

# Public Document Pack



Neuadd y Sir  
Y Rhadyr  
Brynbuga  
NP15 1GA

Dydd Gwener, 10 Mehefin 2016

**Hysbysiad o gyfarfod**

## **Cyd-Bwyllgor Dethol**

**Dydd Llun, 20fed Mehefin, 2016 at 2.00 yf  
Neuadd Y Sir, Y Rhadyr, Brynbuga, NP15 1GA**

### **AGENDA**

**BYDD CYFARFOD CYN I AELODAU'R PWYLLGOR 30 COFNODION CYN I'R  
CYCHWYN Y CYFARFOD**

<b>Eitem ddim</b>	<b>Eitem</b>	<b>Tudalennau</b>
1.	Etholiad Cadeirydd.	
2.	Apwyntiad Is-Gadeirydd.	
3.	Ymddiheuriadau.	
4.	Datganiadau o Fuddiant.	
5.	Craffu ar yr Adroddiad Blynyddol Gwasanaethau Cymdeithasol.	
6.	Diogelu:	
6.1.	Perfformiad Blynyddol 2015/16.	1 - 18
6.2.	Strategaeth Diogelu.	19 - 50

**Paul Matthews**

**Prif Weithredwr**

## CYNGOR SIR FYNWY

### MAE CYFANSODDIAD Y PWYLLGOR FEL SY'N DILYN:

Cynghorwyr Sir:

R. Chapman  
P. Clarke  
R. Edwards  
P. Farley  
M Fowler (Parent Governor Representative)  
L. Guppy  
R. Harris  
M. Hickman  
D Hill  
S. Howarth  
D Hudson  
D. Jones  
P. Jones  
P. Jordan  
K Plow (Association of School Governors)  
M. Powell  
V. Smith  
P. Watts  
A. Wintle

## Gwybodaeth Gyhoeddus

### **Mynediad i gopiâu papur o agendâu ac adroddiadau**

Gellir darparu copi o'r agenda hwn ac adroddiadau perthnasol i aelodau'r cyhoedd sy'n mynychu cyfarfod drwy ofyn am gopi gan Gwasanaethau Democrataidd ar 01633 644219. Dylid nodi fod yn rhaid i ni dderbyn 24 awr o hysbysiad cyn y cyfarfod er mwyn darparu copi caled o'r agenda hwn i chi.

### **Edrych ar y cyfarfod ar-lein**

Gellir gweld y cyfarfod ar-lein yn fyw neu'n dilyn y cyfarfod drwy fynd i [www.monmouthshire.gov.uk](http://www.monmouthshire.gov.uk) neu drwy ymweld â'n tudalen Youtube drwy chwilio am MonmouthshireCC. Drwy fynd i mewn i'r ystafell gyfarfod, fel aelod o'r cyhoedd neu i gymryd rhan yn y cyfarfod, rydych yn caniatáu i gael eich ffilmio ac i ddefnydd posibl y delweddau a'r recordiadau sain hynny gan y Cyngor.

### **Y Gymraeg**

Mae'r Cyngor yn croesawu cyfraniadau gan aelodau'r cyhoedd drwy gyfrwng y Gymraeg neu'r Saesneg. Gofynnwn gyda dyledus barch i chi roi 5 diwrnod o hysbysiad cyn y cyfarfod os dymunwch siarad yn Gymraeg fel y gallwn ddarparu ar gyfer eich anghenion.

# Nodau a Gwerthoedd Cyngor Sir Fynwy

## Cymunedau Cynaliadwy a Chryf

### Canlyniadau y gweithiwn i'w cyflawni

#### Neb yn cael ei adael ar ôl

- Gall pobl hŷn fyw bywyd da
- Pobl â mynediad i dai addas a fforddiadwy
- Pobl â mynediad a symudedd da

#### Pobl yn hyderus, galluog ac yn cymryd rhan

- Camddefnyddio alcohol a chyffuriau ddim yn effeithio ar fywydau pobl
- Teuluoedd yn cael eu cefnogi
- Pobl yn teimlo'n ddiogel

#### Ein sir yn ffynnu

- Busnes a menter
- Pobl â mynediad i ddysgu ymarferol a hyblyg
- Pobl yn diogelu ac yn cyfoethogi'r amgylchedd

### Ein blaenoriaethau

- Ysgolion
- Diogelu pobl agored i niwed
- Cefnogi busnes a chreu swyddi
- Cynnal gwasanaethau sy'n hygyrch yn lleol

### Ein gwerthoedd

- **Bod yn agored:** anelwn fod yn agored ac onest i ddatblygu perthnasoedd ymddiriedus
- **Tegwch:** anelwn ddarparu dewis teg, cyfleoedd a phrofiadau a dod yn sefydliad a adeiladwyd ar barch un at y llall.
- **Hyblygrwydd:** anelwn fod yn hyblyg yn ein syniadau a'n gweithredoedd i ddod yn sefydliad effeithlon ac effeithiol.
- **Gwaith tîm:** anelwn gydweithio i rannu ein llwyddiannau a'n methiannau drwy adeiladu ar ein cryfderau a chefnogi ein gilydd i gyflawni ein nodau.

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<b>SUBJECT:</b>	<b>End of Year Performance 2015/16 on Whole Authority Safeguarding</b>
<b>MEETING:</b>	<b>Joint Adult and Children and Young People Select Committees</b>
<b>DATE:</b>	<b>20<sup>th</sup> June 2016</b>
<b>DIVISIONS/WARDS AFFECTED:</b>	<b>All</b>

## **1 PURPOSE**

- 1.1 To provide members with an overview of performance on whole authority safeguarding in 2015/16.

## **2 RECOMMENDATIONS**

- 2.1 That members consider this information in parallel with the separate report on the proposal for the future whole authority safeguarding approach.
- 2.2 That members scrutinise the performance and challenge the Cabinet Member with portfolio and the Whole Authority Safeguarding Coordinating Group lead officer (WASCG) on any issues of concern, this is the Chief Officer for Social Care & Health.

## **3. KEY ISSUES**

- 3.1 Since 2014 the Safeguarding Unit has annually provided two performance reports to the Children and Young People Select Committee and the Council using a trio of reports.
- 3.2 The Whole Authority Safeguarding Coordinating Group has developed a proposal on whole authority safeguarding which has been provided in a separate report. The proposal constitutes adopting a strategy that is supported by an activity programme and a scorecard of measures. This will be steered through a newly constituted WASCG.
- 3.3 The proposal has been presented to the Senior Leadership Team and following scrutiny by the select committees will be presented to the Council on 28<sup>th</sup> July for approval.
- 3.4 On approval of the proposal, future performance appraisals will be facilitated through the scorecard of measures.
- 3.5 However, for consistency in completing a year end appraisal for 2015/16, the report format used to date has been continued based on the nine prioritised objectives. This is in the Appendix using a narrative assessment and a score

on performance. The scores given are based on the whole authority self assessment matrix.

3.6 However, in leading into the proposed approach, the two supplementary report strands previously reported have not been provided.

**3.7 A summary of overall performance:**

- Important processes and practices are embedded across the authority supported by key services such as the Safeguarding Unit, Peoples Services and the Volunteer Coordinator. These include on recruitment and staff training, including for volunteers.
- Some parts of the authority have embedded safeguarding better than others, for instance, assuring volunteers used across all service areas and on other aspects of recruitment.
- There is a need to tighten practices across the authority where safeguarding does not appear to be understood and / or mainstreamed e.g. as identified through internal quality assurance completed on practices and in assuring safeguarding through contracted service arrangements

3.8 The six monthly performance scores on the prioritised objectives from 2014 to 2016 are given in the table below:

Objective	Score at April 2014	Score at September 2014	Score at April 2015	Score at September 2015	Score at April 2016
1. Safeguarding children and young people is understood as 'everyone's responsibility	N/A	4	5	5	4
2. Monmouthshire's Safeguarding and Child Protection Policy is embedded across all settings and services	4	4	4	4	4
3. Through our Audit Framework we are assured that all settings and services meet their roles and responsibilities in safeguarding /child protection	3/4	4	4	4	This objective has been assessed as part of objective 2
4. Safe recruitment and safe work force practices are operating effectively and embedded across the authority.	2	3	4	4	4

Objective	Score at April 2014	Score at September 2014	Score at April 2015	Score at September 2015	Score at April 2016
5. All workers and volunteers in contact with children and families are trained at the appropriate level	5	5	5	5	4
6. There is a system in place that identifies and addresses any professional allegations or concerns about individuals who may pose a risk.	4	5	5	5	4
7. We are well-informed about the issues that compromise the safety and welfare of children and /or potentially expose them to harm through abuse and neglect and can demonstrate how we respond to and reduce areas of need.	3	3	4	4	4
8. We operate best safeguarding practices and can demonstrate how we identify and address areas where improvement is needed.	3	3	3	3	3
9. Engagement with children and young people is at the heart of our safeguarding and child protection activity.	3	3	4	4	4

#### 4. REASONS

To ensure that:

- 4.1 Safeguarding performance is kept under review and that intervention is initiated as necessary.
- 4.2 Chief Officers and Cabinet members are held to account in assuring safeguarding processes and practices.

#### 5. RESOURCE IMPLICATIONS

There are no resource implications in relation to the report.

**6. WELLBEING OF FUTURE GENERATIONS IMPLICATIONS  
(INCORPORATING EQUALITIES, SUSTAINABILITY, SAFEGUARDING  
AND CORPORATE PARENTING)**

There are no Wellbeing of Future Generations Implications in relation to this report.

**7. CONSULTEES:**

The performance appraisal has been signed off by the Whole Authority Safeguarding Coordinating Group

The appraisal will be presented to the Council on 28<sup>th</sup> July.

