



County Hall  
Cardiff  
CF10 4UW  
Tel: (029) 2087 2000

Neuadd y Sir  
Caerdydd  
CF10 4UW  
Ffôn: (029) 2087 2000

## CORRESPONDENCE FOLLOWING THE COMMITTEE MEETING

**Committee** CHILDREN AND YOUNG PEOPLE SCRUTINY COMMITTEE

**Date and Time of Meeting** TUESDAY, 14 JUNE 2016, 2.30 PM

Please find below correspondence send by the Committee Chair following the meeting, together with any responses received.

For any further details, please contact [scrutinyviewpoints@cardiff.gov.uk](mailto:scrutinyviewpoints@cardiff.gov.uk)

**Correspondence Following the Committee Meeting** *(Pages 1 - 18)*

This page is intentionally left blank



County Hall  
Cardiff,  
CF10 4UW  
Tel: (029) 2087 2087

Neuadd y Sir  
Caerdydd,  
CF10 4UW  
Ffôn: (029) 2087 2088

Date 17 June 2016

My Ref SS/CYP/MJH  
Your Ref:

Councillor Graham Hinchey  
Cabinet Member for Corporate Services and Performance  
City of Cardiff Council  
County Hall  
Cardiff  
CF10 4UW

Dear Graham

On behalf of the Committee, I would like to thank you and Tony Young for attending Children and Young People Scrutiny Committee on 14 June 2016 to present the **Corporate Safeguarding Board's Annual Report 2015/16**. During the way forward section of the meeting the Members considered the information in the report, comments to answers to their questions, and agreed to provide you with the following comments, concerns and recommendations.

The Committee welcomed the opportunity to receive an early draft of the Annual Report. Members understood that this was the first annual report for the Board, that the Board had during its first year developed a framework for its work, and that the operational processes would be put in place during the second year.

The Members felt that the annual report did not, at this time, enable them to provide assurance on the effectiveness of the Council's corporate safeguarding arrangements, as required by the Wales Audit Office, as the Annual Report did not contain sufficient information for the Committee to make a judgement. The Committee did however look forward to the updated report later in the year, which they asked to be provided to the Committee for noting.

In respect of the contents of the report the Committee recommended that the Annual Report should be amended to include the Membership of the Board and the job titles of the Responsible Officers in all departments.

Finally the Members noted that a training video had been developed by the Board and asked if it could be provided to Scrutiny Services so that the Members could view it when they are next attending the Committee's pre-meeting on 11 July 2016.

I hope that the above comments, advice and requests for information, will be of use and support in preparing the final Annual Report 2015/16 and the Committee looks forward to

receiving a copy of the final report, later in the year, together with a positive response to this letter within the next month.

To recap, this letter requests several actions, requests for information and recommendations, as follows and requires:

- The Committee looks forward to the updated report later in the year, which they requested that it be provided to Scrutiny Services for Members to note.
- The Committee recommended that the Annual Report should be amended to include the Membership of the Board and the job titles of the Responsible Officers in all departments.
- That the training video developed by the Board is provided to Scrutiny Services so that the Members could view it.

Yours sincerely

A handwritten signature in black ink, appearing to read 'R. Cook', with a horizontal line underneath it.

**COUNTY COUNCILLOR RICHARD COOK**  
**Chairperson – Children and Young People Scrutiny Committee**

CC: Tony Young, Director of Children's Services  
Mathew Swindell – Cabinet Member Support Officer

**SWYDDFA CYMORTH Y CABINET  
CABINET SUPPORT OFFICE**

Fy Nghyf / My Ref: CM35763  
Eich Cyf / Your ref: SS/CYP/MJH



Dyddiad / Date: 10 October 2016

Councillor Richard Cook  
Chair, Children & Young People Scrutiny Committee  
Scrutiny Services  
Room 263  
County Hall  
Cardiff  
CF10 4UW

Annwyl / Dear Richard

**Children & Young People Scrutiny Committee, 14 June 2016  
Corporate Safeguarding Board's Annual Report 2015/16**

Thank you for your letter dated 17<sup>th</sup> June 2016 regarding Children and Young People Scrutiny Committee.

