

**Wiltshire Council**

**Cabinet**

**18 June 2013**

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**Subject: Executive Response to the Final Report of the Safeguarding Children and Young People Task Group**

**Cabinet member: Cllr Laura Mayes – Children’s Services**

**Key Decision: No**

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**Executive Summary**

The Safeguarding Children and Young People Task Group was established following an Ofsted inspection of Safeguarding and LAC Services in Wiltshire, undertaken in March 2012. On 28 March 2013 the Children’s Select Committee endorsed the Final Report of the Task Group and supported the recommendations. This included recommending that Cabinet includes the final report of the Safeguarding Children and Young People Task Group on its forward work programme at the earliest opportunity, and for it to be accompanied by a report updating on implementation of the Task Group’s recommendations.

This report highlights action already taken in response to recommendations from the Task Group. It also includes an Appendix on the response to each of the 41 recommendations. An earlier version of this report and appendix was considered by Children’s Select Committee on 6<sup>th</sup> June and amendments made in response to feedback.

**Proposal**

**That Cabinet note the action already taken and actions planned in response to the final report of the Safeguarding Children and Young People Task Group.**

**Reason for Proposal**

This report is being presented to Cabinet at the request of the Safeguarding Children and Young People Task Group. The recommendations from the Task Group were supported by Children’s Services Select Committee.

**Cllr Laura Mayes  
Lead Member for Children’s Services**

**Wiltshire Council**

**Cabinet**

**18 June 2013**

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**Subject: Executive Response to the Final Report of the Safeguarding Children and Young People Task Group**

**Cabinet member: Cllr Laura Mayes – Children’s Services**

**Key Decision: No**

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**Purpose**

1. To present the response of the Lead Member for Children’s Services to the Final Report of the Safeguarding Children and Young People Task Group. (The report was endorsed by Children’s Services Select Committee on 28 March 2013.)

**Foreword**

2. The Safeguarding Children and Young People Task Group was established following an Ofsted inspection of Safeguarding and LAC Services in Wiltshire, undertaken in March 2012. The inspection looked at the contribution made by all agencies to ensure that children and young people were properly safeguarded and the quality of service provision for looked after children and care leavers. The subsequent Ofsted inspection report was published on 24 April 2012 and the results are summarised as follows:

<b>Safeguarding services</b>	
Overall effectiveness:	Inadequate
Capacity for improvement:	Adequate
<b>Looked after children (LAC) services</b>	
Overall effectiveness:	Adequate
Capacity for improvement:	Good

Possible grades: inadequate, adequate, good and outstanding.

3. The Safeguarding Children and Young People Task Group was subsequently established with the following terms of reference:

- a) To monitor and scrutinise implementation of the improvements to safeguarding arrangements required by Ofsted following its inspection of Wiltshire's Safeguarding and LAC Services in March 2012;
  - b) To support Wiltshire Council and its partner agencies in developing robust safeguarding arrangements for children and young people in Wiltshire;
  - c) To monitor and scrutinise the impact of safeguarding arrangements in Wiltshire on outcomes for children and young people; and
  - d) To monitor and scrutinise the implementation of the Children in Care Commissioning Strategy and its impact on outcomes for Wiltshire's looked after children and their families/carers.
4. The Task Group had the following membership:  
Cllr Jon Hubbard (Chairman)  
Cllr Andrew Davis  
Rev Alice Kemp  
Cllr Bill Moss  
Cllr Carole Soden  
Cllr Bridget Wayman
5. On 28 March the Children's Select Committee endorsed the Final Report of the Task Group and agreed the following resolutions:
1. To endorse the Final Report of the Safeguarding Children and Young People Task Group.
  2. To refer the Task Group's recommendations to the appropriate executive bodies for response at the Committee's next meeting on 6th June.
  3. To recommend that on 6th June 2013 the successor Committee establishes a rapid scrutiny exercise to consider the outcomes of the recent Ofsted inspection of Wiltshire's adoption service.
  4. To recommend that Cabinet includes the Final Report of the Safeguarding Children and Young People Task Group on its forward work programme at the earliest opportunity, and for it to be accompanied by a report updating on implementation of the Task Group's recommendations.
6. The Task Group's final report along with an update on the implementation of improvements was subsequently added to the Cabinet Forward Work Programme to be considered on 18 June 2013.