**8. BACKGROUND PAPERS:**

Monmouthshire's Safeguarding Policy

The trio of safeguarding reports provided since 2014

The internal audit carried out on safeguarding

The Wales Audit Office study on safeguarding 2015

The Ellis Williams on safeguarding completed in 2015 report (former Rhondda Cynon Taff Chief Officer for Social Services)

**9. AUTHOR:**

Teresa Norris, Policy and Performance Manager

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## Appendix: Performance assessment at year end 2015/16 on the prioritised whole authority safeguarding objectives

The cornerstones for authority wide improvements on safeguarding were set in 2014 as in the diagram below:



1. As a means to underpin these cornerstones, the improvements were factored into nine prioritised objectives. These are picked up in **Table 1** with the performance scores that have been given since 2014. The scores have been based on the whole authority self-evaluation scoring matrix shown in **Table 3**.
2. **Table 1** encapsulates performance information previously reported from 2014 to the mid-year point 2015/16, but finalises a new appraisal for the whole year 2015/16. The main evidence used for previous reporting was drawn from the Estyn inspection 2012 to 2015, the CSSIW inspection 2014 with further feedback given in 2015, the Safeguarding Unit service plan and prescribed information captured from particular services, for instance on child protection, recruitment and from youth surveys.
3. However, additional information on performance was received in 2015 and has therefore been taken into account in arriving at the whole year appraisal for 2015/16. This is in **Table 2**. The references are noted in paragraph 3.4 of the covering report and the most influential are Monmouthshire's Internal Audit Service report and the Ellis Williams report, both undertaken in 2015. In light of these references the end of year scores for 2015/16 in some cases are lower than scores previously reported.
4. The objectives are very broad and the view of the Whole Authority Safeguarding Coordinating Group is that evidence used to assess performance against them previously has not been sufficient to substantiate the scores given. This recognition has prompted development of a new framework to refocus safeguarding objectives and to strengthen how we monitor and measure performance going forward.
5. Currently the authority is implementing the new Social Services and Wellbeing Act (Wales) 2014 with an associated national outcomes framework and so this will be interfaced with the new safeguarding framework as far as practicable.

References are given below on the performance information used for this report.

[2015/16 half year report to Cabinet November 2015](#)

[Safeguarding Service Plan 2015/18](#)

[Ellis Williams Review of Safeguarding in MCC 2015](#)

[Internal Audit Report January 2016](#)

**Table 1: Scores from April 2014 to the end of year 2015**

Objective	Score at April 2014	Score at September 2014	Score at April 2015	Score at September 2015	Score at April 2016
1. Safeguarding children and young people is understood as 'everyone's responsibility	N/A	4	5	5	4
2. Monmouthshire's Safeguarding and Child Protection Policy is embedded across all settings and services	4	4	4	4	4
3. Through our Audit Framework we are assured that all settings and services meet their roles and responsibilities in safeguarding /child protection	3/4	4	4	4	This objective has been assessed as part of objective 2
4. Safe recruitment and safe work force practices are operating effectively and embedded across the authority.	2	3	4	4	4
5. All workers and volunteers in contact with children and families are trained at the appropriate level	5	5	5	5	4
6. There is a system in place that identifies and addresses any professional allegations or concerns about individuals who may pose a risk.	4	5	5	5	4
7. We are well-informed about the issues that compromise the safety and welfare of children and /or potentially expose them to harm through abuse and neglect and can demonstrate how we respond to and reduce areas of need.	3	3	4	4	4

Objective	Score at April 2014	Score at September 2014	Score at April 2015	Score at September 2015	Score at April 2016
8. We operate best safeguarding practices and can demonstrate how we identify and address areas where improvement is needed.	3	3	3	3	3
9. Engagement with children and young people is at the heart of our safeguarding and child protection activity.	3	3	4	4	4

**Table 2: Performance for the year 2015/2016:**

Objective	Score at April 2016	Officer responsible for the information	What is working well	Evidence used to substantiate success	What is not in place / not working effectively and needs to improve	Evidence used to substantiate weakness
<p>1. Safeguarding children and young people is understood as 'everyone's responsibility</p> <p style="text-align: center;">Page 8</p>	4	Teresa Norris, Whole Authority Safeguarding Coordinating Group (WASCG)	<p>Overall, important processes and practices are embedded across the authority, supported by key services e.g. the Safeguarding Unit, Peoples Services and the Volunteer Coordinator. These include on recruitment and staff training, including for volunteers.</p> <p>The level of progress on whole authority safeguarding influenced an Estyn decision to release the authority from Special Measures early in 2016.</p> <p>In building on this, services will further embed and assure safeguarding within service and workforce planning through measures incorporated into service plans as standard.</p>	<p>The Whole Authority Safeguarding Coordinating Group review of whole authority safeguarding in 2016 to close the gap in weaknesses identified out of recent reviews and widen the agenda to Adult safeguarding.</p> <p>A judgement of "Good" out of the Estyn Inspection reported in early 2016 – related to children and young people particularly</p> <p>Safeguarding practices stack well in some aspects against the Wales Audit Office study on good practice / poor performance 2015</p>	<p>Some parts of the authority have embedded safeguarding better than others, for instance, assuring volunteers used across all service areas and on other aspects of recruitment.</p> <p>There are weaknesses in accountability and practices where safeguarding does not appear to be understood and / or mainstreamed e.g. assuring safeguarding through contracted service arrangements.</p> <p>Also, the Ellis Williams review 2015 and even more particularly the Internal Audit Service report 2016 identified a number of key activities that need to be improved across MCC services.</p>	<p>The trio of reports to SLT and Cabinet from 2014 to the half year 2016</p> <p>The Ellis Williams review 2015</p> <p>The Internal Audit Service report 2016</p> <p>The Wales Audit Office study and appendix on good practice / poor performance 2015</p>

Objective	Score at April 2016	Officer responsible for the information	What is working well	Evidence used to substantiate success	What is not in place / not working effectively and needs to improve	Evidence used to substantiate weakness
<p>2. Monmouthshire's Safeguarding and Child Protection Policy is embedded across all settings and services</p>	4	<p>Heather Heaney, Liaison Officer for Safeguarding in Education</p> <p>Statements 2 and 3 are linked to the same objective</p>	<p>MCC has had a Safeguarding and Child protection Policy since 2012 which was subsequently reviewed in 2014. It is now due for a re-review. It embeds safeguarding practice such as safe recruitment and training. It also covers the Safeguarding Audit Framework for Evaluation (SAFE).</p> <p>All settings that are supported are asked to be aware of the MCC policy.</p> <p>The SAFE process and programme is a model of good practice shared regionally and nationally.</p> <p>The authority's services and settings, including schools, Leisure Services, Early Years settings and the Youth Service complete the SAFE every 2 years.</p>	<p>The policy is accessible and is included in the induction day attended by all new staff. It is also included in the Level 1 training and forms a key element in the current Safeguarding Team service plan.</p> <p>Settings have completed a SAFE for the second time and all have at least partially met some of the standards. The Safeguarding Unit pull out themes and completes a report for each group e.g. schools, early years settings TLC etc. and each setting receives an action plan to work towards which is RAG rated. The Unit also use the SAFE information in discussions with settings in the event of safeguarding issues, to strengthen any particular areas or standards.</p>	<p>It cannot be confirmed that all staff have seen the Safeguarding and Child Protection Policy. It is not possible to assess whether "all settings and services" have embedded the policy but only that services have had opportunity to embed it. The policy is due for review.</p> <p>We know from MCC's Internal Audit report that the policy is not working robustly across the authority e.g. safe recruitment practices which is also covered in statement 4.</p>	<p>Training has identified that some staff are not aware of the Safeguarding and Child Protection Policy</p> <p>The Internal Audit Service report 2016 raised issues of concern</p>

Objective	Score at April 2016	Officer responsible for the information	What is working well	Evidence used to substantiate success	What is not in place / not working effectively and needs to improve	Evidence used to substantiate weakness
3. Through our Audit Framework we are assured that all settings and services meet their roles and responsibilities in safeguarding /child protection	N/A	Heather Heaney, Liaison Officer for Safeguarding in Education  Statements 2 and 3 are linked to the same objective	This objective has been assessed as part of objective 2.	N/A	We need to strengthen application to safeguarding in some service settings.  We need to ensure in a more robust way how contracted services comply with safeguarding processes and practices.	N/A
4. Safe recruitment and safe work force practices are operating effectively and embedded across the authority.	4	Sally Thomas, Interim HR Manager	An IT system is available for managers to track all pre-employment checks and workers are not permitted to commence work without the necessary pre-employment checks in place.  Joint training on safe recruitment has been delivered by People Services HR and the Safeguarding Unit to all head-teachers and senior leaders in schools, governors and also, to managers across the full range of authority service areas. Training has been on-going since 2014.	Employee Services have completed a full data cleanse for all workers in relation to pre-employment checks. On a monthly basis the People Services Admin Team extract specific data reports on DBS checks across the organisation which they provide to the Safeguarding Unit, relevant chief officers, People Services HR and the directorate safeguarding champions for scrutiny and action as necessary.  A safe recruitment audit across schools is undertaken every	The Internal Audit Service provided a report on safeguarding processes and practices and made a number of recommendations in January 2016 including on safe recruitment. For instance the audit showed there were gaps in DBS checks and gaps in references obtained before employment.  The audit report also showed the recruitment of volunteers needed to be tightened, including in identifying the numbers in situ and the status of completeness of <i>safe</i> volunteers overall. This has been picked up in entry 5.	An audit carried out once a year on school based staff identifies any concerns.  People Services system reports to chief officers, the Safeguarding Unit and school heads have identified gaps in DBS checks and other recruitment requirements.  The Internal Audit Service report 2016 identified weaknesses in recruitment practices and processes.

