

Appendix 1 - Tewkesbury Borough Council Safeguarding Action Plan 2015-16

1: Reporting of safeguarding issues unclear					
	Recommendation	Action to be taken	Lead Group / Agency / Individual	Timeline	Update
1.1	Safeguarding children should be defined under an appropriate Lead Member Portfolio and updates be provided accordingly.	Action completed in 2014/15 - Councillor Berry is the Lead Member for Community and the portfolio includes safeguarding.	Housing Services Manager provides update	Completed	Councillor Berry receives regular updates at her Portfolio Briefings each month.
1.2		Contact details for the Council's designated officers should be updated within the Safeguarding Policy and other relevant forms of communication i.e. posters.	Deputy Chief Executive and Communications Unit	Completed	Only post titles are used in the Safeguarding Policy to ensure it does not become out of date. Safeguarding posters updated and in situ.
1.3		Relevant safeguarding training should be identified and provided to appropriate staff and training records maintained.	Human Resources maintain records. Housing Services Manager delivers the induction training	Completed	It is mandatory for all new starters to complete e-training, followed by more comprehensive induction training. Induction training has been delivered to all new members of staff who joined from April 2015. All staff employed previously have undertaken training. The revised Safeguarding Policy will be issued to all elected Members.
1.4		Safeguarding children should continue to be a consideration within the upcoming review of the corporate induction process.	Human Resources	Completed	See above

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2: Non-compliance to GSCB Section 11 audit					
	Recommendation	Action to be taken	Lead Group / Agency / Individual	Timeline	Update
2.1	Monitoring of the action plan should be undertaken.	In order to monitor progress and ensure completion, ownership of the Safeguarding Children Self-Assessment Action Plan should be identified and monitored by an appropriate officer.	Monitoring of Section 11 Audit Action Plan to be reviewed through one to ones between Head of Community Services and Housing Services Manager, Portfolio Briefings and Audit Committee	Ongoing	Section 11 questions have not been received for 2016. Day-to-day monitoring is undertaken by the Head of Community Services.
2.2		The action plan should remain fluid and be updated to include any new actions as a result of the Housing Options Team Leader leaving the authority i.e. update of posters etc.	Head of Community Services and Housing Services Manager	Completed	This is a recommendation from 2014. The action plan remains fluid in line with the recommendation and actions taken to update upon staffing changes.
2.3		Implementation dates within the action plan should be reviewed to ensure any new dates are feasible and can be achieved.	Deputy Chief Executive, Head of Community Services and Housing Services Manager	Ongoing	Implementation dates are reviewed on on-going bases. Monitoring of Section 11 audit action plan to be reviewed through one to ones between Deputy Chief Executive, Head of Community Services and Housing Services Manager.

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3: Actions outside of Audit recommendations.					
	Action	Action to be taken	Lead Group / Agency / Individual	Timeline	Update
3.1	Review of Safeguarding Policy	Review and update the Safeguarding Policy.	Head of Community Services	Ongoing	The Safeguarding Policy has been reviewed and updated – this has identified new requirements and now incorporates vulnerable adult safeguarding to bring it in line with child safeguarding policies. The Safeguarding Policy automatically incorporates the reviewed South West Procedure as we are governed by the Gloucestershire Safeguarding Board. The revised Safeguarding Policy was approved for adoption by the Executive Committee on 23 November 2016.
3.2	Domestic Abuse training	Following on from circulation of the Countywide Housing Protocol. Council commitment for all housing staff to have completed the free e-learning GSCB Domestic Abuse training as a minimum by August 2016.	Housing Services Manager	Completed	All housing staff undertook GSCB free e-learning domestic abuse training in August 2016. All Housing Officers have additionally attended one day GSCB Domestic Violence and Abuse (Part 1) training to gain a more comprehensive understanding of domestic abuse and coercive control.