

# Public Document Pack



**Committee:** Overview and Scrutiny Committee  
**Date:** Tuesday 11 July 2017  
**Time:** 6.45 pm  
**Venue:** Bodicote House, Bodicote, Banbury, OX15 4AA

## Membership

<b>Councillor Neil Prestidge (Chairman)</b>	<b>Councillor Jolanta Lis (Vice-Chairman)</b>
<b>Councillor David Anderson</b>	<b>Councillor Claire Bell</b>
<b>Councillor Mike Bishop</b>	<b>Councillor Mark Cherry</b>
<b>Councillor Chris Heath</b>	<b>Councillor Sean Gaul</b>
<b>Councillor Timothy Hallchurch MBE</b>	<b>Councillor David Hughes</b>
<b>Councillor Andrew McHugh</b>	<b>Councillor Jason Slaymaker</b>

## AGENDA

Overview and Scrutiny Members should not normally be subject to the party whip. Where a member is subject to a party whip they must declare this at the beginning of the meeting and it should be recorded in the minutes.

### 1. Apologies for Absence and Notification of Substitute Members

### 2. Declarations of Interest

Members are asked to declare any interest and the nature of that interest which they may have in any of the items under consideration at this meeting.

### 3. Urgent Business

The Chairman to advise whether they have agreed to any item of urgent business being admitted to the agenda.

4. **Minutes** (Pages 1 - 4)

To confirm as a correct record the minutes of the meeting held on 25 May 2017.

5. **Chairman's Announcements**

To receive communications from the Chairman.

6. **Lead Member Attendance - Councillor Debbie Pickford**

Lead Member for Clean and Green, Councillor Debbie Pickford, will attend the meeting to give an overview of her areas of responsibility.

7. **Proposal of New Safeguarding Training Framework** (Pages 5 - 22)

Report of Director of Operational Delivery

**Purpose of report**

To provide an overview of the new Safeguarding Training Framework for Cherwell District Council.

To receive feedback and approval for implementation.

**Recommendations**

The meeting is recommended:

- 1.1 To approve the new Safeguarding Training Framework for Cherwell District Council.

8. **Work Programme 2017-18** (Pages 23 - 32)

Report of Assistant Director Transformation and Governance

**Purpose of report**

To give an update on the Overview and Scrutiny work programme for 2017-2018

**Recommendations**

The meeting is recommended to:

- 1.1 To review the draft work programme (Appendix 1).
- 1.2 To identify any items from the Executive Work Programme to form part of the Overview and Scrutiny Committee Work Programme for 2017/18

- 1.3 To identify any other possible future topics for scrutiny and consider whether these topics should have scoping documents produced, based on the considerations of risk and what value scrutiny can add through considering the issue.

**Councillors are requested to collect any post from their pigeon hole in the Members Room at the end of the meeting.**

## **Information about this Meeting**

### **Apologies for Absence**

Apologies for absence should be notified to [democracy@cherwellandsouthnorthants.gov.uk](mailto:democracy@cherwellandsouthnorthants.gov.uk) or 01327 322043 prior to the start of the meeting.

### **Declarations of Interest**

Members are asked to declare interests at item 2 on the agenda or if arriving after the start of the meeting, at the start of the relevant agenda item.

### **Local Government and Finance Act 1992 – Budget Setting, Contracts & Supplementary Estimates**

Members are reminded that any member who is two months in arrears with Council Tax must declare the fact and may speak but not vote on any decision which involves budget setting, extending or agreeing contracts or incurring expenditure not provided for in the agreed budget for a given year and could affect calculations on the level of Council Tax.

### **Evacuation Procedure**

When the continuous alarm sounds you must evacuate the building by the nearest available fire exit. Members and visitors should proceed to the car park as directed by Democratic Services staff and await further instructions.

### **Access to Meetings**

If you have any special requirements (such as a large print version of these papers or special access facilities) please contact the officer named below, giving as much notice as possible before the meeting.

### **Mobile Phones**

Please ensure that any device is switched to silent operation or switched off.

### **Queries Regarding this Agenda**

Please contact Emma Faulkner, Democratic and Elections  
[emma.faulkner@cherwellandsouthnorthants.gov.uk](mailto:emma.faulkner@cherwellandsouthnorthants.gov.uk), 01327 322043

**Yvonne Rees**  
**Chief Executive**

Published on Monday 3 July 2017



# Agenda Item 4

## Cherwell District Council

### Overview and Scrutiny Committee

Minutes of a meeting of the Overview and Scrutiny Committee held at Bodicote House, Bodicote, Banbury, OX15 4AA, on 25 May 2017 at 6.45 pm

Present: Councillor Jolanta Lis (Vice-Chairman, in the Chair)

Councillor Claire Bell  
Councillor Mike Bishop  
Councillor Mark Cherry  
Councillor Chris Heath  
Councillor David Hughes

Substitute Members: Councillor Tom Wallis (In place of Councillor Sean Gaul)

Apologies for absence: Councillor Neil Prestidge  
Councillor David Anderson  
Councillor Sean Gaul  
Councillor Timothy Hallchurch MBE  
Councillor Andrew McHugh  
Councillor Jason Slaymaker

Officers: Scott Barnes, Director of Strategy and Commissioning  
Lesley Farrell, Democratic and Elections Officer

#### 3 **Declarations of Interest**

Performance Report 2016-2017 End of Year Report

Councillor David Hughes, declaration, as a CDC appointed Non-Executive Director of Graven Hill Holding Company should any discussion on Graven Hill occur during this item.