Objective	Score at April 2016	Officer responsible for the information	What is working well	Evidence used to substantiate success	What is not in place / not working effectively and needs to improve	Evidence used to substantiate weakness
			<p>Safeguarding champions are established in each directorate to raise awareness on safeguarding, guide in addressing issues and in ensuring directorates' ownership of safeguarding. Also they act as a key link between People Services, the Safeguarding Unit and directorates.</p> <p>People Services HR has developed and implemented a Manager/Head-teacher guide/workflow for the recruitment process. Additionally, there is a range of information to provide continued assistance for managers on the Hub.</p> <p>People Services HR link with Owen Wilce on a regular basis in supporting the Volunteering sector.</p>	<p>year.</p> <p>Employee Services assess that In Children and Young People Services and in schools the rate of compliance is around 99%. The assessments for the other directorates needs to be confirmed.</p> <p>The Internal Audit Service provided specific recommendations which have been taken on board for the academic year 2015/16. Internal Audit officers assessed a sample of 20 files against a new starter checklist. Schools were given a report on the issues identified and a re-check confirmed the discrepancies had been dealt with.</p>	<p>The Internal Audit Service report also recommended on recruitment practices carried out by partners and contracted services, where this is an area of uncertainty in as much as the authority does not have a robust system with checks in place in all cases to verify safeguarding recruitment through these avenues.</p>	
5. All workers and volunteers in contact with	4	Owen Wilce, Volunteer Coordinating Officer	We have made strides in assuring volunteers used across MCC services. by producing a Volunteer	425 staff have used the volunteering toolkit making 3,271 website visits – it is currently going through the	We still need to identify the number of volunteers who support children, young people and vulnerable adults	Monmouthshire's Internal Audit Service report 2016



Objective	Score at April 2016	Officer responsible for the information	What is working well	Evidence used to substantiate success	What is not in place / not working effectively and needs to improve	Evidence used to substantiate weakness
<p>children and families are trained at the appropriate level</p>			<p>Toolkit that provides a framework and guidance checklist on the requirements that volunteers need to satisfy. This can be accessed through a central point.</p> <p>We have formed a volunteer network to share best practice and reinforce the safe recruitment principles provided in the toolkit.</p> <p>We are delivering “Leading Volunteers” training to all staff in volunteer supporting roles to ensure for instance, safe recruitment and appropriate levels of safeguarding training. (as in SSWA 139).</p> <p>Role profiles are being developed for volunteers to outline what is needed.</p> <p>Safeguarding Level 1 training has been delivered to volunteers across the county and is available on a bi-monthly schedule to instil</p>	<p>political process for approval.</p> <p>Two courses have been run giving 25 staff training across the authority. 87 volunteers have been trained at Level 1. Further courses are planned.</p> <p>All departments supporting volunteers are currently developing role profiles.</p>	<p>as part of their role and in line with this, identify the level of support that is needed. We will then be able to assess how far we meet the requirements around volunteers.</p> <p>An electronic system for volunteer management is under development to include safe recruitment and safeguarding training. Once this is up and running we will have a clear picture across the county on volunteers.</p> <p>The Internal Audit report 2016 highlighted the need for an effective Monmouthshire database on volunteers.</p>	



Objective	Score at April 2016	Officer responsible for the information	What is working well	Evidence used to substantiate success	What is not in place / not working effectively and needs to improve	Evidence used to substantiate weakness
			safeguarding practice.			
<p>6. There is a system in place that identifies and addresses any professional allegations or concerns about individuals who may pose a risk.</p>	4	Kelly Turner, Child Protection Coordinator / Jo Sansom, Business support Officer	<p>We have strengthened our work in addressing professional allegations through updated regional guidance at the end of 2015. To accompany this, Level 2 'Responding to Concerns or Allegations of Abuse Made Against Adults Who Work with Children or Young People' training has been launched and has led to successful training for multi-agency colleagues. There are plans to roll this out on a regular basis.</p> <p>In the child protection field specifically, there is a raised awareness on roles in relation to safeguarding and among multi-agency colleagues facilitated via advice and support on conduct and on the threshold of statutory intervention.</p> <p>There is increased sharing of information facilitated by Safeguarding leads across all regions meeting on a bi-monthly</p>	<p>The increase in numbers of professional strategy meetings highlights that multi-agency colleagues are using the practice guidance.</p> <p>In the child protection field team managers and senior practitioners now liaise more closely with the Child Protection Co-ordinator to discuss specific cases / issues and Professional Strategy meetings now better recognise prescribed time-scales.</p> <p>Closer working relationships have developed between colleagues as evidenced through more regular contact. Also, relevant professionals are automatically invited to meetings and bi-monthly meetings are planned on the work plans agreed by SEWSCB.</p>	<p>Police resource constraints trigger delays and drift in dealing with cases which poses risk to progress on agreed actions.</p> <p>The figures show that from 1st October 2015 to 31st March 2016 there have been 31 new incidents of professional allegations. This compares with 20 incidents in the previous year indicating that the referral rate for professional allegations has gone up.</p> <p>We are completing internal quality assurance work to address weaknesses in processes and practices.</p>	<p>WASCG monitoring to ensure strategic and operational links with regional and local services meet need. Our aim in the next phase will be to develop preventative strategies.</p>

Objective	Score at April 2016	Officer responsible for the information	What is working well	Evidence used to substantiate success	What is not in place / not working effectively and needs to improve	Evidence used to substantiate weakness
			<p>basis to identify regional themes and to exchange information.</p> <p>We have improved how we track and review cases still open or closed through monthly Safeguarding meetings.</p>			
<p>7. We are well-informed about the issues that compromise the safety and welfare of children and /or potentially expose them to harm through abuse and neglect and can demonstrate how we respond to and reduce areas of need</p>	4	Sian Schofield / Matthew Gatehouse, Policy & Performance Unit	<p>Our awareness is facilitated through performance indicators and also through other avenues such as the SAFE audits and via schools.</p> <p>In relation to data intelligence, the Children in Need Census for 2014/15 (latest available) tells us that domestic abuse is the most commonly observed issue affecting parenting capacity within Monmouthshire, as presented in 26% of cases. Following this, parental substance misuse and mental health are the next key issues. The most common reason for registration is emotional abuse (which includes domestic abuse).</p>	<p>During 2015/16 Children's Services took 3,924 contacts, of which 465 progressed to referral (11.9%). 91 of the referrals progressed to a strategy discussion (the start of a child protection investigation). As a result, an initial (or pre-birth) child protection conference was held for 73 children. Following the initial conference, 66 children were registered during the year.</p> <p>At the 31st March 2016, 33 children were on Monmouthshire's child protection register. This is low as shown in the last 4 year trend.</p> <p>SAFE audit results.</p>	<p>We are well informed, but the number of looked after children is particularly high in 2015/16 at 129 at the 31st March 2016. This might suggest children becoming looked after before attempting to manage and improve the family circumstances of those on the child protection register. We need to look at this through our internal quality assurance work.</p>	<p>National performance indicators and Children's Services returns</p> <p>WASCG assessments as a result of internal quality assurance work</p>

Objective	Score at April 2016	Officer responsible for the information	What is working well	Evidence used to substantiate success	What is not in place / not working effectively and needs to improve	Evidence used to substantiate weakness
<p>8. We operate best safeguarding practices and can demonstrate how we identify and address areas where improvement is needed.</p>	3	Sian Schofield / Matthew Gatehouse Policy & Performance Unit / Teresa Norris, WASCG	<p>Continuous monitoring and review of data on safeguarding and child protection particularly, provides the necessary snap-shot intelligence to know what is working and what isn't.</p> <p>From the data we can see that important child protection is taken:</p> <ul style="list-style-type: none"> <li>100% of children on the child protection register are allocated a named social worker (SCC/013ai).</li> </ul> <p>During 2015/16:</p> <ul style="list-style-type: none"> <li>70.5% of initial assessments were completed within 7 working days (SCC/042a)</li> <li>80.0% of core assessments were completed within 35 working days (SCC/043a).</li> <li>87.7% of initial child protection conferences were held within 15 working days of the strategy discussion (SCC/014)</li> <li>Following registration, 88.7% of initial core groups were held with 10 working days of the initial</li> </ul>	<p>National performance indicators and Children's Services returns</p> <p>The WASCG assessment based on Monmouthshire's Internal Audit Service report 2016, the Wales Audit Office study 2015 and the Ellis Williams report 2015</p>	<p>In the wider whole authority safeguarding sense, the three reports noted as evidence and the SAFE audits demonstrate some of the means we have available in assessing performance on whole authority safeguarding and have identified areas that could be improved, for instance on recruitment, on volunteers and on contracted services.</p> <p>In relation to child protection, 17.8% of children had a re-referral within 12 months (SCC/010) even though this is within the CSSIW's suggested rate of 12-30%. 18.2% representing 12 out of 66 children registered in the year had been previously registered.</p> <p>Internal quality assurance work has identified developmental issues in child protection procedures within Children's Services which is being addressed.</p>	<p>National performance indicators and Children's Services returns</p> <p>WASCG assessment based on Monmouthshire's Internal Audit Service report 2016, the Wales Audit Office study 2015 and the Ellis Williams report 2015, internal quality assurance work</p> <p>SAFE audit</p>

