



CHILDREN, YOUNG PEOPLE AND EDUCATION CABINET BOARD

*Immediately Following Scrutiny Committee on
THURSDAY, 2 JUNE 2016*

COUNCIL CHAMBER - PORT TALBOT CIVIC CENTRE

PART 1

1. To agree the Chairman for this Meeting
2. To receive any declarations of interests from Members
3. To receive the Minutes of the previous Children, Young People and Education Cabinet Board held on the 7th April and the 28th April 2016 (*Pages 3 - 12*)
4. To receive the Forward Work Programme 2016/17 (*Pages 13 - 16*)

To receive the Reports of the Chairperson of the Western Bay Safeguarding Boards

5. Western Bay Safeguarding Children Board Business Plan 16/17 and Annual Report 2015 (*Pages 17 - 64*)

To receive the report of the Head of Children and Young People's Services

6. Regional Adoption Service Inter Authority Agreement (*Pages 65 - 142*)

To receive the Report of the Head of Transformation

7. Governance Arrangements for the New Primary School Replacing Melin Infant and Melin Junior Schools (*Pages 143 - 148*)
8. School Term Dates 2018/2019 (*Pages 149 - 154*)
9. Any urgent items (whether public or exempt) at the discretion of the Chairman pursuant to Statutory Instrument 2001 No 2290 (as amended)
10. Access to Meetings - to resolve to exclude the public for the following items pursuant to Regulation 4 (3) and (5) of Statutory Instrument 2001 No. 2290 and the relevant exempt paragraphs of Part 4 of Schedule 12A to the Local Government Act 1972.

PART 2

To receive the Private Report of the Director of Social Services, Health and Housing (Exempt Under Paragraph 14)

11. Agreement between Hillside Secure Centre and Cefn Saeson Comprehensive School (*Pages 155 - 174*)

S.Phillips
Chief Executive

Civic Centre
Port Talbot

Thursday, 26 May 2016

Cabinet Board Members:

Councillors: P.A.Rees and P.D.Richards

Notes:

- (1) *If any Cabinet Board Member is unable to attend, any other Cabinet Member may substitute as a voting Member on the Committee. Members are asked to make these arrangements direct and then to advise the committee Section.*
- (2) *The views of the earlier Scrutiny Committee are to be taken into account in arriving at decisions (pre decision scrutiny process).*

EXECUTIVE DECISION RECORD

CABINET BOARD - 7 APRIL, 2016

CHILDREN, YOUNG PEOPLE AND EDUCATION

Cabinet Board Members:

Councillors: P.A.Rees, P.D.Richards and E.V.Latham

Officers in Attendance:

A.Evans, A.Thomas, I.Guy, Ms.H.Lewis, Ms.C.Gadd and Mrs.J.Woodman-Ralph

1. **APPOINTMENT OF CHAIRPERSON**

Agreed that Cllr. P.D.Richards be appointed Chairperson for the meeting.

2. **MEMBER'S DECLARATION OF INTEREST**

The following Member made a declaration of interest at the commencement of the meeting:-

Councillor P.A.Rees

Report of the Head of Transformation – Schools Admissions Policy 17/18 Results of Consultation as he is Chair of the Schools Admissions Forum and took part in the decision to commend the Policy to Children, Young People and Education Cabinet Board.

3. **MINUTES OF THE PREVIOUS CHILDREN, YOUNG PEOPLE AND EDUCATION CABINET BOARD HELD ON 9 MARCH, 2016**

Decision:

Noted by the Committee.

4. **FORWARD WORK PROGRAMME 2014/15**

Decision:

Noted by the Committee.

5. **WHEN I AM READY POLICY AND PRACTICE GUIDANCE**

Decision:

That the report be noted.

6. **CSSIW FOSTERING INSPECTION REPORT - MARCH 2016**

Decision:

That the report be noted.

7. **INCLUSION BUSINESS PLANS 16/17**

Decision:

That the Inclusion Business Plan for 2016-17 be approved subject to a glossary being circulated to school governors detailing the terms used in the categories for children with special educational needs.

Reason for Decision:

To ensure efficient and effective provision to support children and young people with additional learning need by further aligning service areas, developing an Autism Strategy, establishing a continuum of support for pupils with social, emotional and behavioural difficulties and considering future workforce challenges and risks for the service area.

Implementation of Decision:

The decision will be implemented after the three day call in period.

8. **SCHOOLS ADMISSIONS POLICY 17/18 RESULTS OF CONSULTATION**

(Cllr.P.A Rees re-affirmed his interest at this point and withdrew from the meeting and Cllr.E.V.Latham substituted for this item only.)

Decision:

That having given due regard to the Equality Impact Assessment the Schools Admissions Policy 17/18 be approved in line with the School Admissions Code, 2013 and the Education (Determination of Admissions Arrangements) (Wales) Regulations 2006 for Community Schools, in relation to the 2017/18 academic year subject to the removal of “*or in the case of admission to a primary school, the nursery class at the school for which an application is made*” at point d page 84, as detailed in the circulated report. In addition that the Note at the bottom of page 95, Appendix 5 Partner Community Schools be highlighted in bold.

Reason for Decision:

To ensure that the Council meets the statutory duties and good practice guidelines in respect of the admission of pupils to community schools.

Implementation of Decision:

The decision will be implemented after the three day in period.

Consultation:

Consultation was undertaken as detailed in the circulated report.

9. **SCOPE FOR LONG TERM SICKNESS PROJECTS IN SCHOOLS**

Decision:

That the report in regard to the implementation of the Long Term Sickness project in schools be noted and quarterly reports be brought back to Members thereon.

10. **EDUCATION THROUGH REGIONAL WORKING (ERW) BUSINESS PLAN 2016-19**

Decision:

That the report be noted and Members receive regular update reports thereon.

CHAIRPERSON

EXECUTIVE DECISION RECORD
CABINET BOARD - 28 APRIL, 2016
CHILDREN, YOUNG PEOPLE AND EDUCATION

Cabinet Board Members:

Councillors: P.A.Rees (Chairperson) and P.D.Richards

Officers in Attendance:

A.Evans, C.Millis, A.Jarrett, J.Hodges and Mrs.J.Woodman-Ralph

1. **APPOINTMENT OF CHAIRPERSON**

Agreed that Cllr.P.A.Rees be appointed Chairperson for the meeting.

2. **FORWARD WORK PROGRAMME 2016/17**

Decision:

That the report be noted.

3. **FOSTERING STATEMENT OF PURPOSE**

Decision:

That the report be noted.

4. **NEATH PORT TALBOT FOSTERING SERVICE REGULATION 42
QUALITY OF CARE REPORT 2015/16**

Decision:

That the report be noted.

5. **FOSTER CARER RECRUITMENT STRATEGY AND FINANCE POLICY**

Decisions:

1. That the current foster carers' fees be increased by £50 a week for children aged 11 plus;
2. That a retainer be paid of up to 6 weeks per annum to foster carers who are approved for children aged 11 plus, subject to terms and conditions that will apply.

Reason for Decisions:

To enable the Local Authority to support the recruitment and retention of foster carers for teenagers in order to reduce the number of young people placed in independent foster placements. This will promote outcomes for young people and reduce the cost of independent placements, enabling the Council to make greater savings.

Implementation of Decisions:

The decisions will be implemented after the three day call in period.

6. **FINANCING OF SCHOOLS SCHEME**

Decision:

That in line with the requirements of the School Standards and Framework Act 1998 and School Funding (Wales) Regulations 2010 the Financing of Schools Scheme be approved with effect from 2016/17 financial year.

Reason for Decision:

To enable the Local Authority to make changes in the existing scheme made in statute.

Implementation of Decision:

The decision will be implemented after the three day call in period.

7. **PLAY SUFFICIENCY ASSESSMENT AND PLAY STRATEGY**

Decision:

That the Play Sufficiency Assessment Action Plan and Play Strategy that provides priorities for the delivery and development of play in Neath Port Talbot be approved.

Reason for Decision:

To enable the Local Authority to undertake its statutory duty to produce a Play Sufficiency Assessment and to develop an action plan and to ensure that all available resources are maximised for play and to improve the quality of the provision offered across the County Borough.

Implementation of Decision:

The decision will be implemented after the three day call in period.

Consultation:

This item has been subject to external consultation as detailed in the circulated report.

8. **CHILDCARE SUFFICIENCY ASSESSMENT YEAR THREE ACTION PLAN 2016/2017**

Decision:

That the implementation of the Childcare Sufficiency Assessment Action Plan 2016/2017 in Neath Port Talbot be approved.

Reason for Decision:

To enable the Local Authority to deliver elements of The Childcare Act 2006 and the recommendations of the Childcare Sufficiency Assessment.

Implementation of Decision:

The decision will be implemented after the three day call in period.

9. **HOME TO SCHOOL TRANSPORT APPEALS PANEL**

Members were supportive of the request made by the previous Children, Young People and Education Scrutiny Committee for the following addition to be included in the procedure.

Decision:

That the establishment of a Home to School Transport Appeals Panel be approved subject to the inclusion of the following wording in the “Where an in person representation is made, the appellant may choose to be accompanied by a friend, partner or relative for support”.

Reason for Decision:

To enable the Local Authority to convene and consider Appeals in regard to decisions taken on free Home to School Transport.

Implementation of Decision:

The decision be implemented after the three day call in period.

10. **REVIEW OF SCHOOL MUSIC SERVICE**

Decisions:

1. That the Authority withdraw from the current joint West Glamorgan Music Service;
2. That a new music service be established to support Neath Port Talbot Schools from 1 September 2016.

Reason for Decisions:

To confirm the disaggregation of the shared music service and to establish a new music service in Neath Port Talbot to support Neath Port Talbot schools from 1 September, 2016.

Implementation of Decisions:

The decisions will be implemented after the three day call in period.

11. **WESTERN BAY YOUTH JUSTICE AND EARLY INTERVENTION SERVICE PERFORMANCE REPORT**

Decision:

That the report be noted.

12. **ACCESS TO MEETINGS**

Decision:

That pursuant to Regulation 4 (3) and (5) of Statutory Instrument 2001 No.2290, the public be excluded for the following item of business which involved the likely disclosure of exempt information as defined in Paragraphs 14 and 15 of Part 4 of Schedule 12A to the Local Government Act 1972.

13. **HILLSIDE PLACEMENT FEES**

Decision:

That the report be noted.

14. **THE CHILDREN'S HOME (WALES) REGULATIONS 2002**

Decision:

That the report be noted.

15. **THE MANAGER'S REPORT ON HILLSIDE SECURE CHILDREN'S HOME**

Decision:

That the report be noted.

CHAIRPERSON

Children, Young People and Education Cabinet Board – Forward Work Programme (DRAFT)

2016/2017 FORWARD WORK PLAN (DRAFT)

CHILDREN, YOUNG PEOPLE AND EDUCATION CABINET BOARD

Meeting Date and Time	Agenda Items	Type (Decision, Monitoring or Information)	Rotation (Topical, Annual, Biannual, Quarterly, Monthly)	Contact Officer/ Head of Service
30th June 16	Children's			
	Western Bay Adoption Service Business Plan and Annual Report	Monitoring	Annual	Nick Jarman/ Val Jones
	Children & Young People Services Strategic Plan 2016/17 (Business Plan)	Decision	Annual	A.Jarrett
	Performance Data Quarter 4 15/16	Monitoring	Quarterly	David Harding/Angela Thomas
	Family Support Services – Annual Report	Monitoring	Annual	Andrew Jarrett/Julie Davies
	Young Carers Strategy Permission to Consult	Decision	Topical	Andrew Jarrett/Julie Davies/Aileen Flynn
	IFSS Agreement	Decision	Topical	Aileen Flynn
	Education			
	Families First Annual Report	Information	Annual	C.Millis/ Neil Thomas
	Flying Start Annual Report	Information	Annual	C.Millis/ Neil Thomas
	Attendance Report – Feb, March, April, May	Monitoring	Quarterly	John Burge, Andrew Thomas
	Performance Data Quarter 4 15/16	Monitoring	Quarterly	Carl Glover/ C.Millis

Children, Young People and Education Cabinet Board – Forward Work Programme (DRAFT)

Meeting Date and Time	Agenda Items	Type (Decision, Monitoring or Information)	Rotation (Topical, Annual, Biannual, Quarterly, Monthly)	Contact Officer/ Head of Service
28th July 16	Children's			
	Western Bay Safeguarding Annual Report	Monitoring	Annual	Lisa Edley/Nick Jarman
	Western Bay Youth Offending Service Annual Report	Monitoring	Annual	Caroline Dyer/NJ
	Youth Justice Plan	Decision	Annual	Caroline Dyer/NJ
	Education			
	Student Awards Report	Information	Annual	Andrew Thomas
	EDS Delivery Plan	Decision	Annual	Chris Millis
	ELLL Y Cynllun (Business Plan)	Decision	Annual	Aled Evans

Children, Young People and Education Cabinet Board – Forward Work Programme (DRAFT)

Meeting Date and Time	Agenda Items	Type (Decision, Monitoring or Information)	Rotation (Topical, Annual, Biannual, Quarterly, Monthly)	Contact Officer/ Head of Service
8th Sept 16	Children's			
	P.I.Data Quarter 1 16/17	Monitoring	Quarterly	David Harding/AJT
	Hillside Managers Report (6 Monthly)	Monitoring	6 Monthly	Mark Lazarus/NJ
	Hillside (The Children Home Wales) (6 Monthly)	Monitoring	6 Monthly	Mark Lazarus/NJ
	Education			
	P.I.Data Quarter 1 16/17	Monitoring	Quarterly	Carl Glover/CM
	Attendance Report for April, May, June and July to include Penalty Notices	Monitoring	Quarterly	John Burge/ A.D.Thomas
	School Standards Partnership Thematic Report	Monitoring	6 Monthly	Stacy Curran/ C.Millis
	NEETS Update	Information	Annual	C. Millis/ Neil Thomas
	Appointment of LA Governors (Bae Baglan and Melin Primary)	Decision	Topical	John Burge

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NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

Children & Young People's Executive Committee

2nd June 2016

Report of the Chairman, Western Bay Safeguarding Boards

Matter for Information

Wards Affected:

All Wards

Safeguarding Children Board Update to NPTCBC

Purpose of the Report

1. The purpose of this report is to provide an update to NPTCBC's CYPE committee on the work of the Western Bay Safeguarding Children Board and to provide information on the most recent annual report (published July 2015) and the Business Plan 2016/17.

Executive Summary

The SSWA regulations and codes of practice issued under part 7 (Safeguarding) clearly set out the requirements on Safeguarding Boards to produce and publish an annual plan at 31st March each year and an annual report at 31st July each year. Recent instruction from the Welsh Government Ministers have given further direction that due to the requirement to publish the annual plan preceding enactment of the Act requirements to publish such documents will not come into force until

March 2017. The Western Bay Safeguarding Children Board has however been functioning to the requirements since set out in draft and are already meeting required timescales in respect of the annual report and business plan.

The attached annual report outlines the work and effectiveness of the SCB over 2014/15 and should clearly demonstrate the work which has been undertaken and its effectiveness over that period.

The attached annual business plan has taken a different shape to that of previous business plans and now complies fully with the requirements of the Act in terms of its content. The new SCB business plan is clearly outcomes focussed with overarching and measurable outcomes for each of its strategic priorities. The priority outcomes are set against the 4 Ps¹ methodology which is aligned with police and probation methodologies as well as Welsh Government's National CSE action plan and the national counter terrorism strategy.

2. Background

The Western Bay Safeguarding Children Board was established in April 2013 following direction from Welsh Government to regionalise safeguarding children boards as recommended within sustainable social services white paper 2011/12.

NPTCBC is identified in the Social Services and Wellbeing Act (Wales) 2014 (SSWA) as being the lead partner responsible for establishing effective regional safeguarding boards for the Western Bay area.

Financial Impact

3. Within the Annual Report there is a section which highlights the requirements of a multi agency budget. In previous years the WBSCB has used its own funding formula to ensure contributions from statutory partners which is not dissimilar to the statutory funding formula set out in the SSWA regulations for Safeguarding Boards.

¹ Prepare, Prevent, Protect, Pursue

4. There is and always will be a financial implication on NPTCBC as a statutory partner to contribute to a multi agency budget as this is now set out in regulation however, in previous years the local authority contributions were equitable with those of the neighbouring local authorities and each contributed the same amount. The regulations now set out local authority contributions aligned with population which has seen a reduction in contribution from NPTCBC and an increase from City and county of Swansea. These impacts highlight a saving in 2016/17 of £ 3675.00. The multi agency budget for the Safeguarding Boards across Western Bay has not increased since its establishment in 2013, funds both Safeguarding Adults and Safeguarding Children Boards from a single budget and is projected to not increase over the following next 2 years.

Appendices

5. Western Bay Safeguarding Children Board Annual Report - 2015
6. Western Bay Safeguarding Children Board Annual Business Plan - 2016/17

Officer Contact

7. Lisa Hedley, Strategic Business Manager, Western Bay Safeguarding Boards. 01639 686049, l.hedley@npt.gov.uk

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Western Bay Safeguarding Children Board Strategic Priorities and Business Plan

Introduction

The Western Bay Safeguarding Children Board has been established since April 2013 and each year since, has developed a business and action plan which outlines the Board's strategic priorities and how they align with its core business which was previously set out in Chapter 4 Safeguarding Children: Working Together under the Children 2004.

On 6th April 2016 the Social Services and Wellbeing Act 2014 will become law and with it Section 134 – 141 (Part 7) of the SSWA 2014 replaces the requirements for Local Safeguarding Children Boards referenced above with new provisions for Safeguarding Boards. The Safeguarding Board (General) (Wales) Regulations 2015 make provisions for the requirements of Safeguarding Boards including the production of an annual business plan. This is the first Business Plan developed in accordance with the Safeguarding Board (Wales) Regulations 2015.



Core Business

The Board recognises its functions under Section 139 of the Safeguarding Board Regulations within the Social Services and Wellbeing (Wales) Act 2014 as core business. Core Business/core functions underpin the effectiveness of a Safeguarding Children Board and are therefore written into the Terms of Reference for the Board and its management groups. Membership and structures are regularly reviewed and updated within the Safeguarding Board arrangements and work plans are aligned with this business plan and include core business functions to monitor effectiveness. These plans are regularly reviewed and amended throughout the year.

Core Business is undertaken through its established Management Groups: Child Practice Review, Policy Procedure & Practice, Quality & performance, Strategic Training and Communication and Engagement. It is therefore expected that the management groups continue to review, establish, monitor and report to the Board against individual work plans in place to undertake Core Business whilst also addressing individual actions set out within the Board's strategic priorities in order to achieve the overarching outcomes of the plan.

Strategic Priorities

One of the major challenges for this, or any other Safeguarding Board is to get everyone's attention and thus make a difference. For this reason the WBSCB is run in a very business-like way, with a streamlined, priority-driven programme; and emphasis upon results and outcomes, not process.

The Board is not a Provider Organisation; it is an Enabler. That is to say it is there to make sure those things happen and vice versa. So for example, the Board cannot and should not 'provide' training; but it ensures that where required, agencies do.

The WBSCB must demonstrate that it makes a definite, positive impact upon safeguarding and prioritising the wellbeing of children and young people. The business action plan will be reviewed against its outcomes early in 2017 in order to meet the requirements of the Social Services and Wellbeing (Wales) Act 2014 to publish an annual business plan at the end of March and annual report in July each year.



Strategic Priorities

The following Strategic Priorities are set out with overarching outcomes using the 4 Ps methodology. An action plan to achieve the outcomes will align with individual priorities and identify actions for the Board's individual Management Groups and other business arrangements.

NEGLECT

OVERARCHING OUTCOME:	
All children resident or visiting the region are safeguarded from Neglect effectively and at the earliest opportunity	
PREPARE	Operational arrangements and practitioner tools are in place and understood in order to ensure a timely approach and appropriate responses to indicators of neglect.
PREVENT	Families and the general public are made aware through targeted campaigns of the indicators and impact of neglect for children
PROTECT	Children on the Child Protection Register for neglect have robust care and protection plans in place which are timely, effective and keep children safe
PURSUE	The Western Bay region is hostile to all types of neglect and takes a child centred approach to addressing risk factors and incidences of neglect



CHILD SEXUAL EXPLOITATION

The WBSCB has developed mechanisms for responding to CSE and assessing effectiveness of partner agencies in identifying and managing CSE cases by adopting the Bedfordshire CSE assessment tool. The following aligns with Welsh Government's CSE action plan but also takes into account the work already achieved and underway through the Bedfordshire CSE assessment.

