

District/Borough Council Subcommittee: Work Plan

Objective	Measurable Objectives	Action Plan	Person Responsible	Completion Date/Notes
<p>Key Task 1: Ensure Housing/Children's Services Protocol for households containing vulnerable children and Protocol on homeless 16/17 year olds are actively followed within each District Authority</p>	<p>§ Both Protocols adhered to within each District Authority</p>	<p>§ Refresher Training delivered to all relevant teams as appropriate</p>	<p>5 District/Borough Council Sub-Committee representatives in conjunction with their respective District Housing Teams</p>	<p>Group to receive feedback from the review carried out on the protocol and review accordingly.</p>
<p>Key Task 2: Ensure Independent Contractors engaged by District/Borough Council's operate in accordance with safeguarding requirement and are monitored for compliance.</p>	<p>§ Independent Contractors comply with safeguarding requirements</p>	<p>§ Contractual commitment to comply with Council's statutory responsibilities to be introduced for all relevant new contracts</p> <p>§ Reporting arrangements and Council lines of responsibility to be formally discussed at all relevant contract set-up meetings</p> <p>§ Appropriate employment checks identified for each contract</p> <p>§ Standard agenda item for</p>	<p>5 District/Borough Council Sub-Committee representatives</p>	<p>Each DC/BC has requirement in place during tendering process to ensure this requirement is met.</p>

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		safeguarding issues to be added to all contract monitoring meetings for all relevant existing and new contracts		
Key Task 3: Promote the safer Employment agenda in each District/Borough Council's	<ul style="list-style-type: none"> § District Councils have safer employment practices in place § Practices are flexible and readily updated in response to new legislation 	<ul style="list-style-type: none"> § LADO to be invited to a future group meeting to discuss implications for DC's/BC's § Consider need for mutual-aid agreement for allegation investigations 	5 District/Borough Council Sub-Committee representatives	Ongoing LADO to be invited to the next meeting
Key Task 4: Promote safeguarding agenda with RP's (Registered Providers) operating within Warwickshire	<ul style="list-style-type: none"> § Safeguarding arrangements confirmed as being in place with all joint commissioning partner RP's within each DC/BC area 	<ul style="list-style-type: none"> § Write to all RP's to confirm adequate safeguarding arrangements are in place. § Develop checklist for RP's to follow to ensure compliance. 	5 District/Borough Council Sub-Committee representatives	
Key Task 5: Implement policy/guidance in each DC/BC to reflect	<ul style="list-style-type: none"> § DC's/BC have appropriate policy/guidance in 	<ul style="list-style-type: none"> § Work with Safer Employment Group to develop best practise 	5 District/Borough Council Sub-Committee	Chair of Subcommittee to attend the next

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Disclosure and Barring Scheme (DBS) changes	place for administering DBS Checks	§ Each DC/BC to maintain policy/guidance	representatives Chair of Subcommittee to work with Safer Employment Group	meeting of the Safer Employment Group
Key Task 6: Promote Child Sexual Exploitation (CSE) agenda within each DC/BC's	§ DC's/BC have more awareness of CSE agenda and are able to identify signs & symptoms of CSE and report concerns as appropriate	§ Attendance for appropriate employees within each authority to attend CSE training once in place § Include promotional material within Licensing paperwork about CSE, covering signs and contact points for further information § Ensure mechanisms are in place with partner agencies to discuss any concerns with CSE activity.	5 District/Borough Council Sub-Committee representatives	Members of the group have been requested to complete on-line CSE training.
Key Task 7: Implement actions arising from Section 11 Audit	§ Each DC/BC implements identified improvements from Section 11 Audit to ensure	§ Each DC/BC identifies areas for improvement from S11 audit. § Each DC/BC develops an action plan/timetable to	5 District/Borough Council Sub-Committee representatives	New key task for group – to be developed further.

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	sound safeguarding arrangements are in place.	implement improvements.		
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