



Monday, 13 June 2022

Dear Sir/Madam

A meeting of the Cabinet will be held on Tuesday, 21 June 2022 in the Council Offices, Foster Avenue, Beeston, NG9 1AB, commencing at 6.00 pm.

Should you require advice on declaring an interest in any item on the agenda, please contact the Monitoring Officer at your earliest convenience.

Yours faithfully

Chief Executive

To Councillors: M Radulovic MBE
S J Carr
S A Bagshaw
B C Carr
T Hallam

R D MacRae
G Marshall
J W McGrath
H E Skinner
E Williamson

A G E N D A

1. APOLOGIES

To receive apologies and to be notified of the attendance of substitutes.

2. DECLARATIONS OF INTEREST

Members are requested to declare the existence and nature of any disclosable pecuniary interest and/or other interest in any item on the agenda.

3. MINUTES

(Pages 5 - 10)

The Committee is asked to confirm as a correct record the minutes of the meeting held on 24 May 2022.

4. SCRUTINY REVIEWS

Members will receive an update at the meeting on matters proposed for and undergoing scrutiny.

5. RESOURCES AND PERSONAL POLICY

5.1 LEARNING AND DEVELOPMENT POLICY AND ACTION PLAN (Pages 11 - 26)

To ask Cabinet to consider and approve a new Learning and Development policy for the Council.

5.2 APPRENTICESHIP STRATEGY (Pages 27 - 42)

To ask Cabinet to consider and approve a new Apprentice strategy for the Council.

5.3 GRANTS TO VOLUNTARY AND COMMUNITY ORGANISATIONS, CHARITABLE BODIES AND INDIVIDUALS INVOLVED IN SPORTS, THE ARTS AND DISABILITY MATTERS 2022/23 (Pages 43 - 46)

To consider requests for grant aid in accordance with the provisions of the Council's Grant Aid Policy.

6. ECONOMIC DEVELOPMENT AND ASSET MANAGEMENT

6.1 LEVELLING UP FUND UPDATE (Pages 47 - 50)

To consider the main projects proposed as part of the Council's Levelling Up Fund submission to the government in July.

7. HOUSING

7.1 LIFELINE POLICY (Pages 51 - 70)

To seek approval for an updated Lifeline Policy.

8. COMMUNITY SAFETY

8.1 PERMISSION TO CONSULT ON PSPO RENEWALS (Pages 71 - 92)

To seek approval to consult on the renewal of the Boroughs Public Space Protection Orders.

- 8.2 FOOD SAFETY SERVICE PLAN (Pages 93 - 112)
To advise Members of, and seek approval for, the annual Food Safety Service Plan.
- 8.3 REVISED SAFEGUARDING CHILDREN POLICY (Pages 113 - 140)
To seek approval for a revised Safeguarding Children Policy.
- 8.4 REVISED SAFEGUARDING ADULT POLICY (Pages 141 - 182)
To seek approval for a revised Safeguarding Adults Policy
9. CABINET WORK PROGRAMME (Pages 183 - 184)
Cabinet is asked to approve its Work Programme, including potential key decisions that will help to achieve the Council's key priorities and associated objectives.
10. EXCLUSION OF PUBLIC AND PRESS
The Committee is asked to RESOLVE that, under Section 100A of the Local Government Act, 1972, the public and press be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraphs 3 and 4 of Schedule 12A of the Act.
11. LEISURE AND HEALTH
- 11.1 KIMBERLEY LEISURE CENTRE LICENCE TO OCCUPY (Pages 185 - 206)
- 11.2 BRAMCOTE LEISURE CENTRE FEASIBILITY STUDY (Pages 207 - 248)

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CABINET

TUESDAY, 24 MAY 2022

Present: Councillor M Radulovic MBE, Chair

Councillors: S J Carr
S A Bagshaw
B C Carr
T Hallam
R D MacRae
G Marshall
J W McGrath
H E Skinner
E Williamson

1 DECLARATIONS OF INTEREST

Councillors M Radulovic MBE, S J Carr and G Marshall declared non-pecuniary interests in item 6.3 as they were Members on the Beeston Town Centre Board, minute number 5.3 refers. Councillors T Hallam, J W McGrath and R D MacRae declared non-pecuniary interests in item 5.3 as they were elected Members of Stapleford Town Council, minute number 4.3 refers. Councillor R D MacRae declared a non-pecuniary interest in item 5.1 as he was a committee member at New Stapleford Community Association, minute number 4.1 refers. Councillor B C Carr declared a non-pecuniary interest in item 5.1 as she was a volunteer at the Citizen Advice Bureau, minute number 4.1 refers.

2 MINUTES FROM COMMITTEES

The minutes of the meetings as detailed below were noted.

- Leisure and Health, 19 January 2022
- Community Safety, 20 January 2022
- Environment and Climate Change, 31 January 2022
- Housing, 9 February 2022
- Finance and Resources, 10 February 2022
- Personnel, 22 March 2022
- Policy and Performance, 24 March 2022
- Jobs and Economy, 31 March 2022

3 SCRUTINY REVIEWS

Members were informed that this would be a standing item on the Cabinet agenda and a timetable would be received from the Overview and Scrutiny Committee following its first meeting.

4 RESOURCES AND PERSONNEL POLICY

4.1 GRANTS TO VOLUNTARY AND COMMUNITY ORGANISATIONS, CHARITABLE BODIES AND INDIVIDUALS INVOLVED IN SPORTS, THE ARTS AND DISABILITY MATTERS 2022/23

Cabinet considered two requests for grant aid in accordance with the provisions of the Council's Grant Aid Policy.

RESOLVED that the applications be dealt with as follows:

Phoenix Community Foundation	£ 3,900
New Stapleford Community Association	4,000

Reason

The grant aid will assist in achieving the Council's corporate value of having a strong, caring focus on the needs of all communities.

4.2 CAPITAL GRANT AID REQUEST - ROYAL BRITISH LEGION (BEESTON) SOCIAL CLUB

The Royal British Legion Social Club, Beeston had requested a capital grant of up to £6,000 to enable the completion of its refurbishment project in order to bring the premises systems up to current fire and safety standards. Members stated that the Royal British Legion Social Club had played an essential role in supporting Broxtowe's veterans for over 70 years and was an important venue in the Borough.

RESOLVED that the grant funding request of £6,000 for The Royal British Legion (Beeston) Social Club be approved.

Reason

Consideration of not approving the grant would have negative financial implications for the Royal British Legion Social Club and the building would not have been safe for community use.

4.3 GRANT AID REQUEST FROM STAPLEFORD TOWN COUNCIL

RESOLVED that the item be deferred.

Reason

The deferral would allow for discussions to take place with the Leader of the Council and the Chief Executive to discover further information in relation to the Youth Centre and Arthur Mee Centre.

5 ECONOMIC DEVELOPMENT AND ASSET MANAGEMENT

5.1 EMDEVCO: FIRST YEAR REPORT AND FUNDING REQUEST

The Cabinet was updated on the activity of East Midlands Development Company (EM DevCO) throughout 2021/22, the company's outline Business Plan 2022/23 and to confirm the authority's grant funding contribution to the EM DevCo for 2022/23.

EM DevCo had been set up to focus on plans for the co-ordinated delivery of development and infrastructure at Toton and Chetwynd, Ratcliffe Power Station and East Midlands Airport area. The interim vehicle had been established to drive forward the proposition whilst the parliamentary processes required to establish the proposed model of Locally Led Urban Development Corporation.

Discussions ensued regarding connectivity, the environment and opportunities to support the Toton plan. A query relating to funding of the train station at Toton was raised and Members expressed disappointment in relation to the decision around HS2. Without the contribution the business case from EM DevCo would not be as ambitious as planned and opportunities could be missed.

RESOLVED that the year 2 contributions of £167,000 be approved.

Reason

This was an opportunity to provide greening within the Erewash valley and ensure builds are carried out within the right areas to prepare for future generations.

5.2 DEVOLUTION DEAL

Cabinet considered the continuing involvement of the Council in discussions to secure a devolution deal for Nottinghamshire and Derbyshire.

It was stated that development of the Chetwynd Barracks site and the Toton area of strategic growth required significant investment in infrastructure to unlock the land for housing development. This opportunity would be more likely to be deliverable through a County deal. Furthermore, large scale deals across Nottinghamshire could help to secure investment from government to tackle problems relating to land and housing. Acting alone, the Council would find this difficult to achieve.

Environmental initiatives such as engagement of local communities, large scale tree planning, solar panel installation, electric vehicle infrastructure would be more efficiently achieved collaboratively. A joint approach to collecting food waste in Nottinghamshire was being pursued. Members further considered the risks included in relation to local democracy and the future of Districts and Borough.

RESOLVED to endorse the continuing involvement of the Council in discussions to secure a devolution deal for Nottinghamshire and Derbyshire.

Reason

There were greater opportunities for Broxtowe to benefit from a County deal to secure government investments. Levelling up investment would be more likely to be received if the Council participated in a County deal this would support areas in Broxtowe

where skills levels were lower and support investment to create a national skills academy. As part of the devolution deal, City, District and Borough Councils would be at the heart of determining the local priorities for the UKSPF investment plans.

5.3 BEESTON TOWN CENTRE UPDATE

The Cabinet noted the progress of development in Beeston Town Centre and were informed that the Italian restaurant, 'Ottimo' had opened for business. The Beeston Social was in its final stages of fitting-out units and planned to open during the week commencing 6 June 2022. Planning permission had been granted for external alterations and to the shopfronts to the former Argos block. Construction works for the Changing Places toilet had been scheduled to commence on site in July.

6 HOUSING

6.1 THE ACQUISITION OF 26 AFFORDABLE HOUSES AT FIELD FARM, STAPLEFORD

Members considered the proposal for the Council to acquire 22 rented and four shared ownership homes from the developer of the allocated housing site off Field farm, Stapleford. The acquisition of these units would assist the Council in meeting its housing targets as set out in the approved Housing Delivery Plan. All the affordable homes would be built in three phases between 2023 and 2026.

The current waiting list for family accommodation was high and there was a need to provide housing across the Borough. The housing targets as set out in the approved Housing Delivery Plan would not be met without this allocation of funding and ongoing programme of approvals relating to the purchase, acquisition, financing and construction of new homes.

RESOLVED that:

- 1. Up to £3.5 million be allocated in the HRA capital programme for 2022/23 to 2025/26 for the construction of 26 rented and shared ownership homes at the site,**
- 2. A delegation be made to the Deputy Chief Executive and Section 151 Officer, following consultation with the relevant Cabinet Members for all approvals relating to the purchase, acquisition, financing and construction of the homes,**
- 3. An exemption to the Council's standing orders be provided to allow a building contract be entered into with the developer of the Field Farm site.**

Reason

This will assist with the Council's corporate priority of Housing and the aim of providing a good quality home for everyone.

7 ENVIRONMENT AND CLIMATE CHANGE

7.1 DECARBONISATION OF THE FLEET (TRANSITION TO BIOFUEL)

Cabinet considered a report which requested that additional funds be allocated within the 2022/23 budget cycle to support with the transition to Biofuel. Members were informed that a reduction in fleet emissions could be achieved in the shorter-term through the use of alternative fuels that required no capital or infrastructure investment.

Hydro treated vegetable oil (HVO) was a premium high quality vehicle fuel made from renewable, sustainable raw material and was an alternative fuel to diesel. HVO was compatible with all diesel vehicles from 2019 and included all refuse collection vehicles. The Council would no longer use Gas Oil (Red Diesel) within its grounds maintenance feet but would use diesel instead. Alternatives such as electrification and hydrogen fuel were considered a long-term concept.

Consideration was given to continuing with the diesel for all vehicles as HVO was 15p per litre more expensive to purchase than diesel and the increased cost of old vehicles being replaced with newer vehicles. Continuing with diesel would increase emissions across the borough generated by the Council's refuse collection vehicles.

RESOLVED that a budget of £42,000 for the transition to biofuel be approved within the 2022/23 budget cycle.

Reason

This will assist with the Council's corporate priority of the Environment and the aim of protecting the environment for the future.

8 COMMUNITY SAFETY

8.1 DOMESTIC HOMICIDE REVIEW FUNDING

Members noted the current financial position for the delivery of Domestic Homicide reviews and were informed that was a legal requirement for Local Authorities in England and Wales to participate in Domestic Homicide Reviews (DHR) on behalf of the Secretary of State. A Domestic Homicide Review was a statutory process under Section 9 of the Domestic Violence, Crime and Adults Act 2004. The reviews were held with a view to identify lessons to be learnt from the death and it was the responsibility of the Local Community Safer Partnership that covers Broxtowe, Gedling and Rushcliffe to fund equally.

The Act states that a DHR should be a multi-agency review of the circumstances in which the death of a person aged over 16 had, or appeared to have, resulted from violence, abuse or neglect.

