

SUBJECT:	Safeguarding Unit Business Support – Children’s Services
MEETING:	INDIVIDUAL CABINET MEMBER DECISION
DATE:	Date 20th July 2018
DIVISION/WARDS AFFECTED:	ALL

1. PURPOSE:

- 1.1 To seek approval for the revised Business Support structure within the Safeguarding Unit establishment. These amendments will make best use of the resource and provide greater consistency, capacity and ensure the team are able to meet the needs of the Child Protection Function of the Safeguarding Unit.
- 1.2 It will also support further the statutory function of the Safeguarding Unit while being resource neutral to the Authority.

2. RECOMMENDATIONS:

- 2.1 To agree to the use of current resources within the Safeguarding Unit to convert vacant 7.24 hours already in the budget under the the Quality Assurance Officer post into 2 day per week (14.48 hours) Business Support Officer Post.

3. KEY ISSUES:

Background

- 3.1 The Business Support Officer’s based within the Safeguarding Unit undertake statutory tasks under the All Wales Child Protection Procedures for the confidential administration of the Child Protection function of the Safeguarding Unit. This role also supports the confidential information sharing across Children Services, at a Multi-Agency level across Gwent, and at a National Level. This function is managed by The Child Protection Co-ordinator, and sits within the Safeguarding Unit, and therefore within Children Services.
- 3.2 The current structure allows for 74 hours of Business Support. The development of more robust Child Protection procedures within Children’s Services have significantly increased the amount of children who are subject to the Child Protection processes which include Child Protection Registration, the Professional Concern’s process, and the Child Sexual Exploitation protection processes.
- 3.3 The Quality Assurance Officer role was increased from an 18.5 hour role to a 37 hour role in order to develop the Safeguarding Service. Monitoring of the role development has confirmed that this post can be effectively managed within 4 working days (28.96) and an updated role profile reflects this.

3.4 There is currently no flexibility within the current Business Support function, which creates delays and impacts statutory compliance when there is unplanned sickness absence or annual leave is taken. The increase in hours are used in order to support robustness and flexibility within the service.

Finance	
Current IRO hours available in structure (7.4)	£11,354.00
Proposed BSO hours (14.8)	£11,463.00
This small shortfall will be funded via the overall Social Care and Health budget. (annual)	£ 109.00
(the above data has been provided by the Finance Team)	

OPTIONS APPRAISAL

4.1 Set out in the table below are the options considered:-

Option	Advantages	Disadvantages
Do nothing	<ul style="list-style-type: none"> • Maintains current team structure. 	<ul style="list-style-type: none"> • Does not allow for increased workload; • Additional stress & unnecessary pressure on staff members. • Lack of compliance to statutory function. • Compromises to Care Planning for vulnerable children. • Underutilisation of resource.
Uphold the recommendations for the restructure	<ul style="list-style-type: none"> • Positive impact on the output of the team; • Improved and more timely business support service for Safeguarding Unit's work. • Cost neutral on budget. • Greater team resilience and compliance to statutory function. • Full utilisation of resource. • Cost effective solution. 	<ul style="list-style-type: none"> • none

5. REASONS:

5.1 There is a duty on the authority to ensure that the Statutory Safeguarding and Child Protection functions are undertaken in line with the All Wales Child Protection Procedures and the Social Services and Wellbeing Act (wales) 2014.

- 5.2 The existing capacity within the Business Support function is already stretched without this update it would put undue stress on not only the current personnel but it will impact the timeliness and effectiveness of care planning for vulnerable children.
- 5.3 The Quality Assurance post will function on the reduced hours to meet the role profile, and the extended hours/staff member will allow for flexibility within the administration function of the Safeguarding Unit.

6 RESOURCE IMPLICATIONS:

- 6.1 These changes will be cost neutral to the Authority and are within the business support budget resource.
- 6.2 Final costs include job evaluation confirmation and will remain fully funded as described in the budget build for 2018/19.

7 EVALUATION CRITERIA

- 7.1 An evaluation assessment has been included for future evaluation of whether the decision has been successfully implemented.

