



Agenda

Community, Health and Housing Committee

Monday, 19 June 2017 at 7.00 pm

Council Chamber - Town Hall

Membership (Quorum – 3)

Cllrs Hossack (Chair), Poppy (Vice-Chair), Clarke, Cloke, Mrs Davies, Mrs Hubbard, Ms Rowlands, Ms Sanders and Wiles

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2.	Minutes of the Community, Health and Leisure Committee held on 6th March 2017	All Wards	5 - 8
3.	Minutes of the Environment and Housing Management Committee held on 9th March 2017	All Wards	9 - 16
4.	Verbal update	All Wards	
5.	Co-option of Tenants Representatives	All Wards	17 - 20
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9. Better Care and Disabled Facilities Grant Funding

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10. Urgent Business

A handwritten signature in black ink, appearing to read 'P. L. R. B. J. 3' with a large flourish underneath.

Head of Paid Service

Town Hall
Brentwood, Essex
09.06.2017

Information for Members

Substitutes

The names of substitutes shall be announced at the start of the meeting by the Chair and the substitution shall cease at the end of the meeting.

Where substitution is permitted, substitutes for quasi judicial/regulatory committees must be drawn from Members who have received training in quasi- judicial/regulatory decision making. If a casual vacancy occurs on a quasi judicial/regulatory committee it will not be filled until the nominated member has been trained.

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A Member who is not a member of the Committee may speak at the meeting. The Member may speak at the Chair's discretion, it being the expectation that a Member will be allowed to speak on a ward matter.

Members requiring further information, or with specific questions, are asked to raise these with the appropriate officer at least two working days before the meeting.

Point of Order/ Personal explanation/ Point of Information

Point of Order

A member may raise a point of order at any time. The Mayor will hear them immediately. A point of order may only relate to an alleged breach of these Procedure Rules or the law. The Member must indicate the rule or law and the way in which they consider it has been broken. The ruling of the Mayor on the point of order will be final.

Personal Explanation

A member may make a personal explanation at any time. A personal explanation must relate to some material part of an earlier speech by the member which may appear to have been misunderstood in the present debate, or outside of the meeting. The ruling of the Mayor on the admissibility of a personal explanation will be final.

Point of Information or clarification

A point of information or clarification must relate to the matter being debated. If a Member wishes to raise a point of information, he/she must first seek the permission of the Mayor. The Member must specify the nature of the information he/she wishes to provide and its importance to the current debate. If the Mayor gives his/her permission, the Member will give the additional information succinctly. Points of Information or clarification should be used in exceptional circumstances and should not be used to interrupt other speakers or to make a further speech when he/she has already spoken during the debate. The ruling of the Mayor on the admissibility of a point of information or clarification will be final.

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Evacuate the building using the nearest available exit and congregate at the assembly point in the North Front Car Park.



Minutes

Community, Health and Leisure Committee Monday, 6th March, 2017

Attendance

Cllr Parker (Chair)	Cllr Mrs Hubbard
Cllr Ms Sanders (Vice-Chair)	Cllr Reed
Cllr Clarke	Cllr Trump
Cllr Mrs Davies	Cllr Wiles

Apologies

Substitute Present

Cllr Poppy

Also Present

Officers Present

Kim Anderson	Partnership, Leisure and Funding Manager
Claire Mayhew	Governance & Member Support Officer
Stuart Anderson	Countryside & Open Spaces Supervisor

296. Apologies for Absence

Apologies were received by Cllr Mrs Slade, Cllr Poppy was substituting.

297. Minutes from the previous meeting

The minutes from the Community, Health and Leisure committee meeting held on 5th December 2016 were approved as a true record.

298. Parish Council Liaison

At a meeting with Brentwood Borough Parish Council's Association, Brentwood Borough Senior Members and Officers and the Rt. Hon Sir Eric Pickles MP on the 4 April 2014 that there was a resolve to improve communication between the Parish Council and the Borough Council. It was agreed that the Parish Council Liaison meetings would be held twice a year

and that the Leader of the Council and the Chief Executive would be in attendance.

It is proposed that to further improve communications between the Parish Council and the Borough Council that each Clerk from the nine Parish Councils can submit enquires to Brentwood Borough Council through the existing Member request system. The request will be assigned a reference number and a caseworker to respond to the enquiry within 5 days. The Parish Council Enquiry Protocol is appended to this report at Appendix A.

Cllr Parker **MOVED** and Cllr Ms Sanders **SECONDED** the recommendations in the report and a vote was taken by a show of hands and it was:

RESOLVED UNANIMOUSLY

1. **That Members agree to the Parish Council Enquiry Protocol as set out in Appendix A**
2. **The Members Request system extended so that it enables the nine Parish Council clerks to submit enquiries to Brentwood Borough Council.**

REASON FOR RECOMMENDATION

The Parish Council Enquiry Protocol will further improve the communication channels between the Parish Council's and the Borough Council to ensure that issues are resolved effectively and efficiently.

299. Leisure Strategy

It was agreed by Members at the 5 December 2016, Community, Health and Leisure Committee (min ref.207) that the Council commissioned report undertaken by 4Global to review the Value for Money options and appraisal of the Council leisure facilities would come back to Community Health and Leisure Committee to discuss the recommendations and next steps. The leisure facilities include the Brentwood Centre, six community halls, Hartwood Golf Course and the Council's play areas.

As this is a large piece of work it is proposed that a cross party working group be established to go through the recommendations, explore the opportunities and report back to Committee. This will consist of the Chair of the Community, Health and Leisure Committee (Chair), 3 Members representing the administration, 2 Members representing the Liberal Democrats and 1 Member representing the Labour Party. Any members that are currently representatives on outside bodies that would be impacted by the Leisure Strategy work would need to be excluded from the cross party working group due to a conflict of interest.

It was suggested from the Chair that guidance from the Monitoring Officer will be received to the membership of the Working Group. Nominations for the working group to submitted to the Chair by the 10th March 2017.

After a full discussion, Cllr Parker **MOVED** and Cllr Ms Sanders **SECONDED** the recommendations in the report and a vote was taken by a show of hands and it was

RESOLVED UNANIMOUSLY

That Members note the summary report and the proposed actions

- 1. That a cross party working group be established to go through the proposed actions, explore the opportunities and report back to Committee with recommendations.**
- 2. That the group leaders put forward their nominations for the cross party working group to the Chair of Community Health and Leisure Committee.**

REASON OF RECOMMENDATION

As part of the Council's due diligence in delivering a successful Leisure Strategy, Members and officers need to have a complete picture of the current associated costs, risk profiles of the Borough's Leisure facilities and identify opportunities for income generation.

Comments received from Sport England as part of the Local Development Plan consultation, stated that a Leisure Strategy is required that assesses Council owned sports and leisure facilities in order that the Council can continue to work with partners to ensure that appropriate provision is made for the residents of Brentwood. The strategy should not only consider how the Council can provide services, but also how other partners can. The strategy should also use current sports facility evidence to identify strategic priorities to then inform what will be included in the Council's Infrastructure Delivery Plan. Following this feasibility work, the Council will then be able to determine which projects will be funded by the Community Infrastructure Levy (CIL) and those funded by planning obligations.

The Council's Asset Management Strategy also sets out the need to maximise income where possible from its asset portfolio.

(Cllr Reed declared a non-pecuniary interest under the Council's Code of Conduct by virtue of being an independent trustee of Brentwood Leisure Trust).

300. Urgent business

There were no items of Urgent Business.

The meeting concluded at 20.16

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Minutes

Environment and Housing Management Committee Thursday, 9th March, 2017

Attendance

Cllr Hossack (Chair)
Cllr Poppy (Vice-Chair)
Cllr Cloke
Cllr Mrs Coe
Cllr Mrs Davies

Cllr Mrs Fulcher
Cllr Russell
Cllr Tumbridge

Apologies

Cllr Mrs Squirrell

Substitute Present

Cllr Kendall (substituting for Cllr Mrs Squirrell)

Also Present

Linda Skinner

Tenant Talkback

Officers Present

Stuart Anderson	-	Deputy Operations Manager
David Carter	-	Environmental Health Manager
Mike Dun	-	Trade Waste Officer
Zoey Foakes	-	Governance & Member Support Officer
Stuart Morris	-	Housing Options Team Leader
Dawn Taylor	-	Business Support Services Manager
Angela Williams	-	Interim Head of Housing

308. Apologies for Absence

Apologies were received from Cllr Mrs Squirrell and Cllr Kendall substituted.

309. Minutes of the Previous Meeting

The minutes from the Environment and Housing Management Committee meeting held on 7 December 2016 were approved as a true record.

310. Verbal Update

Updates were received from Officers on:

Repairs Contracts

Stock Condition Survey

Appointments were continuing to be made and 27 surveys were outstanding. Officers were continuing to visit the remainder of the tenants to arrange appointments. The potential completion date was 22nd February with the draft report to be provided by the 10th March. The final report would be completed by the 24th March 2017.

Drake House

The system was at 99% practical completion. Snagging work was required. Completion from when the last piece of equipment and labour was removed from the site was the end of February.

Three Arch Bridge Estate

This was completed mid January. The contractors would review their own snagging and afterwards a joint snagging inspection would be carried out. Work was underway to agree the final account.

Development Programme

Fawters Close/Magdalen Gardens

Site mobilisation date was 6 March 2017. Work was due to begin 13 March. A hand delivered resident newsletter was being distributed to provide an update on development.

Whittington Road development

The feasibility study for the Whittington Road sites had been prepared as previously distributed. The pre application was confirmed for the 27 February 2017. Positive feedback had been received with a consultation to be arranged.

New garage sites

A feasibility report was being prepared in relation to a further 6 garage sites with potential for redevelopment. The sites were located in the Pilgrims Hatch area and Three Arch Bridge Estate.

Estate Management

Parking at Gibraltar House, Mayflower House and The Keys

Enforcement would become active in March to allow time for residents to apply for the permits. Some complaints were received from a small number of residents in relation to the issue of visitors parking. As previously discussed with committee, this would be a 12 month trial and would be reviewed mid way through the trial to review whether it was possible to issue visitors permits in the future.

Rent Arrears Campaign – 1 March 2017

The next planned rent arrears campaign was scheduled for 1 March 2017 in Hutton South. The previous campaigns were targeted in Pilgrims Hatch and Hutton North.

Events

Services for the Seniors event

The Services for Seniors event was held on the 16 February 2017 at the Hutton Community Centre. The event was a Housing led Community event to raise awareness of the community alarms service, sheltered housing and other local groups/agencies that offer support to senior members of the community. There was over 200 people who attended the event and positive feedback was received with requests for future similar events to be planned.

Recycling and Litter Event Campaigns 2017

Presentations

From January to March 2017, 5 presentations on recycling/litter picks have taken place at 4 local schools.

Recycling Road shows

Two events had taken place in the High Street and William Hunter Way Car Park.

Keep Britain Tidy campaign encouraged Parish Councillors and Members to organise their own litter picks for the Spring Clean event.

Summer Fun Days organised by Community Services will also be attended by the Recycling Road Show with further dates to be arranged in June 2017.

Other events

Events took place in January for the WEE Event in Partnership with Essex County Council at St Georges Court, and a Recycling stall in February for the Services for the Seniors event at Hutton Community Centre.

Campaigns

Alongside other Essex Local Authorities as part of the Cleaner Greener Group, a campaign to raise awareness of Duty of Care for residents was running alongside the Keep Britain Tidy campaign.

Flyers had been produced on Duty of Care that would be delivered to householders with Council Tax Bills.

311. Performance Presentations

A presentation was given by Mr Carter on figures for litter and fly tipping from November 2016 – January 2017. There were 6 cases with evidence out of the 28 reports. Prosecution and FPNs had generally increased year on year from 2013/14 to 2016/17.

Mr Dun presented on recycling performance including household tonnage data April to December 2016-17.

A presentation on Key Performance Indicators within the Housing department was given by Mr Morris. This covered rent collection, re-let times of properties, temporary accommodation, gas servicing and repairs performance.

These presentations were noted by the Committee.

312. Housing Strategy

The current policy document "Housing Strategy 2013-16" had expired. To forward the aims of the Service and Council, a new document was required to outline in strategic terms proposed service provision.

A draft version of the "Housing Strategy 2017-2020" was put to Committee on the 7th December 2016 which was approved to move forward to public consultation prior to ratification.

The "Housing Strategy 2017-2020" outlined a transparent consultation for six weeks, ending on the 28th February 2017. The consultation was widely advertised and included representations from tenants, residents and professionals.

The public consultation strongly supported the new "Housing Strategy 2017-2020" and its implementation. Only some minor technical alterations had subsequently been made; no substantive changes were made to the draft version.

Cllr Tumbridge requested a change to the wording for "Section 106 agreements" on page 63 of the supplement agenda to read: "Requirements of developers as part of planning permissions. *Section 106 is part of the Town and Country Act. Agreements under it covers the planning application process, to provide contributions (usually financial) to develop facilities/amenities for the local community (e.g. education, open space)*".

A motion was **MOVED** by Cllr Hossack and **SECONDED** by Cllr Poppy to approve the recommendations in the report.

A vote was taken by a show of hands and it was **RESOLVED UNANIMOUSLY** that:

The Committee formally approve the final "Housing Strategy 2017-2020" for immediate adoption (Appendix A of the report).

Reasons for recommendation

The proposed Housing Strategy would allow the Council to:

- Meet its legal requirements
- Target housing solutions within the Borough
- Broaden the housing range for residents

- Highlight to tenants and residents the forthcoming challenges which both the council and they themselves would face.
- Support the implementation of the Welfare Reform agenda (which Brentwood Borough Council was committed to, particularly within existing written policy).
- Structure the Council's approach to housing, in particular as relevant to the Local Development Plan.

313. Empty Homes

At the meeting of the Environment and Housing Management Committee on 7th December 2016, Members resolved to request a report outlining the powers, measures and the associated costs that can be taken to effectively reduce the number of empty homes in the Borough.

The report sought to outline the powers available and to give an indication of likely costs and recommended actions for Member approval.

Cllr Hossack **MOVED** and Cllr Poppy **SECONDED** the recommendations in the report.

Cllr Tumbridge **MOVED** and Cllr Cloke **SECONDED** an **AMENDMENT** to recommendation 2.3: **To identify and prioritise the current properties which have been empty for over 2 years in the Borough and to approve initial contact with owners to seek resolution *and initial contact be approved by the Chairman in contact with Officers and for examples of that content to be brought back to the report created by recommendations 2.1 and 2.2.***

A vote was taken on a show of hands and the **AMENDMENT** was **CARRIED**.

A vote was taken by a show of hands and it was **RESOLVED UNANIMOUSLY**:

2.1 To produce a skeleton Empty Homes Strategy to provide direction of travel.

2.2 To produce a business case for i) in-house services, ii) a stand alone position, iii) team working – General Fund.

2.3 To identify and prioritise the current properties which have been empty for over 2 years in the Borough and to approve initial contact with owners to seek a resolution *and initial contact be approved by the Chairman in contact with Officers and for examples of that content to be brought back to the report created by recommendations 2.1 and 2.2.*

2.4 To seek to recover costs of enforcement action where possible.

Reasons for recommendations

To ensure that effective action was taken to reduce the number of empty homes in the Borough within existing resources where possible.

To seek to ensure that the costs of enforcement action was recovered where possible.

314. Street Care Updates and Actions

The report covered three areas within the Street Scene Department:

- Fly-tipping on Byways
- Little Warley Car Park (also known as Childerditch Common)
- Investment in Front Line Services to assist with the clearing of Fly-tips and an update on the Neighbourhood Action Team

Fly-tipping on Byways

There had been ongoing issues with fly tipping on byways which were proving expensive to deal with as well as being detrimental to the local environment.

It was therefore suggested as a trial that the byway (Horsemanside to Murthering Lane) had a temporary Traffic Regulation Order raised. The effect would be to limit access to specific users.

Little Warley Car Park (also known as Childerditch Common)

Officers received a representation from Little Warley & Childerditch Village Hall Association with regard to the permanent closure of the car park at Little Warley Common (also known as Childerditch Common). The reason for the request was outlined in more detail within Section 3 of the report where the recommendations outlined that officers consult statutory bodies to obtain their views on such a closure.

Investment in Front Line Services to help with Fly-tips and an update on the Neighbourhood Action Team

The front line investment of £80K would allow for an opportunity to support the NATs to work on requests from Members within their wards on a 15 week rota system. Three new staff would be deployed to undertake predominately the clearing of fly tips alongside the investment of new equipment such as a JCB to assist with the larger fly-tips ourselves rather than use contractors. It would be noted that any hazardous fly-tips would still need to be removed by specialist contractors.

Termination of Meeting

During the preceding item, in accordance with Rule 28 of Part 4.1. – Council Procedure Rules, the business of the meeting not having concluded by two hours after its start, Members voted to agree to continue with the meeting for a further 30 minutes.