Discussions ensued with support groups and campaigns highlighted including Equation/Cut it Out, White Ribbon Campaign and Broxtowe Women's Project. It was stated that should Cabinet Members not support the additional funding and put a

provision in place within the revenue budget for the additional cost of Domestic Homicide Reviews the funding may become unavailable.

RESOLVED that additional funding of £5,000, allocated from Revenue Contingencies 2022/23 be approved.

Reason

This will assist with the Council's corporate priority of Community Safety and the aim of making Broxtowe a safe place for everyone.

9 CABINET WORK PROGRAMME

Cabinet considered the Work Programme, including potential key decisions that would help to achieve the Council's key priorities and associated objectives.

RESOLVED that the Work Programme be approved, subject to the addition of Kimberley Leisure Centre – Licence to Occupy Agreement and the removal of Domestic Homicide Review and Evening Car Parking Charges.

Reason

The items included in the work programme will help to achieve the Council's key priorities and associated objectives.

10 EXCLUSION OF PUBLIC AND PRESS

RESOLVED that, under Section 100A of the Local Government Act, 1972, the public and press be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraph 3 of Schedule 12A of the Act.

11 THE ACQUISITION OF 26 AFFORDABLE HOUSES AT FIELD FARM, STAPLEFORD APPENDIX 2

The Cabinet noted the appendix from agenda item 7.1

12 USE OF CHIEF EXECUTIVE'S URGENCY POWERS

The Cabinet noted the use of the Chief Executive's urgency powers.

Report of the Portfolio Holder for Resources and Personnel Policy

LEARNING AND DEVELOPMENT POLICY AND ACTION PLAN

1. Purpose of Report

To ask Cabinet to consider and approve a new Learning and Development policy for the Council.

2. Recommendation

The Cabinet is asked to CONSIDER the Learning and Development Policy and Action Plan and APPROVE accordingly.

3. Detail

Since the last Learning and Development Policy was introduced brief headlines of achievements are as follows

2019/20

- Three new Broxtowe online learning zone (BLZ) courses were introduced and 10 were updated.
- BLZ courses completed: 4695
- 76% of personal appraisals completed in year
- 9 work experience placements were provided
- 1 disability confident four-week work experience placement took place
- 86.5% of the workforce were qualified to a minimum of level 2 and above

2020/21

- Three new BLZ courses were introduced (coronavirus, a new ICT induction course and one on display screen health and safety & homeworking), two online courses were amended (recruitment and selection, domestic abuse awareness)
- BLZ courses completed: 4692
- There were no work experience placements due to the pandemic
- 76% of personal appraisals completed in year
- 86.25% of the workforce were qualified up to level 2 minimum or above.

2021/22

- 5 Work Experience Placements offered as of January 2022
- 64 BLZ online learning courses available
- New online courses launched: learning to learn, effective writing, assertive communication, pre-retirement course, time management, introduction to hoarding
- BLZ courses completed: 6552
- 87.25% of employees qualified to minimum of level 2 or above
- 79% of personal appraisals completed in year

In addition to online learning all officers have the opportunity to engage in continuous professional development training and professional skills training through the identification of training needs as part of annual appraisals. This is managed by individual service managers and Heads of service, not the HR team.

Coaching and mentoring for managers was delivered during 2021/22.

4. Financial Implications

The financial implications of the policy and action plan are contained within existing budgets

5. Legal Implications

There are no legal implications in relation to this report.

6. Union Comments

The Unions were consulted through LJCC Committee and any comments made have been taken on board.

7. Equality Impact Assessment

An equality impact assessment is included in the appendix to this report.

8. Background Papers

Nil

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Action Description	Measure	Due Date
CULTURE AND LEADERSHIP		
Embed a culture of career-long Learning throughout the organisation	Number of employees and number of training opportunities completed	31/03/24
Inspire Heads of Service and Managers to continue to develop employees	Engagement/interactions	31/03/24
Embed Learning and Development via toolbox talks, team meetings and briefings	Number of toolbox talks	31/03/24
Introduce learning champions for each department to work with the HR team on implementing the action plan	number of learning champions appointed	31/08/22
Encourage interdepartmental partnership working to build a 'One Council' to share and learn from each other to increase benefits to the community such as better quality services offered.	Number of interdepartmental partnerships	31/03/23 31/03/24
Undertake regular Coaching and Mentoring programmes for Heads of Service and Senior Managers.	Number of coaching programmes implemented	31/03/23
PROMOTE VOCATIONAL AND PROFESSIONAL TRAINING		
Raise skills of employees through informal and formal vocational training	Number of vocational training courses number of employees qualified to at least level 2	31/03/23
Raise skills of employees through informal and formal professional training	Number of formal professional courses	31/03/23 31/03/24
Raise skills of employees through informal and formal apprenticeship training	Number of apprenticeship courses	31/03/23 31/03/24
Consider the introduction of a graduate programme	report to Cabinet	30/09/23
Introduce and refresh 6 BLZ courses, including new e-learning courses on procurement; on contract standing orders and contract management and on financial standing orders	Number of BLZ courses refreshed and introduced	31/03/23

Action Description	Measure	Due Date
Number of training courses outside BLZ	Number of training courses undertaken outside BLZ	31/03/23
RAISE SPECIFIC STRATEGIC SKILLS AND IMPROVE AGILITY		
Identify ways of raising strategic skills of managers including skills in relation to data analytics; project management managing people with neurodiverse conditions and change management	Number of training opportunities to develop strategic skills	31/03/23 31/03/24
Improve the agility of the local authority by cross training front line workers in services such as certain areas of business support, and customer services to be able to respond better to times of peak demand	Cross training undertaken outside relevant section employees	31/03/23
Develop the skills of internal audit to identify business improvement opportunities	Quality of internal audit reports	31/03/23
ADDRESS SKILL GAPS		
Fill Skills gaps by working with Heads of Service to identify key areas.	Vacancies, turnover, vocational/professional training/number of market supplements applied	31/03/23 31/03/24
Identify skills gaps and link to Apprenticeships to “grow our own”	Number of Apprenticeships offered, recruitment figures	31/03/23
Develop our approach to succession planning	Numbers of internal promotions	31/03/23 31/03/24



LEARNING AND DEVELOPMENT POLICY

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LEARNING AND DEVELOPMENT POLICY

1. Introduction

The Council is committed to the development of employees in order for them to carry out their role at the Council competently.

Learning and development will be closely linked to service delivery underpinning the Council's Corporate and Business Plans. The Council recognises that in order to deliver quality services to its customers and establish itself as an employer of choice it needs to continually invest in the development of its people to increase recruitment and retention, motivation, morale and job satisfaction of individuals and help them maximise their potential within and outside the organisation.

2. Equality Impact Assessment

An Equality Impact Assessment of this policy has been undertaken to ensure that the implications of its introduction will not cause adverse impact or discrimination against different groups of employees with the organisation.

3. Objectives of Learning and Development

The overall aims and objectives for learning development are:

- To enable the Council to attain its strategic objectives through investing in its employees
- To use the Apprenticeship scheme to fill skills gaps through recruitment and restructuring
- To promote equality of access to learning
- To encourage employees and to develop their skills and level of responsibility to the maximum of their potential
- To widen and update the skills profile of employees to maximise their versatility, employability and future job security
- To enable employees to raise performance, quality and customer service in pursuit of service excellence in order to ensure they have the right skills at the right time to deliver effective and efficient services.
- Promote work experience opportunities for the Community to address future skills gaps and provide early careers advice

4. Responsibilities for Learning and Development

4.1 General Management Team

- Set the strategic direction for the organisation

- Communicate the importance of and organisation commitment to learning and development
- Demonstrate their support by participating in and leading key learning and development activities
- Hold senior managers accountable for ensuring all their staff are appraised and have appropriate access to learning and development opportunities

4.2 Human Resources Team

- Implement the People Strategy and Corporate Learning and Development programme in response to corporate initiatives and needs identified in Business and Personal Action Plans

4.3 Learning and Development Team

- Champion employee development across the Council
- Ensure that mandatory learning and development requirements are identified, communicated and effectively organised by Managers through Annual Performance Appraisals, 121's and supervision meetings.
- Provide a range of other internal, external, online and blended learning and development interventions, resources and programmes enabling equality of access to learning for all.
- Ensure learning and development opportunities are cost effective and of benefit to the individual and the Council
- Administer the Learning and Development Budget in conjunction with the HR Manager and work with departments to utilise their own training budgets
- Evaluate and review the learning and development opportunities provided
- Lead on the Apprenticeship programme
- Identify and encourage Managers to consider Apprenticeships when vacancies arise
- Administer and maintain the Council's e-learning platform – the Broxtowe Learning Zone (BLZ), updating and refreshing mandatory courses.

- Link in with the Council's commitment to Health and Wellbeing by facilitating and supporting learning in these areas.

4.4 Managers

- Induct new employees/employees new to a post and provide feedback and coaching on immediate work progress
- Ensure that mandatory learning and development requirements are identified, communicated and effectively organised through Annual Performance Appraisals, Probationary meetings, 121's, supervision meetings and supporting action plans.
- Encourage and support staff to be proactive about their self-development at work and facilitate reinforcement and application of learning in the workplace
- Monitor and ensure prompt compliance with mandatory learning and development and deal with issues of non-compliance
- Be aware of equality and diversity issues and how they impact on learning and development opportunities
- Liaise with Learning and Development Team to consider filling vacancies with Apprenticeship roles
- Consider Apprenticeship roles as part of any restructure
- Consider Apprenticeships for internal employees to address skills gaps
- Positively support the Work Experience Programme

4.5 Employees

- Demonstrate commitment to and take personal responsibility for their own learning and development, not least when participating in Performance Appraisals and Performance Review meetings
- Undertake their mandatory learning and development promptly
- Repay fees and learning and development expenses as specified in this policy.
- Actively participate in Annual Performance Appraisals, 121's and supervision from Line Managers.

Trade Union Learning Representatives

Trade Union Learning Representatives will support the learning and development of their members by providing advice and guidance on learning and assisting members with their literacy, numeracy and ICT skills.

Signposting Members to the Union's portfolio of courses which may include literacy and numeracy.

5. Training Courses

Any employee who has at least 26 weeks' continuous services has the legal right to make a request in relation to study or training and to have that request considered. The Council has a duty to consider any request but it is not legally obliged to automatically agree to a request to pay for the training or to pay for time off.

Types of courses:

5.1 Apprenticeships

The opportunity to use the Council's Apprenticeship Levy funding should always be explored in discussions with the Learning and Development team prior to any other courses being considered (see the Apprenticeship Strategy document). The Council has already committed substantial funds to the Apprenticeship Levy and any underspend is claimed back by the Government.

5.2 Corporate Learning and Development

The Learning and Development Team will organise learning and development opportunities for employees across all directorates of the Council this includes induction, employee relations and other topics relevant to employment.

5.3 Job specific/Technical learning and Development

The employee and their line manager will work together to identify learning and development opportunities to enable employees to develop and increase the knowledge and skills so that they may competently carry out their role at the council. This may include on-the-job learning and development, work shadowing, coaching and mentoring, online and e-learning programmes and attendance on informal and formal training events, briefing seminars and conferences. This may also include blended learning.

Some of these activities may not have a direct cost, but it should be noted that there will be an indirect cost in relation to officer time and this should be recognised and built into work schedules.

Employees should submit written requests for no cost learning and development to their Line Manager in line with local departmental procedures and they should not book their place on any course or event until they have received approval from their manager to take the time off.

Some of these activities may have a cost. All applications for paid learning and development must be submitted on form LD1 to the Line Manager and/or Head of Service for approval (where the funds are located within a service area budget) who will send it to the Department's Administrator for them to record necessary details and to the Learning and Development Team for their records. Applications for paid learning where funding is within the corporate training budget will be submitted to the Line Manager and/or Head of service on form LD1 for approval, and also approved by the HR manager.

No bookings can be confirmed until the expenditure and time off has been approved.

The Learning and Development team should be informed of all learning and development so that they can include the details on employee's personal record.

6. Heads of Service

Heads of Service will be required to pay for job specific learning and development from their service area budget.

7. Professional Qualification Courses

In some instances, it may be appropriate for an employee as part of their job to undertake a formal qualification which is essential to their profession and role within the Council. Support will not be given for qualification(s) of marginal value to the Council.

Before agreeing to a request for any professional learning and development the line manager must have a clear idea of the commitment required from the employee in relation to term dates, day and block release commitments, course workload and the examination schedule. The manager must have a discussion with the employee to confirm that the employee has the aptitude

and capacity to undertake the course and that the section can provide adequate cover when the employee is absent. The manager must also ensure that the employee understands their obligation regarding the Repayment of Fees and Expenses as detailed in section

The Corporate Learning and Development budget will pay for corporate learning and development courses and for professional courses of study leading to a qualification required for the employee's job role.