## Response to the Task Group's recommendation

7. The hard work and commitment of Task Group members has been much appreciated. The report was presented to the April Safeguarding and Adoption Improvement Board and the independent chair of the Board and the Department for Education representative commented positively on the work of the Task Group and the recommendations.
8. **Appendix 1** includes the full list of the 41 recommendations from the Task Group and information on the actions being taken. A summary of the current status for each of the recommendations is noted below.
9. Action on the following 5 recommendation has been **completed**. In some cases follow up action is being arranged.
  - R4 SMART milestones in the Safeguarding and Adoption Improvement Plan
  - R5 Milestones to be linked to indicators
  - R22 Safeguarding statement  
To date 47 Councillors have signed the statement. Follow up is taking place.
  - R23 Including safeguarding in the induction programme for new Councillors. 67 Councillors attended the safeguarding induction training. Follow up sessions are being arranged.
  - R37 Document on safeguarding roles and responsibilities.  
This was distributed in induction packs and available on the Wire.
10. It has been **agreed** that the following 23 recommendations will be progressed and **action is being taken**. Target dates have been set for the majority of recommendations.

### Monitoring

- R1 Single 'master' set of safeguarding performance indicators
- R6 Reports on the Safeguarding and Adoption Plan to highlight milestones which are slipping i.e. red or amber
- R7 "SMART" approach to all reports to the Improvement Board
- R13 Including key workforce performance indicators in the "master set" of indicators
- R40 Tests of assurance for DCS and Lead Member
- R41 "Safeguarding considerations" section in all committee and Cabinet reports – this is being piloted for July Cabinet reports

### Communication

- R2 Weekly Children's Services bulletins
- R3 WSCB monthly newsletter

#### Improving practice and service design

- R11 Improving feedback to and involvement of professionals who refer to social care
- R14 Co-location and integration of teams. Action being taken on the MASH as a first step
- R15 Hot desking provision for social workers. Dates for development of campuses set. Follow up taking place on access to space for confidential discussions in main Council hubs
- R16 Development of a MASH
- R17 Change in functions managed through the Safeguarding Teams
- R18 New service model for Safeguarding Teams which is more locality based

#### Roles and responsibilities of Councillors

- R21 Councillors handbook including guidance on safeguarding consideration (target date to be set)
- R24 Ongoing programme of safeguarding training for Councillors (dates to be set)
- R25 Credit card sized easy reference guide
- R26 Safeguarding training for Select Committee (dates to be set)
- R27 Safeguarding training for the Safeguarding Children and Young People Panel (dates to be set)
- R28 Safeguarding training for the Safeguarding Children and Young People Panel
- R35 Establishing a Safeguarding Children and Young People Panel. This might involve reducing the elected membership of the Corporate Parenting Panel. (R36)
- R38 Ongoing programme of training for Lead Member
- R39 Job specification for Lead Member

11. The following 3 recommendations are **being considered** before a decision is made.

- R8 Creating a new , permanent 'Safeguarding Peer Liaison' post
- R9 Attendance at MAFs by 'Safeguarding Peer Liaison' post or a social worker – links to R8
- R20 Review and optimise the alignment of the various geographical clusters

12. It is noted that the following will be subject of future scrutiny.

- R10 Quality assurance of MAFs

- R12 Social care workforce strategy and key workforce performance indicators
- R19 Referral and assessment
- R29 Mid-term progress and annual report from WSCB
- R30 WSCB business plan implementation through analysis of minutes of meetings
- R34 Rapid Scrutiny exercises will take place

It is also noted that:

- Scrutiny Members will visit teams and services (R31)
- The Safeguarding Children and Young People Task Group is being re-established (R32)
- The Task Group will continue its work for at least 18 months after the Safeguarding Improvement Board has been disbanded and that the group will receive an update on the work of the Safeguarding Improvement Board (SIB), or from the WSCB upon the SIB's demise, at each meeting (R33)

### **Environmental and climate change considerations**

13. Recommendation R17 proposes reverting to a “patch based services where social workers cover discrete areas of the county”. Work is moving forwards on this. Once implemented this will mean less travel for social work staff.

### **Equalities impact of the proposal**

14. The work of the Task Group focused on improving the quality of the service provided to children and young people in need and at risk of significant harm. These are the most vulnerable children and young people living in Wiltshire.