OVERARCHING OUTCOME:	
All children and Young People resident or visiting the region who are subject to or at risk of Child Sexual Exploitation are identified and safeguarded effectively, consistently and at the earliest opportunity.	
PREPARE	WBSCB assumes CSE to be present and has specific objectives to support:- <ul style="list-style-type: none"> - The identification of children and young people subject to or at risk of CSE - A range of appropriate responses and resources designed to improve the well-being for children subject to or at risk of CSE:
PREVENT	WBSCB has a prevention programme and responsive services in place to help children and young people a risk of CSE and their families
PROTECT	WBSCB actively protects children and young people from CSE, by ensuring all agencies work together to achieve the continuity and effectiveness of services for those children and young people subject to or at risk of CSE
PURSUE	WBSCB and partner agencies have a clear and shared understanding about how they contribute to the disruption and prosecution of perpetrators and to the support of victims who have suffered CSE



DOMESTIC ABUSE

When considering the strategic priority of Domestic abuse the WBSB should focus on the implementation of the Violence Against Women, Domestic Abuse and Sexual Violence Act (Wales) 2015 (VAWDASV Act):

OVERARCHING OUTCOME:	
All Children and young people are safeguarded so that they develop healthy relationships with successful futures.	
PREPARE	<p>The WBSB ensures the Training Framework for the VAWDASV Act is aligned with the requirements of those who experience GBV, DA & SV.</p> <p>The WBSB fully understands the extent to which trained staff has met the key competencies set out within the Training Framework and holds to account agencies with identified gaps in training.</p>
PREVENT	<p>The Safeguarding of Children and Young People features throughout Welsh Government's National Strategy designed to implement the VAWDASV Act</p> <p>The Safeguarding of Children and Young People features strongly within LA/LHB strategies for tackling Gender Based Violence (GBV), Domestic Abuse (DA) and Sexual Violence (SV).</p> <p>Local authorities across Western Bay have made provisions in schools across the region to implement key actions to address GBV, DA and SV within Education functions.</p>
PROTECT	<p>The WBSB actively protects Children and young people affected by GBV, DA or SV by ensuring all agencies work together to deliver effective services for affected families who are identified, safeguarded effectively and supported consistently and at the earliest opportunity</p>
PURSUE	<p>WBSB and partner agencies have a clear and shared understanding about how they contribute to the disruption and prosecution of perpetrators and to the support those affected by GBV, DA & SV.</p>



NEW PSYCHOACTIVE SUBSTANCES

When considering new psychoactive substances the WBSCB should focus on the wider aspect of substance misuse and the statutory obligations placed on Area Planning Boards to respond to the management of substance misuse across the region.

OVERARCHING OUTCOME: All Children and young people affected by New Psychoactive substance misuse issues are able to make informed choices in order to prevent and reduce the harm associated with the use of NPS	
PREPARE	The Working Together to Reduce Hidden Harm Delivery Plan has clear objectives to safeguard children and young people from associated NPS harm. The WBSCB is fully informed of the training and awareness raising plans for staff and children and young people relating to substance misuse and in particular NPS.
PREVENT	The WBSCB is informed and can hold to account against plans to reduce the availability of substances including NPS to children and young people. The WBSCB is informed and can hold to account against the effectiveness of e-learning modules developed to ensure prevention and response to substance misuse in particular NPS is more integrated into mainstream health service delivery for children and young people.
PROTECT	The WBSCB actively protects Children and young people affected by the use of substances in particular NPS by ensuring all agencies work together to deliver effective services for affected families who are identified and safeguarded effectively at the earliest opportunity
PURSUE	WBSCB and partner agencies have a clear and shared understanding about how they contribute to the disruption and prosecution of vendors of NPS in order to reduce availability, harm and related crime.



Summary of Improvements 2016/17

Below is a set of improvement objectives the Western Bay Safeguarding Children Board accepts require focus and action alongside its strategic priorities and core business. The improvement plan 2016/17 will focus on 3 main areas of improvement:

Improvement 1 – To continue to evolve to ensure effectiveness

Improvement 2 – How the WBSCB will collaborate with other Boards, Partnerships, and persons/bodies engaged in its activities

Improvement 3 – How the WBSCB will proactively engage with children and young people to ensure they are given the opportunity to participate

Improvement 1. The Board will continue to evolve and be able to assure itself year on year that it is enabled to fulfil its objectives.

Summary of required improvements:

- 1.1 Reintroduce a management group responsible for communication and engagement. The group should be responsible for the development of newsletters, website, information portals and participation with children and young people.**
- 1.2 Promote the Strategic Training Management Group to become an enabler for safeguarding training across the region.**
- 1.3 Improved accountability and transparent decision making. Have clear mechanisms and processes for reporting to the Board on progress against work plans, for decision, action and risk management.**



Priority Area	Where are we now?	What needs to improve?	What do we need to do?	Who is responsible?	How will we measure success?
1.1 Reintroduce a management group responsible for communication and engagement.	In November 2014 the WBSCB agreed that the communications and engagement group would become a task and finish group to focus on the development of a media strategy. Since completion of the media strategy the T&FG has not met. Ad hoc updates are provided to the Western Bay newsletter but there is no clear communication strategy in place.	The WBSCB needs to establish a communications and engagement group to develop a communication strategy that fulfils the requirements of the SSWA in raising awareness, communication and participation with children and young people	<ul style="list-style-type: none"> ▪ Identify relevant membership to take the work forward. ▪ Establish a group terms of reference and work plan ▪ Develop a communication strategy which covers all requirements placed on the Safeguarding Boards ▪ Develop a regular framework for communication with staff, general public and give adults and children who are, or may be affected by the exercise of the boards' functions an opportunity to participate in the work of the Board. 	WBSCB C&EMG C&EMG C&EMG	<ul style="list-style-type: none"> ▪ A clear communication framework which is reaching out to staff the public and Adults and children affected by the work of the Board ▪ Increased hits on the website for public and adult/child specific pages ▪ Surveys and questionnaires



Priority Area	Where are we now?	What needs to improve?	What do we need to do?	Who is responsible?	How will we measure success?
1.2 Promote the Strategic Training Management Group to become an enabler for safeguarding training across the region.	The Strategic Training Management Group is established and has developed its terms of reference and strategy to become an enabler. The group is a joint group established to focus on safeguarding training for adults and children.	The WBSCB needs to work with WBSAB to provide clear direction for the STMG and support its development as a quality assurance measure for safeguarding training. The STMG needs to promote its identity within the Safeguarding Boards' region to enquire and ensure training delivery.	<ul style="list-style-type: none"> ▪ Undertake a training needs analysis to identify gaps in training delivery. ▪ Identify resources from Safeguarding Board agencies to respond to gaps. ▪ Contribute to the WBSB's performance reporting by providing information on the work of the group and training needs analysis. ▪ Develop a quality assurance framework to measure quality of multi-agency safeguarding training 	STMG STMG STMG STMG	<ul style="list-style-type: none"> ▪ The Board will receive information through performance reports on the delivery and gaps in safeguarding training throughout the region. ▪ Multi-agency safeguarding training will be measured for quality and branded appropriately in accordance with the quality assurance framework.



Priority Area	Where are we now?	What needs to improve?	What do we need to do?	Who is responsible?	How will we measure success?
1.3 Improved accountability and transparent decision making	WBSCB has regular status reports from each management group providing updates against the work plans. Decisions and actions are made and agreed based on the requests within each status report.	Status Reports need to become more robust with clear indicators of risks and issues. WBSCB needs to understand its level of effectiveness against set standards in order to identify areas for improvement	<ul style="list-style-type: none"> ▪ Each status report should be aligned more clearly to the requirements set out in its work plan and the Board’s strategic action plan. ▪ Each management group should become familiar with the use of risks and issues in order to highlight matters to the board for decision and action. ▪ A risk and issues register should be maintained to monitor risks, capture actions and offer an audit trail for future decision and action ▪ Hold an annual SAIT event to assess the board’s effectiveness and on-going improvements 	Business Manager Management Group Chair Business Management Unit Chair/ Business manager	<ul style="list-style-type: none"> ▪ Members take ownership of the decisions and actions made and agreed at Board ▪ There is a clear risk and issue register which is reviewed regularly ▪ An annual SAIT event is held to monitor board performance, evidence effectiveness and identify areas for improvement



Improvement 2: The Board will pursue collaborative working with other Boards, partnerships, and persons/bodies engaged in activities relating to the Board's objectives.

Summary of required improvements:

- 2.1 Develop arrangements between statutory and non-statutory partnerships locally and regionally to ensure safeguarding governance and accountability.**
- 2.2 Improve links and working arrangements with the Western Bay Safeguarding Adults Board to improve a holistic approach to safeguarding people.**
- 2.3 Establish links with the National Independent Safeguarding Board and improve links with other regional Safeguarding Boards to share good practice, areas for learning and improvement and contribute to consistent safeguarding approaches across Wales.**

Priority Area	Where are we now?	What needs to improve?	What do we need to do?	Who is responsible?	How will we measure success?
2.1 Partnerships and Governance	The WBSCB is aware of various local and regional partnership arrangements which have links into safeguarding children. No reports are received from any other partnership in relation to safeguarding activities	The Board should exercise its statutory responsibility for safeguarding children by seeking assurance on the work of all other partnership groups.	Establish clear lines of accountability and reporting mechanisms between the Safeguarding Boards and Public Service Boards, Area Planning Boards, Community Safety Partnerships, Human Trafficking and community cohesion	Chair/ Business Manager	The WBSCB has a clear and comprehensive understanding of how the safeguarding of children is accounted for across all partnership arrangements and is able to influence other partnership plans in relation to safeguarding children.

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Priority Area	Where are we now?	What needs to improve?	What do we need to do?	Who is responsible?	How will we measure success?
2.2 Western Bay Safeguarding Adults Board	<p>The SSWA 2014 has one set of regulations for the functions and procedures of both Safeguarding Adults Boards and Safeguarding Children Boards. The Business management Unit is established to service both Boards and be the primary conduit for communication. Both Boards share a single budget and website.</p>	<p>Both Boards' terms of reference need to be aligned to reflect the single set of regulations for Safeguarding Boards. Updates from each Board should be provided regularly at respective Board meetings to keep each Board informed of areas of work. Boards need to consider the benefits of improved collaboration through linking management group functions where considered appropriate to do so.</p>	<ul style="list-style-type: none"> ▪ Revise terms of reference to align with regulations ▪ Ensure standing agenda items on each Board to update on progress of the other. ▪ Review which management groups would benefit from joint arrangements 	<p>Business Manager</p> <p>Business Manager</p> <p>Business Manager/ Group Chairs</p>	<ul style="list-style-type: none"> ▪ Terms of reference reflect accurately the requirements within the SSWA 2014 ▪ Member surveys confirm knowledge and understanding of the work undertaken across adult and children safeguarding boards ▪ Any identified management group mergers have been fully risk assessed and agreed by both Boards



Improvement 3: The Board is proactive in engaging with its community and children and young people are given the opportunity to participate in the work of the Board

Summary of required improvements:
3.1 Children who are, or may be, affected by the exercise of a Safeguarding Board’s functions must be given the opportunity to participate in the Board’s work. Safeguarding Boards must work within the ethos of the theme of Voice and Control which underpins the Act to support people to achieve their personally identified outcomes.

Priority Area	Where are we now?	What needs to improve?	What do we need to do?	Who is responsible?	How will we measure success?
3.3 Participation	The Board currently engages with children and young people on an ad hoc basis via Child Practice Reviews and via individual agency engagement in existing groups such as the Youth Forum and LAC groups	At least once a year Safeguarding Boards must give children the opportunity to participate in one or more events of the boards work.	<ul style="list-style-type: none"> ▪ Children and Young People’s participation should become a key feature in the Boards’ communication strategy. ▪ Improved Links to be made with the existing groups throughout the Western Bay Region to capture the views of children and young people. ▪ Evaluation process to be developed to ensure that feedback received is meaningful ▪ Safeguarding Week 2016 to involve an event for children and young people 	WBSCB	<ul style="list-style-type: none"> ▪ Participation included in the Board's Communication Strategy ▪ Engagement activities to be evaluated ▪ Number of children and young people participating in the work of the Board

2016/17 projected budget and expenditure

Notes	Income and Expenditure	Original Budget 2016/17
	INCOME	
	Funding	
	Local Authority Contribution 60 % = £89,406	
	Breakdown as per population:	
	Swansea 46%	41,127
	NPT 27%	24,140
	Bridgend 27%	24,140
	ABMUHB	37,253
	South Wales Police	14,901
	National Probation Services	3,725
	Community Rehabilitation Services	3,725
1	Total Funding	149,010
2	Contribution from Reserve	18,288
3	further contribution from reserve	18,022
	TOTAL INCOME	185,326
	EXPENDITURE	
	Staffing Costs:	
	Strategic Business Manager	49,779
	Business Coordinator	33,359
	Business Coordinator	32,940
	WBSBs Administrator	21,945
	Total Staffing Cost	138,023
	Serious Case Reviews/CPRs	
	Average 7 CPRs per year @ £1500	10,500
	Average 7 APRs per year @ £1500	10,500
	Chronolator Licence	1,200
4	Total SCR Costs	22,200
	Development:	
	Annual conference (SAB/SCB combined)	12,000
	Multi-agency practice learning workshops	3,000
	Communication/Training	5,000
	Total Development Costs	20,000
	Admin	
	Travel/Subsistence/Mobiles	3,000
	office equipment/stationery/support & licences	2,100
	Total Admin Costs:	5,100
	TOTAL EXPENDITURE	185,323



Notes

- 1 No increase in total budget however agency contributions have been impacted due to legislated funding formula
- 2 Reserves carried forward as agreed 2014/15
- 3 Further reserves identified due to reduced staff compliment during financial year
- 4 Expenditure for CPRs has significantly changed compared with SCRs it is anticipated that APRs will increase in numbers as the Act comes into force. This spend varies year on year and is difficult to predict.

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Western Bay Safeguarding Children Board

**Annual Report 2015
(1/4/2014 – 31/3/2015)**

Document Author: **WBSCB**
Issue Date: **23rd September 2015**

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Foreword

This is the Annual Report for the year 2014/15 of the Western Bay Safeguarding Children Board and reflects activity and achievements from our business plan.

It has been a great privilege to be the Board Chairman, firstly during a period of establishment and mobilisation and more recently to oversee the effective delivery of our annual plan. On behalf of the Western Bay Safeguarding Children Board I can say with confidence that we are established, effective and in place to deliver the functions set out in Part 7 (section 135) of the Social Services and Wellbeing Act 2014 more than 12 months prior to its full enactment.

As the report shows, there have been changes in membership, approaches, and staffing to support structures as we strive to achieve delivery of Board functions in new ways of working through the willingness, collaboration, effort and commitment of all the Agencies.

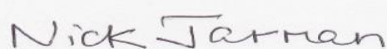
Our key aim is for the Safeguarding Children Board must always be to be effective and have a demonstrably positive impact upon the safety and wellbeing of Children and Young People. Four of many examples I could point to are:

- An Outstanding Board is modern, efficient and responsive.
- Providing real challenge to all of the agencies, individually and collectively. This is the core purpose of a Safeguarding Board.
- Really ensuring that Agencies work together, share information and that we don't repeat the mistakes of the past.
- Anticipating and dealing with safeguarding issues (e.g. Child Sexual Exploitation); not reacting to them.

One of the major challenges for this, or any other Safeguarding Board is to get everyone's attention and thus make a difference. For this reason the WBSCB continues to be run in a very business-like way, with a streamlined, priority-driven programme; and emphasis upon results and outcomes, not process.

The Board is not a Provider Organisation; it is an Enabler. That is to say it is there to make sure that things happen and vice versa. So for example, the Board cannot and should not 'provide' training; but it ensures that where required, agencies do.

The Councils, agencies and public which the Board serves have a right to expect an effective, value for money Safeguarding Children Board, with a clear sense of purpose. That's exactly how we started and will continue.



Nick Jarman
Chairman

1. Introduction

The Western Bay Safeguarding Children Board (WBSCB) was established in April 2013 following the direction from Welsh Government to respond to the white paper: Sustainable Social Services: a Framework for Action and the development of the Social Services and Wellbeing (Wales) Act 2014. It works with three local authorities, a regional Youth Offending Service, one Health Board, one Police force (two Basic command units), the National Probation Service, the Community Rehabilitation Service, Welsh Ambulance Service, the Safeguarding Children Service (PHW) and voluntary sector organisations. Since its establishment it has been chaired by a Local Authority Director for Social Services from one of the local authorities. Two years on the Board's activity and effectiveness continue to thrive with some significant and demonstrable outcomes for children and young people in the region.

The Governance arrangements within the WBSCB are strong and robust with a clear business plan setting out required outcomes. It has a clear and effective management group structure which supports the delivery of its business plan on behalf of the Board. Reports are routinely submitted to the Board to raise risks and issues against the delivery of the plan and for decision and action from the Board. This enables the Board to take ownership of its work at strategic level and provide leadership to the management groups on the delivery of the business plan. The reporting arrangements into each LA's Service Board or equivalent remain inconsistent however each receives progress updates when required. Work on wider governance issues, links with other partnerships and robust reporting mechanisms continue to develop.

The Terms of Reference developed for WBSCB is reviewed annually and promotes the requirement for accountability. There are clear definitions for professional challenge and holding to account. Each Board member is required to sign up to a member Role Profile to which they are individually accountable in relation to their contribution to the Board and attendance at Board meetings. The Board also has measures within its Performance and Impact Framework which assist in reporting activity of Board members against elements within their role profiles. This allows the Board to demonstrate multi agency working at a strategic level.

The Board's business is managed through a dedicated Business Management Unit which is financed through a committed Safeguarding Board budget. The Business Management Unit and associated budgets have undergone thorough review in accordance with the requirements of the Social Services and Wellbeing Act 2014 and the expectation placed on lead agencies to have Safeguarding Adults Boards and Safeguarding Children Boards. Western Bay now has a single committed budget which supports a staff structure for both Safeguarding Adults and Safeguarding Children Boards and consists of one Strategic Business and Development Manager, two dedicated Strategic Business Coordinators and an administrator.

2. Summary and Evaluation of WBSCB's effectiveness and activity

Summary and evaluation of effectiveness aligns with the Board's business plan. The Business plan clearly sets out the difference between its core business which is set out in legislation and the work required to be undertaken against the agreed strategic priorities. In this chapter, a review of the 2014/15 business plan will demonstrate how effective the Board has been against its strategic priorities and following on from this a review of individual management group performance will provide readers with an understanding of what has been achieved as its core business.

2.1 Review of the 2014/15 Business Plan

In addition to the WBSCB's core business set out in Chapter 4 Safeguarding Children: Working Together under the Children Act 2004 the Board has focussed its attentions on the following priorities:

Neglect

Child Sexual Exploitation

Babies who Become LAC

Domestic Abuse

Neglect: the WBSCB has a Neglect Practice Guidance Toolkit which is clear and focussed and is regularly reviewed and updated with links to research and practice learning. This guidance is in place and will remain in place while the Board works with National initiatives to develop a consistent suite of tools to assess and manage neglect in Wales. Board representatives have given individual interviews and collectively responded to consultation on these developments and are prepared for implementation of a Neglect Toolkit when it is finalised and published.

The Board also receives regular performance data in relation to children suffering from Neglect and through 6 monthly analysis reports the Board maintains a watching brief on the numbers of children on the CPR for neglect. A particular focus for the Board has been the number re registrations under this category and how this links with the practice of managing low level cases of neglect. Neglect will remain a priority for WBSCB throughout 2015/16 and beyond until we can be more confident that cases are being assessed at the earliest point, neglect is identified early and responded to effectively and consistent assessment and response makes a positive impact on children suffering long term neglect.

Child Sexual Exploitation (CSE): CSE has been a priority for WBSCB since its establishment and long before it became a National Headline across the UK. As the focus across the UK turned towards CSE the WBSCB proactively escalated this as its number one priority to ensure that the Board was doing everything it could to understand prevalence, interventions and safeguarding services for the most vulnerable young people at risk of CSE. Previously and through 2014/15 the Board has undertaken the following pieces of work to respond to this priority:

- Scoping of issues identified in the Home Office Inquiry into CSE (Sept 2013) and cross referencing with what could and should be expected in Wales in accordance with Welsh Government's Statutory Guidance.
- The Chairman of the WBSCB exercised the duty of the Board to seek assurance and hold to account by writing to all Chief Executives, Directors, Chief Inspectors etc across the

region. The letter required agencies to respond to the Board to provide assurance that WG statutory guidance was being implemented effectively and responsively.

- The Board then developed an action plan to hold agencies to account against the responses received from correspondence.
- Performance data provided the board with 6 monthly updates on how agencies respond to cases of identified or suspected CSE and allowed the Board to target areas in need of training and awareness.
- A dedicated pool of CSE awareness raising trainers has been established using accredited training and resources with over 1000 staff trained.
- Recommendations from the Rotherham Serious Case Review were reviewed to identify gaps and provide further assurances.
- CSE is actively debated at each WBSCB meeting as a standing agenda item following the informed decision not to establish a CSE Sub Group.
- A comprehensive multi agency data set has been developed with all partners which enables the Board to actively enquire about the prevalence of CSE across the region and to be clear on local interventions.

Babies who become LAC: The Board wished to develop stronger links with Early Intervention and Prevention arrangements which remain set up locally. Local authorities were unable to provide the Board with Early Intervention and Prevention strategies across the region as arrangements continue to be developed and pathways created. Following the publication of the Serious Case Review from Rochdale and the national focus on Child Sexual Exploitation the WBSCB has removed its focus on babies who become LAC and channelled resources into the work undertaken to review and respond to CSE. The Board agreed to take this priority forward as a continued strategic priority for focus during 2015/16.

Domestic Abuse: The Board understands the impact domestic abuse has on children living in domestic abuse situations and wishes to improve knowledge on prevalence, interventions and support provided to safeguarding children from living in domestic abuse situations. Some work has been done to support and promote the White Ribbon event with the SCB publically supporting local domestic abuse forums in raising awareness. The Board continues to work with the 3 domestic abuse forums to develop consistent information which will enable the board to understand more fully the prevalence of domestic abuse across the region. More work is to be done in this area and Domestic Abuse will remain on the Business Plan as strategic priority for 2015/16.

2.2 Child Practice Review Management Group

The Child Practice Review Management Group is chaired by the Designated Nurse within Safeguarding Children's Services Public Health Wales. In January 2013 the Child Practice Review Guidance which replaced Chapter 10 Safeguarding Children: Working Together under the Children Act 2004 was implemented. The Child Practice Review Management Group meets monthly and has developed referral and decision making processes to manage cases consistently across the region. The processes are aligned with the National Child Death Review processes and PRUDiC processes to ensure that all child deaths are reported via this group. In addition the CPRMG is notified of any community safeguarding incidents reported to the Youth Justice Board by the Western Bay Youth Justice and Early Intervention Service.