The Apprenticeship Levy should always be explored when considering Professional Courses.

7.1 Qualification courses

Once approval has been given to pay for an employee to attend a professional qualification course, agreement may be given to pay for course related expenses which could include but is not restricted to:

- Course fees
- Registration fees
- Examination fees
- Reasonable expenditure on books and other essential equipment

The employee will be required to sign a Learning Agreement form LD2.

7.2 Repayment of course expenses

If an employee leaves the Council within 2 years of completing their professional training qualification and they take up a new post, they will be required to repay the courses fees and any related expenses. The repayment will pro-rata dependent on the length of time that has passed since course completion. The exceptions are if the employee is dismissed due to redundancy or ill health and all Apprenticeship Levy funded training.

Repayment is also required if an employee fails to show satisfactory progress and fails an examination or fails to attend an examination or leaves the course.

The Head of Service, following discussions with the HR Manager, may approve payment for the re-sitting of examinations where the failure or unsatisfactory progress has been due to exceptional circumstances and the employee has otherwise been making satisfactory progress.

The Council will reclaim 100% of any assistance given where the employee leaves during the course.

Repayments will exclude the salary paid in respect of the time spent studying.

Recovery of the costs will be made through a payment plan agreed with the employee.

The employee will be required to sign a Learning Agreement form LD2 agreeing to these conditions before course expenditure is approved.

8. Financial Assistance

8.1 Loans for Learning

Loans for Learning are available to employees to undertake courses of study that would not normally be supported as an essential requirement of their current job at the Council. A loan for learning is interest free and available at the discretion of the Council's HR Manager subject to sufficient funding being available.

A Loan for Learning Application form LD3 should be submitted to the HR Manager.

The full repayment of the loan would normally be required over a 12-month period from the date of the loan by monthly deductions directly through Payroll.

If an employee in receipt of a loan terminates their employment with the Council before the loan is repaid, the remaining loan must be repaid in full. Recovery of the loan will be made through a payment plan agreed with the employee.

9. Additional levels of assistance

9.1 Payment and Expenses

Employees attending an approved learning and development activity are entitled to receive payment of normal earnings whilst attending the event. When attending training courses outside contracted working hours, part time employees should be paid on the same basis as full-time employees.

Claims for expenses should be made in the usual way as per the Travel and Subsistence Policy.

9.2 Revision and Examination Leave

Paid examination leave will be granted to enable employees to sit examinations or tests as part of their approved course of study.

In addition, paid leave will be granted to enable the employee time to prepare for the examination or test. The time granted will be double the duration of the examination or test and should normally be taken within the period of two weeks prior to the examination or test. Equivalent time may also be granted to employees taking courses which depend on continuous assessment as opposed to examination as per the Leave Policy.

Generally speaking, coursework should not be undertaken in works time.

10. Investing in the future workforce

The Council will be proactive in helping people within the community improve their job prospects and employability. We will work with schools, colleges and universities to provide work experience placements to students to give them a greater insight into the work and services provided by local authorities and potential career options.

We will also work with partners to offer work trials and experience to residents of the borough under local and government programmes and initiatives.

11. Coaching and Mentoring

In June 2020, the Council introduced an Organisational Development Strategy 2020-24 to outline its commitment to its employees. The overall aim is to: 'enable Broxtowe Borough Council to meet current and future organisational aims and objectives through the recruitment, development, and retention of a well led highly skilled, flexible and motivated workforce supported by well-aligned strategy and processes, and full use of new technology.'

As part of the strategy, a key area of focus is developing our approach to coaching and mentoring. The HR Manager will implement this via one on one Coaching sessions with Heads of Service and Senior Managers to facilitate, encourage professional growth and development, particularly in the area of leadership skills, enhancing leadership capacity and strategic management.

Report of the Portfolio holder for Resources and Personnel Policy

APPRENTICESHIP STRATEGY

1. Purpose of Report

To ask Cabinet to consider and approve a new Apprentice strategy for the Council.

2. Recommendation

The Cabinet is asked to RESOLVE that the Apprenticeship strategy be approved.

3. Detail

A new Apprenticeship Strategy is attached as appendix 1 to this report and an action plan at appendix 2.

Since the introduction of the apprenticeship Levy, 22 apprenticeships have commenced in Broxtowe, for 20 employees comprising 13 direct recruits and 7 existing employees.

Nine apprenticeships have been successfully completed and as of May 2022, there are an additional six apprenticeships being undertaken. Two employees have gone on to start second apprenticeships after completing their first apprenticeship

Of the nine successfully completed apprenticeships all have gained permanent employment with the Council including within HR, Business Support, ICT, Parking, Accountancy and Capital Works. Many of these areas are services where there are skill shortages, so the Council has been successful in “growing its own” pipeline of skills.

Current Apprenticeships are within Legal, Accounts, (both skill shortage areas) Grounds Maintenance, Housing and the business support unit.

One of our Apprentices (HR) is now the Chair of the East Midlands Apprenticeship Ambassador Network.

One of our Apprentices (Capital Works) was a finalist in the D2N2 Public Service Sector Apprentice of the Year Awards (Higher Category – Level 4)

Since May 2021, the Council has spent £27,209 on Apprenticeship courses via the Levy with £23,951 estimated spending over the next 12 months at the current rate

As of May 2021 there is £89,697 available from the Levy. The Learning and Development team have managed to half the monthly levy underspend from £3,500 to £1,800. The levy does not pay for the substantive post of an apprenticeship – only the training element of the role.

The Council has received COVID-19 incentive payments for three Apprenticeships

4. Financial Implications

There are no financial implications for the Council at this stage in approving the new Apprenticeship Strategy. The current cost of apprenticeship courses (net of the contributions from the Apprenticeship Levy) are contained within approved budgets. Members will note the current value of the available Levy and the estimated planned spending over the next 12 months.

5. Legal Implications

There is a statutory requirement to ensure that the apprenticeship levy scheme is operated within the rules and regulations as set out by the Education, skills and funding agency' (ESFA).

6. Union Comments

The strategy has been considered at LJCC where unions are represented and any comments taken on board.

7. Equality Impact Assessment

An equality impact assessment is included as appendix 3 to this report.

8. Background Papers

None



Broxtowe
Borough
COUNCIL

APPRENTICESHIP STRATEGY 2022-2024

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APPRENTICESHIP STRATEGY

1. Introduction and purpose

Broxtowe Borough Council ('the Council') is committed to investing in its staff, ensuring that skills gaps are filled in order to continue to deliver an excellent, value for money service to the public. The Council's 2020-2024 Corporate Plan states 'a greener, safer, healthier Broxtowe where everyone prospers'.

Apprenticeships within the Council are seen and valued as high quality pathways to successful careers, providing opportunities for new and existing employees to develop, and which assist the Council in meeting its current and future skills needs.

2. Background

In April 2017, the Government introduced the Apprenticeship Levy (the Levy) which is applicable to all UK employers with an annual wage bill of £3 million or more. The Levy is charged at 0.5% of the annual pay bill based on Class 1 National Insurance Contributions via PAYE (Pay As You Earn) alongside tax and National Insurance.

In addition, the Government will apply a 10% top-up to the funds for spending on apprenticeship training. Therefore for every £1 that enters an employer's Digital Apprenticeship Account, employers get another £0.10 from Government. The monthly top-up will be applied at the same time the funds enter the digital account.

Each monthly contribution and Government top up will expire on a rolling 24 months basis if not used to purchase apprenticeship training and assessment. It is imperative that the Council spends as much of the levy as possible as the Government reclaims any unspent funds.

However, the Council can award up to 10% of unspent levy to a partner organisation.

3. Corporate Vision and Aims

The aim of this strategy accords with the Council's stated Vision and Values which are:

Vision

A greener, safer, healthier Broxtowe where everyone prospers

Values

Going the extra mile - a strong, caring focus on the needs of all communities

Ready for change - innovation and readiness for change

Employees - valuing employees and enabling the active involvement of everyone

Always improving - continuous improvement and delivering value for money

Transparent - integrity and professional competence

4. Overall aim

The aim of the Apprenticeship Strategy is that Broxtowe Borough Council will optimise use of its apprenticeship levy contributions.

The Council aims to raise the skills of employees to fill skills gaps and produce better outcomes for our residents. This will be undertaken through vocational, professional and apprenticeship training.

5. Objectives

- Embed a pro-Apprenticeship culture across the organisation
- Achieve the target of 10 apprentices in training with Broxtowe Borough Council over the period 1 April 2022 to 31 March 2024.
- The 10 apprenticeships will be a mix of direct recruitment and upskilling existing employees.
- Maximise the use of Apprenticeships to develop existing employees to address skills gaps and succession planning and aid recruitment and retention.
- Promote and advertise the full range of Apprenticeships available from Level 2 up to Level 7
- Promote and advertise the huge range of vocational areas that apprenticeships cover.
- Encourage employees and the wider community that all age ranges can apply for apprenticeships

6. How the objectives will be achieved

- The Council will keep abreast of new Apprenticeship developments by working with training providers, other local authorities and partner organisations.
- Engage senior managers to ensure that mandatory learning and development requirements are identified, communicated and effectively organised by managers through Annual Performance Appraisals, 121's and supervision meetings.
- Aims in relation to apprenticeships are positively communicated across the Council.
- Identify and encourage managers to consider Apprenticeships when vacancies arise and when restructuring
- Promote externally available apprenticeships in order to communicate to a wider audience and demographic.
- Continue to provide work experience opportunities for all ages to provide an insight into careers in Local Government and show that there is a clear path from work experience and apprenticeships to roles within the Council.
- Actively participate in the annual National Apprenticeship week
- Engaging with individual employees measured via number of contacts
- Organise regular Apprenticeship Forum meetings to support coaching, mentoring, development and training.

7. How success will be measured

- Number of apprenticeships undertaken
- Number of apprenticeships successfully completed
- Number of apprentices who go on to complete another apprenticeship whilst at the Council
- Number of apprentices who gain further employment with the Council
- Number of apprentices who gain further employment with an organisation other than the Council upon course/qualification completion
- Number of apprentices who gain further employment
- % of Levy funds are 'drawn down' and utilised fully to develop opportunities and develop the workforce.
- Number of work experience opportunities offered:
 - School
 - College
 - University
 - Internships
 - Disability Confident

8. Delivery of the Apprenticeship Strategy

Responsibility for delivery of the strategy will rest with the Learning and Development Section within Human Resources. That section will create an Action Plan to reflect the overall aim and objectives of this strategy.

9. Reporting

Progress against specific actions will be reported to General Management Team and to elected members by way of performance information reported through Members Matters

APPENDIX 2

Action Description	Measure	Due Date
1. Develop a process to award unspent funds to partnership organisations	Levy money awarded to partnership organisations (if surplus)	31/12/22
2. Aim to not underspend the Levy by more than £2k per month	Levy funds underspent	31/03/23 31/03/24
3. Actively participate in annual National Apprenticeship Week	Activities undertaken during NAW	28/02/23 and in 2024
4. Engagement with employees to promote learning through apprenticeships	Number of contacts/interactions	ongoing
5. Organise regular Apprenticeship Forums	Quarterly Meetings	4 in 2023 4 in 2024
6. Promote externally available apprenticeships	Number of adverts	ongoing
7. Identify and encourage Managers to fill vacancies with apprenticeships	Number of direct appointed apprenticeships	ongoing
8. Identify and encourage Managers to create apprenticeships via restructures	Number of appointed apprenticeships (external and internal)	ongoing
9. Work with existing apprentices to support their progression pathways within the local authority	number of apprentices retained and who secure advancement within the local authority	ongoing
10. Ensure Senior Managers identify mandatory learning and development requirements for employees	Number of successfully completed performance appraisals	as part of annual appraisals by 31/3 in 2023 and 2024
11. Work with training providers to identify appropriate apprenticeship courses	Number of Apprenticeship providers engaged	ongoing

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APPENDIX 3**Equality Impact Assessment**

The Equality Act 2010 replaces the previous anti-discrimination laws with a single Act. It simplifies the law, removing inconsistencies and making it easier for people to understand and comply with it. It also strengthens the law in important ways, to help tackle discrimination and equality. The majority of the Act came into force on 1 October 2010.

Public bodies are required in it to have due regard to the need to:

- eliminate unlawful discrimination, harassment, victimisation and any other conduct prohibited under the Act
- advance equality of opportunity between people who share a protected characteristic and people who do not share it, and
- foster good relations between people who share a protected characteristic and people who do not share it.

The public sector Equality Duty came into force on 5 April 2011. The duty ensures that all public bodies play their part in making society fairer by tackling discrimination and providing equality of opportunity for all. It ensures that public bodies consider the needs of all individuals in their day to day work – in shaping policy, delivering services and in relation to their own employees.