### **Risk assessment**

15. There is a specific risk action plan for Safeguarding Improvement. This is updated following each meeting of the Safeguarding and Adoption Improvement Board.

### **Financial implications**

16. Recommendation R8 refers to the creation of a Safeguarding Peer Liaison post. This is being considered. Recommendations R16 and R17 are being implemented. This will involve some changes in how social work functions are organised. The creation of a multi-agency safeguarding hub – a MASH – is part of these changes. This work is being Project Managed by the Transformation Team.
17. The MASH is planned to be resourced by existing staff within teams from the Council and Partner Agencies, including the Referral & Assessment Team. The Safeguarding Peer Liaison post would be additional to the current staffing establishment and funding would need to be identified prior to recruitment. It

should be noted that the Referral and Assessment team is currently operating above its budgeted staffing establishment and this is a further cost pressure for 2013-14. Additional funding has been set aside from reserves in 2013-14 to support additional demand within Children's Social Care, which may include demand for additional staffing, however any ongoing costs are unbudgeted and will need to be understood at an early stage.

### **Legal implications**

18. A number of the recommendations relate to the Wiltshire Safeguarding Children's Board and to the roles and responsibilities of the Lead Member and Director of Children's Services. The recommendations do not contradict the statutory guidance produced on these roles and responsibilities.

**Carolyn Godfrey**  
**Corporate Director**

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Report author

Jane Shuttleworth, Safeguarding Improvement Plan Project Manager

Appendix 1

**List of Safeguarding Task Group – recommendations and action being taken**

Background Papers

None

**Appendix 1 List of Safeguarding Task Group – recommendations and action being taken**

No.	Recommendation	Action being taken	Summary current position
R1	<p>A single ‘master’ set of safeguarding performance indicators should be collated and circulated to all relevant local bodies. This should;</p> <p>a. Be designed in such a way that more detailed data can be included or excluded depending on the needs of the audience, but there should be only one master set;</p> <p>b. Where, necessary, include historic and benchmarking data and include brief analysis, so that the document serves as an effective sign-post to what is happening;</p> <p>c. The Council’s Communications and/or Performance teams should be enlisted to make this document inviting and accessible to as wide an audience as possible;</p> <p>d. It should be clear to all parties who is responsible for collating and circulating this data, to whom and when.</p>	<p><b>Single ‘master’ set of safeguarding performance indicators</b></p> <p>It is important to note that the Peer Review Team suggested that performance information was reviewed to ensure each tier of management receives appropriate information.</p> <p><b>First</b> stage is to produce a master-plan list of indicators with columns noting whether benchmarking and trend data is available and noting who is monitoring this information currently eg: WSCB, SIB, through Performance Review meetings and so on. This work will be completed by mid June.</p> <p><b>Second</b> stage will be to review this information to ensure right information is available and being used by right people. This will also include looking at alternative ways of presenting the information. By end July.</p> <p><b>Third</b> stage will be to produce revised performance reports and outline process for producing documents including responsibilities and timescales. Revised data reports from 1<sup>st</sup> October.</p>	<p>Agreed and action being taken.</p> <p>Target dates set.</p>
R2	<p>The weekly Social Care Bulletins should be redesigned to be shorter, clearer and more inviting to the reader. The Communications team should be enlisted in the re-design process.</p>	<p><b>Weekly Children’s Services bulletins</b></p> <p>The weekly bulletins are now circulated to all Children’s Services staff. They still have a strong focus on safeguarding and early help. Bulletins are now shorter. Feedback received on the bulletins is mixed. Some people find bulletins interesting and useful. Others find it difficult to make time to read bulletins. There will be liaison with the Communications Team for any useful tips/ideas re layout. Mystery-shopping exercise taking place involving all Children’s Service teams/services. New improved layout and design from 1<sup>st</sup> July.</p>	<p>Agreed and action being taken</p> <p>Target dates set.</p>
R3	<p>In addition to the Social Care Bulletin, the Wiltshire Safeguarding Children’s Board (WSCB) should coordinate a multi-agency safeguarding bulletin, produced co-operatively by the relevant local agencies, to communicate and promote the ongoing changes to safeguarding in Wiltshire. Wiltshire Council’s Communications team should be enlisted in making this an accessible and inviting document to read.</p>	<p><b>WSCB monthly newsletter</b></p> <p>The chair of the WSCB plans to produce regular monthly newsletter from July 2013. The newsletter will be available on the WSCB website and will be available in hard copy. Plan to use the wider Children’s Trust distribution list. Longer term WSCB will make more use of social media particularly for communication with general public.</p>	<p>Agreed and action being taken.</p> <p>Target dates set.</p>



