



Community Committee

Agenda

Part One

Council Chamber - Town Hall

Wednesday, 17 December 2014 at 7.00 pm

Membership (Quorum – 3)

Councillors

Cllrs Chilvers (Chair), Mrs Squirrell (Vice-Chair), Barrett, Carter, Mrs Coe, Mrs Hones, Mrs Hubbard, McCheyne, Parker and Ms Sanders

Committee Co-ordinator: Jean Sharp (01277 312655)

Additional Information:

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.

Substitutes for quasi judicial Committees must be drawn from members who have received training in quasi-judicial decision making. If a casual vacancy occurs on a quasi judicial Committee it will not be filled until the nominated member has been trained.

Rights to attend and speak

Any Member may attend any body to which these Procedure Rules apply.

A Member who is not a member of the committee may speak at the meeting if they have given prior notification by no later than one working day before the meeting to the Chair and advised them of the substance of their proposed contribution.

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.

Point of Order/Personal explanation/Point of Information

8.3.14 Point of order

A member may raise a point of order at any time. The Chair 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 Chair on the point of order will be final.

8.3.15 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 Chair on the admissibility of a personal explanation will be final.

8.3.16 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 Chair. The Member must specify the nature of the information he/she wishes to provide and its importance to the current debate. If the Chair 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 Chair on the admissibility of a point of information or clarification will be final.

Information for Members of the Public

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The Chair of the meeting may terminate or suspend filming, photography, recording and use of social media if any of these activities, in their opinion, are disrupting proceedings at the meeting.

Access

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

Part I

(During consideration of these items the meeting is likely to be open to the press and public)

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8	Urgent Business An item of business may only be considered where the Chair is of the opinion that, by reason of special circumstances, which shall be specified in the Minutes, the item should be considered as a matter of urgency.		

A handwritten signature in black ink, appearing to read "J. Kennedy". The signature is written in a cursive, slightly slanted style.

Acting Chief Executive

Town Hall
Brentwood, Essex
09.12.2014

Minutes

Community Committee Thursday, 20th November, 2014

Attendance

Cllr Chilvers (Chair)	Cllr Mrs Hones
Cllr Mrs Squirrell (Vice-Chair)	Cllr Mrs Hubbard
Cllr Barrett	Cllr Parker
Cllr Mrs Coe	

Substitute Present

Cllr Mrs Murphy (substituting for Ms Sanders)
Cllr Mynott (substituting for Carter)
Cllr Reed (substituting for McCheyne)

Also Present

Cllr Aspinell
Cllr Mrs Davies

Officers Present

Kim Anderson	Partnership, Leisure and Funding Manager
Chris Potter	Monitoring Officer & Head of Support Service
Jean Sharp	Governance and Member Support Officer
Philip Cunliffe-Jones	Planning Solicitor

297. Apologies for Absence

Apologies for absence were received from Cllrs Carter, McCheyne and Ms Sanders.

298. Minutes of the previous meeting

The minutes of the 21 October 2014 Community Committee meeting were approved by the Committee and signed by the Chair. Members noted that the Play Strategy meeting mentioned under minute 194 – Chair's verbal update – had yet to take place.

299. William Hunter Way - Asset of Community Value

Members were reminded that the Localism Act 2011 required local authorities to keep a list of assets (meaning buildings or other land) which were of community value. Once an asset was placed on the list it would usually remain there for five years. The effect of listing was that generally speaking an owner intending to dispose of the asset must give notice to the local authority. A community interest group then had six weeks in which to ask to be treated as a potential bidder. If it did so, the disposal could not take place for six months. The theory was that this period known as the “moratorium” would allow the community group to come up with an alternative proposal- although, at the end of the moratorium, it was entirely up to the owner whether a disposal went through, to whom and for how much. There were arrangements for the local authority to pay compensation to an owner who lost money in consequence of the asset being listed.

A nomination had been received from Brentwood Access Group in relation to the existing blue badge holders’ car parking area within William Hunter Way Car Park.

The report before Members provided information to enable them to consider whether or not to list the blue badge holders’ car parking area within William Hunter Way Car Park as an Asset of Community Value.

Following a discussion Cllr Chilvers MOVED and Cllr Parker SECONDED recommendation 2.1 from the report and it was RESOLVED UNANIMOUSLY to list the existing blue badge holder’s car park located in William Hunter Way as indicated on Appendix B of the report as an Asset of Community Value.

In addition, Cllr Barrett MOVED and Cllr Parker SECONDED and it was RESOLVED UNANIMOUSLY that:

This Committee recommends to the Asset and Enterprise Committee that the Council offer equitable or improved disabled car parking provision in the William Hunter Way Development including consultation with Brentwood Access Group and other relevant groups as proposals progress.

300. Iris Close Amenity Green - Asset of Community Value

Members were also requested to consider the nomination received from the Flowers Estate Residents Association for the land adjacent to 61 and 42 Iris Close, Pilgrims Hatch to be listed as an Asset of Community Value.

Cllr Chilvers MOVED and Cllr Parker SECONDED recommendation 2.1 in the report. Following a discussion it was RESOLVED UNANIMOUSLY to list the land (excluding 3m either side of the public sewer as this is operational land and therefore exempt from listing as a community asset) adjacent to 61 and 42 Iris Close, Pilgrims Hatch as indicated in Appendix B of the report as an Asset of Community Value.

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17 December 2014

Community Committee

Community Resilience Fund

Report of: *Ashley Culverwell, Head of Borough Health, Safety and Localism*

Wards Affected: *All*

This report is: *Public*

1. Executive Summary

- 1.1 Members requested that some further clarification be provided in relation to the Community Resilience Fund report that went before them at Community Committee on 21 October 2014 (min. ref. 200). In particular Members wanted some clarification around the administration of the fund regarding the process for application; the criteria for bid applications; how the bids are processed and scored; and reassurances that Brentwood would still benefit from funding, as it is often perceived that other areas in Essex have a greater need.
- 1.2 The Community Resilience Fund (CRF) has been set up as an endowment fund to provide a sustainable income stream to the Voluntary and Community sector (VCS) in Essex. The Fund will support the VCS to develop the abilities of communities, families and individuals to help themselves and each other. The Essex Community Foundation who will be managing the Community Resilience Fund (CRF) are asking all City, District, Borough and Unitary Authorities to each commit to £20,000 annually for the next five years (Appendix A).

2. Recommendation(s)

- 2.1 **That members agree in principle to the financial commitment of £20,000 per annum over the next five years (2015/16-2019/20) subject to final approval through the budget setting process.**

3. Introduction and Background

- 3.1 The Community Resilience Fund (CRF) has been set up as an endowment fund to provide a sustainable income stream to the Voluntary and Community sector (VCS) to support more collaborative work with this sector on prevention and early intervention programmes.
- 3.2 Local government is looking to the VCS as a strategic partner to help support stronger, more cohesive communities, which will lead to improved

health and well-being, and contribute to a decrease on the demand on public services.

- 3.3 Prevention and early intervention are recognized as instrumental steps in addressing health, social or public safety issues before they become so significant that they require input from public agencies. At the same time, all public agencies are looking at innovative ways in which to work in a climate of reducing resources and a challenging financial environment that will continue for some time.
- 3.4 In times of decreasing resources, a focus on acute need and statutory duty is naturally emphasised, thus resulting in a call for more collaboration with the voluntary and community sector on prevention and early intervention programmes. The CRF is there to support the VCS to develop the ability of communities, families and individuals to help themselves and each other. In this way, people in communities will increasingly turn to each other for the initial support or a helping hand that they need.
- 3.5 The CRF is different from other grant making programmes because it is based on building a substantial endowment fund over time. This will provide a sustainable level of grant making for the county that in principle will remain in perpetuity.
- 3.6 This is a marked difference from the local grant making programmes currently in operation in the districts which allocate funding on an annual basis, which then require further annual allocations in subsequent years. By building an endowment fund over the short-term, a level of grant making will be provided each and every year, without any further need for annual allocations. This sustainable revenue stream benefits the city, districts and unitaries, the local voluntary and community sector, and critically, the residents of Essex.
- 3.7 Donations made to the CRF are invested in an established investment portfolio which is managed to provide long-term growth. Each year an approved amount is released for grant making, normally around 5% of the fund value.
- 3.8 The donations are pooled with other endowment funds managed by Essex Community Foundation, thus providing the benefits of a much larger fund than would be the case for the CRF by itself.
- 3.9 Local Government in Essex, Southend and Thurrock are, of course aware of the importance of grant making to the voluntary and community sector through their own support in relations with the sector. The strategic opportunity and benefit the CRF provides is through county-wide collaboration by all public agencies, to help make this valuable grant making programme last for generations to come.

3.10 The larger the CRF becomes, the greater the benefits and the value of grant making will deliver.

4. Issue, Options and Analysis of Options

4.1 It is proposed that each of the 14 City, Districts, Borough and Unitary Authorities donates £20,000 to the CFR, this providing a combined donation of £280,000. This would be an annual contribution over the next five years.

4.2 Essex County Council, the Police and Crime Commissioner of Essex and Essex County Fire and Rescue have already donated £1m, £150,000 and £50,000 respectively, and all have indicated that with the continued support of other members of the public sector partnership, they would consider further contributions.

4.3 A similar proposal is being submitted to the seven Clinical Commissioning Groups (CCGs) in Essex, Southend and Thurrock.

4.4 With approval of this proposal, the fund would receive donations in its first year totalling £1,480,000. If the seven CCGs were to donate a similar amount this would increase by £140,000 to £1,620,000. Assuming a 5% grant distribution rate, this would result in grant making of £81,000 in its first annual cycle.

4.5 If all partners in the CRF were to continue to provide the same level of donation over a five year period, the fund would exceed £8m, cumulative grant making would have surpassed £800,000 and the annual value of grant making would have risen from £81,000 to £325,000.

4.6 Essex Community Fund (ECF) operates a two-stage grant application process, available on line and/or paper based. All voluntary and community organisations (VCS) interested in applying for a grant to ECF submit one application. ECF then take on the responsibility of matching their request to the over 100 funds that they manage. So, VCS organisation in Brentwood could either simply apply for a grant or they could specifically apply for a grant from the Community Resilience Fund (CRF). In either case, the ECF grants team looks at what the purpose of the grant is, and then matches this to the objects of the CRF (irrespective of whether or not the VCS organisation specifies that they are seeking funding from the CRF). This is advantageous for the VCS organisations – because ECF take on the role of matching their needs to the multiple funds that ECF manage – the VCS organisation doesn't have to worry about specifying a particular fund – and ECF would match their needs to the entire set of funds under ECF management.

4.7 In the assessment of the grant applications, Essex Community Fund would look at the following criteria: Does the application provide value for money?; Has the application evidenced the need; Is there good management and governance of the VCS organisation in place; What is

the public benefit – and evidence of community use/ involvement; What difference the grant will make; and what lasting benefit/sustainability are there for the project.

- 4.8 Each application is assessed by three people, who then score and validates it.
- 4.9 In respect of the decision making process for the CRF, a list of grant applications already assessed goes to cross-sector panel to determine which applications will be funded and for what amount of funding. This panel consists of ECC Cllr Roger Hirst, Essex Police Chief Supt. Luke Collison, Eddie Carden from Renew Counselling, Chris Evans from the Essex Association of CVSs, Andrew Gardner from Age UK Essex, Michelle Kench from Essex Wildlife Trust, Dr Tom Nutt from Healthwatch Essex, Nick Shuttleworth from the Rural Community Council of Essex (RCCE), and Jackie Sully, Trustee of ECF and from Rainbow Services. Cllr Hirst represents the partner agencies, which would include Brentwood Council, that have donated to the Community Resilience Fund and this post is nominated by the Essex Partnership Board on an annual basis. This has proven to be a very effective panel, who provide an objective and county-wide perspective on the range of applications received, and who understand that the fund is designed to support all district and unitary authorities in Essex
- 4.10 Members also raised concerns that Brentwood may not benefit as much as other areas as it could be perceived that the need is greater in other areas. Areas of affluence and great need exist in all areas across the county, which the panel is very mindful of. Because the CRF is both an endowment based fund and should receive multiple donations from public agencies and local government over several years, ECF expect the fund to grow, thus providing more grantmaking each year. The intention is that the grantmaking will be distributed across all areas of the county. Some years more will be awarded to Brentwood than other districts and some years other districts will receive more grantmaking than Brentwood. Each and every district will, over time, receive more in grants than they will have donated themselves.
- 4.11 This will be for two reasons. The first is one of the main benefits of grantmaking from endowed funds. As the grantmaking only utilises approximately 5% of the fund value, the remaining 95% of capital base will continue to grow, as a result of continuous donations and assuming long-term positive market movements. ECF have cases already where some of our funds have awarded grants that approach the total value of their donation, and they still have their original donation value remaining in the endowment fund (for example, a fund with £100,000 in donations, will have distributed close to £100,000 in grants over a period of time, with the fund value still remaining at approximately £100,000). And, of course, the grantmaking will continue year after year.

- 4.12 The second is because the districts will be donating only a portion of the total value of the Community Resilience Fund. This past year, ECC provided a £1million donation, the Office of the Essex Police and Crime Commissioner a £150,000 donation and Essex County Fire & Rescue Service a £50,000 donation, or £1.2million in total. With a 5% distribution rate, this should result in £60,000 awarded in grants each year. As the fund grows, for example with Brentwood Council's donation of £20,000, this figure will increase and grantmaking to VCS organisations in Brentwood has the potential to significantly surpass the value of £20,000 in a short period of time. With further donations from Brentwood Council and other partner agencies, this trend will continue and expand the benefits to each district.
- 4.13 The total grantmaking by ECF during 2013/14, the borough of Brentwood received grants valued at £75,371. This represents the ninth highest value of grants awarded by district last year (of the 14 district and unitary authorities). This simply reflects one year's grantmaking, and will change year on year, but hopefully assures the Committee members that ECF already take very seriously the need to distribute grants across the county.
- 4.14 If Members approve the proposal (subject to final approval through the budget setting process), this support will be confirmed at a future Leaders and Chief Executive's meeting.

5. Reasons for Recommendation

- 5.1 The proposal supports the Councils priorities for enabling communities to do more for themselves and rely less on public services. The CRF will provide a sustainable endowment fund to support VCS to develop the ability of communities, families and individuals to help themselves and each other.
- 5.2 Local organisations have successfully been awarded funding through the Essex Community Foundation's, Community Initiatives Fund (CIF). For example Brentwood Community Print received a grant of £9,700 to establish a peer mentoring scheme to help people in recovery from mental illness build their confidence and learn work skills, so they can compete on the job market.

6. Consultation

- 6.1 The CRF was presented and discussed at the Chief Executive's meeting on 13 March 2014 and the Leaders and Chief Executive's meeting on 3 April 2014 and discussed at the Essex Chief Executives' Association meeting on 17 July 2014 (Appendix B).
- 6.2 In subsequent discussions with Nicola Beach, Chief Executive of Braintree Council, Ian Davidson, Chief Executive of Tendring Council, John Mitchell, Chief Executive of Uttlesford Council and Rob Tinlin, Chief

Executive of Southend-on-Sea Council it was recommended that the proposal be presented to all 14 City, District and Unitary Authorities as an appropriate way forward in the promotion of the Community Resilience Fund.

- 6.3 This proposal is submitted with the endorsements in principle of Braintree, Southend-on-Sea, Tendring and Uttlesford Councils.

7. References to Council Priorities

- 7.1 The proposal supports the Council's Localism priority by supporting the voluntary and community sector and enabling communities to do more for themselves and rely less on public services.

8. Implications

Financial Implications

Name & Title: Jo-Anne Ireland, Acting Chief Executive

Tel & Email: 01277 312712/ jo-anne.ireland@brentwood.gov.uk

- 8.1 The Financial implications to Brentwood Borough Council are set out in the table below and will be subject to final approval through the budget setting process.