#### 4 **Urgent Business**

There were no items of urgent business.

#### 5 **Minutes**

The Minutes of the meetings of the Committee held on 27 March 2017 and 16 May 2017 were confirmed as correct records and signed by the Chairman.

6 **Chairman's Announcements**

There were no Chairman's announcements.

7 **Performance Report 2016-2017 End of Year**

The Director for Strategy and Commissioning submitted a report which provided information relating to Performance for the Period 1 January to 31 March 2017.

**Resolved**

- (1) That it be noted that despite a challenging economic environment and on-going policy and organisation change, Cherwell District Council had met or made satisfactory progress on 78% of all performance targets outlined in its performance management framework as detailed in paragraph 3.2, in delivering the Corporate Priorities of the Council.

8 **Work Programme**

The Committee considered the Work Programme for the municipal year 2017/2018.

Members reviewed the working groups started during the previous Municipal year and agreed that Youth Engagement remained a worthwhile area for scrutiny. In the course of the discussion, new Members expressed an interest in joining the working group and further ideas for youth engagement were forthcoming.

The Committee also considered the A361 working group. As some members of this working group had now left the committee a request was made for new members. It was requested that an expression of interest be sent to all members of the committee.

Members considered the Mobile Phone signal working group. As the majority of the working group members were not in attendance, it was agreed that they should be consulted before a decision was made on the future of this working group.

The Committee discussed other possible topics for scrutiny: Safeguarding; Joint Use Agreement of Sports Facilities; Children's Centres; Anti-Social behaviour; Car Park Strategy and Emergency Protocol. It was requested that relevant officers be invited to future meetings of the committee to provide an update on these areas before a decision regarding potential scrutiny be made.

With regards to attendance by members of the Executive, the Leader of the Council and the Lead Member for Housing had addressed the committee during 2016/2017, Members agreed that they would like to invite the Lead Member for Planning and the Lead Member for Public Protection and Community Services to attend the Committee.

**Resolved**

- (1) That the reviews started during the previous Municipal Year be continued.
- (2) That no items on the Executive Work Programme be identified to be part of the Overview and Scrutiny Committee Indicative Work Programme for 2017/18 at this time.
- (3) That having given consideration to future topics for scrutiny, none be identified to produce scoping documents at this time.

The meeting ended at 8.00 pm

Chairman:

Date:

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## Cherwell District Council

### Overview and Scrutiny Committee

11 July 2017

<p style="text-align: center;"><b>Proposal of New Safeguarding Training Framework</b></p>
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### Report of Director of Operational Delivery

This report is public

#### **Purpose of report**

To provide an overview of the new Safeguarding Training Framework for Cherwell District Council.

To receive feedback and approval for implementation.

#### **1.0 Recommendations**

The meeting is recommended:

- 1.1 To approve the new Safeguarding Training Framework for Cherwell District Council.

#### **2.0 Introduction**

2.1 Cherwell District Council has a statutory duty to have appropriate arrangements and procedures in place to safeguard and promote the welfare of the children, young people and vulnerable adults, living in our community.

2.2 This New training framework acts as a core part of these arrangements and aims to ensure that employees and members are equipped with the relevant knowledge and skillset to be able to identify safeguarding (and also criminal) concerns and report them to the appropriate person/agency in a timely manner.

#### **3.0 Report Details**

- 3.1 This report is accompanied by the full shared Cherwell District Council (CDC) and South Northants Council (SNC) Safeguarding Training Framework for review.

The training framework is risk based and training requirements are based on the exposures and responsibilities of each role in relation to the aforementioned vulnerable groups

- 3.2 The framework includes the introduction of a training register which will record and track all training completed by employees and members.
- 3.3 We propose to launch the new safeguarding training framework during August 2017 with an expectation that all employees and members will have met the prescribed training requirements for their exposure level by 31 March 2018.

## **4.0 Conclusion and Reasons for Recommendations**

- 4.1 We recommend the approval of this training framework as its introduction will strengthen compliance with our statutory duty to have appropriate arrangements and procedures in place to safeguard and promote the welfare of the children, young people and vulnerable adults, living in our community.

## **5.0 Consultation**

The following have been consulted and will provide formal approval of the new safeguarding training framework at the Safeguarding Leads Group Meeting on 13 July 2017:

Mike Grant, Safer Communities Manager  
Jackie Fitzsimons, Shared Public Protection Manager  
Natasha Barnes, Contact Centre Services Manager  
Tim Mills, Private Sector Housing Manager  
Marianne North, Housing Needs Manager  
Joanne Barrett, Strategic Housing Manager  
Mandy Emery, Team Leader Entitlements  
Claire Cox, Human Resources Business Partner

## **6.0 Alternative Options and Reasons for Rejection**

- 6.1 The following alternative options have been identified and rejected for the reasons as set out below.

Option 1: Continue with ad hoc team based training needs analysis and recording  
This option continues current practice which has been felt to be lacking by the internal review and section 11 assurance process.

