

**Internal recommendations for the district councils      APPENDIX 1**

<b>Recommendation</b>	<b>Action</b>	<b>Lead Officer</b>	<b>Deadline</b>	<b>Progress</b>
<p>1. The senior management review should establish clearly the lead roles for safeguarding at Director, third tier and service manager levels. This needs to be explicit in job roles and structures and managers should have the capacity built into their responsibilities to allow dedicated time to safeguarding activity.</p>	<p>To be considered as part of the shared services review</p>	<p>Ian Davies</p>	<p>March 2016</p>	<p>Achieved Safeguarding officer post created and appointed in October 2016</p>
<p>3. The planned internal safeguarding leads network should be established as a priority, with Nicola Riley as lead officer. Ian Davies should engage with the network to reinforce his strategic lead responsibility. Those services which have a greater contact with the public and therefore with safeguarding issues should have identified safeguarding leads to form this network. These safeguarding leads should be identified in service documents particularly the service business plans. The network should have a clear purpose to include sharing information, feedback from partnership meetings, sharing learning and ensuring clarity of expectations and responses in relation to safeguarding matters. This should include monitoring the use of See It, Report It.</p>	<p>Safeguarding leads meeting set up quarterly to Include Public Protection, Community Safety, Housing, Customer Services and Performance</p>	<p>Nicola Riley and Ian Davies</p>	<p>From October 2015</p>	<p>Implemented and group meets to monitor See it Report it and share concerns over particular cases or training issues. Ran data awareness week in March 2016</p>

<p>The network should engage with and be accountable to elected members, specifically the lead members with safeguarding responsibilities and with the scrutiny committees and should support the lead members to present to their respective scrutiny committees.</p>	<p>Scrutiny Committees at both Councils have expressed a desire and willingness to keep Safeguarding on their agenda and to consider regular reports and sign off of Section 11 reports in November 2016 Further Internal Review consideration by scrutiny committee in January 2016</p>	<p>Nicola Riley</p>	<p>January 2016</p>	<p>This report and previous briefing given to members in June</p>
<p>The network should take responsibility for completing the S11 Audits, for consulting with the overview and scrutiny committee's on the development of the S11 audits, for ensuring the outcomes of the S11 audits are included in Service Business Plans and for auditing internally the quality of the safeguarding aspects on the Service Business Plans.</p>	<p>Subject to views of Scrutiny in January, each committee to consider the draft S11 returns before issue.</p>	<p>Nicola Riley</p>	<p>November 2016</p>	<p>Achieved</p>
<p>The network should have responsibility for planning and delivering level one safeguarding training and elected member safeguarding training and awareness raising. This network could also usefully have oversight of which posts are identified for DBS checks, that those checks are undertaken in line with policy and also monitoring that staff and elected members undertake mandatory training and how this impacts on practice.</p>	<p>To be considered as an agenda item by the safeguarding leads group and to be combined with the rollout of Prevent training</p>	<p>Nicola Riley and Vicki Claridge</p>	<p>From November 2015</p>	<p>Knowing your community events and training have occurred in 2016.</p>

<p>4. The partnership arrangement with Daventry District Council for the provision of community safety, Anti-Social Behaviour (ASB) and associated partnership functions should be reviewed urgently with the council considering terminating those arrangements and bringing responsibility for community safety staff into the shared service internal management arrangements.</p>	<p>This action is currently part of the shared service plans for Public Protection and a decision required from Cabinet.</p>	<p>Jackie Fitzsimons</p>	<p>By March 2016</p>	<p>Implemented</p>
<p>5. Further briefings should be held for key managers stressing the requirement to use See It, Report it, including in situations when the service rightly deals with the concern by reporting them directly to the responsible authority. See It Report It should be implemented in South Northamptonshire as soon as possible.</p>	<p>See it Report it to be included in CEx briefings and rollout to SNC is currently being planned. Also to be part of June Managers' Forum agenda</p>	<p>Louise Tustian and Caroline French</p>	<p>November 2015 – Jan 2016  June 2016</p>	<p>See it Report It launched in SNC 1<sup>st</sup> Feb 2016; followed up with Managers Forum item and All Staff briefing item</p>
<p>6. Members should be briefed specifically on the safeguarding responsibilities of district councils set out earlier in this report and the implications for areas including taxi licensing.</p>	<p>Members communication and training schedule to be prepared to include induction process, awareness raising sessions, regular Comms updates and specific Lead member, PFH and Safeguarding Champion support</p>	<p>Nicola Riley, Vicky Claridge and Janet Ferris</p>	<p>January/ February 2016</p>	<p>Achievement in all areas but on-going due to the nature of the action</p>
<p>8. Managers should be briefed specifically on the safeguarding responsibilities of district councils set out earlier in this report. Service plans should set out specifically how these responsibilities are</p>	<p>Safeguarding section of business plans to be reviewed by Safeguarding leads groups. Managers Forum item in June 2016</p>	<p>Safeguarding Leads group</p>	<p>January 2016  June 2016</p>	<p>Achieved</p>

