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Neuadd y Sir
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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 'Richard 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