



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

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

AGENDA

Committee	CORPORATE PARENTING ADVISORY COMMITTEE
Date and Time of Meeting	TUESDAY, 16 JUNE 2015, 2.00 PM
Venue	COMMITTEE ROOM 4 - COUNTY HALL
Membership	Councillors De'Ath, Evans, Goddard, Joyce, Lent, Sanders, White and Merry

1 Appointment of Chairperson

To elect a Chairperson to the Corporate Parenting Advisory Committee.

2 Membership of Committee

To note that at Annual Council on 21 May 2015, Membership of the Committee was agreed as:

Councillors De'Ath, Evans, Goddard, Joyce, Lent, Merry Sanders and White

3 Terms of Reference *(Pages 1 - 2)*

To agree the Terms of Reference for the Corporate Parenting Advisory Committee.

4 Apologies for Absence

To receive apologies for absence.

5 Declarations of Interest

To be made at the start of the agenda item in question, in accordance with the Members' Code of Conduct.

6 Minutes *(Pages 3 - 8)*

To approve as a correct record the minutes of the previous meeting.

7 Children's Services - Complaints and Compliments Report *(Pages 9 - 12)*

Kim Brown Service Manager, Policy & Performance and Bethan Davis, Complaints Officer will be in attendance to respond to any questions.

8 Regulation 32 Reports *(Pages 13 - 34)*

This item is not for publication by virtue of Paragraph 12 of Part 4 of Schedule 12A of the Local Government Act 1972 as amended and pursuant to Paragraph 21 of Part 5 of Schedule 12A.

Debbie Martin Jones, Operational Manager Looked after Children will be in attendance to respond to Members questions.

9 Education Matters inc. Forthcoming Inspection of LAC Attainment *(Pages 35 - 36)*

Carol Jones, Assistant Director Education and Gillian James Achievement Leader (Closing the Gap) will attend for Education related matters.

10 Members Visits - Update *(Pages 37 - 38)*

11 Safeguarding Report *(Pages 39 - 72)*

Tony Young Director Childrens Services will update Members on the Corporate Safeguarding Report.

12 Corporate Parenting Advisory Committee Annual Report - Update

Tony Young Director Childrens Services will update Members on the Corporate Parenting Advisory Committee Annual Plan.

13 Date of next meeting

The next meeting of the Corporate Parenting Advisory Committee will be scheduled for September, the dates of forthcoming meetings will be agreed at Full Council in June.

Marie Rosenthal

County Clerk & Monitoring Officer

Date: Thursday, 11 June 2015

Contact: Andrea Redmond 20872434 A.Redmond@cardiff.gov.uk

Corporate Parenting Advisory Committee

Terms of Reference:

- a) To actively promote real and sustained improvements in the life chances of Looked After Children, Children in Need, Care Leavers and children and young people in the criminal justice system and to work within an annual programme to that end;
- b) To develop, monitor and review a corporate parenting strategy, and ensure its effective implementation through work plans and corporate parenting training programmes;
- c) To seek to ensure that the life chances of Looked After Children, Children in Need and care leavers are maximised in terms of health, educational attainment, and access to training and employment, to aid the transition to a secure and productive adulthood;
- d) To recommend ways in which more integrated services can be developed across all Council directorates, schools and other stakeholders to lead towards better outcomes for Looked After Children, Children in Need and care leavers;
- e) To ensure that mechanisms are in place to enable Looked After Children, Children in Need and care leavers, to play an integral role in service planning and design, and that their views are regularly sought and acted upon;
- f) To ensure performance monitoring systems are in place, and regularly review performance data to ensure sustained performance improvements in outcomes for Looked After Children, Children in Need and care leavers,
- g) To receive all relevant Children's Services inspection and annual reports, including: Children's Homes Quality of Care Report; Case Practice Reviews, Fostering Annual Quality of Care Report; Adoption Fostering Annual Quality of Care Report; 4C's Commissioning; Out of Area Annual Report; Annual Report of Brighter Futures (with education); Children's Complaints reports; and Advocacy Annual Report;
- h) To report to the Cabinet at least twice a year;
- i) To make recommendations to the Cabinet where responsibility for that function rests with the Cabinet;
- j) To report to the Children and Young People's Scrutiny Committee as necessary;
- k) To recommend the appointment of co-opted Committee Members for approval by Council;
- l) To develop and undertake a programme of consultation, listening and engagement events with Looked After Children and care leavers, as well as visits to services providing support and advice to Looked After Children, Children in Need and care leavers;

- m) To submit an Annual Report on the work of the Committee to Full Council.

CORPORATE PARENTING ADVISORY COMMITTEE

22 APRIL 2015

Present: County Councillor Lent(Chairperson)
County Councillors Evans, Goddard, Sanders and White

Apologies: Councillors Joyce and Magill

13 : APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Joyce and Magill.

14 : DECLARATIONS OF INTEREST

There were no declarations of interest received.

15 : MINUTES

The minutes of the meeting held on 11 February 2015 were agreed as a correct record and signed by the Chairperson.

Matters arising from the minutes:

- DBS checks needed to be completed for all Members of the Committee.
- A programme of visits for Members needs to be scheduled – Councillor Lent to write to Members with dates and seeking expressions of interest.

16 : CORDIS BRIGHT RESEARCH REPORT PRESENTATION

Members were provided with a presentation on the research work undertaken by Cordis Bright entitled 'Review of the numbers of looked after children in Cardiff'. The presentation focused on Remit and Methodology; Context; Trends and Findings, with the main priorities for improvement also outlined.

Tony Young welcomed the report and stated that it had been commissioned and would be a useful tool to plan for the future. He added that the report had been agreed in September last year and operational by October/November; lots had changed since then and the Council had had a positive LAC inspection; caseloads had reduced from 25 to 19; there had been a restructure which had established a dedicated LAC service and delivered best practice to 180 staff. Issues that had not already been dealt with were planned for in the business plan for the forthcoming year. With regards to the LAC strategy, plans were in place and further information would be available to share with partners by the first quarter.

Members noted there were no comments from elected Members and asked why this was. Members were advised that this was not part of the brief for the research, it was stated that there was no particular reason for this and the information was presented to Members at this committee.

Members sought clarification on what was meant by Partners. It was explained that partners referred mainly to agencies working together but did also refer to internal working too. Officers added that there was now a joint Education and Childrens Services management forum that meets monthly; this was established to break down barriers between directorates; there had been relaunched Governance arrangements with external partners and joint working with Vulnerable Children and Family Partnership Board.

With reference to Sampling, Members asked whether the sample had been chosen by Cordis Bright or pre selected. Members were advised that Cordis Bright had set the parameters of who they wanted. Members considered that young people could have been more involved; that Member buy-in was important and there was a need to drill down into practitioner culture.

Members considered that further information on the Continuum of Support would be helpful.

Members noted that the Threshold issue was interesting and it identified varying practices. It was considered that training was important for practitioners to know what outcomes are. Members discussed the importance of evaluation.

Members discussed 'drift' and it was noted that this was one of the focus groups. Tony Young added that this would be an individual piece of work for the business plan, there would be a deep dive into all parts of the process of care planning. Elly Jones asked if IRO's had been asked for their views on drift. It was stated that IRO's had agreed complicity that there was drift, they had stated that they hadn't been a strong enough voice for young people as they were conscious of their colleagues workloads.

Members noted that there could be an increase in numbers and asked whether officers were prepared for the increase in workload. Members were advised that a piece of work on payments by results had been undertaken with external partners, it had already identified that there was an issue whereby once a child is identified as a LAC they were difficult to move through the system, it was important therefore to ensure that the experience within the care system was as good as it could be and there were opportunities there for them. It was added that where possible it was best to avoid coming into care if not needed so early help and intervention was paramount; step up and step down needed to be better and it was important that partners were signed up to the strategy, all of which can impact on whether numbers increase or not.

17 : LOOKED AFTER CHILDREN TRAINEE PROGRAMME - PRESENTATION

Members were provided with a presentation on the Looked After Children Trainee Scheme, which included information on: Ambitions for Children and Young People who are looked after or leaving care; Pathfinder Year May 2014 – March 2015; Relaunched Programme March 2015 – March 2016; Referrals; Placements; New Trainees and Next Steps.

Members were advised that 28 places had been offered and 3 were now in place.

Members congratulated Nicola Wood on her work to date and were really encouraged by progress so far.

Members asked whether bus passes were made available for young people attending placements. Members were advised that they were, they were also provided with lunch money and payment for their placement.

Members discussed strengthening the link between traineeships and apprenticeships and it was noted that conversations needed to take place with Human Resources to enable this to take place. Tony Young considered it would be useful for the presentation to go to Senior Management Team in the future to help foster these discussions with HR.

Members asked if the 16/18 year olds were from foster care. Members were advised that the majority of them were and that the older ones were very enthusiastic to start work, there was the financial benefit and their housing/accommodation situations were more vulnerable.

Members enquired if there were similar schemes in other local authorities and were advised there were. Officers explained that Rhondda Cynon Taff had been running a scheme for almost 10 years and had lots of funding secure for it; they spent £38k on each trainee; the manager was an All Youth Worker who sat in HR; trainees were paid the living wage from the start. Members considered this type of scheme is what Cardiff should be aiming for.

18 : INDEPENDENT REVIEWING OFFICER PERFORMANCE REPORT

Members were advised that the report provided the Statutory Director of Social Services with information about the role, function and activity of the Independent Reviewing Officer (IRO) service.

The Adoption and Children Act 2002 requires the Local Authority (LA) to appoint Independent Reviewing Officers (IROs) to conduct reviews for looked after children and monitor the Local Authority's performance in relation to implementing the care plans for individual children. Specific guidance is entitled "Independent Reviewing Officer Guidance Wales 2004".

Members were provided with key points from the report and appendix including:

"Independent Reviewing Officers Guidance Wales 2004" sets out the requirements of the IROs and responsible authority in more detail. The key outcomes envisaged are:

- Focus on needs of children and ensuring they are addressed.
- Minimising drift.
- Consistency of care planning and decision-making.
- Involvement of appropriate persons in the process. The Reviewing Officers Guidance 2004 clearly requires an IRO to chair reviews of children who are:
 - o In an adoptive placement prior to an adoption order being granted;
 - o Looked after subject to a statutory order or accommodated with the agreement of parents.
 - o Young people in Young Offender Institutions subject to a care order.