## **7.0 Implications**

### **Financial and Resource Implications**

- 7.1 The contribution Cherwell District Council makes to the two safeguarding boards in Oxfordshire provides free access to the bulk of the training. The Safeguarding Officer and other officers within Community Services and Public protection teams will undertake to add to this training with in house provision. Specialist provision can be met from existing training budgets

Sanjay Sharma, Interim Head of Finance. 01295 221564,  
sanjay.sharma@cherwellandsouthnorthants.gov.uk

### Legal Implications

- 7.2 The Council must continue to discharge its statutory duties pursuant to the Children Act 2004 and all other relevant acts, regulations and statutory guidance. The recommendation contained in this report will assist the Council in discharging these responsibilities.

Comments checked by:

Sophie Phillips, Solicitor. 01295 753701,  
[sophie.phillips@cherwellandsouthnorthants.gov.uk](mailto:sophie.phillips@cherwellandsouthnorthants.gov.uk)

### Risk implications

- 7.3 This process will give corporate assurance that staff have received the correct training to carry out their roles and strengthen our evidence base for external audit. This will be managed as part of the services operational risk register and escalated to the corporate risk register as and when necessary.

Comments checked by:

Louise Tustian, Team Leader Strategic Infrastructure & Insight Team. 01295 221786 [louise.tustian@cherwellandsouthnorthants.gov.uk](mailto:louise.tustian@cherwellandsouthnorthants.gov.uk)

## 8.0 Decision Information

**Key Decision** Not applicable

### Wards Affected

All

### Links to Corporate Plan and Policy Framework

Safe, Clean and Green

### Lead Councillor

Kieron Mallon, Lead Member for Public Protection and Community Services

### Document Information

Appendix No	Title
1	Safeguarding training framework
Background Papers	
None	
Report Author	Maria Wareham, Safeguarding Officer
Contact Information	01295 221777 <a href="mailto:Maria.wareham@cherwellandsouthnorthants.gov.uk">Maria.wareham@cherwellandsouthnorthants.gov.uk</a>

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## Cherwell District Council (CDC) and South Northants Council (SNC) Safeguarding Training Framework

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### 1.0 Introduction

Safeguarding is everyone's responsibility.

We, as District Councils, have a statutory duty to have appropriate arrangements and procedures in place to safeguard and promote the welfare of the children, young people and vulnerable adults, living in our community.

This Training Framework acts as a core part of these arrangements and aims to ensure that employees and members are equipped with the relevant knowledge and skillset to be able to identify safeguarding (and also criminal) concerns and report them to the appropriate person/agency in a timely manner.

The training framework is risk based and so the level of training you will be required to complete and evidence will be based on the exposures and responsibilities of your role in relation to the aforementioned vulnerable groups.

The following sections provide greater clarity on how roles have been assessed and categorised; defines the training levels and requirements and outlines evidencing and recording procedures.

### 2.0 Role Categorisation by Exposure Level

All roles across CDC and SNC have been assessed and categorised in accordance with the following:

**Level 1 (Awareness Only)** – For roles which have no direct exposure to children, young people or vulnerable adults as part of their role, but require a basic understanding of the safeguarding principles and their responsibilities.

**Level 2 (Generalist)** - For roles which have contact with children, young people and vulnerable adults during the course of their day to day activities. This includes: roles which have regular or intense contact; those in enforcement roles; and those who have contact within a single setting, such as family homes, community events or schools or at Council offices to access services.

**Level 3 (Specialist)** - For the named safeguarding leads for CDC/SNC or employees who have a specific responsibility for safeguarding children, young people and vulnerable adults as part of their role and/or for the oversight of others who do so.

### 3.0 Mandatory Training Requirements

**3.1** The following provides details of the training requirements for each level (separate requirements are outlined for Members, see 3.5 below). Completion of these is mandatory.

These requirements are devised on the assumption of a role being shared across both Councils. If this is not the case for your role, please contact the Safeguarding Officer (Maria Wareham) who will notify you of alternative requirements.

#### 3.2 Level 1 Awareness Training

**Frequency: Every three years.**

Description		Links	How to evidence completion?
<b>Safeguarding Children, Young People and Vulnerable Adults, Policy and Procedures</b>	To read, understand and confirm adherence to the Safeguarding Children, Young People and Vulnerable Adults Policy and Procedures and any other team/role specific safeguarding procedures that may be in place.	<a href="#">CDC Policy</a> <a href="#">SNC Policy</a>	Complete and submit the Safeguarding Policy and Procedure Declaration  <i>[Insert Link to Achieve Declaration form]</i>
<b>'Safeguarding Everyone - Protecting Children, Young People and Adults at Risk' E-learning (by Virtual College)</b>	Completion of this e-learning course which is available via the Northamptonshire Safeguarding Children's Board (NSCB) Training Portal*. It provides a general awareness about the types and signs of abuse for all vulnerable groups.	<a href="#">Northamptonshire Safeguarding Children Board (NSCB) Training Portal</a>	Save PDF of the certificate received following completion and email to the Safeguarding mailbox.