Cllr Hossack **MOVED** and Cllr Poppy **SECONDED** the recommendations in the report and a vote was taken by a show of hands and it was **RESOLVED UNANIMOUSLY** that:

1. The Committee agreed to the Chief Executive writing to the ECC Cabinet Member for Highways and Transport requesting consideration for a temporary Traffic Regulation Order for the Byway Horsemanside to Murthering Lane.
2. The Committee agreed to instruct officers to undertake a consultation exercise with identified public bodies (to be determined) to ascertain feedback on the requested closure of the car park at Little Warley Common (also known as Childerditch Common) and to report back to a future committee.
3. Members noted the arrangements for the Neighbourhood Action Team going forward from 3rd April 2017 and actively participate in submitting tasks for the Neighbourhood Action Teams.

Reason for recommendations

Fly-tipping in byways – the expense and difficulty in removing fly-tips was high and as such urgent measures were required to address the issue going forward.

Little Warley Car Park – reason for the recommendation was to allow Officers to obtain further comments from other public bodies associated with the site and to report the findings to a future committee for a final decision.

Investment into front line services to assist with clearing fly-tips including larger fly-tips, hence to allow Neighbourhood Action Team to work on the Members rota system within the wards.

315. Urgent Business

There was no urgent business to discuss.

The meeting ended at 21:05.

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19th June 2017

Community, Health and Housing Committee

Co-option of Tenants Representatives

Report of: *Angela Williams, Interim Head of Housing*

Wards Affected: *All wards*

This report is: *Public*

1. Executive Summary

- 1.1 The report sets out proposals to co-opt representatives of Tenants Talkback into the Community, Health and Housing Committee for housing related items, in accordance with the Council constitution.

2. Recommendations

- 2.1 **Tenant Talkback be invited to send two representatives to each meeting of the Community, Health and Housing Committee where housing items are to be discussed.**
- 2.2 **The representatives of Tenants Talkback be co-opted onto the committee for the duration of the consideration of these items, and have the right to speak, but not vote.**
- 2.3 **The Housing Manager be requested to arrange appropriate training of the representatives.**

3. Introduction and Background

- 3.1 Members will be aware that Tenant Talkback is the group of Council tenants and leaseholders who meet regularly with housing staff and Councillors to discuss various subjects that affect them. This is made up of tenants and leaseholders from different estates and areas in the Borough.
- 3.2 The role of resident involvement in general, and Tenant Talkback's place in it, has been through some changes in recent years, with the longstanding Chair stepping down from this role and the Housing department embarking on a review of the Tenant Talkback structure to ensure this was effective.

- 3.3 As a result of this, it has been agreed that Tenant Talkback will remain as our main consultative panel, gaining feedback from tenants and leaseholders on all policies, procedures and projects that the Housing department are working on.
- 3.4 A new Chair has recently been elected to lead the group, and members are keen to continue their work. A further review is now needed to include any relevant changes to the Tenant Participation Compact and respective constitutions.
- 3.5 The Compact includes the following paragraph:
- Two representatives from the Talkback Group are invited to attend the Community, Health and Housing Committee in a non voting role. They are able to speak on housing related items at the Chair's discretion.*
- 3.6 In the previous operation of the Community, Health and Housing Committee this arrangement operated on an informal basis.
- 3.7 The Council's updated Constitution was adopted at the Annual Council meeting on 15th May 2013 (Minute 11 refers) and further changes have been made subsequently.

4. Context

- 4.1 Following the adoption of the Council's new constitution, the previous informal operation of Tenant Talkback's right to speak at committee needs to be formalised.
- 4.2 The new constitution has anticipated such an arrangement in Part 4.1 of the Constitution (Council Procedure Rules) paragraph 25, which reads:
- 25. Co-option**
Generally a committee, or a sub-committee may co-opt two persons onto the committee. Any persons so co-opted may speak but not vote.
- 4.3 In order to maintain the commitment of the Tenant Participation Compact, it is recommended that Tenant Talkback be invited to send two representatives to each meeting of the Community, Health and Housing Committee where housing related items are to be discussed. The representatives will be able to speak but not vote. It is recommended that their right to speak be on similar basis of other members of the committee.
- 4.4 It is important that Talkback Representatives receive a similar level of training to other committee members to ensure they are confident in the process of the operation of the committee.

- 4.5 It is anticipated that generally Tenant Talkback will send the same individuals to each meeting, which will be helpful to ensure consistency of understanding of the Committee process. However, it is also acknowledged that substitute representatives may also need to be sent.
- 4.6 Consequently, it is recommended that the Housing Manager arrange appropriate training for a number of Tenant Talkback representatives to ensure both the regular delegates and any substitutes have had the benefit of appropriate training.

5. Reference to the Corporate Plan

- 5.1 This supports the Council's priorities for Housing Health and Wellbeing and A Prosperous Borough, and is consistent with the priorities of Housing Health and Wellbeing to provide effective representation of local people's views.

6. Implications

Financial Implications

Name & Title: John Chance, Finance Director

Tel & Email: 01277 312542/ john.chance@brentwood.gov.uk

- 6.1 There are no financial implications of the recommendations.

Legal Implications

Name & Title: Daniel Toohey, Monitoring Officer

Tel & Email: 01277 312860/daniel.toohey@brentwood.gov.uk

- 6.2 The legal implications are as set out in the body of the report.

Other Implications (where significant) – i.e. Health and Safety, Asset Management, Equality and Diversity, Risk Management, Section 17 – Crime & Disorder, Sustainability, ICT.

- 6.3 Equality and diversity implications: The recommendations support effective representation of local people's views, which in turn supports equality of housing opportunities and life chances.

7. Background Papers

None

8. Appendices to this report

None

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19th June 2017

Community, Health & Housing Committee

Service Charge Strategy 2017

Report of: *Angela Williams, Interim Head of Housing*

Wards Affected: *All*

This report is: *Public*

1. Executive Summary

- 1.1 This report sets out the background and recommendation to adopt a formal written *Service Charge Strategy*. The strategy will allow for the implementation of a pricing mechanism relating to the servicing of Council owned HRA blocks/schemes (circa 48 blocks).
- 1.2 Service charging has not been reviewed since circa 1998 and there is currently no strategic document to underpin policy.
- 1.3 Service charges should apply to all residents of communal blocks and sheltered schemes (community housing). Service charges are currently contained within the global rent figure rather than being specifically listed and apportioned. In simple terms HRA income is not matching expenditure.
- 1.4 Rent charges (general stock) are currently subject to the Government's mandatory 1% annual decrease. Having a combined rent/service charge figure means that income for service provision is also subject to an effective 1% decrease which is unnecessary. The *Service Charge Strategy 2017 (Appendix A)* seeks to address this income loss.
- 1.5 The *Service Charge Strategy 2017* outlines the reasoning and direction relating to service charging. If adopted a *Service Charge Policy* containing a full pricing mechanism will be submitted at the next Committee.

2. Recommendation(s)

- 2.1 **That the Committee formally approve Option 2 (to implement the 'Service Charge Strategy 2017' (Appendix A)).**
- 2.2 **That the Committee approve the development of a 'Service Charge Policy' (with pricing mechanism) for submission at the next committee.**

3. Introduction and Background

- 3.1 The loss of income to the Housing Revenue Account ('HRA') through decreasing social rent by 1% per annum since 2016/17 is projected at £875,000 within the next 5 years.
- 3.2 Housing Services needs to ensure that it is delivering a well-costed, effective and financially sustainable service programme for now and the future.
- 3.3 Tenants have not previously been charged service charges at a rate that reflects the true financial and operational impact to the Council. Whilst service charge income has been collected it has not been clearly defined and separately apportioned.
- 3.4 Currently Leaseholders pay an apportionment of service charges as reflected in their annual 'actual' statement.

The specific charges concerned include:

- Caretaking & refuse
- Security & CCTV
- Heating*
- Communal Lighting
- Water
- Housing Support Officers (Sheltered blocks only)
- Window cleaning
- Grounds maintenance
- Management fees (e.g. Homeless Temporary Accommodation).

** (only charge not applicable to Housing Benefit)*

- 3.5 The '*Service Charge Strategy 2017*' enables a transparent and sustainable approach to the provision of block/scheme services, funded by 'at cost' service charges. A supporting '*Service Charge Policy*' will subsequently outline the specific detail as to financial impact on a block-by-block basis.
- 3.6 A recent review of the Council's approach to setting service charges has identified certain issues that are preventing the Council effectively recovering its expenditure:
 - Current Tenancy Agreements do not itemise services which tenants should contribute to.
 - Services may be carried out on Estates but not recharged to Leaseholders or Tenants.

- Service charges may not accurately represent work carried out.
- Tenant service charges are not linked to actual costs.
- Leaseholders are charged for services in the block which are not charged to tenants.
- Responsibility for setting service charges is currently unclear.

4. Issues, Options and Analysis of Options

- 4.1 Historically housing service charges have not been charged at a rate which reflects the true financial and operational impact to the Council, nor have they been effectively separated from the rent figure.
- 4.2 Central funding cuts and Government-led reduction of rents for four years by 1% means that service charging needs to be conducted at an 'at cost' rate. This is to ensure financial viability and to prevent potential financial and service failure.
- 4.3 In addition, there are continuing significant financial reductions in the Supporting People Grant ('SPG'). The SPG contributes in effect towards enhanced service provision within sheltered accommodation.
- 4.4 The current charging mechanism means that we have no option other than to apply the 1% decrease to **both** the service charge and rent charge. By separating the two elements we will be able to apply the 1% decrease to rent-only without decreasing service charge income, thus contributing towards a reduction in the HRA deficit.

Option 1: Continue to apply minimal Service Charges:

- 4.5 Currently service charges which are applied do not represent a reflection of the true cost of services the Tenant/Leaseholder receives. A consequent economic burden is therefore applied to the Council, depleting public financial resources.
- 4.6 Currently service charge income suffers the 1% rent reduction unnecessarily.
- 4.7 By not separating the Service Charge from the Rent Charge, and charging 'at cost', the HRA will suffer continued financial loss which is unsustainable.

Illustrative Example:

Rent (including service charges)	=	£100.00 per week
LESS (1% reduction)	=	£1.00 per week

Total Income	=	£99.00
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Per property loss per annum	= £52.00
Total Stock Loss per annum (based on 2400 properties)	= £124,800.00

Option 2: To apply 'at cost' Service Charges:

- 4.8 Through ensuring that a tailored service charge is billed and accounted for separately to rent charges it will allow for a lessening of the economic impact of the 1% rent reductions and loss of Supporting People grant.

Illustrative Example:

Rent	=	£90.00 per week
LESS (1% reduction)	=	£0.90 per week

Service Charge	=	£10.00 per week
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Total Income	=	£99.10
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Per property loss per annum	=	£46.80
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Total Stock Loss per annum (based on 2400 properties)	=	£112,320.00
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<u>Option Two total efficiency saving</u>	<u>= £12,480.00</u>
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5. Reasons for Recommendation:

- 5.1 Option 2 is recommended as the most financially viable option for the Council and supports the '*Getting our House in Order*' transformation programme for Housing Services. It also ensures that Financial Services can code charges accurately against the Estates where services have been provided.
- 5.2 Taking no further action will fail to advance corporate priorities and would destabilise financial resources.
- 5.3 'At cost' service charging of Tenants/Leaseholders in blocks/schemes introduces a fair and balanced approach across the entire housing stock. It also reflects in real terms the advantages those households currently benefit from and protects against service reduction elsewhere.

A *Service Charge Strategy* will allow the Council to:

- **Make an efficiency saving of approximately £13,000.00 per annum (£65,000.00 over 5 years)**
- Meet its legal requirements.
- Viably fund block/scheme service provision within the HRA housing stock.
- Underpin and maintain service provision for residents.

- Support the corporate commitment to reducing expenditure and providing financially coherent and viable policies.
- Structure the Council's approach to service charging for Tenants and Leaseholders, allowing for greater transparency and scrutiny of service provision.

5.4 The financial mechanism for 'at cost' service charging would be submitted for scrutiny and approval by Committee as part of the formal annual rent-setting process.

6. Consultation

6.1 Consultation with 'Tenant Talkback' was conducted on the 6th June 2017. 'Tenant Talkback' approved the introduction of a *Service Charge Strategy* and welcomed the proposed policy document, to produce clarity in charging and enable efficiency savings.

7. References to Corporate Plan

7.1 The Council's Corporate Plan aims to:

- To deliver safe and comfortable homes which are efficient and sustainable.
- Manage our stock to recognise the limited resources available and supporting those in greatest need.
- Review the future delivery of housing services to provide the best outcomes for Brentwood residents.

7.2 Through implementing cost-efficient service charging and by adopting a separate Service Charge Policy each of the aims listed above can be achieved.

8. Implications

Financial Implications

Name & Title: John Chance, Finance Director & S151 Officer

Tel & Email: 01277 312542 / john.chance@brentwood.gov.uk

8.1 The financial implications are laid out in the body of the report with a firm indication about the option recommended to be chosen in the best interest of the Council.

Legal Implications

Name & Title: Daniel Toohey, Head of Legal Services & Monitoring Officer

Tel & Email: 01277 312860 /Daniel.toohey@brentwood.gov.uk

- 8.2 Local Authority requirements and constraints in setting rent charges and billing for service charge items are broadly set out in the body of this report.

Other Implications (where significant) – i.e. Health and Safety, Asset Management, Equality and Diversity, Risk Management, Section 17 – Crime & Disorder, Sustainability, ICT.

- 8.3 None.

- 9. Background Papers** (include their location and identify whether any are exempt or protected by copyright)

- 9.1 None.

10. Appendices to this report

- 10.1 Appendix A – Draft Housing Strategy 2017

Report Author Contact Details:

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Service Charge Strategy 2017-2020

Housing Services

--- www.brentwood.gov.uk ---

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Introduction

Brentwood Borough Council ('the Council') is committed to ensuring both the quality of service provision to tenants and leaseholders and to providing a financially sustainable model for this.

Historically service charges have not been charged at a rate that reflects the true operational impact to the Council. All Local Authorities are currently having to overcome huge financial hurdles presented by central Government, funding cuts and the economic background at this time. A targeted approach to the application of service charges is therefore required to ensure service sustainability.

Consequently a cohesive and strategic approach to service charges is now required and this strategy document seeks to set out the context in which this operates, the scope and purpose of the strategy and an outline as to how the strategy will be applied. A *Service Charge Policy* will sit under this Strategy and will fully outline relevant procedures and financial details.

This strategy is intended to provide a more transparent set of procedures and service standards to underpin our focus and commitment to service users.

Mrs Angela Williams
Interim Head of Housing

Scope and Purpose

Why have a Service Charge strategy?



This strategy deals with the budgeting and charging for annual recurring service charges. The strategy gives guidance to the service charge process and determines departmental responsibility.

All residents should have information about their service charges including costs that their charges cover, how charges are budgeted and increases/decreases calculated.

Service charges apply only to leaseholders and tenants who live in blocks (whether general needs or sheltered housing). Currently the service charge for tenants is included in a single global figure and is not clearly separated out from the rental sum.



All Councils must operate viable businesses with adequate recourse to financial resources to meet current and future business and financial commitments.



The Council seeks to continue to provide good-quality housing services for residents and prospective residents. We must aim to deliver continuous improvements and value for money in our services. Service provision is subject to challenge and change. The wishes of residents and others must be balanced against available resources within a clear framework.

Strategy Objectives

What are our objectives?

- **To Reduce** loss of income. Currently the Government requirement of a 1% annual rent reduction is being applied by the Council to the global rent figure. In effect this is also reducing service charge income by 1% as well. We do not need to do this. By treating service charges separately to rent income this 1% will be recoverable, principally from Housing Benefit.
- **To Enable** service provision to continue at a high-standard during periods of unprecedented funding cuts.
- **To Protect** against service reductions.
- **To Manage** competing demands within the Housing Service to produce a fair and balanced approach for all.
- **To Recover** the real economic costs to running each scheme/block in a responsible manner and subject to legislation for the benefit of current and future service users.
- **To Review** where there is a large difference between what is being charged and what could and should be charged; the Council will move towards full recovery subject to financial controls and annual Committee approval.
- **To Provide** a quality financially sustainable housing service to our customers.
- **To Create** the annual timetable for estimated charges to ensure prompt notification and collection. To ensure all tenants and leaseholders know what services they are paying for so that they can hold their Landlord (the Council) properly to account.