No.	Recommendation	Action being taken	Summary current position
R4	All milestones within the Safeguarding and Adoption Improvement Plan should be SMART.	<b>SMART milestones in the Safeguarding and Adoption Improvement Plan</b> Milestones for the overall Safeguarding and Adoption Improvement Plan have been revised. Milestones are SMART where this is possible. The revised milestones were agreed by the Improvement Board in April 2013.	Completed.
R5	Each milestone within the Safeguarding and Adoptions Improvement Plan should be accompanied by a list of those indicators that illustrate whether it has been achieved or not.	<b>Milestones to be linked to indicators</b> Milestones for the overall Safeguarding and Adoption Plan have been revised. Milestones use specific indicators if this is appropriate.	Completed.
R6	Any groups scrutinising the delivery of the Safeguarding and Adoption Improvement Plan should be provided with a 'RAG-rated' exception report highlighting which milestones are slipping (i.e. red or amber milestones).	<b>Reports on the Safeguarding and Adoption Plan to highlight milestones which are slipping i.e. red or amber</b> The Safeguarding Improvement Board agreed In August 2012 that the actions in the Improvement Plan should be RAG rated. The plan and RAG ratings are updated for each Board meeting. Reports cover action being taken on any red RAG rated actions. The Improvement Board also agreed that the data set and performance indicators should be RAG rated to assess impact. These RAG ratings are also updated for each Board meeting and reports highlight action being taken on red RAG rated items. The May 2013 Improvement Board agreed that from July 2013 the actions will also include an impact RAG rating which will triangulate evidence from a variety of sources. From July 2013 each updated version of the Improvement Plan will include a list of any Red RAG and Amber rated items.	Agreed and action being taken Target dates set.
R7	A 'SMART' approach needs to be taken to all reports illustrating the delivery of safeguarding improvements, especially when the Safeguarding and Adoptions Improvement Board is disbanded.	<b>"SMART" approach to all reports to the Improvement Board</b> A "SMART" approach is taken to all reports to the Improvement Board. It is noted that this recommendation applies when the Improvement Board is disbanded.	Agreed. This will continue to happen.
R8	Wiltshire Council should create a new, permanent 'Safeguarding Peer Liaison' post to give professionals around Wiltshire advice and guidance on the appropriate courses of action and tiers of services for potential child in need or child protection cases.	<b>Creating a new , permanent 'Safeguarding Peer Liaison' post</b> A MASH is being developed. MASH functions are likely to include advice and guidance to professionals. Part of the CAF Co-ordinators role includes providing advice and guidance to professionals including at MAFs. The multi-agency thresholds have been revised and are being disseminated. Consideration being given to whether additional posts are required in the MASH. Implementation of the full MASH to take place by 1 <sup>st</sup> January 2014.	Being considered.
R9	It should be ensured that all Multi Agency Forums (MAFs) are attended by the Peer Liaison Post proposed under Recommendation 8 (or a social worker with the appropriate skills and knowledge) as a matter of course. Future Scrutiny of	<b>Attendance at MAFs by Safeguarding Peer Liaison' post or a social worker</b> Attendance at MAFs is monitored. It is important to note that MAFs are not managed by the local authority and schools fund the Extended Services Co-ordinators who co-ordinate the MAFs. There is variation between the MAFs and this reflects local conditions and priorities. There is a qualified SW lead allocated for each MAF. CAF co-ordinators attend MAFs. Scrutiny Task Group were concerned that at a MAF they attended no-	Links to R9. Being considered.