- o It is also good practice to review those to be looked after s20 on release from custody and also pathway plans for young people up to age 18 years. This more recent guidance (2004) strengthens the existing requirements of the Review of Children's Cases Regulations 1991 and its accompanying guidance made under the Children Act 1989.

Members were advised of the frequency of reports; the Independent Reviewing Service; the Independent Reviewing Officer Workload; Purpose and Frequency of reviews; Activity; Thematic Issues and Development Work.

Members considered the report was very helpful and congratulated officers on establishing the unit.

Members asked that given what had been said on Thematic issues and the practical examples that had been given, was there a process of bringing the two together so that engagement with young people could increase along with going in the right strategic direction. Officers stated that it was important to take into account the view of young people, the IRO's views of young peoples views were in place already. It was added that once the strategy was in place it was unlikely that things would change quickly but that it would be reported to Committee every six months.

Members asked how many out of County foster placements there were. Officers advised that there were approximately 260/270 but some of these could be very close to Cardiff. Members would like information on those who are further away from County, officers agreed that it would be useful to reflect this in future reports.

With reference to foster placements further away from County, Members asked how sibling visits were arranged. Officers advised that they would try and place them together, when this is not possible there are always contact arrangements put in place, this would be in the care plan. It was noted however that long distance placements were usually adoption placements.

Elly Jones asked if there was any scope for the Participation Group to work with NYAS. Officers advised that there was, it was early days but it was part of the strategy, it was important to hear the voice and feelings of the children, especially children with learning disabilities.

19 : EDUCATIONAL ATTAINMENT OF LOOKED AFTER CHILDREN - UPDATE

Members were provided with an update on what was being done to raise the profile of Looked After Children in schools and across the directorate. There was a dedicated role specifically for this purpose.

LAC was now a focus across directorates and in schools, with every school having a dedicated LAC teacher who received training.

It was noted that further improvement was needed with regards to data collection and the use of that data to further enable targeted and personalised support.

Members considered that as Corporate Parents, they should know the attainment of the children they are responsible for and asked for information regarding this. Officers advised that things were moving forward with Virtual Schools, Tracking

Training and Personal and Educational plans. All LAC teachers were being given a pro forma very soon to complete details of the attainment of the children and this information would be available to Members from September. It was noted that this would also help to highlight children who needed additional support such as tutoring for GCSE's.

Members noted practical examples of where designated LAC teachers could make improvements for children such as sending letters home for school trips.

20 : CSSIW INSPECTION REPORT - CROSSLANDS - REPORT ATTACHED

Members were advised that this was overall a very good report with no areas identified for improvement. The Director of Children's Services stated that this was the best Childrens Home he had seen and it was testament to the good leadership at Crosslands.

Members considered it would be useful to have a presentation at a future Committee meeting to show what work is being done there.

Members requested to send a letter to the staff at Crosslands to congratulate them on the work they are doing at the Childrens Home.

21 : REGULATION 29 VISIT - CROSSLANDS - REPORT ATTACHED

Members were advised that this report should have been an appendix to the CSSIW Crosslands report and therefore required no discussion or questions.

22 : YOUNG PERSONS CONSULTATION ON DIRECTORS ANNUAL REPORT - VERBAL UPDATE

Elly Jones provided Members with an update on the work being undertaken on consultation with young people through the National Youth Advocacy Service (NYAS).

Members were advised that preparation sessions were being held with Young People in May and an event was planned for June which would also be attended by the Director of Childrens Services and Operational Managers, whereby young people would have the chance to ask questions on the Annual Report. Views would then be fed into the process.

Tony Young advised Members that it would be useful if two or three Members of the Committee could also attend the event planned for June.

23 : CORPORATE PARENTING ADVISORY COMMITTEE ANNUAL REPORT - FORMAT & CONTENT (TO FOLLOW)

Tony Young provided Members with a draft format for the Corporate Parenting Advisory Committee Annual Report and sought Members comments.

Members asked if the section entitled 'New Corporate parenting Governance' would be based on an agreed Terms of Reference and were advised that it would.

Members asked what period the Corporate Parenting Facts and Figures covered and were advised they would cover up until the end of March.

Members asked that no acronyms be used in the report.

Members discussed representation by young people on the Committee. Elly Jones suggested it could be revisited as other local authorities have a representative or care leaver on their panels. It was suggested that involvement could be strengthened with maybe periodically attending to present reports, newsletter groups etc.

Members considered it would be best if this was revisited in the new year and a participation strategy was put together.

Members noted that for next years Annual Report they could explore the possibility of producing a short film or video made by young people to accompany the Annual Report.

24 : DATE OF NEXT MEETING

Members were advised that the next meeting of the Corporate Parenting Advisory Committee was scheduled for 16 June 2015 at 2.30pm.

Members asked that the start time of the meeting be changed to 2.00pm.

**CITY AND CARDIFF COUNCIL
CHILDREN'S SERVICES**

QUARTERLY COMPLAINTS AND REPRESENTATIONS REPORT

QUARTER 4 2014-15

1. Introduction

This Quarter 4 Report covers complaints and representations from 1st January 2015 through to 31st March 2015. Where possible, in future the following report will be presented in tabular form to enable members to identify quarter on quarter changes.

2. Summary of Complaints Activity During the Period

Number open at start of period	22
Number received (overall)	47
Number received directly from Children and Young People	6
Number closed	38
Number outstanding at end of period	31
% responded to within 17 working days	25 / 38 = 66%*

* The remaining 34% were extended with the agreement of the complainant.

77% (36) of the complaints received were in relation to the social worker or the service received. 6 of the 47 complaints (13%) received during the quarter related to looked after children. This is slightly higher than Quarter 3 (5), but lower than Quarter 2 (10). The number of complaints regarding the Intake & Assessment Service has remained the same at 11. 18 complaints were received regarding the Child in Need Service compared with 14 in Quarter 3.

An example of a complaint received and resolved during the quarter is:

A complaint was received from an advocate on behalf of a looked after young person who was placed in an out of area residential home. The young person was informed by a letter from his social worker that his placement would have to come to an end, but it was his wish to remain where he was. The young person was offered a meeting with the Complaints Officer but chose to correspond via his Advocate. The Complaints Officer spoke with the social worker and suggested that the social worker visit the young person in order to explain the rationale. The Advocate attended the meeting and provided an understanding of the reasons for the change of placement (the residential establishment had failed its inspection and following Cardiff Children's Services review of the reports' findings they did not feel it was in the young

person's interest to remain there). The young person fully agreed to the move and is settled in a different placement in Cardiff.

3. Independent Investigations

If complainants remain unsatisfied at the conclusion of the informal Stage 1, they are entitled to seek a formal Independent Investigation under Stage 2 of the procedure. Prior to the end of July 2014 when the Welsh Government introduced new guidelines, complainants were also entitled to ask for a Stage 3 Independent Panel to consider their complaint if they remained unsatisfied at the conclusion of Stage 2. New guidance introduced on 1st August 2014 abolished Stage 3 Panels, and complainants can now seek resolution by complaining to the Ombudsman if they remain unsatisfied at the conclusion of Stage 2. There are currently 8 complaints being investigated under Stage 2 of the complaints procedure, of which 4 have the potential to proceed to a Stage 3 Panel meeting as their complaints were made prior to the introduction of the new Welsh Government guidelines.

4. Stage 3 Review Panels

A Stage 3 Panel was held on 19th March 2015. The Panel addressed two complaints from the same family where the issues were similar. Following the Panel the complainants were satisfied with the outcome and measures taken by the Operational Manager. A second Panel has been requested by another complainant and has been referred to the Welsh Government for a decision about whether it should proceed to Stage 3.

5. Theme Emerging During the Quarter

The primary theme emerging from complaints received during the quarter is social workers not responding to messages and returning calls, sometimes after many messages have been left.

6. Update on Progress from Themes Identified in Previous Periods

From 1st April 2014 – 31st December 2014 there were 7 complaints regarding fathers who did not feel they had been included / consulted as part of the assessment process, or that information had not been shared with them. A further 7 complaints of this nature were received in Quarter 4. In response to the number of complaints about this issue, the case audit tool has been reviewed and amended to capture information on whether assessments demonstrate that fathers were included / consulted as part of the assessment process and that information has been shared with them appropriately. This will enable the Directorate to evidence involvement of fathers and address the

need for this with social workers as required.

7. Summary of Compliments

All teams are more readily sharing the compliments they receive from a variety of sources, e.g. service users, professionals etc. All compliments are recorded electronically.

15 compliments were received in Quarter 4. In future reports, a breakdown of compliments by team and type will be provided. This will help Children's Services build upon positive work and could identify improvements.

An example of a compliment received during the quarter is:

Following Care Proceedings in relation to a one year old child, the child's Guardian from CAFCASS and solicitor commended the social worker (Rachel O'Keefe from the LAC Service) for her high standard of court work. These professionals felt that the social worker had captured the complexities and provided an excellent care plan which ensured there was no "drift" for the child. This young toddler has just been "matched" with a family and will go on to be adopted.

8. Responses to AM / MP Enquiry Letters

12 AM / MP enquiry letters were received during the quarter. These included a query about use of facilities and raised issues such as a delay in a family being informed of the local authority's plan for their child. A clear process is in place and is managed by the Director of Children's Service PA. During the PA's absence, issues raised by Members or MPs are dealt with by the Complaints & Access to Records Officer.

This page is intentionally left blank

By virtue of paragraph(s) 12 of Part(s) 4 and 5 of Schedule 12A of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 12 of Part(s) 4 and 5 of Schedule 12A of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank



Rhagoriaeth i bawb – Excellence for all

Arolygiaeth Ei Mawrhydi dros Addysg
a Hyfforddiant yng Nghymru

Her Majesty's Inspectorate
for Education and Training in Wales

Nick Batchelar
Director of Education & Lifelong Learning
Cardiff County Council
County Hall
Atlantic Wharf, Cardiff
CF10 4UW

11 May 2015

Visit Ref Number: 06172

Dear Mr Batchelar

Raising the ambitions and attainment of looked-after children in Wales

The Welsh Government has asked Estyn to carry out a thematic inspection focusing on raising the ambitions and attainment of looked-after children.

The remit will focus on:

- interventions that are working well in schools to support the ambitions, attainment and achievement of LAC; and
- an assessment of good practice interventions for LAC that are supported by the PDG.

Huw Davies HMI, and other colleagues will be visiting a cross section of local authorities and schools throughout Wales during the Autumn term.