The Equality Duty encourages public bodies to understand how different people will be affected by their activities so that policies and services are appropriate and accessible to all and meet different people's needs. By understanding the effect of their activities on different people, and how inclusive public services can support and open up people's opportunities, public bodies are better placed to deliver policies and services that are efficient and effective.

The new equality duty replaces the three previous public sector equality duties, for race, disability and gender. The new equality duty covers the following protected characteristics:

- age
- disability
- gender reassignment
- pregnancy and maternity
- race – this includes ethnic or national origins, colour or nationality
- religion or belief – including lack of belief
- sex
- sexual orientation.

It also applies to marriage and civil partnership, but only in respect of the requirement to have due regard to the need to eliminate discrimination.

Having due regard means consciously thinking about the three aims of the equality duty as part of the process of decision-making. This means that consideration of

equality issues must influence the decisions reached by public bodies, including how they act as employers, how they develop, evaluate and review policies, how they design, deliver and evaluate services, and how they commission and procure from others.

Having due regard to the need to advance equality of opportunity involves considering the need to:

- remove or minimise disadvantages suffered by people due to their protected characteristics
- meet the needs of people with protected characteristics, and
- encourage people with protected characteristics to participate in public life or in other activities where their participation is low.

Fostering good relations involves tackling prejudice and promoting understanding between people who share a protected characteristic and others.

Complying with the equality duty may involve treating some people better than others, as far as this is allowed by discrimination law. For example, it may involve making use of an exception or the positive action provisions in order to provide a service in a way which is appropriate for people who share a protected characteristic.

The Equality Duty also explicitly recognises that disabled people's needs may be different from those of non-disabled people. Public bodies should therefore take account of disabled people's impairments when making decisions about policies or services. This might mean making reasonable adjustments or treating disabled people better than non-disabled people in order to meet their needs.

There is no explicit requirement to refer to the Equality Duty in recording the process of consideration but it is good practice to do so. Keeping a record of how decisions were reached will help public bodies demonstrate that they considered the aims of the Equality Duty. Keeping a record of how decisions were reached will help public bodies show how they considered the Equality Duty. Producing an Equality Impact Assessment after a decision has been reached will not achieve compliance with the Equality Duty.

It is recommended that assessments are carried out in respect of new or revised policies and that a copy of the assessment is included as an appendix to the report provided to the decision makers at the relevant Cabinet, Committee or Scrutiny meeting.

Where it is clear from initial consideration that a policy will not have any effect on equality for any of the protected characteristics, no further analysis or action is necessary.

Public bodies should take a proportionate approach when complying with the Equality Duty. In practice, this means giving greater consideration to the Equality Duty where a policy or function has the potential to have a discriminatory effect or

impact on equality of opportunity, and less consideration where the potential effect on equality is slight. The Equality Duty requires public bodies to think about people's different needs and how these can be met.

EQUALITY IMPACT ASSESSMENT (EIA)

Directorate:	Chief Executive's	Lead officer responsible for EIA	Ruth Hyde
Name of the policy or function to be assessed:		Apprenticeship strategy	
Names of the officers undertaking the assessment:		Ruth Hyde, Aaron Gidney; Jean Brennan	
Is this a new or an existing policy or function?		A revision of an existing Strategy	
<p>1. What are the aims and objectives of the policy or function? That Broxtowe BC will maximise its use of levy funding Raise skills of employees to fill skills gaps and produce better outcomes for residents through vocational, professional and apprenticeship training.</p>			
<p>2. What outcomes do you want to achieve from the policy or function? Maximise use of the levy Address skills gaps raise skills of employees</p>			
<p>3. Who is intended to benefit from the policy or function? Employees and indirectly residents of Broxtowe.</p>			
<p>4. Who are the main stakeholders in relation to the policy or function? Employees, Managers</p>			
<p>5. What baseline quantitative data do you have about the policy or function relating to the different equality strands? Numbers of apprenticeships (given in the report) Amount of apprenticeship levy spent/unspent (given in report)</p>			
<p>6. What baseline qualitative data do you have about the policy or function relating to the different equality strands? Approximately equal numbers of male and female employees take up apprenticeships Apprenticeships are not restricted to younger people – they are taken up by people of all ages. However, there are more apprentices in younger age groups than older ones. Disability is no bar to taking up apprenticeships, in fact the Council positively encourages disabled employees to take up apprenticeships and currently have disabled apprenticeship employees The Council does not keep records on the marital status, gender re</p>			

Directorate:	Chief Executive's	Lead officer responsible for EIA	Ruth Hyde
assignment, sexual orientation pregnancy or faith of apprentices separate from such monitoring information collected on all employees. This sort of data is annually reported as part of the workforce profile.			

7. What has stakeholder consultation, if carried out, revealed about the nature of the impact?

Unions have been engaged in the new strategy and action plan through the LJCC. Employees are consulted annually on their views about learning and development opportunities through the employee survey. No adverse comments have been received regarding the operation of the apprenticeship scheme and employee views generally on awareness of and availability of learning and development opportunities are consistently highly scored by employees.

8. From the evidence available does the policy or function affect or have the potential to affect different equality groups in different ways? In assessing whether the policy or function adversely affects any particular group or presents an opportunity for promoting equality, consider the questions below in relation to each equality group:

Does the policy or function target or exclude a specific equality group or community? Does it affect some equality groups or communities differently? If yes, can this be justified?

Apprenticeships are open to any employees. Employees with protected characteristics are not disadvantaged from accessing the apprenticeship programme. Apprenticeships are promoted to all employees and to all sections of the community where recruitment takes place externally. Reasonable adjustments would be made to accommodate any employee with a disability accessing an apprenticeship if required.

Is the policy or function likely to be equally accessed by all equality groups or communities? If no, can this be justified?

All groups and communities have equal access to apprenticeships. The new policy enables surplus levy to be shared with partner organisations. This will enable underrepresented groups to be encouraged to access training and development offered through apprenticeships.

Are there barriers that might make access difficult or stop different equality groups or communities accessing the policy or function?

No such barriers have been identified

Could the policy or function promote or contribute to equality and good relations between different groups? If so, how?

Yes. The policy could contribute to improving social mobility; increasing training and skill in groups where skills are lower – ie as part of a tool for levelling up in communities.

□ What further evidence is needed to understand the impact on equality?

it has been observed that employees who start as apprentices tend to stay longer with the organisation and have a high degree of organisational loyalty. They are often good candidates for succession planning and cross departmental promotion. It has been observed that business support apprentices develop a huge amount of organisational knowledge which is very valuable. All these by-products of apprenticeships could be measured more specifically.

9. On the basis of the analysis above what actions, if any, will you need to take in respect of each of the equality strands?

Age: Ensure apprenticeships are promoted to people of all ages not just young people

Disability: Identify any reasonable adjustments required to enable disabled people to access apprenticeships.

Gender: No action required

Gender Reassignment: No action required

Marriage and Civil Partnership: No action required

Pregnancy and Maternity: No action required

Race: Promote apprenticeship training using underspent levy to underrepresented groups through partner organisations

Religion and Belief: Promote apprenticeship training using underspent levy to underrepresented groups through partner organisations

Sexual Orientation: No action required

I am satisfied with the results of this EIA. I undertake to review and monitor progress against the actions proposed in response to this impact assessment.

Signature: Ruth Hyde

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Report of the Portfolio Holder for Resources and Personnel Policy

GRANTS TO VOLUNTARY AND COMMUNITY ORGANISATIONS, CHARITABLE BODIES AND INDIVIDUALS INVOLVED IN SPORTS, THE ARTS AND DISABILITY MATTERS 2022/23

1. Purpose of Report

To consider requests for grant aid in accordance with the provisions of the Council's Grant Aid Policy.

2. Recommendation

The Committee is asked to CONSIDER the requests in the appendix and RESOLVE accordingly.

3. Detail

Details of the grant requests are included in the appendix for consideration. The amount available for distribution in 2022/23 is as follows:

	£
Revenue Grant Aid Budget	168,800
Less: Estimated requirements for:	
Citizens Advice Broxtowe	73,750
Rent Awards and Related Commitments (<i>Note A</i>)	44,800
Other Anticipated Grant Awards (<i>Note B</i>)	35,000
Less: Grant Awards to Date	7,900
BALANCE AVAILABLE FOR DISTRIBUTION	7,350

Note A – This includes provision in respect of rental and support costs for tenants of Council-owned properties, including 2nd Beeston Sea Scouts, 2nd Kimberley Scout Group, 5th Stapleford Scout Group, Age Concern Eastwood, Bramcote Cricket Club, Broxtowe Play Forum, Chilwell Community Association, Eastwood People's Initiative, Stapleford Community Association and Toton Coronation Hall Community Association.

Note B – The estimated provision, based on grants awarded in 2021/22, in respect of other anticipated annual recurring grants to community organisations, including Broxtowe Women's Project, Hope Nottingham, Rushcliffe Community and Voluntary Service, and The Helpful Bureau.

4. Financial Implications

The comments from the Head of Finance Services were as follows:

Any grant awards will have to be met from the established grant aid budget shown in the table above. Members are reminded that they will need to suitably constrain grant awards in 2022/23 if the budget is not to be exceeded. The total 'cash' grant requested in this report is £3,000. The additional sums requested in this report, when compared to the previous year, would amount to £3,000 if all requests are fully supported.

5. Legal Implications

The Council is empowered to make grants to voluntary organisations by virtue of Section 48 Local Government Act 1985 (as well as other legislation). Having an approved process in line the legislation and the Council's Grant Aid Policy will ensure the Council's compliance with its legal duties.

6. Background Papers

Nil

APPENDIX

Grant Award Requests

The following grant requests have been received for consideration in 2022/23:

		<u>Grant Award 2021/22</u> £	<u>Grant Request 2022/23</u> £
Eastwood Food Bank (c/o Eastwood Volunteer Bureau)	1	-	3,000
		Total	<u>3,000</u>

Age Concern Organisations, Citizens Advice Bureaux and Volunteer Bureaux1. EASTWOOD FOOD BANK (C/O EASTWOOD VOLUNTEER BUREAU)

Eastwood Volunteer Bureau (“the Bureau”) is a company limited by guarantee and registered charity, incorporated in February 2002. Overall management of the charity is the responsibility of its trustees with day-to-day project activity managed by the Bureau Manager and Project Co-ordinators. All those involved in the Bureau consider themselves to be committed and passionate about its work with a responsibility to run all their schemes with efficiency and the most economic use of limited resources.

The Bureau states its primary objectives as being to provide charitable transport facilities for people who cannot use public transport because they are elderly, poor or disabled; the promotion of social inclusion amongst elderly or disabled people who are excluded or isolated from society because of age or infirmity; and the relief of poverty by the provision of a Food Bank. The Bureau defines its area of operations as ‘North Broxtowe’, including Awsworth, Brinsley, Cossall, Eastwood, Kimberley, Newthorpe, Nuthall, Watnall and surrounding areas.

These primary objectives are addressed through the Bureau’s three core schemes: a Community Transport Scheme, a “Be-A-Friend” Scheme and a Food Bank with associated food parcel distribution scheme. It is for the third of these schemes, the Food Bank, that this report relates to.

The Food Bank, which is open Tuesdays and Fridays, supplies an average of 160 food parcels per month (2020-21). The Food Bank remained open throughout the Covid-19 pandemic and associated ‘lockdown’ periods due to the work of ten volunteers who continued to work two mornings a week throughout.

Financial Information

The most recent Annual Report and Financial Statements for Eastwood Volunteer Bureau have been reviewed. In the year ending 31 March 2021, the

Bureau produced a deficit of £10,140 (2020: deficit of £20) leaving the Bureau with total reserves as at 31 March 2021 of £39,575 (2020: £49,715). Total cash balances as at 31 March 2021 were £38,940 (2020: £44,580).

Total income for the year ending 31 March 2021 was £46,480 (2020: £62,210), comprising primarily of £19,400 from Nottinghamshire County Council, £3,000 from the Nottinghamshire Community Fund (NET) and £16,030 from the Coronavirus Job Retention Scheme. Total expenditure for the year ending 31 March 2021 was £56,620 (2020: £62,230), comprising primarily of staff costs of £34,510 and premises costs of £12,140.

The decline in the Bureau's income in recent years is the result of a number of factors including the suspension of the transport scheme and an inability to generate room rental income during the Covid-19 pandemic. Though the impact of this has been offset by the continuation of local grant funding, the receipt of various Covid-19 grants (including the Job Retention Scheme) and efforts on the part of the Bureau to reduce outgoings, the funding of their schemes continues to be a cause for concern as they remain dependent on charitable funding.

It is the published policy of the Bureau to hold sufficient reserves to both honour its liabilities to staff, suppliers and other organisations in the event of closure and to maintain sufficient funds to continue normal operations.