	safeguarding should include the monitoring of attendance at MAFs.	one was able to answer queries some professionals had regarding referral to social care. Follow up to take place to ensure CAF co-ordinators are well briefed. Also links to R8.	
<b>No.</b>	<b>Recommendation</b>	<b>Action being taken</b>	<b>Summary current position</b>
R10	Future scrutiny to include considering how the Council currently quality assures the operation of Multi Agency Forums, including if and how appropriate attendance is ensured.	<b>Future scrutiny of quality assurance of MAFs</b> The work of the MAFs was evaluated in 2012. The joint WSCB/ Children's Trust sub-group is developing an Early Intervention Strategy. The strategy will include an implementation plan which will quality assure early intervention processes, services and outcomes. An early intervention data set is being developed.	Noted that MAFs will be subject of future scrutiny.
R11	Whenever possible and appropriate, youth workers must be involved up to and including the initial assessment stage when they have made the referral to the children's social care team, in order to a. Harness the youth worker's knowledge of the young person and their situation; and b. Maintain the youth worker as a supportive presence in the young person's life during the assessment process. They should also receive feedback on the outcome of the initial assessment.	<b>Improving feedback to and involvement of professionals who refer to social care</b> All professionals including youth workers must receive feedback on referrals made to R&A. If social care progress the referral then appropriate professionals should be involved in assessments. This is included in the social care practice standards. The WSCB will be undertaking an assessment audit in July 2013. This will have a strong focus on the involvement of other professionals. Monthly manager's audits include focus on involvement of other professionals. Considering other ways of monitoring and receiving routine feedback from professionals. Report back to Scrutiny Task Group September 2013.	Agreed and action being taken. Target date set.
R12	Future scrutiny of safeguarding should include a focus on: a. the implementation of the new Social Care Workforce Strategy, with particular regard to the use of agency workers, interim appointments and the management of caseloads for Newly Qualified Social Workers (NQSWS); b. the turnover of children's social care within each team c. the make-up of children's social care teams in terms of the proportions of temporary/agency and newly qualified staff d. performance indicators showing children's social care caseloads; e. performance indicators showing the 'throughput' of cases (because the Ofsted inspection identified that cases were being held open for longer than was necessary);	<b>Future scrutiny of the social care workforce strategy and key workforce performance indicators</b> Items a, b c and d relate to workforce information. The data is available and included in the Improvement Board data set.  In relation to item e Ofsted noted there was some drift in taking appropriate action. This might lead to it taking longer to achieve the desired changes. Managers monitor whether timely action is being taken through supervision and this is also considered in monthly audits. There is close monitoring of open cases in Referral and Assessment and of any cases waiting for transfer to other teams.	Noted that social care workforce strategy and key workforce PIs will be subject of future scrutiny.
R13	These performance indicators should all be included in the master set of KPI data recommended under Recommendation 1.	<b>Including key workforce performance indicators in the "master set" of indicators</b> Links to R1 and R 12.	Agreed and action being taken. Target dates set.

No.	Recommendation	Action being taken	Summary current position
R14	The Council exploits all opportunities to co-locate and integrate different safeguarding teams and agencies in order to maximise the development of close working relationships between individuals. NB. The Task Group does not consider teams being located in the same Council hub, with the ability to hot-desk near each other, to be sufficient as it does not guarantee regular contact between individuals, nor the development of close working relationships.	<p><b>Co-location and integration of teams</b></p> <p>The MASH will include the co-location of key staff from partner agencies. The re-organisation of social work teams is likely to strengthen locality working and enable closer local professional links. A detailed Project Plan for the MASH being developed. Implementation of the full MASH to take place by 1<sup>st</sup> January 2014.</p> <p>Co-location and integration will also be considered as we further develop the Early intervention strategy.</p>	Agreed and action being taken on the MASH as a first step. Target date set.
R15	Community Operations Boards are encouraged to include hot-desking provision for social workers – which must accommodate confidential conversations – in community campus projects.	<p><b>Hot desking provision for social workers</b></p> <p>Campuses will include hot-desking areas and there will also be 1 to 1 meeting rooms where confidential discussions can take place if required. Follow up being undertaken with Transformation Team on Council hub accommodation.</p>	Agreed and action being taken. Dates for development of campuses set.
R16	That the Referral element of the Council’s Referral & Assessment social care service is maintained as a countywide service, but incorporates a more multiagency approach, possibly through co-location projects such as the development of a Multi Agency Safeguarding Hub (MASH).	<p><b>Development of a MASH</b></p> <p>A MASH is being developed. Some co-location is already in place. A Project Manager from the Corporate Transformation Team has been assigned to this project. The referral element of the current Referral and Assessment Service will be the responsibility of the MASH. The assessment element will transfer to the Safeguarding Teams. A detailed Project Plan for the MASH being developed. Implementation of the full MASH to take place by 1<sup>st</sup> January 2014.</p>	Agreed and action being taken. Target date set.
R17	That the Assessment element of the Council’s Referral & Assessment social care service reverts to operating as a patch-based service where social workers cover discrete areas of the county in order to harness the knowledge of local professionals.	<p><b>Change in functions managed through the Safeguarding Teams</b></p> <p>The assessment function will transfer from the R&amp;A service to the Safeguarding Teams as suggested. Links – including timescale - to R14 and 16.</p>	Agreed and action being taken. Target dates set.
R18	That if this service model is not adopted, future scrutiny includes the consideration of the benefits realised from the adoption of the countywide Referral & Assessment team structure, including an analysis of the time officers spend travelling, the associated cost and the environmental impact.	<p><b>New service model for Safeguarding Teams which is more locality based</b></p> <p>Links – including timescale - to R14, 16 and 17. Service model recommended is being adopted.</p>	Agreed and action being taken. Target dates set.