The Legal Background

- ✓ Brentwood Borough Council has to service and maintain the blocks and schemes which it owns. As with any property the value is linked to its condition. Value is considered not only financially for the Council but practically and socially for the resident.
- ✓ The rights of leaseholders and the duties of the Council are contained in the Landlord & Tenant Act 1985. This sets out the 'rules' which will apply to variable service charges and it applies to both houses and flats.
- ✓ The Council operates fixed service charges for its general needs and sheltered accommodations. There is no legal definition of a fixed service charge. Fixed service charges remain constant throughout the year and will be subject to change at the time of each rent review.

The Annual Timetable

- ❖ The Council will produce a budget for the annual service charges for both leaseholders and tenants in financial quarter 3 (October-December) each year. For leaseholders it will be an estimated service charge and for tenants it is a fixed charge. These will be reported to Council committees the following quarter for approval and then notified to tenants and leaseholders for the following year.
- ❖ The Council's Financial Services Department initially prepare the service charge budget for tenants (General Needs and Sheltered stock) and Housing Services prepare the budget for leasehold properties. The final budget for both tenants/leaseholders should be signed off by the Head of Housing prior to presentation to Committee for approval.

Chargeable Items

- ❖ For Secure and Flexible Tenancies, there should be a schedule of services attached to the Tenancy Agreement listing the services provided to the property or development.
- ❖ Only services provided to each block will be payable by those residents. For example, if a block does not require grounds maintenance then this will not be included as part of those residents service charge.
- ❖ Service charge elements can include:
 - ❖ Caretaking & refuse
 - ❖ Security & CCTV
 - ❖ Heating
 - ❖ Communal Lighting
 - ❖ Water
 - ❖ Housing Support Officers (sheltered blocks only)
 - ❖ Window cleaning
 - ❖ Grounds maintenance
 - ❖ Management fees (e.g. Homeless temporary accommodation)
- ❖ Housing Benefit is applicable to all service charge elements, other than heating which is currently calculated separately.
- ❖ As a general rule the service charges payable by tenants/leaseholders living in one block using the same services should be the same. If they are considered too high or unaffordable for either leaseholders or tenants then the Council should consult with those service users and consider retendering that service or changing the frequency.
- ❖ Where services are not provided in a consistent manner to tenants/leaseholders, the level of service actually provided should be used to calculate the charge. This is particularly relevant where schemes may receive different levels of management support, for example across the sheltered housing schemes.
- ❖ The amount of service charges must be reasonable. Although fixed service charges are not subject to sections 18-30 of the Landlord and Tenant Act 1985 the Council must ensure that service charge costs have been reasonably incurred and the services or works must be to a reasonable standard.

Service Standards

Brentwood Borough Council Housing Services will:

- **Provide efficient, value for money services to tenants and leaseholders ensuring that service charges are reasonably incurred and that all services are provided to a reasonable standard.**
- Collect from tenants and leaseholders all monies due from them under the terms of their Tenancy or Leasehold Agreement. (For tenants any 'Major Works' (for example block roof repairs) would not form part of the service charge).
- **Prepare timely and accurate information about the cost of services for which service charges are due.**
- Monitor all contracts for supplying services such as building cleaning and ground maintenance on a regular basis. Any variations in the service or the standards achieved will be recorded and will be used to build the budget for the following year.
- **Determine an appropriate level of Management Fees.**
- Create and manage reserve and depreciation funds based on information stored on the Asset Register maintained by Property Services.
- **Begin preparatory work for the service charge process each Autumn. Tenants will be provided with a breakdown of the following year's charges once the budget for that year's expenditure has been agreed as part of the Council's consultation process. Although there is not a statutory requirement to consult on the proposed service charge it is considered to be good practice and will be adopted accordingly.**

Monitoring & Performance

How do we achieve this?

- ❖ Report to Members
- ❖ Financial Audits
- ❖ Scrutiny Committee
- ❖ Tenant Talkback
- ❖ Housing Committee
- ❖ Benchmarking with other Local Authorities
- ❖ Annual Review
- ❖ Finance Committee
- ❖ Budgetary Audits
- ❖ Internal Departmental Review

Procedure

The service charge process is dealt with by a number of Managers and Officers (both within Housing Services and other departments). Those roles within Housing Services are summarised below.

Ultimately Housing Services is responsible for General Needs, Community Housing (sheltered) and Leasehold properties, and therefore will have overall responsibility for the service charge process including:

- Calculation of the annual service charge estimates (Leaseholders only)
- Setting of fixed service charges (Tenants only)

Managers:

- ☐ Create and implement service charge strategy, policy and procedures.
- ☐ Maintain the service charge strategy and policy and ensure both are updated in accordance with legal and/or regulatory changes.
- ☐ Consult with Tenant Talkback, customers, staff and Members.
- ☐ Produce recommendations and advise to Committee concerning service charging.
- ☐ Review affordability and reasonableness issues on proposed estimated service charges.
- ☐ Ensuring the annual timetable and responsible departments contribute to the procedure.
- ☐ Ensure reconciliation of budget to scheme and sign off as completed.
- ☐ Approve level of management charges for leasehold and tenanted properties.
- ☐ Ensuring all complaints and queries about services are investigated and a response provided.

Leasehold Officer(s)

- ❑ Notifying Finance to set up the leaseholder's account on the rents system following an assignment.
- ❑ Maintaining the databases, spread sheets and information systems which are needed for service charge functions.
- ❑ Setting the annual budget of service charges on a scheme by scheme basis in line with the agreed timetable using the service charge template. This will involve:
 - Reviewing the service charge budgets on a scheme basis.
 - Reviewing the estimates for the annual recurring service charges on a scheme basis.
 - Ensuring that costs are correctly coded and allocated to each property/set of properties.
 - Producing additional information for tenants to accompany service charge demands.
 - Sending out the service charge estimates and service charge demands to tenants in line with legislation.
- ❑ Providing timely explanations on any major over or under-spends to assist Finance in producing reports.
- ❑ Dealing with leaseholder enquiries about estimates.
- ❑ Dealing with queries and complaints about reasonableness of the charge, standards of service or failure to provide the services charged for.
- ❑ Review management accounts provided by the finance department to identify spend against budget on a scheme by scheme basis.
- ❑ Obtaining the actual costs for services after the close of annual accounts and using them as part of the process in to setting future charges and relaying this to Management.
- ❑ Assisting Management to decide on and implement any appropriate uplift from previous budgeted figures where actual figures are not known (such as proposed contract re-tendering or new services where actual costs have not had time to accrue).
- ❑ Providing the finalised costs in the agreed format to the relevant IT-systems consultant.

Equality, Diversity and Well-Being

- ❖ Brentwood Borough Council actively works to ensure that its tenants and leaseholders receive the services that are appropriate to them. The Council also strives to ensure that additional services can be provided to enable customers to access services which may be beneficial to their wellbeing and quality of life.

Publicising the Strategy

- ❖ A leaflet explaining service charges and how they are calculated will be available for tenants and is sent out as part of the annual service charge review. Information will also be made available online at www.brentwood.gov.uk.

Address for Service

- ❖ As per sections 47 and 48 of the Landlord and Tenant Act 1985 a demand for rent or service charges must contain the name and address of the landlord. For the sake of certainty this is:

Brentwood Borough Council
Town Hall, Ingrave Road, Brentwood, Essex, CM15 8AY

Glossary

Flexible tenancies	A specific type of fixed term tenancy that is granted by the Council as the result of the Localism Act 2011.
General Fund	The Council's primary account or fund which records all assets and liabilities that are not assigned to a special purpose fund, such as the Housing Revenue Account (HRA).
Housing Revenue Account ('HRA')	The account which Council rents and service charges are paid into. It is kept separate from other Council accounts, such as the General Fund. There are rules and restrictions on how money in the account can be spent and on how much the Council can borrow against it.
Leaseholder	Named person(s) who hold a legal interest in land, mostly flats, for a set period of time. Ownership of the property returns to the freeholder (landlord) when the lease come to the end. The freeholder may be a private owner or the Council.
Service Charges	A financial charge to tenants and leaseholders for specific services to blocks/schemes. These might include cleaning of communal areas, or in the case of leaseholders, repairs to communal areas or equipment.
Tenant	Named person(s) who hold a legal tenancy with the Council, which includes requirements to occupy the dwelling and to pay rent and service charges. Tenants do not own the property in which they reside.
The Council	Brentwood Borough Council

Version Control

Item	Reason for Change	Version	Author	Date

Last Review Date: June 2017

Next Review Date: January 2020

Scope	All General Needs, Community Housing and Supported Housing Tenants and Leaseholders
Effective date	TBC
Review date	TBC
Signed Off	Interim Head of Housing – Angela Williams
Author	Interim Housing Policy Manager – Stuart Morris
STRATEGY Owner	Housing Services
Legislation	Landlord and Tenant Act 1985 Commonhold and Leasehold Reform Act 2002
Consultation	Annual estimated service charges should be agreed in consultation with Leaseholders in the Autumn prior to issue.

Published XXXX 2017 by Brentwood Borough Council
Housing Services, Brentwood Borough Council, Town Hall,
Ingrave Road, Brentwood, Essex, CM15 8AY

www.brentwood.gov.uk
housing@brentwood.gov.uk
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Please contact us to obtain a copy of this information in an alternate format

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19 June 2017

Community, Health and Housing Committee

Funding Strategy 2017-2020

Report of: *Kim Anderson, Partnership, Leisure and Funding Manager*

Wards Affected: *All Brentwood Borough Wards*

This report is: *Public report*

1. Executive Summary

- 1.1. The Funding Strategy (Appendix A) sets out the Council's strategic priorities and future funding plans for supporting the local voluntary and community sector through a variety of funding schemes. With reductions to funding across the public sector, Brentwood Borough Council needs to ensure that any funding it gives to organisations is targeted, supports the Council's priorities and provides effective support for the local community.
- 1.2. The Strategy also sets out a statement of principles in relation to future funding, includes the proposed governance arrangements that will be implemented to review and report funding and the timescales within which these will occur.

2. Recommendations

- 2.1 That Members agree to the revised Funding Strategy and Action Plan as set out in Appendix A**

3. Introduction and Background

- 3.1. In 2013 as part of the work of the Funding Strategy 2013-2016 a review of the level of support to the Voluntary and Community Sector was undertaken. This was estimated at over £600,000 annually. The funding /support was provided in a number of ways:
 - a) Direct core funding to support day to day running costs
 - b) Provision of accommodation and/or preferential rent or lease arrangements
 - c) Awarding of grant payments such as the Brentwood Community Fund
 - d) Parking permits
 - e) Free use of meeting rooms

- f) Discretionary Rate relief
 - g) Parish Council Discretionary Grants
 - h) Officer support for funding applications and community development initiatives
- 3.2. The 2013-16 Funding Strategy reviewed four key areas of support, Parish Council Discretionary Grants, Discretionary Rate Relief, Grants to larger organisations and in-kind support.
- 3.3. It was agreed by Members (date) to agree the Discretionary Rate Relief Policy and Procedures, adopt a Commissioning Prospectus for grants to larger organisations and review some of the in-kind support that it provided.
- 3.4. The Commissioning Prospectus currently supports Brentwood Citizen's Advice Bureau, Brentwood Community Transport and Brentwood Council for Voluntary Services.

4. Issues, Options and Analysis of Options

- 4.1. The Funding Strategy for 2017-2020 will review the following areas as set out in the Action Plan:
 - a) Commissioning Prospectus
 - b) Small discretionary grants programme (Brentwood Community Fund)
 - c) In kind support
 - d) External funding principles
 - e) Funding, support, advice and guidance
 - f) Governance arrangements
- 4.2. The Council will adopt the following set of principles for future funding:
 - a) The funding will help the Council deliver its priorities as set out in the Vision for Brentwood 2016-19
 - b) Support the creation of the Town Hall Community Hub of Voluntary and Community Organisations within the Town Hall
 - c) Recipients of funding/support acknowledge the support from the Council
- 4.3. It is proposed to undertake a consultation with the Voluntary and Community sector to ascertain and identify the priority areas for funding and to include those are included in the specifications for the Commissioning Prospectus.
- 4.4. Not all organisations will be able to participate in the Commissioning Prospectus therefore it is proposed to continue with the small discretionary grants programme with the Brentwood Community Fund

(Subject to annual budget setting). The criteria and outcomes for this funding is reviewed on an annual basis.

- 4.5. The Council needs to ensure that when considering any preferential lease arrangements, it takes into consideration the social value that an organisation provides to the wider community.
- 4.6. The Council needs to ensure that any external funding activity supports the delivery of the Council's priorities. Through improved sharing of information and intelligence, a framework for bidding and monitoring of funding across the organisation will ensure that resources are appropriately allocated to avoid duplication and maximise officer input. It is envisioned that cross service collaboration on projects will increase and that targeted bid applications will be undertaken to successfully secure external funding opportunities.
- 4.7. The governance and monitoring of funding will be consolidated in an annual report to members.

5. Reasons for Recommendation

- 5.1 The Funding Strategy will ensure that the funding the Council allocates is targeted in the appropriate areas to support those most in need. The Council also needs to ensure that resources are allocated appropriately when looking to maximise external funding opportunities.

6. References to Council Priorities

The Funding Strategy sits across a number of corporate priorities to ensure that public money is targeted to support the most vulnerable in our community, that we have a strong and resilient third sector, and that the Council explores all avenues to support services and projects by bidding for external funding when appropriate.

7. Implications

Financial Implications

Name & Title: John Chance, Finance Director

Tel & Email: 01277 312542/john.chance@brentwood.gov.uk

- 7.1 The table set out the current financial implications for the Council in respect of funding to the voluntary and Community Sector. These are currently funded from a number of service areas across the Council. There is also additional support through Discretionary Rate Relief and Rural Rate Relief.

Type of funding	Amount
Brentwood Community Fund – Small grants programme	£16,300
Commissioning Prospectus	£95,600
Parish Council Discretionary Grants	£38,640
TOTAL	£150,540

The funding of £150,540 is currently provided for in the Council's 2017/18 base budget . £3,000 of the Commissioning Prospectus is funded from the Housing Revenue Account. The remaining balance of the Total is funded from the General Fund.

Legal Implications

Name & Title: Daniel Toohey, Head of Legal Services and Monitoring Officer

Tel & Email: 01277 312860/daniel.toohey@brentwood.gov.uk

- 7.2 Any existing commitments that the Council has entered into with regard to any voluntary or community organisation will need to be examined before any changes could be implemented.

Other Implications (where significant) – i.e. Health and Safety, Asset Management, Equality and Diversity, Risk Management, Section 17 – Crime & Disorder, Sustainability, ICT.

- 7.3 None.

8. **Background Papers** (include their location and identify whether any are exempt or protected by copyright)

- 8.1 None.

9. Appendices to this report

- 9.1 Appendix A – Revised Funding Strategy and Action Plan

Report Author Contact Details:

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Brentwood Borough Council

Funding Strategy

2017-2020



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Foreword

This strategy sets out our priorities and future funding plans for supporting the local voluntary sector through a variety of funding schemes, especially support for strategic voluntary groups that meets the Council's priorities, fulfil a legislative requirement or build voluntary or community capacity.

The Council recognises the contribution that the local voluntary and community sector (VCS) makes both towards the quality of life of local people and in ensuring that all members of the community have a voice. This strategy aims to ensure best use of the limited funding available to support the work of the voluntary and community organisations in the Borough, through a fair and transparent process. The Council is also aware that not all organisations will be eligible to enter into a commissioning process. Therefore, a small grants scheme will be retained by the Council.

We believe that this is the best way forward in which services can be supported and provided. The Council can also ensure that outcomes can be clearly measured, and the level and quality of service will be reviewed as an essential part of the process. This will result in some changes and opportunities for funding for organisations delivering specific services linked to acknowledged Council priorities. It is expected that the need for some services or organisations that are currently funded may reduce, but advice, support and guidance for alternative external funding sources will still be available and accessible to all local organisations.

Councillor Louise McKinlay, Leader of the Council

1. Aims

The aim of this strategy is to explain the Council's strategic approach to funding and will include the method for commissioning services that effectively supports the local voluntary and community sector. It will also set out the Council's external funding principles that will be utilised to apply and secure external funding together with the governance arrangements that will be implemented to review and report on funding activity.

2. Scope

This strategy includes the funding support that Brentwood Borough Council gives to the Voluntary and Community Sector (VCS). This support can be provided in a number of ways:

- Commissioned services
- Grant funding
- Provision of accommodation and/or preferential rent or lease arrangements or support services
- Discretionary rate relief
- Parish Council discretionary grants
- Officer support

This strategy will look at the following areas:

- Commissioning Prospectus
- Small grants programme – Brentwood Community Fund
- In Kind support
- External funding principles
- Funding support, advice and guidance
- Governance arrangements

The strategy will involve all service areas of the Council and Brentwood's local voluntary and community sector organisations.