8 WELLBEING OF FUTURE GENERATIONS IMPLICATIONS (INCORPORATING EQUALITIES, SUSTAINABILITY, SAFEGUARDING AND CORPORATE PARENTING):

- 8.1 There are no significant impacts on wellbeing, Equality and there are no discrimination issues. An updated Future Generations Assessment has been produced.

9 CONSULTEES:

Children's Services SLT
DMT
Cabinet
Finance Manager
HR
Chief Officer Social Care & Health

10 AUTHOR:

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11 Contact Details

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Future Generations Evaluation

(includes Equalities and Sustainability Impact Assessments)

Name of the Officer Diane Corrister Phone no: 07970108675 E-mail: dianecorrister@monmouthshire.gov.uk	Please give a brief description of the aims of the proposal To seek approval for the revised Safeguarding Unit establishment.
Name of Service Children's Services – Safeguarding Unit	Date Future Generations Evaluation 2 ^o th July 2018


NB. Key strategies and documents that may help you identify your contribution to the wellbeing goals and sustainable development principles include: Single Integrated Plan, Continuance Agreement, Improvement Plan, Local Development Plan, People Strategy, Asset Management Plan, Green Infrastructure SPG, Welsh Language Standards, etc





- 1. Does your proposal deliver any of the well-being goals below?** Please explain the impact (positive and negative) you expect, together with suggestions of how to mitigate negative impacts or better contribute to the goal.

Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
A prosperous Wales Efficient use of resources, skilled, educated people, generates wealth, provides jobs	Provides an opportunity to train, develop and upskill staff within the service	Better use of resources in order to achieve max effectiveness and job creation. Supports workforce succession planning.
A resilient Wales Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)	N/A	
A healthier Wales People's physical and mental wellbeing is maximized and health impacts are understood	N/A	N/A

Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
A Wales of cohesive communities Communities are attractive, viable, safe and well connected	n/a	N/a
A globally responsible Wales Taking account of impact on global well-being when considering local social, economic and environmental wellbeing	n/a	n/a
A Wales of vibrant culture and thriving Welsh language Culture, heritage and Welsh language are promoted and protected. People are encouraged to do sport, art and recreation	Welsh language is desirable in this post. The post holder will be encouraged to learn welsh if desired. N/A	N/A
A more equal Wales People can fulfil their potential no matter what their background or circumstances	Equal opportunities apply to the post.	

2. How has your proposal embedded and prioritised the sustainable governance principles in its development?

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p>Balancing short term need with long term and planning for the future</p>	<p>This proposal delivers short/medium/Long term safeguarding needs and will provide an opportunity to build in flexibility and supports future service needs underpinning a longer term approach in the most sustainable way. The proposal has assessed the current position and considered what needs to be done going forward for safeguarding across the council.</p>	N/A

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p>Collaboration Working together with other partners to deliver objectives</p>	N/A	N/A
 <p>Involvement Involving those with an interest and seeking their views</p>	All relevant stakeholders have been involved in this update.	N/A
 <p>Prevention Putting resources into preventing problems occurring or getting worse</p>	This establishment updated ensures full utilisation of all resources. It utilises the skills knowledge and experience already within he team.	N/A
 <p>Integration Considering impact on all wellbeing goals together and on other bodies</p>	This update ultimately allows compliant sharing of information relating to Child Protection issues within families and communities, more effective care planning and open communication with vulnerable adults and children.	N/A

3. Are your proposals going to affect any people or groups of people with protected characteristics? Please explain the impact, the evidence you have used and any action you are taking below. For more detailed information on the protected characteristics, the Equality Act 2010 and the Welsh Language Standards that apply to Monmouthshire Council please follow this link:<http://hub/corporatedocs/Equalities/Forms/AllItems.aspx> or contact Alan Burkitt on 01633 644010 or alanburkitt@monmouthshire.gov.uk

