

Public Document Pack

Date of meeting **Wednesday, 17th June, 2015**
Time **7.00 pm**
Venue **Committee Room 1, Civic Offices, Merrial Street,
Newcastle-under-Lyme, Staffordshire, ST5 2AG**
Contact **Justine Tait ext 2250**

Active and Cohesive Communities Scrutiny Committee

AGENDA

PART 1 – OPEN AGENDA

- 1** **Apologies**
- 2** **Minutes of the previous meeting (24th March 2015)** **(Pages 3 - 4)**
- 3** **Declarations of Interest**
- 4** **Safeguarding Children and Vulnerable Adults** **(Pages 5 - 18)**
- 5** **PUBLIC SECTOR COMMISSIONING IN PARTNERSHIP**
Report to follow.
- 6** **WORK PLAN** **(Pages 19 - 22)**
To discuss and update the work plans to reflect current scrutiny topics
- 7** **PUBLIC QUESTION TIME**
Any member of the public wishing to submit a question must serve two clear days' notice, in writing, of any such question to the Borough Council.
- 8** **URGENT BUSINESS**
To consider any business which is urgent within the meaning of Section 100B(4) of the Local Government Act 1972.
- 9** **DATE AND TIME OF NEXT MEETING**
Monday 5th October 2015, 7.00pm in Committee Room 1

Members: Councillors Cooper, Eastwood, Hambleton, Heesom, Parker, Plant (Vice-Chair), J Tagg, Walklate, Williams (Chair), Winfield and Woolley

PLEASE NOTE: The Council Chamber and Committee Room 1 are fitted with a loop system. In addition, there is a volume button on the base of the microphones. A portable loop system is available for all

other rooms. Should you require this service, please contact Member Services during the afternoon prior to the meeting.

Members of the Council: If you identify any personal training/development requirements from any of the items included in this agenda or through issues raised during the meeting, please bring them to the attention of the Democratic Services Officer at the close of the meeting.

Meeting Quorums :- 16+= 5 Members; 10-15=4 Members; 5-9=3 Members; 5 or less = 2 Members.

Officers will be in attendance prior to the meeting for informal discussions on agenda items.

ACTIVE AND COHESIVE COMMUNITIES SCRUTINY COMMITTEE

Tuesday, 24th March, 2015

Present:- Councillor Reginald Bailey – in the Chair

Councillors Councillor Mrs Silvia Burgess, Councillor Mrs Hilda Johnson,
Councillor Mrs Amelia Rout, Councillor John Tagg and
Councillor Miss June Walklate

1. Apologies were received from Councillor(s) Cooper, Harper and Heesom
DECLARATIONS OF INTEREST

There were no declarations of interest stated.

2. **MINUTES FROM THE PREVIOUS MEETING**

Resolved: That the minutes of the meeting held on 20
November, 2014 be agreed as a correct record.

3. **PLAYING PITCH STRATEGY**

Members received a presentation from the Council's Head of Leisure and Cultural Services, Mr Rob Foster.

A copy of the presentation had been received by Members of the Supplementary Agenda and a copy of the Strategy and Assessment Report had also been received.

A report would be going to the Cabinet in June with a recommendation that the Playing Pitch Strategy be adopted.

The Strategy provides a clear framework for the maintenance and improvement of existing sports pitches and ancillary facilities up to 2020. It identifies where there are shortfalls of pitches, where there is spare capacity and where improvements need to be made.

Members thanked the officers for the work that they had put into the Strategy. A question was asked as to the position in a year's time. The Head of Leisure and Cultural Services responded, stating that a lot of aspirations would have been progressed with and that the Council would continue to work with local clubs.

It was pointed out that there was a typing error in the Strategy on Page 49. Knype Way was listed with the aim 'enhance' when it was actually listed for disposal.

The Chair pointed out that if the Council improved School pitches which then became Academy's, there should be a written agreement stating that the pitch must be available for use by the community. The Executive Director for Operations stated that it was unlikely that the Council would fund facilities on school sites. However, if Sport England were to give a grant to the School, they would impose conditions on it.