As at the 13 May 2022, the Bureau has stated it holds current cash reserves of approximately £36,500. Of this, approximately £3,500 is held in a separate account solely for the use of the Food Bank. The Bureau estimates a current utilisation of this reserve held by the Food Bank at a rate of £200 per week due to a decline in donations. It is not the policy of the Bureau to utilise its other general purpose reserves to directly support the Food Bank as those reserves are required to meet the operating expenses of the Bureau.

Grant Aid Request

Cabinet is asked to consider, with the support of the Leader of the Council, a grant of up to £3,000 to provide direct support to the Food Bank operated and managed by Eastwood Volunteer Bureau. Such an award would be in line with the Council's Grant Aid policy for the following key reasons:

- Eastwood Food Bank is based within Broxtowe.
- Supporting the voluntary sector is a Grant Aid policy commitment.
- The service provided by the Food Bank directly benefits Broxtowe residents and is complementary to the services provided by the Council.
- The Food Bank targets the needs of disadvantaged sections of the community.

An award, if approved, would be met from the established Grant Aid budget shown in the table at the head of this report. No previous grant awards have been made to Eastwood Volunteer Bureau.

Report of the Portfolio holder for Economic Development and Asset Management

LEVELLING UP FUND UPDATE

1. Purpose of Report

To consider the main projects proposed as part of the Council's Levelling Up Fund submission to the government in July.

2. Recommendation

The Cabinet is asked to RESOLVE that the submission of the levelling up bids and generic project areas be approved, with delegation to the Head of Planning and Economic Development for any changes.

3. Detail

The Levelling Up Fund is a £4.8 billion initiative from the government with the core purpose of addressing inequalities nationally. It gives councils the opportunity to bid for up to £20 million to invest in areas they have identified as being in need of funding. These applications must come under one of three investment themes: culture and heritage, transport, or regeneration and town centre investment.

The Council's Economic Development team have been working collaboratively with both Eastwood and Kimberley Town Councils, consultancy organisations, and other key stakeholders over the past year to develop bids for these towns. Round Two of the Fund will open on the 31 May and close on the 6 July 2022. Broxtowe has been categorised as a Priority 2 area, meaning that it has been identified as being less in need than Priority 1 areas.

Prioritisation is still given to partnership's whose projects can deliver in the next three to four years but projects need to demonstrate that they can spend funding in the 2022/23 financial year.

Kimberley

Swingate Farm Sports Centre:

Relocation of Kimberley Miners Welfare Football Club from town centre location on Digby Street to new pitch and facilities at Swingate Farm. This will enable the Digby Street site to be released for redevelopment into industrial units.

Cycle Path Network:

New LTN 1/20-compliant cycle routes in and around Kimberley to link it up with key nearby area, such as Giltbrook Shopping Park, Eastwood, Bennerley Viaduct and Phoenix Park, Park and Ride tram stop.

Town Centre Improvements

Improvements to pedestrian realm and light installations to make the town centre more friendly, event centred and aesthetically pleasing. Alongside this, grants will be offered to local businesses to enhance or design Victorian features for their shops fronts to give Kimberley a unique identity.

A business and community hub is to be built on the existing site of the Parish Rooms, providing co-working space and managed offices. It is a multi-function hub with community facilities.

Eastwood

Walker Street Wellbeing Hub

A new wellbeing hub in the heart of the town centre that will house a new GP surgery, pharmacy, library and community swimming pool with therapeutic benefits. Alongside this new addition to the town centre, grants will be made available to businesses to encourage town centre regeneration and recovery from the pandemic.

Durban House

Transformation of an important historic building in Eastwood into a low-carbon community hub. Services ran from Durban House will include a dementia day care facility, as well as employment support services, mental health support services, a healthy eating café, a community garden, and health and fitness classes. These facilities will be overseen by the Durban House Community Hub group, which is a registered Community Interest Organisation. LUF funding will enable the structural changes needed to allow these services to run from Durban House.

Cycle Path Network

New LTN 1/20-compliant cycle routes in and around Eastwood to link the town up with other important areas, including Kimberley, Caunton Engineering, Panattoni Park, and encourage active travel methods.

Amion Consulting who have previously been successful with LUF bids elsewhere across the Country have been appointed to support the bids submission process.

On completion of the near final drafts of the Economic Development Team will hold a session with Councillors, especially the Cabinet to clarify all matters pertaining to the bids and the Council's onward role in their delivery.

4. Financial Implications

The approximate bid ask for the Kimberley bid is £14 to £15 million and £19 to £20 million for Eastwood. Both of these cost estimations are dependent on contingencies and finalised costings for elements of each bid.

DHLUC also expect bids to provide a 10% local capital contribution, either in land or financial contributions, contributions could come from either the private,

public or voluntary sector but it is appropriate that the Council will need to give due consideration to this issue when the full bids are laid out before it. There would also be a possibility of a revenue and staffing cost to the Council if some of the projects outlined above were successful.

5. Legal Implications

All bids must comply with all relevant UK legislation including subsidy control (if applicable), this legal compliance should be considered as part of the bids submission process.

6. Human Resources Implications

There are no HR implications.

7. Union Comments

N/A.

8. Data Protection Compliance Implications

N/A

9. Equality Impact Assessment

N/A.

10. Background Papers

Levelling Up Fund prospectus.

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Report of the Housing Portfolio Holder**LIFELINE POLICY**1. Purpose of Report

To seek approval for an updated Lifeline Policy.

2. Recommendation

The Cabinet is asked to RESOLVE that the updated Lifeline Policy be approved.

3. Detail

The Lifeline service is provided to private tenants and home owners in the borough. It does not cover the telecare service provided to tenants living in the Council's Independent Living accommodation. As at 1 April 2022, there were 815 service users of the Lifeline service.

The Lifeline monitoring service is currently provided by Tunstall under the terms of a contract procured by the Council, approved by Housing Committee on 6 June 2018. Tunstall are members of the Telecare Services Association (TSA) the industry body for telecare and telehealth.

The Lifeline Policy was first approved in 2019 and is due for review after three years, as outlined in the policy.

4. Financial Implications

The policy has no financial implications. The current contract with Tunstall is due for renewal in 2023.

5. Legal Implications

No legal implications, the policy has been drafted in line with the relevant legislation as detailed in Section 4 of the policy.

6. Equality Impact Assessment

As this is a change to policy an equality impact assessment is included in the appendix to this report.

7. Background Papers

Nil.

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APPENDIX 1

Lifeline Policy Section	Suggested Change	Reason for Change
1.0 Scope	Remove: The Lifeline monitoring service is currently provided by Tunstall under the terms of a contract procured by the Council, approved by Housing Committee on 6 June 2018. Tunstall are members of the Telecare Services Association (TSA) the industry body for telecare and telehealth.	Current contract is due for renewal so service provider may change.
1.0 Scope	Add: This policy does not cover the telecare service provided to the Council's Independent Living tenants.	For clarity
4.0 Regulatory Code and Legal Framework	Remove: General Data Protection Regulations (from May 2018) Replace with: Data Protection Act 2018	Previous policy was written prior to GDPR and DPA changes
5.1 Eligibility for the Service	Add: Head of Housing	Previous policy gave discretion only to the Income and Housing Manager to provide service outside of the borough. Extended this to Head of Housing too, for occasions where Income and Housing Manager may be unavailable
5.2 Lifeline charges	Remove: Committee process Replace with: Cabinet	To reflect changes in the Council's constitution

5.3 Payment Options for the Service	Remove: All customers will be provided with an annual invoice in February of each year to cover the twelve-month period from April to March of the following year. Replace with: The Council will review the charge annually with effect from 1 April each year. At least 14 days' written notice of any variation will be given to the customer.	To reflect wording in contract
5.3 Payment Options for the Service	Remove: to cover each full calendar month for which an advance payment has been made and the service not received Replace with: from the contract end date, unless that amount is less than £5.	To reflect current practice
5.3 Payment Options for the Service	Add: will be undertaken by the Quality and Control team. Any arrears will be managed by the	To clarify that collection is undertaken by the Quality and Control team and arrears are managed by Income team
5.5 Lifeline Customer service agreements	Remove: A charge will be made for any items which require replacement due to loss or damage and invoiced at the published price list.	This is already included in the policy under section 5.3
5.6 Benchmarking	Remove from section title: Services	The section is regarding benchmarking which is completed by the Council, not benchmarking services

6.0 Monitoring and Performance	Remove: One of the key priorities for improvement within the Housing Business Plan 2019-2022, is to increase the commerciality of the Lifeline service by developing the service and increasing sales which will increase the support available for vulnerable people in the borough. Detailed monitoring of progress against this key task is reported to the Housing Committee.	This references an old Business Plan
6.0 Monitoring and Performance	Remove: The Lifeline monitoring service is currently provided by Tunstall under contract until July 2023. The contract includes performance measures which meet the industry standard KPIs set by the Telecare Services Association (TSA) Replace with: The industry standard Key Performance Indicators set by the Telecare Services Association (TSA) will be used	Removes reference to current contract with Tunstall
7.0 Related Policies, Procedures and Guidelines	Remove: Housing Business Plan 2019-2022	This is an old Business Plan, which contained an action in relation to the Lifeline service

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LIFELINE POLICY

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1.0 Scope

This policy applies to all customers who have entered into a service contract with the Council for the provision of the domestic Lifeline telecare service (“the service”) within their own homes.

Lifeline is a two-way speech community alarm system which enables help to be summoned for customers in an emergency. The service offers a 24-hour-a-day remote monitoring and alarm service for the home which links directly to an external monitoring centre.

This policy does not cover the telecare service provided to the Council’s Independent Living tenants.

2.0 Purpose

The purpose of this policy is to provide an overview of the Lifeline telecare services offered by Broxtowe Borough Council. These services are designed to increase, maintain and improve the independence of customers to remain living within their own home.

3.0 Aims and Objectives

The aim of this policy is to set out the options available to customers accessing the service, as well as providing a clear mechanism to review the annual Lifeline charge.

The objective of this policy is to provide guidance to managers following a request from a customer to enter into a Lifeline Customer Service agreement with the Council. This policy also seeks to outline the services available and the charging and income collection processes.

4.0 Regulatory Code and Legal Framework

This policy is set within the context of relevant legislation such as:

- The Equality Act 2010
- The Care Act 2014
- The Mental Capacity Act 2005
- Data Protection Act 2018
- Reliefs from VAT for disabled and older people (VAT Notice 701/7)

5.0 Policy

5.1 Eligibility for the Service

All residents living within Broxtowe Borough are eligible to apply to receive the Lifeline service. The customers who would most benefit from this service are residents who are vulnerable through age and/or disability and may need assistance to summon help in an emergency situation.

The service may only be offered to residents living outside of the borough in limited circumstances and at the discretion of the Head of Housing or Income and Housing Manager. Such circumstances include:

- Whether the customer is living outside of the Borough only temporarily
- The proximity between the nominated emergency responders and the resident living outside the borough
- The capacity of the monitoring service provider to provide the service
- Alternative monitoring services available to the prospective customer
- The efficacy of providing the service outside of the borough

5.2 Lifeline Charges

The charges for the Lifeline telecare services will be reviewed annually. It is proposed to increase Lifeline charges by CPI (Consumer Price Index) plus 1% each year using the CPI at September of the previous year. Any change to the annual charges will be approved by the Council's Cabinet.

VAT will be charged at the standard rate. However, customers who meet the criteria set out in "Reliefs from VAT for disabled and older people (VAT Notice 701/7)" may be exempt from paying VAT. Exemptions include if the customer has a disability and will be using the Lifeline for their own personal use. Information will be provided to prospective customers about this benefit.

5.3 Payment Options for the Service

The Council will review the charge annually with effect from 1st April each year. At least 14 days' written notice of any variation will be given to the customer. Customers are able to pay for the service by either of the following methods:

- By selecting one of the payment methods printed on the reverse of the invoice and paying the annual amount in full, in advance, or
- By Direct Debit, setting up a schedule to make ten monthly payments to cover the term of the invoice. (The first payment will be adjusted so that all subsequent payments are for equal amounts).

If a customer terminates their contract within the billing period, a pro-rata refund for any advance payment will be made to the customer, or nominated representative, from the contract end date, unless that amount is less than £5.

The Council reserves the right to levy any collection charges and any other related costs which may be incurred through the collection of arrears relating to this service, or for the non-return of, or damage to equipment provided under this service.

The monitoring and collection of the Lifeline charges will be undertaken by the Quality and Control team. Any arrears will be managed by the Income Collection team within Housing. The Income Collection team will follow a standard recovery process, which focuses on personal contact and providing support to the customer. The Council may terminate the service if the customer falls two months in arrears and any subsequent repayment agreement is not maintained by the customer. If possible, permission will be obtained from the customer to inform their next of kin that the service is being terminated.

5.4 Provision of Lifeline Equipment

The basic equipment provided to the customer is the Lifeline telecare monitoring unit and an alarm pendant for the customer to wear. The monitoring unit is connected to the Monitoring Centre via a domestic telephone line for which the customer is responsible for the cost of providing and maintaining.