Objective	Score at April 2016	Officer responsible for the information	What is working well	Evidence used to substantiate success	What is not in place / not working effectively and needs to improve	Evidence used to substantiate weakness
			<p>conference (SCC/015)</p> <ul style="list-style-type: none"> <li>93.1% of child protection reviews were held on time (SCC/034)</li> </ul> <p>The WASCWG have carried out an assessment based on three significant reports completed between 2015 and 2016 in order to take the safeguarding agenda forward.</p>			
<p>9. Engagement with children and young people is at the heart of our safeguarding and child protection activity.</p>	4	<p>Heather Heaney, Heather Heaney, Liaison Officer for Safeguarding in Education / Tracy Thomas, Youth Service manager</p>	<p>Analysis of the Safeguarding survey undertaken in July 2015 has informed an action plan from Dec 2015 to March 2017 with regular reviews to ensure concerns raised by young people are addressed. At March 2017 a new survey will be carried out and new actions incorporated.</p> <p>Year 8 pupils in Monmouthshire attended a conference in January 2016 to discuss issues that affect them and this has been used to inform the work plan for the South East Wales Safeguarding Children Board.</p>	<p>The action plan:</p>  <p>Monmouthshire Survey outcome actio</p> <p>The report and also, follow up meetings to ensure themes are actioned in 2016.</p>  <p>Report on consultations with you</p>	<p>The action plan is not yet agreed and circulated for implementation and so not all areas been addressed to date. However, the Youth Service and Safeguarding Unit anticipate all actions will be addressed by March 2017.</p> <p>We need to ensure that key actions out of the plan are factored into any other relevant strategies and into relevant teams' service plans.</p>	<p>Lack of progress in agreeing and delivering on the action plan.</p>

**Table 3: The whole authority self-evaluation matrix:**

<b>Level 6 Excellent</b>	Excellent or outstanding
<b>Level 5 Very Good</b>	Good – Major strengths
<b>Level 4 Good</b>	Important strengths with some areas for improvement
<b>Level 3 Adequate</b>	Strengths just outweigh weaknesses
<b>Level 2 Weak</b>	Important weaknesses
<b>Level 1 Unsatisfactory</b>	Major weakness

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<b>SUBJECT:</b>	<b>Proposed changes to the whole authority safeguarding approach</b>
<b>MEETING:</b>	<b>Joint Adult and Children and Young People Select Committees</b>
<b>DATE:</b>	<b>20<sup>th</sup> June 2016</b>
<b>DIVISIONS/WARDS AFFECTED:</b>	<b>All</b>

## **1 PURPOSE**

- 1.1 To provide the select committees with proposed changes to the whole authority safeguarding approach.

## **2 RECOMMENDATIONS**

That members support the proposed changes to:

- Introduce a Safeguarding Strategy – Appendix 1.
- Underpin the strategy with a programme of three distinct elements covering: Corporate, Children and Young People and Adults. Appendix 2.
- Change the terms of reference and representation of the Whole Authority Safeguarding Coordination Group - Appendix 3
- Discontinue the current performance report mechanism and replace it with a scorecard of key safeguarding measures to monitor performance. The scorecard will be developed once the strategy and activity programme have been agreed through Council
- Widen the current political accountability for safeguarding to include the Council's Audit Committee

## **3. KEY ISSUES**

- 3.1 The authority has made huge progress within the past three years on assuring safeguarding in the authority. In the main, this has been in response to Monmouthshire having been placed in Estyn Special Measures where Safeguarding was a first of six key recommendations.
- 3.2 The authority has been released from Special Measures since the start of the year. This has given an opportunity to reflect on the framework in place around safeguarding and consider what the authority needs in going forward
- 3.3 The authority must implement the new Social Services and Wellbeing Act (Wales) 2014 and as an integral part of this, the Safeguarding agenda needs to be widened to incorporate Adults.
- 3.4 There needs to be an escalated focus on safeguarding practices applied by agencies and volunteers that the authority works and by commissioned providers.

- 3.5 Governance arrangements are overseen by the Council's Audit Committee. However, currently the Audit Committee does not have a role in assuring whole authority safeguarding.
- 3.6 Important reviews have been undertaken to assess the current safeguarding framework and the learning gleaned has contributed to a take stock of the current position and assess what is needed going forward. These are:
- A report completed by the Wales Audit Office on safeguarding across the greater Gwent authorities in 2015
  - A report carried out by Ellis Williams on Safeguarding in Monmouthshire in 2015 – the former Rhondda Cynon Taff Social Services chief officer
  - A Monmouthshire Internal Audit Service report on safeguarding carried out in 2015 and presented in January 2016

These reports are identified as sources of evidence in the programme of activities that underpins the strategy and in this context reflect the issues picked up through them.

- 3.7 Reflection by the Whole Authority Safeguarding Coordinating Group has led to the following considerations:
- The composition and terms of reference of the current Whole Authority Safeguarding Coordinating Group are no longer appropriate to drive the agenda forward and embed accountability
  - The authority needs to develop the leadership, accountability, monitoring and review of safeguarding across the authority services and also by services delivered for the authority by others
  - Adult safeguarding needs to be integrated into the whole authority approach
  - Safeguarding needs to be seen as distinct from the specific function of child protection to avoid confusion
  - A need to develop the authority's approach to safeguarding in line with the new Social Services and Wellbeing (Wales) Act 2014
  - A need to mainstream safeguarding into service planning across the authority
- 3.8 This proposal has been presented to the Senior Leadership Team and following scrutiny through the select committees will be presented to the Council for approval on 28<sup>th</sup> July 2016.

#### 4. **REASONS**

To ensure that:

- 4.1 Safeguarding across the authority is strategic and robust, is integral to all decisions and part of everyday operations and that Chief Officers and Cabinet members are robustly held to account.



4.2 Services commissioned through other providers apply robust safeguarding practices and procedures.

**5. RESOURCE IMPLICATIONS**

It is not envisaged that additional resources will be needed to support the changes proposed. As now, responsibility will be absorbed within day to day business activities.

**6. WELLBEING OF FUTURE GENERATIONS IMPLICATIONS  
(INCORPORATING EQUALITIES, SUSTAINABILITY, SAFEGUARDING  
AND CORPORATE PARENTING)**

This proposal should increase the level of safeguarding compliance. An evaluation form will be completed for the Council report.

**7. CONSULTEES:**

The Whole Authority Safeguarding Coordinating Group Senior Leadership Team  
Children and Young People and Adults Select Committees  
All DMTs

Views received will be considered in the final proposal before presenting to the Council for approval on 28<sup>th</sup> July.

**8. BACKGROUND PAPERS:**

Monmouthshire's Safeguarding Policy  
The current constitution and terms of reference of the Whole Authority Safeguarding Coordinating Group  
The Internal Audit Service report on safeguarding 2015  
The Wales Audit Office study on safeguarding 2015  
The Ellis Williams report on safeguarding 2015

**9. AUTHOR:**

Teresa Norris, Policy and Performance Manager

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## Monmouthshire County Council Safeguarding Strategy April 2016

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## The Strategy

### 1. What the Safeguarding Strategy sets out to achieve

The Safeguarding strategy has been put in place to ensure that responsibility for safeguarding is adopted by everyone both within the authority and where we deliver services with others. In this sense the strategy aims to clarify the levels of accountability that everyone must take to assure how we safeguard others.

The second purpose of the strategy is to inform what we must do if we have a safeguarding concern.

### 2. The values and principles:

In a policy context, this strategy gives foundation to Monmouthshire's overarching strategy; the Single Integrated Plan 2013 – 17 (which will be replaced from 2018 by Monmouthshire's Wellbeing Plan). It also underpins two of the Council's four priorities of *Supporting Vulnerable People* and *Supporting Education and Schools*. These are a continuous focus in the Improvement Objectives set out in the Council's Improvement Plan. The current plan is for 2016-17. In continuing this alignment, safeguarding is a foremost priority of all chief officer plans and mainstreams through each team service plan.

In terms of legislative compliance, local authorities have a statutory duty to put safeguarding arrangements in place including for strategic planning, in giving support and guidance for all providers of relevant services in its area and in a direct provision of some services. In this sense local authorities have a duty to work in partnership with others to secure the safeguarding and wellbeing of children and adults in their area, including working with the Local Safeguarding Boards. For Monmouthshire, this means the separate regional boards in place for children and young people and for adults.

In line with this, employees and volunteers who work with children and with adults have specific safeguarding duties and responsibilities and authorities must ensure that adequate checks are in place to know that employees and volunteers are of good character. In this same context, authorities must also ensure there are processes in place to monitor and manage working practices and to investigate and record safeguarding allegations made against staff, teachers, support staff and volunteers.

Additionally, members, Chief Executives and senior managers need to ensure that they have proper oversight of the safeguarding arrangements in place across the authority. They should actively seek and gain assurance that arrangements are operating effectively, as without this they are unable to demonstrate that they have discharged their statutory obligation on safeguarding.

This strategy and the programme of activities that supports it sets out how these requirements will be achieved.

### **3. The authority's current performance on safeguarding**

In addition to the work done to align safeguarding to the Council's policies and the Improvement framework, work done over the past three years has given the authority and therefore Monmouthshire as a county, a strong foundation for safeguarding that we can build on. To date, additional work undertaken has been on developing a safeguarding policy, firming up practices of key concern and trying to embed a culture of safeguarding so it is everyone's responsibility. This means in our work with partners and through other agencies too. This has directed activities such as safer recruitment, safeguarding training, auditing safety in the settings used for children and young people and ensuring robust safeguarding processes and practices across a range of council and agency run support. A further focus has been on working with volunteers to embed safeguarding behaviour and practice.

Impact from this work is clearly seen and in the children and young people context particularly has contributed demonstrably to removing the authority from Estyn Special Measures early in 2016.

### **4. The intention: where we want to be on safeguarding and the current gaps in performance**

The Council wants to ensure safeguarding captures the needs of children, young people and adults and wants to embed safeguarding as everyone's responsibility; officers, agency workers, volunteers, elected members and partners. Also, the council wants to more closely make a tie between safeguarding and the issues of domestic abuse and of people radicalisation.

The authority recognises there are gaps between this vision and the situation that exists at this time, for instance, the need to bring adults more cohesively into the whole authority safeguarding agenda and within that, tie a safeguarding culture around adults and children more closely together. Also, the need to respond to the direction outlined in the new Social Services and Wellbeing Act 2014 which means in many ways supporting safeguarding in a much broader context than previously and safeguarding becoming more integrated for children, young people and adults.