The Chair brought Members' attention to page 18 of the Strategy stating that some contributions may need to be ring-fenced. He agreed that this should be the case.

Members agreed with all of the recommendations contained within the Strategy.

- Resolved:**
- (i) That it be recommended that the Cabinet approve the Newcastle-under-Lyme Playing Pitch Strategy 2015-2020 (PPS) which will be the basis for making strategic decisions on future playing pitch provision and associated facilities across the Borough.
 - (ii) That a review of the PPS be carried out by the Steering Group on an annual basis and that any significant changes be reported to Cabinet, to ensure that identified local priorities continue to be achieved.

4. **WORK PLAN**

Consideration was given to the Work Plan which reflected current scrutiny topics and the Annual Work Plan which looked at outcomes and recommendations of topics reported during the past year.

Resolved: That the Work Plan and Annual Work Plan be received.

5. **PUBLIC QUESTION TIME**

There were no public questions.

6. **URGENT BUSINESS**

The Chair thanked the Members and Officers for all of their hard work during the past year. Members, in turn, thanked the Chair for all of his hard work.

Resolved: That the comments be noted.

COUNCILLOR REGINALD BAILEY
Chair

Report to the Active and Cohesive Scrutiny Committee

17th June 2015

Safeguarding Children and Vulnerable Adults



Report Author: Sarah Moore
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Introduction

The Children Act (1989) and (2004) and the Safeguarding Vulnerable Groups Act (2006) place statutory duties on District Councils to make arrangements to ensure that in discharging their functions they have regard to the need to safeguard and promote the welfare of children and vulnerable adults.

The statutory guidance '*Working together to safeguard children: a guide to inter agency working to safeguard and promote the welfare of children (2013)*' provides core legislative requirements regarding the expectations of the role of District Councils working alone or in partnership with other organisations.

Background

The Children Act 2004 requires each upper tier local authority to establish a Local Safeguarding Children Board (LSCB) made up of representatives from the agencies and bodies which have regular contact with children or have responsibility for services to them (or their families) in the local area. Staffordshire County Council take the lead on this with assistance and contributions from a range of other partners including the Borough Council as one of the eight Districts in Staffordshire.

As a statutory authority, providing services in the community to children and their families, the Borough Council is therefore required to co-operate in the establishment and operation of the LCSB and is a member of the Staffordshire Safeguarding Children's Board (SSCB), which became operational in April 2006. The Council also has a legal responsibility to safeguard, promote wellbeing and protect children and vulnerable adults.

In the context of the Councils activities, this means:

- Respecting and promoting the rights, wishes and feelings of children and vulnerable adults.
- Raising the awareness of the duty of care responsibilities relating to children and vulnerable adults throughout the Council.
- Promoting and implementing appropriate procedures to safeguard the well-being of children and vulnerable adults to protect them from harm.

- Creating a safe and healthy environment within all our services, to protect all parties and reduce the risk of abuse or allegations of abuse from occurring.
- Recruiting, training, supporting and supervising staff, elected members and volunteers to adopt best practice to safeguard and protect children and vulnerable adults from abuse, and to also minimise any risks to themselves.
- Responding promptly to any suspicions or allegations of misconduct or abuse of children or vulnerable adults in line with the Staffordshire Safeguarding Children Board (SSCB) and Staffordshire and Stoke-on-Trent Adult Safeguarding Partnership (SSAP) policies and procedures.
- Requiring staff, elected members and volunteers to adopt and abide by the Council's Safeguarding Children and Vulnerable Adults Protection Policy and Procedures, codes of conduct and associated procedures.
- Reviewing and evaluating this Policy and Procedure on an annual basis or in line with best practice, changing legislation, organisational requirements and service delivery.
- Ensuring representatives of Newcastle-under-Lyme Borough Council who have contact with children, young people or vulnerable adults are subject to safer recruitment procedures. This is also applicable for when the Council is working in partnership with other private, voluntary or contracted organisations and employees.

The Council needs to ensure that it has robust mechanisms in place in order to appropriately co-ordinate Safeguarding activity in the Borough and an Action Plan has been created (Appendix 2) to accompany and help to embed the Policy and to assist in disseminating information to staff, elected members and volunteers.

