


Corporate Safeguarding Group: Work Programme



Cyngor Castell-nedd Port Talbot
Neath Port Talbot Council

Corporate Safeguarding Group Work Programme 2020/21 (Updated as at 3rd March 2021)






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Ref. No.	Resp. Officer	Due Date	Actions	Evidence	Update
i	To take an overview of the Council's (and partner agencies) responsibilities towards safeguarding and examine ways in which the Council as a whole and partner agencies can secure the safeguarding and well-being of children and adults in the area.				
P1	All		The Council needs to set out the overall governance structure for safeguarding, including how all the different groups concerned with safeguarding matters relate and/or report to one another.	See vi (P2) below for Corporate Safeguarding Policy 2020.  281019SNPT Structure new.docx	Complete
P3	All	August/Sept 2021 (Subject to forward work plan)	The Council needs to put mechanisms in place to ensure that the roles and responsibilities of specific officers and Elected Members referenced in the corporate safeguarding policy are being effectively communicated and complied with, including having lead safeguarding managers in all service areas.	Training to be embedded upon completion.	Training for Elected Members and Councillors in respect of Safeguarding per se. was planned pre-pandemic. As we move into the recovery phase this now need to be reinstated in the training calendar.
P5	Audit Committee	July 2021	The Audit Committee needs to improve their oversight of the Council's risk registers.	Anne-Marie has briefed the Group in relation to the Risk Registers (Operational and Strategic)	All CSG members have been tasked to submit and present their respective Risk Registers to the next CSG for oversight.
ii	To ensure that the Council and its departments are fully compliant with legislation and policy pertaining to safeguarding.				



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P8	The Corporate Procurement Service, Legal Services	July 2021	The Council should review procurement practices to ensure that safeguarding matters are fully considered and managed when services are delivered on its behalf by third parties.		Update required from Procurement and Legal Services.
iii	To ensure there are effective joint working arrangements between Council departments and partner agencies, including working arrangements with the Public Services Board (PSB), Community Safety Partnership (CSP); Violence Against Women, Domestic Abuse and Sexual Violence (VAWDASV), Area Planning Board (APB); Contest Board and with the West Glamorgan Safeguarding Board (WGSB).				
iii(a)	CFD		LA and Partnership Groups to be mapped.	See embedded document at P1	Complete
iv	i. To monitor and scrutinise the performance of safeguarding activities across the Council supporting good practice and challenging and holding to account poor practice i.e. Annual S135 Safeguarding Audit.				

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<p>P4</p>			<p>The Council needs to improve the effectiveness of its Corporate Safeguarding Group by:</p> <ul style="list-style-type: none"> a) developing and agreeing a terms of reference for the group to make its role and function clearer; b) defining the role and responsibility of officers in attending the group; c) reviewing the membership to ensure all parts of the organisation are represented; d) setting out where the group reports to, including whether it should report through to an overview and scrutiny committee; and regularly assessing the group’s effectiveness in delivering the desired outcomes. 	 <p>060121ToRCSGFINAL.docx</p>  <p>Section 135 Audit Tool.docx</p>  <p>2e. NPT Education.docx</p>  <p>2f. NPT Social Services Audit.docx</p>  <p>2g. NPT Social Services Action Plan.d</p>	<p>P4 (a-d) Complete</p> <p>S135 Audit of Safeguarding across NPT (SSD, Education) completed on behalf of the Safeguarding Board. Action Plan attached.</p>
<p>v</p>	<p>To ensure that positive practices are maintained, lessons are learnt and changes made in the areas that require improvements.</p>				