In response to the specific request and actions, I am able to advise you as follows:-

- I attach a copy of the final report as requested but please note that it does not substantially alter the earlier version considered by committee.
- As per the previous bullet point, this recommendation has been agreed and incorporated in the report.
- A copy of the safeguarding video has been given to the scrutiny officer for viewing as requested

I trust this information is of assistance.

**ATEBWCH I /  
PLEASE REPLY TO:**

Swyddfa Cymorth Y Cabinet / Cabinet Support Office,  
Ystafell / Room 514, Neuadd y Sir / County Hall,  
Glanfa'r Iwerydd / Atlantic Wharf, Caerdydd / Cardiff,  
CF10 4UW Ffon / Tel (029) 2087 2479

*Mae'r Cyngor yn croesawu gohebiaeth yn Gymraeg a Saesneg a byddwn yn sicrhau ein bod yn cyfathrebu â chi yn eich dewis iaith boed yn Gymraeg, yn Saesneg neu'n ddwyieithog dim ond i chi roi gwybod i ni pa un sydd well gennych. Ni fydd gohebu yn Gymraeg yn creu unrhyw oedi.*

*The Council welcomes correspondence in English and Welsh and we will ensure that we communicate with you in the language of your choice, whether that's English, Welsh or bilingual as long as you let us know which you prefer. Corresponding in Welsh will not lead to any delay.*

Yn gwyir,  
Yours sincerely,



**Y Cyngorydd / Councillor Graham Hinchey**  
**Aelod Cabinet dros Wasanaethau Corfforaethol a Perfformiad**  
**Cabinet Member for Corporate Services & Performance**

**Enclosure**

Cc     Members of the Children & Young People Scrutiny Committee  
       Tony Young  
       Claire Deguara

**The City of Cardiff Council**

**Corporate Safeguarding Board**

**Annual Report**  
**2015/16**

## **Chair's Foreword**

Safeguarding of children and vulnerable adults is an important issue in which we all have a role to play. Safeguarding is about what we can do to keep children and vulnerable adults safe, with a particular emphasis on protecting them from abuse and exploitation. It is also about being able to respond quickly and appropriately to concerns or allegations that come to our attention. This requires us to have clear and appropriate policies and procedures that are understood by all staff and Members of the Council.

A new Corporate Safeguarding Board was initially established in March 2015 and includes senior representation from all Directorates to ensure that all public facing services integrate safeguarding awareness into their operations. The Board is not concerned with operational practice in Adults or Children's Social Services or in schools but aims to promote effective cross Directorate safeguarding practice particularly in terms of information sharing and data collection, front-line operational awareness, staff training and the vetting and barring of staff who have significant or unsupervised contact with vulnerable adults or children.

I am very pleased to have recently taken on the role of Chairing the Board and would wish to emphasise my commitment and the commitment of the whole Cabinet to this very important agenda.

### **Councillor Graham Hinchey**

Chair, Corporate Safeguarding Board

## **Executive Summary**

As the first of its kind this Annual Corporate Safeguarding Report reflects a much better sense of purpose in terms what the role of a corporate board should be in relation to safeguarding children and adults from abuse. As the Wales Audit Office audit highlighted, the previous arrangements had been insufficiently effective in terms of their tangible impact on a broader range of staff and members across the council. Too few staff appeared to understand what safeguarding might mean for them or where to go if they had concerns. Addressing this is neither a one off exercise nor amenable to a 'quick fix'. It needs to be based on a carefully planned approach that seeks to embed understanding over the longer term and that is underpinned by an accurate understanding of our baseline and performance over time.

Inevitably in the first year of its operation, the Board has focused on establishing its functions and arrangements, determining its priorities and ensuring that individual board members have had the opportunity to develop a shared understanding of the role of the board and their own role in relation to the complex technical aspects of safeguarding practice. In terms of ensuring effective impact, the board has developed an appropriate performance monitoring framework and an agreed a set of actions to ensure implementation. The real test of the board's effectiveness will however only be known over the next three years or so when we will be in a better position to understand the depth and durability of impact for staff and members over the longer term.