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Age	N/A	N/A	
Disability	N/A	N/A	
Gender reassignment	N/A	N/A	
Marriage or civil partnership	N/A	N/A	
Pregnancy or maternity	N/A	N/A	
Race	N/A	N/A	
Religion or Belief	N/A	N/A	
Sex	N/A	N/A	
Sexual Orientation	N/A	N/A	
Welsh Language	Any documents, forms, guidance or information will be made available in Welsh.	N/A	

4. Council has agreed the need to consider the impact its decisions has on important responsibilities of Corporate Parenting and safeguarding. Are your proposals going to affect either of these responsibilities? For more information please see the guidance <http://hub/corporatedocs/Democratic%20Services/Safeguarding%20Guidance.docx> and for more on Monmouthshire's Corporate Parenting Strategy see <http://hub/corporatedocs/SitePages/Corporate%20Parenting%20Strategy.aspx>

	Describe any positive impacts your proposal has on safeguarding and corporate parenting	Describe any negative impacts your proposal has on safeguarding and corporate parenting	What will you do/ have you done to mitigate any negative impacts or better contribute to positive impacts?
Safeguarding	No impact		Safeguarding Officers will be able to spend correct amount of time with children and families and less time carrying out administration duties.
Corporate Parenting	No impact		Safeguarding Officers will be able to spend correct amount of time with children and families and less time carrying out administration duties.

5. What evidence and data has informed the development of your proposal?

<ol style="list-style-type: none"> 1. Budget 2. Job evaluation. 3. Safeguarding Performance Data

6. SUMMARY: As a result of completing this form, what are the main positive and negative impacts of your proposal, how have they informed/changed the development of the proposal so far and what will you be doing in future?

Nothing extra as the proposal was developed on service need.
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7. ACTIONS: As a result of completing this form are there any further actions you will be undertaking? Please detail them below, if applicable.

What are you going to do	When are you going to do it?	Who is responsible	Progress
Continue to review business support resource.			

8. MONITORING: The impacts of this proposal will need to be monitored and reviewed. Please specify the date at which you will evaluate the impact, and where you will report the results of the review.

The impacts of this proposal will be evaluated on:	Ongoing on a continuous basis considering service needs.
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9. VERSION CONTROL: The Future Generations Evaluation should be used at the earliest stages of decision making, and then honed and refined throughout the decision making process. It is important to keep a record of this process so that we can demonstrate how we have considered and built in sustainable development wherever possible.

Version No.	Decision making stage	Date considered	Brief description of any amendments made following consideration
1	Social Care & Health DMT	July 2018	

Evaluation Criteria – Cabinet, Individual Cabinet Member Decisions & Council

Title of Report:	Establishment update- Safeguarding Unit
Date decision was made:	
Report Author:	Diane Corrister

What will happen as a result of this decision being approved by Cabinet or Council?

What is the desired outcome of the decision?
What effect will the decision have on the public/officers?

12 month appraisal

Was the desired outcome achieved? What has changed as a result of the decision? Have things improved overall as a result of the decision being taken?

What benchmarks and/or criteria will you use to determine whether the decision has been successfully implemented?

Think about what you will use to assess whether the decision has had a positive or negative effect:
Has there been an increase/decrease in the number of users
Has the level of service to the customer changed and how will you know
If decision is to restructure departments, has there been any effect on the team (e.g. increase in sick leave)

12 month appraisal

Paint a picture of what has happened since the decision was implemented. Give an overview of how you fared against the criteria. What worked well, what didn't work well. The reasons why you might not have achieved the desired level of outcome. Detail the positive outcomes as a direct result of the decision. If something didn't work, why didn't it work and how has that effected implementation.

What is the estimate cost of implementing this decision or, if the decision is designed to save money, what is the proposed saving that the decision will achieve?

Give an overview of the planned costs associated with the project, which should already be included in the report, so that once the evaluation is completed there is a quick overview of whether it was delivered on budget or if the desired level of savings was achieved.

12 month appraisal

These updates are with the Social Care and Health budget.

Any other comments

This is supported by the Social Care, Safeguarding & Health Management team and also the Children's Services management Team.