3. Statement of principles

The Council will only support funding for the voluntary and Community Sector (VCS) if they support the following principles:

- The funding will help the Council to deliver its priorities and sub priorities of the Brentwood Corporate Plan
- Supports the creation of a Community Hub of VCS organisations within the Town Hall as part of the Town Hall Transformation
- Any organisation in receipt of funding acknowledges the support that it has received from the Council
- Any proposals or initiatives actively increases volunteering and supports the use of volunteers.

4. Current level of support

Commissioning Prospectus

The Council's Commissioning Prospectus currently supports Brentwood Citizen's Advice Bureau, Brentwood Community Transport and Brentwood Council for Voluntary Services.

Preferential lease arrangements

The Council has a number of preferential lease arrangements in place with organisations that are providing valuable services or activities to our residents and as such are providing social value to the local community.

Small discretionary grants programme

The Council continues to provide a small discretionary grants programme through the Brentwood Community Fund.

Free parking permits/marketing materials

Are we including this?

Discretionary Rate Relief

Discretionary Rate Relief Policy and Procedures was reviewed and revised as part of the Funding Strategy 2012-2016 and was approved by Members in November 2013.

Parish Council Discretionary Grants

The Council currently provides a discretionary grant to the nine Parish Councils in Brentwood.

Officer and funding support

Officers continue to provide advice and guidance on funding applications and providing support around opportunities for new community development projects. The Council also subscribes to GrantNet and Open4Community which has a search facility for available funding pots.

5. Next Steps

With reduced available funding, Brentwood Borough Council needs to rationalise and prioritise any support that it gives to local voluntary and community organisations. The Funding Strategy action plan sets out the four key priority areas of the strategy which includes reviewing the current level of funding and support, the commissioning of some support services and the timescales for delivery, the discretionary small grants programme, and external funding principles. The current funding advice and support will continue as usual.

6. External funding

The Council needs to ensure that any external funding activity supports the delivery of the Council priorities and sub priorities as set out in the Corporate Plan 2016-19. Through improved sharing of information and intelligence, a framework for bidding and monitoring external funding across the authority we will ensure that we concentrate on our priorities, avoid duplication of effort and maximise officer input where it is most important. It is envisioned that cross service collaboration on projects will increase. This will enable officers to determine and commit appropriately allocated resources, rather than seeking funding opportunistically, resulting in priorities being skewed towards available funding.

7. Governance and Monitoring

The Council needs to ensure that there is a robust framework of governance in place so that we have a clear idea of what we fund, why we fund it, what the benefits are to the Brentwood Community and how this funding supports the Council objectives.

In the current financial climate, the Council cannot afford to maintain the current level of support to this number of organisations. Therefore, the Council will continue to commission some support services through the Commissioning Prospectus, which meet local community need and supports the desired outcomes of the Council's priorities in the Corporate Plan.

This will ensure that we will be able to:

- Map, evaluate and monitor community development in the Borough
- Ensure quality assurance of commissioned work
- Provide measures of success regarding commissioned work
- Provide accessible information and funding and support to the community and voluntary sector
- Provide support and advice on community development to those involved in council led initiatives
- Continue to support councillors in their community councillor role
- Build stronger relationships with the community and voluntary sector
- Ensure that the council is recognised by those organisations that are in receipt of funding.
- Provide a framework for the development and submission of bids and the development of guidance in the preparations of applications for external funding – processes, risk management, exit strategies, succession planning etc.

To do this the Council needs to put in place clear policies in terms of priorities, resources, staffing, commissioning and monitoring to reflect a targeted

commissioning approach which supports the council priorities.

The Council needs to know the commercial value of its assets, so that when issuing any preferential leases, it is aware of the 'social value' that should be provided by any voluntary or community organisation.

It is also proposed to ensure that the local level of need is clearly evidenced so that gaps in provision are identified which will enable services to be effectively commissioned.

The strategy will also ensure that any kind of support or funding that is given out or received will be monitored, evaluated and reviewed on a regular basis to ensure that the Council is strategically targeting resources and support, both effectively and efficiently across the Borough.

Following the implementation of the Funding Strategy Brentwood will have:

- A robust framework of governance is in place so that we have a clear idea of what we fund, why we fund it, what the benefits are to the Brentwood Community, and how this funding supports the Council objectives
- Collection of data that will enable us to identify the need and priorities of the local community and to map any gaps in service provision so that funding can be appropriately and effectively utilised
- Work with local community and voluntary organisations to develop priorities for community development initiatives
- Reduce the financial burden on the Council, deliver savings and ensure better value for money
- Monitor and evaluate funding that has been awarded to ensure expected outcomes are met and Council priorities are supported

Timescales for delivery

Milestone	Date
Launch review of current level of funding/support	19/06/17
Draft Funding Strategy to be agreed by Community Health and Housing Committee	19/06/17
Launch consultation for the draft Funding Strategy and the Commissioning Prospectus	20/06/17
Deadline for comments from the consultation of the Funding Strategy	01/08/17
Member agreement of the Funding Strategy by Community, Health and Housing Committee	01/09/17
Deadline for applications to the Commissioning Prospectus	02/09/17
Community Fund closes for applications	29/09/17
Complete review of current level of funding/support	30/09/17
Member recommendations for allocation of Brentwood Community Fund	01/12/17
Agree allocation of funding through the Commissioning Prospectus	01/04/18

Priority 1 : Review current level of support to the voluntary and community sector				
What we will do	Why we need to do it	How we will do it	When we will do it by	Responsible Officer/Group
Undertake a review of the current level of support to the voluntary and community sector	To ensure that targeted and effective services are in place to support our residents	<ul style="list-style-type: none"> Review the current level of support to the voluntary and community sector and identify areas of support that can be reduced which will include: Review current level of concessionary and preferential rent/lease agreements Review current commissioning arrangements Review of the level of in kind support Review the current level of discretionary rate relief Identify opportunities to secure external funding that will only support council priorities 	September 2017	Partnership, Leisure and Funding Manager Asset Manager Partnership, Leisure and Funding Manager All service areas Revenues and Benefits All service areas

Priority 2: Draft Commissioning prospectus with timescales for delivery				
What we will do	Why we need to do it	How we will do it	When we will do it by	Responsible Officer/Group
Develop a draft Commissioning Prospectus for consultation and Identify and map gaps in service provision	<p>To ensure that there is clear and transparent processes and procedures for the commissioning element of the Funding Strategy</p> <p>And</p> <p>To ascertain baseline data to identify local priorities to ensure that appropriate and targeted funding is made available</p>	<ul style="list-style-type: none"> • Set out statement of principles for future funding • Provide a clear process to apply for funding with deadlines for applications • Provide clear criteria for what initiatives will be supported through funding and what will not be supported • Identify any gaps in provision of services (emerging trends) • Provide clear monitoring procedures to ensure that expected outcomes are achieved • Circulate to VCS organisations for comment • Agree evaluation and monitoring templates and frequency of reporting • Agree final Commissioning Prospectus • Evaluate and report to the Community Panel of the outcomes achieved by the allocation of funding 	<p>June 2017</p> <p>June 2017</p> <p>June 2017</p> <p>September 2017</p> <p>June 2017</p> <p>September 2017</p> <p>Annual report</p>	Partnership, Leisure and Funding Manager/Member decision

Priority 3: Discretionary Small grants programme				
What we will do	Why we need to do it	How we will do it	When we will do it by	Responsible Officer/Group
Review current small grants programme	Ensure our priorities for funding are accurate	<ul style="list-style-type: none"> • Liaise with service heads to identify local need and gaps in service provision that can be supported through voluntary sector funding • Liaise with voluntary and community sector organisations to identify local need • Utilise data sets to identify local priorities that also support the Council's priorities 	<p>June – August 2017</p> <p>June – August 2017</p> <p>June –August 2017</p> <p>Review on an annual basis</p>	Partnership, Leisure and Funding Manager / Service Heads/ Voluntary and Community Organisations

Priority 4: Maximise external funding opportunities				
What we will do	Why we need to do it	How we will do it	When we will do it by	Responsible Officer/Group
Develop process and procedures for external funding activity	Ensure that resources are adequately allocated to support bid writing for projects that support the Council's priorities	<ul style="list-style-type: none"> Liaise with voluntary and community sector organisations, service areas in the Council, to identify local projects that can be supported by the Funding Strategy, that also support the Council's priorities 	June 2017 and then ongoing	Partnership, Leisure and Funding Manager / Voluntary and Community Organisations / Heads of Service & Senior Managers

19 June 2017

Community, Health and Housing Committee

Safeguarding Policy and Procedures

Report of: *Kim Anderson, Partnership, Leisure and Funding Manager*

Wards Affected: *All Brentwood Borough Wards*

This report is: *Public report*

1. Executive Summary

- 1.1.** Safeguarding includes all forms of activity that aims to protect or promote the welfare of individuals and/or groups of people. This includes activity which ensures prevention of harm, safe recruitment, staff training, awareness raising, provision of activities designed to promote inclusion, personalised risk management and risk assessments, confidential data storage, information sharing and making referrals. Brentwood Borough Council's Safeguarding Policy and Procedures provides guidance and procedures that can support staff and elected Members on their legal obligations to safeguard children, young people and adults with care and support needs.
- 1.2.** The existing Safeguarding Policy and Procedures has been reviewed and updated to ensure that it complies with the latest legislation to provide guidance to staff and elected Members. The revised Safeguarding Policy and Procedures (Appendix A) is before Members tonight for approval.

2. Recommendations

- 2.1 That Members agree to the revised Safeguarding Policy and Procedures as set out in Appendix A**

3. Introduction and Background

- 3.1.** Brentwood Borough Council has a duty under the Children's Act 2004, and under the Care Act 2014 to ensure that they are committed to the importance of safeguarding children, young people and adults with care and support needs, to ensure their welfare and safety.

- 3.2.** Under the Southend, Essex and Thurrock (SET) Safeguarding Guidelines, Brentwood Borough Council also has a duty to work in partnership with other agencies in order to safeguard children, young people and adults with care and support needs, and to share information appropriate information when required.
- 3.3.** The Safeguarding Policy and Procedures apply to all Brentwood Borough Council employees, whether in a paid or unpaid capacity, permanent, seconded, temporary, casual workers, voluntary workers, work experience students, agency staff, consultants, outside hirers and other contracted persons within the duration of that contract.
- 3.4.** In order to ensure that the policy and procedures are up to date the Policy and Procedures are reviewed every 3 years to ensure that they comply with the latest legislation.
- 3.5.** Whilst safeguarding is everyone's responsibility, there are a number of specific safeguarding roles and responsibilities within Brentwood Borough Council that have been identified. The Member Champion for Safeguarding is assigned to the Leader of the Council, the Strategic Lead for safeguarding is assigned to the Chief Executive, and the Operational Safeguarding lead is assigned to the Partnership, Leisure and Funding Manager. This demonstrates the commitment to safeguarding at a senior level.
- 3.6.** To support staff, Members and residents there are dedicated safeguarding pages on the Council's website with advice and guidance and contact details for support agencies. Staff also have a safeguarding microsite which offers support. Regular face to face staff training is also undertaken appropriate to their level of involvement with children, young people and adults with support and care needs, and as part of any new starters induction there is e-learning safeguarding package. It is proposed to prepare a short Members brief on safeguarding so that they are aware of their responsibilities.

4. Issues, Options and Analysis of Options

- 4.1.** The previous Safeguarding Policy and Procedures (2014-16) have been reviewed and updated to ensure that they are compliant with the latest legislation and ensure that should staff need to make a referral they are using the correct process.

- 4.2. The main significant changes since the last Safeguarding Policy and Procedures is the introduction of the Sexual Communication with a child Act 2017.

5. Reasons for Recommendation

- 5.1 The Safeguarding Policy and Procedures (Appendix A) has been reviewed and revised to take into account any new legislation and emerging issues, so that the Council can meet its safeguarding obligations and ensures that staff, Members and the public are aware of safeguarding, and that they can access appropriate support services if and when required.

6. References to Council Priorities

Safeguarding covers a number of corporate priorities, especially Environment and Housing Management, Community & Health and Planning and Licensing and Transformation.

7. Implications

Financial Implications

Name & Title: John Chance, Finance Director

Tel & Email: 01277 312542/john.chance@brentwood.gov.uk

- 7.1 The Council currently contributes to the Essex Safeguarding Adults Board, £1,130 and the Essex Safeguarding Children's Board £1,210. The Council also requires for any relevant staff to have a Disclosure and barring Scheme (DBS) check undertaken which comes out of the allocated HR budget. Training requirements for staff and Members will be met from the Corporate Training budget if required.

Legal Implications

Name & Title: Daniel Toohey, Head of Legal Services and Monitoring Officer

Tel & Email: 01277 312860/daniel.toohey@brentwood.gov.uk

- 8.1 Brentwood Borough Council has a duty to comply with Section 10 and 11 of the Children's Act 2004 (and by implication sections 157 and 175 of the Education Act), the Care Act 2014, and as part of the Southend, Essex and Thurrock (SET) Safeguarding guidelines to work together to protect children, young people and adults with care and support needs.
- 8.2 All other legal implications are set out within the Safeguarding Policy and Procedures (Appendix A).

Equality and Diversity Implications -The Safeguarding Policy and Procedures covers the whole community, but in particular children, young people and adults with care and support needs. Within the Policy there are some specific areas of abuse which may affect some sections of the community more than others such as Honour Based Abuse and Female Genital Mutilation.

Risk Management Implications – The Council needs to ensure that staff, contractors, volunteers and elected Members are aware of the Safeguarding Policy and Procedures and adhere to the safe working practices set out in Appendix 6 within the Policy and Procedures. Any procurement or commissioning of services which relate to working with children, young people or adults with care and support needs must evidence that they have robust safeguarding policies and procedures in place.

9. Background documents

9.1 Southend, Essex and Thurrock (SET) Safeguarding Guidelines

10. Appendices to this report

10.1 Appendix A – Safeguarding Policy and Procedures

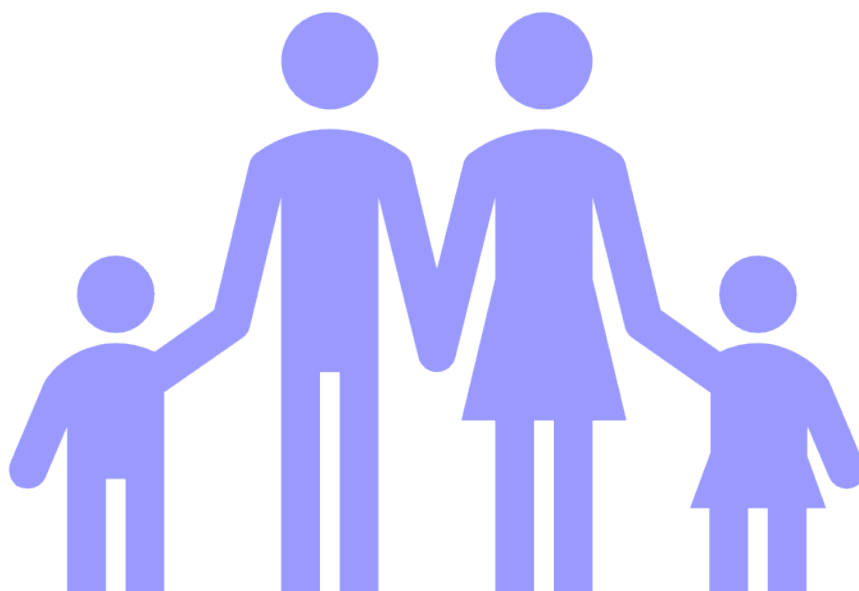
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Brentwood Borough Council

Safeguarding Policy and Procedures

for Children, Young People and Adults with Care and
Support Needs
2017-2020



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Safeguarding is everyone's responsibility and Brentwood Borough Council is committed to ensuring that our staff, volunteers, elected Members and any contracted services are aware of the Council's legislative safeguarding responsibilities and what to do if there is a concern about a child, young person or adult with care and support needs.

This Safeguarding Policy and Procedure sets out how the Council will support and provide guidance to its staff, volunteers, elected Members and contractors but also to the public with relevant information on the Council's website offering information, reporting procedures if they have a concern and contacts and links for specialist support services.

Councillor Louise McKinlay, Leader of Brentwood Borough Council

1. Introduction

The purpose of this Policy is to provide guidance to employees and elected Members of Brentwood Borough Council on their legal obligations to safeguard Children, Young People and Adults with care and support needs, and what to do if they have any safeguarding concerns.

Everyone shares a responsibility for safeguarding and promoting the welfare of Children, Young People and adults with care and support needs, irrespective of individual roles.

Although not directly responsible for Children and Adult services it is vital that all agencies who work with children, families, and adults with care and support needs work together and are aware of the roles that each of them play in this area. Many organisations have specific roles and responsibilities that are underpinned by a statutory duty.