	<p>*Access to Virtual College e-learning courses was removed from the OSCB Training Portal on 31<sup>st</sup> July 2017. Access to this general course is therefore via the NSCB Training Portal only at this time.</p>	<p>See Appendix 1 for more guidance on how to register/select a course.</p>	<p>(N.B: When you select the 'Press to Print Certificate' button, you can select 'PDF Creator', click 'print' and it will then give you the option to save to file. If you do not print or save the certificate the training system will not record you as having completed the training).</p>
<p><b>E-Learning Training on PREVENT</b></p>	<p>Provided by the Home Office, this course offers an introduction to the Prevent duty, and explains how it aims to safeguard vulnerable people from being radicalised to supporting terrorism or becoming terrorists themselves.</p> <p>This training will provide you with a basic awareness of the signs and signals of vulnerability to radicalisation and also demonstration of radicalised behaviours. It is vital that we remain vigilant to these signs and signals when operating with people within the community and report any concerns you may have via the See It – Report It mechanism.</p>	<p><a href="#">PREVENT E-Learning</a></p> <p>You will be required to register to complete the course.</p>	<p>Save PDF of the certificate received following completion and email to the Safeguarding mailbox.</p>

### 3.3 Level 2 Generalist Training

Frequency: Every two years

Description		Links	How to evidence completion?
<b>Level 1 training requirements, plus:</b>			
<b>OSCB Generalist Safeguarding Training</b>	Provided by the OSCB, this face to face course provides greater detail on the types and signs of child abuse and gives a greater understanding of the multi-agency approach to safeguarding in the County and the associated reporting mechanisms.	<a href="#">Oxfordshire Safeguarding Children Board (OSCB) Training Portal</a>  <i>Link to be amended</i>	Send a copy of your certificate to the Safeguarding mailbox  (Certificate becomes available following completion of the course and is accessible via the 'Your History & Bookings' section of the OSAB Training Booking System).
<b>AND/OR*</b>			
<b>Level 2 (Frontline Worker) Adult Safeguarding Training</b>	Provided by the OSAB, this face to face course provides greater detail on the types and signs of abuse most commonly associated with vulnerable adults. It provides a greater understanding of the multi-agency approach, the implications of the Mental Capacity Act and concern reporting mechanisms.	<a href="#">Oxfordshire Safeguarding Adults Board (OSAB) training portal</a>  You will be required to complete a simple registration process prior to selecting a course.	Send a copy of your certificate to the Safeguarding mailbox  (Certificate becomes available following completion of the course and is accessible via the 'Your History & Bookings' section of the OSAB Training Booking



		Please select 'District Council – Cherwell' from the drop down of organisation types.	System).
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\*If your role exposes you to only children/young people **OR** vulnerable adults, then you are only required to attend the face to face course that is most relevant to you. If you are exposed to children/young people **AND** vulnerable adults, then you must attend both the OSCB and OSAB face to face training courses. It is your responsibility to ensure you attend the training courses required for your role.

### 3.4 Level 3 Specialist Training

Frequency: Every two years

Description		Links	How to evidence completion?
<b>Level 2 training requirements, plus:</b>			
<b>OSCB Designated/Lead Safeguarding Training</b>	Provided by the OSCB, this face to face course provide a more thorough consideration of the multi-agency partnership and the role of the designated lead in ensuring an organisations compliance with relevant statutory duties.	<a href="#">Oxfordshire Safeguarding Board (OSCB) Training Portal</a>  <a href="#">LINK TO BE AMENDED</a>	Send a copy of your certificate to the Safeguarding mailbox  (Certificate becomes available following completion of the course and is accessible via the 'Your History & Bookings' section of the OSAB Training Booking System).

### 3.5 Members Training

Frequency: Every three years

Description		Links	How to evidence completion?
<b>Safeguarding Children, Young People and Vulnerable Adults, Policy and Procedures</b>	To read, understand and confirm adherence to the Safeguarding Children, Young People and Vulnerable Adults Policy and Procedures and any other team/role specific safeguarding procedures that may be in place.	<a href="#">CDC Policy</a> <a href="#">SNC Policy</a>	Complete and submit the Safeguarding Policy and Procedure Declaration <i>[Insert Link to Achieve Declaration form]</i>
<b>Safeguarding Awareness briefing</b>	An annual Safeguarding Awareness briefing will be held at both Bodicote House and The Forum.  Members will be invited and expected to attend these briefings no less than once every three years (more frequent attendance may be required if there has been a material change to policy or procedures).	N/A	Signing attendance register at briefing.

### 3.6 Timeliness of Completion:

New employees are required to have achieved and evidenced completion of level 1 training within their first month of employment. This will form part of the Corporate Induction Programme.

Where employees are required to complete level 2 and/or 3 training, this is to be completed within the first three months of employment.

When renewals are due, these must be completed within two months of the expiration date of the previous completion (see the frequency noted at the start of each training level above).

### 3.7 Cost of Non-Attendance

If you cannot attend a face to face course for which you have registered, you must email the relevant Safeguarding Board as early as possible.

If you do not attend a training course on which you are registered and you have not given notice in accordance with the applicable cancellation policy (and it is not an emergency situation), CDC and/or SNC will be charged a non-attendance fee.

The Safeguarding Leads Group will review non-attendance charges periodically.