In interpreting the new guidance the CPRMG has a process by which Multi Agency Professional Fora take place in specific cases where it has been identified that lessons for future practice can be learned. These processes allow a much more transparent and robust approach to reviewing cases that do not meet the threshold for a concise or extended child practice review. Activity within this group remains high and most of the training CPR reviewers in the region have now had experience of reviewing or chairing a CPR or MAPF.

Between 1st April 2014 and 31st March 2015 the CPRMG has considered 6 individual cases for review. The result for each case considered is outlined below:

Extended CPR	1
Concise CPR	2
Multi Agency Professional Forum	1
No review	2

The CPRMG has also been responsible for overseeing the completion of reviews that were already underway, contributing to the final output report and analysis and developing and monitoring implementation of action plans for completed reviews.

In accordance with the WBSCB's Performance and Impact Framework the performance information for this group is recorded below:

Measure	Number	Comment & Analysis
How many cases have been considered for Review during the year	6	The number of cases considered suggests a measured proactive approach by partners to identify lessons for improved practice. Two thirds of cases were recommended for review with all having a robust and challenging discussion which informed decisions.
How many cases considered were referred to multi agency professional forums?	1	One case has been considered as a MAPF as there are clear practice lessons that can be learned. This case has been connected to a theme of work being undertaken by the Board with immediate lessons being implemented and wider strategic lessons being incorporated into a bigger piece of work.
How many were recommended to WBSCB Chair for concise or extended review?	3	Half of cases considered met the criteria for either a concise or extended CPR. This demonstrates careful consideration and balanced interpretation of the criteria set out in the guidance.

How many reviews were completed during the year?	4	An extended CPR and 2 concise CPRs have been completed, published in accordance with the guidance and recommendations are being implemented. An historical CPR has also been completed and work is ongoing to implement recommendations however the case has not yet been published due to reporting restrictions.
How many concise or extended reviews were completed within the 6 month timescale?	0	The CPRMG has developed robust arrangements to ensure that timescales are realistic and encompass all aspects requiring review. However, coordinating reviews in an environment of restricted resources and capacity has impacted on setting timely panel meetings, accessing availability of panel members against conflicting workload pressures and the availability of reviewers to be able to present at Board. Some lessons learned so far include planning more effectively around the time required to scrutinise timelines, availability of school staff and notice required for learning events and the revelation of additional contributions required through timeline scrutiny. The CPRMG has also identified that Board agenda planning cannot always support a report being presented at a scheduled business meeting. This has also caused delays as Board members need to identify availability for additional extraordinary meetings within their very busy schedules.
Were all learning events attended appropriately?	No	Not all learning events have been attended by all required attendees. This has been mainly due to sickness absence or practitioners who have moved on.
What proportion of staff evaluation from learning events was positive?	95%	Evaluations of the learning events have identified that practitioners found attendance at learning events to be positive, helpful and reflective. Practitioners have said that the overall experience has assisted closure and that they feel safe and

		supported in their contributions to identifying practice improvements. The evaluations which were not positive focussed on accommodation issues or missed opportunities from absent practitioners which would have increased value.
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2.3 Policy Procedure Practice Management Group

The PPPMG is chaired by the Assistant Nurse Director for Safeguarding within ABMUHB and has a focussed work plan and library. In 2014/15 the group has developed and recommended ratification on 3 separate pieces of work and has implemented the following protocols/practice guidance documents:

- Minor Injuries in Babies
- Child Protection Register Enquiries
- Multi Agency Decision Making at CP Conference

During this year the group has also commissioned several new pieces of work and begun to review its work plan to meet protocol review requirements.

The following protocols/practice guidance are currently under development at 31st March 2015:

- Complex Abuse Policy
- Self Harm in Crisis Situations
- WBSCB's Equality Impact Assessment Framework
- Child Sexual Exploitation Prevention and Intervention Strategy

In accordance with the WBSCB's Performance and Impact Framework the performance information is recorded below:

Measure	Number	Comment & Analysis
How many Protocols/Policies does WBSCB have in place at end of year?	17	The PPPMG has a comprehensive work plan and library of protocols in place which continues to be a platform on which to build. This group is well placed to respond to required work streams of the Board whilst monitoring and reviewing protocols in place to ensure they remain consistent and effective.
What percentages of Protocols/Policies/Procedures which require review have been reviewed during the year?	0%	The library of protocols/policies/procedures allows documents 2 years before requiring review. Reviews will commence during 2015/16

How many Protocols/Policies/Procedures have been developed and ratified at WBSCB during the year?	3	Three new protocols have been produced to further improve consistent safeguarding practice throughout the region.
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2.4 Audit and Evaluation Management Group

The Audit and Evaluation Management Group is Chaired by the Safeguarding, Reviewing and Quality Assurance Principal Officer in Children and Young People's Services (NPTCBC). Upon establishment of the new regional arrangements outstanding audit requirements arising from serious case reviews were collated. Local priorities for audit were also considered and a 15 month audit plan has been developed to address legacy audit requirements, local requirements and statutory requirements. This busy group meets monthly to address a key area for audit.

Since establishment and throughout 2014/15 the audit work plan has been completed with the following audits having taken place. Each individual audit has provided the Board with comprehensive information and analysis and has allowed the Board to build an understanding of key themes and issues which in turn can inform the Board's priorities.

- *Children who have been de-registered in the previous 12 months*
- *Young people (aged 16-17 yrs) who are homeless*
- *Children on the register or de-registered within the last 2 years subject to repeat referrals and registration*
- *Children subject of child protection conferences but not registered*
- *Child in need cases that have been open for more than 18 months*
- *LAC cases (section 20) that have been open for 18 months*
- *Children who regularly go missing*

In accordance with the WBSCB's Performance and Impact Framework the performance information is recorded below:

Measure	Number	Comment & Analysis
In addition to cases identified within the work plan, how many cases have been referred for case audit or review during the year?	0	Cases are not currently referred into this group. The CPRMG has used the mechanism of multi-agency professional forum for those cases which require lower level audit/review in order to

		alleviate pressure on this group.
How many cases have been escalated to CPRMG	0	Case audits have been routinely identified through the work plan
How many cases have been subject to audit at year end?	147	Some audit lists were extremely large and only a percentage of the list could be effectively be audited in a timely way.
Does WBSAB audit plan have identified outcomes set against the plan?	No	The outcome for these audits is primarily provide assurance that SCR recommendations have been completed and any identified issues addressed.

2.5 Strategic Training Management Group

The Strategic Training Management Group has faced significant challenge and change over the previous 12 months particularly in its attempts to provide effective levels of safeguarding training over such a large workforce area. With funding from the Police & Crime Commissioners' This group is working closely with the CPRMG to deliver a multi-agency shared learning event in May 2014 based on the findings of recent serious case reviews and child practice reviews and is currently reviewing its terms of reference and strategic direction.

There is a call to merge the group with that of the WBSAB to develop a more strategic approach to safeguarding training for the Board. This will focus on identifying areas of training and areas of need, developing and quality assuring consistent packages of training and even branding to assist smaller and voluntary organisations in the training they deliver.

3. REVIEW OF STRATEGIC PRIORITIES

At its establishment the WBSCB agreed the following Strategic priorities. At the time the Board recognised that some areas for priority were actually set out in the core functions however to ensure a stable and successful establishment to regional arrangements made them a priority over the first 12 months of development.

WBSCB STRATEGIC PRIORITY	OBJECTIVE	DESIRED OUTCOME	Review comment
Neglect	To promote more effective intervention in cases of neglect and to have a better understanding of the different natures and extent of neglect across Bridgend, NPT and Swansea.	<ul style="list-style-type: none"> • A single approach to neglect throughout partner agencies. • Children who are at risk or likely to be at risk of significant harm through neglect are better protected responsively with permanence plans • Families who show signs of neglect are identified earlier and managed more effectively through multi agency interventions. 	<ul style="list-style-type: none"> • The WBSCB's Neglect Practice Guidance is in place to ensure a single consistent approach to Neglect. • It is anticipated that when the national framework is introduced this will improve the management of neglected children and allow agencies to identify signs earlier allowing for earlier proactive interventions. <p>Recommend this remains a priority for WBSCB</p>
Child Sexual Exploitation	To ensure full implementation of the statutory All Wales Safeguarding Children and young people from Sexual Exploitation Protocol. To understand the extent to which children are involved in CSE across Western Bay. To have an effective prevention strategy in place to identify risk early and provide appropriate services	<ul style="list-style-type: none"> • Children/YP who are identified as being sexually exploitation are effectively safeguarded from on-going exploitation. • Less children/YP become sexually exploited. • Children who are identified as at risk of CSE are provided with effective services and interventions to prevent them becoming exploited. 	<ul style="list-style-type: none"> • WBSCB is in a good place to identify and intervene when young people are at risk of CSE. • The Board clearly understands the prevalence of CSE across the region and holds strategic responsibility for the safeguarding services and interventions. • A prevention and intervention strategy remains under

	<p>for children identified as at risk.</p> <p>To have inter-disciplinary training package in place for all professionals who work with children to help recognise and respond to symptoms of CSE.</p>		<p>development.</p> <p>Recommend that CSE remains a priority for WBSCB.</p>
Babies who become LAC	<p>To better understand the demographics across the region</p> <p>To promote the ethos of permanence during early stages of birth planning.</p> <p>To provide a steer to early intervention services on prioritising babies/unborns at risk of becoming LAC</p>	<ul style="list-style-type: none"> • All babies with targeted services have an appropriate plan for permanence at the earliest stage • Early intervention services support and contribute to improving permanence for babies who remain at home 	<ul style="list-style-type: none"> • Birth planning guidance and Managing injuries in no mobile babies protocols have been implemented but relationships with EIP arrangements in local authority areas requires improvement. <p>Recommend Babies who become LAC to remain a strategic priority</p>
Domestic Abuse	<p>To establish clear reporting mechanisms between the DA forums and WBSCB/WBSAB to better understand the extent of domestic abuse across Bridgend, NPT and Swansea.</p> <p>To develop arrangements within DA forums in their awareness raising events particularly White Ribbon Day (25th November) to raise awareness of the impact of Domestic Abuse on children and families across the Western Bay area.</p>	<ul style="list-style-type: none"> • Strengthened reporting information mechanisms for both Safeguarding Boards • Confidence across both Safeguarding Boards on DA arrangements and responses particularly the cross cutting issues for both adults and children • Accreditation across Western Bay region for the White Ribbon Campaign town award • Improved recognition and response to domestic abuse incidents 	<ul style="list-style-type: none"> • Domestic Abuse is an expanding area of work which requires a bigger focus from both WBSCB and WBSAB. • Recommend Domestic Abuse remains a strategic priority

4. Budget

The WBSCB budget for 2014/15 has been developed and agreed. The effectiveness of the Safeguarding Board is dependent on effective management and coordination and therefore the primary cost for the Board is staff. Both the Western Bay Safeguarding Children Board and Western Bay Safeguarding Adult Board share a Business Management Unit which is funded through the Safeguarding Board multi agency functions. Due to this arrangement and the level of consistency across both safeguarding Boards, a single budget has been developed and agreed for 2014/15 which intends to service both Board arrangements. Below is the agreed budget set in April 2015:

Projected Expenditure WBSCB & WBSAB 2014/15						
Staffing Costs (including on costs):					Income:	
Strategic Business Manager		£44,766				
Business Coordinator		£31,271			Local Authority Contribution	£ 83,446.00
SAB Administrator		£25,059			ABMUHB	£ 41,723.00
SCB Administrator		£25,059			South Wales Police	£ 16,391.00
					National Probation Services	£ 7,450.00
Serious Case Reviews/CPRs						
Average 10 CPRs per year @ £1500		£15,000			2013/14 Balance c/f	£ 30,822.00
Average 5 APRs per year @£1500		£7,500				
Communications/Participation						
	Including Facilitation and Stationery	£ 9,000.00				
	Publications	£ 5,000.00				
	including office equipment/stationery/support & licences	£ 3,500.00				
travel/subsistence/mobiles						
	including office equipment/stationery/support & licences	£ 3,500.00				
Total		£169,655				£ 179,832.00



Western Bay Safeguarding Children Board

Business Plan 2015 - 2016

Business and Action Plan

Core Business

This is the second business and action plan developed by Western Bay Safeguarding Children Board. The Board continues to work with Welsh Government and the Independent Safeguarding Advisory Panel in their establishment of regulations under the Social Services and Wellbeing (Wales) Act 2014 and is keen to ensure that the core functions of an effective Safeguarding Children Board are routinely undertaken. In order to do this structures are regularly reviewed and updated within the Safeguarding Board arrangements and work plans are reviewed and amended throughout the year.

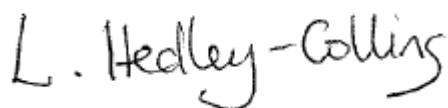
For the purpose of undertaking its core functions set out in regulation the Board considers this as its "Core Business". The Western Bay Safeguarding Children Board's Core Business is undertaken through its established Management Groups: Child Practice Review, Policy Procedure & Practice, Quality & performance and Strategic Training. It is therefore expected that the management groups continue to review, establish, monitor and report to the Board against individual work plans in place to undertake Core Business whilst also addressing actions arising from the Board's strategic Business and Action Plan set out below put in place to respond to the Board's strategic priorities.

Strategic Priorities

The WBSCB must demonstrate that it makes a definite, positive impact upon safeguarding and prioritising the wellbeing of children and young people.

The WBSCB has identified a set of outcomes focussed objectives and desired outcomes in order to measure success and improvement. Each objective has a set of milestones and a responsible person or group in order to take forward the objectives.

This business action plan will be reviewed against its desired outcomes early in 2016 in order to meet the requirements of the Social Services and Wellbeing (Wales) Act 2014. These are to publish an annual business plan at the end of March and annual report in July each year.



Lisa Hedley-Collins
Strategic Business Development Manager
Western Bay Safeguarding Children Board
Western Bay Safeguarding Adult Board
www.wbsb.co.uk

Western Bay Safeguarding Children Board Strategic Priorities 2015/16

STRATEGIC PRIORITY	OBJECTIVE	DESIRED OUTCOME
Neglect	<p>To promote more effective intervention in cases of neglect and to have a better understanding of the different natures and extent of neglect across Bridgend, NPT and Swansea.</p> <p>To understand the scale and numbers of neglect cases across the Western Bay Area.</p> <p>To drive the need for improved reporting and monitoring of neglect cases prior to CPR registration.</p>	<ul style="list-style-type: none"> • A single approach to neglect throughout partner agencies. • Children who are at risk or likely to be at risk of significant harm through neglect are better protected responsively with permanence plans • Families who show signs of neglect are identified earlier and managed more effectively through multi agency interventions.
Child Sexual Exploitation	<p>To identify all activity in relation to CSE including both young people as victims as well as perpetrators movements and monitor agency intervention in cases of CSE.</p> <p>To have an effective prevention & intervention strategy in place to identify risk early and provide appropriate services for children identified as at risk.</p> <p>To understand the effectiveness of CSE awareness training across the workforce in the Western Bay area.</p>	<ul style="list-style-type: none"> • Children/YP who are identified as being at risk of sexual exploitation are effectively safeguarded from on-going exploitation. • Fewer children/YP become sexually exploited. • Children who are identified as at risk of CSE are provided with effective services and interventions to prevent them becoming exploited, and to recover from that experience where CSE has taken place. • Workers are better prepared to identify CSE, understand the context and know how to respond to concerns.

<p>Babies who become LAC</p>	<p>To have a clear understanding of the work of Team around the Family projects across the area.</p> <p>To promote the ethos of permanence during early stages of birth planning.</p> <p>To provide direction to early intervention services on prioritising babies/unborns at risk of becoming LAC</p> <p>To understand better the demographics in relation to pregnancies/unborn babies which may require interventions across the region</p> <p>To have a clear knowledge of the demographics of the LAC population in each LA area.</p>	<ul style="list-style-type: none"> • All babies with targeted services have an appropriate plan for permanence at the earliest stage • Early intervention services support and contribute to improving permanence for babies who remain at home • The Board is confident in its strategic oversight of LAC populations.
<p>Domestic Abuse</p>	<p>To establish clear governance between the DA fora and WBSCB to understand better the extent of domestic abuse within families across Bridgend, NPT and Swansea.</p> <p>To ensure that all agencies individually and collectively become more effective in preventing abuse including specific forms of Domestic Abuse such as Forced Marriage, Honour Based Violence,</p>	<ul style="list-style-type: none"> • Strengthened reporting information mechanisms for both Safeguarding Boards • Agencies demonstrate their effectiveness via performance information.

	<p>Radicalisation etc.</p> <p>To develop arrangements within DA fora in their awareness raising events particularly White Ribbon Day (25th November) to raise awareness of the impact of Domestic Abuse on children and families across the Western Bay area.</p>	<ul style="list-style-type: none"> • Accreditation across Western Bay region for the White Ribbon Campaign town award • Improved multi agency recognition and response to domestic abuse incidents within families
<p>Legal Highs (New Psychoactive Substances)</p>	<p>To disrupt the accessibility of legal substances used for excessive stimulation.</p> <p>To support the South Wales Police Force in targeting sellers when it is known they are selling to under 18 year olds with adverse affects.</p> <p>To monitor activity and agency interventions to young people's risky behaviour.</p> <p>To raise awareness of staff on the dangers of legal highs and the position of the Safeguarding Children Board considering misuse of legal highs as a protection issue.</p> <p>To raise awareness through education of young people regarding the dangers of legal highs and their impacts on young people.</p>	<ul style="list-style-type: none"> • Access to substances by young people is reduced. • Sellers are less likely to sell to or target young people for sales of products. • The Board is confident in its strategic oversight in this area. • Staff understand and respond appropriately to the seriousness of the misuse of legal highs. • Young People are alerted to concerns of the Safeguarding Children Board over the impact on them when using "legal highs".

Western Bay Safeguarding Children Board Business Action Plan 2015/16			
Objective	Milestones to achieve	Responsible Person/Committee	Timescale
To promote more effective intervention in cases of neglect and to understand the scale and complexities of neglect across Bridgend, NPT and Swansea.	<ul style="list-style-type: none"> Monitor and report on neglect activity across the region via 6 monthly performance reports Work with the Wales Neglect Project to feedback on recommendations and use of a suite of assessment tools 	Strategic Business Manager PPPMG	Ongoing July 2015
To drive the need for improved reporting and monitoring of neglect cases prior to CPR registration.	<ul style="list-style-type: none"> Review mechanisms for case management recording systems Identify possible routes to collating information prior to registration. Provide an options appraisal on the development of reporting mechanisms for low level neglect cases 	Local Authority leads/Performance Managers	September 2015
To identify all activity in relation to CSE including both young people as victims as well as individual perpetrator movements and monitor agency intervention in cases of CSE.	<ul style="list-style-type: none"> Regular completion of a data set and register with guidance note for CSE cases to be provided at each Board meeting Commission an independent audit to review cases of CSE highlighted through review processes but which do not meet the threshold for CPR to provide themes, mechanisms of CSE/grooming and hotspots 	Strategic Business Manager Quality & Performance Management Group	April 2015 ongoing July 2015

To have an effective prevention & intervention strategy in place to identify risk early and provide appropriate services for children identified as at risk.	<ul style="list-style-type: none"> • Set up a multi agency task and finish group to produce a prevention & intervention strategy • Benchmark current situation against the Bedfordshire assessment tool • Implement an agreed CSE prevention & intervention strategy across the region 	<p>Policy Procedure and Practice Management Group</p> <p>Policy Procedure and Practice Management Group</p>	<p>April 2015</p> <p>July 2015</p>
To understand the effectiveness of CSE awareness training across the workforce in the Western Bay area.	<ul style="list-style-type: none"> • Provide data on the roll out programme for CSE awareness raising including evaluation. • Monitor pool of trainers to ensure they are working to agreed commitment • Review training package for meaningfulness and effectiveness • 	<p>Strategic Business Manager</p> <p>Strategic Training Management Group</p> <p>Strategic Training Management Group</p>	<p>July 2015</p> <p>June 2015</p> <p>December 2014</p>
To have a clear understanding of the work of TAFF projects across the area.	<ul style="list-style-type: none"> • Collate, analyse consistency/disparity between TAFF projects across Western Bay 	<p>Quality & Performance Management Group</p>	<p>November 2015</p>
To understand better the demographics in relation to pregnancies/unborn babies which may require interventions across the region	<ul style="list-style-type: none"> • Collect and report data regarding the demographics via the 6 monthly performance report • Identify levels of high vulnerability and targets for early interventions 	<p>Strategic Business Manager</p> <p>Quality & Performance Management Group</p>	<p>July 2015</p> <p>January 2016</p>
To promote the ethos of permanence during early stages of birth planning.	<ul style="list-style-type: none"> • Actively promote Permanence for Children through awareness campaigns and website 	<p>Business Management Unit</p>	<p>Ongoing</p>