Organisation	Commitment					Cumulative total
	2015/16	2016/17	2017/18	2018/19	2019/20	
Essex County Council	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	5,000,000
Police and Crime Commissioner	150,000	150,000	150,000	150,000	150,000	750,000
Essex Fire and Rescue	50,000	50,000	50,000	50,000	50,000	250,000
City, Borough, District and Unitaries	280,000	280,000	280,000	280,000	280,000	1,400,000
Clinical Commissioning Group	140,000	140,000	140,000	140,000	140,000	700,000
TOTAL	1,620,000	1,620,000	1,620,000	1,620,000	1,620,000	8,100,000
Brentwood Borough Council	20,000	20,000	20,000	20,000	20,000	100,000

Legal Implications

Name & Title: Christopher Potter, Monitoring Officer and Head of Support Services

Tel & Email: 01277 312860 / christopher.potter@brentwood.gov.uk

Other Implications (where significant)

Equality and Diversity implications

- 8.3 The Essex Resilience Fund is to support voluntary and charitable organisations in Essex, Southend and Thurrock.

9. Appendices

Appendix A – Community Resilience Fund Proposal and Agreement between Essex Community Foundation (registered charity no 105061) and Essex County Council (the “Council”) on behalf of the members of the Essex Partnership Board

Appendix B – Essex Chief Executives Association meeting 17 July 2014

Report Author Contact Details:

Name: Kim Anderson – Partnership, Leisure and Funding Manager
Telephone: 01277 312634
E-mail: kim.anderson@brentwood.gov.uk

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Proposal - Community Resilience Fund

24 June 2014

121 New London Road,
Chelmsford, Essex CM2 0QT
T. 01245 355947
F. 01245 346391
general@essexcf.org.uk
www.essexcommunityfoundation.org.uk

Proposal to the Essex District and City Councils of, Basildon, Braintree, Brentwood, Castle Point, Chelmsford, Colchester, Epping Forest, Harlow, Maldon, Rochford, Tendring and Uttlesford, and the Unitary Authorities of Southend-on-Sea and Thurrock to provide donations to the Community Resilience Fund.

1 Introduction

- 1.1 The Community Resilience Fund (CRF) was presented and discussed at the Chief Executive's meeting on 13 March 2014 and the Leaders and Chief Executive's Meeting on 3 April 2014.
- 1.2 In subsequent discussions with Nicola Beach, Chief Executive of Braintree Council, Ian Davidson, Chief Executive of Tendring Council, John Mitchell, Chief Executive of Uttlesford Council and Rob Tinlin, Chief Executive of Southend-on-Sea Council, it was recommended that a proposal be presented to all 14 City, District and Unitary Authorities as an appropriate way forward in the promotion of the Community Resilience Fund.
- 1.3 This proposal is submitted with the endorsement in principle of the Braintree, Southend-on-Sea, Tendring and Uttlesford Councils.

2 Context

- 2.1 In discussing the CRF in March and April, the Council Leaders and Chief Executives raised the importance of helping support stronger, more cohesive communities, which will help lead to improved health and well-being, and contribute to a decrease on the demand on public services. In this, local government is increasingly looking to the voluntary and community sector as a strategic partner in making Essex a wonderful place to live and work. This represents an important part of the current Public Sector Reforms taking place.



Essex Community Foundation is a member of UK Community Foundations.
Quality Accredited by UK Community Foundations to standards endorsed by Charity Commission.

Patron: Lord Petre, The Lord Lieutenant of Essex

Chief Executive: Bob Reitemeler CBE

Company limited by guarantee
Registered in England
Company No. 3062567
Registered Charity No. 1052061

- 2.2 Prevention and early intervention are recognised as instrumental steps in addressing health, social or public safety issues before they become so significant that they require direct input by public agencies.
- 2.3 At the same time, all public agencies are looking at innovative ways in which to work in a climate of reducing resources; a challenging financial environment that will continue for some time. In times of decreasing resources, a focus on acute need and statutory duty is naturally emphasised, thus resulting in a call for more collaboration with the voluntary and community sector on prevention and early intervention programmes.
- 2.4 The CRF was established to provide a sustainable income stream to the VCS precisely to support this type of work over the long term. The objective of the CRF is to support the VCS to develop the ability of communities, families and individuals to help themselves and each other. In this way, people in communities will increasingly turn to each other for the initial support or a helping hand that they need.

3 The Essex Endowment Story

- 3.1 The CRF is different from other grantmaking programmes because it is based on building a substantial endowment fund over time. This will provide a sustainable level of grantmaking for the county that in principle will remain in perpetuity.
- 3.2 This is a marked difference from the local grantmaking programmes currently in operation in the Districts which allocate grant funding on an annual basis, which then require further annual allocations in subsequent years. By building an endowment fund over the short-term, a level of grantmaking will be provided each and every year, without any further need for annual allocations. This sustainable revenue stream benefits the Districts and Unitaries, the local voluntary and community sector, and critically, the residents of Essex.
- 3.3 Donations made to the CRF are invested in an established investment portfolio which is managed to provide long-term growth. Each year, an approved amount is released for grantmaking, normally around 5% of the fund value. The donations are pooled with other endowed funds managed by ECF, thus providing the benefits of a much larger fund than would be the case for the CRF by itself. Since its inception in 1996, ECF has received donations of over £29 million in endowed funds, and has awarded over £21 million in 5,500 total grants.

- 3.4 A current example of a county-based endowed fund is the Thriving Third Sector Fund, which was established in 2009 with a £2 million donation from the Local Area Agreement (LAA) Performance Reward Grant. Essex was the only county in the country that grasped this opportunity and invested the LAA funds in this way. In its first four years of activity, the fund has distributed £388,590 in grants and its fund value was £2.5 million as at June 2013 (most recent audit). This shows the £2 million donation has already delivered a benefit to Essex of over £888,590 – £388,590 in grants distributed and £500,000 in increased fund value.
- 3.5 What is more important is the difference that grants can make to the voluntary and community sector and to people's lives.
- 3.6 There are many examples of how a modest grant can make a huge difference to the ability of local residents to support each other rather than automatically turning to local government for help and assistance. Four examples, of the over 250 grants ECF awarded last year, from across the county are presented below. Each and every Council benefits from ECF's grantmaking, and the CRF would help make this a permanent reality.
- 3.6.1 Wyvern Community Transport received a grant of £1,000 to support elderly residents in Castle Point remain active and healthy in their local community through the efforts of volunteer drivers who carried out 22,574 passenger journeys last year.
- 3.6.2 Brentwood Community Print received a grant of £9,700 to establish a peer mentoring scheme to help people in recovery from mental illness build their confidence and learn work skills, so they can compete on the job market.
- 3.6.3 Breathe Easy Southend received a grant of £1,000 to provide a support network for people with lung conditions and their families, which can often be a frightening and isolating experience.
- 3.6.4 Thurrock Open Door received a grant of £2,302 to run developmental workshops and provide activities for looked after children and young people.
- 3.7 Local Government in Essex, Southend and Thurrock are, of course, aware of the importance of grantmaking to the voluntary and community sector through their own support and relations with the sector. The strategic opportunity and benefit the CRF provides is through county-wide collaboration by all public agencies, to help make this valuable grantmaking programme last for generations to come.
- 3.8 It is also quite clear that the larger the CRF becomes, the greater the benefits and the value the grantmaking will deliver.

4 The Proposal

- 4.1 Each of the 14 City, District and Unitary Authorities donates £20,000 to the CRF, thus providing a combined donation of £280,000. This would be an annual contribution over the next five years.
- 4.2 ECC, the PCC of Essex and Essex County Fire & Rescue have already donated £1m, £150,000 and £50,000 respectively, and all have indicated that with the continued support of other members of the public sector partnership, they would consider further contributions.
- 4.3 A similar proposal is being submitted to the seven CCGs in Essex, Southend and Thurrock.
- 4.4 With approval of this proposal, the fund would receive donations in its first year totalling £1,480,000. If the seven CCGs were to donate a similar amount, this would increase by £140,000 to £1,620,000. Assuming a 5% grant distribution rate, this would result in grantmaking of £81,000 in its first annual cycle.
- 4.5 If all partners in the CRF were to continue to provide the same level of donation over a five year period, the fund value would exceed £8 million, cumulative grantmaking would have surpassed £800,000 and the annual value of grantmaking would have risen from £81,000 to £325,000.
- 4.6 Grants awarded by the CRF will be agreed by the Thriving Third Sector panel, including the addition of a representative of the CRF partners, as outlined in Schedule One of the signed Heads of Agreement, a copy of which is attached as Appendix One for information. ECF is responsible for assessing grant applications and submitting a short-list to the panel for their deliberation.

5 Next Steps

- 5.1 Districts and Unitaries are requested to review this proposal, and if they approve their participation, to confirm their support of the proposal at a future Leaders and Chief Executive's meeting.

Any questions or comments concerning this proposal can be directed to any of the four Councils who have endorsed their participation in the CRF, or to Bob Reitemeier, Chief Executive of Essex Community Foundation at bob@essexcf.org.uk 01245 355947.

**Agreement between Essex Community Foundation
(registered charity no 1052061) and Essex County
Council (the "Council") on behalf of the members
of the Essex Partnership Board.**

121 New London Road,
Chelmsford, Essex CM2 0QT
T. 01245 355947
F. 01245 346391
general@essexcf.org.uk
www.essexcommunityfoundation.org.uk

1. This agreement sets out the terms and conditions under which the Essex Community Foundation (ECF) will manage the following Fund:
2. The fund shall be known as the Community Resilience Fund.
3. The fund will be created as an Endowed, Donor Advised, Named Fund.
4. The initial deposit by the Council will be £1 million from ECC. The fund will be set up on receipt of the initial donation and the return of this executed Agreement.
5. Further funds may be added at any time in the future.
6. The purpose of the fund is to support voluntary and charitable organisations in Essex, Southend and Thurrock.
7. A panel of individuals as described in the attached schedule 1, will form an Advisory Panel, and will consider and decide upon the grant recommendations presented to them by ECF.
8. It will be the responsibility of the Advisory Panel members to appoint their successors, advise them of the role and keep ECF informed of any changes. All Advisory Panel members will be expected to observe the terms under which the management of the Fund has been agreed within this Agreement.
9. ECF will hold, manage and invest the fund exclusively for charitable purposes in accordance with an investment policy adopted by the Board of Trustees of ECF.
10. ECF will provide an annual report to members of the Advisory Panel detailing the income and expenditure, and impact of the fund. Half yearly or quarterly reports will also be available on request. Annual reports will be published on the ECF website.
11. The fund will be audited within the ECF annual audit.
12. Grants will be distributed on an annual basis according to the stated purpose of the fund [as identified in schedule 2].

Patron: Lord Petre, The Lord Lieutenant of Essex

Chief Executive: Bob Heitemeier CBE

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Company No. 3062567
Registered Charity No. 1052061



13. ECF offers added value in its knowledge of local issues and the detailed assessment and monitoring process that ECF brings to applicants seeking funding. If the CRF grant making panel requests a donation to go to a designated, named organisation, the panel is informed that payment is being made, on their instruction, outside of ECF's grants appraisal process and that, beyond confirmation that the organisation is registered to undertake charitable activity, ECF cannot take full responsibility for the effective use of the grant. A copy of ECF's Policy for Designated Funds is available if required.
14. ECF is happy for fund holders to promote their own named funds and to undertake fundraising on their own behalf. However the Foundation has strict guidelines regarding the use of its logo and how ECF must be referred to in the context of any promotional material or fundraising through websites and events.
15. The trustees of ECF will determine the percentage of the capital fund (valuation as at its year-end) available for distribution each year.
16. ECF will publicly invite, receive and assess applications that meet the criteria of the fund and will present these assessments to CRF panel for discussion and approval. The Board of Trustees of ECF has the ultimate responsibility to ensure that all income is distributed for charitable purposes as stated in the agreed criteria so the ECF Programmes Committee must subsequently approve all grants awarded from funds under its management.
17. ECF will administer the grant awards and inform the successful applicants that the award is being made from the Community Resilience Fund. ECF will distribute the payments according to agreed terms and conditions and will monitor the impact of the awards. ECF will also seek, where appropriate, to support applications that cannot be supported by the fund, from other funding streams.
18. ECF will promote and publicise the fund in appropriate media, ECF material and at relevant funding workshops. Details will also be available on the ECF website.
19. ECF will apply a management fee of 2% per annum on the first £100,000; 1.5 % per annum on the next £900,000 and 1.0% per annum charged on the rest over £1million. This is the Foundation's standard fee structure.

121 New London Road,
Chelmsford, Essex CM2 0QT
T. 01245 355947
F. 01245 346391
general@essexcf.org.uk
www.essexcommunityfoundation.org.uk



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Quality Accredited by UK Community Foundations to standards endorsed by Charity Commission.

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20. Flow through funding will attract a fee of 10%. Flow through funding is non invested, non-endowed funds.

21. In the event that ECF:-

- a. is found to be in breach of any of its obligations under Charity Commission rules,
- b. fails to meet its obligations under this agreement, or
- c. fails to rectify any breach of a) or b) above within 3 months of being notified of such breach or within 3 months of the breach occurring where this should be in the knowledge of a reasonably competent organisation of the same type as ECF, the part of the initial contribution by any donor to the Resilience Fund as remains at that date shall be returned to the Council or other third party provider as appropriate for application to another fund that best meets the objects of the Resilience Fund.

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F. 01245 346391
general@essexcf.org.uk
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Executed as a deed by the parties hereto:

The COMMON SEAL of
ESSEX COUNTY COUNCIL
Was affixed hereto



In the Presence of :




Attesting Officer

LAURA EDWARDS

Signed: 
Essex Community Foundation

MARTIN HOPKINS
Name

TRUSTEE
Position

Date 

Signed: 
Essex Community Foundation

JOHN BARNES
Name

TRUSTEE
Position

2nd April 2014
Date

Patron: Lord Petre, The Lord Lieutenant of Essex

Chief Executive: Bob Reitemeier CBE

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Registered Charity No. 1052061

ESSEX COUNTY COUNCIL	
Ordered to be Sealed	14 March 2014
Number in Seal Book	32537



SCHEDULE 1

1. The responsibility for grant decision making from the Community Resilience Fund will be the Thriving Third Sector Fund Panel with the addition of a single additional representative of partners who contribute to the Community Resilience Fund.
2. The Thriving Third Sector Fund is an established endowed, donor advised, named fund. Its panel works to an agreed terms of reference that defines the panel membership. It is chaired by an ECF Trustee and includes representatives from ECC, county-wide VCS chief executives and public sector agencies.
3. In addition to the defined membership of the Thriving Third Sector Fund those partners who provide donations to the Community Resilience Fund can choose one individual to join the Thriving Third Sector Fund Panel for the purposes of grant decision making in relation to the Community Resilience Fund.
4. This individual shall be chosen annually by the Essex Partnership Board, or similar body should the Essex Partnership Board no longer meet.
5. Nominations will take place on an annual basis.
6. If, at any time in the future, the Thriving Third Sector panel ceases to exist, decisions regarding the distribution of income from the CRF will be made at the discretion of the Trustees of Essex Community Foundation. Such decisions will honour the original purpose as set out in this Agreement.
7. The Advisory Panel shall meet on at least one occasion each year.

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Chelmsford, Essex CM2 0QT
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If at any time in the future the Thriving Third Sector fund ceases to exist the panel shall continue to meet to decide on the allocation of the resilience fund.

SCHEDULE 2

THE OBJECTS OF THE RESILIENCE FUND

Supporting the voluntary and community sector to develop the ability of communities, family and individuals to help themselves and each other.



