance with the employee's contract of employment as applicable on the "calculation date", which will be the pay period immediately preceding the first day of his/her notice period. If an employee's remuneration is variable, a 12 weekly average will be calculated. Sections 220 to 229 and Section 234 of ERA 1996 further define the calculation of a "week's pay".

Note 2: "Qualifying" generally means aged 55 years, or over, with 3 months' membership of the Local Government Pension Scheme (LGPS). The definition of "qualifying" is covered by LGPS Regulations and may change as a result of future legislative changes.

Note 3: To use the statutory redundancy table in Appendix A, firstly look up the employee's age and number of years' continuous service with the Council (& its predecessor authorities). Where the two intersect on the table, this is the number of weeks' pay which becomes payable. The "week's pay" to be used to calculate the lump sum statutory redundancy payment will be in accordance with statutory provisions (maximum of £508 per week with effect from 6th April 2018).

STATUTORY REDUNDANCY TABLE

Age	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
17	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
18	1	1½	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
19	1	1½	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
20	1	1½	2	2½	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
21	1	1½	2	2½	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-
22	1	1½	2	2½	3	3½	-	-	-	-	-	-	-	-	-	-	-	-	-
23	1½	2	2½	3	3½	4	4½	-	-	-	-	-	-	-	-	-	-	-	-
24	2	2½	3	3½	4	4½	5	5½	-	-	-	-	-	-	-	-	-	-	-
25	2	3	3½	4	4½	5	5½	6	6½	-	-	-	-	-	-	-	-	-	-
26	2	3	4	4½	5	5½	6	6½	7	7½	-	-	-	-	-	-	-	-	-
27	2	3	4	5	5½	6	6½	7	7½	8	8½	-	-	-	-	-	-	-	-
28	2	3	4	5	6	6½	7	7½	8	8½	9	9½	-	-	-	-	-	-	-
29	2	3	4	5	6	7	7½	8	8½	9	9½	10	10½	-	-	-	-	-	-
30	2	3	4	5	6	7	8	8½	9	9½	10	10½	11	11½	-	-	-	-	-
31	2	3	4	5	6	7	8	9	9½	10	10½	11	11½	12	12½	-	-	-	-
32	2	3	4	5	6	7	8	9	10	10½	11	11½	12	12½	13	13½	-	-	-
33	2	3	4	5	6	7	8	9	10	11	11½	12	12½	13	13½	14	14½	-	-
34	2	3	4	5	6	7	8	9	10	11	12	12½	13	13½	14	14½	15	15½	-
35	2	3	4	5	6	7	8	9	10	11	12	13	13½	14	14½	15	15½	16	16½
36	2	3	4	5	6	7	8	9	10	11	12	13	14	14½	15	15½	16	16½	17
37	2	3	4	5	6	7	8	9	10	11	12	13	14	15	15½	16	16½	17	17½
38	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	16½	17	17½	18
39	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	17½	18	18½
40	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	18½	19
41	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	19½
42	2½	3½	4½	5½	6½	7½	8½	9½	10½	11½	12½	13½	14½	15½	16½	17½	18½	19½	20½
43	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
44	3	4½	5½	6½	7½	8½	9½	10½	11½	12½	13½	14½	15½	16½	17½	18½	19½	20½	21½
45	3	4½	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
46	3	4½	6	7½	8½	9½	10½	11½	12½	13½	14½	15½	16½	17½	18½	19½	20½	21½	22½
47	3	4½	6	7½	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
48	3	4½	6	7½	9	10½	11½	12½	13½	14½	15½	16½	17½	18½	19½	20½	21½	22½	23½
49	3	4½	6	7½	9	10½	12	13	14	15	16	17	18	19	20	21	22	23	24
50	3	4½	6	7½	9	10½	12	13½	14½	15½	16½	17½	18½	19½	20½	21½	22½	23½	24½
51	3	4½	6	7½	9	10½	12	13½	15	16	17	18	19	20	21	22	23	24	25
52	3	4½	6	7½	9	10½	12	13½	15	16½	17½	18½	19½	20½	21½	22½	23½	24½	25½
53	3	4½	6	7½	9	10½	12	13½	15	16½	18	19	20	21	22	23	24	25	26
54	3	4½	6	7½	9	10½	12	13½	15	16½	18	19½	20½	21½	22½	23½	24½	25½	26½
55	3	4½	6	7½	9	10½	12	13½	15	16½	18	19½	21	22	23	24	25	26	27
56	3	4½	6	7½	9	10½	12	13½	15	16½	18	19½	21	22½	23½	24½	25½	26½	27½
57	3	4½	6	7½	9	10½	12	13½	15	16½	18	19½	21	22½	24	25	26	27	28
58	3	4½	6	7½	9	10½	12	13½	15	16½	18	19½	21	22½	24	25½	26½	27½	28½
59	3	4½	6	7½	9	10½	12	13½	15	16½	18	19½	21	22½	24	25½	27	28	29
60	3	4½	6	7½	9	10½	12	13½	15	16½	18	19½	21	22½	24	25½	27	28½	29½
61+	3	4½	6	7½	9	10½	12	13½	15	16½	18	19½	21	22½	24	25½	27	28½	30

Department for Business, Innovation and Skills URN 09/1371

45 WEEK DISCRETIONARY COMPENSATION PAYMENTS TABLE

17	1.50																		
18	1.50	2.25																	
19	1.50	2.25	3.00																
20	1.50	2.25	3.00	3.75															
21	1.50	2.25	3.00	3.75	4.50														
22	1.50	2.25	3.00	3.75	4.50	5.25													
23	2.25	3.00	3.75	4.50	5.25	6.00	6.75												
24	3.00	3.75	4.50	5.25	6.00	6.75	7.50	8.25											
25	3.00	4.50	5.25	6.00	6.75	7.50	8.25	9.00	9.75										
26	3.00	4.50	6.00	6.75	7.50	8.25	9.00	9.75	10.50	11.25									
27	3.00	4.50	6.00	7.50	8.25	9.00	9.75	10.50	11.25	12.00	12.75								
28	3.00	4.50	6.00	7.50	9.00	9.75	10.50	11.25	12.00	12.75	13.50	14.25							
29	3.00	4.50	6.00	7.50	9.00	10.50	11.25	12.00	12.75	13.50	14.25	15.00	15.75						
30	3.00	4.50	6.00	7.50	9.00	10.50	12.00	12.75	13.50	14.25	15.00	15.75	16.50	17.25					
31	3.00	4.50	6.00	7.50	9.00	10.50	12.00	13.50	14.25	15.00	15.75	16.50	17.25	18.00	18.75				
32	3.00	4.50	6.00	7.50	9.00	10.50	12.00	13.50	15.00	15.75	16.50	17.25	18.00	18.75	19.50	20.25			
33	3.00	4.50	6.00	7.50	9.00	10.50	12.00	13.50	15.00	16.50	17.25	18.00	18.75	19.50	20.25	21.00	21.75		
34	3.00	4.50	6.00	7.50	9.00	10.50	12.00	13.50	15.00	16.50	18.00	18.75	19.50	20.25	21.00	21.75	22.50	23.25	
35	3.00	4.50	6.00	7.50	9.00	10.50	12.00	13.50	15.00	16.50	18.00	19.50	20.25	21.00	21.75	22.50	23.25	24.00	24.75
36	3.00	4.50	6.00	7.50	9.00	10.50	12.00	13.50	15.00	16.50	18.00	19.50	21.00	21.75	22.50	23.25	24.00	24.75	25.50
37	3.00	4.50	6.00	7.50	9.00	10.50	12.00	13.50	15.00	16.50	18.00	19.50	21.00	22.50	23.25	24.00	24.75	25.50	26.25
38	3.00	4.50	6.00	7.50	9.00	10.50	12.00	13.50	15.00	16.50	18.00	19.50	21.00	22.50	24.00	24.75	25.50	26.25	27.00
39	3.00	4.50	6.00	7.50	9.00	10.50	12.00	13.50	15.00	16.50	18.00	19.50	21.00	22.50	24.00	25.50	26.25	27.00	27.75
40	3.00	4.50	6.00	7.50	9.00	10.50	12.00	13.50	15.00	16.50	18.00	19.50	21.00	22.50	24.00	25.50	27.00	27.75	28.50
41	3.00	4.50	6.00	7.50	9.00	10.50	12.00	13.50	15.00	16.50	18.00	19.50	21.00	22.50	24.00	25.50	27.00	28.50	29.25
42	3.75	5.25	6.75	8.25	9.75	11.25	12.75	14.25	15.75	17.25	18.75	20.25	21.75	23.25	24.75	26.25	27.75	29.25	30.75
43	4.50	6.00	7.50	9.00	10.50	12.00	13.50	15.00	16.50	18.00	19.50	21.00	22.50	24.00	25.50	27.00	28.50	30.00	31.50
44	4.50	6.75	8.25	9.75	11.25	12.75	14.25	15.75	17.25	18.75	20.25	21.75	23.25	24.75	26.25	27.75	29.25	30.75	32.25
45	4.50	6.75	9.00	10.50	12.00	13.50	15.00	16.50	18.00	19.50	21.00	22.50	24.00	25.50	27.00	28.50	30.00	31.50	33.00
46	4.50	6.75	9.00	11.25	12.75	14.25	15.75	17.25	18.75	20.25	21.75	23.25	24.75	26.25	27.75	29.25	30.75	32.25	33.75
47	4.50	6.75	9.00	11.25	13.50	15.00	16.50	18.00	19.50	21.00	22.50	24.00	25.50	27.00	28.50	30.00	31.50	33.00	34.50
48	4.50	6.75	9.00	11.25	13.50	15.75	17.25	18.75	20.25	21.75	23.25	24.75	26.25	27.75	29.25	30.75	32.25	33.75	35.25
49	4.50	6.75	9.00	11.25	13.50	15.75	18.00	19.50	21.00	22.50	24.00	25.50	27.00	28.50	30.00	31.50	33.00	34.50	36.00
50	4.50	6.75	9.00	11.25	13.50	15.75	18.00	20.25	21.75	23.25	24.75	26.25	27.75	29.25	30.75	32.25	33.75	35.25	36.75
51	4.50	6.75	9.00	11.25	13.50	15.75	18.00	20.25	22.50	24.00	25.50	27.00	28.50	30.00	31.50	33.00	34.50	36.00	37.50
52	4.50	6.75	9.00	11.25	13.50	15.75	18.00	20.25	22.50	24.75	26.25	27.75	29.25	30.75	32.25	33.75	35.25	36.75	38.25
53	4.50	6.75	9.00	11.25	13.50	15.75	18.00	20.25	22.50	24.75	27.00	28.50	30.00	31.50	33.00	34.50	36.00	37.50	39.00
54	4.50	6.75	9.00	11.25	13.50	15.75	18.00	20.25	22.50	24.75	27.00	29.25	30.75	32.25	33.75	35.25	36.75	38.25	39.75
55	4.50	6.75	9.00	11.25	13.50	15.75	18.00	20.25	22.50	24.75	27.00	29.25	31.50	33.00	34.50	36.00	37.50	39.00	40.50
56	4.50	6.75	9.00	11.25	13.50	15.75	18.00	20.25	22.50	24.75	27.00	29.25	31.50	33.75	35.25	36.75	38.25	39.75	41.25
57	4.50	6.75	9.00	11.25	13.50	15.75	18.00	20.25	22.50	24.75	27.00	29.25	31.50	33.75	36.00	37.50	39.00	40.50	42.00
58	4.50	6.75	9.00	11.25	13.50	15.75	18.00	20.25	22.50	24.75	27.00	29.25	31.50	33.75	36.00	38.25	39.75	41.25	42.75
59	4.50	6.75	9.00	11.25	13.50	15.75	18.00	20.25	22.50	24.75	27.00	29.25	31.50	33.75	36.00	38.25	40.50	42.00	43.50
60	4.50	6.75	9.00	11.25	13.50	15.75	18.00	20.25	22.50	24.75	27.00	29.25	31.50	33.75	36.00	38.25	40.50	42.75	44.25
61	4.50	6.75	9.00	11.25	13.50	15.75	18.00	20.25	22.50	24.75	27.00	29.25	31.50	33.75	36.00	38.25	40.50	42.75	45.00
62	4.50	6.75	9.00	11.25	13.50	15.75	18.00	20.25	22.50	24.75	27.00	29.25	31.50	33.75	36.00	38.25	40.50	42.75	45.00
63	4.50	6.75	9.00	11.25	13.50	15.75	18.00	20.25	22.50	24.75	27.00	29.25	31.50	33.75	36.00	38.25	40.50	42.75	45.00
64	4.50	6.75	9.00	11.25	13.50	15.75	18.00	20.25	22.50	24.75	27.00	29.25	31.50	33.75	36.00	38.25	40.50	42.75	45.00

Business Case – Voluntary Redundancy

Human Resources



APPENDIX C

TO BE COMPLETED BY MANAGEMENT

BUSINESS CASE – VOLUNTARY REDUNDANCY

Part A – Introduction

1. All decisions concerning voluntary redundancy are subject to a business case being approved by the “employing” Head of Service. The Head of People and Organisational Development has an advisory and monitoring role.
2. Once Parts B-E have been completed, this form should be forwarded to your designated HR Officer.
3. All requests for Pensions estimates must be sent to the City & County of Swansea Pension Section by HR/Payroll, not by the individual or his/her line manager

Part B – Employee Details

Full Name	
Job Title and Workplace	
Directorate	
National Insurance Number	
Post Reference Number	
Payroll Number	
Date of Birth	
Proposed Leaving Date	

Part C – Further Required Information

Please explain how it is proposed that the service area concerned will operate in future if this employee (and any other(s)) leaves the Council’s employment in accordance with this Scheme.
Full supporting details to be attached.

--

If this business case is supported, will the person qualify for the early payment of their pension benefits? (see Note 2 of Transitional VR Scheme)	Yes		No	
Leaving Reason Please tick the relevant box below to confirm which Leaving Reason this employee's employment will be terminated on:-				
VOLUNTARY REDUNDANCY	Yes		No	
VR – WITH SETTLEMENT AGREEMENT	Yes		No	
VR – BUMPED REDUNDANCY (Please state which post/grade on structure is being deleted):	Yes		No	
VR – BUMPED REDUNDANCY WITH SETTLEMENT AGREEMENT (Please state which post/grade on structure is being deleted)	Yes		No	
Part D - Declaration				
<ol style="list-style-type: none"> 1. I have not made, and will not make, an agreement with this employee concerning re-employment by the Council in any paid capacity. 2. My support for this application is not as a result of any capability or disciplinary issues or concerns in relation to this employee 3. There are no outstanding concerns or formal processes regarding this employee's ability to attend work on a regular basis; 4. The savings which will accrue from implementation of this business case cannot be achieved in a different way through the non-filling of vacancies, or known leavers, and no suitable alternative employment is available within the Council for this employee; 5. This business case is supported by the relevant Directorate Management Team, as appropriate, and has been recorded accordingly. 				
Signed Head of Service		Date		
If you cannot give this declaration, please state the reason below:				

Part E – Fixed Term or Temporary Employees			
Is the employee engaged on a temporary or fixed term contract?	Yes		No
If yes, please give start and end dates and state whether grant-funded.	Start Date:		End Date:
Part F - Value of 52 weeks' pay – HR to complete from database			
Value of 52 weeks' pay is	£		
Part G – Costs for Voluntary Redundancy – HR to complete from database			
Cost Centre Code			
Cost of Early Release of Pension	£		
Statutory Redundancy Payment	£		
Discretionary Compensation payment (reduced by (2) above)	£		
Total Cost	£		
<p>The total cost under (G) must not exceed the cost under (F).</p> <p>If (G) exceeds (F) the Discretionary Compensation payment must be reduced.</p>			
<p>****where the total cost of early access to pension and the cost of statutory redundancy payments equates to more than 52 weeks' pay, the payback period may be extended "up to 104 weeks", but subject to only early access to pension plus statutory redundancy pay being applicable (i.e. no discretionary severance payment) If the lump sum Discretionary Compensation payment becomes zero, and (G) is still larger than (F), the weekly rate will be reduced until (G) = (F) subject to the £508 per week provision not being contravened.</p> <p>If this condition still cannot be met, the application for voluntary redundancy will be refused.</p>			
Part I – Business Case Approval			
Head of Service (or Director, where a Head of Service is the subject of this approval)			
Approved			Not Approved
Signed		Date	

ADMINISTRATIVE CHECKLIST FOR HR	
Employee expresses an interest in voluntary redundancy	
Head of Service has agreed that the post can be “lost”	
HR Officer updates VR database and sends request to Payroll	
Payroll Officer emails request/s for estimates of benefits to Pension Section (if over 55)	
Estimate of Benefits received from Pension Section	
Copy of Estimate given to employee (and Line Manager if necessary). Retain one copy on file.	
Outcome discussed with employee and he/she confirms they wish to leave on grounds of VR	
Business Case to be completed by HR and Head of Service, for signature	
Head of Service returns Business Case signed and HR Officer issues letter offering VR	
HR Officer to remind Line Manager to make suitable arrangements about the employee’s leaving date, outstanding annual leave etc.	
HR Officer to “terminate” employee on Vision	
HR Officer to send memo to Pensions and Payroll regarding termination. Include a copy of the offer letter. Pensions to process termination.	
Copy of all documents retained on iDocs	
HR Officer to complete Post Details Form with Post Reference, Number of Hours and JEID and discuss with Workforce Information Team to ensure correct post is being disestablished/bumped redundancy/restructure	

Impact Assessment - First Stage

1. Details of the initiative

Initiative description and summary: Approval of the Council's Pay Policy Statement for 2023 / 2024
Service Area: All Council Employees.
Directorate: All

2. Does the initiative affect:

	Yes	No
Service users		X
Staff	X	
Wider community		X
Internal administrative process only	X	

3. Does the initiative impact on people because of their:

	Yes	No	None/ Negligible	Don't Know	Impact H/M/L	Reasons for your decision (including evidence)/How might it impact?
Age		X				The approval of the Statement does not have an impact on protected characteristics, as it simply reflects pay decisions already made, and which will have been subject to a full impact assessment (for example, a full Equality Impact Assessment was carried out last year in relation to the introduction of the Council's revised LGS pay spine, and this was shared and scrutinised by the trade unions (at a National level). The Statement for 2023 / 2024 does not introduce any changes to pay or conditions of service.
Disability		X				
Gender Reassignment		X				
Marriage/Civil Partnership		X				
Pregnancy/Maternity		X				
Race		X				
Religion/Belief		X				
Sex		X				
Sexual orientation		X				

4. Does the initiative impact on:

	Yes	No	None/ Negligible	Don't know	Impact H/M/L	Reasons for your decision (including evidence used) / How might it impact?
People's opportunities to use the Welsh language		X				
Treating the Welsh language no less favourably than English		X				The Statement, once approved by Members, will be translated into Welsh and made publicly available in Welsh.

5. Does the initiative impact on biodiversity:

	Yes	No	None/ Negligible	Don't know	Impact H/M/L	Reasons for your decision (including evidence) / How might it impact?
To maintain and enhance biodiversity		X				
To promote the resilience of ecosystems, i.e. supporting protection of the wider environment, such as air quality, flood alleviation, etc.		X				

6. Does the initiative embrace the sustainable development principle (5 ways of working):


	Yes	No	Details
Long term - how the initiative supports the long term well-being of people			N/A
Integration - how the initiative impacts upon our wellbeing objectives			N/A
Involvement - how people have been involved in developing the initiative			N/A
Collaboration - how we have worked with other services/organisations to find shared sustainable solutions			N/A
Prevention - how the initiative will prevent problems occurring or getting worse			N/A

7. Declaration - based on above assessment (tick as appropriate):

A full impact assessment (second stage) is not required	X
Reasons for this conclusion	
<p>A full impact is not required as there is no impact on any protected group as a result of this report – the Pay Policy Statement reflects pay decision already taken, and is simply a statement summarising those decisions. It also has no negative impact on bio-diversity or the Welsh Language. However, it should be noted that, in determining pay and remuneration, the Council complies with relevant employment legislation, including the Equality Act 2010, the Part Time Employment (Prevention of Less Favourable Treatment) Regulations 2000, Fixed Term Employees (Prevention of Less Favourable Treatment) Regulations 2002, Agency Workers Regulations 2010 and where relevant, the Transfer of Undertakings (Protection of Earnings) Regulations. The Council has sought to ensure that there is no pay discrimination within its pay structures and that pay differentials can be objectively justified primarily through the use of an equality proofed job evaluation mechanism which directly relates basic pay to the requirements, demands and responsibilities of each job role.</p>	

A full impact assessment (second stage) is required	
Reasons for this conclusion	

--

	Name	Position	Signature	Date
Completed by				
Signed off by	Sheenagh Rees	Head of People & OD		9 th January 2023

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NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

Council

15th March 2023

Report of the Head of Legal and Democratic Services – Mr Craig Griffiths

Matter for Decision

Wards Affected:

All wards

Mayoral Arrangements

Purpose of the Report:

To nominate a Mayor elect and Deputy Mayor elect for the civic year 2023/2024

Background:

The Council elects a mayor and deputy mayor to preside over Council proceedings and discharge the duties of the First Citizen each year.

At its annual meeting in May 2024, formal appointment will take place pursuant to the Council's Constitution.

However, to assist in preparation and following discussions between political group leaders, Full Council are asked to approve that Cllr Chris Williams be nominated as Mayor and that Cllr Matthew Crowley be nominated as Deputy Mayor for the 2023/2024 civic year:

Financial Impacts:

There are no financial impacts associated with this report

Integrated Impact Assessment:

There is no requirement for an Integrated Impact Assessment as this is a report in respect of governance arrangements only

Valleys Communities Impacts:

There are no valley community impacts

Workforce Impacts:

There are no workforce impacts associated with this report

Legal Impacts:

The report discharges duties placed on the Council pursuant to the Local Government Act 1972

Risk Management Impacts:

Failure to ensure that the appropriate appointments are made could render the Council in breach of its statutory duties.

Consultation:

There will be no requirement for any consultation.

Recommendations:

It is recommended that:

(a) Councillor Chris Williams be nominated Mayor for the civic year 2023/24 pursuant to Section 23(1) of the Local Government Act 1972

(b) Councillor Matthew Crowley be nominated Deputy Mayor for the civic year 2023/24 pursuant to Section 23(1) of the Local Government Act 1972.

Reasons for Proposed Decision:

To identify and agree the mayoral and deputy mayoral elections for the civic year 2023/24

Implementation of Decision:

The decision is proposed for implementation immediately

Appendices:

None

List of Background Papers:

Constitution of Neath Port Talbot County Borough Council

Officer Contact:

Craig Griffiths

Head of Legal and Democratic Services

Tel: 01639 763767 or E-mail: c.griffiths2@npt.gov.uk

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Cyngor Castell-nedd Port Talbot
Neath Port Talbot Council

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

Council
15th March 2023

**Report of the Director of Social Services, Health & Housing -
Andrew Jarrett**

Matter for Information Only

Wards Affected: All

**West Glamorgan Safeguarding Board – Annual Report 2020 –
2021 & Annual Plan 2022 – 25 (Year 1)**

1. Purpose of Report

The purpose of this report is to present Members with the West Glamorgan Safeguarding Board annual plan and annual report. The document have been reviewed at Scrutiny on the 9th March 2023.