The Council may offer customers the option to have additional equipment, according to their needs. This equipment may include, but is not limited to the following:

- Additional or a replacement pendant
- Carbon monoxide detector
- Key safe
- Falls detector
- Bed Occupancy detector
- Pillow Alert

The Council may also provide additional welfare visits and maintenance calls, for which an additional charge will be made and is set out in the charging schedule.

The cost of the additional or replacement equipment will be charged on an on-going basis, or as a one-off cost, according to the Council's charging schedule.

Prior to the commencement of the service agreement, the customer will be assessed in order to determine which telecare service is most appropriate for their needs. This may change as the customer's needs vary and additional services can be added by the customer as required, subject to payment as set out in the charging schedule.

The Lifeline Co-ordinator will install the Lifeline unit and demonstrate to the customer how the monitoring unit and pendant work.

5.5 Lifeline Customer Service agreements

The customer will sign a Lifeline Customer Service agreement when the equipment is installed, this sets out the Council and customer responsibilities. Customers agree to:

- Pay the annual charge
- Provide the monitoring service with nominated responder details and keep this information updated
- Allow the Council's officers access to inspect or test the equipment
- Test the Lifeline unit and pendant at least once per month by pressing the red button
- Report any loss or damage to the Lifeline unit and any faults or malfunction
- Use the equipment in accordance with the instructions provided
- Provide details of their telephone service provider

5.6 Benchmarking

The Council aims to provide value for money to customers whilst acknowledging that similar services are provided in a commercial environment by both local authorities in the area who operate on a cross-border basis, and private companies who operate on a regional or national basis

Regular benchmarking will take place to ensure that the service remains commercially competitive and affordable to customers.

6.0 Monitoring and Performance

The industry standard Key Performance Indicators set by the Telecare Services Association (TSA) will be used:

- % of calls answered within 60 seconds - 97.5%
- % of calls answered within 3 minutes – 99%
- Number of complaints (this is 2% of caller reporting a fault per individual contract) - <2% per month

KPIs are monitored through monthly contract meetings with Tunstall.

7.0 Related Policies, Procedures and Guidelines

This policy should be read in conjunction with the following Council documents:

- Lifelines procedure
- Safeguarding Adults Policy
- Customers with additional support needs policy
- Equality and Diversity Policy

8.0 Review of the Policy

This policy will be reviewed every three years. It is not expected that there will be changes to regulation or legislation which will have an impact on the need to review this policy sooner.

8.0 Document History and Approval

Date	Version	Approval by
12/04/2019	1.0	Housing Committee
21/06/2022	2.0	Cabinet

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APPENDIX 3

Equality Impact Assessment

The Equality Act 2010 replaces the previous anti-discrimination laws with a single Act. It simplifies the law, removing inconsistencies and making it easier for people to understand and comply with it. It also strengthens the law in important ways, to help tackle discrimination and equality. The majority of the Act came into force on 1 October 2010.

Public bodies are required in it to have due regard to the need to:

- eliminate unlawful discrimination, harassment, victimisation and any other conduct prohibited under the Act
- advance equality of opportunity between people who share a protected characteristic and people who do not share it, and
- foster good relations between people who share a protected characteristic and people who do not share it.

The public sector Equality Duty came into force on 5 April 2011. The duty ensures that all public bodies play their part in making society fairer by tackling discrimination and providing equality of opportunity for all. It ensures that public bodies consider the needs of all individuals in their day to day work – in shaping policy, delivering services and in relation to their own employees.

The Equality Duty encourages public bodies to understand how different people will be affected by their activities so that policies and services are appropriate and accessible to all and meet different people's needs. By understanding the effect of their activities on different people, and how inclusive public services can support and open up people's opportunities, public bodies are better placed to deliver policies and services that are efficient and effective.

The new equality duty replaces the three previous public sector equality duties, for race, disability and gender. The new equality duty covers the following protected characteristics:

- age
- disability
- gender reassignment
- pregnancy and maternity
- race – this includes ethnic or national origins, colour or nationality
- religion or belief – including lack of belief
- sex
- sexual orientation.

It also applies to marriage and civil partnership, but only in respect of the requirement to have due regard to the need to eliminate discrimination.

Having due regard means consciously thinking about the three aims of the equality duty as part of the process of decision-making. This means that consideration of

equality issues must influence the decisions reached by public bodies, including how they act as employers, how they develop, evaluate and review policies, how they design, deliver and evaluate services, and how they commission and procure from others.

Having due regard to the need to advance equality of opportunity involves considering the need to:

- remove or minimise disadvantages suffered by people due to their protected characteristics
- meet the needs of people with protected characteristics, and
- encourage people with protected characteristics to participate in public life or in other activities where their participation is low.

Fostering good relations involves tackling prejudice and promoting understanding between people who share a protected characteristic and others.

Complying with the equality duty may involve treating some people better than others, as far as this is allowed by discrimination law. For example, it may involve making use of an exception or the positive action provisions in order to provide a service in a way which is appropriate for people who share a protected characteristic.

The Equality Duty also explicitly recognises that disabled people's needs may be different from those of non-disabled people. Public bodies should therefore take account of disabled people's impairments when making decisions about policies or services. This might mean making reasonable adjustments or treating disabled people better than non-disabled people in order to meet their needs.

There is no explicit requirement to refer to the Equality Duty in recording the process of consideration but it is good practice to do so. Keeping a record of how decisions were reached will help public bodies demonstrate that they considered the aims of the Equality Duty. Keeping a record of how decisions were reached will help public bodies show how they considered the Equality Duty. Producing an Equality Impact Assessment after a decision has been reached will not achieve compliance with the Equality Duty.

It is recommended that assessments are carried out in respect of new or revised policies and that a copy of the assessment is included as an appendix to the report provided to the decision makers at the relevant Cabinet, Committee or Scrutiny meeting.

Where it is clear from initial consideration that a policy will not have any effect on equality for any of the protected characteristics, no further analysis or action is necessary.

Public bodies should take a proportionate approach when complying with the Equality Duty. In practice, this means giving greater consideration to the Equality Duty where a policy or function has the potential to have a discriminatory effect or

impact on equality of opportunity, and less consideration where the potential effect on equality is slight. The Equality Duty requires public bodies to think about people's different needs and how these can be met.

EQUALITY IMPACT ASSESSMENT (EIA)

Directorate:	Chief Executive	Lead officer responsible for EIA	Rachel Shaw
Name of the policy or function to be assessed:		Lifeline Policy	
Names of the officers undertaking the assessment:		Rachel Shaw	
Is this a new or an existing policy or function?		Updated policy for an existing function	
<p>1. What are the aims and objectives of the policy or function?</p> <p>The Lifeline Service is designed to increase, maintain and improve the independence of customers to remain living within their own home.</p> <p>The aim of this policy is to set out the options available to customers accessing the service, as well as providing a clear mechanism to review the annual Lifeline charge.</p> <p>The objective of this policy is to provide guidance to managers following a request from a customer to enter into a Lifeline Customer Service agreement with the Council. This policy also seeks to outline the services available and the charging and income collection processes.</p>			
<p>2. What outcomes do you want to achieve from the policy or function?</p> <p>An efficient and effective Lifeline service, which provides support to residents who may be vulnerable through age and/or disability and may need assistance to summon help in an emergency situation.</p>			
<p>3. Who is intended to benefit from the policy or function?</p> <p>Customers of the Lifeline service Employees that deliver the service</p>			
<p>4. Who are the main stakeholders in relation to the policy or function?</p> <p>Customers of the Lifeline service Employees that deliver the service Telecare provider</p>			

5. What baseline quantitative data do you have about the policy or function relating to the different equality strands?

Personal data is held for customers of the service, which records age, disability and gender

Previous analysis has identified that more women access the service. 67% of customers are female, 26% are male and 7% are couples.

6. What baseline qualitative data do you have about the policy or function relating to the different equality strands?

Information is held regarding disability and how the customer feels that the service will benefit them.

7. What has stakeholder consultation, if carried out, revealed about the nature of the impact?

Regular monitoring is undertaken to review the service, this has not revealed any further action that needs to be taken in regards to the impact

8. From the evidence available does the policy or function affect or have the potential to affect different equality groups in different ways? In assessing whether the policy or function adversely affects any particular group or presents an opportunity for promoting equality, consider the questions below in relation to each equality group:

- Does the policy or function target or exclude a specific equality group or community? Does it affect some equality groups or communities differently? If yes, can this be justified?**

Although the service is predominately for those that require support and assistance, any resident of the borough can use the service. Therefore, no groups are excluded.

- Is the policy or function likely to be equally accessed by all equality groups or communities? If no, can this be justified?**

Older residents and those with a disability are more likely to access the service due to the support and assistance offered. This can be justified as that is the purpose of the service and although other groups are not the target of the service they can still use the service and are not excluded.

- Are there barriers that might make access difficult or stop different equality groups or communities accessing the policy or function?**

Steps have been taken to make the service as accessible as possible. Information can be provided in different formats and home visits are offered to explain the service in a way that meets the individuals needed.

- Could the policy or function promote or contribute to equality and good relations between different groups? If so, how?**

The service can support someone to be more independent, which can have a positive impact on their lives and their ability to be part of the wider community.

- What further evidence is needed to understand the impact on equality?**

Regular monitoring of the service will be undertaken.

9. On the basis of the analysis above what actions, if any, will you need to take in respect of each of the equality strands?

Age: The service is targeted at older residents of the borough, although younger residents are not excluded. The Council will monitor the users of the service to ensure that younger residents who would benefit from the service are aware of the service and are able to access it.

Disability: The service is targeted at residents with disability who would benefit from the sensors and assistance provided. The Council will work with the supplier to ensure that suitable solutions are provided.

Gender: The majority of customers are female (67%). The Council will ensure that the service is marketed and offered to both women and men equally. It is acknowledged that more women than men are interested in the service, although the reasons for this are not fully understood. Further work will be completed to increase understanding.

Gender Reassignment: It is not anticipated that the Council will need to take any further action in order to enable access for this group. Regular monitoring and analysis may identify reasons that have not been anticipated. Action will be taken to mitigate any barriers identified.

Marriage and Civil Partnership: Only a small number of customers are couples (7%). It is acknowledged that people living alone are more likely to access the service.

Pregnancy and Maternity: It is not anticipated that the Council will need to take any further action in order to enable access for this group. Regular monitoring and analysis may identify reasons that have not been anticipated. Action will be taken to mitigate any barriers identified.

Race: It is not anticipated that the Council will need to take any further action in order to enable access for this group. Regular monitoring and analysis may identify reasons that have not been anticipated. Action will be taken to mitigate any

barriers identified.

Religion and Belief: It is not anticipated that the Council will need to take any further action in order to enable access for this group. Regular monitoring and analysis may identify reasons that have not been anticipated. Action will be taken to mitigate any barriers identified.

Sexual Orientation: It is not anticipated that the Council will need to take any further action in order to enable access for this group. Regular monitoring and analysis may identify reasons that have not been anticipated. Action will be taken to mitigate any barriers identified.

I am satisfied with the results of this EIA. I undertake to review and monitor progress against the actions proposed in response to this impact assessment.

Head of Service

Signature: R Shaw

Report of the Portfolio Holder for Community Safety

PERMISSION TO CONSULT ON PSPO RENEWALS1. Purpose of Report

To seek approval to consult on the renewal of the Boroughs Public Space Protection Orders.

2. Recommendation

The Committee is asked to RESOLVE that permission to consult be approved.

3. Detail

Public Spaces Protection Orders are designed to deal with a nuisance affecting the whole community in a defined area by imposing conditions on the use of that area. They were introduced through the Anti-social Behaviour (ASB), Crime and Policing Act 2014 and came into effect in October 2014. Councils are responsible for making PSPOs and can do so on any public space for a maximum period of three years. At the end of this period consultation should take place and members approve a continuation of the order or allow it to lapse.

Before making a PSPO, a Council must be satisfied, on “reasonable grounds”, that there is sufficient evidence to justify an order preventing a currently lawful activity on the whole population within the defined area and that the behaviour to be restricted:

- is having, or is likely to have, a detrimental effect on the quality of life of those in the locality;
- is, or is likely to be, persistent or continuing in nature;
- is, or is likely to be, unreasonable; and
- justifies the restrictions imposed.

Ten PSPOs are currently in place in Broxtowe, six for the control of ASB related to Alcohol Consumption, two for Car Cruising, one for Dog Control and one for the Closure of a Footpath. In December 2020 all PSPOs in the Borough were aligned and the six relating to alcohol consolidated to allow for more efficient management.