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Essex Chief Executives' Association
Thursday 17 July held at Essex Records Office

Appendix B

Present:

John Mitchell (Chair)
 Adam Eckley (Essex Fire & Rescue)
 Adrian Pritchard (Colchester)
 Andy Lewis for Rob Tinlin (Southend)
 Bala Mahendran (Basildon)
 David Marchant (Castle Point)
 Derek Macnab for Glen Chipp (Epping)
 Fiona Marshall (Maldon)
 Sue Kempster (Minutes)

Mary Archer (ECRC)
 Graeme Bloomer for Malcolm Morley (Harlow)
 Ian Davidson (Tendring)
 Joanna Killian (Essex CC)
 Nicola Beach (Braintree)
 Shaun Scrutton for Rob Tinlin (Southend)
 Sonia Davidson-Grant (Essex CC)
 Steve Packham (Chelmsford)
 Stephen Kavanagh (Essex Police)

Apologies:

Andrew Pike (NHS)
 Amar Dave (Rochford)
 Glen Chipp (Epping)
 Graham Farrant (Thurrock)
 Jo-Anne Ireland (Brentwood)

Malcolm Morley (Harlow)
 Rob Tinlin (Southend)
 Julia Wortley (Essex Police)
 Susannah Hancock (PCC)

Item

Action

1 **Apologies:** Noted

2 **Local Policing Changes**

The Chief Constable, Stephen Kavanagh, talked to ECEA about the Local Policing Model. His presentation covered the context and challenges in terms of the national funding position and financial constraints, the vision which included the improved use of technology to enable predictive policing to help deliver the savings required. The presentation also covered the local partnership hubs and public engagement including changes to the current meeting programme.

ECEA welcomed the Chief Constable's commitment to local policing and partnership working. John thanked Stephen for a very useful and informative presentation.

3 **Emergency planning, resilience and Fire & Rescue five year strategy**

Adam Eckley and Paul Hill attended the meeting. Adam Eckley set the context in terms of operational savings to be made. He advised that there is political commitment not to take resources out of the local communities. Demand has reduced by 50% over the last 10 years by increased emphasis in community safety. Noted that change has been difficult to implement in Essex but progress is being made.

Paul Hill explained the statutory duty to promote fire safety and the work of the team in this area. There was a discussion on the predictive and preventative work which is intelligence led (across all agencies) and the positive difference this makes in the community.

In terms of emergency planning there was a discussion on the issues faced during the flooding with lack of communication being the key issue. The fire service explained this was covered as part of the de-brief and that a new system of shared messages to every member of the resilience forum should improve communications going forward.

Adam Eckley agreed to recirculate a letter in respect of the Essex Resilience Forum and this would be a good opportunity to share individual concerns. Happy to report back to future ECEA meetings as required. John thanked both Adam Eckley and Paul Hill for the helpful and informative presentation.

AE

4 Community Resilience Fund

Bob Reitemeier from the Essex Community Foundation attended the meeting to present the Community Resilience Fund proposal. ECEA agreed to take it back to their leader with a view to feeding back at the next meeting. Joanna made a plea to Chief Execs to try and find the money as the benefits make such a difference to the local communities. Braintree and Tendring confirmed that the funding request will be going through the budget process later in the year. John thanked Bob Reitemeier for taking the time to attend ECEA.

ALL

5 Minutes of the last meeting

Agreed.

6 Challenges facing Local Government – workstream updates

Building Control

Adrian Pritchard introduced the item and his thanks were noted for the level of engagement by building control staff and for the work completed to date. Martin Whiteley from Blue Marble presented to the group on the terms of reference, solution centre process, programme plan, a summary of the current operation across Essex, the need for change, operating framework, business strategy and the joint delivery options identified by the team.

ECEA noted the progress to date and agreed to narrow down the options to:

- arms length trading company
- public sector company/social enterprise/ franchise model.

Martin advised that he would be making appointments to discuss with each individual authority and then again collectively at the ECEA meeting on 18 September.

JM

Waste

David Marchant set the background and handed over to Martin Whiteley from Blue Marble. Martin covered the key issues, long term goals and main priorities for the partnership in the future, draft terms of reference, solution centre process and deliverables, key roles in the programme and the programme plan.

ECEA agreed the terms of reference and to identify a representative for the solution centre group (Chief Execs to send notification to Trudie Bragg at Castle Point). Joanna Killian reminded colleagues of the need to brief IAA members before the next meeting to prevent the situation that arose at the last meeting.

ALL

Sonia Davidson-Grant will be meeting with directors individually in the first instance.

John thanked Martin for presenting to ECEA and agreed to circulate the building control and waste presentation.

In terms of the remaining workstream updates – please email an update to colleagues.

Work stream leads

BUDGET
BID ?

7 Emerging picture of Essex local government after May elections – agenda planning for Leaders and Chief Execs

There was discussion following the email circulated by the new chair of the ELCE group. It was agreed that Joanna, Steve and John should get together to discuss how the ECEA meeting could feed into the Leaders meeting and the type of topics that should come forward.

JM

8 Commissioning Strategy Update

Joanna would be grateful to receive your comments.

ALL

9 Essex-wide anti-litter and cleanliness campaign

Due to the full agenda Nicola Beach agreed to circulate a note.

NB

10 Standing Items

Health & Wellbeing: Not covered due to full agenda

Safer Essex: Not covered due to full agenda

Vine HR: Nicola Beach wrote to Chief Execs recently and thanked those who had already responded. Please send comments through, NB will then review with Vine HR and update ECEA at the September meeting.

ALL
NB

SELEP/Economic Growth Strategy: Not covered due to full agenda

Agenda items noted for next ECEA: Not covered due to full agenda

Matters for ELCE: Discussed as part of item 7.

11 Date of Next Meeting

18 September 2014

Date of Future Meetings

20 November 2014

Dates for 2015

22 January

12 March

14 May

16 July – Venue: Braintree District Council

17 September

19 November

All meetings except 16 July will take place in the Council Chamber, Chelmsford City Council

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17 December 2014

Community Committee

Local Support Services Framework

Report of: *Rick Steels, Revenues & Benefits Manager*

Wards Affected: *All*

This report is: *Public*

1. Executive Summary

- 1.1 This report provides Members with an update on the introduction of the Local Support Services Framework, a partnership of organizations that will provide specialist advice and support to residents who have suffered major life changing events or who have been affected by welfare reforms which have resulted in a cessation or reduction of payments to the Council.
- 1.2 In addition, the Council has been asked by the Department for Work & Pensions (DWP) to provide advice and support to residents on making claims for Universal Credit and enhancing a resident's prospects of finding employment.
- 1.3 It is expected that there will be a soft launch of the framework in early 2015 with Universal Credit support provided from March 2015 onwards.

The amount of Universal Credit support is dependant on the level of funding received.

2. Recommendation/s

- 2.1 **That Members note the expansion of the group and endorse the continuing development of the Local Support Services Framework.**
- 2.2 **That Members agree to the provision of advice and support with claims for Universal Credit, subject to appropriate funding being received.**

3. Introduction and Background

- 3.1 The Welfare Reform Act 2012 introduced a number of regulations that were designed to simplify the benefits system and make work pay. One significant step towards this aim was the introduction of a Universal Credit to replace a range of existing benefits and smooth the transition for people moving into and out of work.
- 3.2 Councils have been encouraged to think about the role they will play in supporting residents with additional or complex needs, to help them make and manage Universal Credit claims and prepare for work once Universal Credit is rolled out to this area.
- 3.3 There are ongoing discussions with the Department for Work & Pensions (DWP) regarding appropriate funding for this support. The amount of financial support provided will have a significant bearing on the level of support that residents will receive through the framework.
- 3.4 Another welfare reform of note was the abolition of Council Tax Benefit from April 2013. The Welfare Reform Act 2012 introduced a requirement for local authorities to set up a localised Council Tax Support scheme but instead of full funding for Council Tax Benefit, based on the claim caseload, funding was strictly cash limited. Councils were therefore left to make some difficult decisions regarding the level of support that could be provided to residents.
- 3.5 The Brentwood Borough Council scheme supports working age residents who are unemployed with a maximum 80% Council Tax Support leaving a remaining 20% to be found. Recognising the potential impact this could have on resident's ability to pay Council Tax, the need to introduce a framework of support for these and other residents has been identified.
- 3.6 At a previous meeting of this Committee held on 21st July 2014, Members were made aware that the framework included other organisations such as the local Job Centre and Citizens Advice Bureau (CAB) in addition to Synergy (a voluntary organisation with expertise in supporting residents with alcohol and or drug abuse issues). The framework has since been expanded to include Brentwood Mind (a voluntary organisation with expertise in supporting residents with mental health issues) and Family Mosaic whose main role is to ensure that wherever possible families can stay together.
- 3.7 Although the initial remit of the framework was to support residents with issues around debt it is now expected that the role of partner organisations will be expanded to include the provision of support with Universal Credit claims.

4. Aims & Objectives of the Framework

4.1 The purpose of the framework is to support residents, in particular vulnerable people who have encountered difficulty in making payments of rent, service charges or Council Tax as a result of welfare reforms or a recent life change such as bereavement, sickness, marital breakdown or who have had a recent change in their circumstances which they have found to be beyond their immediate control.

4.2 Residents, who have missed their rent, service charges or Council Tax payments when they become due, will be identified and contacted during the early intervention process, to establish why they have been unable to make payments. Where it is established that the missed payments are the result of welfare reform or a recent life change, the resident will be offered the opportunity to be supported by the framework.

4.3 Early intervention

Those residents that choose the framework option will be offered advice on maximising their income. This will include advice and support on making claims for benefits and other sources of income that are available to them. Staff from the Council and CAB will have primary responsibility to provide this support but any organisation within the framework will also provide advice and support where appropriate.

4.4 Debt and budgetary advice

Our experience of dealing with customers, tells us that if they owe rent, service charges or Council Tax, there is a possibility that they may have debt(s) with other organisations and in these cases, customers will be referred to the CAB to seek expert advice on debt management and managing household budgets. Help with managing domestic bills will be particularly useful for residents who are liable for paying their housing costs as a result of welfare reforms.

4.5 Training towards employment

There will inevitably be some residents with individual issues that require specialist support. These issues could include, for example, drug or alcohol abuse or mental health issues.

In cases where there is a need for specialist support, the appropriate voluntary organisation will be approached and will offer help and advice.

In addition to any specialist support provision, Synergy will be approached to provide advice and support to unemployed customers to prepare them for seeking work.

This specialist support includes raising self esteem, improving motivation and training of interview techniques.

4.6 Finding work/starting a business

Job Centre Plus (JCP) has a responsibility to ensure residents claiming Job Seekers Allowance are actively seeking work. The aim of this framework is to ensure a smoother transition back into work for claimants; in particular, residents making a claim for Universal Credit will be provided with a range of support that will enhance individual employability.

During the back to work process JCP will not only identify job opportunities but provide entrepreneurial support for any customers with a desire to become self employed.

Through the Council's Business Development service, the local Federation of Small Businesses (FSB), the Renaissance Group and Brentwood Growth will all be encouraged to provide further support, with the aim of creating additional businesses within the Borough.

The Chamber of Commerce will also be encouraged, through this framework, to provide local jobs for local people.

5 Progress since last report

- 5.1 The latest version of the steering group project plan has been produced (Appendix A to this report).
- 5.2 A Partnership Agreement (Appendix B) has now been signed which ensures consensus is reached between the participating organisations regarding roles and responsibilities so that the objectives of the framework may be delivered.
- 5.3 Welfare rights training has been provided to ensure that staff from all participating organisations are better informed and skilled at supporting residents.
- 5.4 Staff from organisations within the framework have been involved in a staff mingle, hosted by the Council, which was aimed at increasing knowledge and understanding of the work undertaken by each representative. Staff were also given the opportunity to ask questions about the framework and make suggestions for improvements.

6. What next

- 6.1 A 'third party sharing agreement' is being drafted by the voluntary organisations for use by Council and Job Centre staff when referring cases for support. Residents identified as potentially needing support will be asked to sign the agreement before referral.

- 6.2 An Equality Impact Assessment is also being drafted which will identify barriers to access, especially for the more vulnerable groups.
- 6.3 Work on publicising and communicating the framework begins with this report and will subsequently include press releases, updates on the websites of all partner organisations and the use of social media.
- 6.4 During the early meetings of the steering group, the option of sharing office accommodation was also discussed which would provide residents using the framework with a single point of contact. As the Town Hall was identified as being under-occupied and due to be refurbished, the option of using the Town Hall as the hub of the framework was discussed.
- 6.5 Many of the partner organisations involved in the framework have since expressed an interest in having some presence within the Town Hall, once refurbishment is completed in 2015, and work is ongoing to establish the costs of both IT and accommodation.

7. Issue, Options and Analysis of Options

- 7.1 Welfare reforms brought a number of challenges for local authorities in particular the provision of support to those residents faced with making payments of tax and or rent which had previously been covered by Housing Benefit and Council Tax Benefit.
- 7.2 Universal Credit is now being introduced throughout the country following successful pilots in selected areas. New claims for Universal Credit could be made in this Borough from as early as March 2015 onwards.

However this timetable has not been confirmed by the DWP.

- 7.3 The introduction of a framework of organisations will ensure residents affected by welfare reforms, recent life changing events or those making claims for Universal Credit receive the right advice and support at the right time.

8. Reasons for Recommendation

- 8.1 To provide Members with details of the work undertaken, to date, by Officers of the Council and representatives from other partner organisations, towards the development of a local support services framework.

9. Consultation

- 9.1 At all stages of the development of the framework, key partners have been involved in both informal and formal discussions and have subsequently formed a steering group with the task of ensuring the successful implementation of the framework.

10. References to Corporate Plan

- 10.1 Localism - The framework introduces closer working with our community partners to make Brentwood a borough where people are supported to do more for themselves and rely less on public services.

11. Implications

Financial Implications

Name & Title: Jo-Anne Ireland, Acting Chief Executive

Tel & Email: 01277 312712 / jo-anne.ireland@brentwood.gov.uk

- 11.1 None

Legal Implications

Name & Title: Christopher Potter, Monitoring Officer & Head of Support Services

Tel & Email: 01277 312860 / christopher.potter@brentwood.gov.uk

- 11.2 None

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

- 11.3 The scheme will be applied equally across all sectors of the community and accessibility promoted.
- 11.4 Sharing of information relevant to residents will only be shared once signed authorisation for data exchange is received from the resident.

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

- 12.1 None.

13. Appendices to this report

Appendix A - LSSF project plan

Appendix B - LSSF partnership agreement

Report Author Contact Details:

Name: Rick Steels – Revenues & Benefits Manager

Telephone: 01277 312855

E-mail: rick.steels@brentwood.gov.uk

LOCAL SUPPORT SERVICES FRAMEWORK

PROJECT PLAN

Introduction

Aims: The aims of the support services framework are to provide a holistic and integrated localised support service for people who need extra help to make payments of Council Tax and rent as a result of welfare reforms, a life changing event or through vulnerability and to increase the level of employment or self employment within the Borough.

Objectives: Through the implementation of a Local Support Services Framework, the Council and its partner organisations will enhance the customer journey towards self-sufficiency and independence.

Outcomes: The provision of better coordinated support to residents and an assurance that the collection of Council Tax and Council housing rents are maintained, whilst maximising local employment opportunities.