2. Background

The West Glamorgan Safeguarding Board was established in April 2013 following direction from Welsh Government to regionalise, initially, Safeguarding Children's Boards as recommended within sustainable social services white paper 2011/12.

Neath Port Talbot County Borough Council is identified in the Social Services and Wellbeing Act (Wales) 2014 as being the lead partner responsible for establishing effective regional safeguarding boards for the West Glamorgan area.

3. Financial Impacts:

Within the Annual Report there is section which highlights the details of a multi-agency budget.

4. Integrated Impact Assessment:

There is no requirement to undertake an Integrated Impact Assessment as this report is for monitoring / information purposes.

5. Valleys Communities Impacts:

No Implications.

6. Workforce Impacts:

The Safeguarding Board have a dedicated management unit which is funded via a multi-agency budget therefore, there are no workforce impacts associated with this report.

7. Legal Impacts:

No implications

8. Risk Management Impacts:

A risk register is maintained by the Boards' management unit.

9. Crime and Disorder Impacts:

Section 17 of the Crime and Disorder Act 1998 places a duty on the Council in the exercise of its functions to have “due regard to the likely effect of the exercise of those functions on and the need to do all that it reasonably can to prevent:

- a) Crime and disorder in its area (including anti-social and other behaviour adversely affecting the local environment);**
- b) The misuse of drugs, alcohol and other substances in its area; and**
- c) Re-offending the area”.**

There is no impact under the Section 17 of the Crime and Disorder Act 1998.

10. Counter Terrorism Impacts:

The proposals are likely to have no impact on the duty to prevent people from being drawn into terrorism.

11. Violence Against Women, Domestic Abuse and Sexual Violence Impacts:

Section 2(1) of the Violence Against Women, Domestic Abuse and Sexual Violence (Wales) Act 2015 introduced a general duty where a person exercising relevant functions must have regard (along with all other relevant matters) to the need to remove or minimise any factors which:

- (a) increase the risk of violence against women and girls, or
- (b) exacerbate the impact of such violence on victims.

The proposals contained in this report are likely to compliment and work alongside the impact on the above duty. VAWDA SV is included in the priorities of the Board under exploitation.

12. Consultation:

There is no requirement for external consultation on this item.

13. Recommendations:

Not applicable – These documents are for information only.

14. Reasons for Proposed Decision:

Not applicable – for information only.

15. Implementation of Decision:

Not applicable

Appendices:

Appendix A – West Glamorgan Safeguarding Board Annual Plan 2022 – 2025 (Year 1)

Appendix B – West Glamorgan Safeguarding Board Annual Report 2021-2022

List of Background Papers:

None.

Officer Contacts:

Chris Frey-Davies, P.O. Safeguarding Tel: 01639 685763

Email: c.frey-davies@npt.gov.uk

Rebecca Shepherd, Business Manager – Tel: 01639 686049

Email: r.shepherd@npt.gov.uk



WEST GLAMORGAN
SAFEGUARDING BOARD (WGSB)
JOINT ANNUAL PLAN
2022 – 2025 (Year 1)

Page 67

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Please contact: West Glamorgan Safeguarding Board –
Business Management Unit

Telephone: 01639 686049
Email: r.shepherd@npt.gov.uk

Contents

Introduction	Page 3
Our Vision	Page 4
Core Business	Page 5
Members of the Safeguarding Boards	Page 6
What we propose for the coming years (2022-2025)	Page 10
Expenditure	Page 15
Collaboration	Page 16

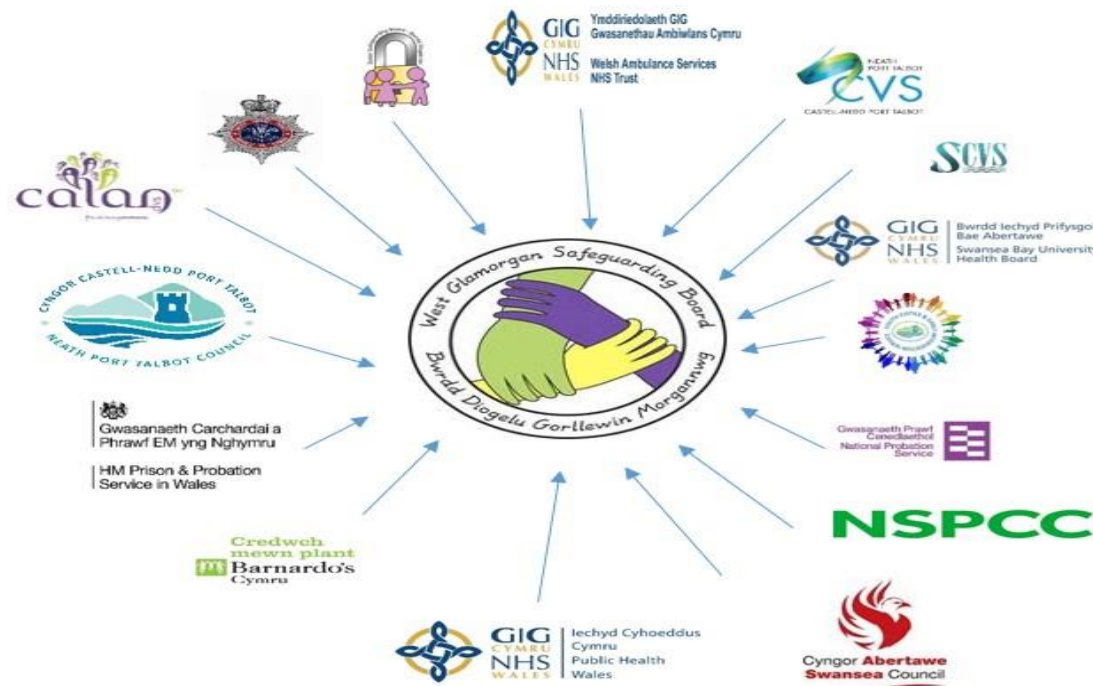
Introduction

The West Glamorgan Safeguarding Board (WGSB) was established to promote, inform and support multi-agency safeguarding for Children and Adults across Neath Port Talbot and Swansea.

We are the key statutory mechanism for agreeing how organisations will co-operate to safeguard and promote the welfare of Children and Adults living in the region.

The WGSB is a multi-agency forum which brings together representatives of each of the main agencies and professionals who are responsible for helping to protect Children and Adults from abuse and neglect.

The WGSB is responsible for agreeing on how the different services and professional groups should co-operate to safeguard Children and Adults and, for making sure that arrangements work effectively in bringing about better outcomes for Children and Adults in West Glamorgan.



Our Vision

To ensure that Children, Young People and Adults in West Glamorgan are protected and prevented from becoming at risk of abuse, neglect or other kinds of harm. The Boards' will engage with, listen to and hear the views of Children, Young People and Adults.

The responsibilities and functions of the Boards' are set out in the statutory guidance under Part 7 of the Social Services and Wellbeing (Wales) Act 2014 (SSWBWA). They have an overall responsibility for challenging relevant agencies so that;

- There are effective measures in place to protect Children and Adults at risk who are experiencing harm or who may be at risk as the result of abuse, neglect or other kinds of harm; and
- There is effective inter-agency co-operation in planning and delivering protection services and in sharing information

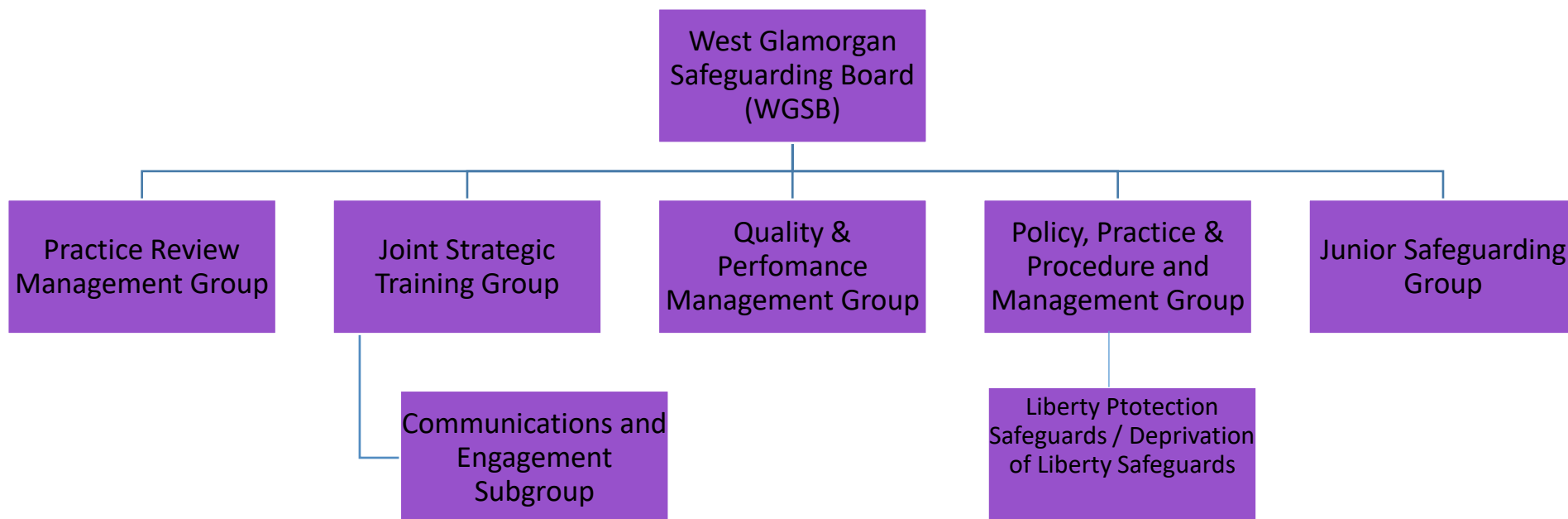
For further information contact wgsb@npt.gov.uk

Safeguarding is everyone's business.

Core Business

This Annual Plan is written pursuant to Section 134 – 141 (Part 7) of the SSWBWA 2014 and is for both the West Glamorgan Safeguarding Children and Adult Board. Figure 1 below sets out the structure of the Board, including sub-groups with the addition of a newly established Junior Safeguarding Group. Membership and structures are regularly reviewed and updated within the Safeguarding Board arrangements and work plans for each sub-group are aligned with this Business Plan and include strategic priorities, actions to achieve and success measures to enable us to monitor effectiveness. The sub-groups’ work plans also include mechanisms on how they will engage and include people who may be affected by the work of the WGSB. These plans are regularly reviewed and amended throughout the year with status reports outlining progress against the Annual Plan presented to the WGSB on a quarterly basis.

Figure 1



Members of the Safeguarding Boards

Membership of the WGSB is compliant with Chapter two of the Guidance under Part 7 section 139(3) of the Social Services and Wellbeing (Wales) Act 2014.

For West Glamorgan Safeguarding Adult Board the membership and their area of responsibility is set out below:

Organisation	Post	Area of Responsibility	Name
Swansea Council	Director of Social Services	Chair of Adult Board Local Authority representative for City & County of Swansea	David Howes
Swansea Bay University Health Board	Assistant Director of Nursing, Corporate Services	Vice Chair of Adult Board Swansea Bay University Health Board representative	Paul Stuart Davies
NPT County Borough Council	Director of Social Services, Health & Housing	Chair of Children Board & Local Authority representative for Neath Port Talbot CBC.	Andrew Jarrett
South Wales Police Swansea/Neath Port Talbot BCU	Superintendent	Co-chair Children Board & South Wales Police representative	Eve Davis
Wales Probation Trust NPS	Assistant Chief Executive Head of Swansea, Neath Port Talbot and Bridgend	National Probation Service representative	Deanne Martin
Swansea Council	Head of Adult Safeguarding	Adult Services representative	Amy Hawkins
NPT County Borough Council	Head of Adult Services Service	Adult Services representative	Angela Thomas
Public Health Wales	Designated Nurse	National Safeguarding Team representative	Debbie Pachu
Swansea Bay University Health Board	Head of Nursing – Safeguarding (Named Nurse)	Co-chair Quality & Performance Management group	Nicola Edwards

Swansea Council	Principal Officer for Safeguarding and Performance Quality	Policy, Practice and Procedure Management Group Chair	Damian Rees
Swansea Council	Principal Officer for Safeguarding Adults	Adult Safeguarding Swansea Council	Ffion Larsen
NPT County Borough Council	Principal Officer Safeguarding Child and Adult	Quality & Performance Management group Chair	Chris Frey-Davies
NPT County Borough Council	Education Safeguarding Officer	Practice Review Management Group Chair	Sam Jones
South Wales Police	Independent Protecting Vulnerable Person Manager	Practice Review Management Group Chair South Wales Police Public Protection Unit	Sue Hurley
South Wales Police	Detective Chief Inspector	South Wales Police Public Protection Unit	Dean Llewellyn
Swansea Bay University Health Board Mental Health	Mental Capacity Act and Deprivation of Liberty Safeguards	Representative for IMCA Service	Karen Williams / Richard Jones
Swansea Council for Voluntary Services	Support Services Team Leader	Representative for SCVS	Danielle Lock
Secured Estate	Director/ Governor	HMP Swansea Secure Estate representative	Emyr Evan / Andy Phillips
NPT County Borough Council	Learning, Training & Development Manager	Joint Strategic Training Group Chair	Lynne Doyle
Wales Ambulance Service Trust	Senior Professional Safeguarding Children and Adults	WAST representative	Rhiannon Thomas

For West Glamorgan Safeguarding Children Board, the membership and their area of responsibility is set out below:

Organisation	Post	Area of Responsibility	Name
NPTCBC	Director of Social Services Health & Housing	Chair Children Board & Local authority representative	Andrew Jarrett
South Wales Police Swansea Neath Port Talbot BCU	Superintendent	Vice Chair Children Board & South Wales Police representative	Eve Davis
Swansea Council	Director of Social Services	Chair of Adult Board Local Authority representative for City & County of Swansea	David Howes
Swansea Bay University Health Board	Assistant Director of Nursing, Corporate Services	Vice Chair of Adult Board Swansea Bay University Health Board representative	Paul Stuart Davies
NPT County Borough Council	Director of Education	Local Authority representative	Andrew Thomas
NPT County Borough Council	Head of Education Development	Local Authority representative	Chris Millis
National Probation Service	Assistant Chief Executive Head of Swansea, Neath Port Talbot and Bridgend	National Probation Service representative	Deanne Martin
Swansea Bay University Health Board	Head of Nursing – Safeguarding (Named Nurse)	Co-chair Quality & Performance Management group	Nicola Edwards
NPT County Borough Council	Head of Children and Young People’s Services	Children’s Services Representative NPTCBC	Keri Warren
Swansea Council	Head of Child and Family Services	Children’s Services representative Swansea Council	Julie Davies

Swansea Council	Principal Officer for Safeguarding and Performance Quality	Policy, Practice and Procedure Management Group Chair	Damian Rees
NPT County Borough Council	Principal Officer Safeguarding Child and Adult	Quality & Performance Management group Chair	Chris Frey-Davies
NPT County Borough Council	Education Safeguarding Officer	Practice Review Management Group Chair	Sam Jones
South Wales Police	Detective Chief Inspector	South Wales Police Public Protection Unit	Dean Llewellyn
NPT County Borough Council	Learning, Training & Development Manager	Joint Strategic Training Group Chair	Lynne Doyle
Hillside Children's Secure Unit	Principal Manager	Children's Secure Unit representative	Sian Coffey
Swansea Council	Director of Education	Local Authority representative Swansea Council	Helen Morgan - Rees
Swansea Council	Head of Achievement and Partnership	Local Authority representative	Kate Phillips
NSPCC	Services Manager	Voluntary sector representative	Tracey Holdsworth
Barnardo's	Strategic Manager	Voluntary sector representative	Kelly Ahern
CVS	CCoS CVS	Local Voluntary Sector representative across WB	Clare Hopkins
Youth Justice and Early Intervention Service	Youth Offending Services Manager	Youth Justice Early Intervention Services	Jay McCabe (Swansea) /Ali Davies (NPT)
Public Health Wales	Designated Nurse	National Safeguarding Team representative	Debbie Pachu
Wales Ambulance Service Trust	Senior Professional Safeguarding Children and Adults	WAST representative	Rhiannon Thomas
Police and Crime Commissioner		Safeguarding	Siriol Burford

What we propose for the coming 3 years (2022-2025)

Our Strategic Plan sets out how the WGSB will work towards achieving their Vision for West Glamorgan. Our Plan is based around four key priority areas that will guide our work:

- 1. Learn from experience to improve how we work (Create a synergy between the four points to drive the three year plan)**
- 2. Improve awareness of safeguarding across all communities and partner organisations**
- 3. Develop and deliver citizen-led approaches to safeguarding**
- 4. Develop and deliver regional approaches to safeguarding practice**

Safeguarding Priority 1	
Priority Area/Focus	What do we want to achieve?
Learn from experience to improve how we work	<ul style="list-style-type: none"> • Produce an Annual Quality Assurance Report – inclusive of all member agency data / intelligence and citizen experience to inform our work and priorities • Undertake a multi-agency Quality Assurance programme in relation to agreed and emerging areas of practice • Undertake Adult and Child Practice Reviews and Multi Agency Professional Forums (MAPF) in line with the legislation and statutory guidance • Ensure learning from Quality Assurance programme, including practice reviews and MAPF's is disseminated across organisations in West Glamorgan • Assurance to be sought from partners as to how their workforce development provision promotes best practice in respect of Safeguarding • Develop learning resources for practitioners that support a regional approach.

Safeguarding Priority 2	
Priority Area/Focus	What do we want to achieve?
<p>Improve awareness of safeguarding across all communities and partners organisations</p>	<ul style="list-style-type: none"> • Develop understanding of equality and diversity issues in West Glamorgan and the impact on access to and delivery of safeguarding services • Advise the WGSB on strategies/ approaches that may improve communities' access to safeguarding services • Promote positive safeguarding messages to individuals, families and communities so that they can build trusting relationships with services that can help them stay safe and create safe spaces • Participate in National Safeguarding Week to raise awareness of safeguarding adults and children, supporting wider partnership safeguarding campaigns • WGSB partners to promote safeguarding awareness across their service and networks • Continue to develop our website that enables the WGSB to promote its work and share safeguarding resources • Undertake a programme of engagement activities to promote safeguarding across diverse community groups in West Glamorgan

	<ul style="list-style-type: none"> • Establish and develop methods for participation and engagement with partners, citizens and communities • Engage with NISB to develop an All Wales Self-assessment for Safeguarding boards, to be completed an annually • Ensure service providers know and understand their safeguarding responsibilities and their approach is ethical
Safeguarding Priority 3	
Priority Area/Focus	What do we want to achieve?
Develop citizen-led approaches to safeguarding	<ul style="list-style-type: none"> • Revise Board Governance document in-line with citizen-led principles • Consider introducing a citizen representative to the WGSB • Review induction programme/ handbook for Board Members • Ensure citizens are made aware of their opportunity to provide feedback on their experiences of Safeguarding practices

Safeguarding Priority 4:	
Priority Area/Focus	What do we want to achieve?
<p>Develop and deliver regional approaches to safeguarding practice</p>	<ul style="list-style-type: none"> • Ensure the WGSB is sighted on the impact of Covid-19 across the Region in relation to Safeguarding changing practices or responses required • Monitor through Board meetings the impact of Covid-19 on the prevalence of abuse, neglect, and the actions of member organisations in response • Ensure WGSB is sighted on the impact of the Ukrainian humanitarian crisis and the potential implications for Safeguarding across the partnership • The WGSB to monitor all anticipated or arising future crises (domestic and international i.e Poverty and Environmental) and be sighted on response

Expenditure

The West Glamorgan Safeguarding Board is funded by contributions from partner organisations using the funding formula set out in the ***Working Together to Safeguard People – Volume 1***. The Safeguarding Board is supported by a central Business Management Unit consisting of a Business Manager, 2 Business Co-ordinators and a part time Business Support Administrator.

Projected Budget for 2022/23 Is as follows:

Item	Type	Allocated budget
Staff	1 x Board Manager, 2 x Coordinators 1 x Administrator	£155,240
Conferences/Awareness raising/Practice Reviews	1 x annual conference, 6 x multi agency learning events	£9,000
Training	Various	£10,000
Admin	Travel, subsistence, mobiles, printing, Licences	£5,370
	TOTAL:	£179,610

Collaboration

The role of collaboration and participation for the WGSB is twofold. The SSWBA Part 7 Volume 1 outlines the work of the WGSB; to provide children and adults an opportunity to participate in its functions. In addition the WGSB has an assurance role in ensuring partner agencies are engaging with people and the voice of the adult or child at risk is heard across safeguarding practice. This will inevitably look different across agencies and the WGSB has a role in the continuous audit and review of this area. The Core Business should ensure that each Management Group 'Work Plan' captures the voice of the people.

The West Glamorgan Safeguarding Board acknowledge the links between local, regional and national partnerships and the safeguarding themes that run through them. The WGSB will continue to forge strong working relationships with partners and organisations locally, regionally and nationally to ensure Safeguarding is on everyone's agenda. These include, Public Service Boards, Community Safety Partnerships, other Safeguarding Boards, National Independent Safeguarding Board and Welsh Government.



West Glamorgan Safeguarding Boards

Annual Report

2021 – 2022

Contents	Page
Foreword & Introduction	3
About the Safeguarding Board	4
Membership	
Regional Safeguarding Children Board	5
Regional Safeguarding Adult Board	6
Actions taken to achieve our outcomes	7
How have we made a difference	11
Training & Learning	33
Collaboration	38
Participation	53
Board Members and Agency contribution	59
Resources	61
Other Board activities	62

Foreword & Introduction

Welcome to the Annual Report for the West Glamorgan Safeguarding Board.

This annual report presents an overview of the work the Board has undertaken over the last twelve months as part of our annual plan.

2021 – 2022 has remained a challenging time for all agencies as the Coronavirus has continued to impact the work of all our partners. In addition to this society is experiencing a cost of living crisis, whilst the war in Ukraine and a pending environmental crisis poses further challenges for society and a renewed effort from partners and agencies to ensure people are kept safe. However whilst we experience uncertainty on numerous fronts we are resolute in our aim to make the West Glamorgan Region the safest region in Wales. We recognise that to do this our traditional approach to partnership working must extend to engaging more routinely with the communities across the West Glamorgan region and to achieve this we have set ourselves an ambitious three year plan which can be accessed through this link <http://www.wgsb.wales/media/17530/west-glamorgan-safeguarding-board-joint-annual-plan-2022-2025-year-1.pdf?v=20220517163152>

As always, we would like to thank the members of the West Glamorgan Safeguarding Board, and many others for their engagement during the last year. We are still in difficult times and 2022-23 is likely to bring new challenges but with the continued commitment and energy of our partners, we are confident that we will continue to meet the high standards and priorities we set for the Board.