### **Tony Young**

Director of Social Services



## **Introduction**

The Corporate Safeguarding Board was established in March 2015 in response to specific recommendations from the Welsh Audit Office. This is the first report of the Board and is structured to provide an understanding of its activities. It begins with background information that is helpful in understanding the Board's function and purpose. That is followed by a section that summarises the key achievements of the Board during 2016/17. Conclusions from the Board are presented along with the future work programme and action plan.

## **Background**

### **Corporate Safeguarding**

Corporate Safeguarding is the activity required by all Council Directorates to effectively protect the health, wellbeing and human rights of children and adults so that they are able to live free from harm, abuse and neglect.

### **The corporate safeguarding objective**

The City of Cardiff Council's Corporate Plan 2015-2017 included an improvement objective to safeguard people at risk in Cardiff which has continued into the 2016-18 Corporate Plan.

The objective is a commitment to support children, young people and adults who may be unable to take care of themselves and empower individuals to protect themselves from significant harm or from exploitation. As part of this objective the Council is committed to playing a lead role among its partners in protecting and safeguarding individuals who need care and support from abuse and neglect or any other kinds of harm.

### **Welsh Audit Office proposals for improvement**

Between March and May 2014 the effectiveness of arrangements to support the safeguarding of children in the City of Cardiff Council were assessed as part of an all Wales study commissioned by the Welsh Audit Office (WAO). At that time the WAO proposed that the following improvements should be made:

- P1 Ensure the Council develops effective arrangements to monitor, evaluate and challenge information and performance of safeguarding.
- P2 The Council should clarify who designated officers within responsibility for safeguarding are.
- P3 Improve the range, quality and coverage of safeguarding performance reporting to provide adequate assurance that corporate arrangements are working effectively.
- P4 Improve the work of the Council's scrutiny committees to ensure it is providing assurance on the effectiveness of the Council's corporate safeguarding arrangements.

- P5 Ensure all elected members and staff who encounter children on a regular basis receive training on safeguarding and child protection issues and the Council's corporate policy on safeguarding.
- P6 Identify and agree an appropriate internal audit programme of work for safeguarding across the Council.