No.	Recommendation	Action being taken	Summary of current position
R19	Future scrutiny to include consideration of the Referral and Assessment service.	<b>Future scrutiny of referral and assessment</b> Noted that future scrutiny will take place. Important to note that as outlined above, in the future, referral and assessment functions will be divided between the MASH and the Safeguarding Teams.	Noted that Referral and Assessment will be subject of future scrutiny.
R20	That Cabinet makes plans to review and optimise the alignment of the various geographical clusters, where possible and appropriate.	<b>Review and optimise the alignment of the various geographical clusters</b> The new Lead Member for Children's Services is familiarising herself with the range of services for children and young people available in Wiltshire and how these are organised. Once this work is completed it will be possible to review with senior members whether any change is required or possible.	Being considered.
R21	Each service section of the Councillors' Handbook 2013 (which will be a web-based resource) should include guidance on what safeguarding considerations might be relevant to that area of Council business.	<b>Councillors handbook including guidance on safeguarding consideration</b> Links have been made with communications who are leading on developing the handbook. It is anticipated that the handbook will be completed by September 2013.	Agreed and action being taken. Target dates set.
R22	Following the 2013 elections, all elected members should be required to sign a statement confirming their legal duties in respect of safeguarding. This was agreed by Full Council on 26 February 2013.	<b>Safeguarding statement</b> A safeguarding statement was produced. So far 47 Councillors have signed the statement. Follow up taking place - on those who have not signed as yet.	Completed and follow up taking place.
R23	Following the 2013 elections, all members (including co-opted members) should undertake both corporate parenting and safeguarding training and this element of the induction should be given the highest possible profile. NB. The Task Group notes how the training provided for the Task Group by the NSPCC focused on the specific safeguarding roles and responsibilities of members. It therefore strongly recommends that this is repeated for all members within the 2013 member induction process.	<b>Including safeguarding in the induction programme for new Councillors</b> The induction programme for members elected to the new Council included training on safeguarding and corporate parenting. 62 Councillors attended this training. The chair of the Task Group was involved in planning the training. The NSPCC consultant who provided the training for the Task Group was also involved in the induction training. A shortened briefing session took place on 6 <sup>th</sup> June. A follow up longer session is being planned.	Completed and follow up session being organised.
R24	Following the 2013 councillor induction, the Councillor Development Group should a. implement an ongoing programme of safeguarding training specifically aimed at members who did not attend safeguarding training during the induction programme and at members elected following by-elections; and b. work with Group Leaders to maximise the number of members who	<b>Ongoing programme of safeguarding training for Councillors</b> This has been agreed. The Lead Member for Children's Services will refer to the Councillor Development Group. It is anticipated that the programme of future training will be agreed by end July 2013.	Agreed and action being taken. Target dates set.