Andrew Jarrett

Director of Social
Services – Neath Port
Talbot Council



David Howes

Director of Social
Services Swansea
Council



Eve Davis

Temporary
Superintendent
South Wales Police



Paul Stuart Davies

Assistant Director of
Nursing, Corporate
Services – Swansea Bay
University Health Board



About the West Glamorgan Safeguarding Board

The West Glamorgan Safeguarding Board (WGSB) was established to promote, inform and support multi agency safeguarding for Children and Adults across Neath Port Talbot and Swansea.

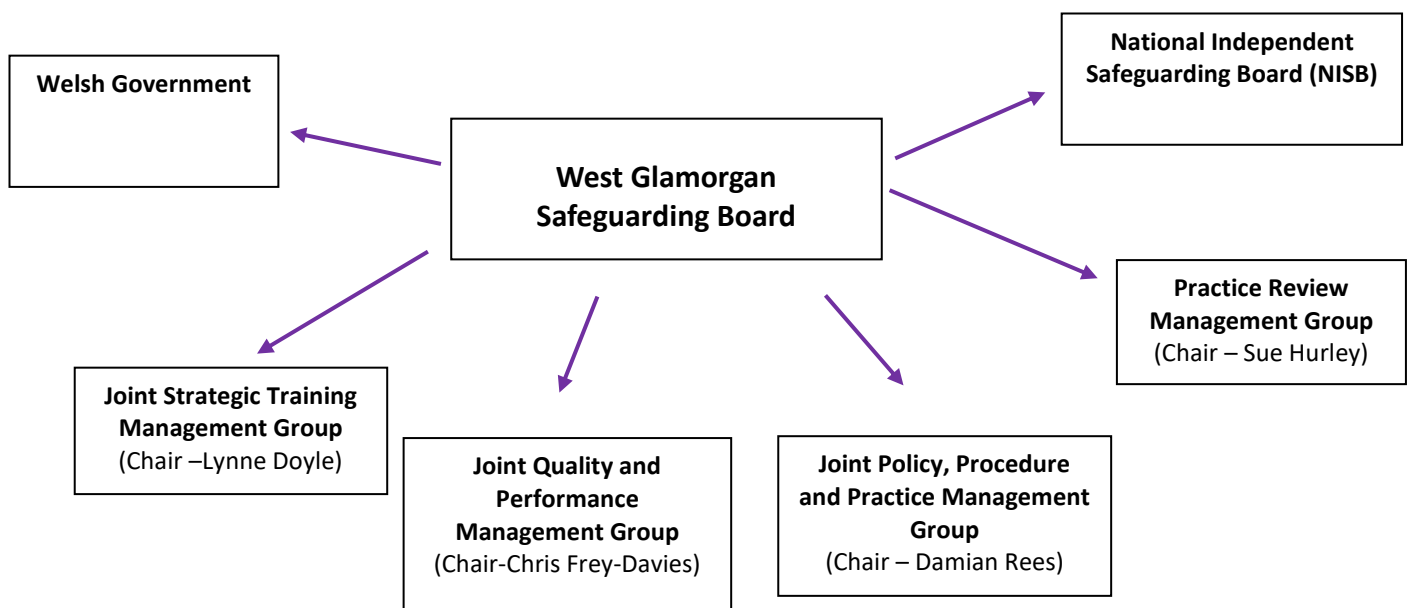
We are the key statutory mechanism for agreeing how organisations will co-operate to safeguard and promote the welfare of Children and Adults living in the region.

The WGSB is a multi-agency forum, which brings together representatives of each of the main agencies and professionals who are responsible for helping to protect Children and Adults from abuse and neglect.

The WGSB is responsible for agreeing on how the different services and professional groups should co-operate to safeguard children and Adults, and for making sure that arrangements work effectively in bringing about better outcomes for Children and Adults in West Glamorgan.



Organisational Chart



Membership

Regional Safeguarding Children Board Membership during 2021-22

NAME	POSITION
Chair	
Andrew Jarrett	Director of Social Services Neath Port Talbot CBC
Mark Brier	Chief Superintendent, South Wales Police
Local Authority	
David Howes	Director of Social Services Swansea Council & Chair of Adult's Board
Andrew Thomas	Director of Education Neath Port Talbot CBC
Keri Warren	Head of Children's Services Neath Port Talbot CBC
Helen Morgan-Rees	Director of Education Swansea Council
Julie Davies	Head of Child and Family Services Swansea Council
Kate Phillips	Head of Achievement and Partnership Swansea Council
Chris Frey-Davies	Principal Officer Safeguarding Adult & Child Services & Quality Assurance Neath Port Talbot CBC
Damian Rees	Principal Officer for Safeguarding and Performance Quality Swansea Council
Chris Millis	Head of Participation Education Neath Port Talbot CBC
Lynne Doyle	Learning, Training & Development Manager Neath Port Talbot CBC
Swansea Bay University Health Board	
Nicola Edwards	Head of Nursing Safeguarding
Public Health Wales	
Debbie Pachu	Designated Nurse – National Safeguarding Team
South Wales Police	
Sue Hurley	Independent Protecting Vulnerable Person Manager
Police and Crime Commissioner	
Siriol Burford	Police and Crime Commissioner
Probation Service	
Deanne Martin	Assistant Chief Officer, Head of Swansea and Neath Port Talbot
Early Intervention & Youth Justice Service	
Alison Davies	Principal Officer EIYJS Neath Port Talbot CBC
Jay McCabe	Principal Officer Bays+ & YJS Swansea CC
Secure Estates	
Sian Coffey	Manager Hillside Secure Unit
Welsh Ambulance Service Trust	
Wendy Herbert	Assistant Director of quality and nursing
Third Sector	
Clare Hopkins	Volunteer Services Manager - SCVS

Regional Safeguarding Adult Board Membership during 2021-22

NAME	POSITION
Chair	
David Howes	Director of Social Services Swansea CC
Paul Stuart Davies	Assistant Director of Nursing, Corporate Services
Local Authority	
Andrew Jarrett	Director of Social Services Neath Port Talbot CBC & Chair of Children's Board
Angela Thomas	Head of Adult Services Neath Port Talbot CBC
Amy Hawkins	Head of Adult Services Swansea CC
Lynne Doyle	Learning, Training & Development Manager Neath Port Talbot CBC
Chris Frey-Davies	Principal Officer Safeguarding Adult & Child Services & Quality Assurance Neath Port Talbot CBC
Swansea Bay University Health Board	
Nicola Edwards	Head of Nursing Safeguarding
Public Health Wales	
Debbie Pachu	Designated Nurse – National Safeguarding Team
South Wales Police	
Sue Hurley	Independent Protecting Vulnerable Person Manager
Beth Aynsley / John Lane	Independent Protecting Vulnerable Person Manager
Probation Service	
Deanne Martin	Assistant Chief Officer, Head of Swansea and Neath Port Talbot
Third Sector	
Danielle Lock	Volunteer Services Manager - SCVS
Prison Service	
Rob Denman / Brian Ward	Her Majesty's Prison and Probation Service
Wales Ambulance Service Trust	
Rhiannon Thomas	Senior Professional Safeguarding Children and Adults
Care Home Providers	
Dianne Purnell	Home Mangers/RI/Providers
Jaqueline Orrells	Home Mangers/RI/Providers
Chris Rees	Home Mangers/RI/Providers
Christian Heinrich	Home Mangers/RI/Providers
Inti Zirga	Home Mangers/RI/Providers

Actions taken to achieve our outcomes

The Board uses a programme management approach to achieve the outcomes set out in their business plan. The Board acts as a representative group at strategic level holding overarching responsibility for safeguarding within their organisations and across the regional partnership. In order to achieve the outcomes required the Board developed a structure to ensure it is best placed to fulfil its requirements. The Boards and their management groups have terms of reference which are reviewed annually to ensure they are fit for purpose and aligned with legislation. The Chairs of the Boards also hold the statutory director roles in one of the local authorities within the Board area. All Board members have a role profile, which they are required to sign at the point of induction so as to ensure they understand their agency's commitment to the work of the Board.

The WGSB operate joint management group meetings – The Board has a Policy Procedure Practice Management Group (PPPMG) and a Quality Performance and Monitoring Management Group (QPMG). There is a Joint Training Management Group (JTMG) and a Joint Practice Review Management Group (PRMG). The PRMG group ensures a consistent and timely approach to practice review referrals, identifying reviewers, panel members and Chairs. The group operates on behalf of both boards to fulfil Board functions and has a quality assurance role in scrutinising practice review reports and action plans to ensure smooth sign off, completion and publication. Agencies represented on the Board take lead responsibilities by chairing management groups, which encompass chairs from local authority, health board and police.

The Boards have a joint business plan where overarching desired outcomes are set alongside what action is required to achieve the outcomes. Each of the identified actions are allocated to either one of the Management Groups or to an individual who are then held to account via a monitoring process. This strategic plan is then broken down into individual management group work plans which are reviewed at each meeting, milestones checked and achieved and risks/issues and achievements reported to Board meetings using status report templates.

Due to the pandemic, it was recognised that the Board needed to take a pragmatic approach because it was identified that it may not be able to set priorities as it has done in previous years. As a consequence, it was agreed we continued this year once again with a covid-related approach.

Safeguarding Priority Outcomes 2021/22

The last year (2020 – 2021) led the Safeguarding Board into uncharted waters: a global pandemic. As a result of this, the Board changed its intended Plan for 2020 – 2021 developing a plan to respond to uncertainty. The pandemic dictated the need for a flexible approach, whilst reinforcing the need for Safeguarding to remain a priority for all agencies and organisations across the region. Much has been learnt over the course of the last year with agencies and organisations being pushed and tested to their limits in response to these unprecedented times. There will undoubtedly be much more to learn moving forward and it is not yet possible to know what impact the pandemic has had on individuals, families and communities across the region. As we will remain in pandemic status for some time to come, it is important that we continue to view safeguarding through the lens of uncertainty and this is reflected in our plan for 2021/2022.

Therefore, looking forward into the new financial year our priorities will remain unchanged and will be carried forward, our focus sharpened by our experiences of 2020/21 and our motivation, commitment and resolve undeterred as we navigate the adaptive phase.

Safeguarding Priority: To ensure a robust, resilient and consistent approach to safeguarding practice during the Covid 19 pandemic

Priority Area/Focus	What do we want to achieve?	What are the outcome indicators?	Respective Subgroup
<p>To develop a clear picture of the impact Covid 19 is having across the Region i.e. For individuals, communities, the work force and partner agencies.</p> <p>To oversee and review the efficacy of measures taken by agencies as they realign governance, processes and practice to respond to Covid 19.</p>	<p>An understanding of how Covid 19 is impacting upon Practice, Services, Families and Communities</p>	<p>A suite of data to allow the virus to be tracked across the region to inform response and to pre-empt safeguarding issues arising.</p>	<p>QPMG</p>
		<p>A suite of data to ensure changes to practice are monitored, understood and responded to by the Board</p>	<p>QPMG</p>
<p>To ensure the response to Covid 19, across the region, is measured, legal and consistent and that safeguarding remains the golden thread.</p>	<p>A clear message to the public, communities, professionals and partner agencies that safeguarding at these times remains a priority.</p>	<p>Ensure our communities reduce the spread of the virus through supporting and encouraging self-isolation, social distancing and updating public and staff when guidance changes</p>	<p>Communication & Engagement subgroup</p>
		<p>The Safeguarding Board will ensure factual information from Public Health Wales, Welsh Government and others is distributed to keep the regional population – citizens and workforce - well informed, whilst seeking to reduce the risk of abuse i.e. online abuse and individuals being scammed/abused i.e. financial etc.</p>	<p>Communication & Engagement Subgroup</p>
		<p>The Safeguarding Board to encourage reviewing and developing use of technology to safeguard both staff and communities to ensure safeguarding messages are cascaded in an effective manner</p>	<p>Business Unit and Communication & Engagement Subgroup</p>

	Develop training resources and online information for volunteers and all staff working at this time	JSTG
	To coordinate training on safeguarding, emergency medication and manual handling training for social workers and other appropriate employees who can be re-deployed to support home care with direct care calls	JSTG
	Develop and review regional policy, procedures and guidance on how services will continue to operate during the pandemic. This document will be circulated to all Safeguarding Board partners	PPPMG
	To provide a forum to support multi agency partners for the duration of these unprecedented times	Safeguarding Board Meetings
	To continue to undertake reviews (Adult/Child Practice/Multi Agency Professional Forums) in accordance with the guidance. Reviews/Learning will extend to identifying early learning, in respect of abuse and neglect arising over the course of the pandemic	Business unit and PRMG
	Junior Safeguarding Board to ascertain, for example, via an online survey, how children and young people are managing at home.	JSB/QPMG
	To link in with regional groups (VAWDASV, CSP, APB etc.), including those set up across the region to respond to the pandemic i.e. Gold, Silver, Bronze, thus keeping the Board abreast of developments and assurances in respect of safeguarding per se.	Safeguarding Board members

How have we made a difference?

Quality Performance Management Group (QPMG)

The QPMG was established to ‘...monitor and evaluate the effectiveness of the West Glamorgan Safeguarding Board (WGSB) and local organisations, individually and collectively...’ (QPMG ToR, dated 2021). The aims of this group being:

- Promote high standards of safeguarding work, in line with the Boards Strategic Priorities
- To foster a culture of continuous improvement and learning
- Identify and act on areas for improvement
- Identify good practice to inform learning
- Provide direction to local audits in respect of specific themes to be subject of the audit process
- Co-ordinate senior regional response to high risk providers, business continuity and safeguarding issues
- Look at themes of strategic issues which will then be fed back to the Board.
- Ensure the consistency of policy and practice throughout the two local authorities.

The group is well established with good attendance from across the partnership over the past year, despite the pressures brought about by a global pandemic, subsequent post-pandemic pressures and the current cost of living crisis, which has and will undoubtedly continue to impact upon safeguarding practices locally, regionally and nationally as more individuals, families and communities are plunged deeper into poverty.

Summary of the work undertaken by QPMG over the year 2021 – 22.

Over the course of the last year, the QPMG has continued to monitor and seek assurance from matters arising pandemic and post-pandemic. The key assurance the group has sought is in respect of each agencies capacity and capability to fulfil its safeguarding functions. Whilst pressures are notably acute across Health and Adult Social Care, no agency has reported these pressures to be undermining the delivery of their safeguarding duties and responsibilities. The group does not currently receive any data from CAMHS, although the Health Board do report¹ on CAMHS referrals by LA, Child attendance at ED by presentation (overdose, self-harm, other etc.) and by age of presentation. The respective EDT teams also keep data on the use of S136², which has shown an increase in the number of children being detained and taken to a place of safety by police. The data set in respect of Mental Health (Child and Adult) is under-developed and this needs to be considered moving forward as we become increasingly concerned for the emotional well-being and mental health of young people³ and adults across the region post-pandemic and as we find ourselves in the midst of a cost of living crisis. Both Local

¹ Corporate Safeguarding Annual Report 2021 – 22.

² S136 Mental Health Act 1983 gives police emergency powers if they think a person has a mental disorder, they are in a public place and need immediate help. They can take the person to, or keep them in a place of safety, where their mental health will be assessed.

³ <https://www.theguardian.com/society/2022/may/22/record-420000-children-in-england-treated-for-mental-health-problems>

Authorities are beginning to see an increase in referrals for children who are suffering emotionally and mentally and assurances are required as to the response and support available for all. We must however treat with caution the data (patterns and trends) presented as many of these issues were present and acute pre-pandemic and it may well be sometime before we fully understand the true impact of the pandemic across society.

Few Professional Differences were raised over the course of the last year, two in total. Both related to challenging the effectiveness of Child Protection (CP) plans: both neglect cases. One was raised by the CP Chair and the other Education. Both were resolved at Stage 1. The CP conference complaints process was triggered following a parent complaining about the outcome of a conference: specifically the registration category. This led to a review being undertaken of said decision. The complaint was upheld and the conference re-run. Whilst it is pleasing to see some challenge in the system, for the amount of activity that is undertaken across Children Services, the level of challenge seems too low (0.02% based solely on CP reports received, thus significantly lower again if one were to factor in open cases: Child in Need and Children Looked After). It is acknowledged, albeit anecdotal, that challenge does take place at an informal level, which leads to resolution, but this then results arguably in lost learning. There are also other forums within which partners may challenge practice, for example, peer review, MA QA activity, CPR, APR & MAPF. But there is a need for organisations and the Safeguarding Board to consider how feedback loops are developed and subsequently built into the system to elicit learning more easily and routinely.

The group identified a gap in the response to vulnerable dependent drinkers following which a presentation was received specifically looking at 'How to use legal powers to safeguard highly vulnerable and dependent drinkers in England and Wales'⁴. This work has been shared with the Chairs of Safeguarding Boards across Wales, Welsh Government and the Wales Safeguarding Project Board with each invited to consider the aforementioned report and distil and convert into Practice Guidance to compliment the Wales Safeguarding Procedures (2019).

The group has overseen the work set out in the CSA National Action Plan and this, now complete, is to be returned to Welsh Government. The group will continue to monitor and seek assurances on all work undertaken in respect of CSA. For example, the group will undertake further work on Objective 8: Action 26 of the aforementioned plan, 'Consider the implications of the findings of the research Exploring the scale of CSA in social care records: Wales File Study in reviewing the likely prevalence of CSA in the region' and seek assurance from education in response to the recent report published by Estyn, 'We don't tell our teachers – Experiences of peer-on-peer sexual harassment among secondary school pupils'⁵. This work crosses over into recent local and national findings in respect of CSA and harm outside the family home.

The group has received regular updates and assurances from the Youth Justice teams across the region following recent Inspections. We have also received an update from NPT and Swansea LA following recent Inspection and Inquiry: JICPA and IICSA respectively. The group will next seek assurance from all partners following the IICSA publication, 'Child Sexual Exploitation by Organised Networks'⁶ and the anticipated final IICSA report (yet to be published). The group is sighted on the work of the Corporate

⁴ <https://alcoholchange.org.uk/publication/how-to-use-legal-powers-to-safeguard-highly-vulnerable-dependent-drinkers>

⁵ <https://www.estyn.gov.wales/thematic-report/we-dont-tell-our-teachers-experiences-peer-peer-sexual-harassment-among-secondary>

⁶ <https://www.iicsa.org.uk/reports-recommendations/publications/investigation/cs-organised-networks>

Safeguarding Team at Swansea Bay University Health Board. The Partnership Boards continue to provide quarterly updates on their work and this has led to collaborations across practice within the region and beyond.

The Self-Assessment has been reviewed and stood-down pending the trial of the Safeguarding Maturity Matrix across Gwent Safeguarding Board and a steer from the NISB and Welsh Government as to what this may look like moving forward. There is currently no clear direction from guidance or either of the above bodies as to how the Safeguarding Boards across Wales should embark on Self-Assessment activity consistently on a pan-Wales footing. The Welsh Safeguarding Boards are behind the curve in relation to self-assessment when one looks at how advanced, mature and embedded self-assessment is across the English Safeguarding Boards. Ultimately, there is no means of measuring or comparing the performance of the safeguarding boards across Wales.

Whilst there has been some audit activity (Exploitation, Strategy Discussions and Meetings) this work has been thwarted by the groups focus on the pandemic response and post-pandemic related issues (staffing difficulties). The annual plan for 2022 – 2025, coupled with the proposed development day will refocus the group and the Board and will undoubtedly shape the QPMG work-stream. The Board will need to ensure moving forward that it has line of sight on practice from a rolling programme of audits, to include⁷:

- Children who have been on the child protection register for more than 2 years
- Children who have been deregistered in the last 12 months
- Children subject of child protection conferences but not registered
- Children with repeat registration within 12 months
- Children on the register who were subject to a Child in Need Plan up to 12 months prior to registration (likely to be neglect due to parental problems)
- Working with uncooperative service users
- Children who regularly go missing
- Looked after children subject to a strategy meeting
- Children on the register, or deregistered within the last 2 years, subject to repeat referrals relating to abuse or neglect

The group continues to over-see those actions to fall-out of the Child- and Adult Practice Reviews, including MAPFs.

The work of the group covers over a vast area of practice: child and adult, such is the ever growing world that is safeguarding. The data is limited to that held by the Local Authorities and this needs to be further developed to ensure the line of sight held by the Board meaningfully captures the breadth, complexity, uncertainty and unpredictability of the safeguarding system. This then needs to be married with lived experience. The latter, qualitative data capture, is significantly under-developed across the partnership and therefore it is difficult to measure impact and difference made. The Annual Plan (2022 – 2025) provides us with an opportunity to remedy this and focus the partnership to develop a more granular suite of broader data.

⁷ SSWBA 2014 Working Together to Safeguard People, Volume 2 – Child Practice Reviews <https://gov.wales/safeguarding-children-guidance-child-practice-reviews>

As to data more generally, this requires further deliberation as to what is meaningful data and how the Board and partners identify it, mine it and use it: collectively. The report is light on data from: probation, housing, CAMHS, mental health, prison service, Education (Swansea & Private), FE/HE, Universities, voluntary and third sector and faith organisations. The Board is well placed to direct and co-ordinate multi-agency data capture and the Multi Agency Safeguarding Tracker (MAST) proof of concept will give rise to further conversations in respect of digital solutions. The Board must embrace big data and the change this will undoubtedly bring about but this introduces new challenges i.e. ethical considerations.

And finally, the work of the QPMG would not be possible without the commitment and dedication of its members who attend routinely to contribute to the work outlined above. The work of the group is reliant on all to undertake QA tasks but this is undermined by some organisation not having established QA teams/arrangements, which result in delays or incomplete audit activity. Organisational pressures also need to be factored into the additional work asked of the Board, hence the importance of aligning future QA work across the partnership. It is anticipated that a forthcoming development day will assist to streamline future QA programmes and that the discussions and observations that stem from this QA report will now drive the future work of the Board. We recognise as a group that, "Most great learning happens in groups. Collaboration is the stuff of growth." (Ken Robinson).

Policy Procedure & Practice Management Group (PPPMG)

The Policy, Procedure and Practice Management Group (PPPMG) has a key role in achieving the West Glamorgan Safeguarding Board's (WGSB) overall objectives and functions which are:

'Ensuring that effective policies and working practices are in place to protect children and Adults and that they are properly coordinated remains a key role for Safeguarding Boards. Only when these are in place should Boards look to their wider remit of safeguarding and promoting the welfare of all children and Adults.'

The PPPMG have continued to focus on reviewing their policies to ensure they are in line with the new procedures, and have sought assurance from partner agencies that they have done the same.

The PPPMG ensure that as a group it is interconnected with the other subgroups within the Safeguarding Board to support the Board meeting its objectives.

The aim of WGSB Policy, Procedure & Practice Management group is to -

- Coordinate and ensure the effective development of multi-agency Policy, Procedure and Practice documents (PPP) for the purpose of safeguarding and promoting the welfare of children and Adults in the Swansea and Neath Port Talbot local authority areas.
- Receive, review and facilitate consultation of All Wales and Regional forums PPPs developed for the purpose of safeguarding children
- Develop and maintain a shared library function for all WGSB ratified documents.

Review of progress against the annual plan 2021/22

Safeguarding Priority – To ensure the response to Covid-19, across the region is measured, legal and consistent and that safeguarding remains the golden thread.