<p>To provide direction to early intervention services on prioritising babies/unborns at risk of becoming LAC</p>	<p>Write to early intervention/early years' service leads requiring that:</p> <ul style="list-style-type: none"> • Mothers who are pregnant/unborn babies who are at risk of becoming LAC are prioritised to receive focussed early intervention support services where considered appropriate; • "Babies at risk of becoming LAC" is made a strategic priority within its contribution to the Single Integrated Plans • Performance information is collected and reported to WBSCB on interventions • 	<p>Chairman /LA leads for early intervention services</p>	<p>May 2015</p>
<p>To establish clear governance between the DA fora and WBSCB to better understand the extent of domestic abuse within families across Bridgend, NPT and Swansea.</p>	<ul style="list-style-type: none"> • Establish routine status reporting to WBSCB on its agenda • Work across the 3 DA forums to focus on cross cutting areas of domestic abuse (forced marriage, honour based violence, trafficking etc) • Add domestic abuse into the WBSCB's performance and Impact Framework for collection and analysis via 6 monthly performance reports • 	<p>Strategic Business Manager</p> <p>Nominated Domestic Abuse Lead</p> <p>Strategic Business Manager</p>	<p>April 2015</p> <p>Ongoing/regular</p> <p>May 2015</p>
<p>To make sure that the impact of Domestic Abuse on children and families across the Western Bay area is clearly understood.</p>	<ul style="list-style-type: none"> • Work with the DA fora across the region in their awareness raising campaigns, leaflets etc 	<p>WBSB Business Management Unit</p>	<p>September 2015</p>

To support each local authority area in the accreditation process for the White Ribbon Campaign	<ul style="list-style-type: none"> • Raise the profile of the White Ribbon Campaign across all Western Bay areas • Collect information within performance reporting on the White Ribbon Status for each LA area. • 	Nominated Domestic Abuse Lead Strategic Business Manager	annually May 2015
To disrupt the accessibility of legal substances used for excessive stimulation.	<ul style="list-style-type: none"> • Create pathways for communication between Police, LAs and other partner agencies to share intelligence regarding access to New Psychoactive Substances known as “legal highs”. 	Board members	May 2015
To support the South Wales Police Force in targeting sellers when it is known they are selling to under 18 year olds with adverse affects.	<ul style="list-style-type: none"> • Plan for action to respond to safeguarding concerns regarding “legal highs” as part of the substance misuse protocol development to include licensing and routine correspondence to establishments highlighting concerns. 	Policy Procedure & Practice Management Group	September 2015
To monitor activity and agency interventions to young people’s risky behaviour in using “legal highs”.	<ul style="list-style-type: none"> • Undertake a themed review of cases where legal substance misuse has been identified as a significant risk. 	Quality & Performance Management Group	November 2015
To raise awareness of staff on the dangers of legal highs and the position of the Safeguarding Children Board considering misuse of legal highs as a protection issue.	<ul style="list-style-type: none"> • Access information leaflets and promote information to staff via newsletters etc • Use agencies staff bulletins to update staff on the Board’s strategic priority of Legal Highs. 	Business Management Unit	Ongoing
To raise awareness through	<ul style="list-style-type: none"> • Work with participation officers to 	Business Management Unit	May 2015

<p>education of young people regarding the dangers of legal highs and their impacts on young people.</p>	<p>promote concerns and raise awareness through young people's forums of the risks associated with misusing substances.</p> <ul style="list-style-type: none"> Promote information used within Drugs agencies to raise awareness to the impact of misusing substances. 	<p>Business Management Unit</p>	<p>Ongoing</p>
<p>To promote and support early intervention to prevent offending and reoffending by young people, especially, to do everything to support driving down reoffending rates.</p>	<ul style="list-style-type: none"> Work with the regional Youth Offending Service to raise awareness and ensure interagency cooperation and intervention. Hold agencies to account for their contributions to reducing offending and reoffending. Add offending and reoffending into WBSCB's performance and impact framework for collection and analysis via 6 monthly reports 	<p>WBSCB Chairman and Regional YOS Manager</p> <p>WBSCB Chairman and Regional YOS Manager</p> <p>Strategic Business Manager</p>	<p>Ongoing</p> <p>Ongoing</p> <p>September 2016</p>

March 2015

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NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

2nd June 2016

Report of the Head Children and Young People's Services – Andrew Jarrett

Matter for Decision

Wards Affected:

All wards

REGIONAL ADOPTION SERVICE INTER AUTHORITY AGREEMENT

Purpose of the Report

To update on the progress on the formulation of the Western Bay regional Adoption Service Inter Authority Agreement and to agree in principle the final Inter Authority Agreement for the Western Bay Adoption Service that meets statutory requirements.

Executive Summary

This report has been produced for Members in order to inform them of the progress made in relation to the completion of the final Inter Authority Agreement for the Western Bay Regional Adoption Service and to advise on the Council's statutory obligation in respect of this.

The Adoption and Children Act 2002 (Joint Adoption Arrangements) (Wales) Directions came into force on 13th March 2015. (Appendix A)
The primary purpose of these Directions is to ensure effective joint

arrangements are in place between Local Authorities in Wales for the delivery of adoption services.

Paragraph 7 of the Directions sets out the requirement that each Local Authority must enter into a written partnership agreement with the other local authorities in the regional collaborative of which it is a part.

Schedule 1 of the Directions sets out which local authorities must collaborate with each other. For the Western Bay region the local authorities are Bridgend, Neath Port Talbot and Swansea, with Swansea being the host authority, this having been approved by Cabinets in all three local authorities in April 2014.

A further Cabinet report was presented to all three local authority Cabinets in December 2014 which agreed the model/structure for the Regional Service, the Regional pooled budget, the location and accommodation for the co-located Regional Service, the implementation of a Regional Adoption Panel and the Interim Legal/Partnership Agreement.

As the Service was in transition the legal advice provided at the time indicated that an Interim Agreement during the first year of the Service was the most practical way forward, with this being reviewed and revised to form a final Agreement for the future of the Service.

The Inter Authority agreement provides the legal framework through which the regional collaborative will operate and fulfil its responsibilities in delivering an adoption service.

Paragraph 7.4 (a-u) of the Directions sets out the matters which must be contained in the Partnership Agreement and these are fully outlined within the final partnership agreement to ensure compliance. (Appendix B)

The Inter Authority Agreement includes the Service Specification, the financial model and the model/structure for Service delivery which has been negotiated and agreed by all three local authorities and as such requires formal approval by the Cabinets of all three local authorities.

Background

From previous reports Members will be aware that the creation of a National Adoption Service is one of the key policy strands of the Welsh Government, as enacted in the Social Services and Well-Being (Wales) Act 2014. This Act provides powers, under Section 9, for Ministers to direct local authorities to collaborate in relation to adoption services and to prevent any local authority from withdrawing from these collaborations in the future.

Financial Impact

The first year budget required for the Regional Adoption Service was £2845.5 Million made up of £1379k for staffing, £295k for other fixed costs and £1172.50k for variable costs (independent commissioned placements)

The financial contribution of each of the Local Authorities for 2015/16 was £1.053 million from NPT and Swansea, and £740.4k from Bridgend based on pro-rata recourse to adoption placements needed by each Local Authority.

It is proposed that the contributions for the financial year 2016/17 are split 3 ways with each Local Authority contributing an equal share of the proposed pooled budget based on the anticipated number of adoption placements by each Local Authority for the next financial year.

Equality Impact Assessment

An Equality Impact Screening Assessment has been undertaken to assist the Council in discharging its Public Sector Equality Duty under the Equality Act 2010. The screening has concluded that the delivery of the Adoption services through a Regional Collaborative has equality considerations at its core; therefore a full EIA assessment report is not required (appendix C)

The Proposals within the Collaboration will not have a negative impact in service provision. The aim of the collaboration in bringing the three Local Authority Adoption Teams together is to work in a more responsive, effective and efficient way and is therefore not significantly changing any aspect of the service. It is envisioned that

the collaborative will promote equal opportunity for prospective adopters and those requiring support services by ensuring consistency of response and approach. The collaborative will also increase placement opportunity and choice for children requiring adoptive placements.

Workforce Impacts

There are no workforce impacts associated with this report.

Legal Impacts

The arrangements as set out in this paper will satisfy the policy Requirements of Welsh Government whilst ensuring that the statutory responsibilities of each local authority continue to be met.

The host authority legal service has taken the lead in finalising the inter Authority Agreement in consultation with legal representatives from all partners. The inter Authority Agreement represents the formal arrangements between the three Authorities that it legally binding and provides assurance and protection to each individual Authority in Committing to these arrangements.

The agreement will set out amongst other things:

- Governance arrangements
- The terms and reference of the membership of the regional management board
- The termination and exit provisions
- The structure of the integrated services, staffing and employment arrangements
- The apportionment of costs and liabilities between the parties and the provision of indemnities to the Host Authority top protect the Council when fulfilling its obligations under the Agreement.
- The financial management arrangements
- The provision to address matters such as disputes , variations, data protection/sharing or information and freedom of information

Risk Management

The risks of NPT not adopting the Inter-agency agreement would be that the collaborative arrangement as required as part of the Welsh Governments expectations on delivering a sustainable social services would not be achieved along with the functional model required to deliver the National Adoption Service across Wales.

The Agreement facilitated the amalgamation of the 3 adoption services in a single integrated team and outlines the arrangements for the governance, pooled funding, staffing and resources.

Consultation

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

Recommendations

It is recommended that

- Agreement is made to accept and adopted the Inter Agency Agreement.
- To Authorise the lead social services officer to make any further amendments to the Agreement (in conjunction with the Head of Legal and Democratic Services) necessary following the Agreement being presented to the respective Cabinet meetings of Bridgend County Borough Council and the City and the County and Swansea County.
- To authorise the lead social services officer to sign the Inter Authority Agreement on behalf of the Council.

Reasons for Proposed Decision

To provide an Inter-Agency Agreement for the Western Bay Adoption Service that meets statutory requirements.

Implementation of Decision

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

Appendices

Appendix A – Adoption and Children Act 2002
(Joint Adoption arrangements)

Appendix B - Adoption Services Collaboration Agreement

Appendix C - EIA Partnership Agreement

List of Background Papers

None

Officer Contact

Val Jones

Regional Adoption Manager

Western Bay Adoption Service

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Children and Young Persons, Wales

Social Care, Wales

Adoption and Children Act 2002 (Joint Adoption Arrangements) (Wales) Directions 2015

Purpose

The primary purpose of these Directions is to ensure that effective joint arrangements are in place between local authorities in Wales for the delivery of adoption services.

Summary

The Welsh Ministers are exercising the direction – making powers conferred by section 3A Adoption and Children Act 2002 to require local authorities in Wales to enter into specified arrangements with each other in relation to the provision of specified services under section 3(1) Adoption and Children Act 2002. The aim of the arrangements is to ensure consistent delivery of high quality adoption services across Wales. The arrangements are at a national level, regional level and local level.

At national level, the arrangements will be effected through a Governance Board, an Advisory Group and a Director of Operations.

At a regional level, the arrangements will be effected by five regional collaboratives. Each collaborative is a partnership of local authorities working together to ensure that a good quality adoption service is provided in their region. The composition of the regional collaboratives is determined by paragraph 7(2) and is set out at Schedule 1.

Local authorities will continue to carry out some of their adoption functions individually at local level.

Collectively, these joint arrangements for the provision of adoption services are referred to as “the National Adoption Service”.

Partnership agreements will set out the extent to which adoption functions are to be exercised by local authorities individually and the extent to which they are to be exercised through local authorities working in partnership through a regional collaborative.

Action

Local authorities should ensure that they are in a position to comply with the requirements of the Directions when they come into force on 13 March 2015.

Enquiries

Enquiries about these directions should be directed to Elizabeth Lockwood, Head of Placements Branch, Delivering Policy for Children and Adults Division, Department for Health and Social Services, Welsh Government. Telephone: 029 20 821695. Email: elizabeth.lockwood@wales.gsi.gov.uk.

The Welsh Ministers in exercise of the powers conferred by section 3A Adoption and Children Act 2002⁽¹⁾ (“the Act”), and having consulted the local authorities in Wales, make the following Directions.

Title and coming into force

1. These Directions may be cited as the Adoption and Children Act 2002 (Joint Adoption Arrangements) (Wales) Directions 2015 and come into force on 13 March 2015.

The broad aims of the Joint Adoption Arrangements in Wales

2. The broad aims of the joint adoption arrangements are as follows—

- (a) the consistent delivery of high quality adoption services throughout Wales;
- (b) keeping delay to a minimum in the placement of children for adoption;
- (c) ensuring the widest choice possible of placements for adoption for children;
- (d) ensuring that high quality and timely training and assessment for prospective adopters is consistently available;
- (e) improving the process of matching children with prospective adopters;
- (f) the streamlining of adoption processes and ensuring improved liaison between social workers involved in adoption cases;
- (g) keeping adoption breakdown to a minimum by the provision of comprehensive adoption support services according to assessed need; and
- (h) collaborative working between local authorities, registered adoption societies, NHS Trusts and education services.

Interpretation

3.—(1) In these Directions —

“the Act” (“*y Ddeddf*”) means the Adoption and Children Act 2002;

“the Advisory Group” (“*y Grŵp Cynghori*”) means the group with the functions set out in paragraph 11 and the membership set out in paragraph 12;

(1) 2002 c.38 inserted by section 170 Social Services and Well-being (Wales) Act 2014.

“the Governance Board” (*“Bwrdd Llywodraethu”*) means the board with the functions set out in paragraph 9 and the membership set out in paragraph 10;

“the Host Authority (*“yr Awdurdod Lletyol”*) is the local authority designated in accordance with paragraph 8(3);

“the National Adoption Service” (*“y Gwasanaeth Mabwysiadu Cenedlaethol”*) means the Governance Board, the Advisory Group, the Director of Operations, the Regional Collaboratives and the local authorities exercising the functions specified in these Directions;

“partnership functions” (*“swyddogaethau partneriaeth”*) has the meaning given in paragraph 7(4)(a)(ii);

“registered adoption society” (*“cymdeithas fabwysiadu cofrestredig”*) means a voluntary organisation which is an adoption society registered under Part 2 of the Care Standards Act 2000⁽¹⁾.

“WLGA” is used to refer to the Welsh Local Government Association (*“Cymdeithas Llywodraeth Leol Cymru”*).

Specified services

4.—(1) The services maintained by local authorities under section 3(1) of the Act which are specified for the purposes of these Directions are services designed to meet the needs, in relation to adoption, of —

- (a) children who may be adopted, their parents or guardians;
- (b) persons wishing to adopt a child; and
- (c) adopted persons, their parents, natural parents and former guardians.

(2) The services maintained by local authorities under section 3(1) of the Act which are specified for the purposes of these Directions include services designed to meet the needs, in relation to adoption support services, of—

- (a) children who are siblings of an adoptive child (including a person who is in that relationship by virtue of a marriage or civil partnership or an enduring family relationship); and
- (b) relatives of adoptive children, adoptive parents and natural parents of an adoptive child, limited to arrangements for contact between an adoptive child and a natural parent or a related person of the adoptive child.

(1) 2000 c.14.

(3) In this paragraph “relative”, in relation to a child, means a step-parent, grandparent, brother, sister, uncle or aunt (including any person who is in that relationship by virtue of a marriage or civil partnership or an enduring family relationship).

(4) In paragraph 4(2)(b) “related person” means—

- (a) a relative within the meaning of paragraph 4(3); or
- (b) any person with whom the adoptive child has a relationship which appears to the local authority to be beneficial to the welfare of the child having regard to matters referred to in sub-paragraphs (i) to (iii) of section 1(4)(f) of the Act.

Duty under section 3(1) of the Adoption and Children Act 2002

5. The steps taken to implement the arrangements specified in these Directions must be consistent with the local authority’s duty to maintain an adoption service in accordance with section 3(1) of the Adoption and Children Act 2002.

Requirement for local authorities to collaborate with each other

6. Each local authority must enter into arrangements to carry out its adoption functions—

- (a) in collaboration with other authorities in a regional collaborative to the extent specified in partnership agreements drawn up in accordance with paragraph 7 of these Directions, and
- (b) in collaboration with all local authorities in Wales to provide management and oversight of those functions as required by paragraphs 8 to 14 of these Directions.

Regional collaboration - partnership between local authorities

7.—(1) Each local authority must enter into a written partnership agreement with the other local authorities in the regional collaborative of which it is a part.

(2) The local authorities with which each local authority must collaborate are set out in Schedule 1.

(3) A partnership agreement must contain details about the matters set out in sub-paragraph (4) and may include additional provisions relevant to local circumstances.

(4) The matters which must be contained in a partnership agreement are as follows—

- (a) the functions in relation to the maintenance of both a domestic and inter-country adoption service, including post-adoption services—
 - (i) which the local authorities will continue to carry out individually; and
 - (ii) which the local authorities will carry out collaboratively as part of the partnership arrangements (referred to as “the partnership functions”);
- (b) arrangements to establish a management committee to manage and have oversight of the regional collaborative’s operations;
- (c) arrangements for each local authority to nominate a representative to participate on the management committee with sufficient authority to take decisions so that the partnership arrangements operate effectively;
- (d) arrangements for the appointment of a representative from one of the local authorities to represent the regional collaborative on the Advisory Group;
- (e) arrangements for the appointment of a representative from one of the local authorities to represent the regional collaborative on the Governance Board;
- (f) staffing arrangements to ensure that there are suitable staff in sufficient numbers to carry out the partnership functions;
- (g) arrangements to ensure that sufficient and appropriate equipment, services and accommodation are available to carry out the partnership functions;
- (h) arrangements for determining the amount of payment or other contribution to be made by the local authorities towards the cost of carrying out the partnership functions;
- (i) arrangements for accounting and auditing in respect of expenditure relating to the partnership functions;
- (j) arrangements setting out which local authorities within the regional collaborative take responsibility for particular aspects of the operational requirements such as the provision of premises;
- (k) arrangements for working with registered adoption societies and to provide for their representation on the management committee of the regional collaborative;
- (l) arrangements to ensure that the views and the experience of service users are taken into account in carrying out the partnership functions;

- (m) arrangements for working with local authority education departments and to provide for their representation on the management committee of the regional collaborative;
- (n) arrangements for working with Local Health Boards and National Health Service Trusts and to provide for their representation on the management committee of the regional collaborative;
- (o) arrangements to ensure that the individual local authorities share relevant information to enable the regional collaborative to comply with the requirements of these directions;
- (p) a provision that notice by a local authority of intention to withdraw from the agreement will take effect no less than 12 months from the receipt of written notice to both the chairperson of the management committee of the regional collaborative in question and the chairperson of the Governance Board;
- (q) arrangements for resolving complaints arising out of the exercise of partnership functions, including how to complain and to whom any complaint should be addressed;
- (r) arrangements for determining disputes between local authorities arising out of the exercise of partnership functions;
- (s) arrangements for sharing information arising out of the exercise of partnership functions;
- (t) arrangements for ensuring that due consideration is given to the need for Welsh language services in planning and delivery of the adoption service through the partnership functions;
- (u) provision for review of the partnership agreement 12 months from the date of this agreement and every 2 years thereafter.

Management and oversight of the arrangements at national level

8.—(1) The local authorities must make arrangements for oversight of the regional collaboratives by —

- (a) establishing and maintaining a Governance Board ('the Governance Board') with the functions set out in paragraph 9 and membership as set out in paragraph 10;
- (b) establishing and maintaining an Advisory Group ('the Advisory Group') with the functions set out in paragraph 11 and membership as set out in paragraph 12 ;
- (c) the appointment of a Director of Operations.

(2) The local authorities must formulate terms of reference for the Governance Board and the Advisory Group which are consistent with these Directions and must review them annually.

(3) The local authorities must make arrangements for one of the local authorities to be designated as the Host Authority for the purpose of the management and oversight of arrangements at national level.

(4) The local authorities must make arrangements with respect to the declaration and management of conflicts of interest in the running of the Governance Board and Advisory Group.

The Governance Board

9.—(1) The functions of the Governance Board include the following —

- (a) provision of strategic direction in the development and delivery of the National Adoption Service, having regard to any advice from the Advisory Group and the Director of Operations;
- (b) approval of the annual work programme prepared by the Director of Operations in accordance with paragraph 13(2)(a);
- (c) ensuring that the views of all stakeholders are represented effectively;
- (d) monitoring and oversight of —
 - (i) the performance of the National Adoption Service against the performance measures in the National Performance Management Framework;
 - (ii) the quality of engagement with registered adoption societies and service user representatives within the National Adoption Service both at central and regional levels;
 - (iii) the budget and financial management of the Governance Board itself, the Advisory Group and the Director of Operations; and
 - (iv) compliance with these Directions;
- (e) ensuring due consideration is given to the need for Welsh language services in planning and delivery of adoption services throughout Wales;
- (f) providing a copy of the reports required by paragraphs 13(2)(a) and 13(2)(d) to the Welsh Ministers once these have been approved by the Governance Board; and
- (g) notifying the Welsh Ministers of any issues regarding the National Adoption Service

which, in its view, need to be drawn to their attention.

Membership of the Governance Board

10.—(1) The local authorities must ensure that the Governance Board is made up of—

- (a) a representative of each of the regional collaboratives appointed in accordance with arrangements made under paragraph 7(4)(e); and
- (b) a chairperson.

(2) The local authorities must invite, and use their best endeavours to ensure that the following become members of the Governance Board, subject to their agreement—

- (a) a WLGA spokesperson for Health and Social Services;
- (b) a WLGA deputy spokesperson for Health and Social Services;
- (c) the mayor or the executive leader (as the case may be), (or a deputy in respect of one of these roles), of the Host Authority;
- (d) the independent chairperson of the Advisory Group; and
- (e) a representative on behalf of the registered adoption societies.

(3) “Mayor” and “executive leader” have the same meaning as in section 11 of the Local Government Act 2000(1).

The Advisory Group

11. The functions of the Advisory Group include the following —

- (a) drafting terms of reference for the Advisory Group and submitting them to the Governance Board for approval;
- (b) the provision of professional advice and support to the Governance Board in order to inform the overall strategic direction of the National Adoption Service;
- (c) supporting the effective operation of the National Adoption Service to ensure that it promotes best practice;
- (d) notifying the Welsh Ministers of any issues regarding the National Adoption Service which, in its view, need to be drawn to their attention.