In order to inform the planning of the thematic inspection I would be grateful if you would provide the following:

- Contact details (name, designation, telephone number and email address) of the senior officer in your directorate with responsibility for LAC.

Documents requested:

- The local authority strategy for LAC.
- The local authority policy for LAC.
- Reports to scrutiny committees on the attainments and achievement of LAC, including any reports on placement information.
- Reports to scrutiny on the use of the pupil deprivation grant (pre-regional PDG) to support LAC.

The regional plan for LAC arising from the 2015 Pupil Deprivation Grant, is being sought directly from the consortia. There is no need, therefore, to forward this.

I would be grateful if you would forward the requested information via return email, by Friday 12 June 2015, to Shuna.Lovering@estyn.gov.uk. Alternatively if you wish to post the reports or other requested documents, please send them to:

Shuna Lovering
Remit Coordinator
Estyn
Her Majesty's Inspectorate of Education and Training in Wales
Anchor Court
Keen Road
Cardiff
CF24 5JW

In the meantime, if you have any queries related to this thematic inspection, please feel free to contact me on: Telephone: 02920 446336 or Email: Shuna.Lovering@estyn.gov.uk.

Yours sincerely

Shuna Lovering

Shuna Lovering
Remit Coordinator

Members Visit - ACRF Event with Young People - Saturday 13 June 2015.

A visit has been arranged for Members to attend a 'Dragon's Den' style event on Saturday 13 June 2014. The visit will take place in Committee Room 1 County Hall, starting at 10.00am until 12.00 midday, with lunch provided from 12.00-1.00pm.

There will be approximately 8 young people attending the event; Tony Young, Angela Bourge, Debbie Martin-Jones and Kim Brown will be attending from Childrens Services. There will also be some staff from NYAS who have arranged the event.

Members confirmed as attending are:

Councillor Susan Goddard, Councillor Jonathan Evans and Councillor Susan White.

This page is intentionally left blank

**CITY OF CARDIFF COUNCIL
CYNGOR DINAS CAERDYDD**

CABINET MEETING: XXXX JULY 2015

**CORPORATE SAFEGUARDING GOVERNANCE
AGENDA ITEM:**

**PORTFOLIO: CORPORATE SERVICES AND PERFORMANCE -
COUNCILLOR HINCHEY
PORTFOLIO: DEPUTY LEADER & CABINET MEMBER FOR EARLY YEARS,
CHILDREN & FAMILIES - COUNCILLOR LENT**

Reason for this Report

1. The purpose of this report is to enable Cabinet to:
 - a) Consider proposed arrangements to strengthen Corporate governance in relation to safeguarding requirements.
 - b) Respond to the findings and recommendations of a Welsh Audit Office (WAO) report concerning the effectiveness of the City of Cardiff Council's corporate safeguarding governance arrangements.

Background

2. An established 'Corporate Safeguarding Group' had been operating up until March 2013. Until that time the group had been chaired by either of the Chief Officers in Adult Services or in Children's Services. These arrangements held good for some time but struggled to maintain continuity as the result of a number of changes to senior management in the social care Directorates during 2012-13. The last full meeting under those arrangements took place in March 2013.
3. In 2014 the Welsh Audit Office (WAO) commissioned an all Wales 'study' of the effectiveness of safeguarding governance arrangements in relation to children across all councils. This was undertaken in Cardiff during March to May 2014. The WAO is due to publish a national thematic report for public consumption but has already provided each council with a separate confidential report setting out the findings of the study in relation to the respective councils. A copy of the report concerning the City of Cardiff Council (October 2014) is attached at Appendix I.

Welsh Audit Office (WAO) Study

4. By the autumn of 2013 it had already been acknowledged by key internal stakeholders, including the Chief Officer for HR and the newly incumbent Statutory Director of Children's Services, that a review and re-energising of arrangements to discharge effective Corporate Safeguarding and Scrutiny obligations was necessary.

5. This, and a significant shift throughout the Council towards a much more effective focus on key delivery and performance improvement requirements, was recognized by the WAO in their report concerning Cardiff's safeguarding assurance arrangements –

"The Council's Corporate Plan sets a range of key actions for its Children's Social Services to continue to develop and strengthen the role and responsibilities of the Council's safeguarding and corporate parenting....." (WAO Report, para 7, p 5) Also that *"...the Council was in the process of developing new systems for governance and scrutiny of safeguarding but these had not yet become fully embedded"* (WAO Report, para 12, p 6)

And

"..at the time of our review, the Council was undergoing significant management change.....we are aware that the Council is planning to create a Designated Officer post in Education to comply with Welsh Government (WG) guidance on Safeguarding in Education." (WAO Report, para 8, p 5)

And

"...a significant role of the new operational manager safeguarding will focus on developing an independent Council-wide safeguarding function, designed to provide a source of advice, support and independent challenge to safeguarding practice. At the time of our assessment, however, these arrangements were not in place." (WAO Report, para 12, p 6)

6. The report also noted that:

"The Council has a local Child Protection Policy that outlines the key principles of child protection in the city." (WAO Report, para 8, p 5). And that *"The Council has a comprehensive risk management approach to support how it meets its children safeguarding responsibilities."* (WAO Report, para 11, p 6). Also that *"The Council has systems for the safe recruitment of staff and volunteers."* (WAO Report, para 14, p 7)

7. Similarly, changes in the key external statutory body – the Local Safeguarding Children Board which were at that time very recent, were acknowledged in the report –

"The recently created Cardiff and Vale of Glamorgan Local Safeguarding Children Board provides the overview for safeguarding in the city." (WAO Report, para 7, p 5)

8. Although there is clearly a measure of encouragement and assurance to be derived from these findings both in terms of fundamental systems and in terms of an overall improvement agenda, the study also identified some further areas for improvement.

9. The areas identified for improvement derive in the main from the outcome of a WAO survey issued to “..elected members, senior managers, education, schools and leisure staff”, in all Councils across Wales. The total number of Cardiff respondents to each of 11 questions was 41. In relation to the improvement areas identified, Cardiff responses contrasted unfavourably in percentage terms with the All Wales responses (based on 1996 individual respondents). Although the numbers in the Cardiff survey were somewhat low, the messages are not inconsistent with what we would have expected, given the need to re-energise governance arrangements.

10. The key improvement areas identified by the WAO study are largely concerned with performance monitoring; training and awareness; and overall governance as follows:-

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 with 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 (WAO Report, para 22, p 8)

11. It is important to note finally that the WAO findings reflected an effective programme of ongoing training for staff in Health & Social Care, Children’s Services and Education Directorates. The report emphasised the need to broaden the exposure of a wider cohort of ‘customer-facing’ staff and of members to an appropriate level of awareness.

“However, not all those who would benefit from this training have received it and the Council needs to ensure all those outside of education and social care who come into contact with children on a regular basis receive this training. A series of learning events for elected members on specific aspects of safeguarding children have been provided on a monthly basis since November 2013. To date, 37 attendances have been recorded at these evening briefing events. Because this training is not mandatory, attendance has been low” (WAO Report, para 17, p 7)

Proposed Corporate Safeguarding Governance Arrangements

12. A set of arrangements to take forward a more effective overall approach to corporate safeguarding is set out in Appendix II (Corporate Safeguarding Governance Structure) and Appendix III (Corporate

Safeguarding Board Terms of Reference). These are concerned principally with establishing a new internal governance function, strengthening awareness and training and securing stronger performance monitoring, audit and compliance.

13. These new arrangements will enable a comprehensive response to each of the areas for improvement identified by the WAO study.
14. It is important to note that:
 - 14.i These proposed arrangements focus principally on corporate safeguarding governance. Aside from HR related processes, the proposals have no direct implications for the delivery of adult or children's social care practice. This is due to the fact that the governance arrangements for child protection arrangements and for the protection of vulnerable adults are provided for separately via the Director of Social Services - through the "Annual Council Reporting Framework" (i.e. Annual Report of the Director of Social Services); by the Local Safeguarding Children Board as the statutory body for children and by the Adult Safeguarding Board on a similar basis.
 - 14.ii The WAO study did not consider or identify proposals in relation to any of the operational practice referenced in i) above.
 - 14.iii Whilst the WAO report focused solely on corporate safeguarding arrangements in relation to the protection of children, the proposals set out in Appendix II and III also encompass vulnerable adults since it makes little sense to have separate corporate governance arrangements in respect of adults and children.
15. The diagrammatic summary of the arrangements are designed to provide an 'at a glance' view of the overall structure. This diagram also illustrates how the newly recommended structure will align with the WAO Proposals for Improvement. Amongst the main features of the recommended arrangements are:
 - 15.i The establishment of a more formalised 'board' level function – the 'Corporate Safeguarding Board (CSB)'. The 'board' is currently operating on a shadow basis pending the consideration of this report by Cabinet.
 - 15.ii The submission by all Directors of an annual 'compliance' report/return to the CSB detailing compliance with HR related vetting requirements, staff induction and training programmes and the identification of in-year thematic concerns that may have arisen in a given Directorate.
 - 15.iii The production of an Annual Corporate Safeguarding Report subject to Scrutiny and consideration by Cabinet.
 - 15.iv The incorporation of that report into the Annual Report of the Director of Social Services, thereby subject to agreement in full Council.
 - 15.v The development of a more comprehensive safeguarding training and development programme for members.

- 15.vi The development of a more comprehensive safeguarding training programme for staff other than those in education or social services.
 - 15.vii The development of clear and effective corporate safeguarding performance measures, facilitated by the submission of annual Directorate compliance reports/returns, cited at ii above.
16. **Action Plan** – an Action Plan setting out how the newly recommended corporate safeguarding arrangements are being progressed and how each of the WAO Proposals are being addressed, is set out in Appendix IV.
17. It is to be noted that the WAO study also indicated that there was some level of concern that the Council should do more to ensure that parents are better informed about how their children are safeguarded when using services and schools. Although this is based on the perception of a very small cohort of survey respondents, this is an issue that the recently established joint management arrangements between Education and Children's Services will consider and action further, as appropriate, in collaboration with the LSCB.

Reasons for Recommendations

18. To enable Cabinet to:
- a) Consider proposed arrangements to strengthen Corporate governance in relation to safeguarding requirements for vulnerable adults and children.
 - b) Respond to the findings and recommendations of a Welsh Audit Office (WAO) report concerning the effectiveness of the City of Cardiff Council's corporate safeguarding governance arrangements.