### 3.8 Non-Mandatory Training Courses:

A variety of safeguarding training courses are available via the Safeguarding Board websites as well as other providers. Whilst not mandatory to meet the training requirements of this framework, employees and members are encouraged to complete whatever training they believe may be helpful for them to perform their role to the best of their ability whilst ensuring the safeguarding of the most vulnerable groups in our communities.

Periodically we will run ad-hoc awareness sessions for relevant subject matters and these will be advertised. Members will be invited to these sessions however their attendance is not mandatory.

Whilst attendance registers will be in place for any awareness events run internally, we would be grateful if you could let us know by emailing the Safeguarding mailbox if you have completed/attended any other courses as this is all vital data to capture on our training register and demonstrates that our employees go beyond what is required of them to ensure the protection of these vulnerable groups.

### **3.9 Champion Training**

Safeguarding champions will be appointed across CDC and SNC who will be expected to be, or become, looked upon as subject matter experts in relation to particular areas of safeguarding or abuse. In this event, specialist training will be provided which will be recorded in line with 4.2 below.

### **3.10 Training for External Parties:**

Whilst we are not responsible for the provision of safeguarding training to our third parties (i.e. those performing services on our behalf), there may be occasions where it is appropriate for us to organise and host such events due to contracts or licences being subject to completion of safeguarding training, for example taxi drivers will not be issued with a HCV/PHV drivers badge until they have successfully received safeguarding training and passed a test.

We may also provide training to parish councils and run ad-hoc awareness events for the voluntary community.

## 4.0 Training Recording and Renewal

### 4.1 Evidencing Completion:

In order to be recorded as having completed the training outlined in section 3.0, the individual or their line manager must provide evidence that the e-learning has been completed or face to face session attended.

This evidence should ideally be in the form of the certificate provided following completion of all training sessions referenced in 3.0 above. A copy of this certificate, ideally electronically, should be sent to the Safeguarding mailbox, within two weeks of completing the training.

If a certificate isn't available, an alternative method of evidence should be sought and in exceptional circumstances, verification of attendance from the employee's line manager may be permitted.

**PLEASE NOTE:** For face to face courses, you will be required to complete a feedback form via the training portal following attendance at the course and only upon completion of this will you be recorded as having completed the course and be able to print/save your certificate.

### 4.2 Record Keeping

A training register will be maintained by the Safeguarding Officer which reflects the safeguarding training status of all employees across CDC and SNC. This register documents the training level attributed to each role and tracks completion of the training requirements for each level. It will also capture completion of non-mandatory training.

Where training is not completed within the prescribed frequency and timeframe (see 3.1 and 3.2 above), this will be flagged and reported to Service Management on a quarterly basis. In future, this will also form part of a suite of Key Performance Indicator's which will be reviewed as part of the Safeguarding Leads' quarterly meeting.

Where training is due for renewal, the Safeguarding Officer will send reminders of training due at least one month ahead of expiry. The employee has two months from the date of expiration for the training and necessary policy declarations to be recompleted and evidence sent to the Safeguarding mailbox (if a face to face training course is required to be attended and no dates are available during the period, please notify the Safeguarding Officer as soon as possible).

On a quarterly basis a report is provided to the Safeguarding Officer by the Safeguarding boards outlining all training completed by CDC and SNC employees. This will be used to verify completions and it does not negate the need for employees to notify the Safeguarding mailbox directly of training completed.

#### **4.3 Personal Development Plans**

Managers should ensure that Safeguarding Training requirements form a core part of employees Personal Development Plans.

### **5.0 Governance**

The Safeguarding Officer is responsible for the day to day oversight and management of the Safeguarding Training Framework for CDC and SNC. Overarching governance is provided by the Internal Safeguarding Leads Group and Oxfordshire and Northamptonshire Safeguarding Boards:

#### **5.1 Safeguarding Leads Meeting**

The Safeguarding Leads Group Meeting consists, along with the Designated Safeguarding Lead and Safeguarding Officer for CDC/SNC, of key managers from across the business who are responsible for safeguarding children, young people and vulnerable adults as part of their role and for the oversight of others who do so.

The Safeguarding Leads Group meets quarterly and will review training completions to ensure compliance with this framework. Where failings are noted an action plan will be devised, documented and tracked to completion.

## 5.2 Safeguarding Boards

On an annual basis CDC and SNC has a statutory duty to provide the respective children's and adult's Safeguarding Boards in Oxfordshire and Northamptonshire with a Safeguarding Self-Assessment return. This return outlines how CDC and SNC have performed against its statutory objectives and the adequacy of our training framework will form part of this assessment.

Alongside the Safeguarding Boards themselves, agencies are requested to scrutinise and question each other's responses to ensure the greatest level of integrity.

Where we have fallen short of any requirements, we will be requested to document what action we are proposing to take and the Safeguarding Boards will monitor our completion of this.