Phase 1 – To be completed by September 2014

No.	Detail	Aims	Objectives	Outcomes	Responsible officer/organisation	Target date	Resource requirement	Status
1	Steering Group	To support the partnership agreement with the implementation of the Local Support Services Framework	To steer the partnership agreement, identify barriers and/or opportunities such as external funding to support the project	Provide a robust planning and support group to ensure the implementation of the project	All agencies	Apr 2014		Regular and on going meetings

2	Analyse and identify best practice from other models in particular the support service framework in Basildon & the provision of joined up services from a single location in Central Bedfordshire Council offices.	Early Identification of the challenges faced with implementation - appropriate staff levels, support services such as IT, building infrastructure, data sharing protocols, requirements of each agency	Learn from other areas the issues and challenges that they incurred with the co-location of services	Seamless support service across all agencies	All agencies	May 2014		Joint visit to Basildon Council Offices Completed 15 Jan 2014 JCP visit to Central Beds Completed 22 Jan 2014
3	Data sharing protocols	Agreed data sharing protocols	Sign up to data sharing protocols and early identification of barriers that could impede sign up.	Information shared appropriately between agencies	All agencies	Jul 2014 onwards	All agencies to agree to the Data Sharing Protocols	Third party sharing agreement to be drafted. CAB, Brentwood Mind and Synergy to produce jointly.
4	Identify barriers that could delay implementation to include: Staff, ICT, shared resources, data sharing protocols	Development of support processes and procedures and realistic timescales that will reduce barriers to implementation	Early identification of barriers to allow smooth transition and implementation of support framework	Smooth transition of implementation	All agencies to identify potential barriers to implementation	Jul 2014 onwards	All Agencies – staff resources	Transformation and ICT teams at BBC are involved as members of steering group with particular emphasis on Town Hall Development Project. Confirmed that WiFi will be available to all operating from Town Hall. Issue

								regarding the set up and sufficient budget provision of the reception area to be resolved.
5	Development of Partnership Agreement between Brentwood Borough Council, Job Centre Plus, Citizens Advice Bureau, Synergy and other appropriate support providers	Agree and sign up of the relevant organisations that will provide the support framework for residents	Agree a 'Partnership Agreement' between each agency to deliver the outcomes of the Local Support Services Framework	Agree the roles and responsibilities of each organisation to deliver the objectives of the partnership	Jobcentre Plus	Jul 2014		Partnership Agreement has been signed and distributed.
6	Publicise and communicate the framework	Increase public awareness of support available	Increased confidence to ask for and get support	Increased awareness and early support to include report to Local Authority Members and press release.	BBC	Jul 2014 onwards	Development of joint communication schedule and templates	BBC will lead on communication for the framework. Committee report and minutes published on line. Press release to be prepared and update to website will be shared with all partners.
7	Staff awareness	Breakdown barriers between each	Staff have increased confidence and	Improved collaborative working between	All agencies	Aug 2014 onwards	All agencies to support and encourage staff	Staff communications to be identified

		organisation and gain a better understanding of how each agency interacts with the client/resident. Produce joint process map.	skills to deliver the aims of the framework	agencies, adoption of processes and procedures. Staff engaged to promote and support the delivery of the framework			commitment	with clear messages re the aims and objectives of the framework. A staff mingle was held on 11 th November 2014.
8	Residents	Ensure that the services are accessed especially for particularly vulnerable and disabled residents	There is assurance that consideration has been given to the impact of the framework on all residents.	Ensure residents are aware of the support available and the take up for support is increased. Reduced waiting times	All agencies	Aug 2014 onwards	Production of an Equality Impact Assessment.	KA to draft and issue an Equality Impact Assessment (EIA) on new service to identify barriers to access especially for the more vulnerable groups.
9	Out reach	Ensure that the services are accessed especially for particularly vulnerable and disabled residents	Early identification of barriers to access particularly for vulnerable and disabled residents	Reduced risk of failing a legal challenge.	All agencies	Apr 2015 onwards	Liaise with other agencies that could provide specialist support	Consider options for providing outreach services. Involve Social Services?

	Strand 1 of support – early intervention							
10	Early identification of those residents that are likely to be in arrears	Identification of those at risk of going into arrears	Early signposting to support services for residents	Early intervention and support for residents	Brentwood Borough Council Housing and Revenues and Benefits , CAB	Sep 2014 onwards	Joint interviews or visits where necessary to get all the information at the same time.	Process map produced.
	Strand 2 of support – Debt / budgetary advice							
11	Provision of debt and household budget advice	Support for those in arrears or likely to get into arrears of their rent or local tax	Early signposting to support services that will reduce the number of residents going into arrears	Debt/household budgetary advice provided to support those in arrears	Citizens Advice Bureau	Sep 2014 onwards		
	Strand 3 of support – Training towards employment							
12	Provision of back to work support	Improved support for residents to get back into work	Improved CV & interview skills,	Increased confidence to support those back into work	Synergy/JCP	Sep 2014 onwards		

	Strand 4 of support – Finding work/starting a business							
13	Identification of job opportunities, apprenticeships and entrepreneurial support in setting up a new business	Job opportunities, apprenticeship schemes and entrepreneurial support identified and communicated to residents	Better supported residents to be able to get back into work. Reduced requirement for benefits	Reduced unemployment and increased take up of job opportunities, apprenticeship schemes and those setting up their own businesses	Job Centre Plus, Chamber of Commerce, Federation of Small Businesses	Sep 2014 onwards		

Phase 2 – To be completed by September 2015

1	Co location of support services within the Town Hall	Supports the development of a Community Hub	Provision of a one stop shop of support for residents	Residents are holistically supported		Sep 2015		
2	ICT	ICT infrastructure is in place to support the framework in respect of all agencies signed up to the partnership agreement	Identification of ICT needs to support the framework objectives and identification of any financial resource required	ICT support in place so that implementation is not delayed. Ease of use from the customer/user perspective	ICT leads for each agency with BBC leading on development of shared website.	Sep 2015 onwards	ICT staff resources, Financial resource	ICT leads to meet to identify needs of each agency. ICT big issue at Basildon Victoria Forms – suite of forms on line

3	Office infrastructure requirements	Office infrastructure is in place to support the framework	Identification of office requirements such as number of secure interview rooms (expected to be between 8 and 9) signage etc, walkways (flooring)	Office infrastructure in place to support the delivery of the support framework	BBC – Town Hall Development Project lead	April 2014 onwards	Provision of a joint rest area for staff, Glass booths/interview rooms used by all services-recording equipment, CCTV, panic alarms, signage	Identify whether other services such as health, Family Mosaic utilise the shared space.
4	Generic working	Breakdown barriers between each organisation and to get a better understanding of how each agency interacts with the client/resident	Improved collaborative working between agencies development of 'support ambassadors'	Better informed and skilled joint workforce to support residents	All agencies	April 2014 onwards	All agencies – staff resources	Introduce generic email address

14.10.15 V6 RS

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Local Support Services Framework Partnership Agreement

14.10.06 Final RS

1. Introduction

- 1.1 This Partnership Agreement outlines the approach that the Department for Work & Pensions (DWP), Brentwood Borough Council and voluntary organisations such as the Citizens Advice Bureau, Synergy Therapy & Addiction and Brentwood Mind will take, through collective working, to support residents with debt or payment problems and to reduce unemployment in the Brentwood local authority area. The aims of this agreement will also support issues that contribute to the priorities of these organisations.**
- 1.2 To enable the development of new ways of delivering our key services in an era of reducing budgets and increased demands, we propose to commit to an overarching framework of support for our residents, businesses and partners which will provide added value and reduce duplication and confusion over delivery of services. This agreement will also ensure that all partners are fully prepared for the rollout of Universal Credit.**
- 1.3 The organisations named above will be unable to deliver on the aspirations contained in this agreement unless we work collaboratively to ensure that there is a transparent and seamless service provision for Brentwood residents, employers and partners. Furthermore it is recognised that without adequate funding, the voluntary organisations named in this framework agreement will be unable to properly fulfil their obligations listed below.**

2. Aims & Objectives

2.1 The main aims of this agreement are to:

- improve the end-to-end customer experience;
- set out our joint commitment to maintain regular effective communication on operational and performance matters;
- support the efficient and timely exchange of accurate information;
- use the partnership agreement as a starting point to further improve relationships between the organisations.

2.2 The objectives of this Agreement are to:

- Develop strategies to increase employment rates and skill levels in the Borough.
- Work in partnership to prevent unemployment occurring wherever possible, and to jointly develop responses to labour market announcements.
- Tackle barriers to employment through flexible and innovative approaches.
- Identify and promote funding streams and programmes to support the joint commitments and deliver them in a flexible way according to our local needs.
- Provide early intervention and support to residents who have encountered difficulty in paying their rent, service charges or Council Tax.

This will allow the local authority to collect timely payments from residents in order to maximise revenue.

- Support the delivery of wider organisational objectives, in particular the growth of new business within the Borough.

2.3 The objectives of this Agreement will be met through the following activities:

- Support for unemployed people, with particular focus on vulnerable residents and those impacted by welfare reform changes or those who have endured a recent life changing event.
- Work experience support for the relatively high number of young people who are not in Education, Employment or Training (NEET).
- Work collaboratively with expert partners, third sector and stakeholders to help achieve our objectives.
- Provision of advice to ensure that people get the benefits and support they are entitled to.
- Support for local people, wherever possible, to fill new job opportunities created through regeneration activities or large developments.
- Development and dissemination of models of best practice in tackling worklessness.
- Maximising use of DWP in helping to fill job vacancies.
- Promoting and supporting entrepreneurship in the local economy.
- Local collaboration to deliver flexible tailored solutions that meet local needs.
- Identifying funding streams to support these objectives.
- Sharing opportunities for adopting flexible approaches to increasing employment rates.
- Working together on the effective use of local labour market intelligence.
- Continuation and expansion of outreach advisory service within Brentwood Borough Council's premises.

3. Liaison & Communications

3.1 Effective liaison and communication between all of the partners to this agreement is fundamental to effective partnership working. To help facilitate this process, each organisation must put the following arrangements in place:

- A nominated contact in each of the organisations who has the knowledge and authority to take responsibility to deal with the relevant operational issues;
- Aside from the regular day-to-day communications, nominated contacts should meet formally at least twice a year to review progress against the agreement, discuss issues and opportunities for improvement;
- Agree logistical arrangements for managing the partnership – arrangements for contact lists and keeping the information up to date;
- Agree arrangements for requests for information between organisations to minimise the impact on operational performance and ensure security guidance is adhered to, particularly when dealing with the exchange of personal and sensitive customer information;

3.2 To help further improve the partnership, each organisation should also consider putting the following in place:

- Exchange visits between the various organisations so that staff can gain a better understanding of each other's business and the impact they have on one another;
- Investigate the potential for local joint projects. For example, joint training courses, publicising each other's benefits, take-up campaigns etc.

4. **Council and voluntary organisation work streams that can benefit from this partnership agreement include:**

- **Regeneration/Economic Development including:**
 - Employer Engagement
 - Events
 - Work Clubs
 - Joint Economic Strategies to encourage labour market and business growth including new enterprises
 - Partnership projects
- Benefits
- Community Development
- Housing
- Family Solutions
- Human Resources
- Health and Wellbeing
- Skills development including:
 - School engagement
 - Careers advice
 - NEET support
 - Skills for the unemployed

5. **Review**

5.1 The Agreement will be reviewed by partners on a quarterly basis. Actions will however be progressed as the need arises throughout the year or as priorities change. Changes to the agreement will be subject to one months notice.

6. **Key contacts**

Brentwood Borough Council: Revenues & Benefits service:
Rick Steels Revenues & Benefits Manager
Tel: 01277 312855 Email: rick.steels@brentwood.gov.uk

Mandy Major Senior Revenues Officer
Tel: 01277 312887 Email: m.major@brentwood.gov.uk

Brentwood Borough Council: Housing Services – Estate Management
John Grisley Principal Housing Officer
Tel: 01277 312969 Email: john.grisley@brentwood.gov.uk

Brentwood Mind
Larry Gutteridge Senior Mental Health Worker
Tel: 01277 234246 Email: larrygutteridge@brentwoodmind.org.uk

Tony Robinson Senior Mental Health Worker
Tel: 01277 234246 Email: tonyrobinson@brentwoodmind.org.uk

Citizens Advice Bureau
Richard McLeod Chief Executive Officer (Brentwood)
Tel: 01277 227019 Email: rm@essexcab.org.uk

Various Session Supervisor
Tel: 01277 220248 (option 1) Email: super@essexcab.org.uk

Department for Work & Pensions
Jane Mitchell DWP Manager (Brentwood Job Centre)
Tel: 01277 306313 Email: jane.mitchell2@dwp.gsi.gov.uk

Biba Hussain DWP Manager (Brentwood Job Centre)
Tel: 01277 306303 Email: biba.hussain@dwp.gsi.gov.uk

Synergy Therapy & Addiction
Kim Greenhalgh Business Manager
Tel: 01277 655662 Email: kimgreenhalgh@hotmail.co.uk
Mob: 07432 623659

Jobcentre Plus

Signed by *Pearley*

Position..... *CLUSTER OPERATIONS MANAGER*

Date..... *6/10/14*

Brentwood Borough Council

Signed by *McDonald*

Position..... *Acting Chief Executive*

Date..... *6/10/2014*

Citizens Advice Bureau

Signed by *RICHARD MCLEOD RSW*

Position..... *CEO*

Date..... *6.10.2014*

Synergy Addiction

Signed by *Kim Greenhall*

Position..... *BUSINESS MANAGER*

Date..... *6 October 2014*

Brentwood Mind

Signed by 

Position..... SENIOR MENTAL HEALTH WORKER

Date..... 6TH OCTOBER 2014

17 December 2014

Community Committee

Fees and Charges

Report of: *Ashley Culverwell, Head of Borough Health, Safety and Localism*

Wards Affected: *All*

This report is: *Public*

1. Executive Summary

- 1.1 Fees and charges made by the Council for various services are reviewed on an annual basis by the relevant Committees relating to the services provided.
- 1.2 It is recommended that the fees and charges are frozen at 2014/15 levels.

2. Recommendation(s)

- 2.1 That Members agree to freeze the proposed Fees and Charges at 2014/15 levels as outlined within this report, which will then be incorporated within the 2015/16 Budget.**
- 2.2 That a further report be presented to this Committee providing details of the outcome of the planned review of the current charging policies, which will then inform the 2016/17 charging levels.**

3. Introduction and Background

- 3.1 The Council has a number of fees and charges relating to the services that it provides. As part of the budget setting process, these charges are reviewed on an annual basis.
- 3.2 All of the listed fees and charges are discretionary and the Council should review its charges for these services to ensure they reflect the current costs of service provision.
- 3.3 The individual charges that are being proposed are set out in Appendix A of this report.

4. Issue, Options and Analysis of Options

- 4.1 Following consideration of the methods of calculating fees and charges it has been decided that a full review of the Council's charging policies should be undertaken.
- 4.2 Until this review has been carried out, the outcome of which can inform the 2016/17 budget setting process, it is recommended to keep fees and charges at the 2014/15 level.

5. Reasons for Recommendation

- 5.1 Recommendation is to freeze the charges at 2014/15 levels for 2015/16 pending a full project review of all discretionary fees and charges in order that the outcome of the review can inform the 2016/17 budget setting process.

6. Consultation

- 6.1 Not applicable

7. References to Council Priorities

A Modern Council providing increased customer satisfaction in the quality of Council services. Costs of services provided based on efficient systems providing value for money to customer

8. Implications

Financial Implications

Name & Title: Jo-Anne Ireland, Acting Chief Executive

Tel & Email: 01277 312712 / jo-anne.ireland@brentwood.gov.uk

- 8.1 Historically, the Council has increased fees and charges in line with inflation (currently projected at 2% per annum). This is to reflect that the costs of running the service will rise by approx 2%, and therefore we try and maintain fees and charges at the same level. There is therefore a risk that there will be an implicit cost to a freeze since it will not keep pace with the inflationary cost increases, however this cannot be quantified or confirmed until such time as the review of the current charging policies has been undertaken.

Legal Implications

Name & Title: Christopher Potter, Monitoring Officer and Head of Support Services

Tel & Email: 01277 312860/ christopher.potter@brentwood.gov.uk

- 8.2 Discretionary fees and charges are required to be on a cost neutral basis, though this can be legitimately assessed over a period of time taking one financial year with another.