However, gaps have been highlighted through other references; work such as a Monmouthshire Internal Audit Service review of safeguarding and a commissioned study of Monmouthshire's safeguarding carried out by Ellis Williams, a former chief officer for Social Services in a neighbouring authority. In broad brush these uncovered the need to improve leadership and accountability at all levels of the authority, the need to mainstream safeguarding through council policies, decision making, service planning and operational delivery, the need to assure a safe workforce, better manage professional concerns and improve how we assure safeguarding through procured and commissioned services.

## **5. Working towards the intent and filling the gaps**

A number of key work streams are underway to take the authority from the current position to where we want to be and essentially this is being developed and managed by the Whole Authority Safeguarding Coordinating Group (WASCG). This includes:

- A safeguarding strategy to set out the authority's intent
- A programme of key milestones and actions across three strands; corporate, children and young people and adults. This will instigate responsibility taken by schools, other partners and volunteers. The programme will be reviewed annually
- A scorecard of measures to monitor and evaluate performance against the programme
- A revised constitution and terms of reference of the Whole Authority Safeguarding Coordinating Group to better steer, manage and monitor the strategy and programme

## **6. Governance and accountability for safeguarding within the authority**

A number of clear accountabilities are designated to specific Monmouthshire officers and elected members and also, to a number of other agencies that we work with. These are outlined in the appendices to the strategy.

In line with this, the terms of reference of the Whole Authority Safeguarding Coordinating Group sets out chief officers and other practitioners' accountabilities for ensuring and assuring safeguarding. This group particularly acts as the safeguarding champions and have responsibility for driving the strategy through operational service delivery, for assuring performance and for ensuring information, advice and guidance on safeguarding to all service areas.

They also have responsibility for ensuring the systematic collation and reporting of key performance information using the programme and the measures scorecard. This coordinated performance information will be systematically reported to Department Management Teams, the Senior Leadership Team, the relevant select committees and the Cabinet.

In addition, safeguarding performance measures extrapolated from the strategy scorecard must be cascaded into all teams' service plans to assist safeguarding performance being regularly monitored at an operational level.

## **7. Governance and accountability for safeguarding by others outside the authority**

Others that work with us also have responsibility for assuring safeguarding. This involves other public sector and voluntary sector organisations that we work with and also, commissioned services that we contract including in the private sector. This will in context reflect different responsibilities and accountabilities from those that need to be taken by the authority. For instance at a regional level, the regional

safeguarding boards for children and for adults keep their own programmes under review. These account for contributions from Monmouthshire County Council too.

The regional boards are represented by the neighbouring authorities and key agencies acting within the region; for instance for children this includes the Joint Fostering Service, the Joint Adoption Service, the Youth Offending Service, Health and for adults includes the Police and Probation Service.

The key accountabilities that fall under this umbrella are shown in Table 2 of the appendices, however, it above does not cover all regional and joint services that the authority works. Monmouthshire's services that liaise with regional and other joint services are responsible for defining the safeguarding accountabilities of these bodies through the governance arrangements and for holding them to account.

## **8. The key safeguarding designations in the council**

As referenced in paragraph 6 the strategic safeguarding accountabilities are highlighted in the diagram and Table 1 in the appendices.

Chief Executive Officer

Chief Officer, Enterprise & Deputy CEO

Chief Officer Children & Young People

Chief Officer, Social Care & Health

Chief Officer, Resources

Head of Governance, Engagement & Improvement

The designated members of the Whole Authority Safeguarding Coordinating Group (WASCG) are listed below. Some designations will duplicate those given above:

### **Officers designated to form the WASCG:**

Chief Officer for Social Care and Health

Chief Officer for Children and Young Peoples directorate

Head of Operations

Head of Adults Services

Head of Children's Services

Head of Governance, Engagement & Improvement

Head of Community Led Delivery

Head of Tourism, Leisure and Culture

Safeguarding Unit Manager

Monmouthshire Housing manager

Monmouthshire Youth Service manager

Interim HR Manager

Programme lead on Volunteering

**9. What to do if you have a concern around safeguarding:**

Any member of staff with concerns for the safety of individuals, or the behaviour of colleagues or members towards children or adults should immediately contact the Designated Officer for Safeguarding in the Social Care, Safeguarding & Health directorate or the designated officer (the Champion) within their service area; see paragraph 8 and Appendix 1 Table 1 and diagram for details.

Staff must also follow any other relevant policies and procedures laid down for their service.

Further advice and guidance can be given by the Safeguarding Unit on 01633 644392.

**10. Other legislation, policies and guidance associated with the Safeguarding Strategy:**

The authority's accountability for safeguarding must be undertaken in tandem with other direct legislation, policies and guidance both at a national and local level. For instance the Social Services and Wellbeing Act 2014, the Equality Act 2010, the Children's Acts and the Wales Interim Policy & Procedure for the Protection of Vulnerable Adults from Abuse Nov 2010.

Even wider legislation includes the Human Rights Act 1998 and wider policies include safeguarding through the Domestic Abuse policy and the policy against radicalisation through PREVENT.



## Appendix 1: Governance Arrangements:

**Table 1: Governance Arrangements within the Authority**

Function	Who does this	The key safeguarding accountabilities
Designated Officer for Safeguarding	Chief officer for Social Care and Health services	Act as the lead on safeguarding for the authority and as the authority's guarantor for safeguarding  Perform the role of the <i>Designated</i> senior leadership team safeguarding champion
Lead officer for safeguarding in education	Chief officer for Children and Young People Services	Perform the role of the <i>Designated</i> safeguarding champion in relation to schools and other education settings and for early years education child care settings for
Cabinet member portfolio for safeguarding	Cabinet member with portfolio for safeguarding	Act as the elected member lead on safeguarding for the authority and as the designated elected member guarantor and champion for safeguarding
Cabinet member portfolio for education	Cabinet member with portfolio for education	Act as the elected member lead on safeguarding in education
The Corporate Parenting Panel	Cabinet member with portfolio for safeguarding acts as Chair of the panel  Additional representative elected members and officers  Designated young people, the National Youth Advocacy Service (NYAS) and foster care representatives	Carry out the legislative Corporate Parenting Responsibilities  Provide annual reports to the Council
The Whole Authority Safeguarding Co-ordinating Group (WASG)	Lead Officer and Chair – Chief Officer for Social Care and Health  Also, representative officers in the group	Set the safeguarding framework for Monmouthshire  Steer the safeguarding strategy, policy and associated programmes of activity for children and young people and for adults.  Assess the need for support across authority services, schools, partners and commissioned providers, including the voluntary sector, to ensure a safeguarding culture and environment

Function	Who does this	The key safeguarding accountabilities
		<p>Monitor and reviews performance against the safeguarding strategy and policy and on safeguarding practices across the authority and by relevant external providers</p> <p>Receive reports from the Regional Boards, Estyn and the Children’s Social Services Inspectorate for Wales, assesses appropriate action in response to findings and reports / liaises with senior managers and elected members</p> <p>Liaise with senior leadership team and elected members on implementation of the Safeguarding strategy, policy and programmes</p>
The Senior Leadership Team	Chief officers and heads of service	<p>Strategically monitor and evaluate the authority’s application and performance on safeguarding through regular reports and also through external inspection and regulation and intervenes as necessary.</p> <p>Perform the role of directorate champions to ensure and assure a safeguarding culture and safeguarding practices across directorates</p>
Department Management Teams	Chief officers and directorate managers	<p>Ensure a standard agenda item for safeguarding at DMT meetings to test out application of the strategy.</p> <p>Ensure officers’ compliance with the expectation that any unsafe practices and concerns are reported to the <i>Designated Officer for Safeguarding</i> and / or the directorate champion.</p> <p>DMT representatives on the WASG act as the conduit between this group and their DMTs</p>
The Safeguarding Team	Safeguarding Unit manager	<p>Provide advice and facilitation to services and schools on safeguarding</p> <p>Act as the key support to the Corporate Safeguarding Co-ordinating Group in driving the whole authority safeguarding strategy, policy and associated programmes of activity</p>

Function	Who does this	The key safeguarding accountabilities
		Report on the progress and impact of the safeguarding programmes to SLT, select committees, Audit committee and Cabinet
Select Committees	Elected members of the Children and Young People's and the Adults Select Committees	Scrutinise and challenge performance achieved and application to safeguarding practices both in relation to the authority and that of authority partners as relevant Scrutinise safeguarding implications in relation to new and revised policies Scrutinise any strategic risks on safeguarding as part of the whole authority strategic risk assessment arrangements
Audit Committee	Elected members of the Audit Committee	Scrutinise the <i>governance arrangements</i> around safeguarding, including both the conduct and the culture of the authority and that of the authority's partners as relevant. This is distinct from <i>scrutinising performance</i>
Cabinet	Elected members of the Cabinet	Approve the safeguarding strategy and policy and any subsequent revisions  Consider safeguarding matters in all decisions taken as the Executive for the authority  Direct the authority to acts on safeguarding in relation to policies and decisions adopted
Service leads	All service managers across the authority	Ensure application to safeguarding is considered in planning and delivering services, including services commissioned through partners  Ensure all staff are checked through the Disclosure Disbarring Service (DBS) and that safe recruitment and safeguarding training is carried out as appropriate to posts  Ensure a safeguarding culture is adopted by the teams and safeguarding practices and procedures are followed in delivering services, including through any commissioned and procured contracts
Operational staff and ward councillors	All officers and members across the authority	Ensure safe practices in contacting vulnerable children and vulnerable adults