The following individuals have been identified to champion Safeguarding within our organisation;

- Portfolio Holder - Cllr Tony Kearon
- Executive Manager - John Sellgren (Chief Executive)
- Head of Service - Mark Bailey (Head of Business Improvements, Central Services and Partnerships) and Sarah Taylor (Head of Human Resources)
- Designated Lead Child and Vulnerable Adult Protection Officer - Sarah Moore (Partnerships Manager).
- Deputy Designated Child and Vulnerable Adult Protection Officer – Catherine Fox (Community Safety Officer).

The Council have also appointed a number of volunteer representatives from each service area as 'Safeguarding Champions'. The Champions will assist the Designated and Deputy Designated Officers to ensure that all staff, elected members and volunteers are trained appropriately to recognise safeguarding issues and know where to refer any concerns that may arise in relation to children and vulnerable adults in our communities.

Recent developments and progress made

Since the Policy was adopted, there have been a number of developments and changes that have occurred and this briefing note seeks to update Active and Cohesive Scrutiny Committee on those issues and raise any new areas for consideration as follows:

1. Safeguarding Policy

The Policy is currently being reviewed and revised by the Partnerships Manager. This is to take account of recent developments and recommendations from the Section 11 self-assessment audit (December 2014), Peer Review of Safeguarding in Recruitment (January 2015), changes to Safeguarding Champions and contact information and most recently an internal Audit of Safeguarding (due to conclude at the end of June 2015).

Progress is being made and a revised Policy is expected to be complete by the Summer 2015. The Policy itself is expected to remain largely unchanged but the accompanying procedure will be updated to reflect the recommendations, learning and changes to personnel.

2. Section 11 Self-Assessment Audit

Working Together (2013) recommends that LSCB audit compliance with S.11 of the legislation. All partners in Staffordshire are required to complete and submit a self-assessment by SSCB and to provide evidence of how they comply with S.11 when carrying out their day to day business. This audit gives an indication of how well organisations are working to keep children safe. The audits follow the pattern of a self-assessment one year, and a peer audit the next. Partners are then asked to develop action plans to address any weaknesses identified.

The self-assessment audit was completed by the Partnerships Manager and signed off by the Chief Executive in December 2014. The Council is considered to be performing satisfactorily (from the self-assessment) with some recommendations and areas identified for improvement, which include;

- Completion of safeguarding training to all staff.
- Include role of Deputy Designated Officer and Safeguarding Champions in job descriptions.
- Further promotion of Policy and Safeguarding Champions.
- Development of quality assurance for service contracts and distribution of promotional materials for contractors.
- Testing of staff awareness and use of information sharing Policies in Audit.
- Ensure that all staff are confident in reporting incidents/making allegations against people working with children. Ensure that escalation contacts are promoted and support is given to whistle-blowers.
- More intensive training to be identified at time of the induction if appropriate for certain roles.
- Identify further training and development opportunities for Safeguarding Champions e.g. specialist areas.
- Consider incorporating CSE and extremism into training for Champions.
- Formalise safeguarding within the supervision/annual review process for staff who may be reasonably expected to have contact with children or vulnerable adults. Ensure that record keeping with supervision is managed effectively and action appropriately.

3. Peer Review of Safeguarding in Recruitment

A Peer Review was carried out with the assistance of Staffordshire County Council in November 2014. This was a follow up to a similar review that was undertaken in 2011. The review highlighted a number of suggested areas for further strengthening of the Councils processes and procedures. A number of recommendations for actions were identified and are being progressed as part of the Councils Safeguarding Action Plan 2014-16 (Appendix 2).

4. Training

Significant progress has been achieved in training of staff in an awareness of safeguarding children. A compulsory on-line Level 1 (as defined by SSCB) training module was rolled out to all PC based staff in Summer 2014. To date approximately 300 staff have completed the module (as at March 2015) and face to face training is also being provided to operational teams without access to a computer at the Depot, J2 and Kidsgrove Sports Centre, delivered by Catherine Fox in the Partnerships Team.