(1) 2000 c.22.

Membership of the Advisory Group

12.—(1) The local authorities must ensure that the Advisory Group is made up of—

- (a) a representative of each of the regional collaboratives appointed in accordance with arrangements made under paragraph 7(4)(d) ; and
- (b) an independent chairperson.

(2) The local authorities must invite, and use their best endeavours to ensure that, the following become members of the Advisory Group —

- (a) a representative of the Association of Directors of Social Services Cymru;
- (b) a representative of the Association of Directors of Education in Wales;
- (c) a representative of the WLGA;
- (d) three representatives from registered adoption societies;
- (e) a legal adviser from the Host Authority;
- (f) a Designated Doctor⁽¹⁾ appointed by the Public Health Wales National Health Service Trust, with specific responsibilities in relation to safeguarding the welfare of children, and in relation to children looked after by a local authority pursuant to section 22 Children Act 1989⁽²⁾;
- (g) a medical adviser appointed by an adoption agency pursuant to regulation 8(3) of the Adoption Agencies (Wales) Regulations 2005⁽³⁾;
- (h) a representative of the Child and Adolescent Mental Health Service;
- (i) a service user representative; and
- (j) a representative from a Social Research Centre.

(3) A person is independent for the purpose of sub-paragraph 1(b) if—

- (a) the person does not perform a role, pursuant to a contract, which includes any management or budgetary responsibility for—
 - (i) any matter relating to the maintenance of a service referred to in paragraph 4;
 - (ii) any matter relating to the making arrangements for the adoption of children by a registered adoption society;

(1) Safeguarding Children: Working Together under the Children Act 2004, Welsh Government Guidance 2006.

(2) 1989 civ 41.

(3) S.I. 2005/1313.

- (iii) the Wales Adoption Register; or
 - (iv) independent reviews of determinations pursuant to the Independent Review of Determinations (Adoption and Fostering) (Wales) Regulations 2010(1);
 - (v) any aspect of compliance with these Directions except in fulfilment of the role of chairperson of the Advisory Group.
- (4) In 12(2)(i), “service user” means—
- (a) a person who has adopted a child,
 - (b) an adopted person,
 - (c) the natural parent of an adopted child,
 - (d) a person who has sought approval or is seeking approval as a prospective adopter,
 - (e) a child for whom an adoptive placement is being sought.

The Director of Operations

13.—(1) The Host Authority must make arrangements for the appointment of a Director of Operations.

(2) The functions of the Director of Operations must include —

- (a) production of an annual work programme for the National Adoption Service, and the Advisory Group which must include—
 - (i) priorities and targets for the coming financial year;
 - (ii) financial plans and a budget for the coming financial year;
- (b) monitoring and analysis of performance data received from the regional collaboratives;
- (c) determining the actions to take to address any issues which require improvement;
- (d) submission to the Governance Board of a six monthly interim progress report on 31 December and an annual progress report on 30 June each year which must include—
 - (i) an analysis of the implementation of the annual work programme approved by the Governance Board under paragraph 9(b);
 - (ii) a financial report, including analysis of expenditure in relation to the budget for the financial year in question for the central elements of the National Adoption Service;

(1) S.I. 2010/746.

- (iii) an analysis of reports from the management committees of the regional collaboratives and performance of the regional partnership arrangements against the National Performance Framework;
- (iv) any aspects of the joint adoption arrangements which, in the view of the Director of Operations, need to be improved, with proposals on how this is to be achieved;
- (v) plans to develop the National Adoption Service in accordance with the broad aims stated at paragraph 2;
- (e) promotion of best practice and a culture of continuous improvement throughout the National Adoption Service;
- (f) establishing and maintaining a website for the National Adoption Service;
- (g) the co-ordination of pre-approval training courses for prospective adopters;
- (h) the co-ordination of adoption support services;
- (i) managing the staff who are required to assist in carrying out the functions of the Director of Operations.

(3) The Director of Operations must promptly notify the chairperson of the Governance Board, the chairperson of the Advisory Group and the Welsh Ministers of any matter he or she considers necessary in order to ensure the development and delivery of adoption services in accordance with the broad aims in paragraph 2.

Funding

14. The local authorities must enter into arrangements to ensure that—

- (a) the Governance Board, the Advisory Group and the Director of Operations have sufficient resources to perform their functions and to facilitate achievement of the broad aims in paragraph 2; and
- (b) there are adequate financial and accounting procedures.

Regional collaboratives – reporting

15.—(1) The local authorities in a regional collaborative must provide information about the exercise of their partnership functions to the Director of Operations, the Advisory Group and to the Governance Board when requested.

(2) In addition each regional collaborative must provide the following to the Director of Operations—

- (a) an annual work programme for the regional collaborative, to be submitted by 31 March each year;
- (b) a quarterly report at the end of each of the first three quarters of the financial year setting out the performance of the partnership arrangements against the National Performance Framework;
- (c) an annual report to be submitted by 31 May each year, to include—
 - (i) the performance of the regional collaborative against the performance measures in the National Performance Management Framework;
 - (ii) information regarding the resolution of complaints and determination of disputes at local and regional level and any impact on the provision of adoption services;
 - (iii) an analysis of the implementation of the annual work programme;
 - (iv) plans to address any under-performance; and
 - (v) plans to develop the adoption service within the region in accordance with the broad aims stated at paragraph 2.

Regional arrangements – matching

16.—(1) Where a local authority is seeking an adoptive placement for a child and —

- (a) three months have elapsed since the date on which the local authority was authorised to place the child for adoption; and
- (b) the local authority has not made a decision to match the child with prospective adopters,

the local authority must provide the child’s details to the Wales Adoption Register established by the Welsh Ministers.

(2) In 16(1)(a), ‘authorised to place the child for adoption’ means either —

- (i) authorised to place for adoption pursuant to parental consent under section 19 of the Adoption and Children Act 2002; or
- (ii) authorised to place for adoption pursuant to a placement order made pursuant to section 21(1) of the Adoption and Children Act 2002.

(3) Where a local authority has approved a person as a prospective adopter and —

- (a) three months have elapsed since the date of approval; and
- (b) the local authority has not made a decision to match the prospective adopter with a child for adoption,

the local authority must provide details of the prospective adopter to the Wales Adoption Register established by the Welsh Ministers.

Signed by Professor Mark Drakeford, Minister for Health and Social Services, on behalf of the Welsh Ministers

Dated

SCHEDULE 1 Paragraph 7(2)

**Adoption and Children Act 2002 (Joint
Adoption Arrangements) (Wales)
Directions 2015**

The regional collaboratives for the purpose of the National Adoption Service in Wales are to be comprised of the following local authorities—

1. North Wales: Conwy and Wrexham County Borough Councils, Gwynedd, Denbighshire Flintshire and Anglesey County Councils;

2. South East Wales: Blaenau Gwent, Caerphilly, Monmouth, Newport and Torfaen County Borough Councils and Monmouthshire County Council;

3. Mid and West Wales: Ceredigion, Carmarthenshire, Pembrokeshire and Powys County Councils;

4. Western Bay: Bridgend and Neath Port Talbot County Borough Councils and Swansea County Council; and

5. Vale, Valleys and Cardiff: Cardiff City and County Council, Vale of Glamorgan, Merthyr Tydfil and Rhondda-Cynon-Taff County Borough Councils.

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DATED

WESTERN BAY REGIONAL ADOPTION SERVICE

INTER AUTHORITY SERVICES AGREEMENT

Between

Bridgend County Borough Council

AND

Neath Port Talbot County Borough Council

AND

The Council of the City and County of Swansea

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THIS AGREEMENT is made the [DATE]

PARTIES

- (1) **BRIDGEND COUNTY BOROUGH COUNCIL** of Civic Offices, Angel Street, Bridgend, CF31 4WB ("**Bridgend**");
- (2) **NEATH PORT TALBOT COUNTY BOROUGH COUNCIL** of Port Talbot Civic Centre, Port Talbot, SA13 1PJ ("**NPT**"); and
- (3) **THE COUNCIL OF THE CITY AND THE COUNTY OF SWANSEA** of Civic Centre, Oystermouth Road, Swansea, SA1 3SN ("**Host Authority**").

BACKGROUND

- (A) In February 2013 in the document "Sustainable Social Services: A Framework for Action" the Welsh Government made it clear that it expects and if necessary will require that some services, including adoption, will be provided nationally.
- (B) In a written statement on 25th April 2013, the Deputy Minister for Children and Social Services endorsed the proposals for achieving a national adoption service and the development of a functional model for the delivery of services across Wales, as presented by Association of Directors for Social Services Cymru (**ADSS**) and the Welsh Local Government Association (**WLGA**).
- (C) The functional model proposes that five regional adoption collaboratives are established to deliver the functions of the national service. This Agreement relates to the proposed Western Bay Regional Adoption Service consisting of Bridgend, Neath Port Talbot and Swansea. Under this Agreement Swansea will act as the Host Authority for the delivery of all regional responsibilities and functions.
- (D) This Agreement facilitates the amalgamation of three adoption services into a single integrated service team and outlines the arrangements for governance, Pooled Fund, staffing and resources.

IT IS AGREED

1. DEFINITIONS AND INTERPRETATION

1.1 The following definitions and rules of interpretation apply in this agreement.

“Agreement”	means this agreement and any schedules attached hereto;
“Authority” or “Authorities”	means either the Host Authority, NPT or Bridgend or all as the context requires;
“Commencement Date”	means the 1 st of April 2015
“EIR”	means the Environmental Information Regulations
“Employee”	means any person who is employed by an Authority and works within the adoption service;
“FOIA”	means the Freedom of Information Act 2000;
“Host Authority”	means the Council of the City and County of Swansea or any subsequent replacement as permitted within the terms of this Agreement
“Information Sharing Protocol”	means the process detailed in Schedule 2 to be adhered to by the Authorities when sharing information, including Personal Data as defined in the Data Protection Act 1998,
“Integrated Service”	means the amalgamation of the three adoption service teams across the western bay area and the management and delivery of those services as detailed in Schedule 1 and Annex 1 to that Schedule (Integrated Service Specification);
“Intellectual Property”	means copyright and neighbouring and related rights, trademarks and service marks, business names and domain names, rights in get-up and trade dress, goodwill and the right to sue for passing off or unfair competition, database rights, rights to use, and protect the confidentiality of, confidential information (including know-how and trade secrets), and all other intellectual property rights, in each case whether registered or unregistered.

“Key Objectives”	means the objectives for the Integrated Service as detailed in Schedule 1 Part 2;
“Management Board”	means the group comprising of: <ul style="list-style-type: none"> ▪ A Head of Service from each of the Authorities; ▪ the Director of Social Services, Health and Housing at NPT who shall act as chairperson.
“Necessary Consents”	all approvals, certificates, authorisations, permissions, licences, permits, regulations and consents necessary from time to time for the performance of the Integrated Service;
“Original Authority”	means the Authority that employs the Employee prior to the Commencement Date and continues to employ any such Employee throughout this Agreement who is responsible for managing any vacancy of that post thereafter;
“Placing Authority”	Means the Authority making the “should be placed “ and “matching” decisions in respect of children for whom is has a statutory responsibility.
“Pooled Fund”	means the joint fund(s) of monies administered by the Host Authority under the direction of the Management Board being the shared contributions from the Authorities for the purpose of delivering the Integrated Service as set out in clause 9;
“Regional Adoption Service Manager”	means the individual employed by the Host Authority who will have the day to day operational responsibility for the delivery of the duties of the Integrated Service as detailed in Schedule 3 part 2.
“Retained Functions”	Means those functions retained by each individual Authority as set out in paragraph 2.4 of the Annex to Schedule 1.

1.2 Clause, Schedules and paragraph headings shall not affect the interpretation of this Agreement.

1.3 The Schedules and any Annexes form part of this Agreement and shall have effect as if set out in full in the body of this Agreement. Any reference to this Agreement includes the Schedules and Annexes.

1.4 Unless the context otherwise requires, words in the singular shall include the plural and in the plural shall include the singular.

- 1.5 Unless the context otherwise requires, a reference to one gender shall include a reference to the other genders.
- 1.6 A reference to a statute or statutory provision is a reference to it as it is in force as at the date of this Agreement.
- 1.7 A reference to writing or written includes fax and e-mail.

2. **AGREEMENT**

- 2.1 This Agreement is made under the powers conferred by Section 101 and 111 of the Local Government Act 1972, Section 25 of the Local Government Wales Act 1994, the Local Authorities (Goods and Services) Act 1970, Sections 2, 19, 20 of the Local Government Act 2000, Section 3A(1) of the Adoption & Children Act 2002 (as amended by Social Services and Well-being (Wales) Act 2014 and all other enabling powers now vested in the Authorities.
- 2.2 The Authorities have agreed to establish the Integrated Service on the terms of this Agreement in order to achieve the Key Objectives
- 2.3 In order to facilitate the creation of the Integrated Service under this Agreement, the Authorities have further agreed to:
- (a) appoint a Host Authority responsible for the delivery of the Integrated Service;
 - (b) create a Management Board to carry out functions set out in Schedule 3 Part I;
 - (c) appoint a Regional Adoption Service Manager to carry out functions set out in Schedule 3 Part II;
 - (d) create a Pooled Fund to facilitate the delivery of the Service.

3. **TERM**

- 3.1 This Agreement shall take effect on the Commencement Date and shall continue until such time as the Agreement is terminated in accordance with clause 15.

4. **CONSENTS AND DUE DILIGENCE**

- 4.1 The Authorities shall ensure that all Necessary Consents are in place to provide the Integrated Service and shall provide copies thereof to the Host Authority.

4.2 Subject to clause 4.3 below where there is any conflict or inconsistency between the provisions of the Agreement and the requirements of a Necessary Consent, then the latter shall prevail, provided that the Host Authority has made all reasonable attempts to obtain a Necessary Consent in line with the requirements of the Integrated Service and the requirement of any such Necessary Consent does not impede the delivery of the Integrated Service then the Agreement shall accordingly be varied to be consistent with the Necessary Consent.

4.3 Where there is a conflict or inconsistency between this Agreement and any Necessary Consent that impedes the delivery of the Integrated Service the matter shall be referred to the Management Board for immediate resolution.

4.4 The Host Authority acknowledges and confirms that:

(a) it has had an opportunity to carry out a due diligence exercise in relation to the Integrated Service and has asked the Authorities questions it considers to be relevant for the purpose of establishing whether it is able to provide the Integrated Service in accordance with the terms of this Agreement;

(b) it has received all information requested by it from the Authorities pursuant to clause 4.3(a) to enable it to determine whether it is able to provide the Integrated Service in accordance with the terms of this Agreement;

(c) it has made and shall make its own enquiries to satisfy itself as to the accuracy and adequacy of any information supplied to it by or on behalf of the Authority pursuant to clause 4.3(b).

5. **HOST SERVICES**

5.1 It is agreed between the Authorities that for the purpose of the development and delivery of the Integrated Service, the Host Authority shall provide the Integrated Services for and on behalf of all the Authorities and, subject to acting in accordance with the instructions of the Management Board and clause 5.2 shall have authority to enter into agreements necessary with any third party in respect of the provision of the Integrated Services. Any contract entered into by the Host Authority will be based solely on the Host Authority's Contract Procedure Rules.

- 5.2 Where the Host Authority is minded to put in place agreements with third party providers for the provision of the Integrated Services, it shall first consult the other parties to this Agreement to ascertain whether they are able to provide such services, and the provision of those services either by a third party or one of the Authorities will be subject to the agreement of the Management Board.

6. **GOVERNANCE**

MANAGEMENT BOARD

- 6.1 The Management Board is responsible for the overall strategic direction of the Integrated Service. Its functions and terms of reference are set out in Schedule 3 Part I to this Agreement.

REGIONAL ADOPTION SERVICE MANAGER

- 6.2 The Host Authority is responsible for the day to day running of the Integrated Service, its functions largely discharged by the Regional Adoption Service Manager. The functions and terms of reference of the Regional Adoption Service Manager are set out in Schedule 3 Part II.

7. **STAFF**

- 7.1 All staff employed in the operation of the Integrated Service shall have a mobility clause within their employment contracts enabling them to operate within the geographical area covered by the Western Bay Regional Adoption Service.
- 7.2 Where deemed appropriate by the Host Authority, the Employees shall be required to co-locate to offices in the Neath Port Talbot area ("**Co-Located Offices**").
- 7.3 All Employees shall remain employed by the Original Authority during the operation of the Integrated Service, with the terms of their employment remaining unchanged save for the requirements of clause 7.1. In particular, the period of continuous employment will remain unbroken.
- 7.4 All staff employed in the operation of the Integrated Service shall be managed and supervised on a day to day basis by the Regional Adoption Service Manager (or another authorised officer). Responsibility for any conduct or disciplinary matters remains with the employing Authority utilising the employing Authority's policies and procedures. For the avoidance of

doubt the Authorities acknowledge and accept that they may have to provide assistance and or any information reasonably requested by the employing Authority in order that the employing Authority may comply with any duties or obligations to the staff.

- 7.5 Where applicable a procedure for training and development of all staff involved in the operation of the Integrated Service will be agreed by the Management Board and implemented by each Authority and reviewed by the Regional Adoption Service Manager.
- 7.6 The Management Board will be responsible for all decisions relating to the staffing structure required to deliver the Integrated Service to ensure that it is fit for purpose.
- 7.7 The Management Board shall be responsible for all decisions relating to staffing costs as part of its role in managing the Pooled Fund in accordance with Schedule 4.

8. **PREMISES**

- 8.1 To further the development of the Integrated Service, Employees are required, as directed by the Host Authority, to co-locate to offices in the Neath Port Talbot area shown edged red on the plan annexed to Schedule 6 ("**Co-located Offices**").
- 8.2 The Integrated Service Employees shall be entitled to utilise the Co-located Offices during normal working hours when the Port Talbot Civic Centre is open to employees of NPT.
- 8.3 The Integrated Service Employees shall at all times comply with any health and safety policies of NPT that have been notified to them by NPT.
- 8.4 It is acknowledged by the Authorities that the office space and IT infrastructure was grant financed during the initial transition period Any costs incurred over and above the grant funding shall be apportioned in accordance Schedule 4 of this Agreement.
- 8.5 The Host Authority shall be permitted access to NPT and Bridgend premises as the Host Authority reasonably requires for the purposes of properly providing the Integrated Service.

9. POOLED FUND

- 9.1 The financial arrangements between the Authorities for the delivery of the Integrated Service is detailed in Schedule 4 of this Agreement.
- 9.2 The budget for the first financial year of this Agreement together with the mechanism for calculating subsequent budgets and contributions is set out in Schedule 4.
- 9.3 The constituent elements of the Pooled Fund will include all variable and fixed costs of providing the Integrated Service and is set out in Schedule 4
- 9.4 The apportionments each Authority will contribute for the first year of this Agreement are set out in Table 1 of Schedule 4. Percentage apportionments of the Pooled Fund for subsequent years shall be agreed by the Authorities in accordance with paragraph 1.3 of Schedule 4. The percentage apportionments agreed in accordance with paragraph 1.3 are calculated based on anticipated use of placements per year per Authority. This figure is then adjusted in accordance with paragraph 1.6 of Schedule 4 to reflect actual usage and this Agreement shall be varied accordingly to incorporate the adjusted figure on an annual basis.
- 9.5 The financial contributions of each Authority and the pro rata apportionments contained within Schedule 4 are agreed by each Authority for the year 2015/16 and will be amended on an annual basis going forward in accordance with clause 9.4 above.
- 9.6 No provision of this Agreement shall preclude the Authorities by mutual agreement making additional contributions of non-recurring monies to the Pooled Fund from time to time but no such additional contributions shall be taken into account in the calculation of the Authority's respective contributions for the purpose of apportionment in Schedule 4. Any such additional contributions of non-recurring monies shall be explicitly recorded in the budget arrangements, as a separate item.
- 9.7 Subject to Clause 9.8, the costs incurred by any of the Authorities in delivering the Integrated Service, shall be the responsibility of the Authority incurring the same unless and until such time as the Authority views those costs as disproportionate/ and or unreasonable, wherein the matter shall be referred to the Management Board for consideration. The Management Board shall determine whether such costs shall be met by the Pooled Fund and apportioned in accordance with Schedule 4 of this Agreement.

- 9.8 The costs incurred by NPT in providing premises and infrastructure support in accordance with clause 8 and as more particularly described in Schedule 6 shall form part of the costs met by the Pooled Fund and NPT will invoice the Pooled Fund accordingly.
- 9.9 Any reasonable costs incurred by NPT in the use of the Premises (over and above those contained within Schedule 6) which have been agreed by all parties to this Agreement shall form part of the Pooled Fund and NPT will invoice the Pooled Fund accordingly
- 9.10 The Host Authority shall be responsible for administering the Pooled Fund and shall act in accordance with the instructions of the Management Board. The internal regulations of the Host Authority shall apply to the management of the Pooled Fund. The Host Authority shall be responsible for forecasting and reporting to the Management Board upon the targets and information requirements set by the Management Board from time to time. The Host Authority shall make payments from the Pooled Fund, necessary to deliver the Integrated Service and in accordance with the instructions of the Management Board.
- 9.11 The Pooled Fund is to be used solely to achieve the aims and objectives of the Integrated Service set out in Schedule 1 and in accordance with the terms of this Agreement.
- 9.12 The Host Authority shall ensure that the Pooled Fund is used efficiently and in accordance with industry standard financial recording and reporting methods to deliver agreed outcomes and that expenditure and income within the Pooled Fund remains within budget and that any exceptions to this are reported to the Management Board in a timely manner.
- 9.13 The Authorities shall take mitigating action applicable and appropriate to ensure expenditure remains within the limit of the Pooled Fund and shall not act unreasonably so as to expose the other Authorities to undue financial risk.
- 9.14 The benefit of any surplus in the Pooled Fund at the end of any financial year may be used as agreed by the Management Board, or where there is no agreement, distributed to the Authorities in accordance with the apportionments as adjusted in accordance with paragraph 1.6 of Schedule 4. For the avoidance of doubt in this clause the end of the financial year will be the financial position after the reconciliation has been carried out in accordance with clause 1.6 of Schedule 4.
- 9.15 In the absence of the Authorities agreeing revised Pooled Fund contributions or apportionments as outlined in Schedule 4, the Authorities shall remain liable

to contribute the same sum as was identified as their contribution in the previous financial year after any adjustments have been undertaken in accordance with paragraph 1.6 of Schedule 4.