The PPPMG's main focus during this year remained the same as the previous year - to develop and review regional policy, procedures and guidance on how services would continue to operate during the height of the ongoing pandemic. The West Glamorgan Safeguarding Guidance during COVID 19 was created and circulated to all Safeguarding Board partners.

What work we have undertaken in 2021/22

WGSB Memorandum of Understanding – This memorandum has been developed for WGSB members. It provides a clear framework for Board members to escalate significant safeguarding practice issues, which impact not only the citizens of West Glamorgan but also Board partner agencies.

Adult At Risk (AAR) Decision making tool – The Adult at Risk (AAR) Decision Making Tool is to support decision making alongside practitioners using their professional judgement. This document is used in conjunction with the Wales Safeguarding Procedures.

WGSB Non-Recent Historical Abuse – This document is to help organisational responses to allegations made by an adult of abuse experienced as a child.

Adult Self-Neglect Protocol – The purpose of this protocol is to aim to prevent serious harm or death of a person where self-neglect has been identified. It will provide guidance to a range of professionals to enable them to recognise self-neglect and encourage multi-agency working and practice

WGSB Interim DoLS Guidance pending LPS 2022 – This document is to provide guidance about the Deprivation of Liberty Safeguards, whilst also providing details regarding how these safeguards link into the Mental Capacity Act 2005. It provides information about the specific roles in these processes, their responsibilities and how they should be applied when a resident or a patient is situated in, or is due to be situated within a care home or hospital in a way that is or may be deemed a deprivation of liberty.

Protocol for the management of complaints relating to child protection conferences – This document will ensure compliance with safeguarding procedures in respect of challenge and complaints made in respect of child protection registration and child protection processes

Information Sharing Protocol – The protocol will provide staff from partner organisations with confidence to share relevant information where the purpose is to safeguard children, young people and adults

Practice Review Management Group (PRMG)

Part 7 of the Social Services and Wellbeing (Wales) Act 2014 sets out the provisions for Safeguarding Adults and Children for all partner agencies. Volumes 2 & 3 clearly sets out the statutory guidance, which requires Safeguarding Boards to undertake Child Practice Reviews and Adult Practice Reviews as, identified. The West Glamorgan Safeguarding Board's Practice Review Management Group (PRMG) has a key role in achieving these functions of learning, reviewing and improving safeguarding practice. The Practice Review Management Group is the platform from which these reviews will be undertaken on behalf of the West Glamorgan Safeguarding Children Board and the West Glamorgan Safeguarding Adults Board.

The PRMG has an appointed chair and co-chair and engagement across all agencies remains high.

Decision making and monitoring of referrals and reviews is well embedded into the PRMG. This process is now consistent across Child and Adult Practice Reviews. The group continue to meet bi-monthly as a joint management group and challenge is welcomed as part of expected practice to ensure that any decision making will stand scrutiny. We encourage a learning culture and even when a referral does not meet the criteria for a specific review either a MAPF or a single agency review will be considered and the group updated accordingly with the learning.

The pandemic caused a need to change the way we managed Practice Reviews and learning events moved to a virtual platform via Microsoft Teams. These events have proved to be a success and attendees have engaged well with the new process.

All reviews continue to be presented to Board with a report, action plan and seven minute briefing. The seven minute briefing has proved an effective tool for cascading the learning from reviews.

The group has strengthened the links between the other subgroups of the safeguarding board to ensure robust and efficient monitoring of the action plans falling out of the recommendations in the commissioned reviews.

In March 2022, the WGSB commissioned Practice review training with Barbara Firth. This training was commissioned as there was a lack of trained reviewers and chairs to allocate to reviews. It was delivered to extend skills and competence and build confidence in undertaking the role of the reviewer or chair in practice reviews. The training was well received and has increased our pool of trained staff to be able to support the reviews.

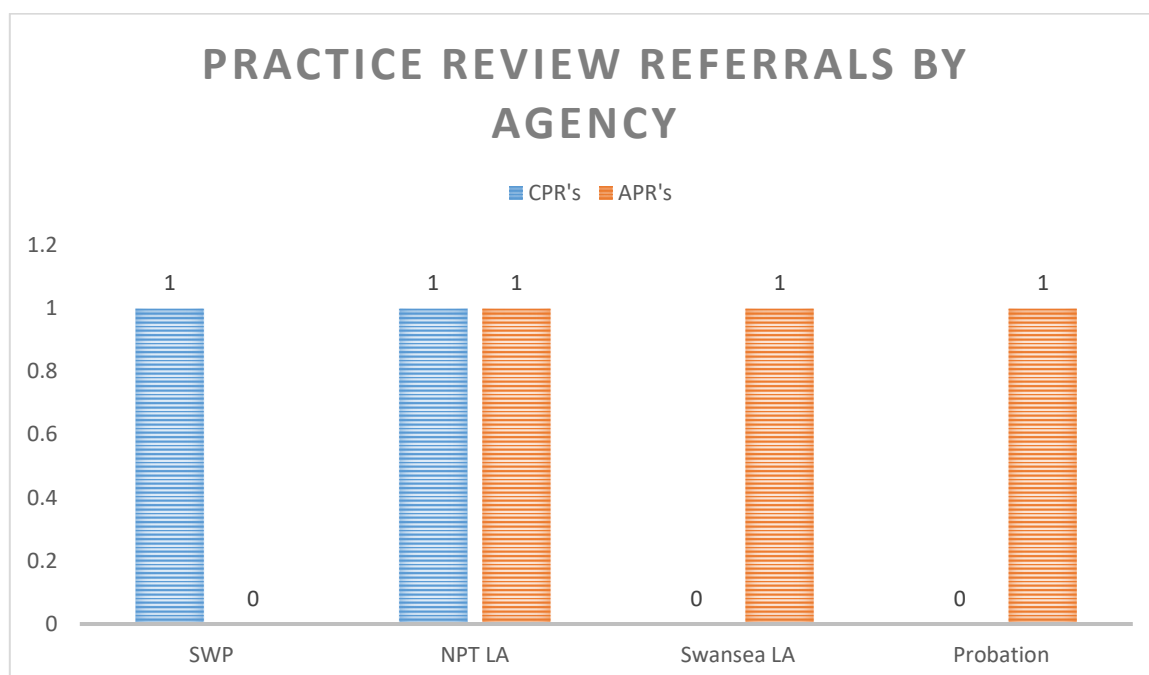
During 2021-22, the West Glamorgan Safeguarding Board PRMG received:-

2 Child Practice Review Referrals – 1 progressed into a concise CPR, and 1 Multi Agency Professional Forum (MAPF).

3 Adult Practice Review Referrals – 1 progressed into a MAPF, 1 didn't meet the criteria and 1 didn't have enough information and would be delayed until the next meeting, which is out of the scope of this report.

During the last financial year, the West Glamorgan Safeguarding Board published 2 Adult Practice Reviews.

Practice Review referrals by agency



South Wales Police

Swansea, Neath and Port Talbot BCU has a dedicated Safeguarding Department that covers Swansea and Neath Port Talbot Local Authority areas. It is managed by a Detective Chief Inspector who has overarching responsibility for three portfolio areas:

1. Adult Safeguarding

Domestic Abuse Unit, Adults at Risk (Safeguarding) and Modern Slavery Human Trafficking (Safeguarding). Officers from these departments engage in a number of important forums, such as Domestic Abuse, Sex Work and Modern Slavery Multi-agency risk assessment conferences and work alongside Independent Domestic Violence Advisors.

2. Child Safeguarding

Child Abuse Conference and Referral Unit. Missing Persons Team, supported by a Missing Persons Coordinator and advocate from Barnardo's. Child Sexual Exploitation Team and Youth Offending Team.

3. Offender Management

Management of Sex and Violent Offenders (MOSOVO) Unit, Integrated Offender Management (IOM) Unit, Wales Integrated Serious and Dangerous Offender Management and Domestic Abuse Offender Managers (DAOM).

The above portfolio areas are managed by three dedicated Detective Inspectors, who manage a number of accredited Detectives, Police Officers and Police Staff, who are committed in delivering the priorities of the Chief Constables Delivery Plan, in particular;

'Protecting Against Exploitation' and working with partners to deliver ***'Early Intervention and Prevention'*** Initiatives.

To enhance the identification and response to Criminal Exploitation of Children and in recognising the vulnerabilities of young offenders, the Youth Offender Team, now sit under the Child Safeguarding Portfolio, ensuring a holistic response to offending behaviour.

Swansea Neath and Port Talbot BCU Safeguarding Department ensures Detective Chief Inspector representation on all West Glamorgan Safeguarding Board sub-groups and the Superintendent overseeing Safeguarding and Community Safety in Swansea Neath and Port Talbot BCU is co-chair of the West Glamorgan Safeguarding Board. This ensures a high degree of strategic oversight of portfolio areas that cover both Public Protection and Community Safety.

Safeguarding Board Sub-group activity remained constant and responsive to the changes brought by the Pandemic, with a seamless transition to video conferencing, allowing South Wales Police to provide a high-level service throughout the many challenges that the pandemic posed.

Between April 2021 and March 2022, Swansea, Neath and Port Talbot BCU Public Protection Unit has been involved in several programs of work, which have contributed towards the West Glamorgan Safeguarding Board Strategic Priorities.

It was recognised that the impact of the Pandemic could result in further isolation of our most vulnerable so there was not only a determination to ensure business continuity but progress and innovation including:

Supporting the continued role out of 'Operation and Strategic Contextual Risk Panels' and enhancing early help provision.

Engaging in the formation of Suicide Rapid Response Group, which aims to support those affected by suicide and prevent contagion with an acute appreciation of the potential impact on mental health caused by the pandemic.

Ensuring that offender management cohorts better reflect the local priorities, investing in two Domestic Abuse Offender Managers.

Engaging in a number of forums, to ensure that no child or vulnerable adult at risk is hidden or hindered from accessing the support they need during the Pandemic, prioritising those most at risk.

South Wales Police have maintained face to face contact in all critical roles, and officers wearing Personal Protection Equipment have continued to visit our most vulnerable and those that present a risk to the vulnerable.

Officers from the Management of Sex and Violent Offender Unit, continued to conduct Home Visits to all registered sex offenders, ensuring appropriate risk management.

Visits by specialist domestic abuse officers continued to survivors of domestic abuse, who could be further isolated by the Pandemic, ensuring enhanced victim engagement.

Child Sexual Exploitation and Missing Person Team, continued to visit children at risk of exploitation, conducting home visits ensuring all safeguarding, disruption and investigative opportunities were explored.

There has been timely strategy discussions / meetings and case conferences ensuring no delay in child and adult and risk protection proceedings and evidence of enhanced vigilance of professional abuse, with a number of high-profile cases in court.

There has been enhanced victim contact during the pandemic in recognition of protracted timescales in the court process, ensuring victims were kept up to date and engaged.

Greater sensitivity and an enhanced response to the National Referral Mechanism has ensured that children exploited by County Lines are identified earlier and there has been a significant rise in the use of the statutory defence offered by section 45 of the modern slavery, ensuring children are not unduly exposed to the criminal justice system.

Swansea Neath and Port Talbot BCU rose effectively to the challenge presented by COVID-19, and as we now look beyond the pandemic, we seek to improve our response across the Safeguarding arena with efficient and effective working strategies and interventions.

In terms of investment, a further uplift in resources is planned in the coming year and a determination to deliver on the Chief Constable Delivery Plan, to work with partners at the earliest opportunity to prevent exploitation of the most vulnerable, providing a robust and comprehensive response to those involved in the exploitation of citizens within Swansea, Neath and Port Talbot.

South Wales Police have continued to support the chairing arrangements for the Safeguarding Board, in February 2022 Mark Brier stepped down as Vice Chair of the Children's Board and the role was taken over by Temporary Superintendent Eve Davis.

Swansea Bay University Health Board

Over the past year, Swansea Bay University Health Board Corporate Safeguarding Team has remained committed to supporting staff to ensure that Safeguarding remains everybody's business. Due to the pandemic this has been a time of significant uncertainty for colleagues and the public and we have worked together to ensure that Safeguarding remained at the forefront of our work.

Safeguarding is everyone's responsibility and being able to access relevant information quickly and easily ensures staff are able to carry out their Safeguarding duties. The Health Board Safeguarding SharePoint, has been added to the Quick Links section of the Intranet providing staff with a central "go to" point, and enabling staff to find all the relevant information needed to ensure our patients are Safeguarded. Safeguarding is also included in the Consultant Connect Telephone Advice & Guidance service providing healthcare professionals in Primary and Secondary Care with a means to access Safeguarding advice and support Monday Friday 8am-8pm (excluding bank holidays). A Guide to Safeguarding Processes during the COVID-19 pandemic was developed for staff. The Guide has been reviewed and updated regularly.

SAFEGUARDING MATURITY MATRIX (SMM)

NHS Wales has an essential role in ensuring that all adults and children receive the care, support and services they need in order to promote a healthy, safer and fairer Wales. Measuring the effectiveness of health services in the contribution to Safeguarding adults and children is difficult and complex.

The Safeguarding Maturity Matrix (SMM) is a self-assessment tool which addresses the interdependent strands regarding Safeguarding: service quality improvement, compliance against agreed standards and learning from incidents and reviews. The self-assessment tool is completed by each NHS Health Board and Trust annually and the Improvement Plans and scores submitted to the National Safeguarding Team to inform the national report through the NHS Wales Safeguarding Network to the Chief Nursing Officer in Welsh Government. The aim of capturing and collating a national SMM is to provide assurance, share practice and drive improvements towards a 'Once for Wales' consistent approach to Safeguarding across Wales.



A Peer Review process is in place to further strengthen the assurance process and aims to help partner agencies reflect on and improve Safeguarding services in partnership with their colleagues in neighbouring Health Boards and Trusts. It ensures that learning is embedded across Wales by giving opportunity to share issues and areas of success.

Swansea Bay UHB completed SMM Improvement Plan was submitted to the National Safeguarding Team, Public Health Wales in October 2021. Swansea Bay UHB were paired with Cardiff & Vale UHB for the Peer Review process, which was completed in November. The SMM 2021 report and the Network Work Plan for 2022/2023 is presented to the Chief Nursing Officer/Nurse Directors Forum for approval.

On 17th May 2021, SBUHB and their respective partners were issued with a notice for a Joint Inspectorate Review of Child Protection Arrangements. Care Inspectorate Wales (CIW), Her Majesty's Inspectorate of Constabulary and Fire and Rescue Services (HMICFRS), Her Majesty's Inspectorate of Probation (HMI Probation), Healthcare Inspectorate Wales (HIW) and Estyn undertook a Joint Inspectorate Review of Child Protection Arrangements (JICPA) 28th June- 2nd July 2021. This was the second pilot inspection utilising this joint approach in Wales, the first was completed in Newport in December 2019.

The Health Board received the JICPA findings letter on the 16th September and contributed to the multi-agency response led by Neath Port Talbot Local Authority. The multi-agency JICPA Action Plan was submitted to Care Inspectorate Wales on the 14th October 2021. The Joint Inspection of Child Protection Arrangements final letter and Joint Action Plan was presented to Neath Port Talbot Social Care, Health and Wellbeing Committee/Cabinet on the 9th December. The progress against the Action Plan has been monitored by the Health Board Safeguarding Committee.

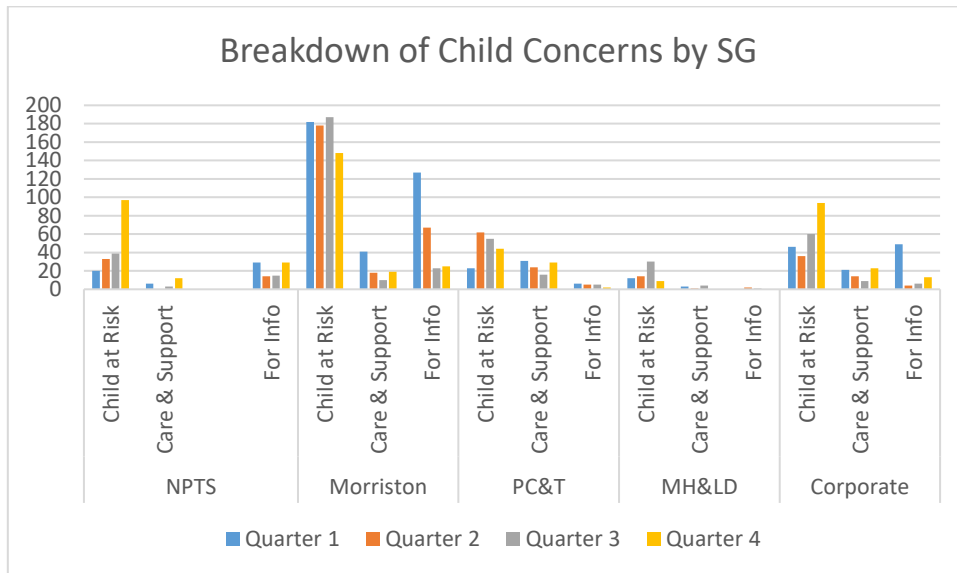
SAFEGUARDING REPORTS/ REFERRALS

In accordance with the Social Services and Well-being (Wales) Act 2014, the Children Act 1989, 2004 and the Wales Safeguarding Procedures, 2019, the Health Board has a statutory obligation to report children and adults who are at risk of abuse and neglect.

Reports made in respect of suspected adult and child abuse/neglect are sent to the relevant Local Authority and it is the responsibility of the Local Authority to investigate. However, Health Board employees are engaged through making the Report, attending Strategy Meetings and Case Conferences as well as contributing to and actioning any Adult/Child Protection Plans. The Corporate Safeguarding Team request a copy of all Reports submitted in order to collate and monitor the Health Board Safeguarding activity.

Safeguarding Children Reports to Local Authority

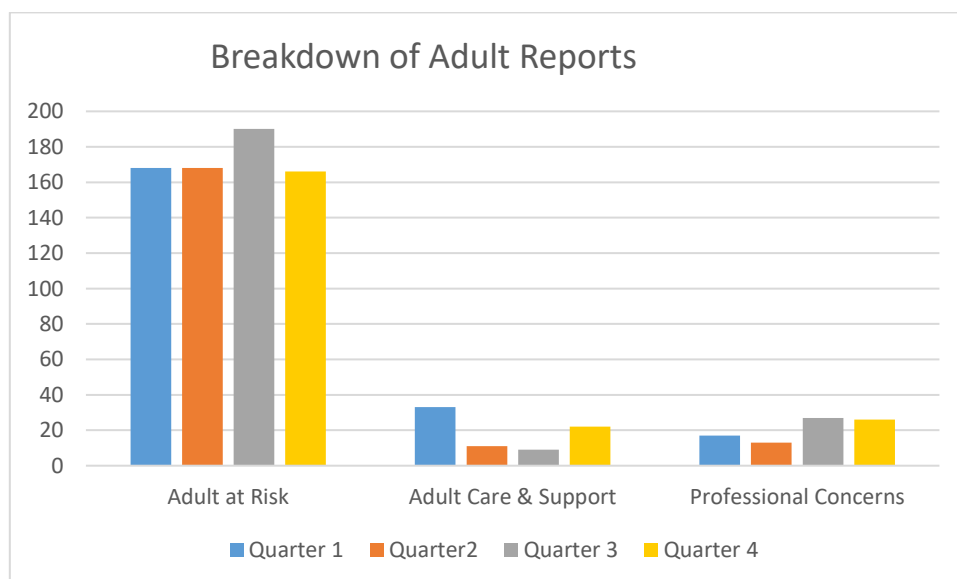
The Table below demonstrates the breakdown of Children Reports submitted to Local Authority and copied to the Corporate Safeguarding Team.



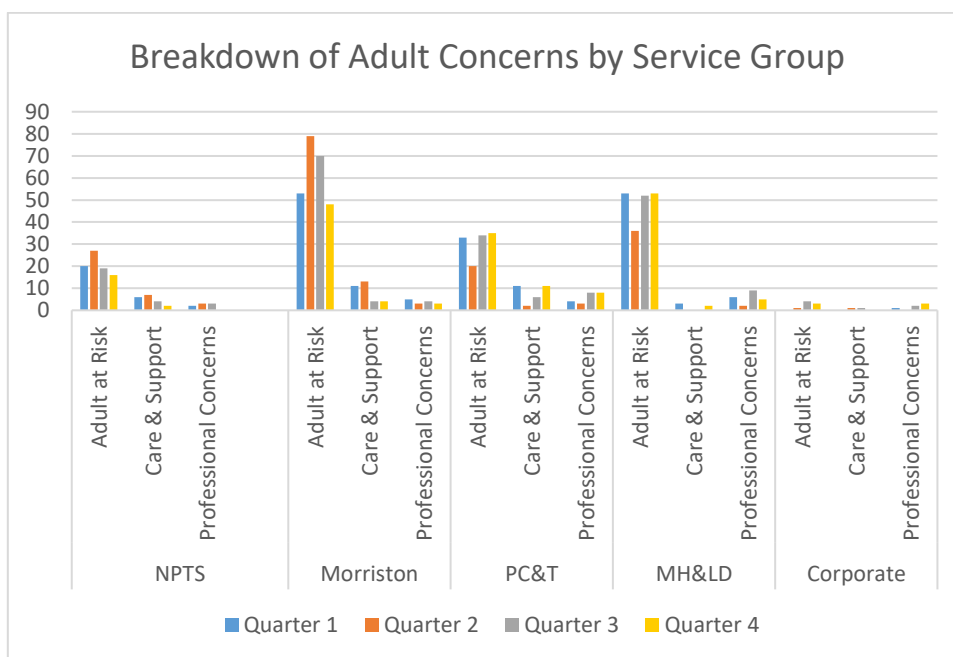
Morriston Service Group completes the majority of Safeguarding Children Reports. This is attributed to the number of children that are seen in the Emergency Department (ED). Safeguarding Children Reports completed by CAMHS colleagues are reported under Corporate in the above Table. It should be noted that Morriston Service Group and CAMHS submit reports to the Local Authority for “information only” purposes. The sharing of reports for “information only” has been questioned by the Corporate Safeguarding Team. Morriston and the Corporate Safeguarding Team continue to work with staff to provide training and awareness raising to address this issue and to ensure the appropriateness of Reports to Local Authority. It should be noted the numbers of reports shared for “information only” has reduced significantly since Quarter 1 as training continues with staff. A referral form specifically for ‘information only’ purposes has been developed and agreed with Local Authorities and this will be introduced in July 2022.

Safeguarding Adult Reports

The Table below demonstrates the breakdown of Adult Reports submitted to Local Authority and copied to the Corporate Safeguarding Team.



The table gives a breakdown by Service Group of the number of reports made. Numbers of reports submitted remains; however, there are occasions when there has been a notable increase. These increases are usually attributed to a known concern that the Corporate Safeguarding Team are supporting the Service Group with. Such as an increase in the number of reports submitted by Primary, Community & Therapy Service Group in May 2021, attributable to residents in Care Homes where Safeguarding concerns were identified in relation to indicators of neglect. The Corporate Safeguarding Team continue to monitor and report on themes identified.