2. Aims

The aims of the Safeguarding Policy and Procedures are to:

- Ensure that the welfare of children, young people and adults with care and support needs is paramount at all times
- Maximise people's choice, control and inclusion and protect their human rights
- Work in partnership with others in order to safeguard children, young people and adults with care and support needs
- Ensure that the Council has safe and effective working practices in place
- Support staff with advice, guidance, training and clear procedures if they have safeguarding concerns.

3. Scope

This Safeguarding Policy and Procedures applies to all services within the remit of Brentwood Borough Council. It covers all aspects of safeguarding for service users, their families, carers and supporters, and local residents.

It applies to all Brentwood Borough Council employees, whether in a paid or unpaid capacity, permanent, seconded, temporary, casual workers, voluntary workers, work experience students, agency staff, consultants, outside hirers and other contracted persons within the duration of that contract.

Grant applicants

Safeguarding policies and procedures are required from all grant funded organisations and satisfactory DBS checks for employees and volunteers are also required of any organisations working with children, young people and adults with care and support needs who seek funding from Brentwood Borough Council. This information will be requested at the application stage and applications will not be processed without the relevant documentation.

As a minimum, any organisation receiving funding from the Council will be expected to have a statement of policy and procedure regarding safeguarding, in place and understood by employees and volunteers, and available to service users. This applies to all organisations the Council awards grants to, irrespective of whether the grant

has been awarded through the official grant application process.

Commissioned/contracted or grant funded organisations with minimal contact with children, young people or adults with care and support needs may wish to adopt the Council's policy and procedures if deemed suitable.

Health and safety

Brentwood Borough Council enforces health and safety in some workplaces including shops, restaurants warehouses, and premises providing consumer services or leisure facilities. Employers in these premises are obliged to carry out risk assessments, including for the employment of young people. Whilst undertaking their duties officers of the Council may examine such risk assessments with a view to determining their suitability. If evidence is gained that young people are working without relevant permits in place, or in 'unsuitable workplaces', Brentwood Borough Council will report this activity to Essex Social Care Direct.

Leisure and Cultural Services

Independent sports clubs, theatre groups and other organisations which regularly hire out and use facilities operated by or on behalf of Brentwood Borough Council must have appropriate child protection and adult with care and support needs policies in place, commensurate with the level of contact they have with children, young people and adults with care and support needs. Furthermore, they must ensure that their employees or volunteers who have significant, regular or unsupervised contact with children, young people and adult with care and support needs have had a satisfactory DBS checks as a condition of hire. For further information on DBS requirements see **Appendix 3**.

Licensing

Brentwood Borough Council is responsible for a wide range of licensing functions. Protecting children from harm is a licensing objective that the Council is legally obliged to consider, in particular when licensing premises under the Licensing Act 2003 or the Gambling Act 2005. For more information, please refer to the Brentwood Borough Council's Licensing Policy, Hackney Carriage and Private Hire Policy and

Gambling Policy.

Social media

The open nature of the internet means that social networking sites can leave Council staff vulnerable if they fail to observe a few simple precautions. The below guidelines are intended as general advice on how to avoid social media putting you in a position where your actions may be misconstrued or give rise to a safeguarding concern.

Guidance on using social media for business uses can be made available internally. Please be aware that children, young people, vulnerable adults or their parents and carers may be able to view your profile and could, if they find any posts offensive, complain to the Council. It is important therefore that your privacy settings and the way that you conduct yourself on social media are appropriate.

Conduct on social networking sites

- You should not accept friend requests from (or send friend requests to) a child, young person, adult with care and support needs (or their parent/carer) who you are in contact with as a result of your council employment.
- All social media engagement on behalf of the Council should take place via an approved Council site (guidance for doing so is available internally on request) and not via personal accounts. You should not, outside of formal channels, engage in online discussion with any child, young person or vulnerable adult (or their parent/carer) who you are in contact with as a result of your council employment.
- Do not post any comments about or pictures of children, young people or vulnerable adults (or their parents/carers) who you are in contact with as a result of your council employment.
- Be aware that other users could tag you in an inappropriate post or photograph. If you find inappropriate references to yourself on social media you should de-tag yourself and contact the user to ask for it to be removed.

Privacy and security

- To ensure that social media does not compromise your professional position please ensure that your privacy settings are set correctly. At a minimum it is recommended that security levels are set to 'friends only' for Facebook (and the equivalent settings for other social media websites).
- You should proactively update your privacy settings whenever a social media provider changes its settings

For more information please refer to **Appendix 6 – Safe Working Practices**

Use of contractors

Brentwood Borough Council will take reasonable care that contractors doing work on behalf of the Council are monitored appropriately. Any contractor or sub-contractor engaged by the Council in areas where workers are likely to come into regular contact with children, young people or adults with care and support needs, should comply with the terms of this policy, and this requirement will be written into the contract. They must also ensure that they are familiar with the Brentwood Borough Council's reporting procedures for suspected abuse as set out in this policy. Where contact with children, young people and adults with care and support needs is a necessary part of the contracted service, the Contractors and/or Suppliers providing the services must ensure that adequate staff training is given. The Council are introducing a Safeguarding Concern Card (**Appendix 9**) which they can complete and report to their Brentwood Borough Council contact, or the Operational Safeguarding Lead.

Work experience

Brentwood Borough Council offers work experience to many young people each year. Although primarily designed to help young people become familiar with the workplace, it is also beneficial to Brentwood Borough Council, as it provides a direct link to an important part of the borough we serve. Managers should ensure that employees are aware of the Safe Working Practices Guidelines (found in Appendix 6), such as not travelling alone with a work experience student, unless the school has specifically approved this.

Brentwood Borough Council through Human Resources provides planned and structured work experience placements. When the Council offers a work experience

placement to students, managers have a responsibility for their health, safety and welfare. Under health and safety law, these students will be regarded as employees (see the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999, which state that the employer has a duty to assess risk and address it).

4. Definitions

Using the definition of the Children's Act 1989 and 2004, the safeguarding duties apply to Children and Young People who:

- Have not yet reached their 18th birthday. The fact that they have reached 16 years of age; are living independently or in further education; are a member of the armed forces; in hospital or in custody in the secure estate for children and young people, does not change his or her status or entitlement to services or protection.

Using the definition of the Care Act 2014, the safeguarding duties apply to an adult who:

- has needs for care and support (whether or not) the authority is meeting any of those needs),
- is experiencing, or is at risk of, abuse or neglect, and
- As a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

5. Abuse types

- Physical Abuse
- Sexual abuse
- psychological or emotional abuse
- Neglect and Acts of Omission
- Self-neglect
- Domestic Violence including 'Honour' Based Abuse (HBA), Female Genital Mutilation (FGM) and Forced Marriage
- Child Sexual exploitation

- Human Trafficking
- Modern Slavery
- Radicalisation (PREVENT)
- Financial or Material Abuse
- Institutional or Organisational Abuse
- Discriminatory Abuse

For more details on each of these see **Appendix 1** – Definitions explained

6. Responsibilities – Named Lead/Organisation

Brentwood Borough Council is committed to safeguarding its residents and as such will carry out the following:

- Accept the principles set out within the Southend, Essex and Thurrock (SET) Guidelines for Adults and Children.
- To take action to identify and prevent abuse from happening
- Respond appropriately when abuse has or is suspected to have occurred
- Ensure that the agreed safeguarding adults procedures are followed at all times, these are set out in page 12 and are also available on the Council's safeguarding web pages and on the safeguarding microsite for staff
- Provide support, advice and resources for staff in responding to safeguarding issues
- Inform staff of any local or national issues relating to safeguarding
- Ensure staff are aware of their responsibilities to attend training and to support staff in accessing these events
- Ensuring that the organisation has a dedicated staff member with an expertise in safeguarding
- Ensuring staff have access to appropriate consultation and supervision regarding safeguarding
- Understand how diversity, beliefs and values of people who use services may influence the identification, prevention and response to safeguarding concerns
- Ensure that information is available for people that use services, family members setting out what to do if they have a concern (e.g. ASK SAL helpline)

- Ensure that all employees who come into contact with children, young people and adults with care and support needs have the appropriate safer recruitment employment checks in line with the requirements of the Disclosure and Barring Service (DBS) such as obtaining references
- Ensuring that staff will be supported if they make a disclosure under the Public Interest Disclosure Act

7. Responsibilities – All Staff

There are responsibilities for staff regarding the Safeguarding Policy and Procedures and they will be required to:

- Follow the safeguarding Policy and Procedures at all times, particularly if concerns arise about the safety or welfare of a child, young person or adult with care and support needs
- Participate in safeguarding training and maintain current working knowledge
- Ensure that the child, young person or adult with care and support needs are central and involved in decision making about any safeguarding concern
- Become familiar with the SET Safeguarding Guidelines
- Discuss any concerns about the welfare of a child, young person, or adult with care and support needs with their line manager
- Contribute to actions required including information sharing and attending meetings
- Work collaboratively with other agencies to safeguard and protect the welfare of people who use their services
- Remain alert at all times to the possibility of abuse
- Recognise the impact that diversity, beliefs and values of people who use services

Designated roles – internal roles and responsibilities diagram

8. Training

Safeguarding training will be provided for all staff appropriate to their level of involvement with children, young people and adults with care and support needs.

Face to face training will be undertaken every 3 years. In addition, all new staff will be asked to complete an e-learning training course as part of their induction to the Council.

9. Reporting Abuse

All staff will be expected to follow the SET Safeguarding guidelines for Children and Adults. Please also refer to the Reporting a Concern flowchart in **Appendix 4**.

Children:

Update: Changes to Family Operations Hub 2016/17

There have been some changes to how those working with children and young people report a concern and access services for children and families in Essex.

Please read the updated information below, in order to be aware of the changes to how service requests are made.

Key changes to note:

Telephone

- The Consultation phone line will continue to provide advice and guidance for professionals as it does now.
- The Priority phone line will also continue for professionals to refer concerns where children may be at immediate risk of significant harm.

Access to these phone lines is through calling Contact Essex on **0345 603 7627** and asking for either the '**Consultation Line**' or '**Priority Line**' .

Email

- The Family Operations Hub' s designated email account FOH@essex.gcsx.gov.uk will receive the Family Operations Request for Services

form for all non-urgent service requests.

- As the Southend, Essex and Thurrock Safeguarding procedures require requests to be made or followed-up in writing, there is now an expectation that a completed Family Operations Request for Service form will be included in those emails.
- Email accounts initialresponseteam@essex.gcsx.gov.uk and earlyhelp@essex.gcsx.gov.uk are no longer operational.

Online portal

Submission of Family Operations Request for Services forms, enquiries and requests for information can also be made through: www.essex.gov.uk/FamilyOpsEnquiries

Using this online portal will assist those partners who do not have access to secure or GCSx email accounts.

How to report a concern about a child

If you are concerned that a child or young person is being harmed or neglected or is at risk of this you should complete a [Family Operations Request for Services \(FORS\) form](#) and email it securely to FOH@essex.gcsx.gov.uk

If the child is at immediate risk of significant harm, then call the Family Operations Hub on **0345 603 7627** and ask for the 'Priority line'

Out of hours: (5.30pm - 9.00am Monday - Thursday, 4.30pm-9.00am - Friday and Bank holidays) Telephone: **0345 606 1212**

Email: Emergency.DutyTeamOutOfHours@essex.gov.uk

If there is an immediate risk of harm to a child then contact the Police on 999.

The Family Operations Hub continue to offer a consultation line for professionals providing advice and guidance. This can be accessed by calling **0345 603 7627** and asking for the 'Consultation Line' .

Support for Children and Families

If a child or family you are working with need additional support then please check if they are eligible for [Early Help](#) or the Family Operations Hub Directory of Services is

available for download on the [Family Solutions website](#).

The Effective support documents for Children and Families, provides additional information for professionals when assessing the level of need, which can be accessed through the Essex Safeguarding Children's Board website. The Windscreen of Need sets out what type of support is needed – **See Appendix 8**

[Family Operations Request for Services \(FORS form\)](#) N.B this replaces the ECC999 form.

Adults:

Professionals working with adults - If you have concerns that an adult may have suffered abuse, complete a SET SAF1 Form or call Social Care Direct on 0345 603 7630.

The Adult Alert form ([SET SAF1](#)) can be used by anyone to begin the adult safeguarding process.

The form should be used to record any specific concerns or incidents that relate directly to the care or welfare of an adult. The form must be used whenever there are concerns that may identify possible abuse against an individual. The form should only be completed in respect of the alleged victim.

Guidance for completing the SETSAF 1 can be found on the Essex Safeguarding Adults Board website <http://www.essexsab.org/>

SET SAF Risk Form

Risks must be identified, in partnership with the person involved in the safeguarding procedures where they have capacity, or with an appropriate person working in "best interests" .

Guidance for completing the SET SAF Risk Form can be found on the Essex Safeguarding Adults Board web pages.

The common Domestic Abuse, Stalking and Honour Based Violence (DASH 2009) Risk Identification, Assessment and Management Model is also available on the Essex

Safeguarding website.

Family Operations Request for Services (FORS)

To access Family Solutions Services for the whole family, the [FORS form](#) must be used (this replaces the previous ECC999 form.)

10. Allegation of Abuse

Employees should be aware that abuse is a serious matter that can lead to a criminal conviction. Where a member of staff/volunteer is thought to have committed a criminal offence the police will be informed. The Council's disciplinary policy will be implemented.

It may be appropriate for the Council to refer to the Disclosure and Barring Service (DBS)

A risk assessment should be completed to ascertain the level of risk the staff member may pose to other children, young people or adults receiving care and support. This will include whether it is safe for them to continue in their role or any other role within Brentwood Borough Council, whilst the investigation is undertaken.

11. Confidentiality and Information Sharing

Employees have a duty to share information related to suspected abuse with Social Care and the Police.

Employees must not discuss any allegations of abuse or bullying, substantiated or not:

- With anyone from Brentwood Borough Council other than their line manager and other designated members of staff as outlined in this procedure.
- With any member of an external agency (excluding Essex Social Care and Essex Police), other than as part of a formal investigation.

- With any other interested party, including parents, carers and relatives of the child, young person or adult without the express permission of the person with overall responsibility for the investigation.

This does not include the employee from the need or right to consult with a solicitor, trade union representative or other bona fide legal advisor.

If you are still unsure please refer to the SET safeguarding information sharing protocol, and the Council's Disciplinary Policy.

12. Linked Policies and Legislation

The Safeguarding Policy and Procedures is linked to a number of other Council policies as well as national policy as guidance such as:

- The Care Act 2014
- Mental Capacity Act 2005
- Deprivation of Liberty Safeguards (DOLS) 2009
- SET Safeguarding Guidelines for children young people and adults
- Whistle blowing policy
- Complaints procedures
- Information sharing protocol
- Domestic Violence
- 'Honour' based abuse
- Modern slavery
- PREVENT
- Disciplinary Policy
- Procurement Policy and Procedures
- Funding Strategy
- Recruitment
- Equality and Diversity

Please refer to **Appendix 5** which set out the relevant legislation which supports this Safeguarding Policy and Procedures.

13. Monitoring

To ensure the compliance with the Council's Safeguarding Policy and Procedures there are some specific roles in place at Brentwood Borough Council.

The Safeguarding Member Champion – This position is held by the Leader of the Council who champions good safeguarding practices to all elected Members.

The Strategic Safeguarding Lead – This position is held by the Chief Executive, who holds overall accountability for safeguarding responsibility for children, young people and adults with care and support needs.

The Operational Safeguarding Lead – This position supports the Strategic Lead in carrying out their duties. This is held by the Partnership, Leisure and Funding Manager, who is responsible for the:

- co-ordination of any training requirements for staff and elected Members
- provide support and guidance through the safeguarding web pages on the Council's website and through the Council's safeguarding microsite on the intranet
- Representing the Council at any safeguarding multi-agency safeguarding meetings
- Ensure the Council's safeguarding policy and procedures are regularly reviewed and updated every three years (or sooner if there are major legislation changes)
- Complete regular safeguarding audits on the Council's compliance to its safeguarding responsibilities

Safeguarding Link Officers – The link officers will be responsible for supporting the Operational Safeguarding Lead to promote awareness of the Safeguarding Policy and Procedures, and champion good safeguarding practices within their own service areas.

Midland HR- Brentwood Borough Council's HR contract is with Midland HR who will act as first point of contact for staff reporting safeguarding allegations against employees or volunteers. They will also be responsible for undertaking DBS checks appropriate to the roles of staff or volunteers. Please refer to Appendix X for more information on regulated activity and the roles requiring DBS checks.

Brentwood Borough Council's Monitoring Officer – This senior officer has the statutory responsibility for handling complaints or concerns about and elected Members conduct.

This Policy will be presented to the Council's Community Health and Housing Committee for Member approval and this Policy and Procedures will be reviewed and updated every three years.