9. Appendices

Appendix A – Proposed fees and charges

Report Author Contact Details:

Name: Kim Anderson, Partnership, Leisure & Funding Manager
Telephone: 01277 312634
E-mail: kim.anderson@brentwood.gov.uk

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Appendix A

Community Services Fees and Charges

Description of charge	VAT Payable Y/N	2014/15 excluding VAT	2015/16 excluding VAT
Hutton Community Centre:			
Off Peak (9am – 4pm): Large Hall (per hour)	N	20	20
Large Hall regular user (per hour)	N	15	15
Small Hall (per hour)	N	18	18
Small Hall regular user (per hour)	N	12	12
Meeting Room (per hour)	N	15	15
Meeting Room regular user (per hour)	N	10	10
Kitchen for whole booking (peak and off peak)	N	20	20
Bar for whole booking (peak and off peak)	N	45	45
Peak (4-11pm): Large Hall (per hour)	N	30	30
Large Hall regular user (per hour)	N	20	20
Small Hall (per hour)	N	25	25
Small Hall regular user (per hour)	N	18	18
Meeting Room (per hour)	N	20	20
Meeting Room regular user (per hour)	N	15	15
Estimated annual income from room hire (£2900 x 12)		34800	34800
<u>Pitch Fees for Community Events – includes Strawberry Fair and Lighting Up Brentwood (3m x 3m pitch)</u>			
Large business over 10 people	N	120	120
Small business	N	60	60
Artists / Crafters	N	30	30
Charity or not for profit organisation	N	20	20
Pitch fees for Lighting Up Shenfield			
Single pitch	N	35	35
Catering pitch (double)	N	50	50
Artists/Crafters	N	20	20
Charity/Not for Profit	N	10	10
Estimated annual income from pitch fees		5650	5650

Note: If Hutton Community Centre is handed over to an external organisation, then it will be for them to set any fees and charges in the future

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17 December 2014

Community Committee

Safeguarding Policy and Procedures

Report of: *Ashley Culverwell, Head of Borough Health, Safety and Localism*

Wards Affected: *All*

This report is: *Public*

1. Executive Summary

- 1.1.** Brentwood Borough Council has a duty to comply with Section 10 and 11 of the Children's Act 2004 (and by implications sections 157 and 175 of the Education Act), and as part of the Southend, Essex and Thurrock (SET) procedures to work together to protect children, young people and vulnerable adults. The Council also has guidance from the Department of Health 'No Secret: Guidance on developing multi-agency policies and procedures to protect vulnerable adults from abuse', 2000.
- 1.2.** The Council has undertaken a number of self audits for both Children and Young People and Adults which has informed the Council's Safeguarding Policies and Procedures. The outcome from the 2013 audit identified some areas of improvement, especially around some new emerging issues such as Domestic Violence; Honour Based Abuse and Female Genital Mutilation; Child Sexual Exploitation and; Counter Terrorism.
- 1.3.** Due to the number of new and emerging issues the Council's own Safeguarding Policy and Procedures and Safeguarding Action Plan have been reviewed and revised for Member approval.

2. Recommendation(s)

- 2.1. That Members agree to the revised Safeguarding Policy and Procedures.**
- 2.2. That Members agree that Officers will implement the Safeguarding Action Plan 2015/16**
- 2.3. That Members recommend that the Strategic Safeguarding Lead be assigned to the (Acting) Chief Executive and the Safeguarding Member Champion be allocated to the Leader of the Council, to be agreed at Ordinary Council**

3. Introduction and Background

- 3.1.** The Council has a duty to ensure that they are committed to the importance of safeguarding and the promotion of children, young people and vulnerable adult's safety and welfare. The commitment to safeguarding can be demonstrated through staff awareness, and through appropriate and where necessary specialised training for staff. The Council also needs to ensure that there are robust safe recruitment processes in place to enable the appropriate selection of staff to work with children, young people and vulnerable adults. In addition the Council needs to demonstrate that through the procurement or commissioning of services that the Council's safeguarding requirements are also adhered to.
- 3.2.** Whilst safeguarding is everyone's responsibility, there are a number of specific safeguarding roles and responsibilities within the Brentwood Borough Council which have been identified, and with Member approval be assigned. The Council Strategic Safeguarding Lead to be assigned to the (Acting) Chief Executive, the Operational Safeguarding Lead to continue to be assigned to the Partnership, Leisure and Funding Manager, and the Member Champion to be assigned to the Leader of the Council, so that there is commitment to safeguarding within the organisation at a senior level.
- 3.3.** There is a need that with any policy and procedure that this is embedded within the organisation so that all staff/Members are aware of what to do and who to go to if they have any concerns and that they are using the same procedures. It is recommended to assign Safeguarding Link Officers within existing posts which will champion Safeguarding within their own service area.
- 3.4.** The Safeguarding Action plan provides the details of how the policy and procedures will be delivered to staff and members (Appendix B).

4. Issue, Options and Analysis of Options

- 4.1.** For staff it is proposed that they will have refreshed safeguarding training delivered to all staff via face to face and/or through the Council's refreshed e-learning module so that they are aware of their own safeguarding roles and responsibilities. The safeguarding microsite will also be updated with support, guidance and links to relevant websites for staff.
- 4.2.** Assignment of safeguarding link officers to champion safeguarding in their own service areas.

- 4.3. Training will be given to Members so that they are aware of the organisation's own safeguarding requirements and of their own roles and responsibilities in respect of safeguarding.

5. Reasons for Recommendation

- 5.1. The Safeguarding Policy and Procedures have been reviewed and revised to take into account new emerging issues so that the Council meets its safeguarding obligations and ensures that staff, members of the public are aware of safeguarding and can access appropriate support services if and when required.

6. References to Council Priorities

- 6.1. Safeguarding covers a number of Corporate priorities but especially Housing, Health and Wellbeing – make sure that the more vulnerable residents in Brentwood are protected, and help goes to those most in need of it; Safe Borough – promote Brentwood as a safe place to live and celebrate our success; promote crime awareness and vigilance across Brentwood residents.

7. Implications

Financial Implications

Name & Title: Jo-Anne Ireland, Acting Chief Executive

Tel & Email: 01277 312712 / jo-anne.ireland@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 relevant staff to have a Disclosure and Barring Scheme check (formerly CRB checks) undertaken which currently come out of the allocated HR budget. A training budget of £1,000 will need to be allocated from the Corporate Training budget for staff and Member training if required.

Legal Implications

Name & Title: Christopher Potter, Monitoring Officer and Head of Support Services

Tel & Email: 01277 312860 / christopher.potter@brentwood.gov.uk

- 7.2 Brentwood Borough Council has a duty to comply with Section 10 and 11 of the Children's Act 2004 (and by implications sections 157 and 175 of the Education Act), and as part of the Southend, Essex and Thurrock (SET) procedures to work together to protect children, young people and vulnerable adults. The Council also has guidance from the Department of Health 'No Secret: Guidance on developing multi-agency policies and procedures to protect vulnerable adults from abuse', 2000.

All other legal implications are set out within the Safeguarding Policy and Procedure in Appendix A.

Other Implications (where significant)

Equality and Diversity implications

- 7.3 The Safeguarding Policy and Procedures sets out the Council's Safeguarding Policy and Procedures which covers the whole community, but in particular children, young people and vulnerable adults. Within the Policy there are a number of emerging issues which may affect some sections of the community more than others such as Honour Based Abuse and FGM.

Risk Management implications

- 7.4 The Council needs to ensure that staff, contractors, volunteers and Members are aware of the Safeguarding Policy and Procedures and adhere to the safe working practices as set out in Appendix A. Any procurement or contracting of services which relate to children, young people or vulnerable adults must ensure that they must evidence that they have robust safeguarding policies in place.

8. Appendices

Appendix A – Safeguarding Policy and Procedures

Appendix B – Safeguarding Action Plan 2015/16

Report Author Contact Details:

Name: Kim Anderson – Partnership, Leisure and Funding Manager
Telephone: 01277 312634
E-mail: kim.anderson@brentwood.gov.uk



Safeguarding Policy and Procedures 2015-16

Safeguarding Policy and Procedures for Children
Young People and Vulnerable Adults

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1.0 Introduction

The purpose of this policy is to provide guidance to employees and members of Brentwood Borough Council on their legal obligations to safeguard Children, Young People and Vulnerable Adults.

Everyone shares a responsibility for safeguarding and promoting the welfare of children, young people and vulnerable adults, irrespective of individuals roles. Nonetheless, in order that organisations and practitioners collaborate effectively, it is vital that all partners who work with children and vulnerable adults - including local authorities, the police, the health service, the courts, professionals, the voluntary sector and individual members of local communities – are aware of, and appreciate, the role that each of them play in this area.

Although all organisations that work with children, young people and vulnerable adults share a commitment to safeguard and promote their welfare, many organisations have specific roles and responsibilities to do so that are underpinned by a statutory duty or duties.

Brentwood Borough Council has a duty under Section 11 of the Children's Act 2004 to ensure that their functions are discharged with regard to the need to safeguard and promote the welfare of children. There is also a duty under section 17 of the Crime and Disorder Act 1998 to do all they reasonably can to prevent crime and disorder in the exercise of their functions.

It is known that some individuals will actively seek employment or voluntary work with children in order to harm them. People who work with children, young people and vulnerable adults whether it is in a voluntary capacity or not, have a role to play in protecting them from harm, safeguarding their welfare as well as preventing their abuse.

This document is aimed at providing information and guidance for those involved in working with children, young people and vulnerable adults.

This policy has been developed using guidance from the Essex Safeguarding Children's Board, the NSPCC, Essex Safeguarding Adults Board, '*Working Together to Safeguard Children*,' (2010, Department Children, Schools and Families), '*No Secrets : Guidance on developing multi agency policies and procedures to protect vulnerable adults from abuse*,' (2000, Department of Health).

This document is supported by Councillor's Briefing, e-learning module and face to face training sessions. This policy also runs in conjunction with the Council's Whistleblowing and HR policies.

1.1 Policy Statement

Brentwood Borough Council provides a wide range of services and facilities. This policy aims to ensure that an overarching approach to safeguarding covers all services. Brentwood Borough Council will promote the welfare and protection of children, young people and vulnerable adults within all services by:

- Respecting their rights, wishes, feelings and privacy.
- Preventing abuse by promoting best practice, creating a safe and healthy environment and avoiding situations where abuse and allegations of abuse occur.
- Taking seriously and responding appropriately and promptly to all concerns, incidents and allegations
- Provide training appropriate to the level of involvement with children, young people and vulnerable adults to ensure that employees understand the different forms of abuse as well as their roles and responsibilities under the Council's Codes of Conduct and Combined Safeguarding Policy.
- Requiring organisations that the Council contracts with or that provide the Council with services, to apply this policy and have appropriate safeguarding training and procedures in place
- Not tolerating harassment of any Councillors, employees, volunteers, contracted service providers or children/vulnerable adults who raise concerns of abuse
- Ensuring that unsuitable people are prevented from working with children, young people and vulnerable adults through the Council's 'Safe Recruitment Procedure.'
- In order to stay at the forefront of safeguarding, Brentwood Borough Council is committed to reviewing its safeguarding policies and procedures every three years or sooner if there are changes in government policy and guidance.

This policy applies to all services within the scope of Brentwood Borough Council. In addition to employees and Councillors, it applies to volunteers, outside hirers, outside organisations delivering services on behalf of Brentwood Borough Council, contractors and grant funded organisations.

1.2 Definitions

- **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 repeated acts. It may be physical, verbal or psychological, it may be an act of neglect or an omission to act, or it may occur when a vulnerable person 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 to, or exploitation of, the person subjected to it. (No Secrets Department of Health 2000)
- **‘Children and young people’** – anyone under the age of 18 years.
- **Child Sexual Exploitation** – involves children and young people receiving something – for example accommodation, drugs, affection – as a result of then 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 includes so called ‘honour’ based violence, female genital mutilation (FGM) and forced marriage (definitions below). Victims are not confined to one gender group or ethnic group.
- **Controlling behaviour** is: a range of acts designed to make a person subordinate and /or dependent by isolating them from sources of support, exploiting their resources and capacities for personal gain, depriving them of the means needed for independence, resistance and escape and regulating their everyday behaviour.
- **Domestic abuse** – any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between those aged 16 or over who are or have been intimate partners or family members regardless of gender or sexuality.
- **Female Genital Mutilation (FGM)** – is a term used to describe procedures that include the 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.
- **Forced Marriage** – is 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 leading role in the choice of partner. Chapter 12 part 10 of the Anti-Social Behaviour, Crime and Policing Act 2014 made, from the 16 June 2014, parents who force their children to marry liable to be punished by up to seven years in prison. The new law applies to UK nationals overseas who are at risk of becoming victims of a forced marriage.

- **Hate Crime** – is a term used to describe a criminal offence committed against a person motivated by hate or prejudice against their:
 - **Race, Colour, Ethnic origin and Nationality**
 - **Religion and Faith**
 - **Gender or Gender Identity**
 - **Sexual Orientation**
 - **Disability and Learning Difficulties**
 - **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** – 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 even within the same country, county or town. There is no typical victim and some victims don't 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:
 - 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 necessities
- A child or young person who is not in school or any other form of education or training
- **'Parents'**- this term is used in its broadest sense to include parents, carers and guardians.
- **Prevent** – This is drawn from the national counter-terrorism strategy known as 'contest', and consists of the following four strands:
 - Prevent – to stop people becoming terrorists or supporting violent extremists
 - Pursue- to stop terrorists attacks
 - Protect – to strengthen our overall protection against terrorist attacks
 - Prepare – where we cannot stop an attack, to mitigate its impact

Brentwood is one of the safest and most affluent places in Essex, and the Safer Brentwood Partnership works hard to maintain this standard. Prevent will address all forms of terrorism but continue to prioritise according to the threat posed to our national security.

- **'Safeguarding'** – includes all forms of activity that aim to protect and promote the welfare of a group of people. This generally includes: prevention, raising awareness, activities designed to promote inclusion, providing personalised benefit and risk management, and specialist safeguarding services. The first three examples in the above list are the most relevant to Brentwood Borough Council.
- **'Vulnerable adult'** – a person aged over the age of 18 is considered to be 'vulnerable' when (for reasons of mental health, learning disability or other disability, age or illness) they require community care services to take care of themselves, or are unable to protect themselves against significant harm or exploitation. A vulnerable person is at risk of abuse; physical, sexual, emotional, discriminatory, institutional, financial, neglect and acts of omission. This includes having property/money stolen or misused; being defrauded; being put under pressure in relation to money/property.

2.0 Safeguarding responsibilities

In Essex safeguarding children, young people and vulnerable adults is an inter-agency responsibility involving the city/borough/district councils, Essex county Council, the Essex Safeguarding Children's Board and the Essex Safeguarding Adults Board.

2.1 The role of Brentwood Borough Council staff and Members

It is the responsibility of all employees and Members to adhere to best practice, participate in relevant training and report any concerns, incidents or allegations to a designated person in accordance with the relevant procedure set out within this policy. Safeguarding reports cannot be anonymous and should be made in the knowledge that, during the course of enquiries, they made be required as a prosecution witness.

In addition to their responsibilities for reporting safeguarding issues, all employees and Members should work to prevent safeguarding concerns arising by following the 'Safe working practices' guidelines found in Appendix 5. All external organisations and contractors providing services to the Council are required to comply with Brentwood Borough Council's Combined Safeguarding Policy and have their own training and procedures in place.

Whilst safeguarding is everyone's responsibility, there are a number of specific safeguarding roles within Brentwood Borough Council. The following briefly sets out the responsibilities of different safeguarding roles within the Council.

Role	Responsibilities
Strategic Safeguarding Lead	This position is held by the Head of Paid Service, who holds overall accountability for safeguarding children, young people and vulnerable adults.
Operational Safeguarding Lead	The Operational Safeguarding lead supports the Strategic Safeguarding Lead in carry out his/her duties, and in his/her absence, they decide whether a referral should be made. They will also coordinate the internal Safeguarding Working Group and all aspects of internal training for staff and Members and reporting processes (including audits submitted to the Essex Safeguarding Boards). They will also be responsible for updating the safeguarding webpages, microsite and refreshing the Safeguarding Policy and Procedures when necessary.