## **Governance**

*(Welsh Audit Office proposal 4)*

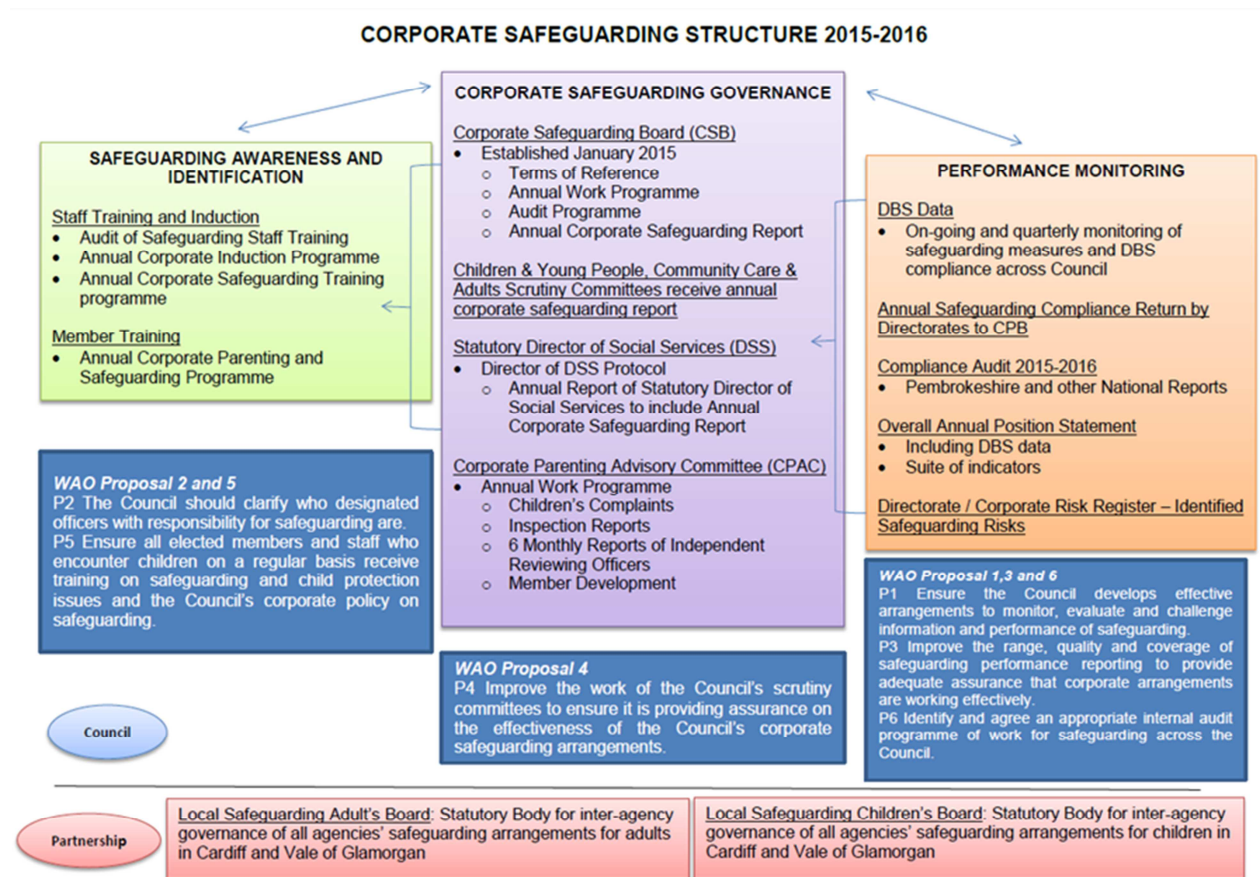
In essence these improvement proposals related to the need to improve the Governance arrangements for the Safeguarding Agenda. In response the Director of Social Services presented a report to Cabinet on the 2nd of July 2015 recommending:

- A Corporate Safeguarding Board be established to strengthen governance
- A governance structure be developed.

The Board operated within the following terms of reference during 2015/16:

1. Ensure the compliance of all Council Directorates with key safeguarding requirements in relation to children and vulnerable adults.
2. Support the Statutory Director of Social Services in the discharge of his/her wider safeguarding duties.
3. Support HR in the delivery of key vetting and barring requirements and workforce development.
4. Provide an Annual Corporate Safeguarding Report, setting out the performance of all Directorates, in relation to vetting and barring, staff safeguarding training, and the operation of front-line services in terms of their effectiveness in identifying and referring safeguarding concerns.
5. Review and develop relevant corporate safeguarding standards and policy.
6. Review and develop appropriate corporate safeguarding performance measures.
7. Advise the Head of the Paid Service and recommend relevant action in relation to corporate safeguarding standards and policy.
8. Promote effective cross Directorate safeguarding practice particularly in terms of information sharing and data collection, front-line operational awareness, staff training and wider partnership engagement.

The Corporate Safeguarding Structure was introduced to pull together a range of existing governance processes and thereby creating one 'governance' structure. This is best represented in the following schematic:-



## Key Achievements

During 2015/16 activity of the Board centred on responding to the Welsh Audit Office proposals and making progress to achieve the priorities specified in the Boards terms of reference. The following sub-sections are structured around emerging themes.

### **Theme 1: The provision of corporate support for specific safeguarding duties**

*(Terms of reference 2, 3, 1 and 8)*

During 2015/16 the Board met on the 27<sup>th</sup> April 2015, 2<sup>nd</sup> June 2015, 27<sup>th</sup> August 2015 and 18<sup>th</sup> January 2016 with the objective of ensuring that all Council directorates comply with key safeguarding requirements. The following representatives sat on the Board during the period:

<b>Representatives for the period</b>
Cabinet Member for Corporate Services & Performance
Director of Social Services
Director of Legal and Governance Services
Assistant Director of Social Services (Children's Services)
Assistant Director of Education
Operational Managers Safeguarding
Operational Manager Adult Services
Operational Manager Communities, Housing & Customer Services
Operational Manager Consumer Protection
Operational Manager HR People Partner
Operational Manager Improvement and Information
Operational Manager Leisure & Play
Principal Auditor
Social Services Workforce Development & Training Manager

The Director of Communities, Housing and Customer Services along with the ICT Security & Compliance Manager joined the Board in 2016-17.