Appendix 1 – Definitions explained

Abuse	Is a violation of an individual's human and civil rights by any person or persons. Abuse may consist of a single act or a repeated act. It may be physical, verbal or psychological, it may be an act of neglect or an omission to act, or it may occur when an individual is persuaded to enter into a financial or sexual transaction to which he or she has not consented, or cannot consent. Abuse can occur in any relationship and may result in significant harm, or exploitation
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	of, the person subjected to it.
Adult with care and Support needs	A person who is aged over the age of 18 that requires care and support needs to take care of themselves, or are unable to protect themselves against significant harm or exploitation. They may be more at risk of abuse.
Children and young People	The Children's Act 1989 states the legal definition of a child is 'a person under the age of 18.' This also includes pre-birth. Child Abuse is any form of physical, emotional, sexual mistreatment, neglect or lack of care that leads to injury or harm of a child or young person.
Child Abuse	Is any form of physical, emotional or sexual mistreatment or lack of care (omission) that leads to injury or harm. There are four main types of child abuse: physical abuse, sexual abuse, emotional abuse and neglect (NSPCC, 2011).
Child Sexual Exploitation	Involves children and young people receiving something for example – accommodation, drugs, affection, as a result of them performing sexual activities, or having others perform sexual activities on them.
Coercive behaviour	Is an act or pattern of acts of assault, threats, humiliation and intimidation or other abuse that is used to harm, punish or frighten their victim. This definition also includes so called 'honour' based violence, Female Genital Mutilation (FGM) and Forced Marriage. Victims are not confined to one gender or ethnic group.
Controlling behaviour	Is a range of acts designed to make a person subordinate and/or dependent on their abuser by isolating them from sources of support, exploiting their resources and capacities for personal gain. It deprives them of the means needed for independence, resistance and escape and regulates their everyday behaviour.
Disclosure and Barring Service	DBS checks are required in roles where 'regulated' activity is undertaken. Please refer to Appendix X for more details on

(DBS)	regulated activity.
Domestic Violence	Any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between those aged 16 years or over who are or have been intimate partners or family members regardless of gender or sexuality.
Emotional or psychological Abuse	Includes verbal abuse, psychological abuse, threats, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, isolation or withdrawal from services or supportive networks.
Female Genital Mutilation (FGM)	A term used to describe procedures that include partial or total removal of the external female genital organs, such as female circumcision, excision or infibulations. This collective term also covers injury to the female genitalia for cultural or non-medical reason.
Financial or Material Abuse	Includes theft, fraud, exploitation, pressure in connection with wills, property or inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits
Forced Marriage	The act of physically, emotionally, psychologically or financially pressurising someone to marry against their will. Forced marriages can occur in this country and abroad, and differ significantly from arranged marriages, which are entered into freely by both people, despite their families taking a lead role in the choice of partner.
Grooming	Grooming is when someone builds an emotional connection with a child to gain their trust for the purposes of sexual abuse, Sexual exploitation or trafficking .Children and young people can be groomed online or face-to-face, by a stranger or by someone they know - for example a family member, friend or professional. phones and social media.
Hate Crime or	A term to describe a criminal offence committed against a person

Discriminatory Abuse	motivated by hate or prejudice against their: Race, colour, ethnic origin and nationality; religion or faith; gender or gender identity; sexual orientation, disability and learning difficulties; and Mental Health
Honour based Abuse (HBA)	Refers to crimes committed against a person as punishment for breaking an 'honour code', usually imposed by a family or community
Human Trafficking	<p>Also Known as Modern Slavery, human Trafficking involves the recruitment, transportation, transfer, harbouring or receipt of people who, with the threat or use of force, coercion, abduction, abuse of power or deception are exploited for the purposes of prostitution, forced labour, slavery or other similar practices. This can occur either from one country to another or event within the same country, county or town. There is no typical victim and some victim's do not understand that they have been exploited and are entitled to help and support. Key indicators that someone may be a victim of trafficking might include:</p> <ul style="list-style-type: none"> • The person's passport, identification or travel documents are being held by someone else. • The person appears to have been 'coached' or told what to say in certain circumstances and he or she allows others to speak on their behalf. • The person must pay a facilitator back for travel costs through working or providing services • They are living in accommodation with multiple people where conditions are cramped and poor • They receive little or no payment for their work • The person does not appear to have freedom of movement • The person regularly appears withdrawn, timid or frightened • The person has been physically or emotionally harmed or deprived of food, water, sleep, medical care or other life

	<p>necessities</p> <ul style="list-style-type: none"> • A child or other young person who is not in school or any other form of education or training
Institutional (Organisational) Abuse	<p>Involves the collective failure of an organisation to provide an appropriate and professional service to children or adult with care and support needs adults. It can be seen or detected in processes, attitudes and behaviour that amount to discrimination through unwitting prejudice, ignorance, thoughtlessness and stereotyping. It includes a failure to</p> <p>ensure the necessary safeguards are in place to protect vulnerable adults or children and maintain good standards of care in accordance with individual needs, including training of staff, supervision and management, record keeping and liaising with other providers of care. Abuse is not always malicious or intentional and may occur when someone believes, mistakenly that they are acting in the best interests of the child or vulnerable adult.</p>
Modern Slavery	See Human Trafficking above
Neglect (including acts of omission)	Includes ignoring medical or physical care needs, failure to provide access to appropriate health, social care or educational services, the withholding of the necessities of life such as medication, food, drink and heating.
Physical Abuse	Includes hitting, slapping, pushing, kicking, misuse of medication, inappropriate restraint
PREVENT	<p>Part of the UK's counter-terrorism strategy and consists of four strands</p> <ul style="list-style-type: none"> • Prevent – to stop people becoming terrorists or supporting violent extremists

	<ul style="list-style-type: none"> • Pursue – to stop terrorist attacks • Protect – to strengthen our overall protection against terrorist attacks • Prepare – where we cannot stop an attack, to mitigate its impact
Self-neglect	Wide range of behaviour neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding
Sexual Abuse	Includes rape and sexual assault, or sexual acts to which the child or adult with care and support needs has not consented, or could not consent, or where pressure was applied to secure their consent

Appendix 2 Recognising potential indicators of abuse

Emotional or psychological Abuse

Affects Children, young people and adults with care and support needs and includes:

Acts or behaviour which impinges on the emotional health of, or which causes distress or anguish to individuals. This may also be present in other forms of abuse

Physical Indicators and signs	Behaviour indicator
<ul style="list-style-type: none"> • Threats of harm or abandonment • Humiliation, shaming or ridicule • Harassment, bullying, intimidation • Control or coercion • Deprivation of choice or privacy • Deliberate social isolation • Infantilisation – treating an adult like a child 	<ul style="list-style-type: none"> • Disturbed sleep or tendency to withdraw to a room or to bed • Loss of appetite or over eating especially at inappropriate times • Anxiety, confusion or general resignation • Extreme submissiveness or dependency in contrast to known capacity • Sharp changes in behaviour in the presence of certain persons • Excessive or inappropriate craving for attention • Self-abusive behaviour – self mutilation, head banging, hand biting • Loss of weight without apparent loss of appetite • Loss of confidence

Sexual Abuse

Affects Children, young people and adults with care and support needs and includes:
direct or indirect involvement

Physical Indicators and signs	Behaviour indicator
<ul style="list-style-type: none"> • Rape • Indecent assault • Indecent assault • Exposure to inappropriate sexual behaviour or images/material 	<ul style="list-style-type: none"> • Unexplained and uncharacteristic changes in behaviour • New tendency to withdraw and spend time in isolation • Recent development of openly sexual behaviour/language • Deliberate self-harm • Incontinence/bed wetting • Irregular or disturbed sleep patterns • Difficulty/discomfort in walking and unexplained soreness around the genital area • Repeated urinary tract infections • Bruising or bleeding in the genital or rectal area • Excessive washing • Unexplained "love bites" • Stained or torn underclothing especially with blood or semen • Sexually transmitted disease • Pregnancy

Physical Abuse

Affects Children, young people and adults with care and support needs and includes: the non-accidental infliction of physical force that results (or could result) in bodily injury, pain or impairment.

Physical Indicators and signs	Behaviour indicator
<ul style="list-style-type: none"> • An inflicted physical injury, which is not satisfactorily explained • An injury where there is knowledge or suspicion that it was inflicted intentionally or through lack of care • Assaults on the body including hitting, slapping, pushing, kicking resulting in injuries such as burns, abrasions, fractures, dislocation, welts, wounds or marks of physical restraint • Misuse of medication or medical process e.g. catheterisation • Inappropriate restraint or inappropriate actions or inactions 	<ul style="list-style-type: none"> • Multiple bruising that is inconsistent with the explanation given • Cowering and flinching • Bruises or marks resulting from a slap or kick • Abrasions, especially to neck, wrists and/or ankles • Unexplained burns • Scalds, especially with a well-defined edge from immersion in water • Hair loss in one area, scalp sore to touch • Frequent minor accidents without seeking medical help • Unusually sleepy or docile • Unexplained fractures • Frequent "hopping" from one GP to another or from one care agency to another • Untypical self-harm, emotional distress, low self esteem

Neglect and Acts of Omission

Affects Children, young people and adults with care and support needs and includes: the ignoring or withholding physical or medical care needs which result in a situation or environment detrimental to individual(s)

Physical Indicators and signs	Behaviour indicator
<ul style="list-style-type: none"> • Failure of a person who has responsibility, charge, care or custody of a vulnerable person to provide access to appropriate health, social care or educational services (unintentional or deliberate) • Withholding necessities of life, including nutrition, medication, heating, shelter (Unintentional or deliberate) • The failure to intervene in behaviour which is dangerous to the vulnerable adult or to others • Repeated incidences of poor care e.g. poor moving and handling – see also institutional 	<ul style="list-style-type: none"> • Poor hygiene and cleanliness of a person who has assistance with their personal care • Unkempt or unsuitable clothing for the weather conditions/environment • Untreated illness or condition or repeated infections • Dehydration, weight loss, malnutrition • Repeated/unexplained falls or trips • Unexplained or untreated pressure ulcers or other sores • Inadequate heating or lighting available • Incontinence issues not addressed - e.g. odour on clothes and/or furnishings • Clear failure to ensure the taking of medication appropriately • Inconsistent or reluctant contact with health or social care agencies • Withholding of appropriate devices such as hearing aids, glasses etc.

abuse.	
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Financial

Affects adults with care and support needs and includes: unauthorised, fraudulent obtaining and improper use of funds, property or any resources of an adult with care and support needs

Physical Indicators and signs	Behaviour indicator
<ul style="list-style-type: none"> • The misuse or misappropriation of property, possessions or benefits • Theft, fraud, exploitation • Pressure in connection with wills, property or inheritance or financial transactions • Extortion of money, property and possessions by threat, coercion or fraudulent means • Refusal to let the vulnerable person have access to their own money, property or possessions 	<ul style="list-style-type: none"> • Unexplained or sudden inability to pay bills • Unexplained or sudden withdrawal of money from accounts • Personal possessions of value go missing without explanation • Contrast between known income and actual living conditions • Someone responsible for paying bills, buying food, etc., is not doing so • Unusual interest by a relative, friend or neighbour, etc. in financial assets especially if little real concern is shown in other matters • Next of kin insists on informal arrangements re: financial affairs despite being advised re: Court of Protection, etc. • Where services are refused under pressure from potential beneficiaries • Unusual purchases unrelated to the known

	interests of the vulnerable people
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Discriminatory Abuse

Affects adults with care and support needs and exists when values, beliefs or culture result in a misuse of power that denies mainstream opportunities to some groups or individuals

Physical Indicators and signs	Behaviour indicator
<ul style="list-style-type: none"> • Unequal treatment • Verbal abuse • Inappropriate use of language • Harassment • Exclusion • It includes discrimination on the basis of race, gender, age, sexuality, disability or religion 	<ul style="list-style-type: none"> • The adult is subjected to racist, sexist/gender or homophobic abuse • The adult is subject to abuse relating to their age, illness or disability • Not meeting cultural or religious needs • Imposing unwanted political, cultural, religious beliefs • Acts or comments motivated to harm and damage, including incitement of others to commit abuse based on difference • Lack of effective communication provision – e.g. interpreters, BSL, etc.

Institutional or organisational abuse	
Affects adults with care and support needs and occurs where the culture of the organisation (such as a care home) places emphasis on the running of the establishment and the needs of the staff above the needs and care of the vulnerable person.	
Physical Indicators and signs	Behaviour indicator
<ul style="list-style-type: none"> Abuse by an organisation imposing rigid and insensitive routines; poor practices embedded in systems, unskilled, intrusive or invasive interventions; or an environment allowing inadequate privacy or physical comfort. 	<ul style="list-style-type: none"> Lack of or inappropriate care plans – not regularly reviewed Contact with the outside world not encouraged Few visitors or notification required before visiting Visiting restricted, not accounting for individual preferences or allowing privacy on visits Little opportunity for outside activities Routines of “care” engineered for the convenience of staff No choice or flexibility re: getting up or going to bed Lack of choice or consultation about meals or opportunities for snacks and drinks Lack of consultation, involvement, preparation, discussion when medical or personal care tasks carried out Lack of privacy e.g. not knocking before staff enter

	<p>bedrooms</p> <ul style="list-style-type: none">• Lack of privacy when carrying out personal care tasks• Unusually subdued behaviour• Residents keep out of the way of staff• Care of personal clothing lacking, dressed in other peoples clothes, given others spectacles, teeth, or hearing aids• Strong smell of urine – bed linen or clothes not changed appropriately• Chairs/tables positioned to restrict movement• Inappropriate use of medicines or nursing procedures to make clients easier to manage rather than for bona-fide health needs• Not allowing views or opinions to be expressed• Loss of rights as a citizen e.g. denying opportunity to vote• Poor moving and handling practice
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Appendix 3 Disclosure and Barring Service requirements

If you have submitted an application for a criminal record check through DBS following a request from a current or prospective employer/voluntary organisation but are unsure that the position you have applied for is eligible for a criminal record check, you can contact the DBS to investigate.

Please send an email to DBS customer services with the title **Application eligibility enquiry – urgent** giving your full name, date of birth, the name of organisation who asked you to get or provide a DBS certificate, details of the position applied for, and the form application number as well as the reasons why you are unsure that your position is eligible.

To carry out a full investigation into the eligibility of your position, we may have to contact the organisation concerned to ask them to explain their reasons for requiring you to submit a DBS application. If you provide your consent, we can refer to your specific application to enable us to discuss the eligibility issue with the organisation. However, we can also contact the organisation to discuss the submitted application without reference to your enquiry if you would prefer.

You have the right to request the DBS to prevent the processing of your application under the Data Protection Act 1998, principle 6 *"Personal Data should be processed in accordance with an individual's rights"*. However, we cannot guarantee that we will be able to stop the application before it is issued as it may have already have reached the certificate printing stage

Using the annex

This annex has been designed for use in conjunction with legislation.