In addition Safeguarding Champions have been identified and the majority have now attended the Level 2 Working Together training so that they are able to field enquiries from their colleagues in the absence of the Designated Lead and Deputy Designated Lead Officers.

Further efforts are needed to ensure that all staff complete the e-learning training and it is anticipated that the Level 1 training will be cascaded to all Elected Members by the end of 2015.

5. Child Sexual Exploitation

Child Sexual Exploitation (CSE) has publically received more attention since a widespread and organised child sexual exploitation ring was revealed in Rotherham, South Yorkshire, between 1997 and 2013, due to the failure of the authorities in Rotherham to act effectively against the abuse and even, in some cases, to acknowledge that it was taking place.

Although the Borough Council is not responsible for the care of young people and their families, many of our services impact on, and effect young people's lives and could be crucial in contributing to preventing and addressing potential CSE in our communities. These services include;

- Leisure and Culture – J2, Kidsgrove Sports Centre, Museum, Parks.
- Community Safety – Anti Social Behavior, Domestic Abuse and Alcohol and Substance misuse.
- Licensing – Taxis licensing and licensed premises.
- Environmental Health – Food Safety Team.

The Council needs to ensure that wherever possible reasonable steps have been made to ensure that young people can be protected from CSE and that those risks are mitigated where possible and appropriate.

The Partnership Commissioning and Delivery Group within the Newcastle Partnership structure has identified CSE as a concern and is looking at how best to co-ordinate activity in the Borough in order to raise awareness and assist colleagues at Staffordshire County Council and Staffordshire Police.

Officers have requested guidance regarding CSE from SSCB through the District Safeguarding Sub Group and a response is awaited.

Conclusions

It is requested that A&C Scrutiny Committee maintain responsibility for monitoring delivery of the Safeguarding Children and Vulnerable Adults Protection Policy Action Plan 2014-16 and support Officers to disseminate the importance of the Policy and associate preventive safeguarding work throughout the Council for the benefit of our communities.

Relevant Portfolio Holder(s)

- Councillor Tony Kearon (Safer Communities)

Background Materials / Appendices

- **Appendix 1** - Safeguarding Children and Vulnerable Adults Protection Policy 2014.
- **Appendix 2** – Safeguarding Children and Vulnerable Adults Protection Policy Action Plan 2014-16.

NEWCASTLE-UNDER-LYME BOROUGH COUNCIL

REPORT TO CABINET

Date: 5TH FEBRUARY 2014

Title: Safeguarding Children and Vulnerable Adults Protection Policy

Submitted by: Sarah Moore

Portfolios: Safer Communities and Stronger and Active Neighbourhoods

Ward(s) affected: All

Purpose of the Report

To advise Cabinet of the role of the Borough Council in safeguarding children and vulnerable adults.

To seek Cabinet approval for the adoption of the Safeguarding Children and Vulnerable Adults Protection Policy in Newcastle-under-Lyme.

Recommendations

To approve the Safeguarding Children and Vulnerable Adults Protection Policy for introduction and delivery in the Borough.

Reasons

The Children Act (1989) and (2004) and the Safeguarding Vulnerable Groups Act (2006) place statutory duties on District Councils to make arrangements to ensure that in discharging their functions they have regard to the need to safeguard and promote the welfare of children and vulnerable adults.

The statutory guidance *'Working together to safeguard children: a guide to inter agency working to safeguard and promote the welfare of children (2013)'* provides core legislative requirements regarding the expectations of the role of District Councils working alone or in partnership with other organisations.

1. Background

1.1 Safeguarding children can be defined as *"The process of protecting children from abuse or neglect, preventing impairment of their health and development, and ensuring they are growing up in circumstances consistent with the provision of safe and effective care that enables children to have optimum life chances and enter adulthood successfully"*

1.2 Safeguarding vulnerable adults can be defined as protecting vulnerable adults from abuse or neglect and putting systems in place to prevent abuse or neglect from happening in the future.