The terms of reference require the Board to support the statutory Director of Social Services in the discharge of their wider safeguarding duties. The Board was chaired initially by the Director of Social Services and subsequently by the Cabinet Member for Corporate Services & Performance, Councillor Graham Hinchey who took up the role at the August 2015 meeting with the objective of raising the profile of the Board and raising Safeguarding awareness across the Council including with elected members.

The terms of reference also require that the Board support Human Resource Officers in the delivery of key vetting and barring requirements and workforce development. During the year members of the Board worked to clarify the Disclosure and Barring Scheme (DBS) requirements to ensure that all staff who are legally required to be checked will be checked, that those checks are only carried out according to the DBS check criteria, and clarified the requirements for checks on School Governors. The findings of the year's work were reported to the Board at the first meeting of 2016/17 for subsequent authorisation and implementation during 2016/17.

The terms of reference further require the Board to ensure that all Council Directorates comply with key safeguarding requirements and promote effective cross directorate safeguarding practice in terms of information sharing, data collection, front-line operational awareness, staff training and wider partnership engagement. Through the continued operation of the Board, assurance will be sought from all Directors of their directorates understanding and engagement in safeguarding policies, procedures and training. The following sections outline the mechanisms that will facilitate that.

## **Theme 2: Responsible officers**

*(Welsh Audit Office proposal 2)*

The Welsh Audit Office proposed that the Council should identify designated officers with responsibility for safeguarding within each directorate. During 2016/17 Directorate Lead Safeguarding Officers were identified for Adult Social Care, Childrens Services, Education, Finance, HR, Legal and Governance, Leisure & Play. Waste Management Trading Standards and Traffic and Transportation will need to identify Lead Officers during 2016/17.

The role of the Directorate Lead Safeguarding Officers was clarified as:

- To promote Safeguarding within their Directorate.
- To act as the key point of contact for advice and support relating to Safeguarding matters and issues within their Directorate.
- To collect and collate relevant information to support their Director in discharging their Safeguarding responsibilities.

## **Theme 3: Training**

*(Welsh Audit Office proposal 5)*

The Welsh Audit Office proposed that the Council should ensure that all elected members and staff who encounter children on a regular basis receive training on safeguarding, child protection issues and the Council's corporate policy on safeguarding.

Some training was offered in the year, but in light of low take-up the Social Services Training Manager was engaged to draw up a range of more flexible methodologies. As a result a programme for 2016-17 has been developed including e-learning, a DVD and Members training.

## **Theme 4: Performance reporting**

*(Welsh Audit Office proposal 3 and 1. Terms of reference 6 and 4)*

The Welsh Audit Office proposed that the Council should improve the range, quality and coverage of safeguarding performance reporting to provide adequate assurance that corporate arrangements are working effectively. In response to this, the Board's terms of reference require the Board to review and develop appropriate corporate safeguarding performance measures. Performance indicators were developed by members of the Board during 2015/16, which are now being implemented and a full set of data is expected at the end of 2016/17.

Furthermore, the Welsh Audit Office proposals required the Council to ensure the Council develops effective arrangements to monitor, evaluate and challenge information and performance on safeguarding. The Board developed a 'Directorate Engagement Safeguarding Information Return' template with the objective of monitoring the numbers of safeguarding referrals, reports of allegations against staff, training and numbers of lead safeguarding officers within each directorate. Directorates will be required to hold and retain information for the Safeguarding Information Return and each directorate Lead Safeguarding Officer will complete and return the form as part of the quarterly performance information process. A process for pursuing and escalating non-compliance was also developed alongside the template. The Information Return is being implemented during 2016-17.