	complete this training.		
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No.	Recommendation	Action being taken	Summary of current position
R25	Following the 2013 elections, all members should receive an 'easy-reference' guide to safeguarding. This should explain in plain terms the roles and responsibilities of the various bodies and individuals involved, elected member' specific responsibilities, plus key contact details.	<b>Credit card sized easy reference guide</b> A credit card sized easy reference guide with key telephone numbers will be produced. This will be based on an example from Bracknall Forest. To be produced by 1 <sup>st</sup> August 2013.	Agreed and action being taken. Target date set.
R26	Following the 2013 elections, all elected and co-opted members of the Children's Select Committee should undertake further child safeguarding training, designed to enable them to perform their scrutiny role. Committee members should also undertake an ongoing programme of refresher training in order to keep up with new legislation and the outcomes of serious case reviews etc.	<b>Safeguarding training for Select Committee</b> Initial discussions have taken place on the training which would be useful for Select Committee members. This is likely to include some more detailed training on the legislation and the case management process outlined in Working Together and on how to read performance information. It is anticipated that this training will take place before the end of 2013.	Agreed and action being taken. Target dates set.
R27	All members of the Safeguarding Children and Young People Panel (which is proposed under Recommendation 35) should undertake further safeguarding training, designed to enable them to perform their additional Panel role (just as members of the Corporate Parenting Panel undertake two days of 'Total Respect' training).	<b>Safeguarding training for the Safeguarding Children and Young People Panel</b> R35 notes that the provisional date for the first meeting is March 2014. Training will take place before the first meeting.	Agreed and action being taken. Target date set.
R28	The Children's Select Committee and the WSCB should agree a memorandum of understanding to clarify their future working arrangements.	<b>Memorandum of understanding between the Children's Select Committee and the WSCB</b> Once the chair of Select Committee is appointed meeting to be arranged between the Chair and Vice Chair and Chair of the WSCB to discuss and develop a protocol.	Agreed. Date for meeting to be set.
R29	Future scrutiny of safeguarding should include consideration of a mid-term and annual report from the WSCB, including figures showing WSCB member attendance.	<b>Scrutiny of mid-term progress and annual report from WSCB</b> The new Working Together guidance is clear that the WSCB should produce an annual report each year and also a business plan. The WSCB will monitor implementation of the business plan. Records of progress will be included in WSCB notes which will be available on the website. Attendance at the WSCB is monitored and this information can be shared. The frequency of report to scrutiny will be noted in the protocol being developed. See R28.	Noted that scrutiny of WSCB will take place.
R30	Future scrutiny of safeguarding should include comparisons between the WSCB's Business Plan and the minutes of its	<b>Scrutiny of WSCB business plan implementation through analysis of minutes of meetings</b>	Noted that scrutiny of

meetings in order to ensure that its agreed objectives are being addressed.	The WSCB business plan and minutes are available on the WSCB website.	WSCB will take place.
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No.	Recommendation	Action being taken	Summary of current position
R31	A programme of Scrutiny member engagement with safeguarding services (at a range of locations) should be developed, including elected member visits to safeguarding teams and attendance at officer safeguarding training.	<b>Scrutiny members visiting teams and services</b> These will be organised in partnership with the Lead Member and Portfolio Holder to ensure there are not too many visits to any one team in the same period.	Noted that Scrutiny plan further visits to teams and services.
R32	The Children's Select Committee to re-establish the Safeguarding Children and Young People Task Group with the following terms of reference: 1. To monitor the implementation of any recommendations made by the Safeguarding Children and Young People Task Group that are endorsed by the Children's Select Committee and accepted by the executive. 2. To scrutinise Wiltshire Council's delivery of improvements to safeguarding children and young people as set out in the Safeguarding and Adoptions Improvement Plan. 3. To receive a twice-annual report from the Council's Lead Member for Safeguarding Children and Young People providing details of their safeguarding activity. 4. To continue/conduct ongoing scrutiny of services for Looked After Children (LAC). 5. To work in collaboration with the Safeguarding Children and Young People Panel to clarify future joint-working arrangements [the establishment of which is proposed under Recommendation 35]	<b>Re-establish the Safeguarding Children and Young People Task Group</b>  Agreed by Select Committee.	Noted that the Safeguarding Children and Young People Task Group has been re-established.
R33	The Safeguarding Children and Young People Task Group should a. continue its work for at least 18 months after the Safeguarding Improvement Board has been disbanded; b. receive an update on the work of the Safeguarding Improvement Board (SIB), or from the LSCB upon the SIB's demise, at each meeting.	<b>Meetings of the Safeguarding Children and Young People Task Group</b> Safeguarding Improvement Board and WSCB notes and papers will be available to the Task group.	Noted.
R34	The Children's Select Committee to establish rapid scrutiny exercises when appropriate to undertake related additional tasks, such as considering the outcomes of the recent Ofsted inspection of the	<b>Rapid Scrutiny exercises will take place</b> Noted that Rapid Scrutiny will take place including of the outcome of the recent Ofsted inspection of adoption.	Noted that Rapid Scrutiny will take place in