It is a legal requirement of the Social Services and Well-being Act (2014) that initial enquiries into Adult at Risk Reports are completed within seven working days. Breaches are monitored by the Safeguarding Committee and the Service Groups are required to provide an explanation for any breach and to identify action to reduce the risk of future occurrence. This is essential as Local Authorities are required to submit monitoring forms to Welsh Government and require justification from the Health Board regarding any delays in cases where the initial enquiries have been delegated to the Health Board.

MENTAL CAPACITY ACT/DEPRIVATION OF LIBERTY SAFEGUARDS (DoLS) /LIBERTY PROTECTION SAFEGUARDS (LPS)

The Mental Capacity Act 2005 (MCA) was implemented in October 2007, with the Deprivation of Liberty Safeguards (DoLS) subsequently coming into effect in Wales and England on the 1st April 2009. Changes to the Mental Capacity Act were made in 2019, resulting in the Mental Capacity (Amendment) Bill becoming an Act of Parliament – the Mental Capacity (Amendment) Act 2019. As part of this, the Liberty Protection Safeguards (LPS) were introduced to replace DoLS, having the same goals, but intended to make the authorisation process more efficient thereby ensuring compliance with the law, and aiming to keep the cared-for person at the centre of the decision-making process. SBUHB supports a significant number of patients who may lack capacity and therefore having impaired decision-making abilities, therefore it is essential that arrangements are in place.

Liberty Protection Safeguards implementation arrangements

A NHS Wales Task & Finish group was established in 2019 as a sub-group of the Safeguarding Network, Public Health Wales with the aim to:

“Develop a ‘Once for NHS Wales’ approach in understanding, shaping and supporting the implementation of the Mental Capacity Act and Liberty Protection Safeguards to increase awareness of best practice, safe care and less restrictive options for some of the most complex client groups”

The Welsh Government have indicated that an all Wales training package will be developed. Work is underway to review a draft workforce plan and training framework. Bespoke training has been commissioned with Swansea University supporting this work and areas are asked to nominate between key individuals who will provide assessments and support the development of this work.

SAFEGUARDING ALLEGATIONS/ CONCERNS ABOUT PRACTITIONERS AND THOSE IN POSITIONS OF TRUST

The Health Board recognises every staff member has a duty to Safeguard and promote the welfare of children, young people and adults at risk and protect them from abuse by staff. All allegations of abuse of children or adults at risk by a Health Board employee are taken seriously and treated in accordance with the appropriate policies and legislation. Action within a multi-agency approach is taken against those who deliberately abuse children or adults at risk (or any person in our care) including prosecution, disciplinary action and notification to professional regulators. Support is offered to staff within this process.

The Table below identifies the number of Professional Concern allegations involving Health Board employees reported to Local Authority. During the reporting period, 136 cases have been referred and reported to the Corporate Safeguarding Team and Local Authority. 53 have not met Local Authority threshold and are being managed through Health Board internal processes.



Of the cases that have progressed to a Professional Strategy meeting under the Wales Safeguarding Procedures, 2019. As of the 1st April 2022 seventeen cases were open with ongoing meetings planned due to internal disciplinary and police investigations being conducted.

Outcomes for the closed cases are as follows:

Substantiated: 37

Unsubstantiated: 25

Unfounded: 2

No outcome: 1

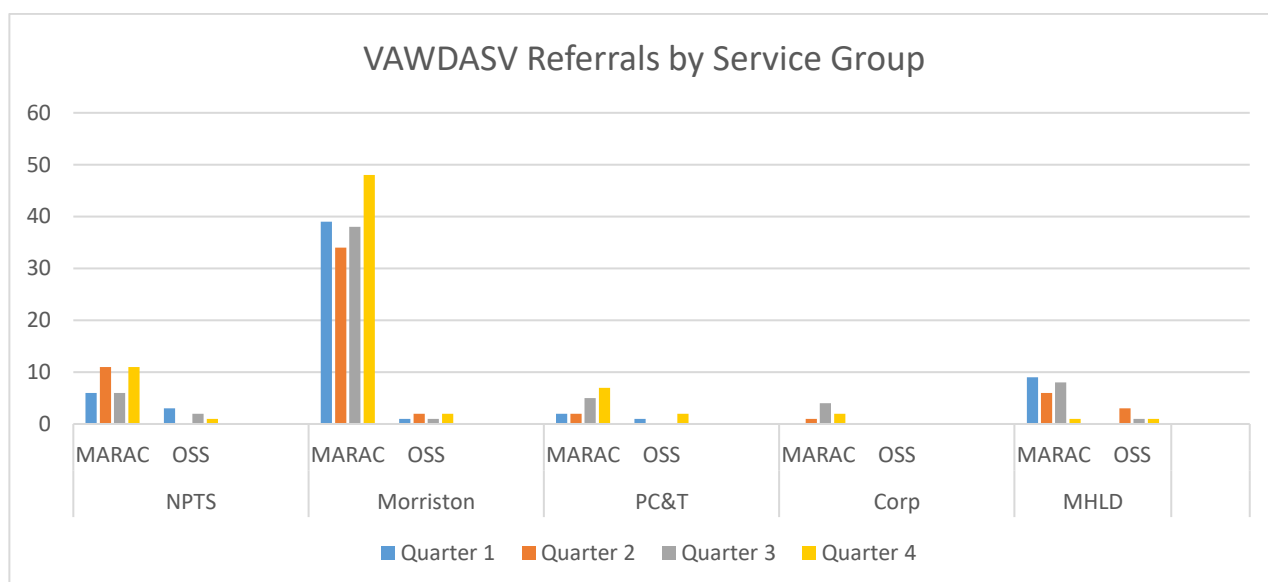
Inappropriate referral: 1

The main themes relating to the concerns that led to a Professional Strategy Meeting being convened by the Local Authority within the reporting period are:

- Conduct issues
- Police investigations relating to an employee of the Health Board
- Domestic abuse

Violence against Women, Domestic Abuse and Sexual Violence (VAWDASV)

The Violence against Women Domestic Abuse and Sexual Violence (VAWDASV) (Wales) Act 2015 sets out statutory requirements for NHS bodies and other relevant authorities; one of the key mechanisms for delivering the Act is the National Training Framework (NTF).



During the reporting period, there have been 240 MARAC referrals, and 21 referrals have been made to the One Stop Shop, across the HB MARAC referrals have doubled since the last reporting period. Morriston Service Group continues to complete and submit the majority of referrals and Safeguarding Specialists continue to promote the “Ask and Act” Pathway. The Corporate

Safeguarding Team have been supporting the Domestic Abuse Unit's (DAU) implementation of an online reporting tool for MARAC referrals. There were initially a number of technical issues reported, however the reporting tool is now working as intended. Early indications suggest police response times have improved which increases the safety of the victim, however as the online tool does not automatically send a notification of the referral to the Corporate Safeguarding Team which has raised some concerns that they are not being received. The team have worked with the DAU to ensure notification is sent to the HB so that referral trends can be monitored and any concerns addressed in a timely manner. Notifications have improved and the team continue to monitor referrals.

Funding has been secured for the HB to employ a Health Independent Domestic Violence Advocate (IDVA). The funding is available until March 2025 and an IDVA has been appointed and commenced in post April 2022 providing support to patients and staff through advocacy and training.

FEMALE GENITAL MUTILATION (FGM)

Female Genital Mutilation (FGM) is illegal in the UK under the Female Genital Mutilation Act 2003 and the Serious Crime Act 2015. It is mandatory for NHS staff to report all cases of FGM in children to the Police and Social Services. The All Wales FGM Clinical Pathway gives staff guidance and has been incorporated into the Health Board's FGM Policy.

There have been 33 FGM cases reported during the period, all cases relate to adults. There has seen an increase in disclosures to almost pre-pandemic levels, which is thought to be due to services resuming face-to-face consultations. FGM is included in Safeguarding training to raise awareness of the issue.

CONTEXTUAL SAFEGUARDING

The Corporate Safeguarding Team continue to engage with the Contextual Safeguarding multiagency work in Swansea. The Health Board is represented at the Strategic Contextual, Missing, Exploitation and Trafficking (CMET) meetings. Members of the Extended Safeguarding Team attend the Operational Group and feed back to the Corporate Safeguarding Team if there are any concerns to be escalated. When Safeguarding concerns are identified regarding individual children and young people discussed in these meetings the relevant health professionals/services are notified including ED, Sexual Health, School Nursing, LAC and CAMHS to increase practitioners' awareness. Within ED, strategies have been developed for a number of the Children and Young People who are "regular attendees" and deemed potentially at risk.

PROCEDURAL RESPONSE TO UNEXPECTED DEATH IN CHILDHOOD (PRUDiC)

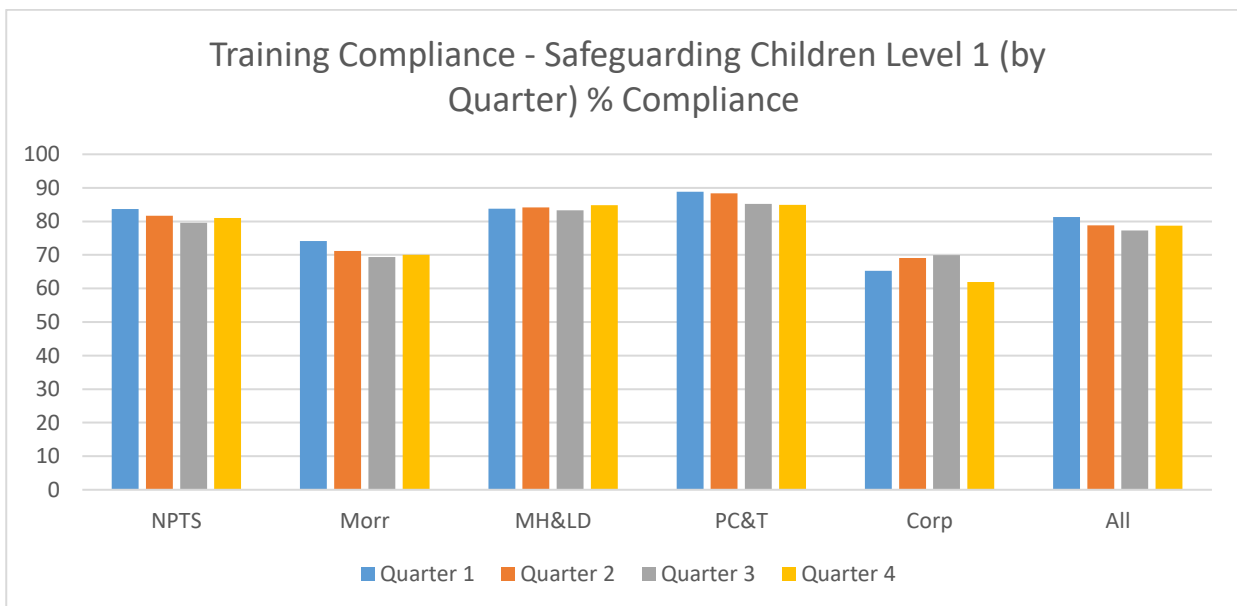
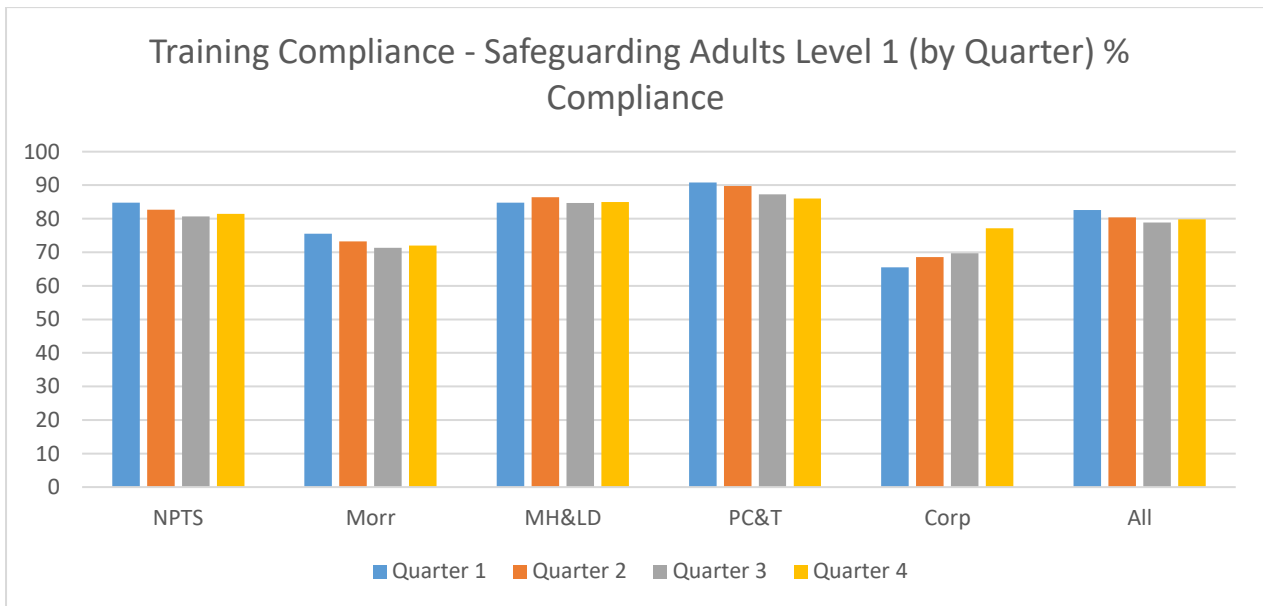
PRUDiC is a multiagency response to the unexpected death of a child and is a process of communication, collaborative action and information sharing in order to determine patterns and trends and identify opportunities for further prevention. In addition to this the PRUDiC aims to ensure families and staff involved are adequately supported.

During this reporting period there have been four unexpected child deaths. PRUDiC meetings were convened and chaired by South Wales Police, the deaths are reported to the National Child Death Review Programme, Public Health Wales. No themes have been identified due to the low number.

SAFEGUARDING TRAINING

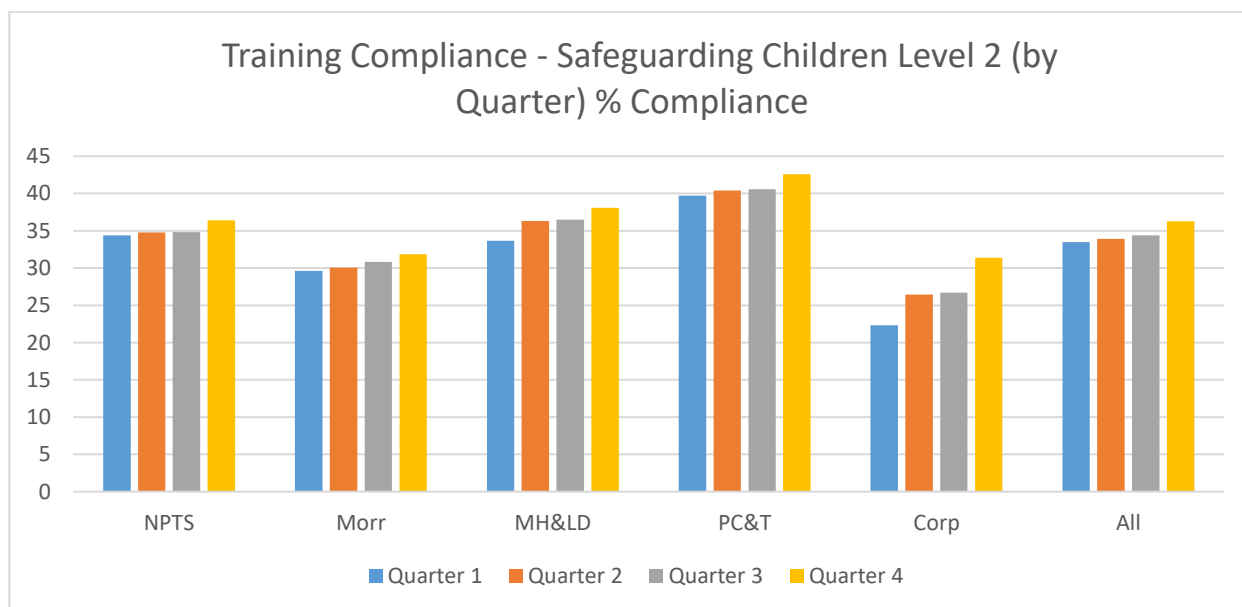
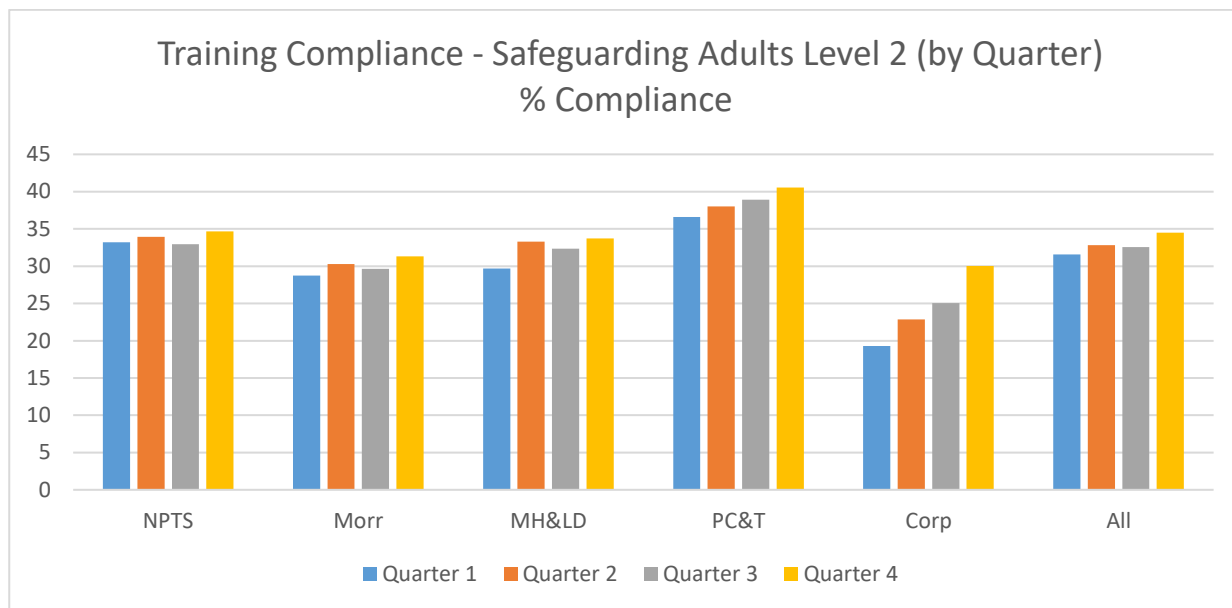
Level 1 & 2 Safeguarding Adult and Children Training

Level 1 and 2 Safeguarding Adult and Children training is provided via e-learning. Compliance is monitored by the Safeguarding Committee via information provided quarterly to the Committee by each Service Group (SG).



Most of the SGs have maintained their Safeguarding training compliance around the Health Board total average training compliance throughout the year, as evidenced in the Tables above. Morriston and Corporate SGs compliance with Safeguarding Children Level 1 has remained below the Health Board average across the reporting period. It is important to acknowledge the impact of the pandemic and the number of changes to staffing levels across all SGs within this reporting period.

Level 2 Training



All SGs have maintained their Level 2 Safeguarding training compliance around the Health Board's total average during the reporting period. Corporate SG was below the Health Board average in both

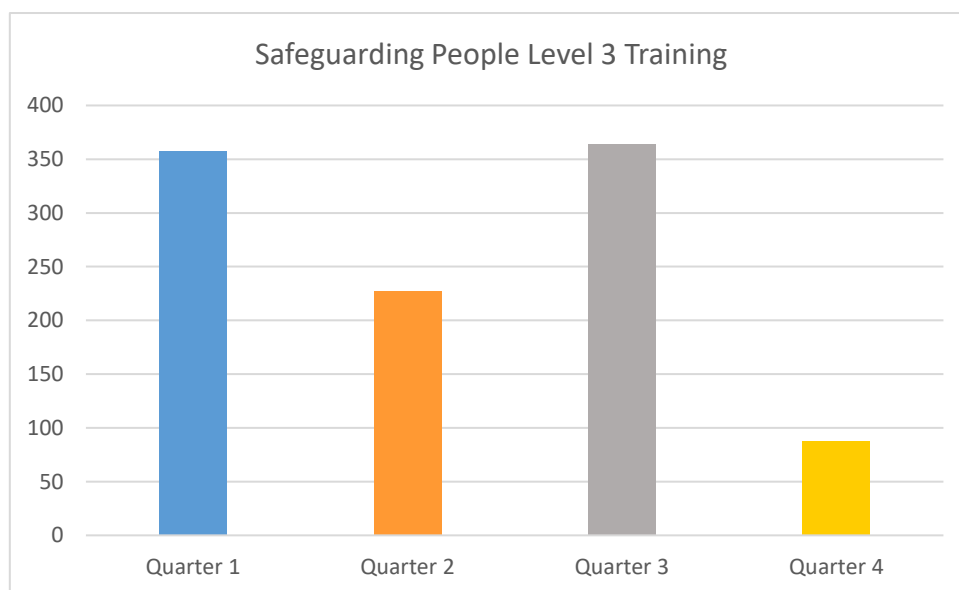
Safeguarding Adults and Safeguarding Children Level 2, and Morriston SG also being below the Health Board average in Safeguarding Children Level 2. Staffing changes and the pandemic have impacted on training compliance.

Level 2 Safeguarding Children and Level 2 Safeguarding Adult training is now mandatory for all SBU staff and it is expected that compliance at Level 2 Safeguarding Adults and Level 2 Safeguarding Children will improve as a result.

Level 3 Safeguarding Training

Level 3 Safeguarding People Training and “Ask and Act” Training continues to be delivered in a blended format, via Microsoft Teams as well as face to face, whilst adhering to all social distancing measures. As well as Health Board wide training, the Emergency Department at Morriston Hospital, Paediatric Nursing and NICU receive in-house Safeguarding training, delivered by the Extended Safeguarding Team.

In total 53 Level 3 Safeguarding People Training sessions have been delivered in the reporting period with 1037 staff attending. This includes training delivered to staff on Nurse Induction. The Corporate Safeguarding Team will continue to monitor attendance at Level 3 Safeguarding People training.



In the reporting period, a total of 526 staff attended “Ask and Act” Group 2 training. This includes sessions delivered as part of the Nurse Induction Programme. Additional dates have been advertised via the Safeguarding and Learning and Development pages on the Health Board Intranet including additional dates provided by third sector specialists as part of additional Welsh Government funding allocated to support the Health Board in its delivery of this specific training.

In addition to Group 2 “Ask and Act” training, the roll out of Group 3 Champion training has commenced. This is being delivered on a multi-agency basis across West Glamorgan. Sessions are attended by Health Board and Local Authority staff. These sessions are co-facilitated by trainers from

the Health Board, Local Authority and third sector specialists. Feedback from attendees has indicated that having multi-agency attendees is beneficial to the learning.