The new performance indicators and information return mechanisms will allow the Board to robustly respond at the end of 2016-17 to the requirement in the terms of reference to compile an Annual Corporate Safeguarding Report setting out the performance of all Directorates in relation to vetting and barring, staff safeguarding training, and the operation of front-line services in terms of their effectiveness in identifying and referring safeguarding.

### **Theme 5: Audit programme**

*(Welsh Audit Office proposal 6)*

The Welsh Audit Office proposed that the Council identify and agree an appropriate internal audit programme of work for safeguarding across the Council. Now that there is a performance reporting framework, suite of indicators and training programme, a proposal for auditing can be prepared by quarter 3 of 2016-17.

### **Theme 6: Standards and policy**

*(Terms of reference 5)*

The terms of reference require that the Board review and develop relevant corporate safeguarding standards and policy. Standards and policy will be developed where appropriate in response to the findings of the performance and audit findings, and began during 2015/16 with the development of a paper which outlines member's roles and responsibilities around data protection, and conduct to be observed when in contact with children / young people or vulnerable adults. The paper was submitted to the Standards and Ethics Committee on the 15<sup>th</sup> of December 2015 and a protocol approved by Council during January 2016.

## **Evaluation**

During May 2016 Committee members reflected on the Board's operation during the previous year. The following themes emerged from the discussion.

### **Effectiveness of the Board**

Members of the Board reflected that in their opinion the new Current Corporate Safeguarding Board is significantly more effective than a predecessor Board which was disbanded several years previously. This was attributed to greater focus and structure

in the Board's operation and the appointment of a Cabinet Member as Chair. This leadership was thought to provide a sense of gravitas and to have raised the profile of the Board significantly.

## **Understanding**

The key challenge faced during the year was a perception that some directorates initially found it difficult to understand their role in Safeguarding. The Board empathised that this was in part heightened by a context of considerable corporate change and modernisation across the Council, but also highlighted that Corporate Safeguarding needs to be fundamental to those wider changes. There had been a strong and committed response by the Chair and Chief Executive to address any gaps in Directorate commitment to the Board and this resulted in better engagement.

## **Awareness**

Communication was considered by the Board's members to be an important function, and activities during 2015/16 were structured to plan engagement at the level of elected members, directors and staff.

## **Reflection**

Members of the Board believe that key to the success of the Board will be that when the planned training, monitoring and governance are in place all employees of the Council will understand their responsibility and what is required of them. The Chair and Board members are more confident that there is now a good platform for ensuring the effective implementation of the improvement Action Plan.

## **Recommendations from the Board**

*(Terms of reference 7)*

The Terms of Reference require that the Board advise the Head of the Paid Service and recommend relevant action in relation to corporate safeguarding standards and policy. No recommendations were made during 2015/16, but work throughout the year built towards presenting recommendations on vetting and barring, training and performance early in 2016/17.

## **Future work programme**

The 2016/17 work programme will focus on the following areas:

- Implementation of proposals including:
  - DBS checks
  - Training
  - Performance monitoring
- Communications and Engagement

A comprehensive action plan has been developed in order to ensure effective progress in 2016/7 and will reviewed at each Board meeting throughout the year.

This page is intentionally left blank



My Ref: Scrutiny/Correspondence/MJH

17 June 2016



County Hall  
Cardiff,  
CF10 4UW  
Tel: (029) 2087 2087

Neuadd y Sir  
Caerdydd,  
CF10 4UW  
Ffôn: (029) 2087 2088

Councillor Sarah Merry  
Cabinet Member - Education and Skills  
County Hall  
Atlantic Wharf  
CARDIFF  
CF10 4UW

Dear Sarah

On behalf of the Committee I would like to thank you for attending the Children and Young People Scrutiny Committee on 14 June 2016, to introduce the **Cardiff Youth Service and Cardiff 2020 – Aiming for Excellence reports**. Members welcomed your statement and answers to Members' questions. I would also like to thank Simon Morris, Angela Kent and Suzanne Scarlett for the presentation of their reports, as well as the answers they gave to Members' questions. During the Way Forward section of the meeting the Members raised a number of comments and concerns for your consideration, which they asked me to write to you about.