being met.				
9. There is an urgent need to provide mandatory training, briefings and challenge for elected members to help them understand that safeguarding issues can and do impact on all communities and that they must ensure their responsibilities are taken seriously.	As per 6 above	Nicola Riley and/ Vicky Claridge	December 2015/January 2016	To be co-ordinated with Democratic Services colleagues following the scrutiny meetings in January. Achieved. Rolling programme of training / briefings to be established for 2017 onwards
10. A system should be established for the identification and recording of all posts requiring a DBS check, the level of check required and the date the check should be renewed. This should include a requirement that the new HR and Payroll system will trigger an alert to a designated officer when a renewal is due.	The procurement of the new HR system will capture and automate this process. Interim measures required until then	Nicola Riley/Paula Goodwin	December 2015 and onwards	Manual system implemented as IT solution not possible through the contract extension for HR/Payroll system
13. The senior management review should establish a substantive role for safeguarding within a third tier officer post.	To be considered through Shared Service development	Ian Davies	By March 2016	Achieved and appointed to

14. Middle managers would benefit from some development work on strategic planning, including policy development to build their skills and understanding. This should be linked with the new management competency framework.	To be considered as part of the training opportunities developed from the new competency framework and through the Managers Forum	Claire Taylor, Paula Goodwin and Jo Pitman	By March 2016	The development of PDP's for every member of staff will capture this.
18 Safeguarding should be embedded within the service-planning framework, as a 'golden thread' from the council's corporate priorities to individual service plans and appraisal. It should be built into the draft competency framework and applied consistently across the organisation. This should be assessed annually through the S11 Audit process and reported to members.	To be considered as part of the 2016/17 service and business planning processes	Louise Tustian, Paula Goodwin and Nicola Riley	November 2015 to January 2016	Is referenced in 2016/17 business plan and beyond Will be included in service planning for all service managers
19. Key messages about safeguarding should be available on the public websites. Information posters and leaflets should be available and displayed in reception areas. The Communications Team should be engaged to develop a rolling programme of public awareness raising activities.	A Comms plan to be developed and implemented	Nicola Riley, Paula Judd and Janet Ferris	By November 2015	Links to local regional and national information and websites available through Council's website
20. The completed S11 Audit for each district council should be quality assured and signed off by the Director of Community and Environment and the Lead Members. Each scrutiny committee	Deadline for submission of Section 11 audits for 2016/17 is December 31 <sup>st</sup> .  Service planning process	Nicola Riley,  Louise Tustian	November 2016  January	Achieved

<p>should consider the S11 Audits during development with scrutiny members trained to scrutinise safeguarding practice. Each Service Plan should reflect the S11 Audit requirements.</p>			2017	
<p>21. Work should be undertaken to identify which posts require safeguarding training and what level that training should be.</p> <p>An audit of training should then be undertaken and remedial action taken to ensure all staff receive the appropriate level of training and that their training is refreshed to an agreed timescale. This information should be held centrally within the new combined HR and Payroll system being commissioned by HR managers.</p>	<p>Claire Cox, Vicky Claridge and Paula Judd are currently undertaking this work.</p> <p>A central record of safeguarding training will then be developed and maintained as part of the HR admin system</p>	Nicola Riley	End of November 2015	Complete
<p>22. All managers should be briefed on the specific requirements to communicate clearly and effectively and this should be monitored through supervision and appraisal. Senior managers should communicate clearly their expectations.</p>	<p>To be undertaken via JMT, SMTs and Managers Forum supported by briefing notes</p>	Ian Davies	February 2016	Completed
<p>24. Safeguarding capacity should be built into key senior and middle management posts, a central budget for safeguarding training and development, a budget for community awareness raising and adequate budgets to implement emerging</p>	<p>For consideration as part of shared service development and Budget allocation for 2016-17 and beyond. Already considered and included for Public Protection joint service business case. To be included in</p>	Ian Davies and Chris Stratford	By March 2016	Completed