Function	Who does this	The key safeguarding accountabilities
		<p>within the course of their roles and functions</p> <p>Comply with the expectation that any unsafe practices and concerns are reported to the <i>Designated Officer for Safeguarding</i> and / or the directorate champion</p>

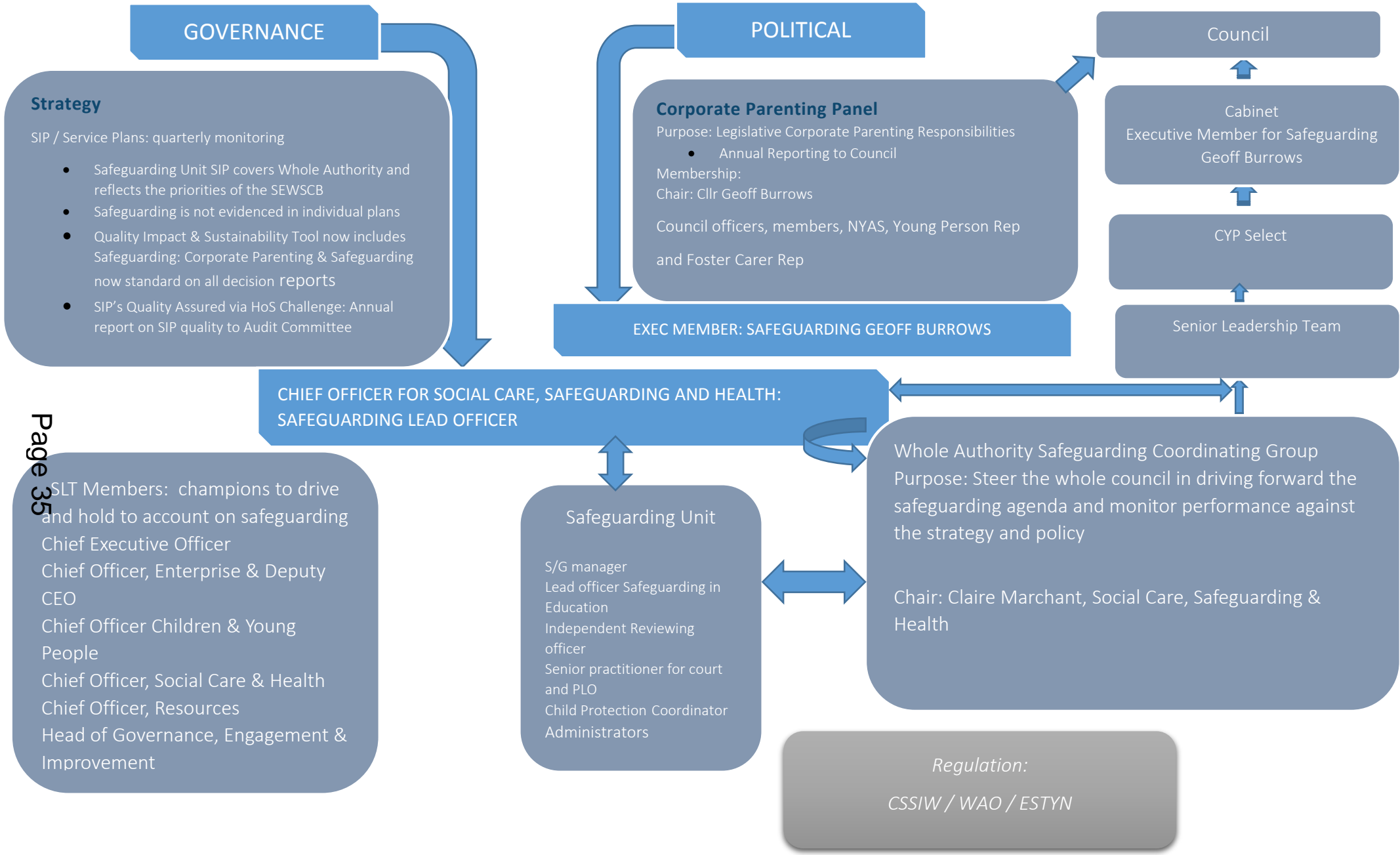
**Table 2: Governance Arrangements outside the Authority**

The organisation or body	The key safeguarding accountabilities	Monmouthshire service area that liaises with the organisation
<p>The South East Wales Safeguarding Children Board (the regional board)</p>	<p>Provide strategic leadership and steering a three year action plan</p> <p>Hold agencies to account for discharging their safeguarding responsibilities</p> <p>Share best practice and seek ways to improve practice Undertaking Child Practice Reviews and sharing learning</p> <p>Developing practice guidance, procedures and protocols for multi-agency safeguarding children practice</p> <p>Engage with and consult children and young people, parents and carers, the public and professionals to identify ways in which services can be shaped and improved</p> <p>Develop and deliver safeguarding children training for volunteers and professionals</p> <p>Provide an annual performance report to the WASCG and to the Council</p>	<p>Children’s Services in the Social Care, Safeguarding &amp; Health directorate</p>
<p>The Gwent Wide Adults Safeguarding Board (the regional board)</p>	<p>Act as a multi agency board to give a regional strategic steer on safeguarding adults</p>	<p>Adult Services in the Social Care, Safeguarding &amp; Health directorate</p>

<b>The organisation or body</b>	<b>The key safeguarding accountabilities</b>	<b>Monmouthshire service area that liaises with the organisation</b>
	<p>Act as a conduit for senior leaders across local authorities and other key agencies to share and promote good practice</p> <p>Act in a monitoring role to assure safeguarding of adults</p> <p>Provide an annual performance report to the WASCG and to the Council</p>	
<p>The Local Service Board incorporating the Joint Assessment Framework around the Family (JAFF) and the Team Around the Family (TAFF)</p> <p>(the Local Service Board will become the Public Service Board in line with the Wellbeing of Future Generations Act coming into force 2016)</p>	<p>Act as a multi-agency joint board to support effective partnership working including matters on safeguarding</p> <p>Support the South East Wales Safeguarding Children Board in ensuring that robust multi agency governance arrangements are in place</p> <p>Steer, monitor and review the over-arching Single Integrated Plan for Monmouthshire and the programmes of activity that underpin it, including matters on safeguarding (This plan will become the Wellbeing Plan in line with the Wellbeing of Future Generations Act coming into force 2016)</p>	<p>Partnership Team and the Policy &amp; Performance Team (for the Wellbeing Plan) in the Chief Executives Department</p>
<p>Monmouthshire schools and governing bodies</p>	<p>Ensure safe recruitment of school staff and safe election of governors</p> <p>Ensure staff and governors are trained in safeguarding practices</p> <p>Assure that staff, governors and any volunteers are cleared through the Disclosure and Barring Service (DBS checks)</p> <p>Ensure a designated responsibility is taken for</p>	<p>The Children and Young People's directorate and the Safeguarding Unit</p>

<b>The organisation or body</b>	<b>The key safeguarding accountabilities</b>	<b>Monmouthshire service area that liaises with the organisation</b>
	safeguarding across staff and governors  Ensure a proper process in dealing with safeguarding matters	
Contracted providers for children and young people including for example bus companies, Additional Learning Needs residential care, Education Other than at School (EOTAS), specialist Pupil Referral support, Youth Service support, foster care and any other specialised children and young people provisions	Comply with contractual specifications and / or legislative regulations in safeguarding children and young people in providing services with or on behalf of the authority	All directorates
Contracted providers for adults including for example home care / domestic care, day and residential care for the elderly, infirm, disabled, mental health care and any other specialised adult provisions	Comply with contractual specifications and / or legislative regulations in safeguarding adults in providing services with or on behalf of the authority	Adult Services in the Social Care, Safeguarding & Health directorate

An overview of Monmouthshire’s key governance arrangements around safeguarding are depicted in the diagram below.



## **Appendix 2: Related Legislation, policy and guidance**

- Social Services and Wellbeing Act 2014
- More than just words 2011
- Equality Act 2010
- Wales Interim Policy & Procedure for the Protection of Vulnerable Adults from Abuse Nov 2010
- Valuing people 2001 and Valuing people now 2009
- All Wales Child Protection Procedures 2008
- Mental Capacity Act 2005
- Carers Act 2004
- Children Act 1989 and 2004
- National Service Framework for children, young people and maternity services 2004
- Framework for the assessment of children in need and their families 2000
- Human Rights Act 1998
- Welsh Government guidance on Direct Payments
- Welsh Government guidance In Safe Hands
- Monmouthshire County Council Whistle Blowing policy
- Monmouthshire County Council Complaints policy



## **Monmouthshire County Council Whole Authority Safeguarding Coordinating Group (WASG)**

### **Membership of the WASG:**

The membership of the Whole Authority Safeguarding Coordinating Group will in the main constitute chief officers and heads of service as a leadership core. Lower organisational tier officers will also participate in the group as specifically designated.

Chief officers will be expected to designate nominees in their absence, but the nominees must be at a sufficiently strategic level to take decisions and take action in representation and will need to be agreed with the Chief Officer, Social Care and Health.

