

Legal & Community - Risks Overview

Generated on: 06 February 2024

Legal & Community - Current Actions Overview

Generated on: 06 February 2024

Action Title	Action Description	Original Due Date	Due Date	Latest Note See SIAS report Background paper 7.4
Safeguarding - No. 1	<p><u>Safeguarding (June 2023)</u> <u>Safeguarding Training</u> <u>SIAS Recommendation</u> We recommend:</p> <ol style="list-style-type: none"> 1. Where officers have outstanding or overdue safeguarding training, the safeguarding team continues to work with these officers to schedule the outstanding training as a matter of priority. 2. For the Casual Careline Operator mentioned, they must undertake the same level of safeguarding training which has been assessed as required by other Careline Operators (this was the basic adult and child safeguarding training at the time of testing). 3. The Council reviews whether: <ul style="list-style-type: none"> - The current aim of scheduling basic or advanced safeguarding training for completion within three months is timely or whether this needs to be shortened. - E-Learning training is sufficient in the interim time where officers are waiting to receive basic or advanced safeguarding training. 4. Backing evidence must be adequately retained to demonstrate officers have attended/completed safeguarding training courses. 5. Officers assessed as requiring only E-Learning safeguarding training, must renew this training on a scheduled basis (e.g., every two years). <p><u>Management Response</u></p> <ol style="list-style-type: none"> 1. Responsible Officer: The member of staff/ their line manager/ follow up by the Safeguarding Team. Corporate issue. If they have failed to attend an organised Basic or Advanced level training course, then should (if reasonably practical) undertake the 	31-Dec-2023	31-Dec-2023	<p><u>Update February 2024</u> <u>Finding/Associated Risk</u> Officer Safeguarding Training The officer with a start date of 23/08/21 has now left North Herts Council. The officer whose start date was 29/03/21 completed the online safeguarding course in February 2024. The officer with a start date of 30/06/19 requires the safeguarding handout due to their job role. The relevant Manager and Service Director has again been contacted.</p> <p>There were three Officers whose basic child training expired in June 22 and as of February 2024, they have now all completed training and are up to date.</p> <p><u>Timeliness of Training Completion – new on line completion:</u> All new starters have completed the e-learning and some officers have completed the relevant training sessions and are being booked onto relevant courses.</p> <p><i>NB:</i> All staff that either have not attended a course or need their 3 yearly refresher are invited and booked onto available courses. Any reasons for not being able to attend are logged, so any trends can be identified. An e-learning report is provided every month to update the safeguarding training database with dates that the e-learning module has been completed. All new starters are required to complete the e-learning module as part of induction, which is monitored.</p>

Action Title	Action Description	Original Due Date	Due Date	Latest Note See SIAS report Background paper 7.4
	<p>Introductory E-learning within a week. (Start by end of June 2023, once staff and their line managers aware.)</p> <p>2. Responsible Officer: The Careline staff, their line Manager and the Service Director: Customers.</p> <p>To ensure undertaken Introductory e-learning within the week and then to attend the next basic course arranged. Otherwise, will be reviewing with ECP if there are alternative ways to provide Basic and Advanced training.</p> <p>Casual Careline Operator has undertaken E-Learning. (31 December 2023 for ECP Training.)</p> <p>3. Reviewed and considered to be sufficient, as the courses are run every month and should be undertaken within the probation period of up to 6 months. No further action required.</p> <p>All new staff will undertake e-learning within the week, and those who just have to undertake this level of training, every 3 years.</p> <p>4. The Safeguarding team already do this, so N/A.</p> <p>5. Responsible Officer: Safeguarding Team/ Learning and Development Team.</p> <p>Agreed, albeit every 3 years. (Start implementation from July 2023.)</p>			<p>Evidence of Training Completion</p> <p>February 2024 - All registers are scanned, and the training provider provides a link to all the certificates and individual officers receive their certificates from the training provider. The Safeguarding team how has that evidence.</p> <p>E-Learning Training</p> <p>February 2024 - There is a new e-learning platform being introduced in July 2024, and once this new platform is operational, staff will be scheduled to renew the e-learning every 3 years.</p>
Safeguarding - No. 2	<p><u>Safeguarding (June 2023)</u></p> <p><u>Councillor/Member Safeguarding Training</u></p> <p><u>SIAS Recommendation</u></p> <p>1. We recommend, as a minimum, all Members complete the safeguarding E-Learning module. This is to be renewed on a scheduled basis (e.g., every two years).</p> <p>2. We further recommend, that adult and child safeguarding awareness sessions are run on a scheduled basis for Members (e.g., every two years) or when there is a significant change in membership. We are aware the Council intends to run sessions in 2023/24 following the May 2023 elections.</p> <p>3. Members with responsibility for oversight of the Councils safeguarding arrangements (e.g., members of the Overview and Scrutiny Committee), should attend the awareness sessions.</p> <p><u>Management Response</u></p>	31-Dec-2024	31-Dec-2024	<p><u>Finding/Associated Risk</u></p> <p><u>Councillor/Member Safeguarding Training</u></p> <p>Historically, Councillor uptake of safeguarding training below what auditors expect:</p> <ul style="list-style-type: none"> - during 2023- date, only 4 Members have completed training. - only 2 Members of Overview & Scrutiny have completed the training since this was last reported through in September.

Action Title	Action Description	Original Due Date	Due Date	Latest Note See SIAS report Background paper 7.4
	<p>Responsible Officer: Committee, Member & Scrutiny Officer/ Safeguarding Team (and Service Director: Legal & Community). Responsibility is also with the Members. Dependent on self-audit (i.e., if they have undertaken before/ similar or equivalent within the last year), every 4 years.</p> <p>1. We shall undertake an audit of those elected to check they have undertaken e-learning and seek to ensure outstanding e-learning is taken by them within 6 months. Failing this, this will be completed post all out elections from June 2024. (31 December 2023 for current Members. 31 December 2024 for newly elected Members in May 2024.)</p> <p>2. E-learning is sufficient, so not accepted, as a proportionate level for District Councillors.</p> <p>3. See above, not accepted without Members agreement. This will be reviewed with the Overview & Scrutiny Committee when the Annual Safeguarding report is presented at the September 2023 meeting. At present, E-learning should be completed.</p>			