<p>work (for example the Joint Operating Framework for Taxi Licensing) should be identified.</p> <p>In addition resources should be identified for partnership working including a financial contribution to the statutory safeguarding adults and children's boards and officer contribution to the boards and sub-groups.</p>	<p>planned Housing and Community Development and Recreation joint service business cases.</p> <p>Consideration as part of 2016/17 draft budget process. Likely need for c£5k/10k per council. Also, lead SNC/CDC attendees for each partnership body to be identified</p>	<p>Paul Sutton</p>	<p>January 2016</p>	
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### Recommendations that impact on external partners

Recommendation	Action	Lead Officer	Deadline	Progress
<p>2. The district councils should proactively engage with the four independent chairs of the adults and safeguarding children boards to introduce the strategic and operational safeguarding leads. This should be the first stage in strengthening those key external partnership arrangements.</p>	<p>This partnership development work will form part of the revised work plan for 2015/16</p>	<p>Nicola Riley and Ian Davies</p>	<p>January 2016</p>	<p>Begun</p>
<p>7. Both districts should establish with their county council partners the extent of their safeguarding responsibilities including which officers will contribute to Common Assessment Framework Assessments and Team Around the Child Meetings. District Council officers should not act as lead officer in either of these processes.</p>	<p>OCC and NCC Dialogue required with key housing reps included</p>	<p>Nicola Riley, Joanne Barrett, Marianne North and Jackie Fitzsimons</p>	<p>January 2016</p>	

<p>11. The Cherwell Safeguarding lead should work with the Oxfordshire Districts to propose the development of a more formal county safeguarding leads network with the purpose of ensuring meaningful representation on strategic partnerships and the sharing of learning and resources where appropriate.</p> <p>Once established there may be an opportunity to share this learning across the Northamptonshire Districts.</p>	<p>This partnership development work will form part of the revised work plan for 2015/16</p>	<p>Nicola Riley</p>	<p>2016</p>	<p>Completed</p>
<p>12. The districts should map current partnership arrangements and partnership meetings and their membership and terms of reference to identify overlaps and potential efficiencies and potential for merging or stopping those that duplicates others.</p>	<p>This partnership development work will form part of the revised work plan for 2015/16 and will influence the roles of individuals through the new shared services structures</p>	<p>Nicola Riley and Ian Davies</p>	<p>2016</p>	<p>Completed</p>
<p>15. There should be discussions at a strategic level between South Northamptonshire Council and Northamptonshire Police to establish a more appropriate working relationship and a better understanding of their respective roles and responsibilities and how the police and district council will work together going forward.</p>	<p>To be undertaken by CEx and Strategic Director in the first instance.</p>	<p>Sue Smith, Ian Davies and Nicola Riley</p>	<p>2016</p>	<p>Completed</p>



<p>16. The wider partnership issues across Northamptonshire should be addressed. This should begin with engagement with the local safeguarding children board and the safeguarding adult board where concerns about thresholds and responses at County level should be raised.</p>	<p>To be undertaken by Chief Executive and Strategic Director in the first instance.</p>	<p>Sue Smith and Ian Davies</p>	<p>2016</p>	<p>Begun and on - going</p>
<p>17. The district safeguarding leads should approach the four safeguarding boards and request the development of district level training and awareness raising opportunities for elected members, staff and partners. This could be developed as a partnership across the four boards with district safeguarding leads contributing to the development and delivery.</p>	<p>A review of existing training material will be undertaken.</p> <p>Work with partners to develop a programme of engagement and awareness raising</p>	<p>Paula Judd and Vicky Claridge</p> <p>Nicola Riley and Tracie Dark</p>	<p>By Jan 2016</p> <p>From January 2016</p>	<p>More can be done in this area</p>
<p>23. The review of information sharing protocols should be used to determine only those that the district councils are required to sign. The Chief Executive, on behalf of both councils, should sign these and then advise officers that they should not sign other protocols, as they do not have the authority to do so on behalf of their employers. This should be agreed with key partners.</p>	<p>Work has already been undertaken in this area to identify the protocols already in place.</p> <p>A data protection and information sharing awareness campaign will be devised to up skill staff to ensure they are working within the protocols and that information is being correctly stored, shared and destroyed</p>	<p>Nicola Riley, Sarah Moller and Janet Ferris</p>	<p>From November 2015</p>	<p>Data Awareness week planned for March 14<sup>th</sup>-18<sup>th</sup></p> <p>Completed</p>

24. In addition resources should be identified for partnership working including a financial contribution to the statutory safeguarding adults and children's boards and officer contribution to the boards and sub-groups.	Consideration as part of 2016/17 draft budget process. Likely need for c£5k/10k per council. Also, lead SNC/CDC attendees for each partnership body to be identified	Ian Davies and Paul Sutton	January 2016	Completed
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