Legal Implications

19. To follow.

Financial Implications

20. To follow.

RECOMMENDATIONS

The Cabinet is recommended to agree the proposals to strengthen Corporate Safeguarding governance, including the establishment of a Corporate Safeguarding Board.

The Cabinet is recommended to agree the Action Plan to support the implementation of the new governance arrangements and to respond to the WAO Proposals for Improvement.

The Cabinet is recommended to agree the Terms of Reference for the Corporate Safeguarding Board.

The Cabinet is recommended to agree the response to each of the WAO proposals for improvement as follows:-

P1 Ensure the Council develops effective arrangements to monitor, evaluate and challenge information and performance of safeguarding.

This improvement proposal is agreed. A Corporate Safeguarding Action plan has been developed to ensure effective monitoring, evaluation and challenge in relation to safeguarding performance. Strengthened governance arrangements are now in place and will support annual reporting to relevant Scrutiny Committees; this will be facilitated by a suite of specifically designed safeguarding indicators. (See Corporate Safeguarding Action Plan points 1.1, 1.3, 3.4).

P2 The Council should clarify who designated officers with responsibility for safeguarding are.

This improvement proposal is agreed. Corporate Safeguarding Action Plan priority 2.3. will ensure the production of a clear Safeguarding Policy and Protocol for members and officers and which will define, identify lead roles and responsibilities.(See Corporate Safeguarding Action Plan 2.3).

P3 Improve the range, quality and coverage of safeguarding performance reporting to provide adequate assurance that corporate arrangements are working effectively.

This improvement proposal is agreed. A Corporate Safeguarding Action plan has been developed to ensure effective monitoring, evaluation and challenge in relation to safeguarding performance. (See Corporate Safeguarding Action Plan 3.5).

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.

This improvement proposal is agreed. Strengthened governance arrangements are now in place and will support annual reporting to relevant Scrutiny Committees (see Corporate Safeguarding Action Plan point 1.3).

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.

This proposal agreed. Safeguarding awareness and reporting readiness will be significantly improved through the modernization and redevelopment of a more effective member and staff

safeguarding training and development programme on a rolling basis. (See Corporate Safeguarding Action Plan points 2.1 and 2.2).

P6 Identify and agree an appropriate internal audit programme of work for safeguarding across the Council

This proposal agreed. The Corporate Safeguarding Action Plan sets out significant audit activity during 2015/16 and identifies the development of a future audit programme for 2016/17. (See Corporate Safeguarding Action Plan points 3.1, 3.2, 3.3 and 3.4).

TONY YOUNG
Statutory Director of Social Services
April 2015

DRAFT

This page is intentionally left blank

Local Authority Arrangements to Support Safeguarding of Children

City of Cardiff Council

Audit year: 2014-15

Issued: October 2014

Document reference: 330A2014

Status of report

This document has been prepared for the internal use of City and County of Cardiff as part of work performed in accordance with the statutory functions.

No responsibility is taken by the Auditor General, the staff of the Wales Audit Office or, where applicable, the appointed auditor in relation to any member, director, officer or other employee in their individual capacity, or to any third party.

In the event of receiving a request for information to which this document may be relevant, attention is drawn to the Code of Practice issued under section 45 of the Freedom of Information Act 2000. The section 45 Code sets out the practice in the handling of requests that is expected of public authorities, including consultation with relevant third parties.

In relation to this document, the Auditor General for Wales, the Wales Audit Office and, where applicable, the appointed auditor are relevant third parties. Any enquiries regarding disclosure or re-use of this document should be sent to the Wales Audit Office at infoofficer@wao.gov.uk.

The team who delivered the work comprised Steve Blundell.

Contents

Summary report

Background	4
------------	---

Review findings and conclusions	5
---------------------------------	---

Proposals for improvement	8
---------------------------	---

Appendices

Summary of survey findings	9
----------------------------	---

Summary report

Background

1. The safeguarding of children is everyone's responsibility. Local authorities have a statutory duty to have in place safeguarding arrangements which include strategic planning, support and guidance for all providers of relevant services in its area, and the direct provision of some services itself. In particular, local authorities have a duty to work in partnership with others to secure the safeguarding and wellbeing of children in their area, including the Local Safeguarding Children Board.
2. Employees and volunteers who work with children have specific safeguarding duties and responsibilities. Local authorities and schools must ensure through their Human Resources and personnel arrangements that adequate checks are in place to ensure that employees and volunteers are of good character and that their working practices are managed and monitored. Local authorities must also ensure that there are processes in place to investigate and record safeguarding allegations made against staff, teachers and support staff, and volunteers.
3. Members, chief executives and senior managers need to ensure that they have proper oversight of the safeguarding arrangements that are in place across the authority. They should actively seek and gain assurance that arrangements are operating effectively, as without this they will be unable to demonstrate that they have discharged their statutory obligation in respect of safeguarding.
4. During the period March to May 2014, the Wales Audit Office completed a review of the City and County of Cardiff's (the Council) assurance and accountability arrangements for ensuring that safeguarding policies and procedures are in place and are being adhered to. The study examined what the Council itself has done to seek assurance that its arrangements to support safeguarding are effective by reviewing how the Council is discharging its safeguarding responsibilities at all levels: Cabinet, Senior Management Team, Scrutiny and individual officers.
5. The study focused on answering the following: **Does the Council's governance and management arrangements provide assurance that children are safeguarded?**
The main questions that the review sought to answer were:
 - Are there clear governance, accountability and management arrangements for overseeing whether the Council is meeting its safeguarding responsibilities to children?
 - Is the Council monitoring and evaluating appropriate information, which provides assurance that it is meeting its safeguarding responsibilities to children?
 - Are assurance systems operating effectively?

Review findings and conclusions

6. We examined policies relevant to safeguarding; reports to Council, Cabinet and Scrutiny; and set out below our conclusions based on the extent to which the Council has put in place, and is operating, effective management and assurance processes and controls for safeguarding. As part of this study, we made available an online survey for elected members, senior managers, education, schools and leisure staff to test the Council's arrangements for safeguarding. Surveying is valuable because it provides an insight into the Council from the perspective of the people who make decisions and do the work. It also allows us to test the relative strengths or weaknesses of local safeguarding arrangements and identify where councils can make improvements. The detailed survey findings for the Council are set out in [Appendix 1](#), although we include headline conclusions where relevant in each of the following sections.

The governance, accountability and management arrangements for overseeing whether the Council is meeting its safeguarding responsibilities to children have some weaknesses, which the Council must address

7. The recently created Cardiff and Vale of Glamorgan Local Safeguarding Children Board provides the overview for safeguarding in the city. The Council's Corporate Plan sets a range of key actions for its Children's Social Services to continue to develop and strengthen the role and responsibilities of the Council's safeguarding and corporate parenting. The Council has a local Child Protection Policy that outlines the key principals of child protection in the city. The Council takes account of the equalities act when developing its policies and procedures, for example, 'Cardiff What Matters' has equalities built into the process.
8. We found that at the time of our review, the Council was undergoing significant management change with 12 new senior managers recently taking up post, including a new chief executive, director of social services, director of education and monitoring officer. There is consequently a major change in management responsibilities, organisational structure and culture taking place.
9. Welsh Government guidance 'Safeguarding Children: Working together under the Children Act 2004' sets out that local authorities should identify a named senior officer with responsibility for promoting safeguarding throughout the organisation. At the time of our review, it was not clear who in the Council had been given this role. This lack of clarity is echoed by our survey, which found that a significantly lower proportion of respondents than the survey average stated they know who the Council's Designated Officer for child protection is: 29 per cent compared with 67 per cent. However, we are aware that the Council is planning to create a Designated Officer post in Education to comply with new Welsh Government guidance on 'Safeguarding in Education'.

-
10. Similarly with regard to clarity of member roles, fewer respondents in Cardiff know who the Council's lead Councillor for child protection is as compared to the Wales average: 26 per cent compared with our survey average of 44 per cent. Clearly identifying who key officers and members are and promoting full awareness throughout the Council is key to ensuring a sustained focus on safeguarding. This highlights that the Council needs to undertake significant work to strengthen leadership and accountability for safeguarding.
 11. The Council has a comprehensive risk management approach to support how it meets its children safeguarding responsibilities. There is a risk management strategy and a corporate risk management group with responsibility for overseeing the Council's risk management work. However, awareness amongst managers on how risk management operates varied widely and some staff we interviewed were unclear how departmental and corporate risks were monitored and reviewed. The risk register identifies a 'Potential for mismatch between children's needs and capacity to meet them if current trends continue, for example in children needing to be safeguarded, looked after and/or receive other services to support families and carers to care for them'. This does not, however, identify safeguarding children as a specific risk for the Council.

The Council's arrangements for monitoring and evaluating its safeguarding responsibilities to children have some weaknesses which the Council is addressing

12. At the time of our review, the Council was in the process of developing new systems for governance and scrutiny of safeguarding but these had not yet become fully embedded. The Council's safeguarding arrangements are subject to planned work by Scrutiny, although this is related to the wider children services agenda rather than testing corporate safeguarding arrangements. We were informed that a significant role of the new operational manager safeguarding will focus on developing an independent Council-wide safeguarding function, designed to provide a source of advice, support and independent challenge to safeguarding practice. At the time of our assessment, however, these arrangements were not in place.
13. The Council has identified what information it needs to monitor and evaluate to determine if its children's safeguarding arrangements are working effectively and is in the process of creating new systems to monitor, evaluate and challenge information and performance. The Council has timeframes for monitoring and reviewing information and performance related to children's safeguarding. Most reporting is undertaken quarterly, although some specific information is reported weekly and high-profile information reported daily. The recent peer review identified a series of weaknesses in current performance management arrangements, which the Council is addressing.