### **Officers designated to form the WASG:**

Chief Officer for Social Care and Health  
Chief Officer for Children and Young Peoples Services  
Head of Operations  
Head of Adults Services  
Head of Children's Services  
Head of Governance, Engagement & Improvement  
Head of Community Led Delivery  
Head of Tourism, Leisure and Culture  
Safeguarding Unit Manager  
Monmouthshire Housing manager  
Monmouthshire Youth Service manager  
Interim HR Manager  
Programme lead on Volunteering

### **The purpose of the WASG:**

- To steer the whole authority safeguarding strategy and support programme and keep under review
- To delegate responsibilities as a collective group to WASG representatives on accountabilities for safeguarding
- To monitor progress and performance against the whole authority safeguarding strategy support programme and measures scorecard, to hold others to account across directorates and intervene as necessary

- To report progress and performance against the whole authority safeguarding strategy support programme and measures scorecard to senior leaders and elected members and to respond to challenge
- To act as champions to embed safeguarding through service planning and in day to day operational delivery and ensure directorates mainstream safeguarding practices within directorate activities
- To ensure that designated WASG members represent the authority on the Regional Safeguarding Boards for Adults and for Children and Young People and that they contribute to develop the regional safeguarding action plans and the boards' work. Also, that information on work undertaken by the boards is shared with the WASG
- To ensure safeguarding representation on group working arrangements both within and outside the authority in relation to wellbeing and safeguarding support to adults and to children and young people
- To act as a conduit to ensure an information flow to the Senior Leadership Team and to Directorate Department Management Teams on safeguarding and ensure information is cascaded through service teams
- To share best practice on safeguarding and ensure good practice is shared among service teams
- To participate as nominated by the WASG in external regulation and inspection on safeguarding matters, which may be in addition to any other authority designated accountabilities

### **WASG meeting arrangements:**

WASG will systematically meet on a 2 monthly cycle. Flexibility will be used to call meetings outside this cycle if necessary.

### **WASG reporting arrangements:**

The WASG will systematically report to the Senior Leadership Team, directorate Department Management Teams, the Adults and Children and Young People Select Committees, the Audit Committee and the Cabinet. The chief officer for Social Care, Safeguarding and Health will keep the Cabinet member with portfolio up to date on key safeguarding matters.

Appendix 2:



**Monmouthshire County Council Safeguarding Strategy Activity Programme 2016 - 2017**

**Consolidating activities in progress and new improvements**

Priority	Profile	Key actions	Accountable Officer/s	Start timescales	Source of evidence
1. Ensure a Senior Leadership Team, Cabinet and Audit Committee steer and monitor and scrutinise the whole authority approach to safeguarding	Corporate	1. Review the representation and terms of reference of the Whole Authority Safeguarding Coordinating Group to ensure engagement of all chief officers or nominated heads of service and other key representatives	WASCG	May 2016	WAO study 2015, Ellis Williams review 2015 and WASCG review
		2. Develop a safeguarding strategy to support the safeguarding policy	WASCG	July 2016	
		3. Develop an activity programme to underpin the strategy and a scorecard of key measures	WASCG	July 2016	
		4. Mainstream key strands of the strategy / programme through chief officer reports and service plans	Chief officers	From April 2016	
		5. Review the safeguarding strategy annually and the safeguarding policy bi-annually and make available on the council's website (including schools' websites)	WASCG	Ongoing	
		6. Ensure related council and school policies are kept up to	Employee	Ongoing	

Priority	Profile	Key actions	Accountable Officer/s	Start timescales	Source of evidence
		<p>date e.g. Recruitment, DBS checks etc.</p> <p>7. Monitor performance against relevant strands of the strategy programme and scorecard via all DMTs</p> <p>8. Slim down the reporting framework on safeguarding by providing six monthly performance against the strategy programme and scorecard to SLT, Adults and Children &amp; Young People Select Committees, Audit Committee and Cabinet</p>	<p>Services</p> <p>Chief officers</p> <p>WASCG</p>	<p>September 2016</p> <p>September 2016</p>	
<p>2. Drive a safeguarding culture across the Authority and in schools</p>	Corporate	<p>1. Ensure every directorate designates a safeguarding representative</p> <p>2. Develop and implement a process for reporting and dealing with critical safeguarding incidents through a standard agenda item at DMT, SLT and service team meetings</p> <p>3. Set a standard item to share information on safeguarding – particularly on performance on safeguarding at the Senior Manager Network</p> <p>4. Ensure all strategic and operational groups across the authority dealing with the welfare of children and young people have an appropriate safeguarding representative e.g. the Integrated Youth Offer Group; Well-Being Group;</p> <p>5. Tighten the safeguarding assessments by officers in reports</p>	<p>Chief officers</p> <p>Chief officers/ team managers</p> <p>Head of Governance, Engagement &amp; Improvement</p> <p>Chief officers / Safeguarding Unit</p> <p>Head of</p>	<p>July 2016</p> <p>September 2016</p> <p>September 2016</p> <p>September 2016</p> <p>Ongoing</p>	<p>WAO study 2015, Ellis Williams review 2015, MCC Internal Audit Service review 2016 and WASCG review</p>

Priority	Profile	Key actions	Accountable Officer/s	Start timescales	Source of evidence
		<p>to select committees and Cabinet to strengthen scrutiny and decision making</p> <p>6. Carry out a safeguarding survey every two years for staff and members on safeguarding awareness based on the WAO survey questions</p>	<p>Governance, Engagement &amp; Improvement</p> <p>Safeguarding Unit</p>	<p>January 2017</p>	
<p><b>3. Embed safe recruitment across the authority and in schools:</b></p>	Corporate	<p>1. Develop service plan measures on safeguarding &amp; provide quarterly updates on performance via the Hub to ensure that all officers in regulated posts are DBS checked and all officers in regulated posts are trained to level 1 and level 2 as appropriate</p> <p>2. Introduce a standard agenda item on monitoring DBS checks and safeguarding training at all DMT meetings</p> <p>3. Report on the SAFE audits to the WASCG and to DMTs on settings within the DMT brief to ensure robust monitoring</p> <p>4. Implement a robust mechanism in each directorate for identifying staff, agency workers and ancillary staff (e.g. foster carers) needing reference checks, DBS checks and safeguarding training and ensure a robust system on recording compliance</p> <p>5. Tighten DBS checks and checks on the delivery of safe recruitment training for all school governors and school staff and provide monitoring reports to CYP DMT and to WASCG</p>	<p>All team managers</p> <p>Chief officers</p> <p>Safeguarding Unit</p> <p>Chief officers / team managers</p> <p>Chief officer CYP / EAS / Employee Services</p>	<p>April 2016</p> <p>August 2016</p> <p>August 2016</p> <p>September 2016</p> <p>September 2016</p>	<p>Estyn inspection 2012, WAO study 2015, Ellis Williams review 2015, MCC Internal Audit Service review 2016 and WASCG review</p>

Priority	Profile	Key actions	Accountable Officer/s	Start timescales	Source of evidence
		<p>on the need and level of compliance</p> <p>6. Identify elected members who work in regulated activity with vulnerable groups (as defined by the Safeguarding Vulnerable Groups Act 2006) and ensure DBS compliance</p> <p>7. Introduce a module on safeguarding within the corporate staff induction process</p> <p>8. Ensure an up to date recruitment policy on recruitment</p> <p>9. Carry out sample audits on safe recruitment and safeguarding processes and report to the WASG for follow up / intervention</p>	<p>Head of Governance, Engagement &amp; Improvement / Safeguarding Unit</p> <p>Safeguarding Unit / Employee services</p> <p>Employee services</p> <p>MCC Internal Audit Service</p>	<p>September 2016</p> <p>September 2016</p> <p>September 2016</p> <p>September 2016</p>	
4. Ensure a programme of safeguarding training	Corporate	<p>1. Develop and deliver a training programme for volunteers</p> <p>2. Implement a programme of safeguarding training for all staff and members – for instance on the influence of Domestic Abuse, on PREVENT awareness and referral and on the Social Services and Wellbeing Act 2014 - in complying with the duty to report Adults at risk and in delivering on 'Adult Protection Orders'</p>	<p>Volunteer Coordinator / Safeguarding Unit</p> <p>Chief officer SC&amp;H/ head of Adults Service/ Adults Safeguarding manager</p>	<p>July 2016</p> <p>September 2016</p>	<p>WAO study 2015, Ellis Williams review 2015, MCC Internal Audit Service review 2016 and WASCG review, Gwent Wide</p>

Priority	Profile	Key actions	Accountable Officer/s	Start timescales	Source of evidence
		3. Deliver safe recruitment training to school governors and school staff  4. Deliver safeguarding training to private settings at a nil cost as far as possible e.g. in completing SAFE audits and risk assessments  5. Deliver preventing risks training to vulnerable adult groups	Safeguarding Unit / Employee services  Safeguarding Unit  Workforce Development manager Adults Services	September 2016  Ongoing  by April 2017	Safeguarding Adults Board action plan SSWB Act code 7
5. Ensure the safeguarding strategy supports the work around Domestic Abuse	Corporate	1. Helps to shape regional work on Domestic Abuse  2. Ensure safeguarding practices and training recognise the impact of domestic abuse  3. Ensure cases are referred to and that vulnerable people are supported to access the right intervention points	WASCG  Actions 2-3: Head of Adults Services / Head of Children's Services	Ongoing  Ongoing  Ongoing	
6. Ensure volunteers engaged by MCC direct and engaged through partnership arrangements are SAFE - DBS checked, safeguarding trained and consistently	Corporate	1. Develop and implement a volunteer toolkit underpinned by a "Leading volunteers training" programme to provide a clear framework on safeguarding for volunteers  2. Develop a database to monitor volunteers working with the authority who are supporting children, young people and adults, including on references, DBS checks and training needs and ensure data protection on the shared access to information	Volunteer Coordinator for actions 1 to 3 and 5	Ongoing  July 2016	MCC Internal Audit Service review 2016 and WASCG review

