

SAFEGUARDING AUDIT ACTION PLAN

Recommendation / Action	Responsible Officer	Target Date	Status	Progress to Date
The Council has a statutory responsibility and a duty of care to cooperate and report issues relating to safeguarding to the appropriate authorities and partner agencies.	Peter J Tonge – Head of Community Services	Sept 2017	✓	Regular reports are now made to the safeguarding team at GCC. This is also now reported to Management Team on a quarterly basis.
Safeguarding training needs to be made real for officers and a training scheme needs to be arranged for this to happen.	Peter J Tonge – Head of Community Services	October 2017	☺	Online safeguarding training is completed annually by all members of staff. Safeguarding is also incorporated into inductions for new starters. The Head of Community Services has offered to attend team meetings to deliver further awareness raising work.
Basic awareness of safeguarding needs to be undertaken with volunteers.	Peter J Tonge – Head of Community Services	March 2018	☺	Some training has been carried out with volunteer litter pickers, safeguarding information has also been provided at Town and Parish Council seminars. This will continue with reminders on an annual basis.
Elected members need to understand their safeguarding responsibilities and appropriate training needs to be arranged and delivered.	Peter J Tonge – Head of Community Services	March 2018	☺	Online training was provided for Councillors but not all Councillors were able to access it. Further work needs to be done to deliver training to Councillors.

Appendix 2

Recommendation / Action	Responsible Officer	Target Date	Status	Progress to Date
It is recommended that the Council templates used in connection with decision making provide appropriate safeguarding prompts.	Peter J Tonge – Head of Community Services	March 2018	😊	It has been agreed with Democratic Services that safeguarding comments and implications will be incorporated into future decision reports.
A review of ICT security policy to ensure confidentiality of data needs to be undertaken.	Peter J Tonge – Head of Community Services	March 2018	😊	This is being incorporated into the work to comply with the General Data Protection regulations (GDPR).
To update the licensing application form to include safeguarding requirement and how to meet the requirement.	Gordon Buchanan – Environmental Health Manager	March 2018	✓	Form has been amended and is available online.
A process to check all new/renewal license applicants within six months to confirm they can demonstrate that they have received training should be implemented.	Gordon Buchanan – Environmental Health Manager	March 2018	😊	Training has been arranged and drivers are being written to and informed that they need to attend training at their own cost (currently £25/head)
License suspension procedures should be developed to handle any non-compliance to safeguarding training.	Gordon Buchanan – Environmental Health Manager	March 2018	😞	The Hackney Carriage and Private Hire Policy is currently under review and will be taken to Licensing Committee for approval in the first quarter of 2018/19. This action will be incorporated into the new policy.

Appendix 2

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The Councils website should be updated to provide adequate licensing information in respect to safeguarding.	Gordon Buchanan – Environmental Health Manager	March 2018	☹	The Hackney Carriage and Private Hire Policy is currently under review and will be taken to Licensing Committee for approval in the first quarter on 2018/19. This action will be addressed within the new policy.

STATUS KEY

😊	Action is progressing well and on target to achieve completion date/within agreed budget (if applicable) etc.
😐	Action has some issues or delays but is likely to achieve completion date/within agreed budget (if applicable) etc.
☹	Significant risk to not achieving the action or there has been significant slippage in the timetable.
✓	Action is complete.
	Action not yet commenced. (may not yet be programmed for action)