

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

Personnel Committee

8th April 2019

Report of the Director of Social Services, Health and Housing – Andrew Jarrett

Matter for Decision

Wards Affected:

All wards

Proposal to create 2 permanent Safeguarding & Referral Officers within Hillside Secure Children's Home.

Purpose of Report:

The purpose of this report is to seek member's approval to establish 2 Safeguarding & Referral Officer posts Grade 8 within Hillside Secure Children's Home.

Executive Summary

This report seeks approval for the establishment of 2 permanent Safeguarding Referral Officers at grade 8. The role of this post is to be responsible for the oversight and implementation of safeguarding & child protection procedures, policies and guidance for Hillside Secure Children's Home. It is also necessary to ensure the robust facilitation of the referrals process within Hillside Secure Children's Home. This post does not currently exist on the staffing structure and has been piloted over the last 12 months.

Background

It was identified that safeguarding and referrals was something which was previously being picked up as an 'add on' to other jobs within Hillside. There was no clear process in place and no one person or area of the business responsible for two of the most important elements of the work undertaken at Hillside. It was decided to pilot the post to determine whether it was

necessary. Expressions of interest were sought from existing Residential Recovery & Intervention Officers with an appointment being made on the basis that this was a trial. Due to the change of duties, an honorarium payment was made.

Following the initial pilot it was identified that the initial role needed expanding to include a resolve clinic for young people to be able to make complaints in a confidential and structured way. This complaint would be investigated independently providing an outcome via a confidential service. It was also identified that there were no efficient cover arrangements in place for annual leave sickness and training. Therefore, in June 2018 a decision was made to increase to two with the same arrangements in place.

Having a structured referral process in place allows the units to streamline the young people being placed to ensure that Hillside are able to meet their needs. The needs are identified prior to the admission stage. In order to allow the young people to have a successful transition, early intervention is essential. The initial needs are identified and a risk assessment is produced on an individual basis; this informs the SONAR (Summary of Needs and Responses).

During the trial period, in addition to setting up essential processes for Safeguarding, Referrals and Complaints, the post holders also deliver training to new starters as part of the Induction Framework and routinely delivery training to all staff.

In previous inspections, it was identified by the CIW (Care Inspectorate Wales) and YCS (Youth Custody Service) that there were gaps in the process of monitoring and compliance. Therefore, a stringent process has been put in place whereby the post holders carry out the QA of incidents and also spot checking to ensure that staff are following the correct procedures. In addition to the standard training, an effective 'lessons learned' process has also been adopted.

Proposal

To create 2 Safeguarding & Referral Officer posts within Hillside Secure Children's Home. The vacancies will be advertised through the normal recruitment process as it is anticipate that there will already be suitably experienced and qualified people within the Authority. The vacancy will be

advertised for 2 weeks on the prior consideration bulletin. If there is no interest, this will be advertised on the internal vacancy bulletin for 2 weeks.

Financial Impact

The cost of the post is detailed below:-

Full cost of 2 x Safeguarding & Referral Officer Posts at Grade 8 = £79,078
(year 1)

A financial appraisal is shown at Appendix 1.

The posts will be full time and based in Hillside.

This will be met by Hillside's staffing budget and is an additional post to the establishment.

Equality Impact Assessment

An Equality Impact Assessment has been undertaken to assist the Council in discharging its Public Sector Equality Duty under the Equality Act 2010, and the requirements of the Welsh Language Standards. An overview of the Equality Impact Assessment has been included in this report in summary form only and it is essential that Members read the Equality Impact Assessment, which is attached to the report at Appendix 3, for the purpose of the meeting.

Workforce Impacts

There are no workforce impacts associated with this report.

Legal Impacts

There are no legal impacts associated with this report.

Risk Management

There are no significant risks associated with this report.

Consultation

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

Recommendations

Having due regard to the Equality Impact Assessment, it is **RECOMMENDED** that Members **APPROVE** the creation of 2 permanent Safeguarding & Referral Officer posts within Hillside Secure Children's Home

Reasons for Proposed Decision

This proposal will ensure that an efficient and effective process is in place for managing the referrals process for children being admitted in to Hillside and also that there is a robust safeguarding process.

Implementation of Decision

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

Appendices

Financial Appraisal - Appendix 1

Financial Statement - Appendix 2

Equality Impact Assessment Form – Appendix 3

Officer Contact:

Karen Wedmore

Acting Centre Manager, All Wales Secure Unit, Hillside Secure Centre

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SET UP COSTS:

<u>Costs</u>	<u>This Year</u> £	<u>Maximum</u> £
Recruitment Costs		0
Accommodation Costs		
Office Costs		
I.T.		
Other (Specify)		
Total Set Up Costs	0.00	0
<u>Funding of Set Up Costs</u>		
Revenue Budget		
Reserves		
Special Grant:		
Other (Specify)		
Total Funding of Set Up Costs	0.00	0

RECURRING COSTS:

