








Wales Audit Office - Review of corporate arrangements for the safeguarding of children: October 2019



Action Plan



Proposal no	Proposal for improvements	Actions	Responsible Officer	Timescale for response	Comment	Status RAG
P1	<p>The Council should strengthen awareness of the roles of the lead officer and lead member for safeguarding by:</p> <ul style="list-style-type: none"> including information about the roles of the lead member and lead officer for safeguarding on the Council's safeguarding intranet pages; and ensuring safeguarding is included in the lead member's portfolio responsibilities on the Council website. 	<p>Information about the roles of the lead member and lead officer for safeguarding to be included on the Corporate Safeguarding Intranet pages.</p>	<p>Workforce Development Manager – Social Care</p>	<p>Completed</p>		
		<p>Safeguarding to be included in the lead Member's portfolio responsibilities on the Council's website.</p>	<p>Democratic Services Manager</p>	<p>Completed</p>		
P2	<p>The Council should strengthen the Corporate Safeguarding Policy in the following ways:</p> <ul style="list-style-type: none"> clarify the role and responsibilities of the lead member for safeguarding; set out the role of scrutiny in the Council's 	<p>The role and responsibilities of the lead member for safeguarding are set out in the lead member's role description.</p> <p>The Subject Overview and</p>	<p>Democratic Services Manager</p>			

	<p>safeguarding arrangements;</p> <ul style="list-style-type: none"> • clarify the role of the operational corporate safeguarding board; and • Remove obsolete reference to safeguarding champions 	<p>Scrutiny Committee 2 considers matters which are Social Services and Wellbeing themed.</p> <p>The terms of reference of the Overview and Scrutiny Committees can be amended at the Annual Meeting of Council to set out the role of scrutiny in the Council's safeguarding arrangements.</p> <p>Safeguarding was considered by the Subject Overview and Scrutiny Committee 2 in July 2019 and can be included as a future item on the Scrutiny Forward Work Programme.</p> <p>The Corporate Safeguarding Policy to be refreshed to reflect the changes to safeguarding procedures in Wales</p>	<p>Workforce Development Manager Social Care</p>	<p>Completed</p>		
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		being introduced from April 2020.				
P3	<p>The Council should strengthen its Recruitment and Selection Managers' Guidelines in relation to safeguarding and safe recruitment. For example:</p> <ul style="list-style-type: none"> • the job descriptions section could refer to safeguarding for relevant posts; • specify that job adverts for posts that require a Disclosure and Barring Service (DBS) check will contain an explicit statement on safeguarding; and • the guidelines should cross refer to the DBS Policy and the Corporate Safeguarding Policy 	<p>Recruitment and Selection Managers' Guidelines will be updated to reinforce the importance of safeguarding in recruitment as well as employees' roles in safeguarding. The changes will include</p> <ul style="list-style-type: none"> • the job descriptions section could will include reference to safeguarding • adverts for posts that require a DBS check will contain an explicit statement on safeguarding; and • the guidelines will make reference to the DBS Policy and the Corporate Safeguarding Policy 	Group Manager – Human Resources and Organisational Development	Completed	All recruitment documentation has been updated as per the recommendation	
P4	The Council should update its DBS Policy to	The protocol will be updated to	Group Manager – Human Resources	Completed	A further review of this policy is	

	ensure it makes reference to current legislation.	accurately reflect current legislation.	and Organisational Development		underway and the updated version will be reported to Council for approval in due course.	
P5	The Council should ensure the consistent use of safeguarding provisions in tenders and contracts across all Directorates and ensure appropriate monitoring of such contractual provisions.	Whilst preparing tenders, procurement will consider use of safeguarding provisions in tenders and contracts – we will look to liaise with our contract lawyers for contract conditions. Further communication would need to take place with client departments with regards to specific contracts as procurement does not manage the day to day operational arrangements of contracts, this only happens with corporate contracts.	Corporate Procurement Manager			
P6	The Council should improve its approach to safeguarding training in the following ways:	The content of the safeguarding e-learning is to be refreshed to reflect the changes to	Workforce Development Manager Social Care	Completed		

	<ul style="list-style-type: none"> • clarify when mandatory safeguarding training needs to be refreshed; • clarify how often safeguarding training should be offered to members; and • accelerate the rate of compliance with the completion of its mandatory safeguarding training. 	<p>safeguarding procedures in Wales being introduced from April 2020.</p> <p>And then be reviewed every 3 years or sooner if required.</p> <p>Safeguarding training was previously delivered to Members in September 2017 and now would be an opportune time to offer further safeguarding training as the Council is midway through its term.</p> <p>See P8 re training compliance</p>	<p>Democratic Services Manager</p> <p>Group Manager – Human Resources and Organisational Development</p>	<p>Every 3 years</p>		
P7	The Council should develop a central system for recording and monitoring volunteer information, including any	An audit of volunteering activity will be undertaken and corporate guidance developed	Group Manager – Human Resources and Organisational Development	In progress	The audit has been completed, however, the outcomes and have not yet been reported to CMB,	

	training records and DBS checks for volunteers, and consider producing central guidance for the recruitment of volunteers	on the use of volunteers. This will include the consideration of either central or Directorate systems for recording and monitoring.			due to other pressing demands. Further work will be progressed to consider the options for recording and monitoring volunteer records. This will take account of safeguarding requirements and best practice.	
P8	The Council should consider producing further performance measures (for example in respect of DBS check compliance and mandatory safeguarding training) to enhance the performance information that goes to scrutiny and aid transparency.	Monitoring arrangements are currently in place for DBS compliance and Safeguarding training. Reporting arrangements will be established to enable monitoring of this performance at a corporate level.	Group Manager – Human Resources and Organisational Development	Completed	Quarterly reports are in place and these will be scheduled for CMB meetings	
P9	The Council should consider the merits of the operational corporate safeguarding group having oversight of corporate safeguarding risks from across the Council.	The Corporate Safeguarding Group has been superseded by the Bridgend Locality Operational Safeguarding Group which has multi-agency representation.	Director of Social Services & Wellbeing / CMB	May 2020	Task and Finish Group delayed as a result of Covid-19	

		<p>A workshop to review the functionality of the group and to make recommendations for future arrangements was held on the 15th January 2020.</p> <p>A task and finish group will take forward the recommendations.</p>				
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