Female Genital Mutilation (FGM) Training

FGM training and updates continue to be delivered to staff in priority areas: Paediatrics; Neonates; Midwifery; Gynaecology; Health Visiting; Integrated Sexual Health and Primary Care. FGM is included on the Level 3 Safeguarding People training, as well as Ask and Act Group 2 Training. These sessions aimed to raise awareness of the data reporting tool and the All Wales Clinical Pathway (FGM), thus ensuring that Health Board staff are aware of their roles and responsibilities in relation to FGM.

CSE Training

Identified priority areas (Midwifery, School Health Nurses, Paediatrics and Integrated Sexual Health Services) continue to receive CSE training and updates within their Service Groups. In addition the West Glamorgan Safeguarding Board developed multi-agency Exploitation Training which includes CSE training for key professionals. As a response to the pandemic and the need to deliver training in a safe way, this training was been split into 4 smaller sessions and 6 Health Board staff attended a pilot, delivered by Health Board and Local Authority trainers. From April 2022 Exploitation Training will resume as a one full day training, co-facilitated by Health Board trainers as a multiagency training.

SAFEGUARDING SUPERVISION

Safeguarding Supervision and support is an essential component of clinical governance (Welsh Government Health and Care Standards 2015. Safe Care 2.1, Effective Care 3.1, Individual Care 6.3 Staff and Resources 7.1). The Health Board has a duty under section 28 of the Children Act to safeguard and promote the welfare of children. Effective supervision is important in promoting good standards of practice and to supporting individual staff members. In addition the Health Board has a responsibility to ensure staff feel supported in their safeguarding children role (Working Together to Safeguard Children, 2013, All Wales Safeguarding Supervision Policy 2017).

The Corporate Safeguarding Team continues to contribute to supervision arrangements as follows:

- Daily *ad hoc* Safeguarding advice and support for children and adults;
- One to one individual planned Safeguarding supervision for Safeguarding Children Specialists across the Health Board;
- Peer group review - monthly for Safeguarding Children practitioners
- Support groups for Safeguarding Adult practitioners

A review of Child and Adult Practice Reviews undertaken by Public Health Wales in 2018 highlighted the lack of appropriate supervision as a contributing factor in the failings of staff in recognising and responding to signs of abuse. Health Inspectorate Wales report into the handling of the allegations against Mr W emphasised the need for robust Safeguarding supervision. As a result of this the Corporate Safeguarding Team completes an annual audit of Safeguarding Supervision arrangements

within the Health Board to ensure these standards are being met. The findings of this audit and recommendations are reported to the Safeguarding Committee.

The Corporate Safeguarding Team have facilitated Safeguarding Supervision Training with attendees from Swansea Bay UHB, Cwm Taf Morgannwg UHB and Cardiff & The Vale UHB. A training package, that had been developed by the National Safeguarding Team Public Health Wales, was reviewed and enhanced, enabling a full training day to be facilitated, covering all forms of Safeguarding Supervision. Two separate training days have been held and a total of 17 staff from across the three Health Boards attending.

MULTI-AGENCY WORKING

Information sharing is key to successful outcomes for both adults and children and has often found to be lacking by Practice Reviews. The Head of Nursing – Safeguarding (Named Nurse) and the Assistant Director of Nursing, Corporate Services both attend and contribute to the West Glamorgan Safeguarding Board. There are a number of sub-groups associated with this Board to which members of the Corporate Safeguarding Team actively contribute. Examples of multi-agency work are illustrated below:

- Review work has included multi-agency guidance and updates on case law;
- Review of many policies and participation in joint audits;
- Participation in Adult and Child Practice Review processes and Domestic Homicide Reviews as panel members, chair and reviewers;
- Involvement in Learning Reviews and Extraordinary Board Meetings and the facilitation of learning outcomes/recommendations;
- Participation through Regional Board Policy, Procedure and Practice (PPP) sub-group and contribution to consultations
- Involvement in JICPA Neath Port Talbot Local Authority

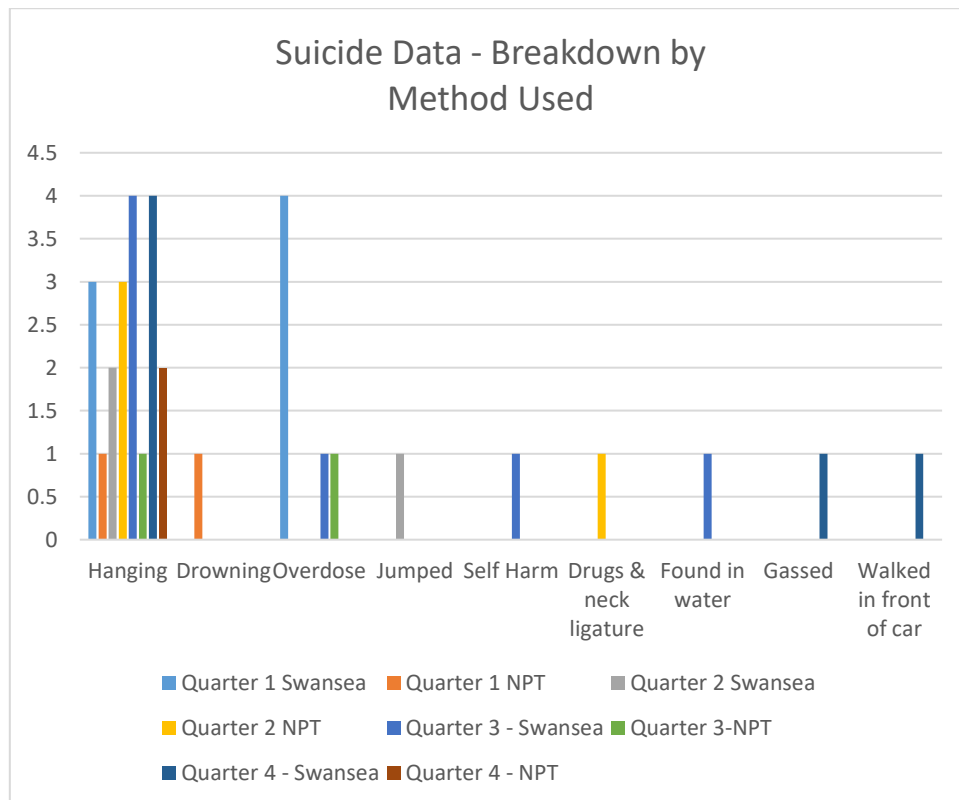
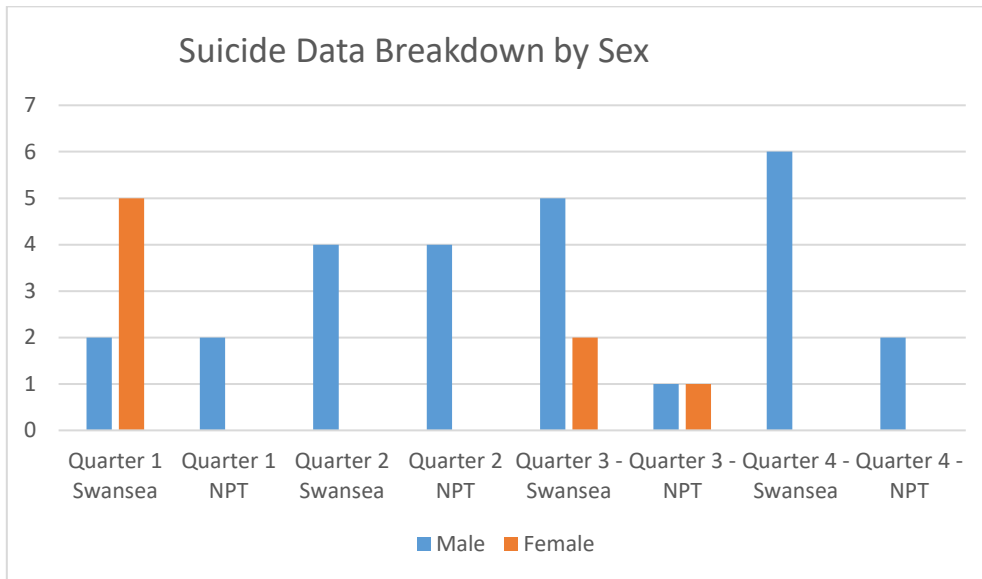
SUICIDE AND SELF-HARM PREVENTION

The Wales National Suicide Prevention Strategy ‘Talk to me 2’ developed by the National Advisory Group (NAG) on Suicide and Self-Harm sets out the strategic aims and six key objectives to prevent and reduce suicide and self-harm in Wales. Three Regional Fora, (North Wales, South East Wales and South & West Wales) have responsibility for their Local Suicide Prevention Strategies. The South & West Wales Regional Forum is attended by a member of the Corporate Safeguarding Team.

Rapid Response to a Suicide of an Adult

The Corporate Safeguarding Team and the Mental Health & Learning Disability SG, as appropriate, contribute to the regional Rapid Response to Suicide Meeting process led by Local Authority. The below tables indicate details of the Rapid Response to an Adult Suicide meetings that the Health Board have

been invited and contributed to in the reporting period. It is proposed that the Rapid Response to a Suicide of an Adult Meeting Terms of Reference be amended to include significant suicide attempts and the sudden death of a person under the age of 21 years.



Training and Learning

In 2021-22 the WGSB has continued to deliver training on the Wales Safeguarding Procedures 2019, across Children and Adult Services.

In NPT, the Social Care Wales basic awareness of safeguarding e-learning was rolled out to all staff. In Swansea, Safeguarding Adults' level 2 and level 3 has been updated to reflect the changes to the safeguarding process in light of the implementation of the Wales Safeguarding Procedures. Virtual or face-to-face training at a higher level has been delivered to social care frontline staff and has been updated to reflect the changes.

Learning events in relation to child and adult practice reviews has continued to take place and good practice disseminated.

Specialist training in Child Sexual Abuse was commissioned from the Lucy Faithful Foundation on the following topics:

- Assessing the protective skills of mothers, partners and adult carers
- Promoting positive pathways for young people who have exhibited harmful sexual behaviour
- Understanding child sexual abusers
- Understanding child sexual abusers and the internet

Training was also delivered on Sexual Violence Disclosures by local specialist services:

- An Introduction to Domestic Abuse
- The Edge Project: Domestic Abuse Awareness, Equality & Inclusion
- Sexual exploitation awareness
- The Effects of Domestic Abuse on Survivors (Adult & CYP)

Specialist training on Sexual Violence Disclosures was attended by regional multiagency workers and volunteers.

Rationale for training:

- To update on the Wales Safeguarding Procedures (WSP) 2019
- To ensure that all partners follow rigorous and consistent safeguarding practices in response to Welsh Audit Office recommendations
- To achieve consistent and quality safeguarding practice across children and adult services
- Contribute to raising awareness of abuse, neglect and harm and to the delivery of safe and effective safeguarding measures across the sector.
- To respond to the 2020 recommendations of the Centre of Expertise on Child Sexual Abuse
- To develop a robust response to exploitation across children and adult services
- To support contextual safeguarding, extra familial harm and the following:
 - Modern Slavery Act 2015
 - County Lines Violence,
 - Exploitation & Drug Supply. National Briefing Report 2017
 - Safeguarding and

- Promoting the Welfare of Children who are at Risk of Abuse through Sexual Exploitation All Wales Protocol 2013
- Counter-Terrorism and Security Act 2015
- The Prevent Duty

We have continued to deliver an interactive training pack that covers awareness of county lines, child sexual exploitation, trafficking, radicalisation and hate crime for both adults and children. This includes the common themes of vulnerabilities, risk factors, grooming, methods of coercion and control and ACEs across all these issues and also emphasises their links with 'safeguarding'. It also meets the requirements of the workshop to raise awareness of Prevent (WRAP).

Specific training was also delivered on modern slavery and first responders across the region.

Partners: NISB; Social Care Wales; ADSS; Police; Health; Regional Safeguarding Board; WCVS; local authorities. Statutory services such as education, youth service, youth offending, health, police, probation and housing. Third sector partners such as Calan DVS, Thrive Women's Aid, Hafan Cymru and New Pathways West Glamorgan Safeguarding Board, Neath Port Talbot, Swansea, South Wales Police, Health, probation, and third sector partners. Western Bay Regional Ask and Act Steering Group; National Ask and Act Steering Group.

Other Activity:

Swansea continued to offer regular virtual training days for Child Protection/Safeguarding Levels 2 & 3 and Named Safeguarding Person. These full day training sessions were accessible to both in house staff and multi-agency partners.

All of the CP/Safeguarding training dates offered had a high level of attendance. Swansea Adults Services have delivered internal Safeguarding Level 2 training to internal and external staff on a monthly basis. Swansea continue to offer interactive virtual Exploitation training sessions, which are available to both in house staff and our multi-agency partners.

In Swansea 1,167 staff have completed the Level 1 mandatory Safeguarding Children e-Learning, developed by Swansea training department. 29 Child Protection/Safeguarding virtual training courses Level 2-4 were delivered to a multi-agency audience. A total of 395 professionals from various settings have been trained in Levels 2-4. 17 courses were delivered on Child Protection Level 2 and were open to LA staff and multi-agency partners with 264 attendees. Nine courses were provided for Child Protection Level 3 training and were again open to LA staff and multi-agency partners to attend with 124 attending. Three Named Safeguarding Person training days were provided, and a total of 7 LA and multi-agency staff completed the training.

In addition to these, a further four half day training courses 'Safeguarding adults and children at risk of exploitation' have been delivered.

In NPT, prior to Safeguarding Group A eLearning module being released, internal and external staff completed the NHS eLearning Safeguarding Level 1 – total 12 staff. Safeguarding Level 2 – total 57 staff. A total of 1474 staff have now completed the Mandatory Safeguarding Group A e-learning module. Group C Assessment in Child Protection Practice for NPT CYPS social workers (11)

Specific sessions have been provided on:

- WECTU briefing on incels
- WGSB Practice Review Multiagency Event
- Women and problem gambling

Enhanced Understanding of Violence Against Women, Domestic Abuse & Sexual Violence for Organisation Champions was completed by five accredited trainers in NPT.

Training officers contribute to the national group for the development of national safeguarding training standards and this work has progressed during 2021-22 to the production of training standards and learning outcomes for the workforce.

Exploitation training

Safeguarding Children and Adults at Risk of Exploitation has been completed by a total of 200 individuals in 2020/21. This includes a WGSB regional multiagency group co-delivered with CVS. Additionally, Exploitation e-learning has been completed by 30 staff.

A group have been set up to address delivery of multi agency training. The group have agreed to deliver Exploitation training and will be compiling a list of multi- agency training, which can be co-delivered. The Group will pull together joint experiences of delivery into a new pack, which can be delivered either face-to-face or virtually over one day or several sessions, as different formats work better for different agencies. They will then run another refresher for trainers to share the new pack and can then be rolled out by the Board. Sessions will ideally be jointly delivered by different agencies to a multiagency audience and will help meet the recommendations of the recent Joint Inspection into Child Protection Arrangements for Exploitation.

All Wales Safeguarding Procedures (AWSP) – Role of the Lead Practitioner. One workshop was delivered virtually for 30 staff specifically responsible for undertaking the role of lead practitioner to upskill knowledge in relation to this role and the AWSP.

VAWDASV Act 2015

The aim of the National Training Framework is to increase identification and support for those who experience violence against women, domestic abuse and sexual violence. ‘Relevant professionals are trained to provide effective, timely and appropriate responses to victims and survivors’.

Welsh Government has funded a third partner (Welsh Women’s Aid) to develop and deliver the “Ask and Act” training programme. The training programme included the development of a “train the trainer” programme and the delivery of this to a team of local trainers who would further roll out local training on “Ask and Act”.

Elearning through the All Wales Academy, NHS Wales Elearning portal has been promoted. In NPT, a 2-hour face-to-face pack has been developed to support staff, who cannot or would prefer not to undertake the e-learning module. The modules meet the requirements set out in Group 1 of the National Training Framework and work has commenced towards meeting the targets set out. Due to

the Covid pandemic 2020-21, all Group 1 training for staff has been via e-learning: 619 NPT workers and 756 in Swansea in 2021-22.

Priority groups of frontline staff have been identified for Group 2 and Group 3 Champions for “Ask and Act”. Training rollout for Group 2 has commenced on a regional basis and agency trainers will continue to be identified and accredited over the coming year. Training will be co-delivered with partner organisations. The Training Plan has been further developed to include regional roll out of Group 2 Ask and Act training with Swansea and Swansea Bay University Health Board and a regional Ask and Act steering group with Swansea and SBUHB guides the roll out of Group 2 and 3 training. Local support services are promoted as part of training. Staff are advised on where to refer those who need support and on the new regional Ask and Act pathway for referral. Live training is continually updated to include the latest information on campaigns, services and changes to legislation, where appropriate.

Eight staff members have achieved accreditation to deliver Group 2 and 3. Trainers have also been upskilled with further sessions on specialist VAWDASV areas by our local partners. Adapted virtual delivery of Group 2 Ask and Act with specialist partners has been jointly delivered to 161 participants from Swansea and 226 from NPT in 2021-22.

Group 3 Workplace Champions training is delivered regionally in partnership with Swansea, Swansea Bay UHB and specialist partners. To date the region has 15 champions.

A ‘Strengthening Leadership’ workshop for Group 6 was attended by 47 managers across the region.

Additional “Lunch and Learn sessions have been held to complement VAWDASV training for staff and partners. These have been attended by 38 staff. Training has continued to be evaluated to ensure a high standard and consistency of delivery.

National Safeguarding Week



The theme for National Safeguarding week was Community Safeguarding, Reset, Renew, Recover. Due to the pandemic, National Safeguarding Week 2021 took place virtually once again. All service areas worked together and produced a large programme of events, which proved to be another successful year.

The programme contained many events including:-

- Ending Physical Punishment Seminar – Hosted by Welsh Government
- County Lines Awareness session hosted by South Wales Police
- SCVS Volunteer consultation session
- Online safety hosted by Digital Communities Wales
- Healthy relationships sessions run by Thrive Women’s aid

West Glamorgan Safeguarding Board - Practice Review Learning event

On the 16th November 2021, the WGSB hosted an online event where 3 practice reviews were presented to share the identified learning in order to improve systems and practice. The event ran successfully with 61 professionals in attendance via Microsoft Teams. The event also received positive feedback and it has been requested that these online learning events continue in the future.

A copy of the full programme of events can be found by clicking the attached links below:-



1. English PDF WGSB
Programme of events



1. Welsh PDF WGSB
Programme of events

Collaboration

How we have collaborated around safeguarding

The West Glamorgan Safeguarding Board have a large network of organisations and partnerships who are engaged with nationally, regionally and locally. There are structures in place to work alongside the National Independent Safeguarding Board and Welsh Government to ensure a strategic function and national collaboration.

Swansea Council Education (Children Board only)

The pandemic has continued to impact schools and pupils' education through 2021/2022 and although restrictions were being lessened in the community Swansea Education Directorate had determined that alert levels remained high in schools with high staff and pupil absences due to COVID-19. This meant that our schools continued with restrictions based on risk assessments and monitoring of class/year group closures was set up to ensure vulnerable groups were responded to and monitored. A period of close communication between the single point of contact for Education and Social Services continued so that when schools moved classes to online learning or needed to close year group's children on the Child Protection Register and Children Looked After were identified and additional safeguards put into place. The LA was able to apply the recommendations from the previous year's evaluation of safeguarding practice through the Pandemic to ensure visibility of pupils at all times.

The Education Directorate continued to support and manage schools throughout the period alongside reviewing and preparing for the implementation of the new ALNET legislation. The Child Protection and Safeguarding Officer for Education Swansea worked closely with colleagues across Wales to develop a single suite of Designated Safeguarding Person training for schools and offered virtual delivery to DSPs, deputies, other senior school leaders as well as pastoral and ALNCo staff. This was alongside the standard delivery of Safeguarding Awareness training that was being offered virtually or face to face if risk assessments allowed.

In April 2021, we were alerted to the Everyone's Invited Website, which raised the profile of peer on peer sexual harassment in schools. An early evaluation of the website identified that the testimonies being submitted and published could not be dated and many testimonies identified experiences outside of school and therefore beyond reasonable knowledge or intervention from schools. However, when the site published the names of schools across the UK the Education Directorate in Swansea supported the 5 schools identified (including 1 primary) to cooperate with Welsh Government's requests for information. With LA assistance, schools were able to provide information on how they respond to peer on peer sexual harassment, violence and abuse against women and girls and healthy relationships. The intention to develop a whole school approach to VAWDASV was agreed and throughout this period, a draft whole school approach was produced.

The focus on domestic abuse and how schools can better support pupils has been enhanced with the full implementation of Operation Encompass. This has been very successful throughout lockdown as well as in usual circumstances. Schools are able to access additional information about what is happening in a pupil's home life enabling a proactive nurturing response to pupils who may have experienced police interventions due to domestic abuse related matters. The model Child Protection

and Safeguarding Policy was revised to include information on Operation Encompass ensuring transparency for families.

Swansea LA were also at the fore front of a new approach to safeguarding with the pilot and subsequent implementation of Contextual Safeguarding recognising the risk to young people from Extra Familial Harm. The multi-agency CMET (contextual, missing, exploited, trafficked) approach was established with a strategic and operational CMET groups to roll out a new way of responding to harm outside of the family home. In particular – anti social behaviour, experimental substance misuse, gang culture, exploitation into criminal behaviours including distribution of illegal substances, knife crime and serious youth violence. A programme of training is being developed and schools are being supported individually with contextual safeguarding in mind when seeking advice. Schools have been encouraged to consider peer group safety, safe spaces in and outside schools, contexts/situations which may pose a risk to young people’s safety and are supported to complete a contextual safeguarding referral for response from the operational CMET team.

The Child Protection and Safeguarding Officer works closely with the Principal Social Worker for CMET and has developed a self-assessment tool for schools to complete to help them consider how safe their school is from a contextual aspect. This work remains ongoing.

In May 2021, there was a significant disturbance in the Mayhill area of the city. The coordination of CMET operational colleagues were fundamental in responding to the safeguarding and trauma following this incident all local schools were identified and worked with CMET staff to ensure pupils and staff were supported and the appropriate safeguards applied. Due to the level of impact the incident had across the whole city the Education Directorate took a proactive approach in sending a critical incident bulletin out to all schools signposting for support, assuring the wider school community that any identified pupils and their schools were being responded to and given access to crime reference numbers so that information could be shared appropriately. This approach was extremely welcomed by our schools enabling a fully coordinated and tiered response.

Autumn Term 2021 offered new challenges as pupils attempted to settle back into school life and the Covid Recovery Plan was put into action. Throughout this term pupil absences remained high and in addition increasing staff sickness placed more pressure on our schools. It also became evident that pupils were struggling to settle and a rise in behaviour related exclusions and permanent exclusions required close monitoring. An increase in school related professional concerns was also highlighted this term and the LA are developing strategies in collaboration with schools to promote attendance and inclusion.

In December 2021, Estyn published their “We Don’t Tell our Teachers” report following a thematic review across Wales on Peer on Peer Sexual Harassment. A working group was set up to review the recommendations made within the report to local authorities in Wales and a formal response to Estyn and Welsh Government was required by the Director by May 2022. The working group has established an action plan and work is ongoing.