-
14. The Council has systems for the safe recruitment of staff and volunteers. The Recruitment and Selection Policy and Procedure sets out the key principles which the Council intends to follow in relation to all recruitment and selection activity, and outlines the responsibilities of elected members and officers. The policy applies to the recruitment and selection of all Council employees, and is commended to governing bodies for implementation in relation to recruitment of schools-based employees. Human Resources has a recruitment team, that undertakes the recruitment process from advert to contract and oversee the appointment, deployment, and management of the process with schools.
 15. However, we found that respondents in Cardiff were significantly less aware of how their role/job contributes to safeguarding and protecting children and young people than the survey average: 70 per cent compared with the Welsh survey average of 95 per cent. Likewise, fewer respondents strongly agreed or agreed that their responsibilities for safeguarding and protecting children and young people were explained when they started in their role than the survey average: 39 per cent in Cardiff compared with our survey average of 75 per cent.
 16. The Council is taking steps to assure itself that members and staff are appropriately trained in safeguarding. Children services staff receive relevant training and training is provided to schools on a rolling annual programme. During 2013-14, the Social Care Training Centre delivered 46 individual training events in relation to Safeguarding Children, including a comprehensive training programme delivered on behalf of the Local Safeguarding Children Board. Attendees primarily came from children's services – 78.93 per cent (341 attendees) – and Health and Social Care – 15.79 per cent (151 attendees) – and the rest from other Council services and partners.
 17. However, not all those who would benefit from this training have received it and the Council needs to ensure all those outside of education and social care who come into contact with children on a regular basis receive this training. A series of learning events for elected members on specific aspects of safeguarding children have been provided on a monthly basis since November 2013. To date, 37 attendances have been recorded at these evening briefing events. Because this training is not mandatory, attendance has been low.
 18. Our survey found that the Council is well below the survey average for the number of people who have received training on safeguarding in the last six months – 12 per cent compared with 32 per cent – and has significantly more people who have never received safeguarding training: 29 per cent in the Council compared with our all-Wales survey average of 10 per cent.

The Council's approach to identifying and acting on improvements in its safeguarding arrangements has some weaknesses which the Council is addressing

19. The Council has an internal audit plan, but has not identified and agreed how it will use this resource to provide assurance on its corporate safeguarding arrangements. Some specific audit work is undertaken within children services relating to child protection and whilst there is regular reporting to Scrutiny of children services performance that includes a section on safeguarding, this is limited to performance relating to child protection and assessment and does not address broader safeguarding issues or give an overall assurance on safeguarding arrangements.
20. The Council is in the process of establishing an enhanced scrutiny role with independent reviewing officers and independent chairs. The Council has taken steps to assure itself that it complies with data protection requirements in relation to children. For example, the Director of Children Services is Caldicott Guardian¹ for the Council.
21. Our survey found that far fewer respondents feel that the Council deals effectively with specific incidents concerning safeguarding and protecting children and young people: 51 per cent compared with a Welsh average of 82 per cent. Similarly, a significantly lower proportion than the survey average strongly agreed or agreed that the Council informs all parents how their children are safeguarded and protected when using Council services and schools: 32 per cent compared with 55 per cent.

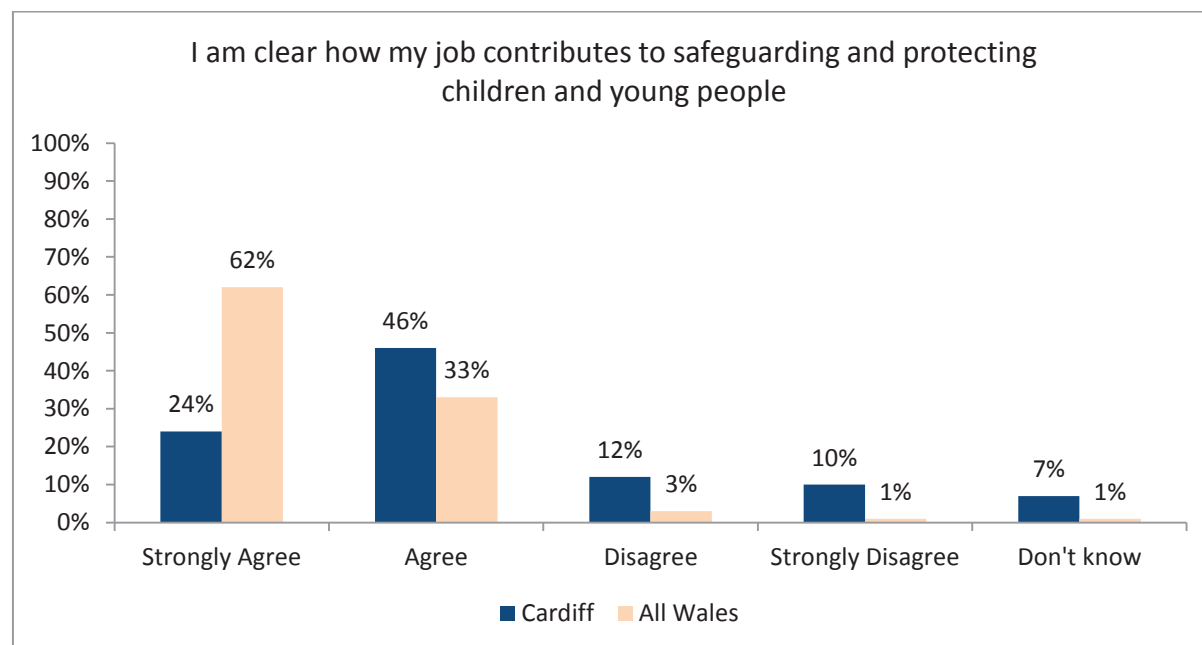
Proposals for improvement

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 with 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.

¹ A Caldicott Guardian is a senior person responsible for protecting the confidentiality of patient and service-user information and enabling appropriate information-sharing.

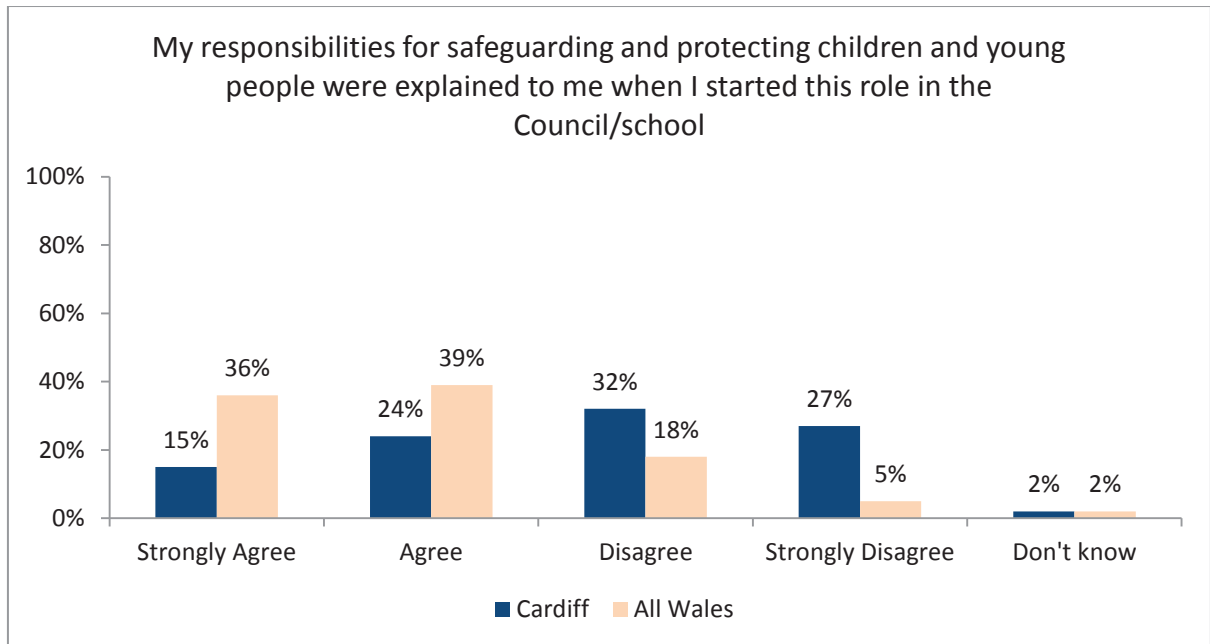
Appendix 1

Summary of survey findings



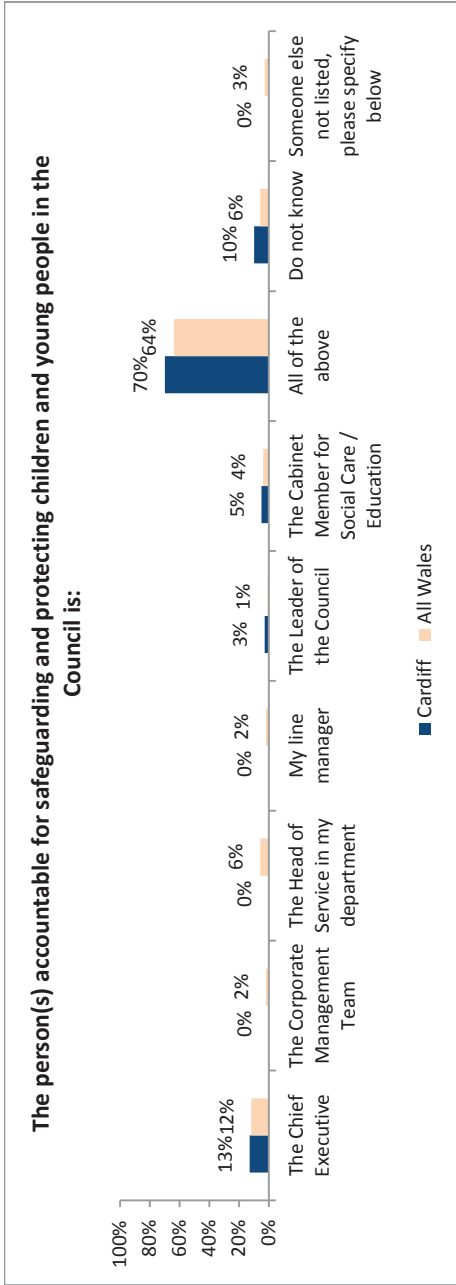
	Total	Not asked	No reply	Strongly agree	Agree	Disagree	Strongly disagree	Don't know
Cardiff	41	-	-	10	19	5	4	3
Expressed opinion*				24%	46%	12%	10%	7%
All Wales	1,996	-	6	1,235	664	53	12	26
Expressed opinion*				62%	33%	3%	1%	1%

* To make the report easier to read, percentages are shown to nearest whole percentage point. It is therefore possible for the individual figures not to total exactly to 100 per cent.