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v(a)	All	November 2019	WAO Review of Corporate Arrangements for Safeguarding – NPT, dated October 2019 to be considered by Corporate Safeguarding Group.	 Safeguarding Report - NPT CBC.docx	This work plan is set against the WAO Review findings attached.
V(b)	All	Standing Agenda item	All departments across the Council to share documents and present (audits, reports, CPR, APR, MAPF) pertaining to 'lessons learnt' across the LA re. Safeguarding to the Corporate Safeguarding Group.	Corporate Safeguarding Group Minutes.	Complete with pathways established through the Corporate Safeguarding Policy, CSG ToR and Work Programme.
vi	To develop and oversee the Council wide safeguarding policy.				
P2	All	November 2019	The Council needs to update its corporate safeguarding policy to reflect the revised arrangements for overview and scrutiny of safeguarding and refer to the role of the Corporate Safeguarding Group.	 060121CorporateSaf eguardingPolicyFINAL	Complete.
P9	All	November 2019	The Council needs to establish a system to assess and report on the effectiveness of its corporate arrangements for safeguarding.	See vi (P2)	Complete. The work of the Corporate Safeguarding Group to be reported on bi-annually, as per the ToR, point 4(v), to allow for scrutiny on the effectiveness of the group and response to Safeguarding across the LA.
vii	To develop and oversee the workforce development strategy and training plan to ensure that safeguarding is embedded and reviewed at the various levels across the Council.				

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P7	Training		<p>P7 The Council needs to strengthen arrangements for safeguarding training by:</p> <ul style="list-style-type: none"> a) assessing whether the current training on safeguarding meets its needs; and b) establishing a reliable, central record of training undertaken so there can be a corporate oversight of compliance with training requirements. 	<p>The Council has identified some safeguarding training as mandatory for all staff, this includes: basic safeguarding awareness, Violence Against Women, Domestic Abuse and Sexual Violence (VAWDASV); Workshops to raise awareness of Prevent; and General Data Protection Regulations (GDPR).</p> <p>For social services staff safeguarding training is mandatory. Should we add here – at levels appropriate for each staff group. Staff working in the youth service are also required to have safeguarding training. In schools all staff are expected to have annual training on safeguarding and child protection.</p>	<p>Accurate training records are held and maintained centrally for ENV, C.Exec & F&CS, and SSHH.</p> <p>ELLs maintain their own records and the T&D team are providing advice and guidance to help ELLs improve training record keeping. The new HR / Payroll system will launch next year, which will improve access to and reporting of data.</p> <p>Corporate oversight of training requirements will be improved with the introduction of the new Corporate safeguarding awareness eLearning training.</p> <p>This safeguarding training will be mandated, and coverage extended to all relevant council service areas, and will be included as standard on induction programmes.</p>
<p>viii To maintain a strategic overview of all developments, plans, policies and strategies for safeguarding and to make appropriate recommendations for action.</p>					


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a	All	Standing agenda item	All developments, plans, policies and strategies pertaining to Safeguarding will be presented to the group for oversight.	Minutes of CSG	Regularly circulated.
viii	To ensure safe recruitment processes are implemented and adhered to consistently across the Council.				

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<p>P6</p>	<p>HR and Education</p>		<p>The Council needs to strengthen its safe recruitment procedures by:</p> <ul style="list-style-type: none"> a) assessing the risks around its current policy on the regularity of DBS checks and determine if any changes are needed; b) formally recording and retaining the risk assessment undertaken when determining if a role needs a DBS check (and at what level) on the corporate HR system; c) improving arrangements for completing DBS checks for staff working in schools; and d) maintaining a central recruitment record for all staff working or volunteering for the Council (including in schools). 	<p>a)The variation in the regularity of DBS checks is a result of the requirements by regulatory bodies e.g. Social Care for Wales require DBS renewals whereas the Education Workforce Council sets no requirement. NPT has a Safe Recruitment policy which is consistently applied with regards to DBS checks so no further action required.</p> <p>b) In the process of changing our HR/Payroll system and will be reviewing HR processes as part of the implementation plan. This can therefore, be considered alongside the change over from current HR/Payroll system (Vision) to the new system (I Trent). (The live date for the new system is scheduled for April 1st 2021).</p>	
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				<p>c) DBS checks for schools are input into the current HR system (Vision) by staff employed by the schools. Current processes will be reviewed as the new HR system is being implemented.</p> <p>d) This could be looked at with the introduction of the new system next year. Potentially, this might require additional monies to achieve.</p>	
x	To ensure that thematic safeguarding issues are actively addressed across the Council.				
xi	To ensure Members are regularly updated on issues relating to safeguarding practice.				
xii	To produce a bi-annual report for WGSB, Corporate Directors and Members covering the work undertaken by the SSG.				
	P9		The Council needs to establish a system to assess and report on the effectiveness of its corporate arrangements for safeguarding.	 CSGBiannualReport February2021.docx	February 2021 – 1st Bi-Annual Report.

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