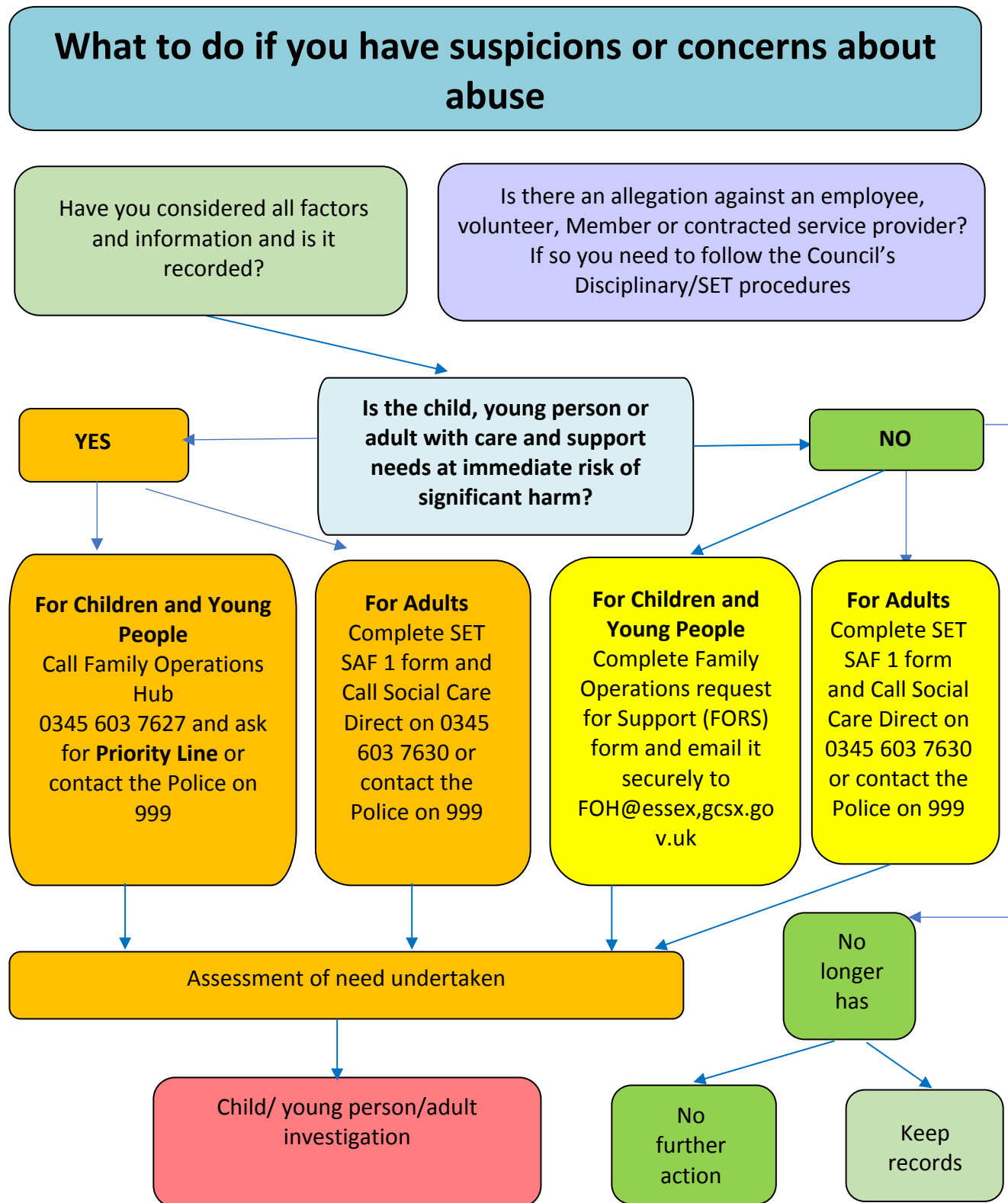
We use the numbers in the annex as a reference point for dealing with enquiries about eligibility. If your organisation is contacted to confirm eligibility for a position, you **must** provide full details of the job role and explain how the relevant legislation

supports the eligibility of the position applied for. It is not sufficient to provide the reference number without supporting evidence.

Positions, Professions, Employment, Offices and Works included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975	Ref No
Any work defined as regulated activity relating to children within the meaning of Schedule 4 Part 1 of the Safeguarding Vulnerable Groups Act 2006	01
Any work defined as “work with children” in regulation 5C of the Police Act 1997 (Criminal Records) Regulations 2002	02
Any work defined as regulated activity relating to adults within the meaning of Schedule 4 Part 2 of the Safeguarding Vulnerable Groups Act 2006	03
Any work defined as “work with adults” in regulation 5B of the Police Act 1997 (Criminal Records) Regulations 2002	04
Any office or employment which is concerned with: <ul style="list-style-type: none"> the provision of care services to vulnerable adults; or the representation of, or advocacy services for, vulnerable adults by a service that has been approved by the Secretary of State or created under any enactment; and which is of such a kind as to enable a person, in the course of his normal duties, to have access to vulnerable adults in receipt of such services	05
Any work in a further education institution or 16 to 19 Academy where the normal duties of that work involve regular contact with children	06
Health care professional (regulated by a body mentioned in subsection (3) of section 25 of the National Health Service Reform and Health Care Professions Act 2002) – on entry into the profession only	07
Barrister (in England and Wales), solicitor – on entry into the profession only	08
Chartered accountant, certified accountant – on entry into the profession only	09
Veterinary surgeon – on entry into the profession only	10

Actuary – on entry into the profession only	11
Registered foreign lawyer – on entry into the profession only	12
Chartered Legal Executive or other Chartered Institute of Legal Executive (CILEx) authorised person – on entry into the profession only	13
Judicial appointments	14
The Director of Public Prosecutions and any office or employment in the Crown Prosecution Service	15
Designated officers for: <ul style="list-style-type: none"> • magistrates' courts • justices of the peace • local justice areas • justices' clerks • assistants to justices' clerks 	16
Persons employed for the purposes of assisting constables of a Police Force established under any enactment	17
Any employment within the precincts of: <ul style="list-style-type: none"> • a prison • a remand centre • a removal centre • a short term holding facility • a detention centre • a Borstal institution 	18

Appendix 4 Reporting procedures flowchart



Appendix 5

Legislation that informs the Council's Safeguarding Policy and Procedures

Legislation and date	Detail
Sexual Communication with a Child Act 2017	Groomers aged 18 years or over face up to 2 years in prison, if they target children (under 16) through mobile phones and social media.
Criminal Justice and Courts Act 2015/16	Length of sentencing is reviewed each year
Counter-Terrorism and Security Act 2015	Enhances the ability of operational agencies to monitor and control actions of those that pose a threat.
Care Act 2014	Section 42 (duty), Section 9 (eligible need/self-neglect)
Regulated Activities Regulations 2014	Regulated activities are the activities that the Disclosure & Barring Service can bar people from doing. It is a criminal offence for a barred person to seek to work, or work in, activities from which they are barred. It is also a criminal offence for employers or voluntary organisations to knowingly employ a barred person in regulated activity.
Anti-Social Behaviour, Crime and Policing Act 2014	Part 9 strengthens the arrangements for protecting the public from sexual harm and violence provided for in Part 2 of the Sexual Offences Act 2003 and Part 7 of the Criminal Justice and Immigration Act 2008 respectively. This Part also introduces a new power to tackle child sexual exploitation at hotels and strengthens existing powers to close premises used for such purposes. Part 10 introduces a new offence of forced marriage and criminalises the breach of a forced marriage protection order.

Working Together to Safeguarding Children 2013	This statutory guidance sets out how organisations and individuals should work together to safeguard and promote the welfare of children, and how practitioners should conduct the assessment of children.
Protection of Freedoms Act 2012	From 2012 the Independent Safeguarding Authority (ISA) and the Criminal Records Bureau (CRB) merged into a single authority responsible for the barring and vetting applicants. Known as the Vetting and Barring Service (DBS). The DBS have a greater focus on the roles working most closely with vulnerable groups. From 2013 an update service was introduced allowing employers to check whether there have been any changes to a criminal record since the last certificate.
Terrorism Prevention and Investigations Measures Act 2011	Repealed control orders and replaced them with a more focused and less intrusive system of terrorism and investigation measures.
Equality Act 2010	The Act legally protects people from discrimination in the workplace and in wider society.
Deprivation of Liberty Safeguards 2008	Guidance for authorising the deprivation of liberty in hospitals and care homes of individuals who lack mental capacity to consent to treatment or care they may need.
Mental Capacity Act 2005	This makes it an offence to neglect or deliberately ill-treat a person who lacks capacity
Children's Act 2004	<u>Section 11</u> – places a statutory duty on district councils to make arrangements to ensure that in discharging their functions they consider the need to safeguard and promote the welfare of children. <u>Section 10</u> – outlines the duty to promote inter-agency cooperation between names agencies (including district councils). There is a reciprocal duty on those agencies to co-operate with the Child Support Agency (CSA) in budget

	<p>pooling – a key provision that underpins children's trusts arrangements.</p> <p><u>Section 13</u> – requires each local authority to be a statutory partners of the Local Safeguarding Children's Board</p> <p><u>Section 17</u> - entitles district council's to be consultation the Children's and Young People's Plan (CYPP)</p>
Domestic Violence, Crime and Victims Act 2004	Reforms law on domestic violence and introduced a new offence of causing or allowing the death of a child or vulnerable adult
Licensing Act 2003	Includes selling alcohol to children, licensing of premises and taxis.
Female Genital Mutilation (FGM) Act 2003	Makes FGM illegal in this country. It is an offence to undertake the operation, assist a girl to mutilate her own genitalia, and assist a non-UK national or UK national to undertake FGM of a UK national outside the UK (except on specific medical grounds).
Sexual Offences Act 2003	This incorporated 50 new offences, including a new 'Grooming' offence. Offences also include the use of the internet in child abuse, and abuse of positions of trust. It also includes new definitions of rape.
Homelessness Act 2002	It is a requirement for the Council to refer homeless people with dependent children who are ineligible for homelessness assistance or who are intentionally homeless to Children's Social Care, but only if the person consents. If unable to consent, the Council can disclose information to Social Services if they believe the child is, or will be, at risk of significant harm.
Data Protection Act 1998	Controls how personal information can be used and the rights to ask for information about yourself.
Public Interest	The Act protects workers from detrimental treatment for

Disclosure Act 1998	victimisation from their employer if, in the public interest, they blow the whistle on wrongdoing.
Human Rights Act 1998	Sets out the rights of children and families to challenge what they perceive to be an infringement of their human rights.
The Children's Act 1989	<p>Section 17 – Children in Need - general duty to safeguard and promote the welfare of children within their area who are in need and to promote the upbringing of such children by their families</p> <p>Section 47 – Children at Risk - duty to investigate where there is reasonable cause to suspect that a child or young person living in the area is suffering or is likely to suffer significant harm.</p>

Appendix 6. Safe Working practices

Guidelines for conduct when working/having contact with Children, Young People &

Vulnerable Adults

In addition to the Employee and Member Codes of Conduct/ Protocols, the following guidelines should be followed by Members, employees, volunteers and contracted service providers who have contact with children, young people or adults who have care and support needs. You should:

- Always ensure you can be seen and observed publicly when working with children, young people and with adults with care and support needs and avoid situations where you would be alone with them.
- Children, young people and adults with care and support needs have a right to privacy, respect and dignity. Respect the child, young person or adult with support needs, provide a safe and positive environment and treat them equally in the context of any activity.
- You must put the well-being and safety of the child, young person or adult with care and support needs before what you are trying to achieve with them such as the development of their performance. In other words you may have to cease the planned activity if carrying on would undermine their well-being or safety.
- If a child, young person or adult with care and support needs is accidentally injured as the result of your actions or failure to act or arrives at an activity or service showing signs or symptoms that give you cause for concern, you must act appropriately following the procedures outlined in the policy and always

report such incidents as soon as possible to your line manager and the Operational Safeguarding Lead and make a written report.

- Ensure that recognised agencies such as schools, youth clubs or sports clubs are used to communicate and engage with children.

Make sure that when undertaking visits to these places you agree in advance with the agency that an employee will remain in the room with you at all times. You should not:

- Spend unreasonable amounts of time alone with children, young people and adults with care and support needs, in particular when taking children, young people or adults with care and support needs on car journeys, no matter how short.
- Take children, young people and adults with care and support needs to your home or any other place away from Council or agency premises where they will be alone with you. However, if it is necessary for young people to go on site visits as part of their work experience, the officer in charge must write to parents in advance to ask for their permission and explain why it is necessary.
- Add or accept young people you work with or come into contact with, on social networking sites (e.g. Facebook and Twitter, etc.)
- Arrange to meet or approach children, young people or adults with care and support needs outside an organised activity or service. You should never:
- Leave children, young people or adults with care and support needs unattended.
- Engage in rough physical games including horseplay.
- Engage in sexually provocative games or allow, encourage or engage in inappropriate touching of any form.
- Make sexually suggestive comments about or to a child, young person or adults with care and support needs.
- Allow children, young people and adults with care and support needs to use language inappropriate to the circumstances, unchallenged, or use it yourself.
- Ignore or fail to record an allegation a child, young person or adult with care and support needs makes about you or others.
- Do things of a personal nature for children, young people and adults with care

and support needs that they can do for themselves e.g. assist with changing. It may sometimes be necessary to assist them, particularly if they are very young or are disabled. In such a situation, these tasks should only be carried out with the full understanding and consent of parents/carers. In an emergency situation that requires this type of help, you should try to have someone else present and inform the parents/carers as soon as is reasonably possible.

- Share a changing room with a child, young person or adult with care and support needs.
- Enter areas designated only for the opposite sex. The only exception is where you are providing cleaning services and then you should wait until the room is vacant.
- Use the internet or any other electronic or telephone device to access child pornography sites

Warning

Brentwood Borough Council takes its responsibility very seriously. Employees who breach the guidelines above will face investigation and may face disciplinary action where appropriate, which could lead to a dismissal and the possibility of a criminal investigation where there is evidence of illegal activity. Volunteers and contracted service providers in breach of the above the guidelines will have their services terminated with immediate effect. Where there is evidence of illegal activity, they will be reported to the relevant authorities and may face criminal investigation. If a safeguarding issue occurs in which Member is alleged to have acted inappropriately, the line manager informed of the breach should contact Midland HR who will immediately contact the Operational and the Strategic Safeguarding Leads and the Monitoring Officer. Where there is evidence of illegal activity, the Member will be reported to the relevant authorities and may face criminal investigation. In addition to these legal sanctions there may be grounds for a complaint to be made under the Code of Conduct for Councillors.

Appendix 7. Useful contacts for support, advice and signposting

Essex Social Care Direct	
Telephone inquiries / referrals (Children's Services)	0845 603 7627
Telephone inquiries / referrals (Adults with care and support needs)	0845 603 7630
Contact via email – children and young people	FOH@essex.gcsx.gov.uk
Essex Police	
Non-emergency	101
Emergency	999
Other	
Essex Safeguarding Children Board	www.escb.co.uk

Essex Safeguarding Adults Board	www.essexsab.org
AskSAL – Safeguarding Adult Line	www.asksal.org.uk or 08452 6666 63
Childline	www.childline.org.uk or 0800 1111
NSPCC (including Child Trafficking Advice Centre)	www.nspcc.org.uk or 0808 800 5000
Public Concern at Work (whistle blowing advice line)	www.pcaw.co.uk or 020 7404 6609
Early Help and Advice Hub (Family Solutions)	0845 603 7627 (ask specifically for the Early Help and Advice Hub)
Crimestoppers (anonymous)	https://crimestoppers-uk.org or 0800 555111
‘Stop the Traffik’ (The Metropolitan Police hotline for victims or to report suspected trafficking)	0800 783 2589 (24 hour hotline)

<http://www.essexsab.org/>

The Essex Safeguarding Adults Board (ESAB) raises awareness and promotes the welfare of vulnerable adults by the development of an effective co-operative

www.esab.org.uk/

Essex Safeguarding Children Board is a multi-agency board that aims to raise awareness, promote the welfare of vulnerable adults and develop an effective protection system, through policies and procedures

www.brentwood.gov.uk – link to complaints procedure

www.brentwood.gov.uk – link to whistleblowing policy

www.brentwood.gov.uk – link to HR Recruitment & Selection Policy

www.asksal.org.uk

Ask SAL is a helpline designed to give advice to people of Essex who are concerned about themselves or somebody that they know.

www.elderabuse.org.uk/index.htm

A leading voluntary organisation focussing on the abuse of older people

www.ageconcern.org.uk/

Offers information and advice, on a wide range of issues. Local groups are listed in the telephone directory under Age Concern. Some offer advocacy services.

www.helptheaged.org.uk/en-gb

a UK-based charity which provides practical support to help older people live independent lives, particularly those who are frail, isolated or poor

www.anncrafttrust.org/

Acting Against the Abuse of Children and Adults with Learning Disabilities. The Ann Craft Trust is a UK based organisation working with staff in the statutory, independent and voluntary sectors to protect people with learning disabilities who may be at risk from abuse. We also provide advice and information to parents and carers who may have concerns about someone that they are supporting

www.bihhr.org.uk/ - British Institute of Human Rights a UK-based charity which provides practical support to help older people live independent lives, particularly those who are frail, isolated or poor

www.inpea.net/

International Network of Elder Abuse - is an organisation dedicated to the global dissemination of information as part of its commitment to the world-wide prevention of the abuse of older people

www.womensaid.org.uk/

Women's Aid is the key national charity working to end domestic violence against women and children. We support a network of over 500 domestic and sexual violence services across the UK.

www.victimsupport.org.uk/

Is the independent charity that helps people to cope with the effects of crime. It provides free and confidential support and information to help people deal with their experiences.

www.respond.org.uk/

Organisation providing services to people with a learning disability who have experienced sexual abuse.

www.pcaw.demon.co.uk

is the leading authority on public interest whistleblowing. Their charitable objectives are to promote compliance with the law and good practice in organisations across all sectors. In practical terms, they focus on the responsibility of workers to raise concerns about malpractice, and the responsibility of those in charge to investigate and remedy such issues.

www.popan.org.uk/

POPAN helps people who have been abused by health or social care professionals and seeks to prevent future abuse

www.pavauk.org/

PAVA organises a network of Adult Protection staff throughout the UK

www.mencap.org.uk/

A leading learning disability charity working with people with a learning disability and their families and carers

www.isa-gov.org.uk/

The Independent Safeguarding Authority (ISA) has been created to help prevent unsuitable people from working with children and vulnerable adults.