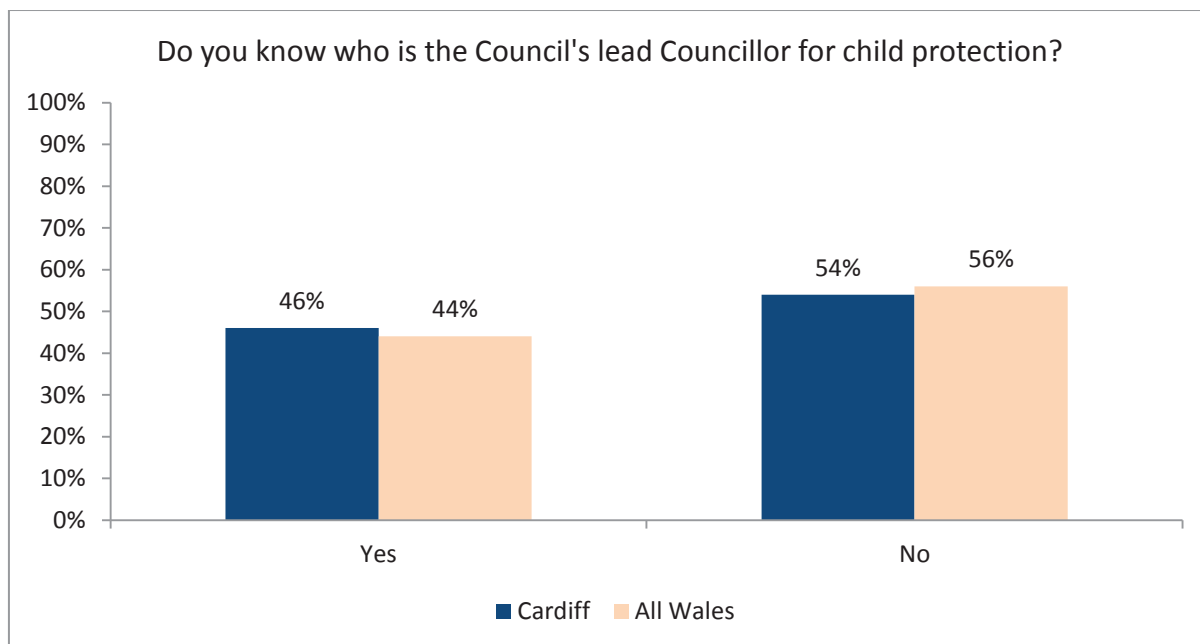
	Total	Not asked	No reply	Yes	No
Cardiff	41	-	-	12	29
Expressed opinion*				29%	71%
All Wales	1,996	-	13	1,337	646
Expressed opinion*				67%	33%

* To make the report easier to read, percentages are shown to nearest whole percentage point. It is therefore possible for the individual figures not to total exactly to 100 per cent.



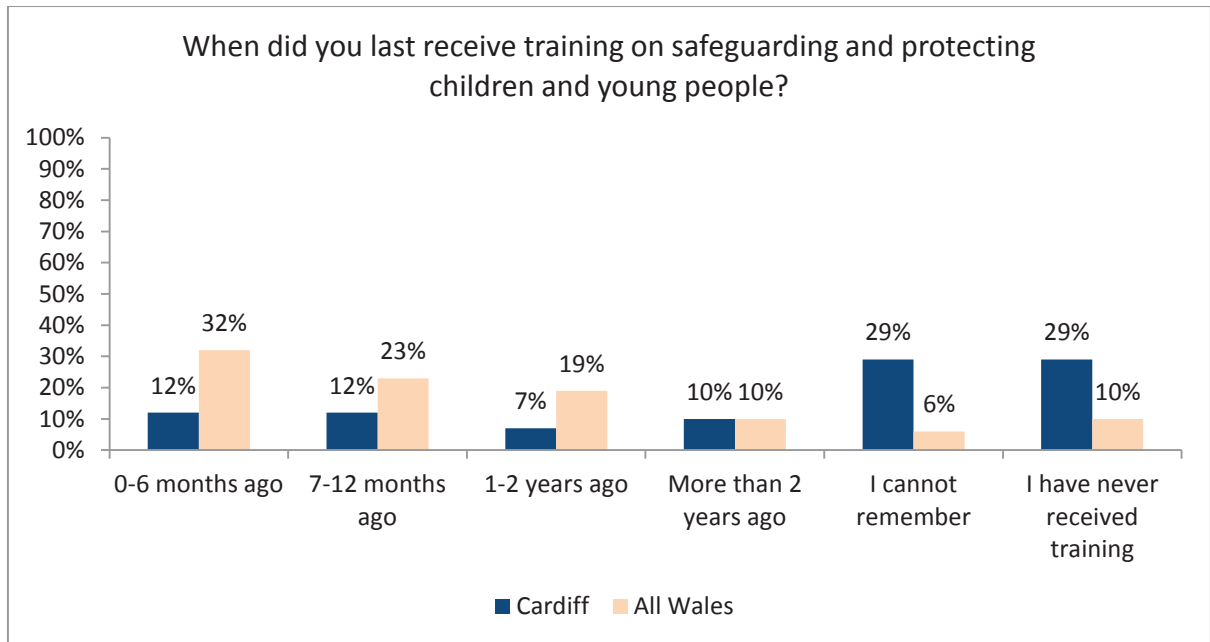
	Total	Not asked	No reply	The Chief Executive	The Corporate Management Team	The Head of Service in my department	My line manager	The Leader of the Council	The Cabinet Member for Social Care/ Education	All of the above	Do not know	Someone else not listed, please specify below
Cardiff	41	-	1	5	-	-	-	1	2	28	4	-
Expressed opinion*				13%				3%	5%	70%	10%	
All Wales	1,996	-	68	223	34	124	47	19	69	1,231	115	66
Expressed opinion*				12%	2%	6%	2%	1%	4%	64%	6%	3%

* To make the report easier to read, percentages are shown to nearest whole percentage point. It is therefore possible for the individual figures not to total exactly to 100 per cent.



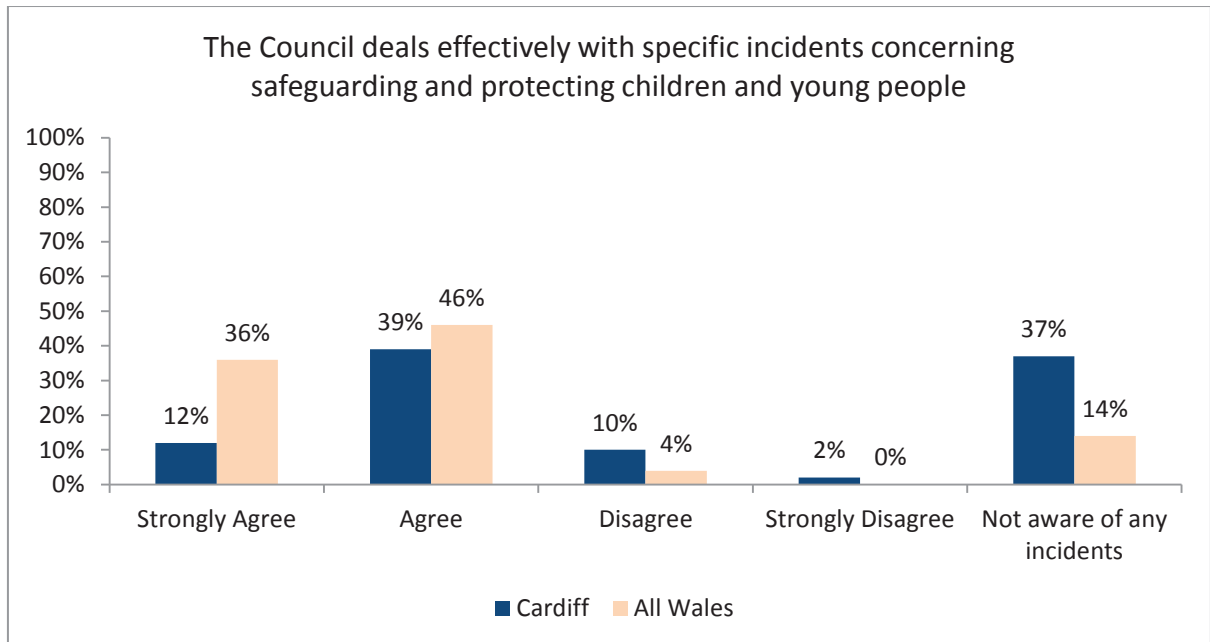
	Total	Not asked	No reply	Yes	No
Cardiff	41	-	-	19	22
Expressed opinion*				46%	54%
All Wales	1,996	-	13	881	1,102
Expressed opinion*				44%	56%

* To make the report easier to read, percentages are shown to nearest whole percentage point. It is therefore possible for the individual figures not to total exactly to 100 per cent.



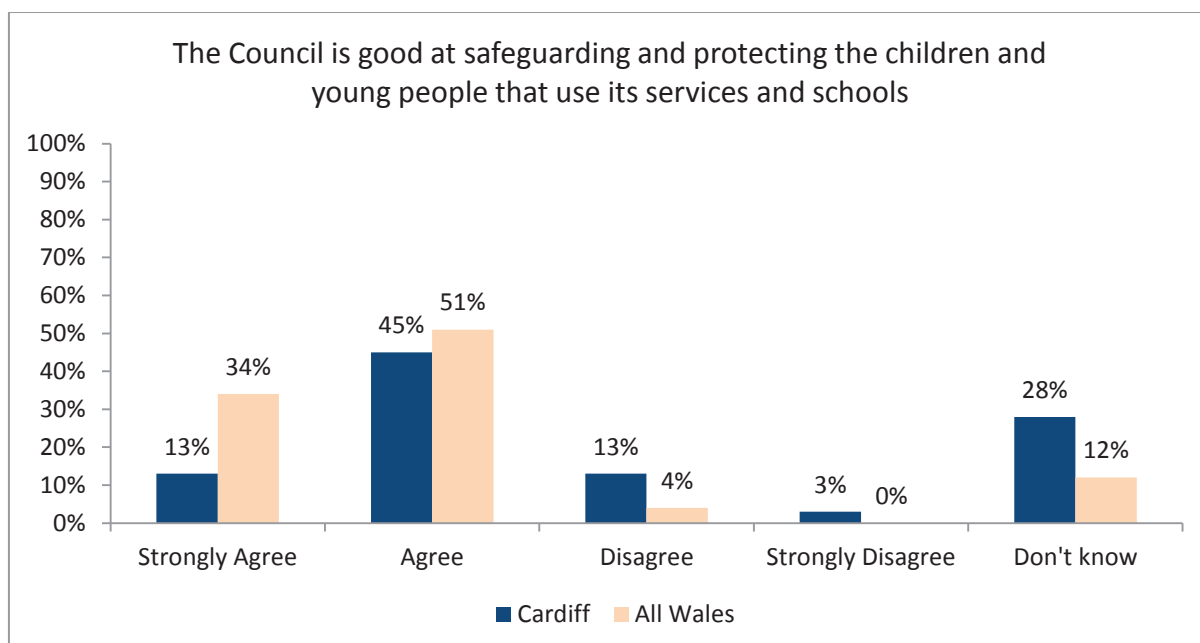
	Total	Not asked	No reply	Strongly agree	Agree	Disagree	Strongly disagree	Don't know
Cardiff	41	-	-	15	18	1	-	7
Expressed opinion*				37%	44%	2%		17%
All Wales	1,996	-	10	1,266	628	27	4	61
Expressed opinion*				64%	32%	1%	0%	3%

* To make the report easier to read, percentages are shown to nearest whole percentage point. It is therefore possible for the individual figures not to total exactly to 100 per cent.