The PSPOs currently in place have had the desired deterrent effect with only one Fixed Penalty Fine for breach being issued, by Nuthall Parish Council in 2020 for allowing a dog off a lead on Basil Russell Playing Field. The footpath closure in Eastwood has designed out the ASB, alcohol and drug issues relating to the design of the footpath.

There are still issues with street drinking in Beeston Town Centre however this is confined to private land which is exempt from inclusion in a PSPO.

The consultation will cover stakeholders and members of the public and will help to identify if issues exist which are not being reported and which will need to be taken into consideration by members when reviewing the orders for renewal.

Maps showing the relevant restricted areas are attached at the appendix.

4. Financial Implications

There are no additional financial implications for the Council at the consultation stage, with nominal costs being contained within existing budgets.

5. Legal Implications

The Anti-Social Behaviour, Crime and Policing Act 2014 provides a broad legal framework within which PSPOs can be implemented, before introducing, extending, varying or discharging a PSPO, there are requirements under the Act regarding consultation, publicity and notification (section 74). There are no statutory requirements about the length of the consultation process. However, it should be ensured that its duration allows sufficient time to meaningfully engage with all those who may be impacted by the Order/s. The Act also sets out a number of requirements. Draft proposals for a PSPO must be published as part of the consultation process. For extended Orders the proposal must be publicised (Section 72) (3)). The area covered by the proposals must be well defined; publishing maps of the affected area will help to clarify where behaviours are controlled. There are requirements in the Act for notifying any parish councils in the affected area, and for notifying the county council where the Order is being made by a district council. (Section 72 (4)). The consultation process will ultimately help inform the Council's view as to whether the requirements under section 59 of the Act have been fulfilled. There are some limitations set out in the Act regarding behaviours that can be restricted by PSPOs, the Council must have regard to the freedoms permitted under articles 10 and 11 of the Human Rights Act 1998 when drafting, extending, varying or discharging an Order.

6. Background Papers

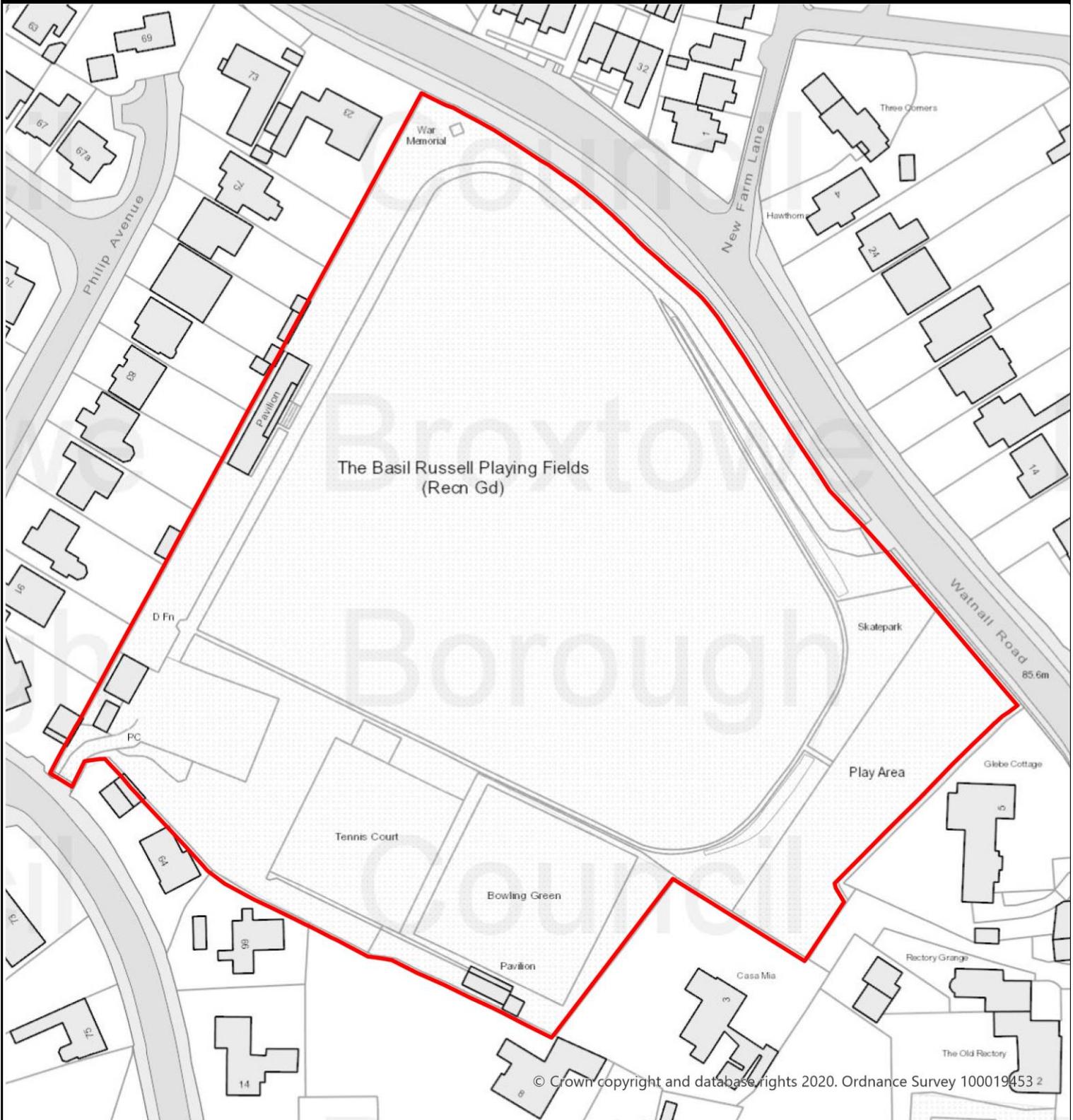
Nil.

Basil Russell Playing Fields

Broxtowe Borough Council Alcohol Control Public Spaces Protection Order



Broxtowe
Borough
COUNCIL



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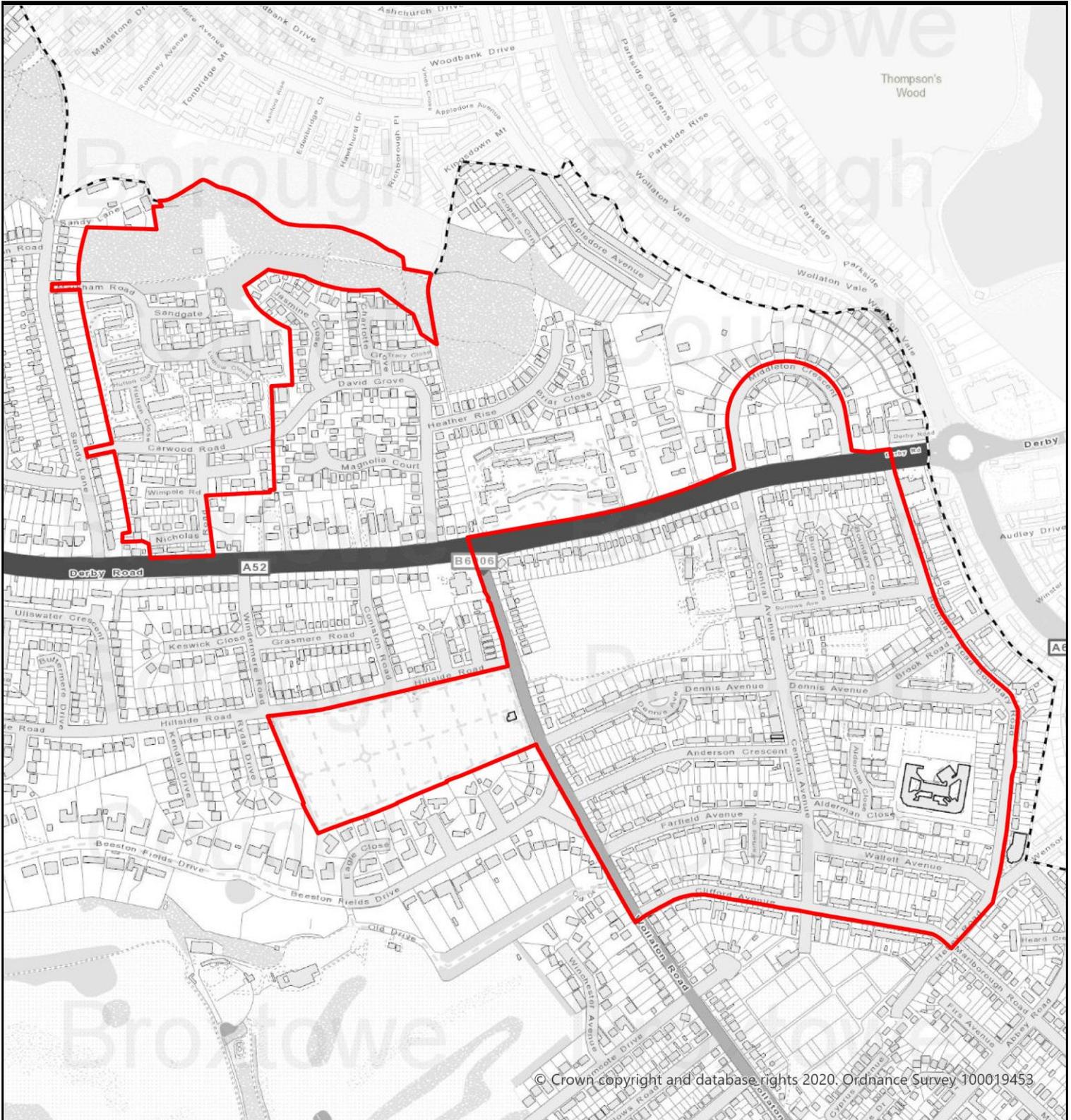
 Restricted Area

Beeston North

Broxtowe Borough Council Alcohol Control
Public Spaces Protection Order



Broxtowe
Borough
COUNCIL



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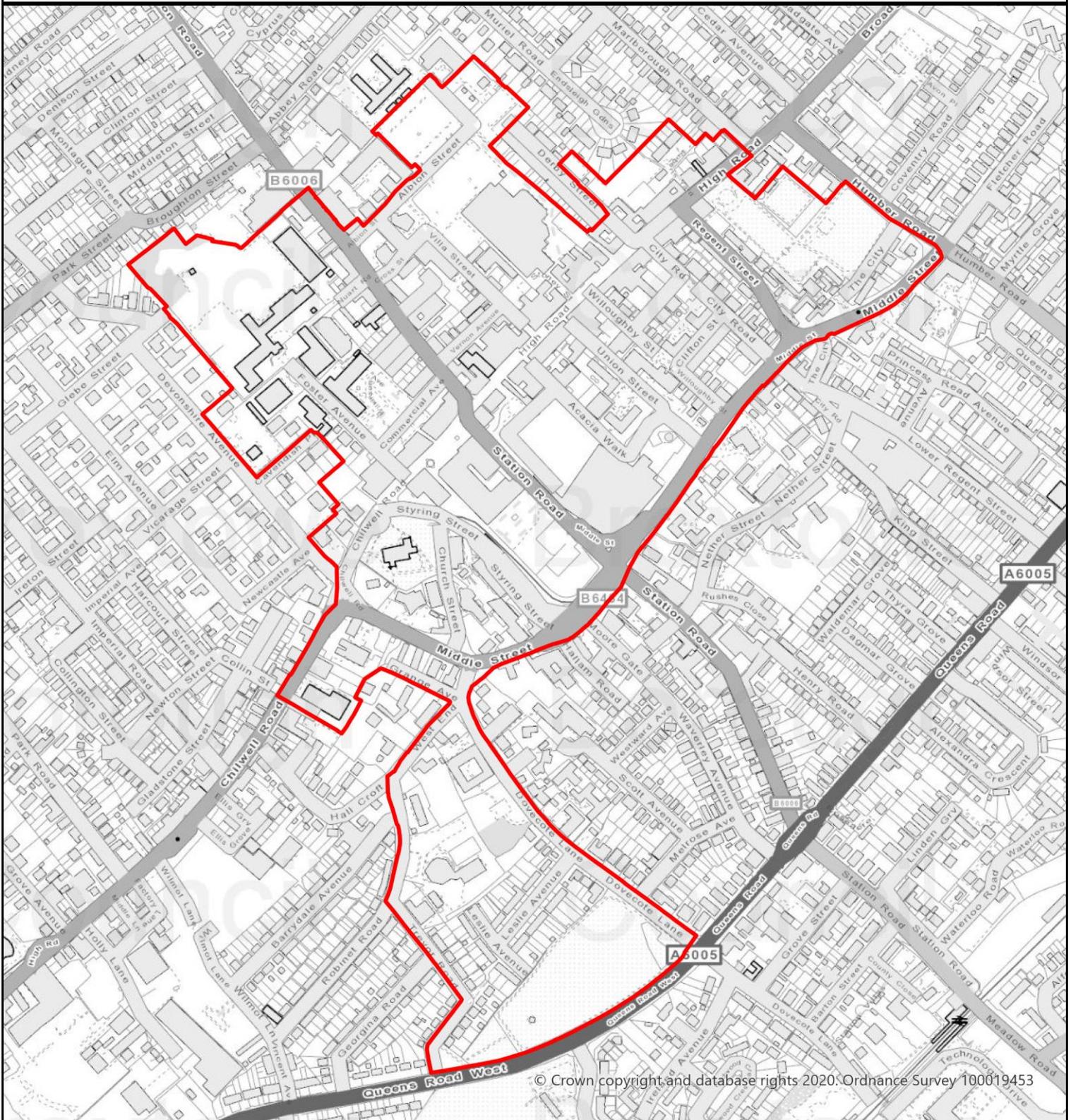
 Restricted Area