In February 2022, a group of young people were involved in a serious incident in the community which resulted in one person being stabbed and requiring hospitalisation. A coordinated and timely intervention ensured youth workers and local schools affected worked together to provide support to pupils impacted during this incident. This work remains ongoing.

The Education Directorate in Swansea has been in a period of restructure. Changes in leadership and vacancies within the Directorate have impacted on attendance at WGSB sub groups however directorate remains committed to safeguarding and the work of the Safeguarding Board and the capacity and resilience achieved via the restructures will enable greater representation going forward.

Neath Port Talbot Education, Leisure and Lifelong Learning Directorate

The Directorate continues to prioritise its safeguarding responsibilities and as such takes a proactive role in the work of the Board. The Head of Education Development is a board member and ensures all relevant business and updates are disseminated with the Directorate staff and schools via the Education Safeguarding Officer.

The Head of Education Development chairs a fortnightly Safeguarding Reference Group (SGRG) attended by the School and Family Support Manager, Education Safeguarding Officer, senior HR officer for ELLLS, Principal Officer for Safeguarding Children and Adults, SPOC team manager and a Health and Safety representative. The group monitors the progress of allegations against staff in schools/Directorate, considers and approves safeguarding peer review reports, identifies any areas of concern and considers appropriate action, and shares safeguarding information and updates.

The Head of Education Development Chairs the Regional Contest Board meetings. Either the Head of Education Development or the Education Safeguarding officer attend Channel panel meetings and ensure any actions are undertaken and that the vital information from education is shared. Since January 2021, the Partnership and Community Cohesion Team now sit within ELLL.

The Directorate's Education Safeguarding Officer is an active member in the Policy, Procedure and Practice Management Group; Quality and Performance Management Group, Joint Strategic Training Management Group and Practice Review Management Group.

The Education Safeguarding Officer has been co-chair of the Practice Review Management Group and is now the chair of this group. Education identified a significant number of staff to undertake training for reviewers and chairs so that going forward the Education Safeguarding officer will have the ability to identify staff to participate fully in reviews. As a co-chair/chair she has also been involved in work to develop the Boards business plan and the corresponding work plans of the management groups.

As part of the various management groups the Education Safeguarding officer ensures information is disseminated to all schools and education directorate managers. This may be information on training opportunities, new or updated policies or information and findings as a result of practice reviews or participation in audit activity.

The Board's business priorities and the promotion of safeguarding awareness topics are included as part of the Directorate's peer review school safeguarding reviews that every school in Neath Port Talbot is required to undergo every two years. Peer reviewers consider all elements of safeguarding and action plans are developed at the end of every review. Follow up to check on the implementation of actions is undertaken on a termly basis. The review process had been stalled by COVID-19 but has now resumed with a full timetable of reviews planned for the academic year 22/23.

The Education Safeguarding Officer updates the basic safeguarding training that is delivered by designated leads to the all school staff annually. The new Safeguarding Procedures feature throughout

the revised training. Training for Designated Safeguarding Leads has been developed by the Safeguarding in Education Group (SEG) for a consistent training pack across Wales. The Safeguarding Officer has delivered this training virtually to a further 100 staff this academic year. The Education Safeguarding Officer continues to remind schools of the training requirements around Prevent and Violence Against Women, Domestic Abuse and Sexual Violence (VAWDASV) and has attended 'train the trainer' sessions linked to VAWDASV and has started the roll out of group 2 training to schools and directorate staff.

The Education Safeguarding Officer attends meetings of the All Wales Safeguarding in Education Group (SEG) and participates in a variety of working groups as part of this group's workplan.

The Directorate maintains its high level of commitment to, and engagement with, Board Priorities and activities. In line with the Board's Workplan 21-22 schools have worked tirelessly to find new and innovative ways to manage the day to day running of schools and provide a high quality of learning for pupils. Risk assessments have been subject to continuous review to ensure they are compatible with changes to legislation and guidance.

The Education Safeguarding Officer has worked, in all of the management groups, to meet the requirements laid out in the Board's workplan. This has included ensuring practice reviews are able to continue and any learning shared; reviewing and updating any policies and guidance and participating in training and audit work.

In July 2021 a Joint Inspection of Child Protection Arrangements (JICPA) was undertaken with a focus on exploitation. Estyn, the education inspectorate, was one of the inspection bodies participating. The feedback was excellent with acknowledgement of the Education Directorates commitment to safeguarding and child protection. It highlighted that there was close working with other agencies with an ethos that was child-centred with the LA promoting a high level of inter-agency working across schools. There was evidence of close working relationships across services in supporting the needs of highly complex young people and their families.

There was additionally recognition of the work undertaken by the Wellbeing team and Cynnydd workers; the school based counselling service; the vulnerable Learners Service; the Education Welfare Service and the Youth Service. The level of support and training to schools from the directorate combined with the peer review process were also acknowledged as areas of excellent practice.

The preparation for the JICPA highlighted the extent that schools were utilising part-time timetables and external provisions. Often for pupils with associated safeguarding risks. As a result an identified need for a Deputy Education Safeguarding Officer was put forward and agreed by the Director and senior managers. This role would have a primary focus involved in monitoring the use of reduced timetables to ensure they were used appropriately and with clear plans in place for reintegration back to full-time attendance. The new officer would also work with schools to produce and maintain a database of external provisions. This would include details of any safeguarding checks undertaken by schools and safeguarding checks undertaken by the Deputy Education Safeguarding Officer. This will include visiting provisions with a safeguarding audit focus. In addition the Deputy Education Safeguarding Officer will deputise at Safeguarding Board management group meetings and other safeguarding meetings in the absence of the Education Safeguarding Officer.

Neath Port Talbot Youth Justice and Early Intervention Service

The service:

The principle aim of the Youth Justice Service is to prevent offending and re-offending by Children and young people who are under 18 years of age. Section 39 (1) and Section 38 (1,2) of the Crime and Disorder Act requires that statutory partners which includes the Local Authority, Police, National Probation Service and Health co-operate to provide multi-agency Youth offending services to prevent offending by children and young people.

HMIP Inspection

Our HMIP inspection took place week beginning 13th of December 2021 This was the follow on inspection from the previous inspection which lead to the disaggregation of the Western Bay management board, and was the first inspection to include the new NPT YJS management board. The final inspection report (May 12) has been disseminated Our overall rating was good.

Action plan

The action was compiled following the development day held in April and the preliminary inspection report. HMIP have confirmed that the action plan is fit for purpose and feel that we the YJS have responded very well to the points raised in the plan. Today we need to be clear that we are happy with the 5WH (who what where why when and how) responsibilities of the plan and confirm the named officer/ organisations who will be responsible for the objectives. Monitoring arrangement will also need to be discussed.

Andrea Brazier Head of youth Inspections wrote;

'The Post Inspection Plan is a thorough and detailed response to the recommendations, and I am sure that with the excellent leadership and the commitment of all YJS staff and partners it will be achievable. I have no doubt that progress is already being made.'

We have been approached by professor Carlene Firmin of Durham university to be one of the Youth Justice service in the UK to be involved in the evaluation of Contextualised risk approaches in Youth Justice, We have agreed with Children services that this would be an excellent opportunity and have responded that we would be interested in taking part.

The Youth Justice plan 2022 /2023

Local authorities have a statutory duty to submit an annual youth justice (YJ) plan relating to their provision of youth justice services. Section 40 of the Crime and Disorder Act 1998 sets out the youth offending partnership's responsibilities in producing a plan. It states that it is the duty of each local authority, after consultation with the partner agencies, to formulate and implement an annual youth justice plan. A Youth Justice Strategic Plan is required under the provisions of the Crime & Disorder act 1998. Standard requirements are outlined annually and the Plan should be approved locally by the Youth Justice Management Board prior to submission to the Youth Justice Board. The new Youth Justice Strategic Plan will run from 2021-2024 and will be refreshed annually. It links with and contributes to the principles and priorities of the strategic Service plans of key partner agencies.

The first draft of the annual YJ plan has been distributed. The plan takes a prescribed format this year which aims to provide consistency and a uniform across the YOS areas of the UK.

This Youth Justice Plan equally addresses the functions assigned to the NPT youth justice service, including how services prevent offending behaviour and reduce reoffending. It reflects on how our service takes a strength based approach towards delivering a Child First justice system. It is positive to note that The Youth Justice Board recognises the remarkable response of the sector to the effects of the pandemic on delivery and the support that has been provided to children and young people. The YJB advocates that the importance of partners working together to put plans in place to mitigate the impacts of the pandemic are more crucial than ever. Andrew Jarret chair of the Youth Justice Management Board writes:

‘I write as chair NPT YJS management board. I am pleased to ratify the 2022/23 Youth Justice plan and present it to the YJB as the road map for the service out of the pandemic and for the next year. You will be aware that the NPT YJS disaggregated from the Western Bay Youth Justice service in 2019. Since then we have been in the throes of a two year global pandemic and have been following a post inspection action plan (2018).

A new multi-agency management board has been re-convened and oversees the governance of the YJS. A new resource centre has been funded and refurbished and the YJS are very proud to have a community resource for young people called BASE 15. The YJS has demonstrated resilience, consistent and continued improvement, high quality interventions, excellent organisational delivery, good quality out of court disposal work and outstanding governance and leadership. This of course means improved outcomes for children and young people, the communities of NPT and the victims of crime.

As a result of the dedicated work of our young people, the management board, senior managers, the team and our multi-agency partners, two inspectorates: HMIP and the JICPA have recognised that significant progress has been made to move Neath Port Talbot YJS from the lowest rating in its last inspection to the good rating where it sits now.

In effect the service has moved through two of the inspectorate’s ratings boundaries in a short space of time (and through a pandemic) and that is to be commended. It is clear the YJS have taken the findings from the last inspection seriously and have prioritised setting up a new and child focused Youth Justice Service (Early Intervention and Prevention). Thus, securing the relevant resources required for children known to the service, and have also developed robust performance management and quality assurance systems. This has been achieved with the engagement of staff and young people, and is testament to the effective governance and leadership arrangements that are in place for the YJS, which were recognised and graded as ‘outstanding’ by the inspectorate.

COVID 19 proved challenging for everyone The YJS has worked closely with Education and Children Services, professionals from South Wales Police, Probation and Health, to ensure that children and their families continue to be supported during the Covid-19 pandemic and beyond. As chair of the management board, and director of social services, I am very proud of the improvements made and sustained, and look forward to building on the identified strengths which will further enhance our NPT YJS. “

NSPCC

The NSPCC are full members of the main board. The NSPCC representative shares information with the board as appropriate and disseminates all relevant information within their own agency. The NSPCC

representative will continue to support the work of the board by undertaking specific tasks as required. In the past year the NSPCC board member has contributed to the review and development of policies, procedures and guidance to support effective safeguarding practice. When appropriate the NSPCC has also contributed to practice reviews and ensured the effective dissemination of learning within agency. The NSPCC has recently undertaken a transformational change programme and the outcome of this is now being implemented. The changes that are being taken forward will it is hoped better support the work of the Board with the broadened portfolio of the schools service, direct services and local campaigns now within the role of the Assistant Director in Wales. This along with the combined offer of Childline, Helpline, Training and Consultancy provision and learning resources will enable the whole NSPCC to be utilised to support effective safeguarding.

Swansea Council for Voluntary Service

Swansea Council for Voluntary Service (SCVS) continues to prioritise safeguarding and ensure this ethos remains at the forefront of its work. We have trustee, staff and volunteer teams raising issues and concerns however big or small. We supported the work of the West Glamorgan Safeguarding Board with regular attendance at meetings, representation on sub groups and supporting Board priorities for the year 2021/2022 in the following ways:

SCVS

- SCVS continues to report to Regional Partnership Board on staff capacity and our ability to meet the demand for service.
- SCVS had weekly and now fortnightly whole team meetings where Covid and emergency response is an agenda item and remains so. This enables us to look at current threats and also make a planned response as we did in November when Omicron began to impact in December. Safeguarding updates, training opportunities or developments are also discussed in the meetings.
- SCVS has an internal communications app with a dedicated channel for safeguarding. This is used to share information internally such as slides from training attended, safeguarding articles, alerting to updated policies and so on.
- During National Safeguarding Week 15th -19th November 2021, using its internal communications app safeguarding channel, Designated Safeguarding Persons chose a theme for each morning and afternoon and shared podcasts, videos, learning sheets on the particular theme to raise the profile of various forms of abuse. Topics covered during the week were: safeguarding, faith and religion, hate and mate crime, county lines, exploitation, modern slavery, domestic abuse, radicalisation & Prevent Duty, FGM & breast ironing, spiking, ACES and suicide. SCVS held a support session for its volunteers with a focus on how their role has changed/ their views on the future of volunteering and what they would like to see/what has worked well, what has been a challenge/ what would they like to see in the future/what have been the gaps.
- SCVS has ensured its kept abreast of messages from Welsh Government and Public Health Wales in relation to covid and ensured its services and staff conduct have continued to run in line with these messages.
- To ensure members of the community were not isolated, SCVS via its Our Neighbourhood Approach (ONA) has worked in partnership with Digital Communities Wales and Community Calling to offer IT equipment and mobile phones to those in need to allow them to access health

appointments online, shopping or just stay in touch with family and friends or call for help if needed.

- Existing volunteers and staff have received safeguarding training and know how to escalate their concerns and when necessary, these are escalated to Social Services, Police or the Mental Health Crisis team.
- New volunteers recruited complete an induction and safeguarding training prior to commencing their role.
- SCVS continues to support the local community with its emergency response provision of telephone befriending and allowing those needing to isolate or have hit crisis, access to necessities such as support, food and medication.
- SCVS continue to attend a monthly meeting of those services providing support to people seeking asylum and refuge in Swansea to ensure a continued coherent delivery response.
- SCVS attended Swansea Council Community Response meetings when running during this reporting year.
- SCVS continues to have representation on Community Silver meetings.
- SCVS Communications Officer continues to attend the Test Trace & Protect (TTP) Regional Communications Group.
- SCVS continues to deliver Social Prescribing across Swansea.
- Where SCVS staff are based in GP surgeries, SCVS staff have met with surgery staff to discuss how safeguarding issues will be managed so both parties are aware of the concern and meet their safeguarding obligations and prioritise the needs of the individual concerned.
- SCVS is part of the Health & Social Care Subcommittee with the Better Hiring Institute which is working in partnership with the DBS, NHS, Reed and other partners to improve safe recruitment in the sector by developing a toolkit which when rolled out can be used by organisations. SCVS has contributed to this work over time by meeting with staff who are developing the resources.

SCVS and the Sector as a whole

- In January 2021, the West Glamorgan Regional Partnership was awarded a Welsh Government Coronavirus Recovery Grant to support volunteering activity throughout the region. SCVS coordinated the work to develop a suite of training materials and information sheets and toolkits to be used by volunteer involving organisations as part of their induction of volunteers. Partners involved in the work included: Neath Port Talbot CVS, Swansea CVS, Swansea Bay University Health Board, Neath Port Talbot Council and Swansea Council amongst others.

The toolkits developed were:

- Diversifying your Volunteers
- Friends of park & allotment groups
- Individual Action to Community Action
- Volunteer Co-ordinator Guide Toolkit
- Volunteering in Primary Care/GP Practices Toolkit
- The Green Recovery

The training packs for Volunteer Coordinators included:

- Introduction to volunteering,
- Understanding the role of the volunteer
- Volunteering Basics
- Communication skills

- Dealing with difficult situations
- Introduction to Safeguarding

The information leaflets included:

- All you need to know about volunteer expenses
- Developing Flexible Volunteering Opportunities
- First Steps to volunteering
- Is it volunteering?
- Measuring the impact of volunteering
- Policies and Procedures Checklist for Volunteer involving organisations
- Recognition and Rewarding Volunteers
- Top tips for developing Welsh Language volunteering opportunities
- Undertaking Volunteer Risk Assessments
- Volunteer for a Career
- Volunteering Safely – For Organisations
- Volunteering Safety – For Individuals
- Work Experience vs Volunteering
- Placement or Volunteering

This pack was launched in April 2021.

- SCVS has raised the profile of safeguarding with Grant Awarding bodies and organisations and groups applying for funding that SCVS holds and via the Regional Partnership Board. As part of the due diligence, an organisation now has to provide a copy of their safeguarding policy. If the policy is not up to date or does not cover the pertinent information, the organisation are asked to update the policy as a requirement of receiving the grant.
- Our SCVS Safeguarding Policy Development Guidance sheet continues to be offered to organisations and groups needing to develop their safeguarding policy. It has also been shared with organisations applying for funding.
- SCVS offers support to organisations and groups with development. This support includes supporting them to access DBS checks, consider safe recruitment, support, review or support them to begin writing a safeguarding policy amongst other things.
- During National Safeguarding Week 15th -19th November 2021, SCVS and NPTCVS organised a regional Volunteer Managers Forum meeting using the theme “Community Safeguarding - Reset, Renew and Recover”. We discussed the following in relation to safeguarding “How has our volunteer management practice change since the pandemic? What changes were made to projects in order to support beneficiaries/community? What are your thoughts about the pace of the change? What would we wish to keep doing and why? Are there things we want to return back to? If so, what? How did / do we improve volunteers’ wellbeing and avoid burn out?” The event allowed various organisations in attendance to understand the work of WGSB, raise the profile of safeguarding and allow organisations to ask questions they may have. During this week SCVS delivered the All Wales Basic Safeguarding Awareness training for the sector. We also delivered our own volunteer induction training which ensures volunteers are equipped to deal with any issues that arise during their volunteering.
- We continue to direct organisations to WGSB website for information and always ensure we emphasis the need for robust safeguarding procedures.

- SCVS negotiated with Swansea Council Social Services department continued access to their eLearning safeguarding and other relevant training for ourselves and other Third Sector Organisations/Groups.
- SCVS has shared training and information that has come from WGSB within our own service and the Sector.
- SCVS has continued to share the information sheets it produced: SCVS Overview for Informal Volunteering on Safeguarding & Confidentiality and SCVS Keeping Safe & Healthy as needed in the community.
- SCVS attends the various WCVA Safeguarding sessions sharing safeguarding knowledge and practice. Sessions are held for CVC staff as well as a wider Third Sector group.
- SCVS and NPTCVS continue to be the referral route for Hospital Discharge for Swansea Bay University Health Board for Community Wellbeing Referrals. SCVS is also part of the virtual ward meetings. The services carry out a wellbeing assessment and referral on to other third sector services based on need eg Swansea Carers Centre, British Red Cross etc. SCVS staff are alert to safeguarding issues and where necessary, follow procedure and raise concerns.
- SCVS continues to offer the All Wales Basic Safeguarding Awareness training to the sector both through it's own open programme of training and where required bespoke sessions for individual organisations.

NPTCVS

Neath Port Talbot Council for Voluntary Service

Supporting, promoting and developing the local voluntary sector

- Continued to support partners across the region to share consistent messages around COVID-19 and provide guidance on how to engage with harder to reach individuals.
- Attended the Multiagency Oversight of Vulnerable Children and Young People group meetings to monitor vulnerable people in Neath Port Talbot during the COVID-19 pandemic.
- Joined the Local Operational Safeguarding Group which aims to ensure a line of sight on all safeguarding activity across the Local Authority.
- Attended Suicide Rapid Response meetings to review suicides and attempted suicides in Neath Port Talbot which helped to identify individuals who may be affected and ensure support is put in place for them.
- Continued to deliver the Community Wellbeing Service, ensuring patients are discharged from hospital quickly and safely where community support can be provided.
- Supported health services by attending virtual wards and providing a social prescribing service to individuals.
- Provided induction training to all our volunteers, including safeguarding training.
- Worked with funders to deliver safeguarding awareness sessions for groups likely to apply for funding and who need to demonstrate up to date safeguarding policy and procedures in order to meet due diligence requirements.
- Arranged safeguarding training for staff and trustees.
- Revised our Safeguarding policy and appointed a lead trustee for safeguarding,
- Worked with Neath Port Talbot Council to plan for the recovery of local flooding in Skewen.
- Attended Community Safety Partnership meetings which aims to tackle antisocial behaviour and criminal activity in Neath Port Talbot.

- Promoted a range of safeguarding training sessions to our staff, volunteers and members.

Her Majesty's Prison and Probation Service – Swansea and Neath Port Talbot Probation Service

The year 2021/2022 has focussed on the continued prioritisation of safeguarding by the Probation Service, through the context of the pandemic and towards Service Recovery. The COVID-19 pandemic required a move to an Exceptional Delivery Model across all forms of probation delivery in 2020. In Swansea, NPT the Probation Service embarked on recovery to pre-pandemic operational delivery requirements from late 2021. In the main this has been through the implementation of National Standards, the minimum set of national guidelines which set out the operational requirements for the delivery of probation in the local community. The Probation Service in Swansea and Neath Port Talbot are currently working in a Green status, meaning that all the National Standards are embedded locally.

Throughout the pandemic the safeguarding of vulnerable adults and children has remained the absolute priority for Probation Practitioners and the Probation Delivery Unit. The strength of our local partnership working and guidance from Welsh Government and WGSB has enhanced our ability to respond quickly to risk issues using established frameworks around Child Protection, MAPPA, MARAC and other forums. Service Recovery has supported this further, as all people under probation have now resumed face to face contact and other critical activities to safeguarding, such as home visiting, are now fully in operation.

The Wales Safeguarding Procedures 2019 are now fully embedded in the Probation Delivery Unit and the HMPPS Child Safeguarding Policy (March 2022) has been launched with all operational staff briefed. Furthermore, H&S and safeguarding audits have also been undertaken in response to strategic priorities to and provide assurances at executive level.

The unification of the Probation Service across Wales and England in June 2021 has meant that all Accredited Programmes delivery, Unpaid Work delivery and an enhanced Resettlement Model for those leaving prison have become the responsibility for a single, unified Probation Service. Over 2022/2023, we will finalise the implementation of our revised Target Operating Model, which reinforces safeguarding as a key priority for our most vulnerable within our communities.