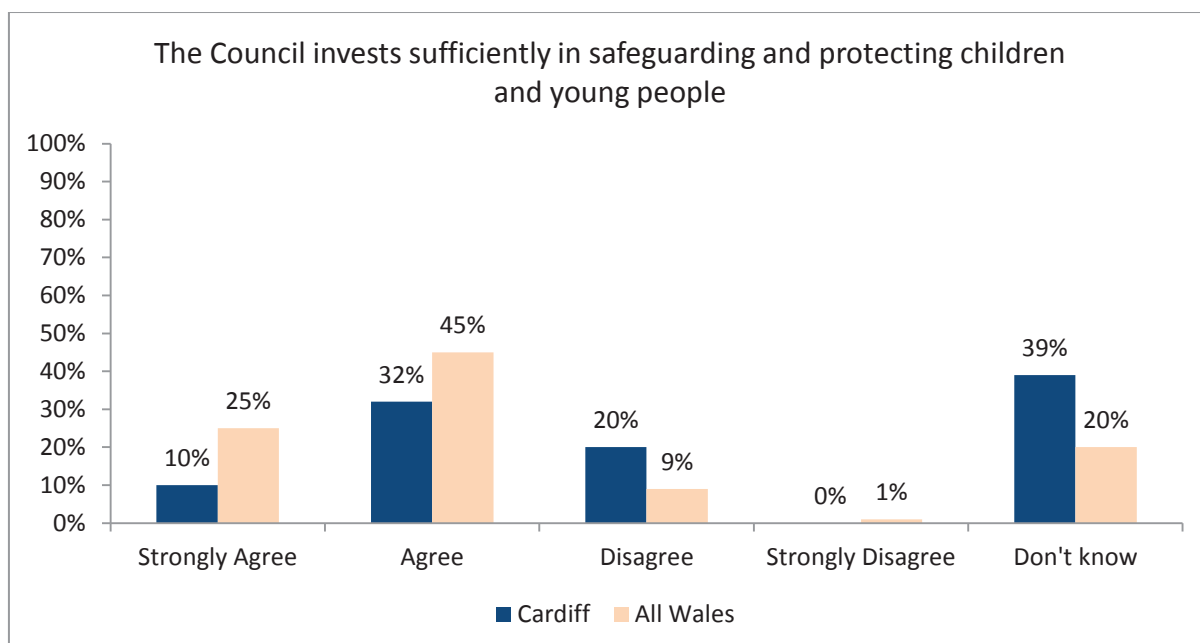
	Total	Not asked	No reply	Strongly agree	Agree	Disagree	Strongly disagree	Not aware of any incidents
Cardiff	41	-	-	5	16	4	1	15
Expressed opinion*				12%	39%	10%	2%	37%
All Wales	1,996	-	11	722	911	76	5	271
Expressed opinion*				36%	46%	4%	0%	14%

* To make the report easier to read, percentages are shown to nearest whole percentage point. It is therefore possible for the individual figures not to total exactly to 100 per cent.



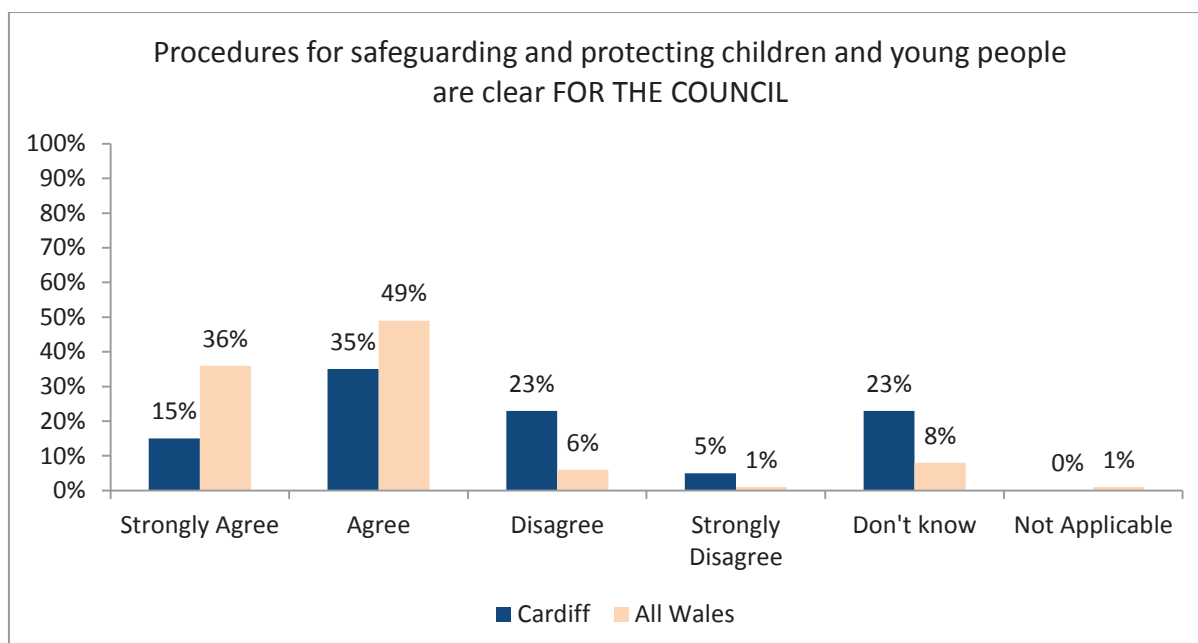
	Total	Not asked	No reply	Strongly agree	Agree	Disagree	Strongly disagree	Don't know
Cardiff	41	-	1	5	18	5	1	11
Expressed opinion*				13%	45%	13%	3%	28%
All Wales	1,996	-	20	665	1,000	74	3	234
Expressed opinion*				34%	51%	4%	0%	12%

* To make the report easier to read, percentages are shown to nearest whole percentage point. It is therefore possible for the individual figures not to total exactly to 100 per cent.



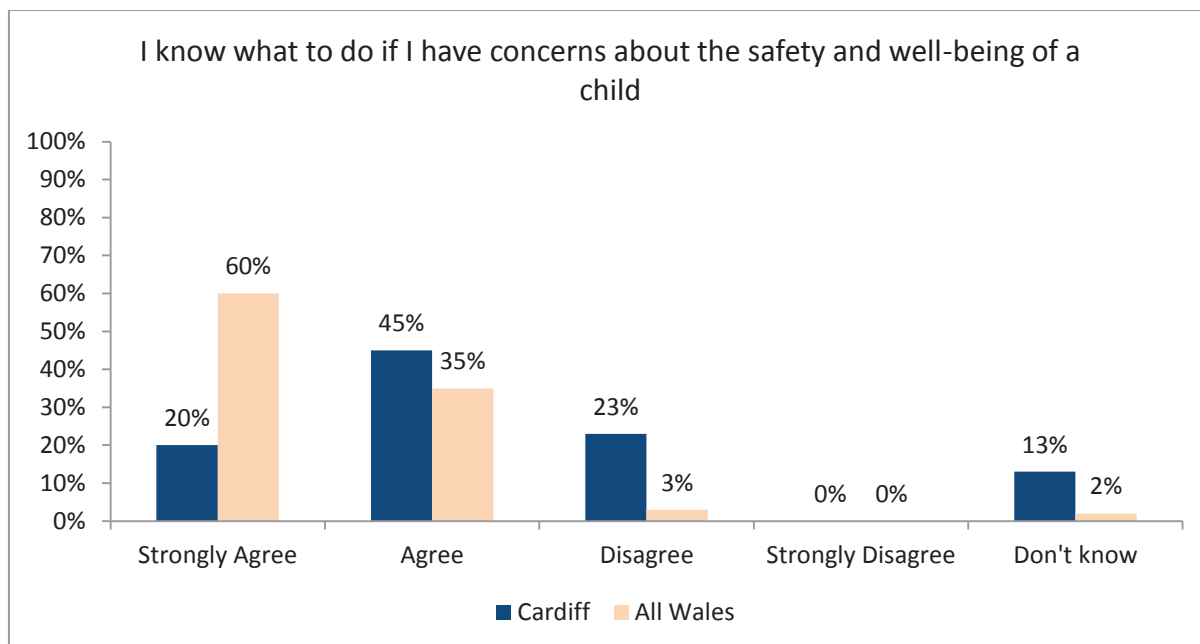
	Total	Not asked	No reply	Strongly agree	Agree	Disagree	Strongly disagree	Don't know
Cardiff	41	-	-	4	10	16	4	7
Expressed opinion*				10%	24%	39%	10%	17%
All Wales	1,996	-	20	344	794	339	79	420
Expressed opinion*				17%	40%	17%	4%	21%

* To make the report easier to read, percentages are shown to nearest whole percentage point. It is therefore possible for the individual figures not to total exactly to 100 per cent.