### **Cardiff Youth Service**

The Committee welcomed the opportunity to be briefed on the revised operational model for the Youth Service in Cardiff following the reduction of over £1.63M in its budget. The Members considered that the service now needs time to become embedded and sustainable, within the new format and as such recommends that the Cabinet does not seek any further budget reductions, from the Youth Service resources for 2017/18.

The Members considered that the Youth Service and in particular the Senior Youth Officers should develop stronger links with Ward Councillors, maybe through neighbourhood groups. This will help ensure that the work of the youth service in each area, and access to youth service facilities is highlighted to the wider community.

Members noted that the provision of the Duke of Edinburgh's Award (DofE) will be delivered through schools from October 2016. Members considered that this additional responsibility could be a burden to some schools, particularly those in special measures or significant improvement categories. Members recommended that additional resources must be provided to support the administration of the DofE in those schools.

The Members were particularly concerned to hear that there was a gap in provision to meet the needs of the 1222 pupils (pre 16 demand) identified through the Vulnerable Assessment Profile, who could, without support, become not in Education Employment or Training (Neets). The Committee asks that further details of the

resources that are available, and the extent of the gap, , be provided to scrutiny services, for the Members to review.

Finally the Committee requested a briefing paper to be made available to Scrutiny Services, on the youth work with young people with Mental Health issues, Learning Difficulties or Disabilities which are being provided through the Youth Service.

### **Cardiff 2020 – Aiming for Excellence**

The Committee noted that this strategy is a very high level strategic document which focusses on the key aspirations for education over the next five years. Members were also informed that there will be operational plans to deliver the success measures along with actions, performance measures and milestones. The Members understood that at this stage these operational plans are not fully drafted and asked that the strategy with operational plans, be presented to the Committee at its December 2016 meeting.

Members expressed some concern around the Governance arrangements for the implementation and assessment of the Cardiff 2020 – Aiming for Excellence Strategy, which will be undertaken by the Council's Education Development Board. The Committee recommended that this Scrutiny Committee is included in the governance arrangements and receives regular progress and monitoring reports. Members agreed to include the consideration of these progress reports in its work programme for 2016/17.

Finally the Committee insists that in future all presentations and any additional information must be provided at the same time as the Agenda papers, so that Members have the opportunity to review all papers before the meeting. I hope that these comments, advice and requests for information detailed above will be of use and support in improving outcomes for Cardiff's pupils. The Committee looks forward to receiving further reports and information in the near future, and as such the Members require a formal response to this letter within the next month.

To recap, this letter requests several actions, requests for information and recommendations, as follows and requires:

- The Youth Service and Senior Youth Officers should develop stronger links with Ward Councillors, maybe through neighbourhood groups.
- Members recommended that additional resources must be provided to support the administration of the DofE in schools in special measures or significant improvement categories.
- The Committee recommended that details of the resources that can be made available to ensure that support is available, for all 1222 pupils identified through VAP.
- A further briefing papers on the youth work with young people with Mental Health issues, learning difficulties or disabilities, to be made available to Scrutiny Services, for the Members,
- That the Strategy with operational plans, be presented to the Committee at its December 2016 meeting.

- The Committee recommends that Governance arrangements for the implementation and assessment of the Strategy must be reported regularly to this Scrutiny Committee
- Finally the Committee insists that in future all presentations and any additional information must be provided at the same time as the Agenda papers.

Yours sincerely

A handwritten signature in black ink, appearing to read 'R Cook', with a long horizontal line underneath it.

**COUNTY COUNCILLOR RICHARD COOK**  
**Chair – Children and Young People Scrutiny Committee**

CC: Nick Batchelar, Director of Education and Lifelong Learning  
Angela Kent Head of Achievement and Inclusion  
Simon Morris, Achievement leader – Engagement and Progression

This page is intentionally left blank