- 1.3 The Children Act 2004 requires each local authority to establish a Local Safeguarding Children Board (LSCB) made up of representatives from the agencies and bodies which have regular contact with children or have responsibility for services to them (or their families) in the local area.
- 1.4 As a statutory authority providing services in the community to children and their families the Borough Council is required to co-operate in the establishment, operation, and participation of the LCSB and is a member of the Staffordshire Safeguarding Children's Board (SSCB), which became operational in April 2006. The Borough Council also has a legal responsibility to safeguard, promote wellbeing and protect children and vulnerable adults when discharging our functions.
- 1.5 The Borough Council participates in the District Safeguarding Sub Group (for Children and Vulnerable Adults) and has co-ordinated the creation of the Safeguarding Children and Vulnerable Adults Protection Policy, in partnership with the Staffordshire County Council.
- 1.6 The Policy seeks to help protect all children and vulnerable adults living in our communities and to support the Borough Council, its staff, elected members and volunteers.
- 1.7 In line with the legal responsibilities from Section 11 of the Children Act 2004, the Council has undertaken an audit to ensure that in discharging our functions we have regard to the need to safeguard and promote the welfare of children. The audit assessment gave the Council the opportunity to highlight areas of strength and to identify areas for further development.
- 1.8 The Council needs to ensure that it has robust mechanisms in place in order to appropriately co-ordinate Safeguarding activity in the Borough. The following individuals have been identified to champion Safeguarding within our organisation;
 - Portfolio Holder - Cllr Tony Kearon
 - Executive Manager - John Sellgren (Chief Executive)
 - Head of Service - Mark Bailey (Business Improvements and Partnerships)
 - Designated Child and Vulnerable Adult Protection Officer - Sarah Moore (Partnerships Manager).
 - Deputy Designated Child and Vulnerable Adult Protection Officer – Catherine Fox – Community Safety Officer (DV Lead)
- 1.9 The Council intends to identify an Officer from each service area, to act as 'Safeguarding Champions'. These Officers will receive specialist training in this area and will be the point of contact for queries in relation to Safeguarding in their Department. They will assist the Designated Officer to ensure that all staff are trained appropriately to recognise Safeguarding issues and know where to refer concerns in relation to children and vulnerable adults in our communities.

2. Issues

2.1 The Safeguarding Children and Vulnerable Adults Protection Policy and supporting procedure are based on the following principles;

- The welfare of children and vulnerable adults is the primary concern.
- All children and vulnerable adults irrespective of their age, culture, disability, gender, language, racial origin, socio-economic status, religious belief and/ or sexual orientation have the right to protection from abuse and harm.
- It is everyone's responsibility to report any concerns about abuse in order that prompt action be taken if required.
- All incidents of alleged poor practice, misconduct and abuse will be taken seriously and responded to swiftly and appropriately.
- All personal data will be processed in accordance with the requirements of the Data Protection Act 1998.

2.2 In order to effectively deliver the principles in 2.1 (above) the Borough Council needs to be able to demonstrate;

- Senior management commitment
- A clear statement of the Council's responsibilities towards children and vulnerable adults, available for all staff
- A clear line of accountability within the organisation for work on safeguarding and promoting the welfare of children and vulnerable adults
- Safe recruitment procedures
- Training on safeguarding for all staff working with or in contact with children and families and vulnerable adults
- Effective inter agency working
- Effective information sharing

3. Options Considered

3.1 Two options were considered;

- To recommend to Cabinet the approval and introduction of the District Safeguarding Children and Vulnerable Adults Protection Policy in the Borough (Recommended)
- To recommend to Cabinet that the approval and introduction of District Safeguarding Children and Vulnerable Adults Protection Policy should be rejected – thereby placing both the organisation, its key stakeholders and children at risk of harm (Not Recommended)

4. Proposal and Reason for Preferred Solution

4.1 That Cabinet approve the adoption and introduction of the Safeguarding Children and Vulnerable Adults Protection Policy in the Borough.