- 9.16 The invoicing arrangements between the Authorities shall be agreed by the Management Board

10. **INTELLECTUAL PROPERTY**

- 10.1 Any Intellectual Property created through the establishment and running of the Integrated Service shall vest in the Host Authority on trust on behalf of all the Authorities in equal proportions. This shall include but is not limited to processes, procedures, methodology and manuals.

- 10.2 The Host Authority shall grant to the Authorities an irrevocable licence to use that intellectual property for the purposes of the Integrated Service.

- 10.3 Nothing in this clause shall operate to prevent or make difficult the sharing of good practice between the Authorities.

11. **AGREEMENT REVIEW**

- 11.1 There will be an annual review of this Agreement to ensure it is achieving its objectives and that each Authority is upholding the general aims and spirit of this Agreement. If deemed necessary, there will be an interim review if there are any significant policy reviews or legislative changes that require this Agreement to be updated.

12. **ESCALATION**

- 12.1 If an Authority has any issues, concerns or complaints about the Integrated Service, or any matter in this Agreement, that Authority shall notify the other Authorities and the Authorities shall then seek to resolve the issue by a process of consultation. If the issue cannot be resolved within a reasonable period of time, the matter shall be escalated to the Management Board, which shall decide on the appropriate course of action to take. If the matter cannot be resolved by the Management Board within 14 days, the matter may be escalated to the Chief Executives of each Authority for resolution.

- 12.2 Subject to the provisions of clause 17 where any Authority receives any formal inquiry, complaint, claim or threat of action from a third party including, but not limited to, claims made by a supplier or requests for information made under the FOIA in relation to the Integrated Service, the matter shall be

promptly referred to the Regional Adoption Service Manager. No action shall be taken in response to any such inquiry, complaint, claim or action, to the extent that such response would adversely affect the Integrated Service, without the prior approval of the Regional Adoption Service Manager.

13. **VARIATION**

13.1 Subject to clause 13.2 below this Agreement, including the Schedules and any Annexes, may only be varied by written agreement of all parties to this Agreement.

13.2 It is acknowledged and accepted that the table of contributions as set out in Schedule 4 will vary every year in accordance with paragraph 1.6 of Schedule 4 of this Agreement and any variation in this regard will be deemed to be incorporated once agreed by the Management Board and notification sent out to each Authority.

14. **LIABILITY AND INSURANCE**

14.1 Save for employer's liability insurance, which is further detailed in clause 14.5 below, the Host Authority shall be responsible for ensuring that adequate insurance cover agreed between the Authorities is in place covering the delivery of the Integrated Service

14.2 Any additional insurance premium payable by the Host Authority in insuring the Integrated Services shall be shared between each Authority in accordance with the percentage apportionment agreed between the Authorities for the relevant financial year and calculated in accordance with Schedule 4 following any reconciliation as set out in paragraph 1.6 of Schedule 4.

14.3 The Host shall notify the other Authorities within 10 days of any claims received in respect of the Integrated Service.

14.4 To the extent such matters are not covered by the insurance arrangements that the Host Authority is required to put in place or the losses sustained fall below the policy excess:

- (a) the Authorities agree to contribute to such losses in accordance with the percentage apportionments detailed in Table 1 of Schedule 4 (as adjusted in accordance with paragraph 1.6 of Schedule 4) for all losses suffered, in relation to all actions, proceedings costs, claims, demands liabilities, losses and expenses however arising out of or in connection with any act or omission

by the Host Authority in carrying out all or any of the duties and responsibilities of the Host Authority and/or implementing decisions of the Management Board, save where the losses incurred are caused by an unauthorised or negligent act or omission of the Host Authority in which event the Host Authority shall indemnify the other Authorities in respect of such losses.

(b) Placing Authorities are solely responsible for any losses arising as a result of the exercise of any of their Retained Functions.

14.5 Save for those costs associated with withdrawal or termination, any costs incurred as a result of employer liability claims will be met by the employing Authority in respect of those members of staff whom it employs. The employing Authority is to maintain employers liability insurance in respect of all its staff employed in the operation of the Integrated Service.

14.6 The provisions of this Clause shall survive termination.

15. **WITHDRAWAL AND TERMINATION**

15.1 Subject to clause 15.3 and 15.4 below any Authority may decide to withdraw from this arrangement.

15.2 If the Authorities agree that the Agreement should be terminated, then the Authorities agree to allow a reasonable period in order for the Host Authority to wind down the Integrated Service and Management Board whilst continuing to comply with their statutory requirements.

15.3 If any Authority wishes to withdraw from this Agreement it must notify each of the other Authorities by giving not less than twelve (12) months' notice in writing of its intention to withdraw.

15.4 If any Authority has notified the Host Authority of its intention to withdraw from this Agreement the remaining Authorities shall immediately review the Agreement to determine whether there is sufficient resource for the Host Authority to continue to fulfil its functions, obligations and responsibilities on behalf of the remaining Authority or whether the Agreement should be terminated pursuant to clause 15.2.

15.5 In the event of the Host Authority notifying the other Authorities of its intention to withdraw from this Agreement all parties shall immediately review the Agreement to determine whether either of the remaining Authorities can become a host Authority or whether the Agreement should be terminated pursuant to clause 15.2.

15.6 If it is decided that the Agreement is to continue after notice is given by the Host Authority to withdraw, the Host Authority shall continue to fulfil its functions, obligations and responsibilities until such time as arrangements have been made for the replacement host Authority to take over the Integrated Service.

16. **CONSEQUENCES OF WITHDRAWAL OR TERMINATION**

16.1 Unless otherwise agreed by the Management Board:-

16.1.1 In the event of any Authority withdrawing from this Agreement irrespective of whether notice has been issued, that Authority shall remain liable in accordance with the apportionments as adjusted in accordance with paragraph 1.6 of Schedule 4, for any financial or other obligation or liability (actual or contingent) incurred as a party to this Agreement in respect of the period to which the Authority was a party to the Integrated Service. This will also include a proportion of any additional costs incurred by the Authorities as a result of the withdrawal and as agreed by the Management Board.

16.1.2 In the event of the termination of this Agreement, all costs associated with such termination and any surplus of funds within the Pooled Fund and any disposal of assets, shall be shared by the Authorities in accordance with the apportionments as adjusted in accordance with paragraph 1.6 of Schedule 4.

16.2 Costs associated with termination shall include all related staffing costs, (as set out on Schedule 4 paragraph 1.5), costs relating to the disposal of assets acquired for the operation of the Integrated Service and any costs incurred by the Host Authority in terminating or otherwise dealing with its liabilities in relation to third party contracts entered into in accordance with clause 5.2. This list is not exhaustive.

16.3 This clause together with clauses 14 and 17 shall survive the termination of this Agreement.

17. **DATA PROTECTION AND FREEDOM OF INFORMATION**

DATA PROTECTION

17.1 All Authorities shall comply with the notification requirements under the Data Protection Act ("**DPA**")

17.2 All Authorities shall duly observe their obligations under the DPA which arise in connection with this Agreement and further agree to be guided by the Information Sharing Protocol detailed in Schedule 2 to this Agreement.

FREEDOM OF INFORMATION

17.3 Notwithstanding their duties under clause 12.2, each Authority acknowledges that they are subject to the requirements of the FOIA and the EIR and, should the request relate to the Integrated Service, shall assist and co-operate with each other to enable the Authority, by whom the request has been received, to comply with disclosure requirements under the FOIA.

17.4 The costs of dealing with any request shall be borne by the Authority receiving the request.

18. WELSH LANGUAGE POLICY

18.1 The Authorities shall comply with the provisions of the Welsh Language Act 1993 or any replacement protocol that the Authorities are required to implement as a result of the Welsh Language (Wales) Measure 2011 and Welsh Language Standards (Welsh Ministers, County and County Borough Council and National Park Authorities) Regulations 2015.

18.2 The Host Authority shall ensure that all third party contracts entered in connection with the Integrated Service shall comply with the requirements of the Welsh Language Act 1993, the Welsh Language Measure 2011 and Welsh Language Standards Regulation 2015 insofar as they apply to any of the Authorities.

19. COMPLAINTS

19.1 All complaints relating to the conduct of a member of staff employed in the delivery of the Integrated Service shall be referred to the relevant employing Authority who shall deal with that complaint in accordance with their internal policies. Any complaint relating to the Integrated Service provided to a service user shall be referred to the Authority with statutory responsibility for the service provision and shall be dealt with by that Authority in accordance with their internal policies. Where a complaint is received by the Integrated Service and there is a potential for more than one Authority to be responsible

for managing that complaint, then the Authority to assume responsibility shall be determined by a joint decision of officers from the Authorities concerned

20. **GOVERNING LAW AND JURISDICTION**

20.1 This Agreement shall be governed by and construed in accordance with English and Welsh law and, without affecting the escalation procedure set out in clause 12; each Authority agrees to submit to the exclusive jurisdiction of the courts of England and Wales.

21. **FAIR DEALINGS**

21.1 The Authorities recognise that it is impracticable to make provision for every contingency which may arise during the life of this Agreement and they declare it to be their intention that this Agreement shall operate between them with fairness and without detriment to the interests of any of them and that if in the course of the performance of this Agreement, unfairness to any of them does or may result then the others shall use their reasonable endeavours to agree upon such action as may be necessary to remove the cause or causes of such unfairness.

This Agreement has been entered into on the date stated at the beginning of it.

THE COMMON SEAL of **BRIDGEND**)
COUNTY BOROUGH COUNCIL was)
hereunto affixed in the presence of:-)

Mayor

Authorised Signatory

THE COMMON SEAL of **THE CITY AND**)
COUNTY OF SWANSEA COUNCIL was)
hereunto affixed in the presence of:-)

Designation:

THE COMMON SEAL of **NEATH PORT**)
TALBOT COUNCIL was)
hereunto affixed in the presence of:-)

Proper Officer

SCHEDULE 1 INTEGRATED SERVICE

A detailed Integrated Service Specification is attached at Annex 1 of this Schedule 1. For brevity an overview of the Integrated Service vision, general aims and objectives are detailed below.

PART 1

Integrated Service – The Vision

The Western Bay Adoption Service wishes to build on the success of three local authorities to improve performance in meeting the needs of those children who require permanence through adoption by bringing together the best practice from each authority into an Integrated Service.

All partners and stakeholders are agreed that collaboration should be underpinned by two guiding principles; that looked after children and prospective adopters alike are advantaged by doing so and that a regional service is demonstrably more efficient and flexible in delivering the service. All partners and stakeholders are agreed that, good as current performance might be, it can and must be improved upon, most especially in reducing the time that children and young people have to wait for adoptive placements and improving the "experience" for prospective adopters from initial inquiry, through the assessment process, panel approval and placement matching and the delivery of post adoption support services.

The amalgamation of services has been approved by Bridgend, Neath Port Talbot and Swansea.

SCHEDULE 1 - PART 2

The Key Objectives

Through collaboration and joint working the Key Objectives are:

- To carry out the functions of the national adoption service and deliver a comprehensive adoption service on a regional level.
- To ensure compliance with legislation, regulations, minimum standards, local procedures and the performance management framework set by the National Adoption Board.
- To ensure that services are carried out in a timely & efficient way and based upon the assessed needs of those persons requiring the service.
- To ensure that those persons seeking approval as adoptive parents are welcomed without prejudice and delay and that their applications are considered on their individual merit.
- To develop a recruitment strategy which ensures a range of adoptive placements are available regionally or through external agencies to ensure timely placements for all children where the placement plan is adoption.
- To provide a child focussed placement service to ensure that children are appropriately matched with adopters who can meet their needs throughout their childhood.
- To work jointly with Health and Education Boards with a view to:
 - providing a range of pre & post adoption support and intermediary services in conjunction with statutory and voluntary sector providers.
 - establishing effective working links with key stakeholders and other collaboratives.
- To maintain effective working links with local authority Children's Services Departments to ensure that agency functions in relation to children requiring adoptive placements are maintained.
- To utilise and build upon examples of good practice within the region and promote consistency, excellence and continuous improvement.

- To comply with the requirements of external audit and inspection.
- To ensure that customer feedback and the views of services users are obtained and considered in the development of the service.

SCHEDULE 1 - PART 3

SERVICES

Overview

Working in collaboration the Host Authority shall ensure the Integrated Service will:

- Ensure that adoption is considered for all children needing a permanent alternative family and liaise, support and advise Local Authority agency on adoption related matters.
- Where the plan for children is adoption, assess their placement requirements, and achieve the closest match possible with prospective adopters making all reasonable efforts to enable sibling groups to be placed together where this is in their best interests
- Recruit, prepare and approve prospective adopters who offer the greatest potential for the adoption of looked after children. This will also include foster carers seeking to adopt a child in their care, if this is considered to be an appropriate plan
- Respond to the immediate and long-term needs of birth parents, siblings and other birth relatives involved in adoption
- Provide information, advice and support across the range of interests and needs of those involved in adoption, including 'non-agency' (e.g. parent/partner adoption) and inter-country adoption
- Offer post placement and post adoption support to all adoptive families, including families where a child has been adopted by a parent/partner or relative, or adopted from overseas
- Meet the needs of adopted adults seeking information about their adoption history, and of others seeking information about, and searching for, their relatives who have been adopted, including access to records

General duties

The Host Authority shall ensure that the Integrated Service:

- provides information in a timely manner and follow up to all enquiries from prospective adopters.
- provides counselling, preparation and pre-approval training for all persons seeking approval as adopters and to ensure that assessments are completed in a timely way.
- provides support to adoptive families post approval and placement.
- undertakes assessments of parent/partner and non-agency adopters on behalf of the court.
- assesses and supports persons who are seeking to adopt a child from abroad.
- provides a family finding and linking service for all children referred for an adoptive placement.
- provides a birth parent counselling service for parents and relatives of children where the plan is adoption.
- provides an intermediary service for those adopted adults seeking access to their birth records and those seeking to be re-united with their birth families.
- provides an intermediary service to relatives of adopted persons seeking information and contact with the adopted person.
- provides a range of financial, practical, therapeutic adoption support services to support the assessed needs of children requiring placement and adoptive families.
- delivers the role & responsibilities of the Adoption Support Services Adviser (ASSA).

- establishes and maintains regional Adoption Panels in line with regulatory requirements and manage the responsibilities associated with the running of Panels.
- maintains a management information system to ensure timely, consistent performance reporting to the Director of Operations and the National Board.
- undertakes a Review of Quality of Service on an annual basis in line with regulatory requirements.

This list is not exhaustive and may be subject to amendment in accordance with clause 13

ANNEX TO SCHEDULE 1

WESTERN BAY REGIONAL ADOPTION SERVICE

INTEGRATED SERVICE SPECIFICATION

1. SERVICE COLLABORATION RATIONALE

- 1.1 All the responsibilities and functions within the five domains of adoption have historically been delivered through the three individual local authority agencies.
- 1.2 The purpose of the Western Bay Integrated Service is to deliver these functions on a collaborative basis, maximising resources to provide services to those affected by adoption in timely and effective manner.
- 1.3 Irrespective of the Welsh Government's willingness to legislate for regional collaboration the Western Bay partners have recognised that there are advantages in developing an Integrated Service. By far the most compelling advantage will be the ability to flex resource to address any and all of the statutory requirements noted above in a timely manner. In addition the ability to utilise a pooled resource to undertake multiple tasks simultaneously will inevitably impact on reducing any unnecessary delay in the process and improve performance in each of the statutory areas. More critically this will also impact positively on the child's journey, shortening the time spent in temporary placements. Potential adopters will also experience a more robust and timely process that will keep them engaged and committed to the Western Bay Adoption Service, therefore reducing the possibility of losing them to a competing agency. Consideration will need to be given to the needs of the service user as to which services should be delivered on a regional and local basis. This specification is, therefore founded on the premise that current performance cannot afford to slip and must improve where possible.
- 1.4 The City and County of Swansea Council will act as Host Authority for the new Integrated Service and will bring together the adoption services of the following authorities:
 - The City and County of Swansea Council
 - Neath and Port Talbot Council
 - The County and Borough of Bridgend Council

Legislative Context

- Adoption & Children Act 2002
- Children Act 1989
- Adoption (Inter-country Aspects) Act 1999
- The Adoption Agencies (Wales) Regulations 2005
- The Local Authority Adoption Service (Wales) Regulations 2005
- The Local Authority (Non -Agency) (Wales) Regulations 2005
- National Minimum Standards for Local Authority Adoption Services for Wales
- The Adoption Information and Intermediary Services (Pre-Commencement Adoptions) (Wales) Regulations 2005
- The Access to Information (Post-Commencement Adoptions) (Wales) Regulations 2005

- The Adoption Support Services (Local Authorities) (Wales) Regulations 2005
- 1.5 In addition there is a range of statutory guidance and some further amending regulations to support these provisions.

2. SCOPE

- 2.1 The Adoption and Children Act (2002) places a statutory requirement on each participating Authority and, therefore, the Western Bay adoption service, to provide the following:

- Recruit, assess and support potential prospective adopters;
- Work in partnership with the child's social worker in seeking a permanent placement for the child through adoption;
- Assess, support and plan for children who are relinquished by their birth parents;
- Assess, support and plan for children who have a parallel plan for adoption;
- Assess and support parent/partner and family relatives who wish to adopt a child;
- Assess and support those adults who are seeking to adopt from another country (inter-country adoptions);
- Provide a service under the Adoption Support Regulations (2005) to children and adoptive families who are considered in need of family support/financial support or require further support/assistance when the children become adults, e.g. Birth Records Counselling to birth parents, adopted adults, letter box contact etc.;
- The management and support of Adoption Panels which approve prospective adopters and make recommendations on the matching of individual children to adopters, reviewing approvals and ensuring quality of practice;
- The provision of professional advice on best practice and regulations to agency decision maker;
- Provide a quality assurance role across the Integrated Service e.g. quality assuring all Prospective Adopter's Reports (PAR) (Wales) and Child Adoption Report and Annexe B Reports (CAR- B)

- 2.2 For the sake of clarity decisions in the following areas will be managed as follows:

- **"Approvals"** Head of Service in the Host Authority;
- **"Should Be Placed"** Head of Service in the responsible Authority';
- **"Matching"** Head of Service in the responsible Authority

- 2.3 The provision of legal advice in the case of the responsible Authority will be provided by that Authority's legal department.
- 2.4 The Integrated Service will not be responsible for the following functions as these will be retained by each individual Authority:
- The assessment, care planning and review of children in need and referred and placed for adoption;
 - Maintaining the functions of the Agency Decision Maker in respect of children requiring a "should be adopted decision";
 - Assessing the support needs of children requiring adoption;
 - Responsibility for the choice of adoptive placement and working with the family finder in matching the child with the prospective adopters.

3. **AIMS AND OBJECTIVES AND FUNCTIONS OF SERVICE**

- 3.1 The aims and objectives for the Integrated Service are (subject to any agreed variation in accordance with clause 13_:
- To carry out the functions of the national service and deliver a comprehensive adoption service on a regional level;
 - To ensure compliance with legislation, regulations, minimum standards, local procedures and the performance management framework set by the National Board;
 - To ensure that services are carried out in a timely & efficient way and based upon the assessed needs of those persons requiring the service;
 - To ensure that those persons seeking approval as adoptive parents are welcomed without prejudice and delay and that their applications are considered on their individual merit;
 - To develop a recruitment strategy which ensures a range of adoptive placements are available regionally or through external agencies to ensure timely placements for all children where the placement plan is adoption;
 - To provide a child focussed placement service to ensure that children are appropriately matched with adopters who can meet their needs throughout their childhood;
 - To provide a range of pre & post adoption support and intermediary services in conjunction with statutory and voluntary sector providers;
 - To establish effective working links with key stakeholders and other collaboratives;
 - To maintain effective working links with each Authorities children's services departments to ensure that agency functions in relation to children requiring adoptive placements are maintained;

- To utilise and build upon examples of good practice within the region and promote consistency, excellence and continuous improvement;
- To comply with the requirements of external audit and inspection;
- To ensure that customer feedback and the views of services users are obtained and considered in the development of the Integrated service.

3.2 The Integrated Service will:

- Ensure that adoption is considered for all children needing a permanent alternative family and liaise, support and advise the Local Authority agency on adoption related matters;
- Where the plan for children is adoption, assess their placement requirements, and achieve the closest match possible with prospective adopters making all reasonable efforts to enable sibling groups to be placed together where this is in their best interests;
- Recruit, prepare and approve prospective adopters who offer the greatest potential for the adoption of looked after children. This will also include foster carers seeking to adopt a child in their care, if this is considered to be an appropriate plan;
- Respond to the immediate and long-term needs of birth parents, siblings and other birth relatives involved in adoption;
- Provide information, advice and support across the range of interests and needs of those involved in adoption, including 'non-agency' (e.g. parent/partner adoption) and inter-country adoption;
- Offer post placement and post adoption support to all adoptive families, including families where a child has been adopted by a parent/partner or relative, or adopted from overseas;
- Meet the needs of adopted adults seeking information about their adoption history, and of others seeking information about, and searching for, their relatives who have been adopted, including access to records.