	Council's adoptions service and the monitoring of any required improvements.		the future.
<b>No.</b>	<b>Recommendation</b>	<b>Action being taken</b>	<b>Summary of current position</b>
R35	<p>The Council to establish a Safeguarding Children and Young People Panel. This should be in addition to robust scrutiny of safeguarding, undertaken by the Children's Select Committee or a task group. The advantages of such a 'dual body' arrangement have already been witnessed with the former Placements for LAC Task Group and the Corporate Parenting Panel, with the former conducting scrutiny of budget management and performance and the latter focusing on developing the best care arrangements for looked after children.</p> <p>The Panel should be run in a similar manner to the Corporate Parenting Panel, in the following ways:</p> <ul style="list-style-type: none"> <li>• membership to include both members and officers</li> <li>• close liaison with the broad range of teams and local agencies</li> <li>• involving parents, children and young people (when appropriate) to develop policy</li> <li>• a clearly defined and mutually agreed distinction between the Panel's liaising role and the monitoring and scrutinising role of Scrutiny.</li> </ul>	<p><b>Establishing a Safeguarding Children and Young People Panel</b></p> <p>Agreed in principle with provisional date of first meeting March 2014.</p> <p>The Voice and Influence Team have been asked to work on how to best involve children and young people. This will include liaising with the National Youth Advocacy Service who provide and advocacy service in Wiltshire and with Barnados who have experience in this area.</p> <p>It is important to note that although there are some similarities with Corporate Parenting there are different issues to consider when involving children, young people and parents who are involved in the child protection process.</p>	Action being taken. Target date set.
R36	In light of the additional commitment from members required by the formation of a Safeguarding Children Panel, the Council to consider reducing the elected membership of the Corporate Parenting Panel.	<b>Number of members of the Corporate Parenting Panel</b> Links to R35.	Links to R35
R37	A clear and user-friendly document is created and circulated setting out the differing safeguarding roles and responsibilities of the Safeguarding Improvement Board (SIB), the Wiltshire Safeguarding Children's Board (WSCB), the Children's Trust, the Portfolio Holder and Lead Member for Safeguarding, Children and Young People and Children's Select Committee. This document should be complete in time for the May 2013 elections and should be reviewed prior to the Safeguarding Improvement Board being disbanded.	<b>Document on safeguarding roles and responsibilities</b> This was produced and circulated as part of the induction training	Completed.
R38	An ongoing programme of safeguarding training is implemented for the lead executive members for safeguarding. This should be designed to reflect executive member's statutory duties as set out in legislation and in the Monroe and Laming reports and including refresher training on new legislation, serious case reviews etc.	<b>Ongoing programme of training for Lead Member</b> The Lead Member has a Peer Mentor from another local authority and has attended the Lead Member leadership Academy training. The Lead Member is committed to undertaking future training.	Agreed and action being taken.
R39	That a job specification for the lead executive members for safeguarding, reflecting	<b>Job specification for the Lead Member</b>	Agreed and action



	their statutory duties, should be adopted.	There is an LGA job specification which will be used as basis for this. Specification to be agreed by 1 <sup>st</sup> August.	being taken. Target date set.
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No.	Recommendation	Action being taken	Summary of current position
R40	An ongoing programme of tests of assurance should be implemented to ensure that the statutory safeguarding responsibilities of the director for children's services and the Lead Member for Children's Services are being met.	<p><b>Tests of assurance for DCS and Lead Member</b> DCS Test of Assurance undertaken in 2012. Follow up is taking place on recommendations. Next test of assurance due once Improvement Notice actions completed.</p> <p>The Lead Member will report to Select Committee twice yearly in October and April.</p>	Agreed and action being taken. Target dates set.
R41	All reports to Wiltshire Council committees, including Cabinet, should include a dedicated 'Safeguarding considerations' section (like the 'Environmental considerations' section). This will encourage report authors, directors and members to consider how any proposals, no matter what the service area, might impact upon the safeguarding of children, young people and vulnerable adults, and what could be done to mitigate any risks. This puts safeguarding at the centre of everything the Council does.	<p><b>"Safeguarding considerations" section in all committee and Cabinet reports</b> This will be piloted in July and reviewed in August.</p>	Agreed to pilot. Target dates set.