Safeguarding Link Officers	These officers will support the Operational Safeguarding Lead to promote awareness of the policy and procedures and champion safeguarding within their own service area.
Safeguarding Member Champion	This position is held by the Leader of the Council who champions safeguarding issues to all Members.
Midland HR	Brentwood Borough Council's HR contract is with Midland HR who will act as the first point of contact for staff and Members reporting safeguarding allegations made against other employees or Members.
Monitoring Officer	This senior officer has the statutory responsibility for handling complaints made about a Members conduct.

2.2 The role of Essex County Council

Essex County Council has responsibilities as the Children's Services Authority and the Social Services Authority for Essex. As part of Brentwood Borough Council's procedures the Safeguarding Lead (or Deputy Lead) will report safeguarding concerns, incidents and allegations to Essex Social Services. The relevant officers at Essex County Council will then be responsible for co-ordinating any investigation.

2.3 The Role of the Essex Safeguarding Boards

Essex Safeguarding Children's Board (ESCB) is a statutory multi-agency organisation, which brings together agencies who work to safeguard and promote the welfare of children and young people. The objective of the ESCB is to co-ordinate what is done by each person or body represented on the board for the purposes of safeguarding and promoting the welfare of children in the area of the authority by which it is established.

For more information, please visit the ESCB's website at www.escb.co.uk

The Essex Safeguarding Adults Board (ESAB) is an inter-agency forum for agreeing how the different services and professional groups should co-operate to safeguard vulnerable adults across Essex. It also makes sure that arrangements work effectively to identify abuse or inadequate care, help vulnerable people and plan and implement joint preventative strategies. The board raises awareness and promotes the welfare of vulnerable adults by the development of an effective co-operative involving people from a wide range of public and voluntary services and other organisations.

For more information, please visit the ESAB's website at <http://dnn.essex.gov.uk/esab/Home.aspx>

The city/district and borough Councils have a representative that sits on both boards.

2.4 Effective support for Children and Families in Essex

The Essex Safeguarding Board has created a guidance document for everyone who works with children and young people and their families in Essex. Its main aim is to put the child and their family at the centre of discussion, providing effective support to help them solve problems and find solutions at an early stage. The document sets out a model to illustrate the four levels of need for children and families – Universal, Additional, intensive and Specialist. Early help may occur at any point in the life of a child or young person and includes both interventions early in life as well as early in the development of a problem. The ultimate aim is to not only prevent or solve problems, but also to reduce the impact of those that have already emerged.

In order to condense this information into a useful diagram, an effective support 'windscreen' (pictured in Appendix 6) has been developed. The four levels of need, as mentioned above, are detailed as follows:

- **Universal** – all children and young people have the right to receive universal services, such as education and healthcare, in order to meet all their needs so that they are happy and healthy and able to learn and develop securely.
- **Additional** – those with additional needs that require extra support on top of universal services. They are likely to be targeted services, such as additional help with learning, and are best provided by those who already work with the children/young people in question.
- **Intensive** – vulnerable children and young people whose needs are more complex and require intensive support. A co-ordinated multi-disciplinary approach is usually best, involving a Shared Family Assessment (SFA) and a Lead Professional to work closely with the child and family.
- **Specialist** – children and young people whose needs are so great that significant intervention is required to keep them safe or to ensure their development is considered for specialist support. More than one team is involved, creating a 'Team Around the Child' (TAC) approach with a Lead Professional in a statutory role. Examples of a specialist services include Children's Social Care and Child and Adolescent Mental Health Services (CAMHS).

An assessment using this approach can be undertaken or provided by a range of agencies , and helps with:

- Early identification of children's needs
- Planning and providing service to meet those needs
- Supporting children and families, therefore avoiding the need for referrals to Children's Social Care

Family consent is essential; however if assessment and services are refused, the impact on children must be considered and a referral to Children's Social Care must be made if appropriate.

For more information, please see: <http://www.essex.gov.uk/Business-Partners/Partners/Adult-Social-Care-provides/Pages/Effective-support-for-children-and-families-in-Essex-.aspx>

3.0 Recognising potential incidences of abuse

Although Members, employees, volunteers and contracted service providers may have limited direct contact with children, young people and vulnerable adults, it is important they are aware of the potential indicators of abuse and what to do if they have concerns. Responsibilities under this policy are limited to reporting any concerns, incidents or allegations, it is not the responsibility of those representing the Council to investigate or judge allegations.

3.1 Indicators of different types of abuse

Abuse will usually fall into one or more of seven categories; physical, neglect/omission, emotional, sexual, financial, discriminatory and institutional. Details of the physical and behavioural indicators for each can be found in the table below.

Recognising potential indicators of abuse

Type of abuse	Who it affects	Physical Indicator/Signs	Behaviour Indicator
<p>Emotional- 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</p>	<p>Children, Young People and Vulnerable Adults</p>	<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

Recognising potential indicators of abuse

Type of abuse	Who it affects	Physical Indicator/Signs	Behaviour Indicator
<p>Sexual – direct or indirect involvement</p>	<p>Children, Young People and Vulnerable Adults</p>	<ul style="list-style-type: none"> • Rape • Indecent assault • Indecent exposure • 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/bedwetting • Irregular or disturbed sleep patterns • Difficulty/discomfort in walking • 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

Recognising potential indicators of abuse

Type of abuse	Who it affects	Physical Indicator/Signs	Behaviour Indicator
			semen <ul style="list-style-type: none"> • Sexually transmitted disease • Pregnancy
Physical – the non-accidental infliction of physical force that results (or could result) in bodily injury, pain or impairment.	Children, Young People and Vulnerable Adults	<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 	<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

Recognising potential indicators of abuse

Type of abuse	Who it affects	Physical Indicator/Signs	Behaviour Indicator
		<ul style="list-style-type: none"> • Misuse of medication or medical process e.g. catheterisation • Inappropriate restraint or inappropriate actions or inactions 	<ul style="list-style-type: none"> • Unexplained fractures • Frequent “hopping” from one GP to another or from one care agency to another • Untypical self-harm, emotional distress, low self esteem
<p>Neglect and acts of omission - ignoring or withholding physical or medical care needs which result in a situation or environment detrimental to individual(s)</p>	<p>Children, Young People and Vulnerable Adults</p>	<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, 	<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 • Dehydration, weight loss, malnutrition • Repeated infections • Repeated/unexplained falls or trips • Unexplained or untreated pressure ulcers or

Recognising potential indicators of abuse

Type of abuse	Who it affects	Physical Indicator/Signs	Behaviour Indicator
		<p>medication, heating, shelter (Unintentional or deliberate)</p> <ul style="list-style-type: none"> • 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 abuse. 	<p>other sores</p> <ul style="list-style-type: none"> • 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.
<p>Financial - unauthorised, fraudulent obtaining and improper use of funds, property or any resources of a vulnerable person</p>	<p>Vulnerable Adults</p>	<ul style="list-style-type: none"> • The misuse or misappropriation of property, possessions or benefits • Theft, fraud, exploitation 	<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

Recognising potential indicators of abuse

Type of abuse	Who it affects	Physical Indicator/Signs	Behaviour Indicator
		<ul style="list-style-type: none"> • 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"> • 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

Recognising potential indicators of abuse

Type of abuse	Who it affects	Physical Indicator/Signs	Behaviour Indicator
<p>Discriminatory Abuse - exists when values, beliefs or culture result in a misuse of power that denies mainstream opportunities to some groups or individuals</p>	Vulnerable Adults	<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 vulnerable person is subjected to racist, sexist/gender or homophobic abuse • The vulnerable person 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, British Sign Language, etc.
<p>Institutional Abuse- occurs where the culture of the organisation (such as a care home) places emphasis on the running of the establishment and</p>	Vulnerable Adults	<ul style="list-style-type: none"> • Abuse by an organisation imposing rigid and insensitive routines; poor practices embedded in systems, unskilled, 	<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

Recognising potential indicators of abuse

Type of abuse	Who it affects	Physical Indicator/Signs	Behaviour Indicator
<p>the needs of the staff above the needs and care of the vulnerable person.</p>		<p>intrusive or invasive interventions; or an environment allowing inadequate privacy or physical comfort.</p>	<ul style="list-style-type: none"> • Visiting restricted, not accounting for individuals 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 bedrooms • Lack of privacy when carrying out personal care tasks • Unusually subdued behaviour • Residents keep out of the way of staff

Recognising potential indicators of abuse

Type of abuse	Who it affects	Physical Indicator/Signs	Behaviour Indicator
			<ul style="list-style-type: none"> • 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

4.0 Safeguarding reporting procedures

The SET (Southend, Essex, and Thurrock) safeguarding guidelines outline the basic safeguarding procedures which should be followed by all local authorities in Essex. (For reference, the guidelines for safeguarding children can be viewed at <http://www.escb.co.uk/Professionals/InformationResources.aspx>; and the equivalents for safeguarding adults are available at <http://dnn.essex.gov.uk/esab/Documents.aspx>).

The Council has used these guidelines to form our own robust procedures for handling safeguarding issues internally. The following procedures outline the steps that volunteers and contractors should take when they become aware of a safeguarding concern, incident or allegation. Which procedure is taken will depend on the nature of the safeguarding incident. There are three main types of reporting procedure to follow:

Procedure A – If the child, young person or vulnerable adult is thought **NOT** to be in immediate danger

Procedure B – If the child, young person or vulnerable adult is thought to be **IN immediate danger***

Procedure C – To report a Safeguarding Allegation against a member of staff or another Councillor

*Please note that ‘**Immediate danger**’ means that a child, young person or vulnerable adult are thought to be at risk of death or serious physical or psychological harm as a result of abuse. A full description of each of these procedures is included over the next few pages.

Procedure A

If the child, young person or a vulnerable adult is NOT thought to be in immediate danger	
Stage 1	<p>1.1 A member of staff, contractor or volunteer notices a possible safeguarding concern, witnesses an incident or is made aware of an allegation.</p> <p>1.2 If the above occurs, stay calm and try to obtain another witness to your conversation with the child, young person or vulnerable adult involved in the event, if it does not compromise the situation.</p> <p>1.3 Whilst talking to the child, young person or vulnerable adult, or soon after, take notes to capture as much detail as possible regarding the occurrence. You can use a hard copy of the Concern / Incident/ Allegation (CIA) form available in Appendix 2.</p> <p>1.4 Listen carefully to what is said and allow the child, young person or vulnerable adult to talk at their own pace. Only ask questions for clarification and do not ask leading questions.</p> <p>1.5 Find an appropriate opportunity to explain that it is likely that the information will need to be shared with other responsible people – <u>do not promise to keep secrets</u>.</p> <p>1.6 As soon as it is practically possible please contact your Safeguarding Link Officer to notify them of the situation and pass on your notes. They will then complete the internal Concern / Incident/ Allegation (CIA) achieve form online on your behalf.</p> <p>1.7 Safeguarding Links Officer will be notified that the case has been submitted and you will also receive a confirmation email.</p>
Stage 2	<p>2.1 One of Safeguarding Links Officer will accept the new case and complete the second stage of the process online within one working day of the incident being reported. They will discuss the case with the Operational Safeguarding Lead to decide the best course of action, i.e. whether to:</p> <ul style="list-style-type: none"> • Refer the case to Essex Social Care Direct • Keep the case open and investigate further • Decide not to refer the case

If the child, young person or a vulnerable adult is NOT thought to be in immediate danger	
	<p>2.2 Once the Safeguarding Link Officer has agreed the course of action with the Operational Safeguarding Lead, the case will be passed electronically to the appropriate officer to action</p>
<p>Stage 3</p>	<p>Referral</p> <p>3.1 The Operational Safeguarding Lead will phone Essex Social Care Direct and make the referral.</p> <p>3.2 The process will be updated online by the Operational Safeguarding Lead to show the case has been referred.</p> <p>Investigation</p> <p>3.3 The Operational Safeguarding Lead will record all actions as case notes and attach any relevant documentation.</p> <p>Case closed</p> <p>3.4 If the Operational Safeguarding Lead decides not to refer the case further, they must record the reason for not doing so online.</p> <p>Other</p> <p>3.5 All case notes and information will be stored in a secure database. The case will remain open and visible to all Safeguarding Links Officers until it has been agreed that the case should be closed.</p> <p>3.6 Finally, the Member of Staff, contractor or volunteer who made the initial report will be informed whether the case has been referred.</p>

Out of hours working

If a Member of staff, contractor or volunteer is concerned about an incident or allegation of abuse outside office hours and is unable to speak to their Safeguarding Link Officer, or the Operational Safeguarding Lead, they should contact **Essex Social Care Direct 'Out of Office Hours' Line on 845 606 1212** or **if the incident is considered severe, immediately call the police on 999.**

Procedure B

If the child, young person or vulnerable adult is thought to be in Immediate danger	
Stage 1	<p>1.1 A member of staff/ contractor/ volunteer of Member notices a serious safeguarding concern, which could indicate that the child, young person or vulnerable adult is in immediate danger OR they witness a violent incident. NB: If the incident is considered severe, immediately call the police on 999.</p> <p>1.2 If the above occurs, stay calm and try to obtain another witness to your conversation with the child, young person or vulnerable adult involved in the event, if it does not compromise the situation.</p> <p>1.3 Whilst talking to the child, young person or vulnerable adult, or soon after, take notes to capture as much detail as possible regarding the occurrence. You can use a hard copy of the Concern / Incident/ Allegation (CIA) form available in Appendix 2.</p> <p>1.4 Listen carefully to what is said and allow the child, young person or vulnerable adult to talk at their own pace. Only ask questions for clarification and do not ask leading questions.</p> <p>1.5 Find an appropriate opportunity to explain that it is likely that the information will need to be shared with other responsible people – do not promise to keep secrets.</p> <p>1.6 Immediately contact your Safeguarding Link Officer to notify them of the situation and pass on your notes. They will complete the internal Concern / Incident/ Allegation (CIA) achieve form online on your behalf.</p> <p>1.7 The Safeguarding Links Officer will immediately phone or meet with the Operational Safeguarding Lead the same day the concern or incident is noticed referring to the CIA achieve form completed online.</p>
Stage 2	<p>2.1 Through discussion with the Operational Safeguarding Lead, a decision is made whether to refer the case. If a decision to refer the case is made, the Operational Safeguarding Lead should phone Essex Social Care Direct and make the referral immediately.</p> <p>2.2 If the Operational Safeguarding Lead decides not to refer the case further, they must record the reason for not doing so online.</p>

If the child, young person or vulnerable adult is thought to be in Immediate danger

Stage 3	3.1 The Operational Safeguarding Lead will update the process online with their actions within one working day of the incident being reported. This ensures the information will be logged in the safeguarding database. 3.2 The contractor or volunteer who made the initial report will be informed whether the case has been referred.
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Procedure C

Reporting Safeguarding Allegations made against members of staff or Members

Stage 1	<p>1.1 A complaint or allegation is made that an employee/ Councillor/ volunteer/ contractor has:</p> <ul style="list-style-type: none">• behaved in a way that has harmed, or may have harmed, a child, young person or vulnerable adult• possibly committed a criminal offence against, or related to, a child, young person or vulnerable adult• behaved towards a child, young person or vulnerable adult in a way that indicates she/he may be unsuitable to work with vulnerable individuals <p>1.2 If the above occurs face to face, stay calm and try to obtain another witness to your conversation with the person reporting the allegation.</p> <p>1.3 Whilst talking to the person making the allegation, or soon after, please take notes to capture as much detail as possible regarding the occurrence. You may wish to use a hard copy of the Concern / Incident / Allegation (CIA) form, available in Appendix 2.</p> <p>1.4 Please make it clear in your notes that the case relates to an internal member of staff / Councillor/ volunteer/ contractor.</p> <p>1.5 Listen carefully to what is said and allow the person making the allegation to talk at their own pace. Only ask questions for clarification and do not ask leading questions.</p> <p>1.6 Find an appropriate opportunity to explain that it is likely that the information will need to be shared with other responsible people – do not promise to keep secrets.</p> <p>1.7 Contact your Safeguarding Link Officer to notify them of the situation and pass on your notes. They will complete the internal Concern / Incident/ Allegation (CIA) achieve form online on your behalf.</p> <p>1.8 Once the CIA achieve form has been submitted online, an email notification will be generated and sent to Midland HR and the Operational Safeguarding Lead.</p> <p>1.9 If the allegation is made in writing, please immediately contact your</p>
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Reporting Safeguarding Allegations made against members of staff or Members	
	Safeguarding Link Officer who then must immediately contact Midland HR or the Operational Safeguarding Lead to report the allegation and ensure he/she is given all related materials.
Stage 2	<p>2.1 The Operational Safeguarding Lead will contact the Safeguarding Lead, Midland HR and the Monitoring Officer (if relevant) to discuss the allegation on the same day as the allegation is received.</p> <p>2.2 The Operational Safeguarding Lead/ will then contact the LADO (Local Authority Designated Officer) at Essex County Council.</p> <p>2.3 Initial discussions are held with the LADO and a decision will be taken regarding course of action – either no further action will be taken, a police investigation will be launched, an assessment will be made by social care or an employee could face disciplinary action, or a combination of these actions.</p> <p>2.4 If there is a concern about an allegation of abuse outside of office hours, please contact Essex Social Care Direct ‘Out of Office Hours’ Line on 0845 606 1212 for advice.</p>
Stage 3	<p>3.1 The Operational Safeguarding Lead will update the case notes for the internal CIA achieve form within one working day of the incident being reported.</p> <p>3.2 Any internal safeguarding allegations will be treated in the strictest confidence and kept separate from all cases relating to members of the public.</p> <p>3.3 Where relevant, it is the responsibility of the Council to make a referral to the Disclosure and Barring Services.</p>

N.B Please also see the Council's Whistleblowing Policy.