3.3 General functions & responsibilities of the Integrated Service:

- To provide information, a timely initial response and follow up to all enquiries from prospective adopters;
- To provide counselling, preparation and pre-approval training for all persons seeking approval as adopters and to ensure that assessments are completed in a timely way;
- To provide support to adoptive families post approval and placement;
- To undertake assessments of parent/partner and non-agency adopters on behalf of the court;

- To assess and support persons who are seeking to adopt a child from abroad;
- To provide a family finding and linking service for all children referred for an adoptive placement;
- To provide a birth parent counselling service for parents and relatives of children where the plan is adoption;
- To provide an intermediary service for those adopted adults seeking access to their birth records and those seeking to be re-united with their birth families;
- To provide an intermediary service to relatives of adopted persons seeking information and contact with the adopted person;
- To provide a range of financial, practical, therapeutic adoption support services to support the assessed needs of children requiring placement and adoptive families;
- To deliver the role & responsibilities of the Adoption Support Services Adviser (ASSA);
- To establish and maintain Regional Adoption Panels ("**RAP**") in line with regulatory requirements and manage the responsibilities associated with the running of RAP's;
- To maintain a management information system to ensure timely, consistent performance reporting to the Director of Operations for the National Adoption Service (NAS) and the NAS Governance Board;
- To undertake reviews relating to the quality of the Integrated Service on an annual basis in line with regulatory requirements.

4. **OUTCOMES**

4.1 Outcomes in adoption have traditionally focussed on placement disruption and breakdown and data collected is usually quantitative rather than qualitative. If we are to shift the focus from outputs to outcomes, consideration should be given to the effective management of disruptions and breakdowns and, in particular:

- Improved use and development of predictors of placement outcomes;
- Effective support services and interventions;
- Attachment and mental health; and
- Contentious issues in placement choice

4.2 Additionally, the Integrated Service will develop outcomes and measures around the following, as distinct from National and Regional performance indicators:

- Speed of process – assessment and approval;
- Sign Posting – links to other services and undue delay;
- Fast Tracking – previous adopters and foster carers;
- Matching Process – rationalising interagency fees structure, parallel searching v sequential searching;
- Adoption Register – timeliness of referrals

5. **ELIGIBILITY CRITERIA**

5.1 The Integrated Service will be responsible for providing a service to:

- Persons seeking approval as adoptive parents from within the regional boundary although applicants from outside the region will also be considered;
- Children looked after or relinquished within the region requiring an adoptive placement;
- Adoptive families living within the region requiring an assessment of their support needs following the three year period;
- Adopted adults whose adoption was undertaken by one of the agencies within the region;
- Relatives of adopted persons living within the region requesting an intermediary service;
- People in the region affected by adoption who meet the criteria set out in regulations

6. **SERVICE DELIVERY**

6.1 The Integrated Service will operate on a full-time basis, providing core services during normal working hours, i.e. 8.30am to 5.00pm Monday to Thursday and 8.30 am to 4.30 pm Friday. However, current best practice recognises the need to deliver services outside core hours and in multiple venues, including service users own homes. However, this does not imply a dedicated out of hours emergency service.

6.2 The Integrated Service will at all times, maintain a volume of service that is sufficient to fulfil all of its statutory duties as an adoption agency, as well as any specific requirements, targets and outcomes of this specification.

6.3 The Integrated Service will at all times, maintain an appropriately qualified and skilled workforce that is sufficient to fulfil all of its statutory duties as an adoption agency, as well as any specific requirements, targets and outcomes of this specification.

6.4 The Integrated Service will have in place a detailed contingency plan to deal with workforce absence caused by planned leave, sickness and vacancies that is cost effective and causes minimum disruption to service delivery.

- 6.5 The Integrated Service will at all times comply with safe employment practice, including statutory background checks, confirmation of identity, confirmation of entitlement to work in the UK, disclosure and barring checks, employment and personal references, General Council Registration etc.
- 6.6 The Integrated Service will at all times maintain a system for the management and supervision of staff that meets minimum professional standards as well as a system for quality assurance.
- 6.7 The Integrated Service will at all times comply with the policy and procedures of the Local Children's Safeguarding Board, as amended from time to time and ensure that the safety of children in paramount.
- 6.8 The Integrated Service will at all times comply with any national guidance, minimum standards and legislation relevant to the delivery of this service.
- 6.9 The Integrated Service will at all times put the needs of users at the heart of service delivery and maintain a system that ensures their involvement in service design and delivery, as well as decision making.
- 6.10 The Integrated Service will at all times maintain a system for the management of complaints and representations that complies with minimum standards for timeliness, transparency and information sharing.
- 6.11 The Integrated Service will at all times maintain a system for data protection and handling that complies with the Data Protection Act, as amended from time to time.

7. **PERFORMANCE MEASURES**

- 7.1 The Integrated Service will comply with the key performance indicators set by the National Adoption Service and report upon performance in relation to these indicators.
- 7.2 Additionally regional good practice standards will be developed to measure outcomes and ensure that services are value for money.

8. **CONTRACT MONITORING**

- 8.1 The Integrated Service will provide quarterly data submissions and associated reports aligned to the National Adoption Service performance indicators.
- 8.2 Additionally in accordance with the terms of reference of the Management Board, the Integrated Service will be responsible for conducting an annual review of the quality of the service it provides. Mechanisms to monitor the quality and outcomes of the service which will be required are:
- Effective line management, supervision, support and training of staff employed by the service;
 - A set of regional policies, procedures and practice standards;
 - A range of methods to obtain feedback on the functioning of the regional service from service users, local authorities and other stakeholders;

- Systems to audit the performance of the service against performance indicators and compliance with legislation and standards;
- A system to monitor and manage complaints against the service.

SCHEDULE 2 INFORMATION SHARING PROTOCOL

In this Schedule the following definitions shall apply:

Data Controller: shall have the same meaning as set out in the Data Protection Act 1998.

Data Processor: shall have the same meaning as set out in the Data Protection Act 1998.

Data Protection Legislation: the Data Protection Act 1998, the EU Data Protection Directive 95/46/EC, the Regulation of Investigatory Powers Act 2000, the Telecommunications (Lawful Business Practice) (Interception of Communications) Regulations 2000 (SI 2000/2699), the Electronic Communications Data Protection Directive 2002/58/EC, the Privacy and Electronic Communications (EC Directive) Regulations 2003 and all applicable laws and regulations relating to processing of personal data and privacy, including where applicable the guidance and codes of practice issued by the Information Commissioner.

Data Subject: shall have the same meaning as set out in the Data Protection Act 1998.

Personal Data: shall have the same meaning as set out in the Data Protection Act 1998.

Process: has the meaning given to it under the Data Protection Legislation but, for the purposes of this agreement, it shall include both manual and automatic processing.

Staff: means all persons employed by the Original Authorities to perform its obligations under the Agreement.

1. PROTECTION OF DATA

1.1 It is understood by each Authority that there is a great deal of data, much of it sensitive, processed by the adoption teams in each Authority area. As a result of the collaborative working it is likely that, at times, Personal Data may be transferred between Authorities for the benefit of the Integrated Service.

1.2 This Schedule aims to clarify each Authorities duty when receiving Personal Data from another Authority.

1.3 With respect to the Authorities rights and obligations under this Agreement, the Authorities agree that each Authority is the Data Controller in respect of the work undertaken in that area relating to the Integrated Service. And that if such Data is passed to another Authority that Authority will be regarded as the Data Processor.

1.4 Each Authority that acts as Processor shall:

- (a) Process the Personal Data only in accordance with instructions from the Data Controller;

- (b) Process the Personal Data only to the extent, and in such manner, as is necessary for the provision of the Integrated Service or as is required by law or any regulatory body;
- (c) implement appropriate technical and organisational measures to protect the Personal Data against unauthorised or unlawful processing and against accidental loss, destruction, damage, alteration or disclosure;
- (d) obtain prior written consent from the Authority in order to transfer the Personal Data to any affiliates for the provision of the Integrated Service;
- (e) ensure that all Employees required to access the Personal Data are informed of the confidential nature of the Personal Data and comply with the obligations set out in this Schedule;
- (f) ensure that none of the Employees publish, disclose or divulge any of the Personal Data to any third party unless directed in writing to do so by the Data Controller;
- (g) notify the Data Controller (within five Working Days), if it receives:
 - (i) a request from a Data Subject to have access to that person's Personal Data; or
 - (ii) a complaint or request relating to the Authority's obligations under the Data Protection Legislation;

In relation to (g) (i) the Data Processor shall provide the Data Controller with and personal data it holds in relation to a Data Subject (within timescales required by the Data Processor). In relation to (g) (ii) the Data Processor shall provide the Data Controller with full co-operation and assistance in relation to any complaint or request made.

1.5 Each Authority shall comply at all times with the Data Protection Legislation and shall not perform its obligations under this agreement in such a way as to cause any other Authority to breach any of its applicable obligations under the Data Protection Legislation.

1.6 Each Authority agrees that if a data subject access request is received then the Authority which is deemed to be Data Controller shall be responsible for all expenses relating to such request.

2. **DATA STORAGE**

2.1 Each Authority shall be responsible for storing their own data in respect of services undertaken in their respective jurisdiction and shall do so in accordance with the Data Protection Act 1998. All data relating to prospective and approved adopters will be held by the Host Authority in accordance with the provisions of the Data Protection Act 1998.

SCHEDULE 3 GOVERNANCE

PART I - THE MANAGEMENT BOARD

1. MEMBERSHIP

- 1.1 The Management Board will comprise of:
- (a) A Head of Service from each of the Authorities;
 - (b) The Director for Social Services at NPT (Chairperson).
- 1.2 Each Management Board member shall have delegated authority to make decisions, relating only to the Terms of Reference detailed in Paragraph 3 below, on behalf of the Authorities. Save for those matters which shall be referred back to the Authorities for resolution and or Cabinet/ council approval as required by the Authorities constitution from time to time in accordance with the terms of this Agreement and in particular clause 3.2 below.
- 1.3 In addition to the individuals detailed in paragraphs 1 (a) and (b) above, and in order to accord with the proposed Adoption and Children Act 2002 (Joint Adoption Arrangements) (Wales) Direction 2015, the Management Board shall
- (a) request representation at the Management Board from the Authorities education departments;
 - (b) request representation at the Management Board from the Local Health Board.
 - (c) request representation at the Management Board from voluntary adoption agencies
- 1.4 The attendees detailed in paragraph 1.3 (a), (b) and (c) above shall not have any voting rights for any matters raised at Management Board.

2. MEETINGS AND DECISIONS

- 2.1 The Management Board shall meet bi-monthly and shall be held within the Western Bay region as determined by the Management Board.
- 2.2 To constitute a quorate meeting of the Management Board all members must be present.
- 2.3 A Management Board Member may appoint an authorised deputy to attend any Management Board meeting on his or her behalf. Where practicable the Management Board should be made aware of such substitution. Authorised deputies shall count for the purposes of quorate meetings.

- 2.4 Any meeting of the Management Board may be summoned on the giving of not less than 5 working days' notice to all other parties and such meeting must be held within 3 working days following expiration of the notice.
- 2.5 Each member of the Management Board will use their best endeavours to reach a consensus on decisions, acting reasonably and co-operatively in order to reach agreement which contributes to the success of the Integrated Service.
- 2.6 Any failure by the Management Board to reach a consensus shall result in the matter in question being referred back to the Authorities who shall deal with the matter in accordance with the escalation process detailed in clause 12.
- 2.7 The agenda for each meeting will be prepared and circulated by the Regional Adoption Service Manager 3 working days prior to the meeting (save for requests in accordance with 2.4 above). Any party may request an item be added to the agenda.
- 2.8 Members of the Management Board may invite one or more officers from the Authorities to attend meetings of the Management Board.
- 2.9 The minutes of the proceedings of every meeting shall be drawn up by the Host Authority. Copies shall be circulated to all those in attendance within 2 weeks after the date of such meeting.

3. **TERMS OF REFERENCE**

- 3.1 The activities of the Management Board shall include but not be limited to:
 - (a) Determining the strategic direction of the Integrated Service;
 - (b) Make decisions in relation to the use of the Pooled Fund in accordance with clause 9;
 - (c) Make decisions in relation to the staffing structure, resources and premises required to deliver the Integrated Service, in accordance with the terms of this Agreement;
 - (d) Oversee the appointment and designation of a Regional Adoption Service Manager;
 - (e) Setting monitoring and reviewing Integrated Service standards;
 - (f) Monitoring performance to include financial performance including budget spend;
 - (g) Resolve any conflicts between competing interests of the Authorities;
 - (h) Review the governance arrangement set out by this Agreement;

- (i) Resolve any disputes referred to it via the escalation procedure;
 - (j) Ensure the Integrated Service safeguards children and adoptive parents and further protects the communities of the Western Bay region insofar as possible under the terms of this Agreement;
 - (k) Develop budget strategy based on funding made available by the Authorities.
- 3.2 The Management Board shall not make any decisions relating to an Authority's decision to withdraw from the Agreement or to terminate the Agreement without first referring that matter to the individual Authority for approval.

PART II – REGIONAL ADOPTION SERVICE MANAGER

1. APPOINTMENT

- 1.1 A Regional Adoption Service Manager shall be employed by the Host Authority and shall be tasked by all Authorities to manage the Integrated Service under the strategic direction of the Management Board.

2. TERMS OF REFERENCE

- 2.1 The activities of the Regional Adoption Service Manager shall include but not be limited to:
- (a) Attend and advise the Management Board;
 - (b) Providing day to day management of the Integrated Service;
 - (c) Attending scrutiny meetings across all Authority areas;
 - (d) Managing staff and resources;
 - (e) Driving & continuing to improve the performance of the Integrated Service teams;
 - (f) Developing and maintain partner relationships;
 - (g) Reporting to the National Adoption Board as required;
 - (h) Having access to the Host Authority Chief Executive in situations where differences between agencies are impeding work;
- 2.2 This list is not exhaustive a fuller list of duties and obligations are attached at Schedule 5.

SCHEDULE 4 POOLED FUND

1. ESTABLISHMENT OF A POOLED FUND

- 1.1 The budget for the Integrated Service for the financial year 2015 – 2016 is attached at Annex 1 to this Schedule .
- 1.2 By 31st January before the commencement of the second or any subsequent financial year, the Authorities shall advise each other of their anticipated budget expenditure in respect of that financial year. In the event that the amount of the anticipated budget alters during any formal budget approval process, then that Authority shall advise the other Authorities of the change without delay.
- 1.3 By the 31st March before the commencement of any financial year, the Authorities shall advise each other of their agreed budget expenditure on the Integrated Service for the following financial year. The Authorities shall agree their respective percentage apportionments and financial contributions to the Pooled Fund for the forthcoming financial year.
- 1.4 The Authorities shall establish a Pooled Fund to manage the budget for the Integrated Service. Authority contributions for 2015/16 are set out in Table 1, together with the percentage contribution this payment represents in relation to that Authority's share of the Pooled Fund. This will be amended and varied year on year
- 1.5 The Pooled Fund will comprise the following elements of expenditure:

Fixed Costs

- (a) Staffing - to include all staff employed by the Original Authority and any new staff employed by any Authority for the delivery of the Integrated Service; all costs associated with decisions of the Management Board in relation to the staffing structure including the creation/deletion of posts.;
- (b) Accommodation/Premises - in accordance with clause 8 all costs incurred by NPT in providing premises for the operation of the Integrated Service;
- (c) Infrastructure and support costs - to be borne by each Authority incurring the same, save for those costs incurred by NPT as approved by the Management Board together with those costs incurred by any Authority which are deemed to be disproportionate and are approved by the Management Board;
- (d) Termination costs - as outlined in clauses 15 and 16.

Variable Costs

(a) Costs of commissioning independent adoption placements;

- 1.6 Each Authority is entitled to receive a pro rata percentage (as outlined in Table 1) return of the total number of placements made over the year by the Western Bay Adoption Service. Should an Authority receive a higher percentage of placements than their pro rata financial contribution, that Authority shall make an appropriate payment adjustment to the Authority/Authorities who have suffered a pro rata financial deficit, calculated in accordance with the formula below. Such adjustment to be made by the 31st March of each financial year. In the event that such adjustment cannot be made by the 31st March of each financial year then it shall make such adjustment in the April of the new financial year and without delay
- 1.7 Unless otherwise agreed by the Management Board, the pro rata percentage as outlined in Table 1 and as adjusted in accordance with paragraph 1.6 shall be utilised for the calculation of any shared liabilities or the division of surplus funds in accordance with the terms of this Agreement.

This formula is intended to apportion the actual cost of the service at financial year end to ensure that the contributions from each partner are proportionate to their use of the service.

The partners agree their contributions at the start of the year. These are represented as

BCBC	X
CCS	Y
NPT	Z

The actual cost of the service is A and the actual number of placements made is B. Those placements made by each partner are represented as

BCBC	D
CCS	E
NPT	F

The required financial contribution based upon the actual costs of the service multiplied by the partner's usage is calculated as follows

BCBC	G	=	(D/B)*A
CCS	H	=	(E/B)*A
NPT	I	=	(F/B)*A

The balancing payment is then the difference between what each partner originally contributed and the figures calculated above

BCBC G-X
 CCS H-Y
 NPT I-Z

Where the result of this calculation is a positive number, the partner's initial contribution does not represent their proportion of the overall costs and a top up is required. Where the figure is negative, the reverse is true.

Worked Example

Financial Contribution		
Bridgend	X	740,500
Swansea	Y	1,053,000
NPT	Z	1,053,000
Actual Cost of Service	A	2,100,000
Actual Number of Placements Made	B	78.00
Actual Number of Placements		
BCBC	D	21.00
CCS	E	26.00
NPT	F	31.00
Actual Required Financial Contribution		
BCBC	G	565,384.62
CCS	H	700,000.00
NPT	I	834,615.38
Balancing Payment		
BCBC	J	-175,115.38
CCS	K	-353,000.00
NPT	L	-218,384.62
		-746,500.00

TABLE 1 - PERCENTAGE APPORTIONMENT FOR 2015/2016:

Authority	Financial Contribution	% split
Bridgend	£740.5K	26%
Host Authority Swansea	£1053K	37%
NPT	£1053K	37%

2. INCOME GENERATION

- 2.1 In the event of income being generated by the Integrated Service the Management Board will decide on how best to deal with such income

ANNEX 1 TO SCHEDULE 4

Western Bay Pooled budget 2015/16

Natural Account	Sub-Analysis	Budget Full Year
Employees Detail		
000001 Salaries Basic Pay	00000 n/a	<u>951,500</u>
000002 Salaries NI	00000 n/a	<u>95,000</u>
000003 Salaries Pension	00000 n/a	<u>296,000</u>
000005 Salaries Sick	00000 n/a	<u>0</u>
000013 P&G Backpay	00000 n/a	<u>0</u>
000041 Teachers Basic Pay	00000 n/a	<u>0</u>
000042 Teachers NI	00000 n/a	<u>0</u>
000053 Teachers Part Time	00000 n/a	<u>31,500</u>
000171 Professional Fees	00000 n/a	<u>0</u>
000499 Insurance Liability	00000 n/a	<u>5,000</u>
EMPLOYEES		<u>1,379,000</u>
Premises Detail		
100090 Rent & Leases	00000 n/a	<u>35,000</u>
PREMISES		<u>35,000</u>
Transport Detail		
200070 Car Allowances	00000 n/a	<u>45,000</u>
200071 Staff Transport Other	00000 n/a	<u>0</u>
200079 Other Transport Costs	00000 n/a	<u>0</u>
TRANSPORT		<u>45,000</u>
Supplies & Svcs Detail		
300002 Catering Provisions	00000 n/a	<u>0</u>
300021 Client Support	00000 n/a	<u>0</u>
300021 Client Support	30101 Adoption Allowances	<u>400,600</u>
300021 Client Support	30102 Adoption Support Services	<u>84,500</u>
300021 Client Support	30141 Section 17	<u>0</u>
300021 Client Support	32608 Inter Agency Adoptions	<u>1,172,000</u>
300021 Client Support	33999 Pcards Unverified Transactions	<u>0</u>
300047 IT Hardware Purchase/Lease	00000 n/a	<u>0</u>
300051 IT Software Purchase/Lease	00000 n/a	<u>0</u>
300052 IT Hardware & Software Maintenance	00000 n/a	<u>20,000</u>
300090 Hotel Accommodation	00000 n/a	<u>0</u>
300091 Staff Expenses	00000 n/a	<u>0</u>
300091 Staff Expenses	30603 Subsistence	<u>0</u>
300095 Hospitality & Refreshments	00000 n/a	<u>21,000</u>
300095 Hospitality & Refreshments	30737 Catering	<u>0</u>
300096 Advertising	00000 n/a	<u>0</u>

300096 Advertising	30806 Placements Advertising	<u>25,000</u>
300099 Telephone Rentals/Charges	00000 n/a	<u>5,000</u>
300129 Books & Publications	00000 n/a	<u>15,000</u>
300150 Printing Services	00000 n/a	<u>0</u>
300171 Stationery	00000 n/a	<u>0</u>
300171 Stationery	31847 Photocopying Paper	<u>0</u>
300192 Hire of Facilities	31383 Room Hire	<u>0</u>
300256 Materials Purchase	00000 n/a	<u>0</u>
300304 Consultancy Services	00000 n/a	<u>31,400</u>
300413 Subscriptions	00000 n/a	<u>16,000</u>
300433 Miscellaneous Expenses	00000 n/a	<u>0</u>
300433 Miscellaneous Expenses	30102 Adoption Support Services	<u>0</u>
390150 Printing Recharges	00000 n/a	<u>0</u>
SUPPLIES & SERVICES		<u>1,790,500</u>
GROSS EXPENDITURE		<u>3,249,500</u>
Income Detail		
800115 Recharges Local Authorities	00000 n/a	<u>0</u>
800115 Recharges Local Authorities	80601 Neath & Port Talbot Income	<u>1,053,000</u>
800115 Recharges Local Authorities	81706 Bridgend CBC Income	<u>-740,500</u>
INCOME		<u>1,793,500</u>
NET EXPENDITURE		<u><u>1,456,000</u></u>

SCHEDULE 5 REGIONAL ADOPTION SERVICE MANAGER JOB DESCRIPTION

SUMMARY OF ROLE

PURPOSE OF THE POST:

1.1 To implement and manage the Western Bay regional adoption service and ensure effective and efficient Service delivery.