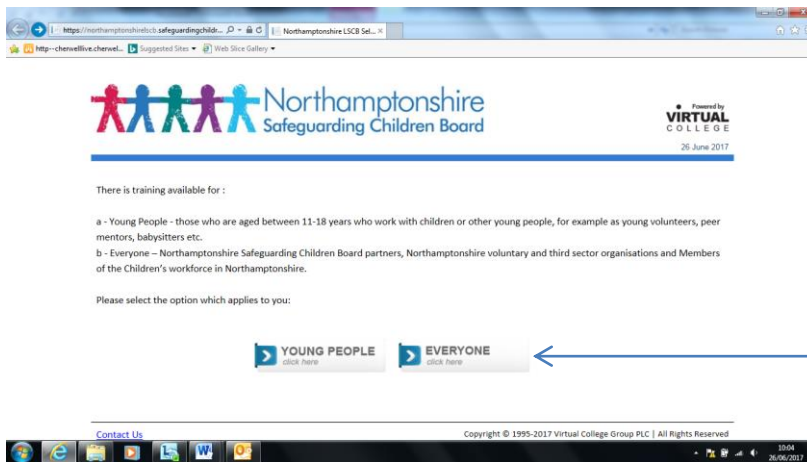
## 5.3 Compliance Monitoring

Periodically monitoring reviews will be conducted by the Safeguarding Officer to ensure compliance with the requirements of this training framework alongside the broader safeguarding policy and procedures.

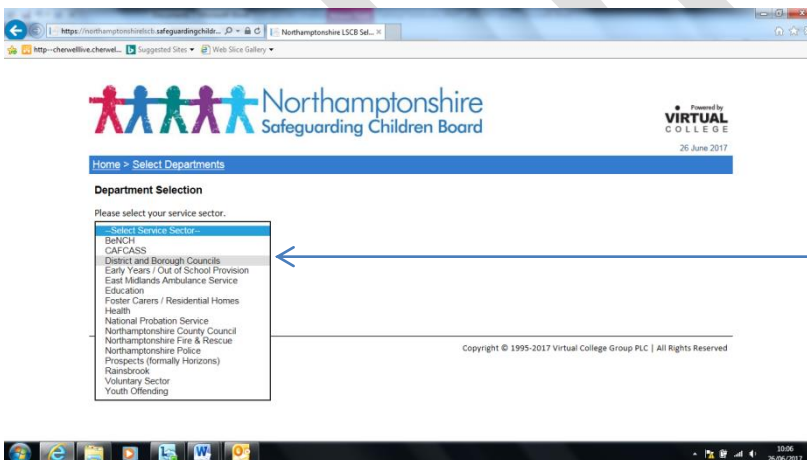
These reviews will also ensure that the framework remains fit for purpose and that all employees are able to demonstrate the level of safeguarding understanding and awareness in accordance with the level or exposure they face.

## Appendix 1: Northamptonshire Safeguarding Children's Board Training Portal Guidance

- Enter the NSCB Training Portal via this link: [Northamptonshire Safeguarding Children Board \(NSCB\) Training Portal](#)
- Select 'Everyone' from the buttons at the bottom of the home screen:

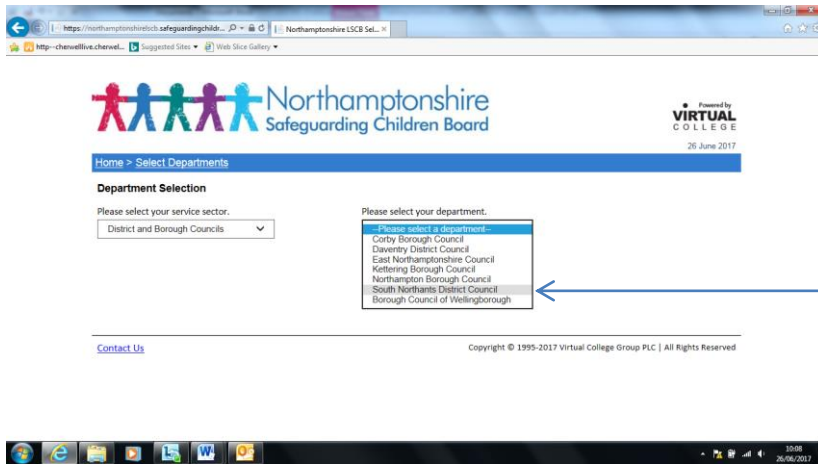


- Select District and Borough Councils from the drop down:





- Select South Northants District Council:



- Click 'Register'.
- You will then be asked to complete the new user registration. All fields marked with a \* are mandatory. **Please enter South Northants District Council as your Employer/Organisation.** Once complete click 'Register'.
- Your email address will be your username and you will be provided with a password on the next screen which can be changed once logged in.
- Select 'Click here to log on' and log on with the username and password credentials provided.
- Select 'Requested Learning' from the tabs at the top of the dashboard and then click 'Course Request'. This will bring you up a list of the courses available to you.

- Select the course you are interested in and click 'Request Course' at the bottom of the page (please only request one course at a time as the system does not carry through multiple selections and these will be lost).
- Read the summary and if appropriate, click 'Request Course' at the bottom of the page and fill in the details as requested (only fields with the red star are mandatory).
- There is no cost to us for these courses but a 0.00 must be put in the Course Cost field when asked.
- Click 'Submit Request' and the training course will have been placed in your 'Active Learning' dashboard. Click on it to begin.
- If you have requested attendance at a Face to Face course, this will be verified by email by the OSCB before appearing as confirmed on this dashboard.
- Once you have completed a course you must print the certificate to PDF to enable to training portal to register your completion. Then forward to certificate to the Safeguarding mailbox as evidence of completion.
- For face to face courses, you will be required to complete a feedback form via the training portal following the course and only upon completion of this will you be recorded as having completed the course and be able to print/save your certificate.