4.5 Once a report has been made

4.6 Confidentiality

Staff/ contractors/volunteers must not:

- Discuss any allegations of abuse or bullying, substantiated or not, with anyone from Brentwood Borough Council, other than their Line Manager, Safeguarding Links Officer or the Safeguarding Leads, if relevant.
- Discuss any allegations of abuse or bullying, substantiated or not, with any member of an external agency, other than as part of a formal investigation.
- Discuss any allegations of abuse or bullying, substantiated or not, with any other interested party, including parents, carers and relatives of the child, young person or vulnerable adult without the express permission of the person with overall responsibility for the investigation.

This does not exclude the member of staff/ contractor or volunteer from the need or right to consult with a solicitor, trade union representative or other bona fide legal adviser.

4.7 Data protection

Electronic copies of the completed CIA Achieve Forms are retained in a secure electronic folder. This information will be retained in accordance with data protection periods.

4.8 Quality assurance and feedback

Whenever a safeguarding concern, incident or allegation is reported to a Safeguarding Link Officer, they will be responsible for communicating with the Safeguarding Lead to enable them to provide feedback to the person who initially made the referral. The Operational Safeguarding Lead regularly attends a County wide Safeguarding Leads meeting regularly to share best practice with each other and with the Stay Safe Group if there are any concerns.

5.0 Safeguarding requirements for specific circumstances

5.1 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 vulnerable

adults 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 vulnerable adults may wish to adopt the Council's policy and procedures if deemed suitable.

5.2 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.

5.3 Community 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 vulnerable adult policies in place, commensurate with the level of contact they have with children, young people and vulnerable adults. Furthermore, they must ensure that their employees or volunteers who have significant, regular or unsupervised contact with children, young people and vulnerable adults have had a satisfactory DBS check as a condition of hire.

5.4 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.

5.5 Photography and pornography

It is an unfortunate fact that some people have used children and young people's events as opportunities to take inappropriate photographs or footage of children and young people. Councillors, employees, volunteers and contracted service providers should be vigilant at all times to ensure that misuse of photography does not occur.

All photography by Council employees or on behalf of the Council must be made in accordance with the Council's Photographic policy (available internally on request). In particular, written parental/carer consent must be obtained before anyone working for or on behalf of the Council takes a photograph of or films a child, young person or vulnerable adult. Usually this will be in the form of the Council's image consent form (this is available internally).

When commissioning professional photographers or inviting the press to cover Council services, events and activities you must ensure that you make your expectations clear in relation to child protection. The following steps should be taken when professional photographers or the press are invited to events:

1. Check the credentials of any photographers and organisations used,
2. Ensure identification is worn at all times,
3. Do not allow unsupervised access to children, young people or vulnerable adults
4. Do not allow photographic sessions outside of the activities or services,
5. Ensure that the names of children, young people, or vulnerable adults are not used in photographs or footage, unless the express permission of the parent/carer of the child, young person or vulnerable adult has been given.

5.6 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, vulnerable adult (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

5.7 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 vulnerable adults, 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 Brentwood Borough Council's reporting procedures for suspected abuse as set out in this policy. Where contact with children, young people and vulnerable adults is a necessary part of the contracted service, the Contractors and/or Suppliers providing the services must ensure that adequate staff training is given.

5.8 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. Managers should ensure that employees are aware of the Safe Working Practices Guidelines (found in Appendix 5), such as not travelling alone with a work experience student, unless the school has specifically approved this.

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).

6.0 Safeguarding training

6.1 Employee training

Whenever Brentwood Borough Council recruits employees it will ensure that they are well informed, trained, supervised and supported so that they are better able to identify potential indicators of abuse, less likely to become involved in actions that may cause harm to children, young people and vulnerable adults and less likely to do anything that could be misinterpreted. Training will happen by the following process:

Induction

All Line Managers with new staff need to ensure that they complete their induction and that they look at any policies and procedures relevant to their post. The Combined Safeguarding Policy for Children, Young People and Vulnerable Adults is available to all staff on the intranet in the Safeguarding Section. Everyone has the responsibility to familiarise themselves with its content.

On-going training needs

All staff in the council fall into one of the training groups in the table below. Their level will depend on the type of role and responsibility that they have. Line managers and Human Resources will be primarily responsible for assessing which level of safeguarding training individual officers require.

The levels of training are cumulative and employees in higher groups are required to complete the training required by lower levels. If you have any doubts about what level of training you require, ask your line manager or contact Midland HR or contact the Operational Safeguarding Lead for guidance.

Training levels	Training involved	Who requires this training
Group 1	<ul style="list-style-type: none"> • Familiarisation with Council's Safeguarding Children, Young People and Vulnerable Adults Policy • Half day - In house face to face training (to be refreshed every 3 years) 	<p>All Brentwood Borough Council staff who, during the course of their employment with the Council, either:</p> <ul style="list-style-type: none"> • Do not encounter the public • Regularly (at least once per week on average) encounter the public, but any contact with children, young people and vulnerable adults is only incidental to their role • Have periods of intense but irregular contact with children, young people or vulnerable adults (Although contact may only be during a few weeks in a year there is a high level of extended contact during these periods)
Group 2	<ul style="list-style-type: none"> • Familiarisation with Council's Safeguarding Children, Young People and Vulnerable Adults Policy • In house face to face training looking at the role of Members in regard to safeguarding (to be refreshed for every new members on an annual basis) 	<ul style="list-style-type: none"> • All Brentwood Borough elected Members
Group 3	<ul style="list-style-type: none"> • Completion of training provided by Essex County Council on the reporting process 	<p>The Strategic Safeguarding Lead, Operational Safeguarding Lead and Safeguarding Link Officers</p>
Group 4	<ul style="list-style-type: none"> • Completion of the 'Train the Trainer – Vulnerable Adults' course • Completion of the 'Train the Trainer – Children and Young Persons' course 	<p>Operational Safeguarding Lead</p>

6.2 Safeguarding Link Officer training

On appointment, the Safeguarding Link Officers receive training from to equip them to deal with the recording and reporting processes.

6.3 E-learning module

The Council's e-learning module can be accessed from home, allowing all relevant staff to complete training more easily. Should a member of staff leave and return within a 3 year period, they will not be required to undertake the training again unless major changes to the Council's safeguarding policies and procedures have been made.

6.4 Member training

A face to face Member briefing session will be given to Members to promote awareness of the policy and procedures and about their own responsibilities.

6.5 Training administration

Safeguarding training for staff will be monitored by the Operational Safeguarding Lead. Line Managers will be responsible for ensuring that staff undertake training when requested and refresh their training when required every 3 years. They will also ensure staff complete the e-learning module, including casual staff, receive the requisite level of training and that any refresher courses are undertaken in a timely manner.

7.0 Safe recruitment

Brentwood Borough Council is not a Children's Services Authority and therefore scope for working directly with children and young people or with vulnerable adults is limited. However, it is important that the Council takes all reasonable steps to prevent unsuitable people working with vulnerable groups. For all new employees, confirmation of employment will be dependent on satisfactory checks.

Managers and Human Resources are responsible for risk assessing all job descriptions to identify which are likely to involve regular and/or substantial unsupervised contact with children, young people and vulnerable adults.

Disclosure and Barring Service checks (DBS) have replaced the Criminal Records Bureau checks (CRB) since 1st December 2012 as a result of the Protection of Freedoms Act (2012). This service will soon allow the Council to check whether there have been any updates since the date of an existing DBS check, as a DBS check has no official expiry date. Such a process should only be used in those few instances where employees and volunteers have substantial or regular and

unsupervised contact with children, young people and vulnerable adults. Referrals of concern must still be made to the Independent Safeguarding Authority (ISA).

For more information on whether a post requires a DBS check see Appendix 7 - Disclosure and Barring Scheme – Is a post engaged in “regulated activity”

Or check the Council’s Recruitment & Selection Policy

In addition, all job application packs will expressly state Brentwood Borough Council’s commitment to safe recruitment and safeguarding generally.

8.0 Other relevant policies

Brentwood Borough Council has other separate policies that sit alongside its Combined Safeguarding Policy. These are available on request.

- **Whistleblowing Procedure** This procedure is intended to supplement, rather than to replace, the existing procedures whereby employees of the Council and other persons may raise complaints or matters of concern with the Council.
- **HR Policies** There are a number of policies and procedures which are available to staff on the HR microsite which support this policy

9.0 Appendices

9.1 Appendix 1 Safeguarding Structure



9.2 Appendix 2

Safeguarding Concern/Incident/Allegation (CIA) form

CONFIDENTIAL

This form should be completed by the member of staff responding to the concern, incident or allegation. Please complete as much of this form as possible. Electronic copies of this form are available internally on request.

SECTION A: INITIAL DETAILS

Your name:	
Your position:	
Your email address:	
Your Line Manager:	
Date:	
Type of report	Concern Incident Allegation (please circle as appropriate)

SECTION B: PERSONAL DETAILS OF CHILD, YOUNG PESON OR VULNERABLE ADULT INVOLVED

Full Name:	
Person Type: Please circle)	Child Young Person Vulnerable Adult
Gender:(please circle)	M F
Date of Birth:	
Home address:	
Parent/Guardian Name/s (if applicable)	
Contact Tel. For Parent/Guardian (if	

applicable)	
Child's School (if applicable)	
IS the child disabled (please circle)	YES NO N/A (if applicable)

SECTION C: DETAILS OF CONCERN, INCIDENT OR ALLEGATION

Please record the details of the concern/incident/allegation below. Only include the facts regarding what you have observed and/or what you have been told. Include as much detail as you can remember.

Situation giving rise to the concern, incident or allegation: (e.g. Swimming lesson at Brentwood Centre) *

Details of concern, incident or allegation:

Actions taken, if any, by the person reporting the incident:

Are the parents/guardians aware of the concern/incident/allegation at the time of this report being made? YES NO

This form will now be passed to the Designated Safeguarding Link Officer in your area.

Remember that the information you have provided is confidential; do not discuss with anyone other than those directly involved and only then in a professional capacity. Please sign and date below.

Signed:	Date:
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This information will be processed in accordance with the Data Protection Act 1998 and may be shared with Essex County Council.

SECTION D: TO BE COMPLETED BY DESIGNATED SAFEGUARDING REPORTING OFFICER ONLY

As the Designated Safeguarding Link Officer, please sign and date below to confirm receipt of this form. You should now complete the electronic 'CIA achieve Form' immediately before contacting the Operational Safeguarding Lead to determine whether a referral to Essex Social Care Direct is required. However, if the child or vulnerable adult is thought to be in immediate danger approach the Safeguarding Lead or Deputy Leads as soon as you receive this form.

Signed:	Date Received:	Time received: am/pm
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9.3 Appendix 3 Useful Contacts

Essex Social Care Direct	
Normal telephone inquiries / referrals (Children's Services)	0845 603 7627
Normal telephone inquiries / referrals (Vulnerable Adults)	0845 603 7630
Emergency number	0845 603 7634
Out of office hours number	0845 606 1212
Fax	01245 434700
Contact via email	socialcaredirect@essexcc.gov.uk
Contact via post	Essex Social Care Direct, Essex House 200 The Crescent, Colchester, Essex, CO49YQ
Essex Police	
Central switchboard	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)

9.4 Appendix 4 Safeguarding legislation

The following legislation and guidance underpin the safeguarding policy and aim to ensure that children, young people and vulnerable adults are protected from harm.

Legislation relating to safeguarding Children and Young People

Below is a comprehensive list of legislative acts that empower and compel District Councils to ensure adequate safeguarding measures for children are in place.

Legislation (in date order)	Description
The Anti-Social Behaviour, Crime and Policing Act 2014	Chapter 12 part 10 of this act saw forced marriage officially become a criminal offence in England and Wales, punished by up to seven years imprisonment. This came into effect on 16th June 2014, and also applied to UK nationals overseas who are at risk of becoming the victim of a forced marriage.
Working Together to Safeguard Children (April 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	<p>This confirmed that the registration and continuous monitoring of those involved in a regulated activity would not be introduced.</p> <p>From 10th September 2012 what constitutes a 'regulated activity' will change in relation to children and young people.</p> <p>Also from 10th September 2012 the controlled activity category is scrapped, under 16s will not be able to apply for a CRB check and the information police can release on an enhanced CRB check will be subject to a more rigorous relevancy test.</p> <p>From 1st December 2012 the Independent Safeguarding Authority (ISA) and CRB are being merged into a single authority responsible for barring and vetting applicants. This will be known as the Disclosure and Barring Service (DBS). The DBS will have a greater focus on the roles working most closely with vulnerable groups.</p>

Legislation (in date order)	Description
	<p>From 17th June 2013 an update service will be introduced allowing employers to check whether there have been any changes to a criminal record since the last certificate.</p>
<p>The Apprenticeships, Skills, Children and Learning Act 2009</p>	<p>Section 9 makes amendments to the Children Act 2004, specifically regarding the establishment of Children’s Trust Boards. The Children’s Trust comprises:</p> <ul style="list-style-type: none"> a. the local authority including all constituent services that impact on children and families, such as housing, b. named statutory ‘relevant partners’ – this includes district councils, c. any other partners the local authority considers appropriate <p>The ‘relevant partners’ are placed under a duty to cooperate in the making of arrangements to improve wellbeing and have a power to pool budgets and share other resources.</p>
<p>Safeguarding Vulnerable Groups Act 2006</p>	<p>This created the Independent Safeguarding Authority (ISA) which aims to prevent unsuitable people working with children, young people and vulnerable adults across all services.</p>
<p>Mental Capacity Act 2005</p>	<p>This made it an offence to neglect or deliberately ill-treat a person who lacks capacity.</p>
<p>Children Act 2004</p>	<p>Section 11 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.</p> <p>Section 10 outlines the duty to promote inter-agency cooperation between named agencies (including district councils). There is a reciprocal duty on those agencies to co-operate with the Child Support Agency (CSA) in budget pooling – a key provision that underpins children’s trust arrangements.</p> <p>Section 13 requires each local authority to be a statutory partner of the Local Safeguarding Children Board.</p> <p>Section 17 entitles district councils to be consulted on the CSA’s Children and Young People’s Plan (CYPP)</p>

Legislation (in date order)	Description
The Sexual Offences Act 2003	This replaced the Sex Offenders Act (1997). 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 a new definition of rape.
Female Genital Mutilation Act 2003	This Act made FGM illegal in this country. It is an offence to: undertake the operation (except on specific medical grounds), 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).
Homelessness Act 2002	It is a requirement for the Council to refer homeless people with dependent children who are ineligible for homelessness assistance or are intentionally homeless to Children's Social Care, but only if the person consents. If unable to obtain consent, the Council can disclose information to Social Services if they believe the child is, or will be, at risk of significant harm.
The Sexual Offences (Amendment) Act 2000	Introduces the concept of 'abuse of trust,' whereby adults could commit an offence in engaging in sexual activity with someone younger than them if they are seen to be in a position of trust, even if the younger person is above the age of consent (16-18 in the case of child protection).
Care Standards Act 2000	The Care Standards Act 2000 sets out a regulatory framework and standards for services people might receive. This applies to regulated services such as residential care, domiciliary care or adult placement schemes. Part 7 makes provision for the Protection of Vulnerable Adults (POVA) scheme to prevent abusers from working with vulnerable adults.
Local Government Act 2000	The Council has a responsibility to address the needs of children and young people living in the area.
Protection of Children Act 1999	Sets out the framework to enable employers to check on the suitability of employees to work with children. This act builds on the Police Act (1997), which set up the Criminal Records Bureau.