- 4.2 Reasons for the preferred solution include:
- 4.2.1 Officers have been involved in the development of the Policy with Officers from Staffordshire Safeguarding Childrens Board (SCCB) to ensure that the Policy is suitable for adoption and introduction in the Borough.
 - 4.2.2 The Council needs to ensure that it has robust mechanisms in place in order to appropriately co-ordinate Safeguarding activity in the Borough.
 - 4.2.3 The Children Act (1989) and (2004) and the Safeguarding Vulnerable Groups Act (2006) place statutory duties on District Councils to make arrangements to ensure that in discharging their functions they have regard to the need to safeguard and promote the welfare of children and vulnerable adults.
 - 4.2.4 The statutory guidance '*Working together to safeguard children: a guide to inter agency working to safeguard and promote the welfare of children (2013)*' provides core legislative requirements regarding the expectations of the role of District Councils working alone or in partnership with other organisations.

5. Outcomes Linked to Corporate Priorities

- 5.1 The Safeguarding Children and Vulnerable Adults Protection Policy contributes to meeting the Council's Corporate Priority for Creating Healthy and Active Communities and Creating a Cleaner, Safer and Sustainable Borough.

6. Legal and Statutory Implications

- 6.1 The Council has statutory duties under the Children Act (1989) and (2004) and the Safeguarding Vulnerable Groups Act (2006) to make arrangements to ensure that in discharging functions we have regard to the need to safeguard and promote the welfare of children and vulnerable adults.
- 6.2 The statutory guidance '*Working together to safeguard children: a guide to inter agency working to safeguard and promote the welfare of children (2013)*' provides core legislative requirements regarding the expectations of the role of District Councils working alone or in partnership with other organisations.

7. Equality Impact Assessment

- 7.1 An Equality Impact Assessment is being developed for this area of work.

8. Financial and Resource Implications

- 8.1 There are no specific financial implications or commitments required for the adoption of the Policy.
- 8.2 There are resource implications for Council Officers and Members who are involved in and will co-ordinate safeguarding activity, in particular delivering and participating in training on the Policy and Procedure and making appropriate referrals, signposting and promoting the Policy and safeguarding activity thereafter.

9. Major Risks

- 9.1 Failure to take appropriate action regarding safeguarding may result in the Council being unable to perform its statutory duties, leaving the Council open to legal challenge.

9.2 There is also a risk of reputational damage to the Council if it does not deliver its statutory duties lawfully and effectively.

10. Key Decision Information

10.1 The Council has statutory duties to safeguard, promote wellbeing and protect children and vulnerable adults.

10.2 This report can be considered key in the following ways: -

- It results in the Borough Council committing existing resources for the function to which the decision relates and;
- To be significant in terms of its affects on communities living or working in an area comprising two or more electoral wards in the Borough

11. Earlier Cabinet/Committee Resolutions

11.1 None

12. List of Appendices

Appendix 1 - Safeguarding Children and Vulnerable Adults Protection Policy 2014.

13. Background Papers

13.1 None

Implications included	Head of Service agreed report, signed & dated	Financial Implications signed & dated	Legal & risk implications signed & dated
Financial			
Legal			
Risk			
Corporate format used			

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Safeguarding Children and Vulnerable Adults Protection Policy Action Plan – 2014-16

Appendix ‘2’