<u>Costs</u>	<u>This Year</u> £	<u>Maximum</u> £
Employee Costs (Financial Appraisal Statement)		
> Starting Salary	79,078	
> Additional cost at Maximum Salary		90,654
Employee Training & Seminars		
Accommodation Running Costs		
Travel & Subsistence (Standby Allowance)		
Other Running Costs - Office Supplies		
Other Running Costs - Printing & Literature		
Other Running Costs - IT.		
Total Recurring Costs	79,078	90,654
<u>Funding of Recurring Costs</u>		
<u>External Sources</u>		
Specific Grant:		
Funding from External Agencies	79,078	90,654
Service Level Agreement		
Other (Specify)		
<u>Internal Sources</u>		
HRA		
Existing Budget Allocation		
Additional Guideline Allocation		
Other (specify) :		
Total Funds Available	79,078	90,654

Refer to this statement in the report's section on Financial Appraisal.

EQUALITY IMPACT ASSESSMENT (EIA) REPORT FORM

This form should be completed for each Equality Impact Assessment on a new or existing function, a reduction or closure of service, any policy, procedure, strategy, plan or project which has been screened and found relevant to Equality and Diversity.

Please refer to the ‘Equality Impact Assessment Guidance’ while completing this form. If you would like further guidance please contact the Corporate Strategy Team or your directorate Heads of Service Equality Champion.

Where do you work?	
Service Area:	Hillside Secure Children’s Home
Directorate:	Social Services, Health & Housing

(a) This EIA is being completed for a...

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

(b) Please name and describe below...

To establish 2 permanent Safeguarding & Referral Officer posts within the Hillside Secure Children’s Home structure

(c) It was initially screened for relevance to Equality and Diversity on 13th March 2019

(d) It was found to be relevant to...

Age	<input type="checkbox"/>	Race.....	<input type="checkbox"/>
Disability	<input checked="" type="checkbox"/>	Religion or belief	<input type="checkbox"/>
Gender reassignment	<input type="checkbox"/>	Sex.....	<input type="checkbox"/>
Marriage & civil partnership	<input type="checkbox"/>	Sexual orientation	<input type="checkbox"/>
Pregnancy and maternity.....	<input checked="" type="checkbox"/>	Welsh language	<input type="checkbox"/>

(e) Lead Officer

Name: Karen Wedmore

Job title: Hillside Manager

Date: 13th March 2019

(f) Approved by Head of Service

Name: Keri Warren

Job Title: Head of Children & Young People Services

Date: 15th March 2019

Section 1 – Aims (See guidance):

Briefly describe the aims of the function, service, policy, procedure, strategy, plan, proposal or project

What are the aims?

To establish 2 permanent Safeguarding & Referral Officer posts on the Hillside structure.

Who has responsibility?

Neath Port Talbot County Borough Council – Social Services, Health & Housing – Hillside Secure Children's Home

Who are the stakeholders?

YCS, placing authorities, CIW, Social Care Wales, WG, DFE, Home Office, CAFCASS Cymru, Police.

Section 2 - Information

(a) Service Users

Please tick what information you know about your service users and provide details / evidence of how this information is collected.

Age	<input checked="" type="checkbox"/>	Race.....	<input checked="" type="checkbox"/>
Disability	<input checked="" type="checkbox"/>	Religion or belief	<input checked="" type="checkbox"/>
Gender reassignment	<input checked="" type="checkbox"/>	Sex.....	<input checked="" type="checkbox"/>
Marriage & civil partnership N/A	<input type="checkbox"/>	Sexual orientation <u>Sometimes</u>	<input type="checkbox"/>
Pregnancy and maternity	<input checked="" type="checkbox"/>	Welsh language	<input checked="" type="checkbox"/>

What information do you know about your service users and how is this information collected?

All information about our young people is collated at the point of referral prior to admission from the placing Local Authority or the YCS. A decision is made by the Referral Panel whether the young person's needs can be met based on the information provided. At the point of entry into Hillside, further information is gathered via the Care Planning and Assessment Process and our Clinical Support Team.

Any Actions Required?

None

(b) General

What information do you know and how is this information collected?

As above. Including extra discussions with advocacy, Police, education and external stakeholders when required.

All data about our service users is both qualitatively and quantitatively analysed. It is then sent to Social Services Committee and specific boards including YJB/YCS and the LSCB.

Any Actions Required?

None

Section 3 – Impact

(a) Impact on Protected Characteristics

Please consider the possible impact on people with different protected characteristics. This could be based on service user information, data, consultation and research or professional experience (e.g. comments and complaints).

	Positive	Negative	Neutral	Needs further investigation
Age	➔ <input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Disability	➔ <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gender reassignment	➔ <input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Marriage & civil partnership	➔ <input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pregnancy and maternity	➔ <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Race	➔ <input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Religion or belief	➔ <input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sex	➔ <input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sexual orientation	➔ <input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Welsh language	➔ <input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Thinking about your answers above, please explain (in detail) why this is the case. Include details of any consultation (and/or other information) which has been undertaken to support your view.