## Cherwell District Council

### Overview and Scrutiny Committee

11 July 2017

<b>Work Programme 2017-18</b>
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#### Report of Assistant Director Transformation and Governance

This report is public

#### Purpose of report

To give an update on the Overview and Scrutiny work programme for 2017-2018

#### 1.0 Recommendations

The meeting is recommended to:

- 1.1 To review the draft work programme (Appendix 1).
- 1.2 To identify any items from the Executive Work Programme to form part of the Overview and Scrutiny Committee Work Programme for 2017/18
- 1.3 To identify any other possible future topics for scrutiny and consider whether these topics should have scoping documents produced, based on the considerations of risk and what value scrutiny can add through considering the issue.

#### 2.0 Introduction

- 2.1 The Committee are required to review the Work Plan at each meeting and make any amendments required as a result of developments since the last meeting.

#### 3.0 Report Details

##### Update on current Scrutiny review

##### Youth Engagement Review

- 3.1 The Youth Engagement Review was established in October 2014, and a scoping document was signed off by the Committee. Councillors Bryn Williams and Neil Prestidge were appointed to the working group, along with Councillor Dan Sames. Councillor Sames left the Committee in 2015.

- 3.2 In February 2017, the Committee approved a scoping document for a revised review (appendix 1).
- 3.3 At the last meeting of the Committee in May 2017, it was agreed that the review should continue.
- 3.4 A meeting of the working group will be arranged in due course.
- A361 Traffic review**
- 3.5 At the meeting of the Committee in May 2016, it was agreed that a working group be established to look at a potential review regarding the A361 through the district.
- 3.6 A [scoping document](#) was approved at the November 2016 meeting of the Committee.
- 3.7 The working group have carried out some initial research, as well as contacting parishes along the route of the A361 to find out about any particular black spots.
- 3.8 At the last meeting of the Committee in May 2017, it was agreed that the review should continue.
- 3.9 As some Members of the working group are now no longer on the Committee, new members will need to be appointed. Correspondence asking for expressions of interest has been sent to the Committee, and officers will provide a further update on this at the meeting.

**Mobile phone signal review**

- 3.10 Following concerns regarding the quality of mobile phone signal across the district, the Committee agreed to set up a working group comprising of Councillors Anderson, Brown, Lis, Prestidge and Williams.
- 3.11 At the last meeting of the Committee in February, officers advised the Committee of work being undertaken by the British Infrastructure Group (BIG) into the same subject. At that time, it was agreed that the working group would continue research gathering with a view to submitting it to the BIG review.
- 3.12 Due to apologies from members of the working group at the last meeting of the Committee in May, a decision has not yet been taken as to whether or not the review will continue in 2017/18.

**Executive Lead Members**

- 3.13 During the last Municipal Year, the Committee invited Executive Lead Members to give an overview of their areas of responsibility
- 3.14 At the last meeting of the Committee in May it was agreed that the invitations should be continued for the current year. Executive Lead Members have been contacted, and responses received so far have been included on the work programme.

**Debt and Money Advice Contract**

- 3.15 In April 2017 a new contract for Debt and Money Advice Service started with Citizens Advise North Oxfordshire and South Northamptonshire.

- 3.16 The new contract started on 1 April 2017 and ensures that all Cherwell District residents continue to be able to access independent debt and money advice within the district either through face-to-face, telephone, email and online appointments/advice. The services delivered from the contract will be key in supporting local residents to resolve financial difficulties, manage their money and mitigate risks coming from the various welfare reforms that have been introduced such as the lowering of the maximum amount households can claim (the benefit cap) and the roll out of Universal Credit to working age benefit claimants in Cherwell from November 2017.
- 3.17 Officers are keen for Overview and Scrutiny to receive an update on progress of the contract, and propose to submit an information report to Committee in 2018, subject to the Committee's agreement.

### **Executive Work Programme**

- 3.18 As part of the monthly work programme report, the Committee reviews the Executive Work Programme to consider whether there are any issues which they would wish to look at in more detail in advance of the Executive discussion and decision. To facilitate a thorough consideration of the topic the Committee will need to identify the Executive Work Programme items at an early stage of the decision making process.
- 3.19 The Executive Work Programme is updated and published monthly; an electronic copy is available on the council's website and all councillors are sent a prompt containing the website link. Members of the Committee are encouraged to review the Executive Work Programme outside the committee meetings and to contact the Chairman, Vice-Chairman or Democratic Services Officer if there is a topic that they wish to review.
- 3.20 The Committee will wish to note any items of interest in the current version of the Executive Work Programme and consider whether to include them on the Overview and Scrutiny Committee Work Programme for 2017/18.
- 3.21 At the time of writing this report, the current version of the Executive Work Programme is August to November 2017 and can be found on the following page of the website: [Cherwell Forward Plan](#)

### **Future meetings Schedule**

- 3.22 The meetings of the Overview and Scrutiny Committee for the next Municipal Year are listed below:

<b>Overview and Scrutiny Committee</b>	2017/18 29 August 10 October 21 November 23 January 2018 20 February 27 March
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## **4.0 Conclusion and Reasons for Recommendations**

- 4.1 The recommendations as set out in the report are believed to be in the best interests of the Council.