Legislation (in date order)	Description
The 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.
Children Act 1989	<p>Section 17 – Children In Need: The Local Authority has a 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: The Local Authority shall make enquiries 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> <p>The Children Act 1989 defines “harm” in Section 31 (9) as: ill-treatment, the impairment of health, and the impairment of development (Definition includes impairment suffered from seeing or hearing the ill-treatment of another).</p>
Every Child Matters, the Government’s vision for children’s services (No longer in force, yet the principles remain key cross cutting priorities)	<p>This set out 5 key outcomes - be healthy, stay safe, enjoy and achieve, make a positive contribution and achieve economic wellbeing. District councils contribute to these outcomes in a variety of ways:</p> <p>Housing – for example: preventing homelessness, providing supported accommodation for young parents and care leavers, re-housing families fleeing domestic abuse, supported accommodation for vulnerable adults, adaptations to properties etc.</p> <p>Planning – for example: providing appropriate play facilities in new housing developments, making road safety schemes child-friendly.</p> <p>Culture, leisure and learning opportunities – for example: provision of local leisure centres, art, crèche and playgroup facilities, museums, theatres.</p> <p>Environmental health services – for example: promoting the health of children and adults, particularly in relation to food hygiene and</p>

Legislation (in date order)	Description
	<p>nutrition.</p> <p>There are a number of other ways that district councils contribute to improving outcomes for children, young people and vulnerable adults, including community safety, and as a licensing authority, the roll out of children’s centres and the promotion of local employment.</p>

Legislation relating to safeguarding vulnerable adults At present, there is no specific piece of legislation relating to safeguarding adults. This does not mean that there are no powers to act – rather that the legislation is fragmented. A wide range of legislation applicable to adults who may be vulnerable has been developed over a number of years. It includes laws about adult care services, where upper-tier councils have the statutory lead, and laws about crime, contracts and property, human rights, and mental health and capacity. The following acts form part of this legislation:

Legislation (in date order)	Description
The Care Act 2014	This act was introduced to reform the law relating to care and support for adults and the law relating to support for carers. The Care Act outlines the responsibility of local authorities to carry out safeguarding enquiries where it is suspected that someone is suffering or at risk of abuse or neglect; and the obligation to create Safeguarding Adults Boards (SABs) in every area in order to bring together the key local partners to focus on safeguarding strategy and practice.
The Anti-Social Behaviour, Crime and Policing Act 2014	Chapter 12 part 10 of this act saw forced marriage officially become a criminal offence in England and Wales, punished by up to seven years imprisonment. This came into effect on 16th June 2014, and also applied to UK nationals overseas who are at risk of becoming the victim of a forced marriage.
Protection of Freedoms Act 2012	<p>This confirmed that the registration and continuous monitoring of those involved in a regulated activity would not be introduced.</p> <p>From 10 September 2012 what constitutes a ‘regulated activity’ will change in relation to vulnerable adults. Adults are no longer labelled</p>

Legislation (in date order)	Description
	<p>as 'vulnerable', instead activities are set out which if required make them vulnerable at that particular point in time.</p> <p>Also from 10 September 2012 the controlled activity category is scrapped, under 16s will not be able to apply for a CRB check and the information police can release on an enhanced CRB check will be subject to a more rigorous relevancy test.</p> <p>From 3 December 2012 the ISA and CRB are being merged into a single authority responsible for barring and vetting applicants. This will be known as the Disclosure and Barring Service (DBS). The DBS will have a greater focus on the roles working most closely with vulnerable groups.</p> <p>From early 2013 an update service will be introduced allowing employers to check whether there have been any changes to a criminal record since the last certificate.</p>
<p>The Safeguarding Vulnerable Groups Act 2006</p>	<p>Created the Independent Safeguarding Authority (ISA), which aims to prevent unsuitable people working with children and vulnerable adults. It includes social care services, as well as health, education, housing support and supporting people services.</p>
<p>The Mental Capacity Act 2005</p>	<p>Made it an offence to neglect or deliberately ill-treat a person who lacks capacity. It put arrangements in place for advocacy support and best-interest decision-making.</p>
<p>The Care Standards Act 2000</p>	<p>This act sets out a regulatory framework and standards for services people might receive. This applies to regulated services, including care in a care home, domiciliary care and adult placement schemes (now referred to as Shared Lives).</p>

9.5 Appendix 5 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 vulnerable adults. You should:

- Always ensure you can be seen and observed publicly when working with children, young people and vulnerable adults and avoid situations where you would be alone with them.
 - Children, young people and vulnerable adults have a right to privacy, respect and dignity. Respect the child, young person or vulnerable adult, 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 vulnerable adult 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 vulnerable adult 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 Designated Link Officer 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 vulnerable adults, in particular when taking children, young people or vulnerable adults on car journeys, no matter how short.
 - Take children, young people and vulnerable adults 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 vulnerable adults outside an organised activity or service. You should never:
- Leave children, young people or vulnerable adults 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 vulnerable adult.
- Allow children, young people and vulnerable adults to use language inappropriate to the circumstances, unchallenged, or use it yourself.
- Ignore or fail to record an allegation a child, young person or vulnerable adult makes about you or others.
- Do things of a personal nature for children, young people and vulnerable adults 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 vulnerable adult.
- 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

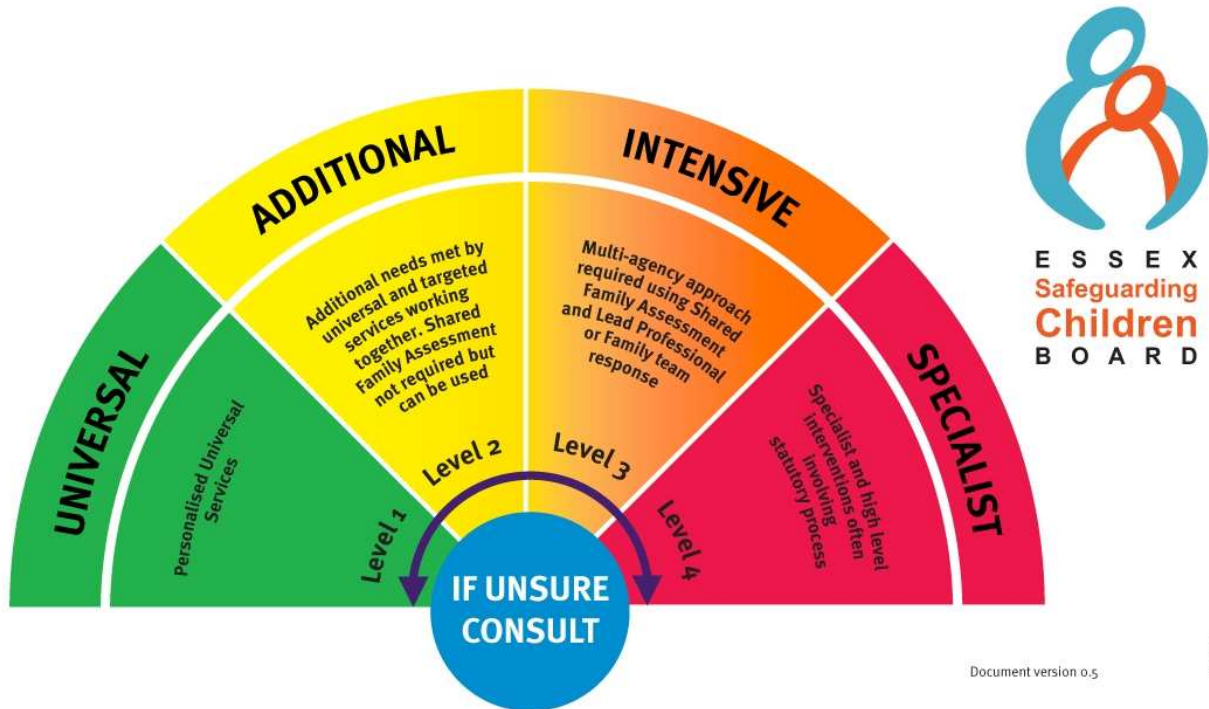
Warning

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 Designated Safeguarding Link Officer informed of the breach should contact the HR Manager who will immediately contact the Safeguarding Lead 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.

9.6 Appendix 6 Effective Support Windscreen

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

No	Issue	Action	Lead Officer	Target date/ RAG status
1	Senior management leadership and commitment to safeguarding			
		<ul style="list-style-type: none"> Specific CLB agenda items from Operational Safeguarding lead to ensure safeguarding actions are to be implemented within CLB teams Regular internal and external communication relating to safeguarding Review current resources allocation in respect to safeguarding Review and refresh current Safeguarding Policy and Procedures to include emerging issues for member sign off at Community Committee 17 December 2014 Refreshment of e-learning induction and safeguarding modules which will include senior management roles and responsibilities, mandatory training, and identification of owner for e-learning across the Council 	KA/ CLB Comms/KA CLB/KA KA CLB /KA	Ongoing Ongoing Ongoing Oct- Dec 2014 February – March 2015
2	Lines of accountability			
		<ul style="list-style-type: none"> Promote awareness through internal communications, microsite, e-learning modules and face to face training to ensure staff are aware of their own safeguarding roles and responsibilities and what to do if they have any concerns relating to children and adults Ensure one to one supervision is available to all staff in safeguarding matters through team meetings and one 2 one appraisals 	Comms/KA HoS	January – March 2015 Ongoing
3	Embedding Policy			
		<ul style="list-style-type: none"> Ensure the Council has policies and procedures that are compliant with all national and local standards that are effectively implemented and adhered to through the Safeguarding Policy and Procedures and through one to one supervision <ul style="list-style-type: none"> service users have ability to input in service development clear and current whistleblowing policies and procedures in place safeguarding is cross referenced with other relevant organisational policies – such 	KA/HoS HoS KA/WBO KA/HoS	January 2015/ ongoing

No	Issue	Action	Lead Officer	Target date/ RAG status
		<ul style="list-style-type: none"> as procurement or the commissioning of services ○ the organisation has a current organisational risk log ○ for those over 16 years the organisation can demonstrate that consideration of the Mental Capacity Act as an integral part of relevant decision making and the safeguarding process(NOTE: Assessments are undertaken by Social Services not Brentwood Borough Council staff) ○ for those aged 18 and over the organisation can demonstrate that consideration of Deprivation of Liberty Safeguards (DOLs) is an integral part of relevant decision making and the safeguarding process 	<p>CLB KA/HoS</p> <p>KA/HoS</p>	
4	Early help and inter-agency working			
		<ul style="list-style-type: none"> • The organisation participates in strategic partnership meeting , to ensure that we are meeting our commitments to safeguarding and ensuring best practice across the organisation • The organisation can effectively identify children and families who would benefit from early help (support as soon as a problem emerges) 'Working Together' 2012, boosted through additional training and clear processed and procedures (using Effective Support Windscreen) • Relevant staff know the criteria for referral to children's social care, and referral requests made to social care are appropriate, identifying any training needs • Staff contribute fully when required to inter agency work on safeguarding cases and the effective assessment of needs, identifying any additional training need 	<p>KA/HoS KA/Service managers HoS</p> <p>HoS</p> <p>HoS</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>
5	Information sharing			
		<ul style="list-style-type: none"> • The organisation has a policy on information sharing relating to safeguarding that is accessible to all staff 	KA/HoS/IT	January 2015

No	Issue	Action	Lead Officer	Target date/ RAG status
		<ul style="list-style-type: none"> • staff are aware of their responsibilities to share intelligence and who they should go to should they require clarification on information sharing • The organisation effectively shares information with other professionals to support early identification and assessment of need as guided by national policy • Records relating to service users are retained and destroyed safely 	KA/HoS KA/HoS HoS/IT	Ongoing Ongoing Ongoing
6	Learning and Improvement			
		<ul style="list-style-type: none"> • Safeguarding is covered effectively within induction of all staff • Safeguarding learning and development opportunities are provided to all staff at a level appropriate to their roles • The organisation ensures that safeguarding training is quality assured • Learning from case audits/reviews e.g. child serious case reviews and disseminated to appropriate staff and managers • The organisation responds to and learns from national and local developments and guidance relating to safeguarding children/vulnerable adults 	KA/Service Managers KA/CLB KA KA/CLB KA/CLB	Ongoing Ongoing Ongoing Ongoing Ongoing
7	Service development and emerging issues			
		<ul style="list-style-type: none"> • Develop a strategy in relation to domestic abuse and violence • Develop a child sexual exploitation action plan with an identified senior lead with responsibility for the delivery of the action plan • Develop a strategy in relation to Honour Based Abuse which includes female genital mutilation • Develop a strategy in relation to the PREVENT (Counter Terrorism Strategy) • Develop a strategy in relation to Human Trafficking 	KA/TL/CSP KA KA KA/TL/CSP KA/TL/CSP	March 2015 March 2015 March 2015 March 2015 March 2015

Brentwood Borough Council Safeguarding Action Plan 2014

No	Issue	Action	Lead Officer	Target date/ RAG status
8	Safe recruitment, vetting and allegations management			
		<ul style="list-style-type: none"> • Review Brentwood Borough Council's safe recruitment policy and disciplinary process • Add the Disclosure and Barring Service (DBS) and role requirements to safeguarding microsite 	KA/HR	June 2015
			KA/ Comms	January 2015

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, or 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 Committee Terms of Reference

General Powers of Committees

This scheme of delegation sets out the functions of the Council to be discharged by its Committees and Sub- Committees and includes the terms of reference of statutory and non statutory bodies set up by the Council.

Each committee or sub committee will have the following general powers and duties:

- (a) To carry out the duties and powers of the Council within current legislation;
- (b) To comply with the Council's standing orders and financial regulations;
- (c) To operate within the budget allocated to the committee by the Council.
- (d) To guide the Council in setting its policy objectives and priorities including new initiatives, and where appropriate make recommendations to Council
- (e) To develop, approve and monitor the relevant policies and strategies relating to the Terms of Reference of the Committee;
- (f) To secure satisfactory standards of service provision and improvement, including monitoring of contracts, Service Level Agreements and partnership arrangements;
- (g) To consider and approve relevant service plans;
- (h) To determine fees and charges relevant to the Committee;

Community Committee

The functions within the remit of the Community Committee are set out below

- 1) Community and Localism Initiatives
- 2) The Voluntary Sector and community partnerships
- 3) Parish Council liaison
- 4) Health and Wellbeing
- 5) Grants to organisations/voluntary organisations

6) Parks, open spaces, countryside, allotments

1. To take the lead on community leadership and consultation with stakeholders.