1.2 To provide operational and strategic leadership and management of adoption provision across the Region to ensure compliance with statutory requirements, policies and procedures and performance measures.

1.3 To promote and develop a cohesive, responsive and quality service in conjunction with partner agencies to meet identified needs and ensure best outcomes.

1.4 To promote the work of the regional collaborative and be accountable to the Regional Management Board.

1.5 To be accountable for the performance of the regional service to the Regional Management Board

THE POST HOLDER IS RESPONSIBLE FOR THE FOLLOWING:

2.1 Develop and implement strategic plans for the Adoption Service through appropriate cross agency partnerships, in order to deliver effective services for children with key partner agencies such as Health, Education, the Police and the Independent Sector.

2.2 Develop, monitor and evaluate services provided in order to raise standards and contribute to the success of the Adoption Service through organisational development, change management and workforce planning.

2.3 Ensure appropriate improvements are made to services in order to continuously improve standards of service provision.

2.4 Manage and control the relevant budgets, ensuring that appropriate and effective use is made of the financial resources available. Work closely with finance colleagues to maximise financial resources available to develop services for children.

2.5 Ensure that data relating to individual clients is recorded and that performance and activity information is reported to the Regional and National Adoption Boards on local and national Performance information.

2.6 Provide monthly supervision in line with the Authority supervision policy to Team Managers.

2.7 Develop mechanisms to maintain strong links with the Child Care Teams in each Local Authority to maintain the profile of Adoption.

2.8 Contribute to and manage inspection processes across the service area as required.

2.9 Represent the region when required at a national and strategic level and contribute to the development and work of the National Adoption Service.

2.10 Ensure Adoption Panels provide robust scrutiny of assessments of Adopters and Matching of children to Adopters.

2.11 Ensure the workforce is adequately qualified and trained to carry out the requirements of the service.

2.12 Ensure that the professional practice and standards of Social Workers and other Team Members are promoted, supported and monitored through regular supervision and appraisal.

2.13 Ensure that all statutory duties in respect of children are discharged in accordance with the requirements of legislation, guidance and the Council's policy.

2.14 To promote good working relationships with other organisations and agencies and to develop effective joint arrangements with the statutory bodies.

2.15 Create opportunities to maximise universal services to meet the needs of children within the region.

2.16 The Regional Manager will be accountable to the Regional Management Board for the service's performance and then to the National Board. Consequently, the regional manager will be required to attend and report to the National Service at regular intervals

HEALTH & SAFETY RESPONSIBILITIES

3.1 To undertake the Health and Safety responsibilities within the HASAWA 1974.

3.2 Employees have a duty of care;

- i) to take reasonable care for the health and safety of both themselves whilst at work and of other persons who may be affected by their acts or omissions (by what they do or do not do).
- ii) to co-operate with the employer so as to enable the duty imposed on them to be performed or complied with
- iii) not to interfere with, or misuse, anything provided for their health, safety or welfare.

4.0 GENERAL DUTIES

4.1 To assist in the development of initiatives, e.g. Investors in People; Performance Management and Appraisal; Continuous Professional Development, etc. To ensure that all activities are operated in accordance with Equal Opportunities.

JOB WORKING CIRCUMSTANCES

The post holder will be expected to:

Central office location base with travel to various locations for external meetings. May be required to travel to other sites.

SCHEDULE 6 NPT ACCOMMODATION AND SUPPORT COST

Narrative	Recurring Cost
Software	
Endpoint Protection	£ 180.00
Microsoft Office	£ 1,135.29
Windows Core Cal	£ 608.40
Encryption Software	£ 900.00
Specialist Hardware and Software (TBD)	£ 500.00
Network Infrastructure	
Ethernet Switch	£ -
Wireless Access Point	£ -
Wireless Access Controller	£ 1,950.00
CISCO ASA Firewall	£ 300.00
Bespoke Adoption Application	
Analysis, Production, Hosting and Support, including EDRMS Development and Storage	£ 14,000.00
Accommodation	
Rent and Services	£ 28,600.00
TOTAL	£48,173.69

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Equality Impact Assessment Screening Form

Please ensure that you refer to the Screening Form Guidance while completing this form. If you would like further guidance please contact your directorate support officer or the Access to Services team (see guidance for details).

Section 1

Which service area and directorate are you from?

Service Area: Western Bay Adoption Service

Directorate: People

Q1(a) WHAT ARE YOU SCREENING FOR RELEVANCE?

Service/ Function	Policy/ Procedure	Project	Strategy	Plan	Proposal
x	x	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(b) Please name and describe below

A joint Partnership Agreement to deliver a regional adoption service within the Western Bay footprint. The Adoption and Children Act 2002 (Joint Adoption Arrangements) (Wales) Directions came into force on 13th March 2015. The primary purpose of these Directions is to ensure effective joint arrangements are in place between local authorities in Wales for the delivery of adoption services. The Western Bay Adoption Service Interim Joint Partnership Agreement was included in a report which went to Cabinet in December 2014 in all three LAs, Swansea, Neath Port Talbot and Bridgend and approved for the first year of the service with a view to a final agreement being established and approved.

Q2(a) WHAT DOES Q1a RELATE TO?

Direct front line service delivery x (H)	Indirect front line service delivery <input style="width: 20px; height: 15px;" type="checkbox"/> (M)	Indirect back room service delivery <input style="width: 20px; height: 15px;" type="checkbox"/> (L)
---	---	--

(b) DO YOUR CUSTOMERS/CLIENTS ACCESS THIS...?

Because they need to x (H)	Because they want to <input style="width: 20px; height: 15px;" type="checkbox"/> (M)	Because it is automatically provided to everyone in Swansea <input style="width: 20px; height: 15px;" type="checkbox"/> (M)	On an internal basis i.e. Staff <input style="width: 20px; height: 15px;" type="checkbox"/> (L)
---	---	---	---

Q3 WHAT IS THE POTENTIAL IMPACT ON THE FOLLOWING...

	High Impact (H)	Medium Impact (M)	Low Impact (L)	Don't know (H)
Children/young people (0-18)	<input type="checkbox"/>	<input type="checkbox"/>	x	<input type="checkbox"/>
Any other age group (18+)	<input type="checkbox"/>	<input type="checkbox"/>	x	<input type="checkbox"/>
Disability	<input type="checkbox"/>	<input type="checkbox"/>	x	<input type="checkbox"/>
Gender reassignment	<input type="checkbox"/>	<input type="checkbox"/>	x	<input type="checkbox"/>
Marriage & civil partnership	<input type="checkbox"/>	<input type="checkbox"/>	x	<input type="checkbox"/>
Pregnancy and maternity	<input type="checkbox"/>	<input type="checkbox"/>	x	<input type="checkbox"/>
Race	<input type="checkbox"/>	<input type="checkbox"/>	x	<input type="checkbox"/>
Religion or (non-)belief	<input type="checkbox"/>	<input type="checkbox"/>	x	<input type="checkbox"/>
Sex	<input type="checkbox"/>	<input type="checkbox"/>	x	<input type="checkbox"/>
Sexual Orientation	<input type="checkbox"/>	<input type="checkbox"/>	x	<input type="checkbox"/>
Welsh Language	<input type="checkbox"/>	<input type="checkbox"/>	x	<input type="checkbox"/>
Poverty/social exclusion	<input type="checkbox"/>	<input type="checkbox"/>	x	<input type="checkbox"/>
Carers (inc. young carers)	<input type="checkbox"/>	<input type="checkbox"/>	x	<input type="checkbox"/>
Community cohesion	<input type="checkbox"/>	<input type="checkbox"/>	x	<input type="checkbox"/>

Equality Impact Assessment Screening Form

Q4 HAVE YOU / WILL YOU UNDERTAKE ANY PUBLIC CONSULTATION AND ENGAGEMENT RELATING TO THE INITIATIVE?

YES NO (If NO, you need to consider whether you should be undertaking consultation and engagement – please see the guidance)

If yes, please provide details below

Consultation was undertaken at the time the service was being developed/implemented which included the development of the Interim Joint Agreement and subsequent approval at the respective three LA Cabinets in December 2014. This included internal and external consultation.

Internal-Written briefings were provided to staff and workshops were held with managers, staff and the unions to consider the model/structure and implementation of the new service. A Steering Group comprised of a lead Director and the Heads of Service from the three authorities was established and met on a monthly basis to consider the progress of the development and implementation of the new service with regular reporting to the Western Bay Project Group and Leadership Board.

External- As part of the process for establishing the National Adoption Service in accordance with the functional model developed by ADSS and endorsed by the Deputy Minister for Social Services, a National Task and Finish Group was established to oversee the implementation of the Service. It was comprised of senior officers from the lead authorities in each regional collaborative, representatives from Welsh Government, ADDS Cymru, CSSIW, BAAF and the Voluntary Sector providers.

Regional reports on progress were presented to the Task and Finish Group on a monthly basis.

Four National workshops were held to consider a range of topics: the role of the medical advisor, voluntary sector, developing partnership/legal agreements and adoption support all attended by stakeholders and representatives from the regions.

There is no discernible difference in how individuals can access or receive the service and the collaborative retains its statutory responsibilities for the delivery of adoption services as indicated in the Service specification which forms part of the partnership agreement. There are no significant changes to the final agreement in relation to how the adoption services will be delivered on a regional basis.

Q5(a) HOW VISIBLE IS THIS INITIATIVE TO THE GENERAL PUBLIC?

High visibility <input type="checkbox"/> (H)	Medium visibility <input type="checkbox"/> (M)	Low visibility <input checked="" type="checkbox"/> (L)
---	---	---

(b) WHAT IS THE POTENTIAL RISK TO THE COUNCIL'S REPUTATION? (Consider the following impacts – legal, financial, political, media, public perception etc...)

High risk <input type="checkbox"/> (H)	Medium risk <input checked="" type="checkbox"/> (M)	Low risk <input type="checkbox"/> (L)
---	--	--

Q6 Will this initiative have an impact (however minor) on any other Council service?

Yes No **If yes, please provide details below**

Failing to take a collaborative approach carries considerable risk for the continued individual provision of these statutory services. Welsh Government via the powers bestowed in the Adoption and Children Act 2002 (Joint Adoption Arrangements (Wales) Directions 2015) enables the authority to direct those local authorities which do not collaborate.

Equality Impact Assessment Screening Form

Q7 HOW DID YOU SCORE?

Please tick the relevant box

MOSTLY H and/or M → **HIGH PRIORITY** → EIA to be completed
Please go to Section 2

MOSTLY L → **LOW PRIORITY / NOT RELEVANT** → Do not complete EIA
Please go to Q8 followed by Section 2

Q8 If you determine that this initiative is not relevant for a full EIA report, you must provide adequate explanation below. In relation to the Council's commitment to the UNCRC, your explanation must demonstrate that the initiative is designed / planned in the best interests of children (0-18 years). For Welsh language, we must maximise positive and minimise adverse effects on the language and its use. Your explanation must also show this where appropriate.

Paragraph 7 of the Directions Powers sets out the requirement that each local authority must enter into a written partnership agreement with the other local authorities in the regional collaborative of which it is part.

Schedule 1 of the Directions sets out which local authorities must collaborate with each other. For the Western Bay region the local authorities are Swansea, Bridgend and Neath Port Talbot with Swansea being the host authority, this having been approved by Cabinets in all three local authorities in April 2014. The Partnership Agreement provides the legal framework through which the regional collaborative will operate and fulfil its responsibilities in delivering an adoption service with paramount consideration being given towards ensuring the welfare of the child is met and improving outcomes for those children whose plan is adoption. There is no evidence to suggest that any of the protected groups would be adversely affected in the delivery of the service and it is envisaged that collaborative working will promote equal opportunity for prospective adopters and those requiring support services by ensuring consistency of response and approach. The proposals provide a pathway for creating an effective and responsive National and regional adoption service and will help to more effectively recruit and support adoptive placements and reduce delays for children waiting for placements.

Section 2

NB: Please email this completed form to the Access to Services Team for agreement before obtaining approval from your Head of Service. Head of Service approval is only required via email – no electronic signatures or paper copies are needed.

Screening completed by:
Name: Val Jones
Job title: Regional Adoption Manager
Date: 16.3.16
Approval by Head of Service:
Name:

Equality Impact Assessment Screening Form

Position:
Date:

Please return the completed form to accesstoservices@swansea.gov.uk

DRAFT

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

Children, Young People and Education Cabinet Board

2 June, 2016

Report of the Head of Transformation – Andrew Thomas

Matter for Decision

Wards Affected:

Neath East

GOVERNANCE ARRANGEMENTS FOR THE NEW PRIMARY SCHOOL REPLACING MELIN INFANT AND MELIN JUNIOR SCHOOLS.

Purpose of the Report

1. To comply with Regulations surrounding the opening of a new school, Members are asked to formally agree:
 - i) The creation of an Instrument of Government which will establish a permanent Governing Body;
 - ii) To approve a permanent name for the new primary school.

Background

2. Members will be aware that from 1st September, 2016 a new primary school will come into existence replacing Melin Infant and

Melin Junior Schools. The new primary school will make use of the existing sites and buildings.

3. Prior to the new school becoming operational Cabinet Members agreed in January, 2016 the creation of a temporary Governing Body to oversee the business of the new school.
4. Regulations state that a permanent Governing Body must be established and in place on a date agreed by the Local Authority, known as the “incorporation date”. This incorporation date is contained within the Instrument of Government and cannot be effected any later than the last day of the first term.
5. To allow time for the process of elections and appointment of governors during the early part of the autumn term, it is proposed the incorporation date will be 1st November, 2016. Until this date, the temporary governing body will continue in its current form when their role and function will then come to an end.
6. It is a legal requirement that every school must have in place an Instrument of Government. In addition to recording the incorporation date, this document also formally records the name of the school and the constitution of its governing body. The Instrument of Government must be formally created by the Local Authority.
7. Governors of the temporary Governing Body have proposed to the Authority that the name of the new school be “Melin Primary School”. Consultation regarding the name has taken place with the Head of Planning and Senior Management Team of the Education Directorate where there have been no objections from either.

Financial Impact

8. There is no financial impact associated with this proposal.

Equality Impact Assessment

9. Having considered the Council's screening assessment guidance produced to assist the Council in discharging its Public Sector Equality Duty under the Equality Act 2010 it has been determined that the proposal within this report does not require an equalities impact assessment.

Workforce Impacts

10. There are no workforce or staffing issues directly associated with this proposal although the permanent governing body will have responsibility for the employment of staff at the school.

Legal Impacts

11. The recommendations contained within this report are in accordance with the Councils obligations set out in The New Maintained Schools (Wales) Regulations 2005.

Risk Management

12. Should the recommendation to create the permanent governing body not be approved then the Council will be in breach of its statutory obligation. Should the recommendation to name the school not be approved then an alternative name will be sought and reported back to Members at a future meeting.

Consultation

13. There is no requirement under the Constitution for external consultation on either of the recommendations within this report, however, a consultation exercise has taken place with members of the temporary governing body regarding the name; likewise, internal consultation has taken place with the Head of Planning and Education Senior Management Team.

Recommendations

14.
 - i) That the Instrument of Government (attached as Appendix A) be approved with the incorporation date of 1st November, 2016 creating a permanent Governing Body;
 - ii) The name of the school will be Melin Primary School.

Reasons for Proposed Decision

15. To comply with legislative requirements for the establishment of a new school.

Implementation of Decision

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

Appendices

17. Instrument of Government at Appendix A.

List of Background Papers

18. Cabinet Report 14th January, 2016:

<https://democracy.npt.gov.uk/ieListDocuments.aspx?CId=132&MId=5948&Ver=4>

The New Maintained Schools (Wales) Regulations 2005:

<http://www.legislation.gov.uk/wsi/2005/2912/contents/made>

Officer Contact

19. John Burge, Principal Schools Governance Officer

Tel: 763599

Email: j.burge@npt.gov.uk

Appendix A

INSTRUMENT OF GOVERNMENT - COMMUNITY SCHOOLS

1. The name of the school is:
Melin Primary School
2. The school is a community school.
3. The name of the governing body is:
Melin Primary School
4. The governing body shall consist of:
 - (a) Four parent governors;
 - (b) Three local authority governors;
 - (c) One teacher governors;
 - (d) One staff governor;
 - (e) Three community governors;
 - (f) One community minor authority representative;
 - (g) Headteacher (except at any time when he/she has given written notice to the clerk to the governing body that he/she chooses not to be a governor).
5. Total number of governors: fourteen (except at any time when the Headteacher has given notice as above that he/she chooses not to be a governor, when the total number of governors will be thirteen).
6. This instrument of government comes into effect on 1st November, 2016.
7. This instrument was made by order of Neath Port Talbot Local Authority on 2nd June, 2016.

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NEATH Port Talbot COUNTY BOROUGH COUNCIL

CHILDREN, YOUNG PEOPLE AND EDUCATION CABINET BOARD

2nd June 2016

REPORT OF THE HEAD OF TRANSFORMATION ANDREW THOMAS

MATTER FOR DECISION

WARDS AFFECTED: ALL WARDS

SCHOOL TERM DATES 2018/2019

Purpose of Report

To obtain Children, Young People and Education Cabinet Board approval to consult on proposed school term dates in respect of the 2018/2019 academic year.

Executive Summary

The Council is responsible for determine school terms and holiday dates for community and maintained special schools and is required to consult on its proposals prior to determination.

Permission is sought to consult on the proposed 2018/2019 term dates attached as Appendix A and to notify the Welsh Government on the dates approved.

Background

To ensure harmonisation of school term dates across Wales, the Welsh Government have issued legislation on the setting of school term dates.

The legislation requires that the Council and the voluntary aided schools in the relevant co-operate and co-ordinate with each to

other to ensure that school term dates are the same (or as similar as can be).

Where agreement cannot be reached, Welsh Ministers have the power, following consultation, to intervene and direct the Council.

It is a requirement that the Council notifies the Welsh Ministers of term dates for the school year 2018/2019 by the final working day in August 2016 and that notice must be sent at least two school years in advance.

The 2018/2019 school term dates proposed by Neath Port Talbot are those that have been agreed by the ERW Consortia and are the same as those proposed by the North Consortia and South Central Consortia. However, it is to be noted that the South East Consortia proposed term dates have an earlier February midterm holiday.

Approval is sought to consult on the proposed 2018/2019 term dates attached as Appendix A.

Financial Impact

There are no financial impacts associated with this report.

Equality Impact Assessment

A Screening Assessment has been undertaken to assist the Council in discharging its Public Sector Equality Duty under the Equality Act 2010. After completing the assessment it has been determined that this Policy does not require an Equality Impact Assessment (EIA). There are no equality impacts associated with this report.

Workforce Impacts

There are no workforce impacts associated with this report. Consultation will include teacher associations and trade unions.

Legal Impacts

The Council has a statutory duty to consult on proposed school term dates.

Legislation requires that 2018/2019 school term dates must be submitted to the Welsh Ministers by the final working day of August 2016.

In consulting on proposed school term dates, the Council's arrangements conform to the requirements of The Education (Notification of School Term Dates) (Wales) Regulations 2014.

Risk Management

There are requirements placed on the Council to consult and determine the school term dates prior to submission to the Welsh Ministers. Failure to do so places at risk the reputation of the Council.

Consultation

Approval is sought to consult with governing bodies, other admission authorities (including those in the relevant area) and other interested parties.

Recommendations

To approve consultation on the proposed 2018/2019 school term dates.

Reasons for Proposed Decision

To enable the Authority to meet its statutory duties.

Implementation of Decision

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

Appendices

Appendix A: Proposed School Term Dates 2018/2019.

List of Background Papers

- a. The Education (Notification of School Term Dates)(Wales) Regulations 2014
- b. The Education Act 2002
- c. The Education (Wales) Act 2014

Officer Contact

Mrs H Lewis, School Admissions

E-mail: h.lewis@npt.gov.uk tel: 01639 763580



School Terms and Holiday Dates
2018/2019 Academic Year

		Mid Term Holiday			
Term	Term Begins	Begins	Ends	Term Ends	Days
Autumn 2018	Monday 3rd September	Monday 29th October	Friday 2nd November	Friday 21st December	75
Spring 2019	Monday 7th January	Monday 25th February	Friday 1st March	Friday 12th April	65
Summer 2019	Monday 29th April	Monday 27th May	Friday 31st May	Monday 22nd July	55
				Total	195

Schools will be closed to pupils for INSET/Staff Preparation on five days between Monday 3rd September 2018 and Monday 22nd July 2019.

Bank Holidays

Good Friday,	19th April 2019
Easter Monday,	22nd April 2019
May Day, closed)	6th May 2019 (All schools
Spring Bank Holiday,	27th May 2019

By virtue of paragraph(s) 14 of Part 4 of Schedule 12A of the Local Government Act 1972.

Document is Restricted

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