The Safeguarding & Referral Officer post holder(s), pregnant or disabled (depending on the disability) would not be able to work directly on the units as they would be putting themselves at risk of injury because of the controlled environment and the risk of restraint, moving and handling.

We positively promote the use of Welsh language via signage and interaction at Hillside. A high proportion of our staff are Welsh speaking. We engage with all Welsh speaking young people via their preferred medium.

(b) Impact on the Welsh Language

What is the likely impact of the policy on:

- Opportunities for people to use Welsh
- The equal treatment of the Welsh and English languages

Please give details

We have designated Welsh speakers within Hillside. We engage with all Welsh speaking young people via their preferred medium.

Could the policy be developed to improve positive impacts or lessen negative impacts? Please give details

See above

Actions (to increase positive/mitigate adverse impact).

None

Section 4 - Other Impacts:

Please consider how the initiative might address the following issues.

You could base this on service user information, data, consultation and research or professional experience (e.g. comments and complaints).

(a) Equalities

Public Sector Equality Duty (PSED)

- to eliminate discrimination, harassment and victimisation;
- to advance equality of opportunity between different groups; and
- to foster good relations between different groups

Please explain any possible impact on meeting the Public Sector Equality Duty

No impact predicted. We promote an anti-discriminatory workplace and do not tolerate discrimination, harassment or victimisation.

As staff are aware of the Council policies and procedures which cover this such as Dignity at Work.

What work have you already done to improve the above?

Reviewed all Policies and Procedures in line with CIW recommendation regarding Welsh language provision (October 2017).

We provide regular and quality assured anti-discriminatory training including radicalisation, anti-racism and LGBT awareness.

We also work closely with minority groups in the community including the YEAST youth groups and the home office for PREVENT and CHANNEL.

Actions (to mitigate adverse impact or to address identified gaps in knowledge).

As above.

(b) Reduce Social Exclusion and Poverty

Please explain any possible impact

We actively reduce the possible impact by including young people in all decision making while they are placed at Hillside. We promote and foster all of the racial cultural religious and protected characteristics of all young people placed here.

What work have you already done to improve the above?

We actively encourage the religious and cultural beliefs help by young people to be respected and valued when they are in Hillside. This includes dietary needs, religious festivals including Ede and fasting.

Actions (to mitigate adverse impact or to address identified gaps in knowledge).

Training for all staff.

Advocacy

Participation by young people

(c) Community Cohesion

Is the initiative likely to have an impact on Community Cohesion?

The Safeguarding & Referral Officer post is necessary to ensure robust safeguarding & referral processes are in place at Hillside.

Actions (to mitigate adverse impact or to address identified gaps in knowledge).

Training for all staff.

Raising awareness.

Multi agency collaboration staffing on strategic groups including LSCB.

Section 5 Consultation

What consultation and engagement has been undertaken (e.g. with the public and/or members of protected groups) to support the views in section 3 and 4?

The post holder will be engaged with all stakeholders and young people explaining their role and responsibility.

This consultation and engagement will be promoted and an integral part of developing the service.

Any actions required (to mitigate adverse impact or to address identified gaps in knowledge)

Each young person will be treated on an individual case by case basis when exercising all of the cultural ethnic educational LGBT and diversity needs including any protected characteristics.

Section 6 – Post Consultation

What was the outcome of the consultation?

See above – the work is considered an integral part of the post and is ongoing.

Section 7 - Monitoring arrangements:

Please explain the arrangements in place (or those which will be put in place) to monitor the impact of this function, service, policy, procedure, strategy, plan or project:

Monitoring arrangements:

Supervision.

Contributing to the development of the ethos of anti-discriminatory practice at Hillside.

Raising awareness

ILP and PDR

Actions:

See above

Section 8 – Outcomes:

Having completed sections 1-5, please indicate which of the outcomes listed below applies to your initiative (refer to guidance for further information on this section).

Outcome 1: Continue the initiative...



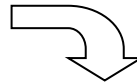
Outcome 2: Adjust the initiative...



Outcome 3: Justify the initiative...



Outcome 4: Stop and remove the initiative...



For outcome 3, detail the justification for proceeding here

N/A

Section 9 - Publication arrangements:

Information on the publication arrangements for equality impact assessments is available in the guidance notes

Action Plan:

Objective What are we going to do and why?	Who will be responsible for seeing it is done?	When will it be done by?	Outcome How will we know we have achieved our objective?	Progress
Seek approval from Members for the establishment of 2 permanent Safeguarding & Referral Officer posts in Hillside	Karen Wedmore, Hillside Manager	Approval sought from Personnel Committee on 8 th April 2019	Whether approval is agreed, ratified	Advertise via PC bulletin initially. If no interest, advertise via NPT internal bulletin. Appoint and develop the role of the Safeguarding & Referral Officer.

* Please remember to be 'SMART' when completing your action plan.