	Action	Who?	Due Date	Progress
1.	Finalise Safeguarding Children and Vulnerable Adults Protection Policy and submit to EMT for approval	SM	-	Complete
2.	Finalise Safeguarding Children and Vulnerable Adults Protection Policy and submit to Cabinet for approval	SM	-	Complete
3.	Develop a Draft Action Plan for the introduction of the new Policy and accompanying Procedure.	SM	-	Complete
4.	Share Draft Action Plan with Active and Cohesive Overview and Scrutiny for input and approval.	SM	-	Complete
5.	Identification of Safeguarding Champions within each service.	SM	-	Complete
6.	Ensure that Safeguarding Champions complete Level 1 Safeguarding Children E-learning module.	SM/CF	-	Complete
7.	Ensure that Safeguarding Champions complete Multi Agency Level 2 – Working Together Training from Staffordshire Safeguarding Children’s Board (SSCB).	SM/CF	June 2015	In progress – there have been some delays as we have not been able to get all Champions trained at once through SSCB, only one or two are permitted on each course from each organisation. We have therefore had to spread this out over the course of 18 months.
8.	Ensure that all staff and elected members complete the Level 1 Safeguarding Children E-learning module (or equivalent).	SM/CF	June 2015	In progress - Communications have distributed instruction email to all staff. As at 31 st Oct 2014 – 199 had completed the training. HR to record who has completed training and add information to staff personal files. Staff without access to computers have been identified with Safeguarding Champions (Depo and Leisure) and are participating in face to face sessions delivered by CF. CF to share attendance registers for face to face training with HR for inclusion on staff files. Further encouragement to be given by EMT following report in April 2015 to ensure staff not yet trained participate in the e-learning. Elected Members to be scheduled after the Elections.
9.	Devise Safeguarding training materials for appropriate staff (who may be expected to have contact with members of the public/community) and who do not have access to a computer and to elected members.	CF	-	Complete
10.	Ensure that Safeguarding Policy and accompanying Procedure is on the Intranet for all staff and elected members to access.	SM/CF	-	Complete – This will be reviewed and refreshed by Summer 2015 to incorporate changes from the Care Act 2014.
11.	Ensure that Safeguarding information is up to date and link to Staffordshire Safeguarding Children’s Board website is included on the Council’s website.	SM/CF	-	Complete

12.	Liase with HR to add Safeguarding Policy information into induction process for new staff and elected members and the process for undertaking DBS checks is up to date.	SM/CF/ND	-	Complete – HR have completed Level 3 Safer Recruitment Training.
13.	Arrange one to one sessions with Safeguarding Champions to ensure that they understand their roles within their teams and are aware of additional support available from Designated Leads.	SM/CF	June 2015	In progress – sessions to be scheduled. Ensure that all areas of the Council's business have a Champion allocated and have been trained appropriately e.g. maternity leave cover. Refresh Safeguarding Champions distribution list.
14.	Identify (with Safeguarding Champions) appropriate staff, who may be expected to have contact with members of the public/community, requiring additional training.	SM/CF	June 2015	In progress
15.	Coordinate delivery of Safeguarding training to appropriate staff and elected members (both in house and through the subscription to the SSCB).	CF	March 2016	In progress – see 8 above.
16.	Identify and develop an evaluation framework for the planned face to face training sessions (if appropriate).	CF	-	Complete - Evaluation model in place and will be used for Elected Member sessions.
17.	Devise Safeguarding promotional materials to raise awareness with staff and elected members e.g. posters, coasters, memory cards etc.	CF	June 2015	In progress – previously delayed as awaiting approved templates for use from SSCB. CF and SM to devise NBC versions of visitors cards, leaflets and posters with Comms Team as templates have not been forthcoming from SSCB. Additional promotional materials to be purchased and distributed to staff when Policy has been refreshed and relaunched.
18.	Coordinate distribution of promotional/awareness materials across the Council and to staff and elected members.	CF	June 2015	As 17 above.
19.	Establish filing system for Safeguarding queries/reports and concerns in Partnerships electronic work area.	SSh	-	Complete
20.	Embed Safeguarding principles into Procurement and tendering process at the Council to ensure that all contractors are Section 11 compliant.	SM/SS	Dec 2015	In progress – work is underway with Legal and Business Improvements to ensure that contracts include a requirement for contractors to be Section 11 compliant.
21.	Add Safeguarding to Internal Audit Workplan 2015/16.	SM	-	Complete
22.	Ensure that the Council's Safeguarding Policy links to the responsibilities from PREVENT counter terrorism agenda.	SM	June 2015	Ongoing – SM has been nominated as Prevent lead for NBC.
23.	Safeguarding Policy to be reviewed and refreshed to incorporate changes in legislation and resourcing.	SM	Sept 2015	In progress
24.	Ensure that all staff and elected members complete the Level 1 Safeguarding Vulnerable Adults e-learning module (or equivalent).	SM/CF	Mar 2016	
25.	Ensure that recommendations from Peer Audit of Safer Recruitment are progressed as appropriate.	ST	Dec 2015	In progress

26.	Report to Scrutiny/Public Protection Committee re: Safeguarding and CSE and areas of Council business that may be vulnerable such as Taxi and Food outlet licensing.	SM/CF	Sept 2015	Training session to be delivered to raise awareness and to assist in further development of Taxi Policy e.g. awareness and training for drivers etc.
27.	Development of CSE training and awareness package for Taxi Drivers.	SM/CF	Mar 2016	Use best practice examples to assist such as See me, hear me and Stop Traffick campaigns.