Priority	Profile	Key actions	Accountable Officer/s	Start timescales	Source of evidence
applying the Council's safeguarding approach		<ol style="list-style-type: none"> <li>3. Develop a system to assess volunteer training needs and monitor the level of take up</li> <li>4. Engage with GAVO to raise safeguarding awareness and raise the profile on safe volunteers</li> <li>5. Devise a recognised approach to deal with volunteer non-compliance or "unsafe" practices</li> </ol>	Volunteer Coordinator/ Partnership manager	<p>July 2016</p> <p>July 2016</p> <p>September 2016</p>	
7. Ensure services delivered through commissioned arrangements and with partners that support children, young people and adults are safe	Corporate	<ol style="list-style-type: none"> <li>1. Raise awareness across directorates on the authority's safeguarding expectations in relation to negotiating, procuring and reviewing contracts</li> <li>2. Give guidance to third sector and voluntary groups on the authority's Safeguarding policy and strategy expectations</li> <li>3. Ensure the Safeguarding policy and strategy expectations are explicit in contractual specifications e.g. on workforce reference checks &amp; recruitment arrangements and monitor compliance of the contracts (also including via service plans actions and measures)</li> <li>4. Provide guidance and advice to schools on integrating the Safeguarding policy and strategy expectations into contractual specifications e.g. on workforce reference checks &amp; recruitment arrangements, on monitoring compliance of</li> </ol>	<p>Chief officers / Service managers for actions 1 to 3</p> <p>Safeguarding Unit / Employee services</p>	<p>August 2016</p> <p>Ongoing</p> <p>Ongoing</p> <p>September 2016</p>	<p>WAO study 2015, MCC Internal Audit Service review 2016 and WASCG review</p>



Priority	Profile	Key actions	Accountable Officer/s	Start timescales	Source of evidence
		the contracts and also, in letting agreements			
<b>8. Share information and good practice on safeguarding outside the authority</b>	Corporate	<ol style="list-style-type: none"> <li>Promote safeguarding discussions and relationships with private residential homes for adults, children and young people to ensure essential safeguarding information and good practice is shared</li> <li>Participate in the South East Wales Consortium (SEWC) Safeguarding in Education Sub Group (SEG) to standardise and share good practice across the region and nationally</li> <li>Participate in the South East Wales Regional Safeguarding Boards for Adults and for Children to standardise and share good practice across the region</li> <li>Work with the South East Wales Regional Safeguarding Boards to ensure information is shared across all professionals and with families</li> <li>Ensure the annual reports of the South East Wales Regional Safeguarding Boards are systematically filtered through the WASCG for action and review</li> </ol>	Safeguarding Unit on all actions	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Annually on receipt of action plans and end of year reports</p>	WAO study 2015, Ellis Williams review 2015 and WASCG review
<b>9. Ensure settings for children and young people are SAFE</b>	Children & young people	<ol style="list-style-type: none"> <li>Continue to monitor the SAFE audit process and report to the WASCG and to DMTs</li> <li>Complete and monitor a needs analysis / compliance record</li> </ol>	<p>Safeguarding Unit</p> <p>Chief officers /</p>	<p>July 2016</p> <p>September 2016</p>	<p>Estyn inspection 2012, MCC Internal Audit Service review</p>

Priority	Profile	Key actions	Accountable Officer/s	Start timescales	Source of evidence
		<p>on safeguarding training for directorate staff, agency workers and volunteers operating in settings used by directorates</p> <p>3. Revise the Safeguarding policy for Child Protection and the Financial Instructions to schools on hiring premises for children and young people's activities and guide staff across the authority and in schools in letting and hiring premises</p> <p>4. Incorporate the inspection of non-maintained settings into the SAFE process</p>	<p>Service managers</p> <p>Safeguarding Unit / CYP Finance Service Manager</p> <p>Safeguarding Unit</p>	<p>September 2016</p> <p>September 2016</p>	2016 and WASC review
10. Improve the flow of information and the front door processes among professionals supporting children and young people		<p>1. Pilot access to Plant (the Children's Services recording system) with designated CYP officers and schools</p> <p>2. Monitor and evaluate the pilot and if successful roll out to all schools</p> <p>3. Improve integrated working between partnership preventative services and the statutory front door managed through Children's Social Services</p>	<p>Actions 1 – 2 Safeguarding Unit / Chief officer CYP / school heads</p> <p>TAF Coordinator / Children's Services managers</p>	<p>April 2016</p> <p>June 2016</p>	CSSIW inspection 2014 and WASC review
11. Ensure adherence to recognised processes and practices in Children's Services to assure child protection	Children & young people	<p>1. Implement a quality assurance framework based on best practice identified by the Wales Audit Office (e.g. Neath &amp; Port Talbot) within Children's Services through SCS&amp;H DMT, SLT, CYP select committee and Cabinet and intervene as necessary to drive improvement</p> <p>2. Respond to the findings out of the CSSIW inspection of Children's Services in June 2016 and keep actions under</p>	<p>Chief officer, SC&amp;H / Chief Executive / Leader / CYP select chair &amp; Scrutiny manager</p> <p>Chief officer, SCS&amp;H / Head of</p>	<p>July 2016</p> <p>July 2016</p>	CSSIW inspections 2014 and 2016

Priority	Profile	Key actions	Accountable Officer/s	Start timescales	Source of evidence
		<p>monitoring and review</p> <p>3. Respond to the findings of the Excellence in Children's Services review by the Institute of Public Care (IPC) assessment of Children's Services</p> <p>4. Implement regular staff appraisal with directorate and agency staff to ensure laid down processes and practices are applied and to challenge / support non compliance</p>	<p>Children's Services / Chief Executive / Cabinet member with safeguarding portfolio</p> <p>Chief officer, SC&amp;H / Head of Children's Services</p> <p>Head of Children's Services / Children's Service managers</p>	<p>June 2016</p> <p>July 2016</p>	
<b>12. Ensure schools comply with safeguarding processes and practices</b>	Children & young people	<p>1. Ensure schools' safeguarding policies are annually reviewed</p> <p>2. Ensure the findings out of the SAFE audits are reported to the CYP DMT, WASCg and schools and intervene as necessary to drive improvement</p>	<p>Chief officer CYP / school heads / chairs of governors</p> <p>Safeguarding Unit/ Chief officer CYP / school heads / chairs of governors / WASCg</p>	<p>Annually</p> <p>Ongoing</p>	Estyn inspection 2012 and WASCg review

Priority	Profile	Key actions	Accountable Officer/s	Start timescales	Source of evidence
<b>13. Engage with children and young people to support them in keeping safe</b>	Children & young people	<ol style="list-style-type: none"> <li>1. Carry out an 18 monthly survey with young people to assess what makes them feel safe and unsafe and develop and monitor an action plan based on responses to the survey</li> <li>2. Provide generic and targeted information and training to young people on keeping safe such as managing relationships, self-harm, bullying and cyber bullying and sexual exploitation</li> </ol>	Youth Service Manager / Safeguarding Unit LOSIE for actions 1 and 2	Ongoing	Estyn inspection 2012 and WASCG review
<b>14. Ensure settings for adults are SAFE</b>	Adults	<ol style="list-style-type: none"> <li>1. Assess performance on safeguarding as part of external providers' application for quality accreditation</li> <li>2. Ensure the Safeguarding policy and strategy expectations are explicit in contractual specifications with external adults' service providers</li> <li>3. Provide reports to the CARE provider forum to assess lessons learnt from an assessment of safeguarding processes</li> <li>4. Extend quality assurance feedback to service users via an apps on safeguarding criteria</li> </ol>	Actions 1 – 3: Lead Commissioner Quality Assurance/ Supporting People  Adults Safeguarding managers	Ongoing  July 2016  Ongoing  September 2016	WASCG review
<b>15. Improve the flow of information and the front door processes among professionals supporting adults</b>	Adults	<ol style="list-style-type: none"> <li>1. Improve integrated working between the third sector and community services and the statutory front door managed through Adults' Services</li> </ol>	Head of Adults Services / Changing Practice/Changing Lives lead officer	Ongoing	WASCG review

Priority	Profile	Key actions	Accountable Officer/s	Start timescales	Source of evidence
16. Ensure adherence to recognised processes and practices in the Adults Service to assure adult protection	Adults	2. Contribute to review the All Wales POVA policy and procedures and implement once finalised	Adults Safeguarding manager	September 2016	WASCG review
		3. Ensure the quality assurance of external providers reflects key developments in adults safeguarding	Lead Commissioner Quality Assurance/ Supporting People	Ongoing	
		4. Implement regular staff appraisal with directorate and agency staff to ensure laid down processes and practices are applied and challenge / support any non-compliance	Head of Adults Service / Service managers	Ongoing	
17. Engage with adults to support them in keeping safe	Adults	1. Promote CHAT as an engagement activity with adults in care homes	Adults Safeguarding manager	Ongoing	WASCG review
		2. Implement the regional safeguarding questionnaire for adults subject to safeguarding processes	Adults Safeguarding manager / GWASB	January 2017	
18. Protect vulnerable older people in their home	Adults	1. Liaise with Trading Standards service to identify vulnerable adults at home via the "sucker lists"	Environmental Services manager / Adults Safeguarding manager	Ongoing	

Priority	Profile	Key actions	Accountable Officer/s	Start timescales	Source of evidence
		<ol style="list-style-type: none"> <li>2. Work with Police and Housing associations to monitor intervene on anti-social behaviour as it Affects vulnerable adults</li> <li>3. Share information with Police and Housing Associations Raising to protect vulnerable people preyed on by gangs</li> <li>4. Develop a process to warrant appropriate MCC officers to apply for Adult Protection Orders</li> </ol>	<p>Actions 2 – 3: Adults Safeguarding manager / Project Officer Anti-social Behaviour</p> <p>Adults Safeguarding manager</p>	<p>Ongoing</p> <p>September</p>	
19. Support the Gwent Wide Safeguarding Adults Board (GWASB)	Adults	<ol style="list-style-type: none"> <li>1. Contribute to developing preventative approaches in safeguarding adults through the GWASB</li> <li>2. Ensure that regional priorities are focused through the work of the authority on adult safeguarding</li> <li>3. Review the mechanisms in place in the authority and in working with partners for early identification of domestic abuse</li> </ol>	<p>Actions 1-3: Head of Adults Services / Adults Safeguarding manager</p>	Ongoing	