www.crb.homeoffice.gov.uk/

To help protect children and vulnerable adults by providing a first-class service to support organisations recruiting people into positions of trust

www.voiceuk.org.uk/

National charity supporting people with learning disabilities who have experienced crime or abuse. Also support families, carers and professional workers

www.basmind.org/home.html

is a local charity for people with mental health problems providing services and support to people

in the community and in hospital

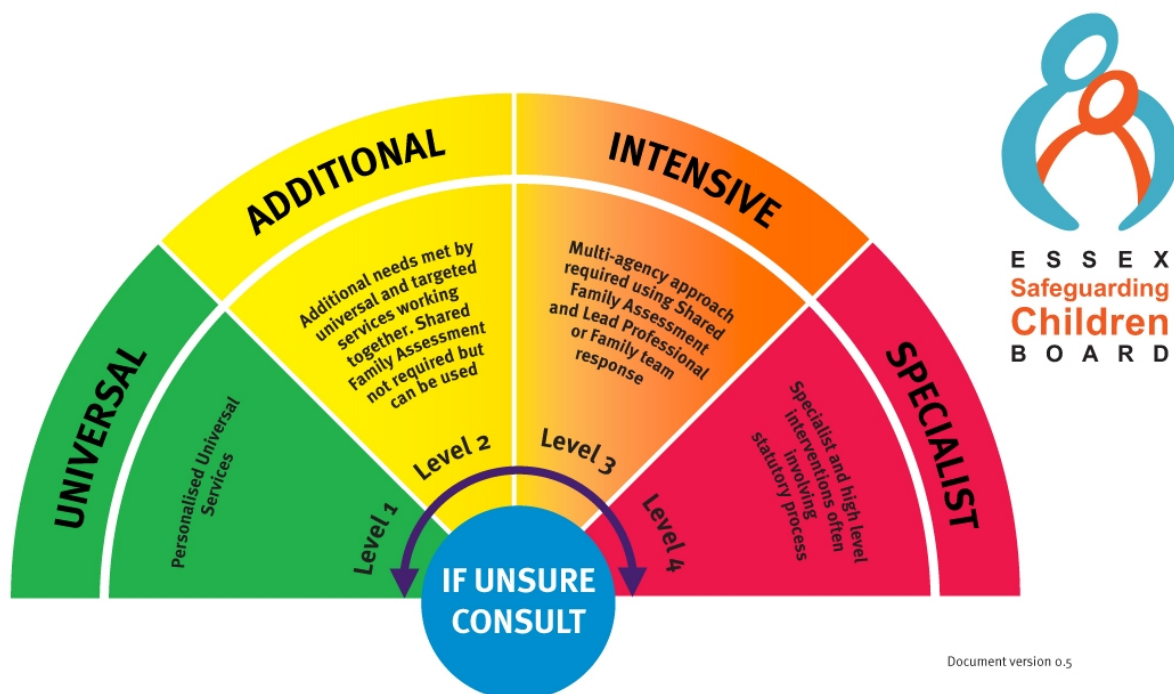
www.sportessex.com/content.php?page=sportessex_Child_Protection_Policy

Child protection policy - relating to sports, coaches etc.

Appendix 8 Effective Support Windscreen of Need

The Essex Effective Support Windscreen

Multi Agency Guidance: Working in partnership to help children and families improve their lives



All partners working with children, young people and their families will offer support as soon as we are aware of any additional needs. We will always seek to work together to provide support to children, young people and their families at the lowest level possible in accord with their needs

Appendix 9 Safeguarding Concern Card

Safeguarding Concern Card

Your Name and Job Title:

I have a concern about:		<input type="checkbox"/> Child/Children	<input type="checkbox"/> Adult(s)	<input type="checkbox"/> Both
Names(s) if known:				
Address/Location:				
Town:			Post Code:	
My concern is about: (tick all that apply and/or give more details below)				
<input type="checkbox"/>	Hoarding/Clutter	<input type="checkbox"/>	No electric	<input type="checkbox"/>
<input type="checkbox"/>	Poor living conditions	<input type="checkbox"/>	No water	<input type="checkbox"/>
<input type="checkbox"/>	Filthy and verminous	<input type="checkbox"/>	No Gas	<input type="checkbox"/>
<input type="checkbox"/>	Self-neglect	<input type="checkbox"/>	Children left alone	<input type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>	Threats of self-harm	<input type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>	Physical abuse	<input type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>	Health and Welfare	<input type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>	Alcohol and/or drugs	<input type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>	Domestic abuse	<input type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>	Pets mistreated	<input type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>	Mental Health	<input type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>	Neglect of others	<input type="checkbox"/>
Details of your concern:				
I reported this to:			Date:	

Safeguarding Concern Card

Your Name and Job Title:				
I have a concern about:		<input type="checkbox"/> Child/Children	<input type="checkbox"/> Adult(s)	<input type="checkbox"/> Both
Names(s) if known:				
Address/Location:				
Town:			Post Code:	
My concern is about: (tick all that apply and/or give more details below)				
<input type="checkbox"/>	Hoarding/Clutter	<input type="checkbox"/>	No electric	<input type="checkbox"/>
<input type="checkbox"/>	Poor living conditions	<input type="checkbox"/>	No water	<input type="checkbox"/>
<input type="checkbox"/>	Filthy and verminous	<input type="checkbox"/>	No Gas	<input type="checkbox"/>
<input type="checkbox"/>	Self-neglect	<input type="checkbox"/>	Children left alone	<input type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>	Threats of self-harm	<input type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>	Physical abuse	<input type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>	Health and Welfare	<input type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>	Alcohol and/or drugs	<input type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>	Domestic abuse	<input type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>	Pets mistreated	<input type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>	Mental Health	<input type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>	Neglect of others	<input type="checkbox"/>
Details of your concern:				
I reported this to:			Date:	

Not sure what to or need advice?

If you can't get hold of your line manager or you want to talk to someone, please contact the Operational Safeguarding Lead

Kim Anderson Operational Safeguarding Lead	01277 312634 Kim.anderson@brentwood.gov.uk
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For more information on how to report a concern, visit www.brentwood.gov.uk/safeguarding

Useful numbers in an emergency:

If someone is at immediate risk of significant harm	Call the Police 999
Family Operations Hub (Children and Young People)	0345 603 7627 and ask for the Consultation Line (for advice or guidance) or the Priority Line if at immediate risk
Adult Social Care	0345 603 7630

If you've reported a concern yourself, please inform your Line Manager as soon as possible.

Not sure what to do or need advice?

If you can't get hold of your line manager or you want to talk to someone, please contact the Operational Safeguarding Lead

Kim Anderson Operational Safeguarding Lead	01277 312634 Kim.anderson@brentwood.gov.uk
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If you've reported a concern yourself, please inform your Line Manager as soon as possible.

19th June 2017

Community, Health and Housing Committee

Better Care and Disabled Facilities Grant Funding

Report of: *David Carter, Environmental Health Manager*

Wards Affected: *All*

This report is: *Public*

1. Executive Summary

- 1.1 This report seeks authority to consider appropriate ways to best utilise the capital funding received from the Better Care Fund to support disabled facilities and enable residents to continue to live independently.

2. Recommendation(s)

- 2.1 **That officers investigate potential solutions to fully utilise Better Care funding provided for the benefit of vulnerable residents in the Borough**
- 2.2 **Assessment of the options available will be made and determined following consultation and agreement from the Community, Health and Housing Committee**

3. Introduction and Background

- 3.1 The Council has been operating a programme of mandatory Disabled Facility Grants (DFGs) to enable homes to be adapted to meet disabled resident's needs. This was established in 1996 under the Housing Grants, Construction and Regeneration Act.
- 3.2 Since April 2015, the funding for DFGs in England is now channelled into the Better Care Fund (BCF) which consists of pooled resources from several sources, including NHS England. One of the aims of the BCF is to achieve improved integration of care and support services. DFG funding in England for 2015/16 was £220m and increased to £394m in 2016/17.

- 3.3 In Brentwood, our DFG funding rose from £125k in 2013/14 increasing to £170k in 2015/16 and to £290k in 2016/17, whilst spending on DFGs was £177k in 2013/14, £131k in 2015/16 and £184k in 2016/17.
- 3.4 The Council has previously supported the DFG budget with capital funding to meet the budgeted spend, however since 2015 our expenditure on grants has been below the funding received from the BCF and no capital was required to be added by the Council to supplement this funding to meet demand.
- 3.5 In the last two years there has been a surplus of funding above that which was needed to fund Disabled Facilities adaptations, however it should be noted that it may be necessary to provide additional capital in the event that a greater demand is made on the DFG budget.
- 3.6 The current 2017/18 budget for DFG applications is £250k, which is below the level of the 2016/17 BCF allocation of £290k.
- 3.7 In 2016/17 some of this surplus was used to fund the Papworth Home Improvement Agency, which was previously funded from revenue. This has enabled a saving of £25,000 to be made.
- 3.8 In December 2016 Essex County Council decided that they would not continue to fund Home Improvement Agencies (HIA) in Essex and the contract with Papworth ended on 31st March 2017.
- 3.9 We attempted to negotiate with Papworth Trust to continue providing services to Brentwood but they decided to withdraw from HIA services in Essex, although they have continued to use office accommodation at the Town Hall for other operations.
- 3.10 As a result, and following discussions with other local authorities we have now taken on a member of staff transferred under TUPE from Papworth to continue to assist Brentwood residents with their grant applications and have managed a seamless transition from Papworth to an in-house service which will be fully funded from the Better Care Fund grant.
- 3.11 We will continue to provide a service to assist residents to apply for grant funding and have made arrangements to oversee works on site and liaise with contractors and customers to deliver adaptations more effectively.
- 3.12 It is likely however that if the current level of funding is sustained that there will be an underspend of the capital provided and we would therefore wish to ensure that the funding is wisely and effectively utilised.

4. Issue, Options and Analysis of Options

4.1 There are several options available to consider, including the following:

i) Handy Person Service

This was part of the service provided by Papworth Trust which was funded by Essex Supporting People which has now been discontinued.

This service is of great use to elderly and vulnerable residents who can access a trusted contractor to undertake simple household repairs and maintenance that would otherwise be difficult for them to achieve. By using this service, it enabled access to sometimes isolated residents and gave the opportunity to signpost other services and assistance where it was needed, enabling residents to live independently and maintain their homes at a reasonable cost (where appropriate) which helped to support the service.

ii) Telecare response service

The Council provides emergency call systems to our tenants and to private residents connected to a call centre. The service to private residents has been reduced as we currently do not have an effective 24 hour response service and need to rely on ambulance services contacted by the call centre to attend medical emergencies.

Many of these calls are however because of falls in the home; it is proposed that we investigate the costs and operation of a service to provide initial visits from trained responders who would be able to lift residents who have fallen and need help to get up, which will reduce the waiting time and impact on emergency ambulance services.

iii) Door chain service

This is similar to the handy person service but on a more limited scale, this service has been provided through the Community Safety Partnership using volunteers to fit door chains to increase security for elderly residents. This again provides an opportunity to act as a point of contact for vulnerable residents to identify other areas of assistance.

iv) Home from Hospital Schemes

These are operated in other area to assist where residents are unable to return home after treatment as there are adaptations or repairs needed to ensure the home is suitable for discharge from hospital. Initial discussions have been made with Health and Wellbeing to try to integrate with hospital discharge services and determine how this would work.

4.2 These are the likely areas in which we will concentrate however Members may be aware of other services which officers could investigate.

- 4.3 If the current level of mandatory disabled facilities grant applications remains steady, and the Government maintains the Better Care Fund allocation at the 2016/17 level (awaiting confirmation) it is likely that there could be up to £80k surplus funding to allocate to other projects.
- 4.4 In addition to the likely surplus in 2017/18 there is a further total of £141k of unapplied funding remaining from 2015/16 and 2016/17 which could be used to initiate projects.

5. Reasons for Recommendation

- 5.1 To make effective use of Better Care Fund allocations to the Council to provide assistance to those most in need with the aim of integrating with medical care facilities to reduce strain on these resources

6. Consultation

- 6.1 It is proposed to undertake consultation with relevant stakeholders, including Age Concern and disability support groups once options have been investigated further.

7. References to Corporate Plan

7.1 Environment and Housing Management

Review the future delivery of housing services to provide the best outcomes for Brentwood residents

7.2 Community and Health

Support our most vulnerable residents to feel safe.

Make Brentwood a Borough where people feel safe, healthy and supported

8. Implications

Financial Implications

**Name & Title: Jacqueline Van Mellaerts, Financial Service Manager
(Deputy Section 151 Officer)**

Tel & Email: 01277 312829 /jacqueline.vanmellaerts@brentwood.gov.uk

- 8.1 The financial implications have been set out in the body of the report.

- 8.2 The Better Care Funding conditions have been reviewed and the unapplied grants and current surplus can be used to fully fund the proposals as outlined in the report

Legal Implications

Name & Title: Daniel Toohey, Head of Legal Services and Monitoring Officer

Tel & Email: 01277 312860 / daniel.toohey@brentwood.gov.uk

- 8.3 The legal position and implications are set out in the body of this report.

Other Implications (where significant) – i.e. Health and Safety, Asset Management, Equality and Diversity, Risk Management, Section 17 – Crime & Disorder, Sustainability, ICT.

8.4 **Equality and Diversity**

This report is intended to consider improvements in services to residents who will mostly be elderly and/or disabled

9. **Background Papers** (include their location and identify whether any are exempt or protected by copyright)

- 9.1 Department of Health/Department for Communities and Local Government - 2017-19 Integration and Better Care Fund Policy Framework

10. **Appendices to this report**

- 10.1 None

Report Author Contact Details:

Name: David Carter - Environmental Health Manager

Telephone: 01277 312509

E-mail: david.carter@brentwood.gov.uk

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Members Interests

Members of the Council must declare any pecuniary or non-pecuniary interests and the nature of the interest at the beginning of an agenda item and that, on declaring a pecuniary interest, they are required to leave the Chamber.

- **What are pecuniary interests?**

A person's pecuniary interests are their business interests (for example their employment trade, profession, contracts, or any company with which they are associated) and wider financial interests they might have (for example trust funds, investments, and asset including land and property).

- **Do I have any disclosable pecuniary interests?**

You have a disclosable pecuniary interest if you, your spouse or civil partner, or a person you are living with as a spouse or civil partner have a disclosable pecuniary interest set out in the Council's Members' Code of Conduct.

- **What does having a disclosable pecuniary interest stop me doing?**

If you are present at a meeting of your council or authority, of its executive or any committee of the executive, or any committee, sub-committee, joint committee, or joint sub-committee of your authority, and you have a disclosable pecuniary interest relating to any business that is or will be considered at the meeting, you must not :

- participate in any discussion of the business at the meeting, of if you become aware of your disclosable pecuniary interest during the meeting participate further in any discussion of the business or,
- participate in any vote or further vote taken on the matter at the meeting.

These prohibitions apply to any form of participation, including speaking as a member of the public.

- **Other Pecuniary Interests**

Other Pecuniary Interests are also set out in the Members' Code of Conduct and apply only to you as a Member.

If you have an Other Pecuniary Interest in an item of business on the agenda then you must disclose that interest and withdraw from the room while that business is being considered

- **Non-Pecuniary Interests**

Non –pecuniary interests are set out in the Council's Code of Conduct and apply to you as a Member and also to relevant persons where the decision might reasonably be regarded as affecting their wellbeing.

A 'relevant person' is your spouse or civil partner, or a person you are living with as a spouse or civil partner

If you have a non-pecuniary interest in any business of the Authority and you are present at a meeting of the Authority at which the business is considered, you must disclose to that meeting the existence and nature of that interest whether or not such interest is registered on your Register of Interests or for which you have made a pending notification.

Community, Health and Housing Committee

The functions within the remit of the Community, Health and Housing Committee are set out below

- 1) Community and Localism Initiatives including Assets of Community Value
- 2) The Voluntary Sector and community partnerships
- 3) Leisure and cultural initiatives.
- 4) Parish Council liaison
- 5) Health and Wellbeing
- 6) Grants to organisations/voluntary organisations.
- 7) Parks, open spaces, countryside, allotments
- 8) Community Safety and CCTV
- 9) Affordable housing
- 10) Housing strategy and investment programme where the Policy, Projects and Resources Committee does not decide to exercise such functions as the superior Committee
- 11) The Housing Revenue Account Business Plan where the Policy, Projects and Resources Committee does not decide to exercise such functions as the superior Committee
- 12) Housing standards, homelessness, homelessness prevention and advice

- 13) Housing needs assessment
 - 14) Housing benefit - welfare aspects
 - 15) Private sector housing and administration of housing grants
 - 16) Tenancy Management and landlord functions
 - 17) To make recommendations to Policy, Projects and Resources on the setting of rents for Council homes.
2. To take the lead on community leadership and consultation with stakeholders.