## **5.0 Consultation**

None

## **6.0 Alternative Options and Reasons for Rejection**

- 6.1 The following alternative options have been identified and rejected for the reasons as set out below.

Option 1: To agree the recommendations as set out in the report.

Option 2: To amend the recommendations.

Option 3: Not to agree the recommendations.

## **7.0 Implications**

### **Financial and Resource Implications**

- 7.1 There are no financial implications arising directly from this report. The report of the individual scrutiny reviews will address any specific legal issue.

Comments checked by:

Paul Sutton, Chief Finance Officer 0300 003 0106

[paul.sutton@Cherwellandsouthnorthants.gov.uk](mailto:paul.sutton@Cherwellandsouthnorthants.gov.uk)

### **Legal Implications**

- 7.2 There are no legal implications arising directly from this report. The report of the individual scrutiny reviews will address any specific financial issues.

Comments checked by:

James Doble, Assistant Director Transformation and Governance/Monitoring Officer. 01295 221587, [james.doble@cherwellandsouthnorthants.gov.uk](mailto:james.doble@cherwellandsouthnorthants.gov.uk)

## **8.0 Decision Information**

### **Wards Affected**

Each scrutiny review will identify the wards affected.

### **Links to Corporate Plan and Policy Framework**

Each Scrutiny Review will identify the relevant Corporate Plan and Policy framework links.

## Lead Councillor

None

## Document Information

Appendix No	Title
1	Work Programme 2017/18
<b>Background Papers</b>	
None	
<b>Report Author</b>	Emma Faulkner, Democratic and Elections Officer
<b>Contact Information</b>	Tel: 01327 322043 <a href="mailto:emma.faulkner@cherwellandsouthnorthants.gov.uk">emma.faulkner@cherwellandsouthnorthants.gov.uk</a>

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## Overview and Scrutiny Committee Draft Work Programme - 2017/2018

Item	Description	Reason for Consideration	Contact Officer
<b>29 August 2017</b>			
Executive Lead Member Attendance – Deputy Leader Councillor George Reynolds and Lead Member for Planning Councillor Colin Clarke	Executive Lead Members giving an overview of day-to-day role and responsibilities	Request of the Committee	Emma Faulkner, Democratic and Elections Officer
Performance Report 2017-18 Quarter 1 (1 April to 30 June)	Performance data and if necessary officer attendance for each quarter	To flag any issues before consideration by Executive	Louise Tustian, Team Leader, Strategic Intelligence and Insight Team
Committee Work Plan	To review the work plan for the Municipal Year	Standing item	Emma Faulkner, Democratic and Elections Officer
<b>10 October 2017</b>			
Executive Lead Member Attendance –Lead Member for Performance Management Councillor Richard Mould	Executive Lead Members giving an overview of day-to-day role and responsibilities	Request of the Committee	Emma Faulkner, Democratic and Elections Officer
Committee Work Plan	To review the work plan for the Municipal Year	Standing item	Emma Faulkner, Democratic and Elections Officer
<b>21 November 2017</b>			
Executive Lead Member	Executive Lead Members giving an	Request of the Committee	Emma Faulkner,

Appendix 1

Item	Description	Reason for Consideration	Contact Officer
Attendance –Lead Member for Estates and the Economy Councillor Lynn Pratt	overview of day-to-day role and responsibilities		Democratic and Elections Officer
Performance Report 2017-18 Quarter 2 (1 July to 30 September)	Performance data and if necessary officer attendance for each quarter	To flag any issues before consideration by Executive	Louise Tustian, Team Leader, Strategic Intelligence and Insight Team
Annual Safeguarding Report	Update on Safeguarding activities and progress ahead of Section 11 Audit return	Committee resolution January 2016	Nicola Riley, Community Services Manager
Committee Work Plan	To review the work plan for the Municipal Year	Standing item	Emma Faulkner, Democratic and Elections Officer
<b>13 January 2018</b>			
Committee Work Plan	To review the work plan for the Municipal Year	Standing item	Emma Faulkner, Democratic and Elections Officer
<b>20 February 2018</b>			
Performance Report 2017-18 Quarter 3 (1 October to 31 December)	Performance data and if necessary officer attendance for each quarter	To flag any issues before consideration by Executive	Louise Tustian, Team Leader, Strategic Intelligence and Insight Team
Committee Work Plan	To review the work plan for the Municipal Year	Standing item	Emma Faulkner, Democratic and Elections Officer
<b>27 March 2018</b>			
Committee Work Plan	To review the work plan for the Municipal Year	Standing item	Emma Faulkner, Democratic and Elections Officer

Appendix 1

Item	Description	Reason for Consideration	Contact Officer
<b>Items to be allocated</b>			
Draft Business Plan 2018/19	Consideration of key objectives for 2017-18	To consider draft plan ahead of consideration by Council	Louise Tustian, Team Leader, Strategic Intelligence and Insight Team

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