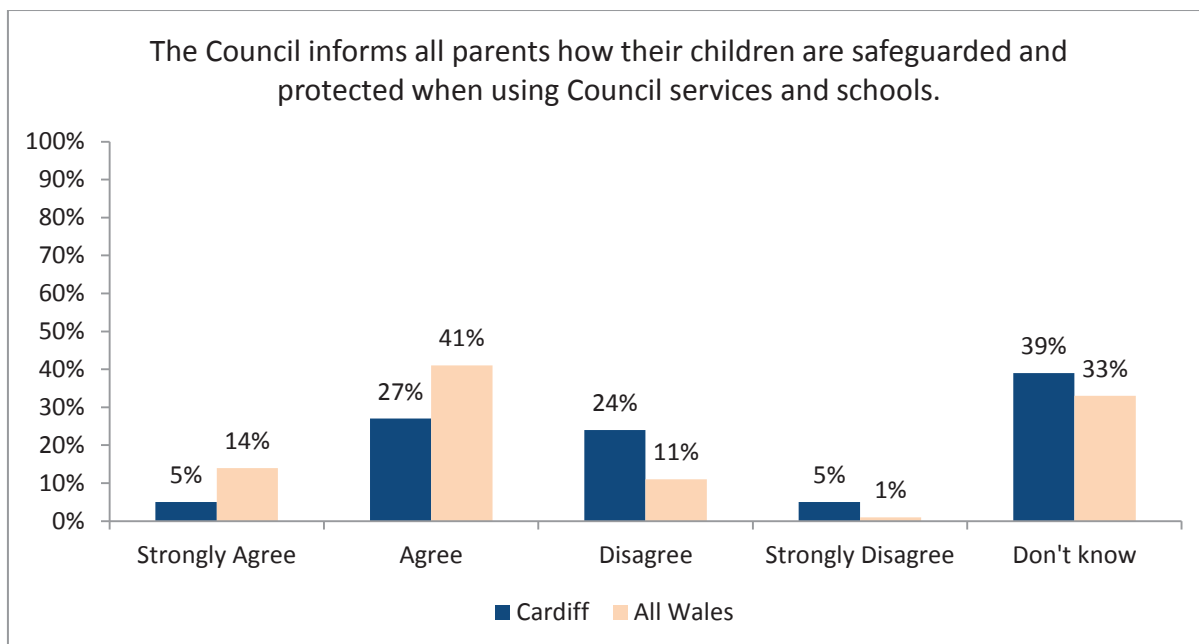
	Total	Not asked	No reply	Strongly agree	Agree	Disagree	Strongly disagree	Don't know	Not applicable
Cardiff	41	41	-	-	-	-	-	-	-
Expressed opinion*									
All Wales	1,996	1,399	34	435	92	3	-	5	28
Expressed opinion*				81%	17%	1%		1%	5%

* To make the report easier to read, percentages are shown to nearest whole percentage point. It is therefore possible for the individual figures not to total exactly to 100 per cent.



	Total	Not asked	No reply	Strongly agree	Agree	Disagree	Strongly disagree	Don't know
Cardiff	41	-	1	8	18	9	-	5
Expressed opinion*				20%	45%	23%		13%
All Wales	1,996	-	29	1,174	683	64	8	38
Expressed opinion*				60%	35%	3%	0%	2%

* To make the report easier to read, percentages are shown to nearest whole percentage point. It is therefore possible for the individual figures not to total exactly to 100 per cent.



	Total	Not asked	No reply	Strongly agree	Agree	Disagree	Strongly disagree	Don't know
Cardiff	41	-	-	2	11	10	2	16
Expressed opinion*				5%	27%	24%	5%	39%
All Wales	1,996	-	27	269	816	213	29	642
Expressed opinion*				14%	41%	11%	1%	33%

* To make the report easier to read, percentages are shown to nearest whole percentage point. It is therefore possible for the individual figures not to total exactly to 100 per cent.

Wales Audit Office
24 Cathedral Road
Cardiff CF11 9LJ

Tel: 029 2032 0500

Fax: 029 2032 0600

Textphone: 029 2032 0660

E-mail: info@wao.gov.uk

Website: www.wao.gov.uk

Swyddfa Archwilio Cymru

24 Heol y Gadeirlan
Caerdydd CF11 9LJ

Ffôn: 029 2032 0500

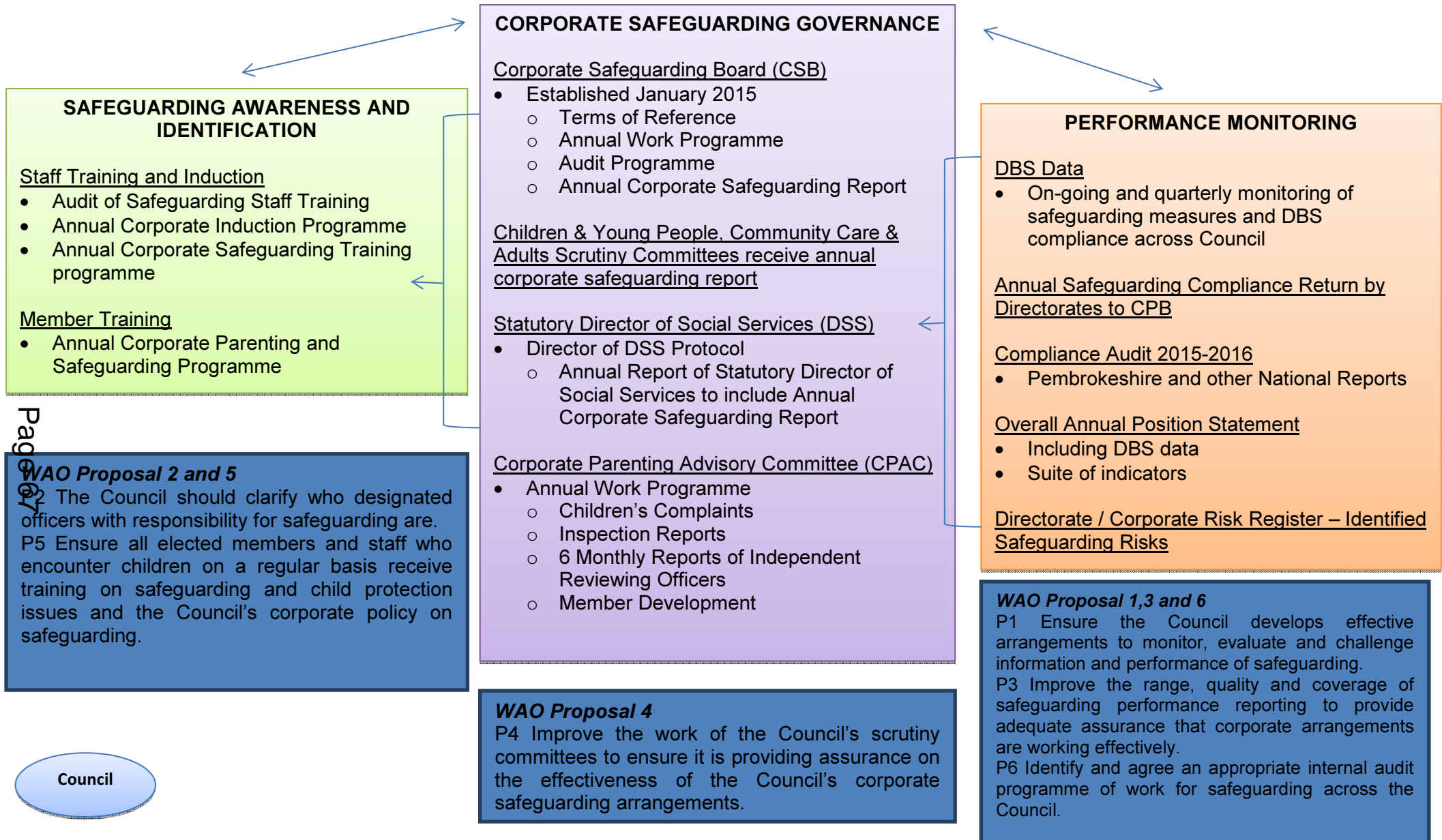
Ffacs: 029 2032 0600

Ffôn Testun: 029 2032 0660

E-bost: info@wao.gov.uk

Gwefan: www.wao.gov.uk

CORPORATE SAFEGUARDING STRUCTURE 2015-2016



Local Safeguarding Adult's Board: Statutory Body for inter-agency governance of all agencies' safeguarding arrangements for adults in Cardiff and Vale of Glamorgan

Local Safeguarding Children's Board: Statutory Body for inter-agency governance of all agencies' safeguarding arrangements for children in Cardiff and Vale of Glamorgan

This page is intentionally left blank

**CORPORATE SAFEGUARDING BOARD - TERMS OF REFERENCE
APRIL 2015**

OVERALL PURPOSE

The Corporate Safeguarding Board (CSB) will:

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.

MEMBERSHIP

Members will include the Director of Social Services; the Monitoring Officer, or senior nominee; the Operational Manager for Safeguarding and Independent Review; a relevant Operational Manager for each Directorate; Operational Manager for Improvement and Information who will also represent the SIRO; a lead officer from ICT; a Senior Auditor.

CHAIRING

The Board will be chaired by the Cabinet Member for Corporate Services and Performance.

FREQUENCY OF MEETINGS







The Board will meet quarterly.

This page is intentionally left blank

RED – High priority
 AMBER – Medium Priority.
 YELLOW – Medium Priority.
 GREEN – Low priority.



		ACTION	TARGET	LEAD OFFICER	RAG STATUS
1		CORPORATE SAFEGUARDING GOVERNANCE			
Page 71	1.1	To establish the Corporate Safeguarding Board (CSB)	March 2015	TY	Completed Jan 2015 
	1.2	To determine the annual Work Programme	Initial Action Plan	AD	Agreed February 2015 
	1.3	To produce an annual Corporate Safeguarding Report and establish arrangements to present to relevant Scrutiny committees annually	July 2015 and annually	TY	
	1.4	To develop a tool for compiling annual safeguarding compliance returns from each directorate	September 2015	AD	
2		SAFEGUARDING AWARENESS			
	2.1	Revise / develop a Corporate Safeguarding Training and Development Programme for staff	June 2015	AD (JF)	
	2.2	Revise / develop a Corporate Safeguarding Training and Development Programme for members	June 2015	MR (JF)	

		ACTION	TARGET	LEAD OFFICER	RAG STATUS
	2.3	Finalise and publicise a Council Safeguarding Policy and Protocol for members and officers, identifying the Council's Lead Safeguarding Officer, key officer and members roles and responsibilities	July 2015	MR	
	2.4	To agree appropriate policy in relation to the appointment of school governors.	September 2015	MR / CJ	
3		PERFORMANCE MONITORING			
	3.1	Verification that all of those who work with Children within the Local Authority have an up to date DBS.	September 2015	AB	
Page 72	3.2	Undertake Compliance Audit against Pembrokeshire Report and other safeguarding requirements (e.g. DBS)	October 2015	AD / AB	
	3.3	Undertake an audit of professional strategy meetings processes	October 2015	AD	
	3.4	Agree an audit programme for 2016-17	March 2016	VP / AD	
	3.5	Develop a suite of Corporate Safeguarding indicators to promote transparent governance and accountability	December 2015	VP / AD	