Updated May 2016

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Members: Mrs Winfield, Eastwood,
Hambleton, Miss Cooper, Mrs Heesom,
Tagg, Parker, Miss Walklate and
Woolley

ACTIVE AND COHESIVE COMMUNITIES SCRUTINY COMMITTEE WORK PLAN



Chair: Councillor Mrs Williams
Vice Chair: Councillor Plant

Portfolio Holder(s) covering the Committee's remit:
Councillor Amelia Rout (Leisure, Culture and Localism)
Councillor Elizabeth Shenton (Policy, People and Partnerships)
Councillor John Williams (Town Centres' Business and Assets)

Work Plan correct as at: Friday 5th June 2015

Remit:

Active and Cohesive Communities Scrutiny Committee is responsible for:

- Arts Development
- Britain in Bloom
- Cemeteries and Crematorium
- Children and Young People
- Safeguarding Board, Children's Centre District Management Board/Community and Learning
- Community Recreation
- Cultural Development
- Health Improvement
- Leisure Facilities
- Museum
- Sports Development

Date of Meeting	Item	Reason for Undertaking
17th June 2015 (Agenda dispatch 5th June 2015)	Safeguarding Children & Vulnerable Adults	Further update on the action plan to be received (following consideration at 25 Feb 2014 meeting), with clarity regarding auditing of the policy requested
	Public Sector Commissioning in Partnership	Members to raise questions on extending (or otherwise) the existing Infrastructure and Volunteering Service contract beyond May 2015 decision to be made November/December
	Work Plan & Scrutiny Topics for 2015/2016	To discuss the work plan and potential topics that Committee members would like to scrutinise over the forthcoming year
5th October 2015 (Agenda dispatch 25th September 2015)	Portfolio Holder(s) Question Time	An opportunity for the Committee to question the Portfolio Holder(s) on their priorities and work objectives for the next six months and an opportunity to address any issues or concerns that they may currently be facing. It's also an opportunity for the Portfolio Holder(s) to flag up areas within their remit that may benefit from scrutiny in the future i.e. policy development
	Work Plan & Scrutiny Topics for 2015/2016	To discuss the work plan and potential topics that Committee members would like to scrutinise over the forthcoming year
7th March 2016 (Agenda dispatch 26th February 2016)		
	Annual Review of the Scrutiny Committee's Work	To evaluate and review the work undertaken during 2015/2016

Task and Finish Groups:	Kidsgrove Sports Centre
Future Task and Finish Groups:	
Suggestions for Potential Future Items:	<ul style="list-style-type: none"> • The Future Development of the Borough Museum & Art Gallery • Ryecroft • Sport and Active Lifestyles Strategy – keep on agenda and work with Health and Well Being Scrutiny when appropriate • Annual Review of the Scrutiny Committee’s Work

DATES AND TIMES OF CABINET MEETINGS:	Wednesday 10 th June 2015, 7.00pm, Committee Room 1
	Wednesday 22 nd July 2015, 7.00pm, Committee Room 1
	Wednesday 16 th September 2015, 7.00pm, Committee Room 1
	Wednesday 14 th October 2015, 7.00pm, Committee Room 1
	Wednesday 11 th November 2015, 7.00pm, Committee Room 1
	Wednesday 9 th December 2015, 7.00pm, Committee Room 1
	Wednesday 20 th January 2016, 7.00pm, Committee Room 1
	Wednesday 10 th February 2016, 7.00pm, Committee Room 1
	Wednesday 23 rd March 2016, 7.00pm, Committee Room 1
	Wednesday 8 th June 2016, 7.00pm, Committee Room 1

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