Barnardo's Cymru

Barnardo's Cymru continues to engage with and contribute to the work of the board, ensuring information and learning is distributed across the organisation at a National and Regional level. Barnardo's is also a member of the Policy, Procedure & Practice Management sub-group contributing to the development of policy and practice guides. Barnardo's uses a variety of forums to distribute information from the board such as internal strategic performance reviews, operational managers meetings and practitioners annual Safeguarding events. Learning from CPR/APR's are shared both at a strategic and practitioner level across the organisation and there is a dedicated Safeguarding Practice group chaired by the safeguarding lead for Barnardo's Cymru which seeks to embed any

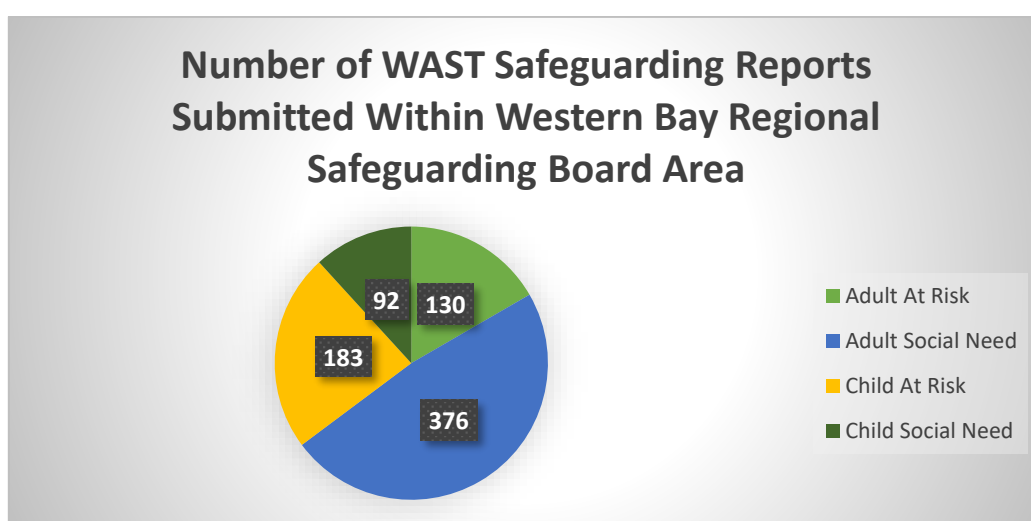
recommendations into practice tools and guidance. Barnardo's Cymru has also ensured that specialist pan Wales services such as Better Futures and Reflect have contributed to boards sub-groups and ensured reports and learning events have been disseminated to partner agencies and board members. Barnardo's Cymru continues to provide a blended offer of both classroom and digital learning spaces to ensure the workforce (including volunteers) is appropriately trained and supported and in respect of service provision, Barnardo's has fully returned to face to face provision although there remains opportunity for children, young people and families to engage in digital support as per their preference.

Welsh Ambulance Service NHS Trust (WAST)

The Welsh Ambulance Services NHS Trust (WAST) achieves the Safeguarding objectives of each Regional Safeguarding Board by effectively working together to ensure good outcomes for people who have contact with our service within the Board Region.

Our activity during 2021-22 to prevent, protect and support individuals and their families has indicated that pan Wales there has been a consistent increase in WAST staff submitting safeguarding reports. For the first time WAST are now able to provide the Board with data that is specific to the region.

The following graph illustrates WAST Safeguarding activity during the period 1st April 2021 - 31st March 2022 within the Board Region:



WAST have maintained collaborative working and there has been a sustained increase in enquiries from Local Authorities and other partner agencies within the Board Region. We continue to provide representation at all statutory meetings as required. This has continued to strengthen our engagement and partnership going forward.

Learning from the Reviews is coordinated by WAST Safeguarding Strategic Group to ensure dissemination throughout the organisation. All learning is incorporated into WAST Safeguarding training, policies and procedures as appropriate. WAST also utilises 7-minute briefings, bulletins, and

staff are able to access this information via the Safeguarding hub, Trust intranet site and WAST internal social platform Yammer to further disseminate learning.

During the pandemic, WAST safeguarding training has continued to be delivered both virtually and face to face. We continue to review the training packages to ensure suitability for both virtual and face to face delivery depending on needs of staff group within the organisation.

Following on from last year's successful implementation of an electronic safeguarding reporting system (Docworks). WAST have been able to expand the functionality of the system by introducing two additional referral pathways which demonstrates collaborative working across the public and third sector.

Firstly, we have digitalised the Live Fear Free referral pathway which has improved the mechanism of facilitating contact between the Live Fear Free helpline and victims/survivors who may be patients, service users and WAST employees.

In addition to this, we have implemented a pan Wales referral pathway between WAST and the Fire & Rescue Services across Wales. The new system allows ambulance crews to e-refer patients/service users to fire and rescue service home safety teams across North, Mid and West and South Wales for a Safe and Well check.

Both of these pathways were launched during National Safeguarding Week.

Area Planning Board (APB)

Transformation Project

The Western Bay Area Planning Board (APB) in partnership with key stakeholders embarked on the start of its Transformation Project. In April 2021 the APB contracted Figure 8 Consultancy to begin to develop an independent advisory panel which is to be called the Western Bay Substance Use Truth Commission (SUTC). Co-chairs have been recruited and it is envisaged that Commission members will be in place by August 2022.

The SUTC will investigate the key causes and consequences of drug use and drug deaths for individuals and their families; and subsequently recommend robust and realistic policy and practical measures to address these. It will also use, and adapt where necessary, the independent Dundee Drugs Commission Model, incorporating its strengths and good practice, including; research (i.e. identify and investigate the key causes and consequences of drug use and drug deaths for individuals, families, and communities; consider evidence of what has worked locally and elsewhere to combat problematic drug use and drug deaths); community engagement (i.e. seek the views and involvement of all relevant 'community' stakeholders); user perspective (i.e. seek the views and involvement of individuals and families with lived experience); a partnership approach (i.e. assess the effectiveness of the strategic planning and delivery of services co-ordinated across community planning partners as relevant); and focus on practical recommendations for action (i.e. prepare a report for the Western Bay APB and its partners, with recommendations on additional priorities for practical and achievable action to tackle and reduce drug use and drug deaths across the area).

There will be an official launch of the Commission during the summer of 2022 and at this launch event an 'Initial call for Evidence' will be made available via an online survey.

The results of the initial call for evidence, along with evidence gathered from a set of early focus groups and key informant interviews, will be considered by the SUTC at its first meeting following the formal launch in order to agree a set of 'key lines of inquiry'. Subsequent meetings will be held to hear evidence.

The final phase of the SUTC will be the reporting phase where Figure 8 will lead in synthesising all the evidence gathered and write-up a draft of the findings for the SUTC to discuss. The draft report will be shared (for comment) with the Western Bay APB and its partners including Swansea Council, Neath Port Talbot Council, Swansea Bay Health Board, and the South Wales Police Crime Commissioner. Feedback will be considered by the SUTC and a final report produced and submitted to the Western APB and its partners. The report will outline recommendations on additional priorities for practical and achievable action to tackle and reduce substance use and drug deaths across the region.

It is envisaged that there will be significant political interest in the work of the SUTC as the findings will be relevant not just to Western Bay, but also for the rest of Wales

Alongside the work of the SUTC the APB Team will be working with commissioning partners to deliver on interim recommendations arising from the Commission as well as developing an Alliance approach to commissioning a brand new Integrated Public Health model for substance use services across the region.

Service User Involvement

In January 2022 the APB Team welcomed a new member of staff funded by the Home Office via project ADDER. The Service User Engagement and Communications Officer will support the implementation of the ADDER project across Swansea Bay and will scope and review existing opportunities across the partnership landscape, with a view to ensuring opportunities to develop the involvement of Service Users, their families and communities in review of existing and development of new Substance Misuse services.

The post holder will be key in ensuring that Service user voice is integrated in to service provision and development and engage with partners in finding opportunities to effectively engage the community and support people to access services and reduce stigma.

Working in Partnership

The APB Team continues to work in partnership by attending the Local Operational Safeguarding meetings, SV Maracs and participated in the WGSB MAPF relating to substance use prescribing in pregnancy and work will be undertaken with substance use agencies to deliver on recommendations made from the Forum. There is also representation on the APB from key members of the WGSB, however it is hoped that cross-representation can be strengthened.

Harm Reduction

During the year the APB continued to lead the way in Wales with its programme of Harm Reduction initiatives to keep people safe. Western Bay has been recognised for best practice in the following areas:

- Developing a peer to peer naloxone programme

- Being the first police force to carry nasal naloxone
- Being the first A&E department to give out naloxone
- Distributing high numbers of clean injecting equipment
- Delivering a 72 hour outreach programme where services make contact with people who have suffered an overdose to offer harm reduction advice, guidance and interventions.
- Establishing an independent review panel to learn lessons from drug related deaths in the region

Service Developments

During the year the following developments in service provision were achieved:

- The AADAS single assessment service was decommissioned and a brand new Newid First Point of Contact service was developed. The service started on 4th April 2022. The service increases opportunities for people to access substance use services by offering Freephone number, email, website and drop-in to speak to a professional who will then provide appropriate help and support into the appropriate services
- Treatment providers offering a new long lasting opiate substitute medication called Buprenorphine, which was rolled out during the pandemic.
- Services continue to deliver in alternative ways that were adopted during the pandemic and proved to be beneficial for service users

Safeguarding Policies and Procedures

The APB's performance management of services has been amended to ensure that information about how services deal with safeguarding issues is captured quarterly and monitored so that the APB can feel confident that providers have the appropriate policies and procedures in place and have an understanding of what constitutes a safeguarding concern and how to make a referral. Thematic audits around safeguarding by the monitoring officer did not take place in 21/22 as planned but they will take place during 22/23.

Participation

The West Glamorgan Safeguarding Board routinely invites people to participate in its work through engagement of families subject to Practice Reviews. A high proportion of families invited to contribute meet with the reviewers and give a view on how services and intervention could have been improved but also what went well.

Junior Safeguarding Board

The Junior Safeguarding Board is a platform for children and young people from across Neath Port Talbot and Swansea to have a voice regarding safeguarding issues in their communities. The JSB actively promotes the United Nations Convention on the Rights of the Child through workshops, events and campaigns to promote positive change in our communities. Some of the rights chosen by JSB members that are the foundations of the Junior Safeguarding Board are as follows;

- Article 12: You have the right to say what you think should happen and be listened to.
- Article 15: You have the right to have fun, make friends and join groups.
- Article 19: You should not be harmed and should be looked after and kept safe.

The West Glamorgan Safeguarding Board and Officers supporting the Junior Safeguarding Board work closely to ensure the issues that are deemed important by children and young people across West Glamorgan are addressed. It has been a priority of officers supporting the JSB to establish joint ways of working to facilitate the participation of children and young people, and a feedback mechanism between children and young people in West Glamorgan and the West Glamorgan Safeguarding Board, and vice versa. The JSB comprises of children and young people from schools across West Glamorgan including schools that cater for Additional Learning Needs and Complex Needs and community groups.

Throughout 2021-2022 the work of the JSB has had to adapt. Restrictions, due to Covid have limited face to face meetings and school visits. However, officers have continued to work behind the scenes to champion safeguarding issues for children and young people in Swansea and Neath Port Talbot in a number of ways.

In June 2021, the Junior Safeguarding Board were presented an award at the WGSB Safeguarding Recognition Awards for Inspirational Contribution made by Young People.

Equali-Tea

The main issue of focus throughout 2021-2022 has been Equality and Discrimination and in particular raising awareness of the safeguarding concerns of the LGBTQIA+ community and their allies. During this period JSB Officers organised and delivered children and young person consultations, fun events for members, feedback opportunities, school visits, collaboration with community groups, resource development, pilot and delivery.

JSB members engaged in participation events to develop a resource pack for schools and community groups to help raise awareness of LGBTQIA+ issues and educate our communities to be more understanding, supportive and respectful. The initial concept, design, draft and completion of the

resource 'Equali-Tea with the JSB' was undertaken during two fun activity days during the summer. Margam Park hosted the first event where young people enjoyed stand up paddle boarding, orienteering, picnic and a consultation workshop. The drafted resource was further improved at Port Eynon where young people engaged in beach art, human hungry hippos, a BBQ and further consultation work.

EQUALI-TEA WITH THE JSB

THE JUNIOR SAFEGUARDING BOARD ARE WORKING HARD TO HIGHLIGHT LGBTQIA+ ISSUES & MAKE OUR COMMUNITY A SAFER & HAPPIER PLACE TO GROW UP & LIVE. HERE'S OUR PLAN

LISTEN TO CHILDREN & YOUNG PEOPLE
LETS GET YOUNG PEOPLE TALKING ABOUT LGBTQIA+ ISSUES & SHARING THEIR THOUGHTS WITH THE JSB
MISSION COMPLETE

DEVELOP A SUPER RESOURCE
USE YOUR AWESOME IDEAS TO CREATE A RESOURCE THAT YOUNG PEOPLE CAN ENGAGE IN & TALK ABOUT LGBTQIA+. THERE'LL BE LOTS OF ADULT SUPPORT TOO
MISSION COMPLETE

WE NEED GUINEA PIGS!
SUPERSTARS LIKE YOU CAN TEST THE RESOURCE & TELL THE JSB IF IT'S GOOD OR NEEDS IMPROVING
MISSION COMPLETE

GET IT OUT THERE!
SHARE OUR RESOURCE WITH SCHOOL COUNCILS & COMMUNITY GROUPS ACROSS NPT & SWANSEA & COLLECT THEIR VIEWS
MISSION COMPLETE

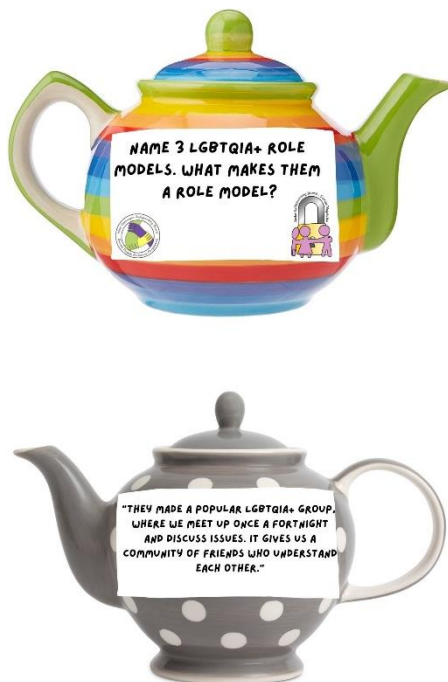
MAKE A CHANGE
TIME FOR ACTION. THE JSB WILL RAISE THESE ISSUES WITH PEOPLE WHO CAN MAKE CHANGE

FOR FURTHER DETAILS EMAIL WGSB@NPT.GOV.UK

EQUALI-TEA WITH THE JSB

LGBTQIA+ QUIZ

1. WHAT DOES LGBTQIA+ STAND FOR?
2. WHAT COLOURS ARE ON THE RAINBOW PRIDE FLAG?
3. WHAT % OF LGB PEOPLE THOUGHT THEY WERE LGB BEFORE THEY WERE 11?
4. WHAT COUNTRY HOLDS THE RECORD FOR THE BIGGEST PRIDE PARADE EVER?
5. WHO WON SEASON 2 OF DRAG RACE UK 2021?
6. WHAT % OF LGBTQIA+ YOUNG PEOPLE HAVE AN ADULT AT HOME THEY CAN TALK TO ABOUT BEING LGBTQIA+?
7. WHAT % OF TRANS PEOPLE KNEW THEY WERE TRANS BEFORE THEY WERE 11?
8. WHAT DOES OUTED MEAN?
9. WHAT % OF LGBTQIA+ PUPILS IN WALES HAVE EXPERIENCED BULLYING IN SCHOOLS?
10. HOW DOES SINGER DEMI LOVATO IDENTIFY THEMSELVES?



USE THIS SCRIBBLE PAD TO HIGHLIGHT ISSUES FACED BY THE LGBTQIA+ COMMUNITY. TELL US HOW WE CAN IMPROVE THINGS. ISSUES YOU'D LIKE TO CAMPAIGN ON AND ANY OTHER AWESOME IDEAS! TAKE A PIC & EMAIL TO WGSB@NPT.GOV.UK
AGE RANGE OF GROUP - NAME OF GROUP -

ONLINE

MY COMMUNITY



Margam Park



SUP Boarding on Margam Lake



Beach Art on Port Eynon Beach



One of two sessions at Climbing Hangar Swansea

During February and March 2022 the JSB held 3 online workshops. Cllrs and senior management from across Swansea and Neath Port Talbot were invited to attend the Equal-Tea session delivered by young people. The purpose of the sessions was to provide an update on the work the JSB had been undertaking, raise awareness of the Equal-Tea resource, and engage with professionals and decision makers to inspire them to think about the issues young people face in relation LGBTQIA+, and their role in making a difference. The sessions were extremely well received by attendees.

JSB Newsletter

In order to maintain engagement with school pupils and members of the JSB, online newsletter updates on safeguarding issues have been produced and sent out to schools. The newsletter content includes school events and special speakers, projects undertaken by young people, awareness days held by schools, support information and contact details and more.

Link to JSB Newsletter <https://sway.office.com/WsAHKpNT0oeJTy4K?ref=Link>

'Preparing to be a board member' training

Members of the JSB were given the opportunity to attend **ONLINE** 'Preparing to be a board member' training delivered by Neath Port Talbot Children's Rights Unit. Young people from the Junior Safeguarding Board attended the training in July and August 2021 and on external verification of their workbooks they all achieved a **Level 1 CQFW** qualification (Accredited by Agored Cymru). The qualification provides young people with the skills and knowledge to undertake their role; it will empower them to develop a sense of ownership; enable them to realise their potential to participate in decision-making; and give them the confidence to speak up. It will also equip them with the knowledge and skills to become a trustee in the future.

National Safeguarding Week

Members of the JSB played a key role in planning National Safeguarding Week November 2021. The JSB raised awareness of LGBTQIA+ issues and promotional campaign to launch the Equal-Tea resource to school councils and forums. The resource was hand delivered to schools and community groups and an e-copy provided.

'Stay Safe in Sport' Campaign

In 2020 members of the JSB championed the right to enjoy sport safely and launched their 'Stay Safe in Sport' social media campaign and aimed to:

- raise awareness of the issues children and young people face in relation to safeguarding in sport and side line behaviour
- provide marketing assets for key stakeholders to use to spread the word
- encourage coaches, parents, referees, children and young people to speak up

This message is still relevant in 2021-22 as children and young people continue to participate in sports every weekend, so it's as important as ever that they can have fun and feel safe and supported. The campaign was shared again in National Safeguarding Week in November 2021.



Collaborative working

Officers from Neath Port Talbot Council and Swansea Council meet regularly to discuss projects and collaborative working. Priorities that are specific to each local authority are identified, and joint projects are agreed with clear timescales and responsibilities. Regular joint updates are provided to the West Glamorgan Safeguarding Board.

Emergency Services Project

The JSB have highlighted the need for Emergency Service personnel to be better equipped to communicate with children and young people with complex needs. Working alongside complex needs school Ysgol Maes Y Coed in Bryncoch, the JSB are producing a training video to teach front line Emergency Service personnel how to communicate in British Sign Language. Children and young people with complex needs will be filmed teaching how to communicate essential phrases in the event of an emergency. This project has been a collaboration between Children's Rights Unit Neath, South Wales Police, Mid & West Wales Fire & Rescue Service and Welsh Ambulance Service. Once completed the video will be circulated to training departments and used accordingly.

Board Members and agency contributions

The West Glamorgan Safeguarding Board partners have a responsibility to ensure the Board is functioning effectively. Attendance at Board meetings is monitored against the role profiles which members sign up to. The role profile indicates that members agree to attend 75% of Board meetings.

The chairing arrangements for the Board and sub groups are as follows:-

<p>WBSAB Swansea Social Services SBUHB</p>	<p>WBSCB Neath Port Talbot Social Services South Wales Police</p>
<p>Practice Review Management Group (Joint) South Wales Police Education - Neath Port Talbot CBC</p>	<p>Joint Strategic Training Group Training Department – Neath Port Talbot CBC Training Department – Swansea CC</p>
<p>Policy, Practice and Procedure Management Group (Joint) Social Services – Swansea CC SBUHB</p>	<p>Quality & Performance Management Group (Joint) Social Services – Neath Port Talbot CBC SWP</p>

During 2021-22 the WGSB met on 4 occasions. There was good attendance from our partners as detailed below:

West Glamorgan Safeguarding Children & Adult Board

Agency	16 th June 2021	15 th September 2021	1 st December 2021	14 th March 2022
Neath Port Talbot LA	✓	✓	✓	✓
Swansea LA	✓	✓	✓	✓
SBUHB	✓	✓	✓	✓
South Wales Police	✓	✓	✓	✓
NSPCC				✓
Neath Port Talbot LA - Education	✓	✓	✓	✓
Swansea LA - Education	✓	✓	✓	
National Probation Service (NPS)	✓		✓	✓
Public Health Wales (PHW)	✓	✓	✓	
Barnardo's	✓	✓		✓
SCVS	✓	✓	✓	✓
Youth Justice Early Intervention Service (YEIS)				
WAST		✓		
HMP Swansea	✓	✓	✓	✓
NISB		✓	✓	✓

In 2021/22 the West Glamorgan Safeguarding Board used the national formula for financial contributions from statutory partner agencies as follows:-

Agency	
<i>City & County of Swansea</i>	60%
<i>Neath Port Talbot CBC</i>	
<i>SBUHB</i>	25%
<i>South Wales Police</i>	10%
National Probation Services	5%
Total Funding £	

Resources

The above contributions fund the Regional Safeguarding Boards business management unit which consists of a Business Manager, Adult Co-ordinator and Children's Co-ordinator and a part time administrator. The specific costs for the unit are set out below:-

Total costs –	£168,109
Staffing	£146,783
Training / Development	£10,031
Supplies / Service	£11,295

It is acknowledged that resources used to support the work of the Regional Safeguarding Board are not confined or restricted to financial contributions from statutory partner agencies. The Regional Safeguarding Board Chairs, Executive Board Members, Sub Group Chairs and members provide a significant amount of their time to support the Board and its work. This is often in addition to their professional roles and day to day responsibilities. The diverse nature of the Boards work makes this difficult to report on within a quantifiable and measurable resource context and is not always visible to other professionals and agencies. The process, management and publication of child and adult practice reviews, as well as the development of regional policies and protocols are just some examples of Safeguarding Board work and projects that require high levels of professional input, knowledge and expertise.

Other Board Activities

Adult Protection Support Orders

Adult Protection and Support Orders (APSOs) have been developed within Part 7 of the Social Services and Wellbeing Act to improve the ability to protect adults who may be at risk.

The purpose of an APSO are:

- (a) To enable the authorised officer and any other person accompanying the officer to speak in private with a person suspected of being an adult at risk
- (b) To enable the authorised officer to ascertain whether that person is making decisions freely, and
- (c) To enable the authorised officer properly to assess whether the person is an adult at risk and to make a decision as require by section 126(2) on what, if any actions should be taken

Regulations specify that Safeguarding Board annual reports should include information on the number of APSO's applied for, how many were made and how affective they were.

To date the West Glamorgan Safeguarding Board or its partner agencies have not applied for an Adult Protection Support Order.

Guidance and advice received from Welsh Government and National Independent Safeguarding Board

The Safeguarding Board has actively responded to Welsh Government consultations.

The Board would also like to thank the NISB for their support and attendance at our meetings and we look forward to continuing this work in future.

Section 137 Requests for information

Section 137 of the SSWA provides a Safeguarding Board with the power to request specific information from a qualifying person or body provided that the purpose of the request is to enable or assist the Board to perform its functions. A "qualifying person or body" must be likely to have a real possibility that they hold information which enable the Board to fulfil its functions.

Since enactment the West Glamorgan Safeguarding Board have not formally used their powers under Section 137 of the Act. The Boards and their management groups have been able to request information using the agreements within the terms of reference for each and has therefore made many requests for information to support its work in audits, quality assurance and practice reviews. These requests for information have always been acknowledged and the information supplied.