Beeston Town Centre

Broxtowe Borough Council Alcohol Control
Public Spaces Protection Order



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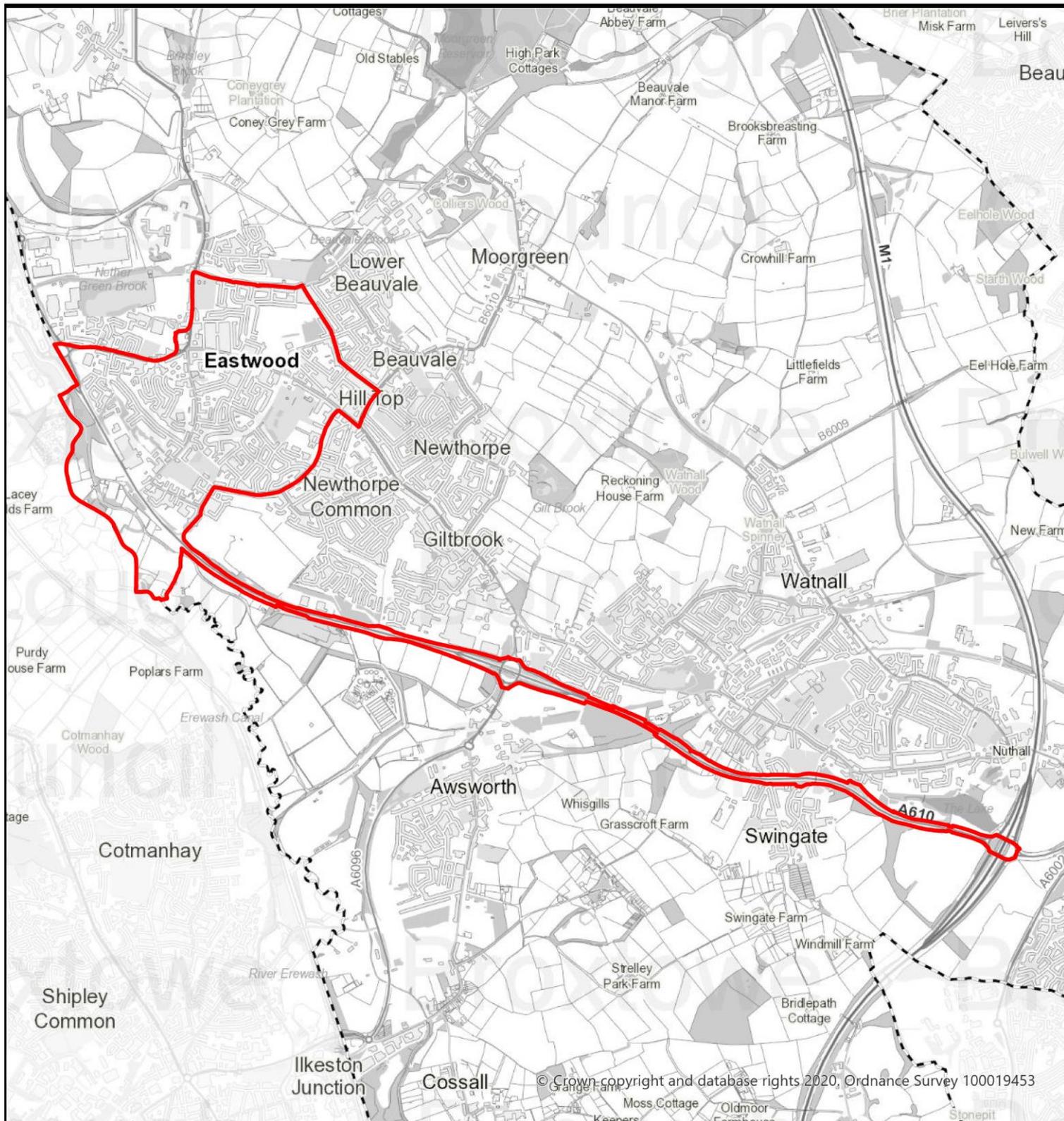
 Restricted Area

Eastwood A610: Car Cruising

Broxtowe Borough Council Alcohol Control Public Spaces Protection Order



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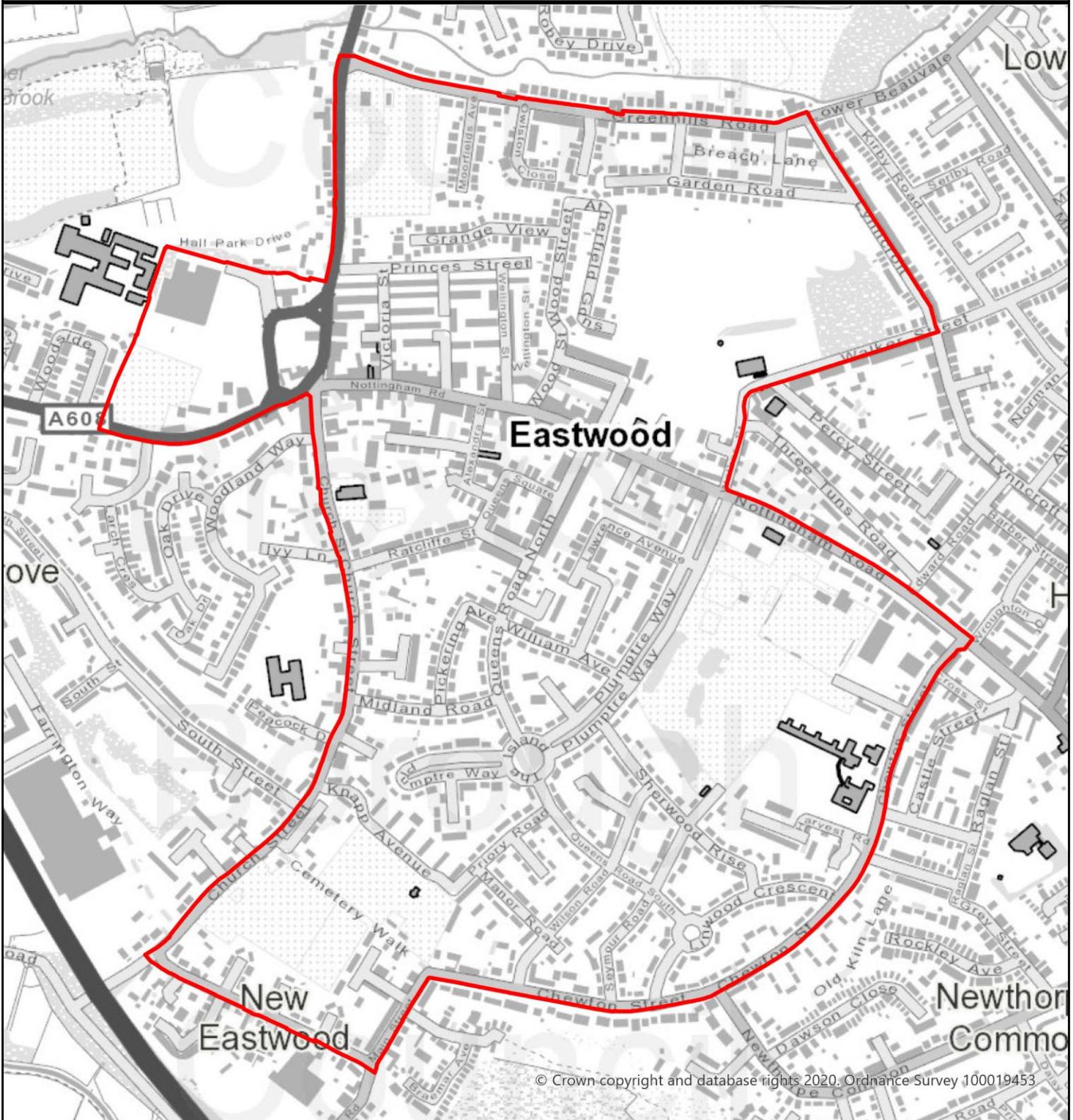
 Restricted Area

Eastwood Town Centre

Broxtowe Borough Council Alcohol Control
Public Spaces Protection Order



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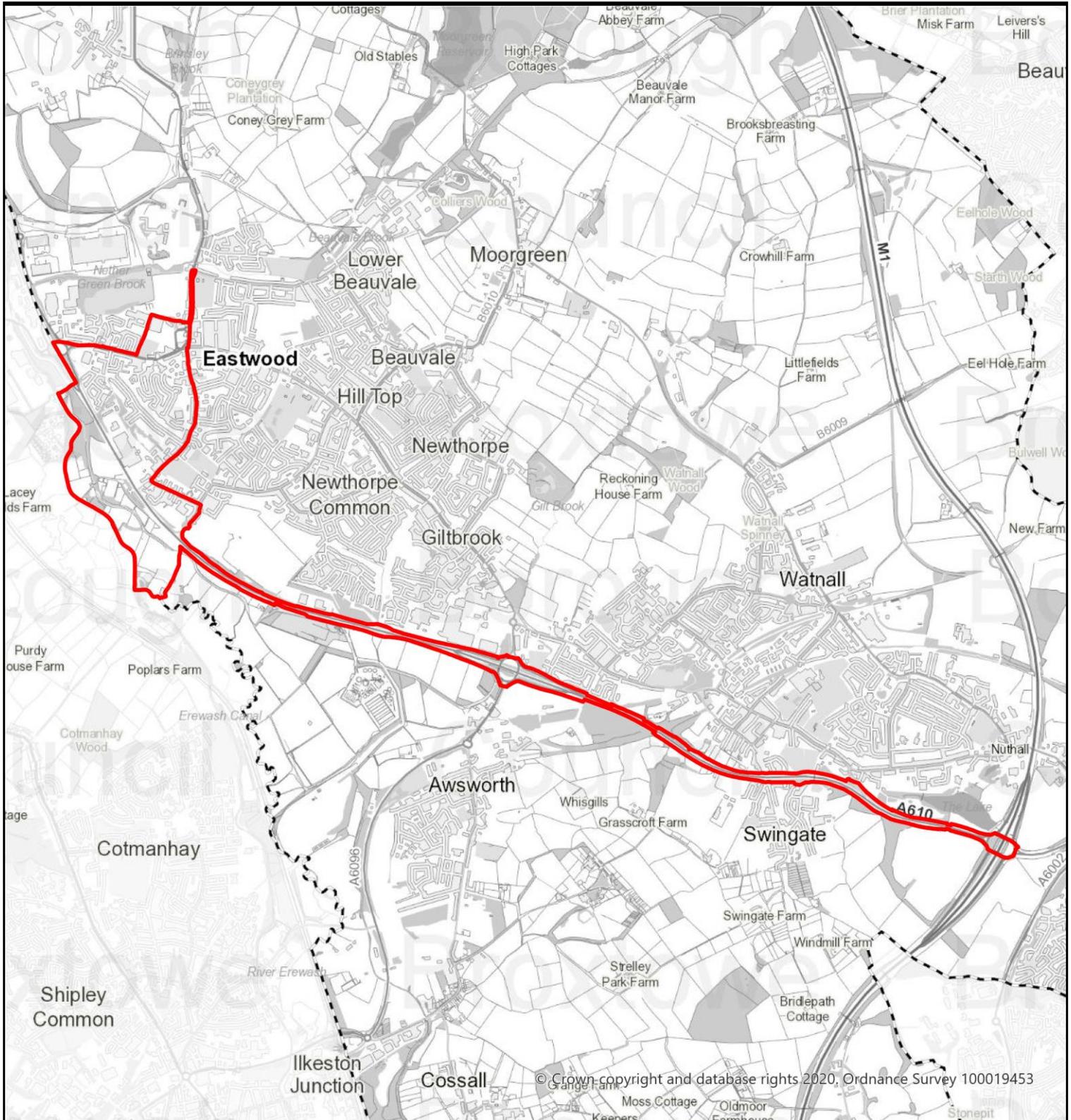
 Restricted Area

Eastwood Vehicle Nuisance

Broxtowe Borough Council Alcohol Control
Public Spaces Protection Order



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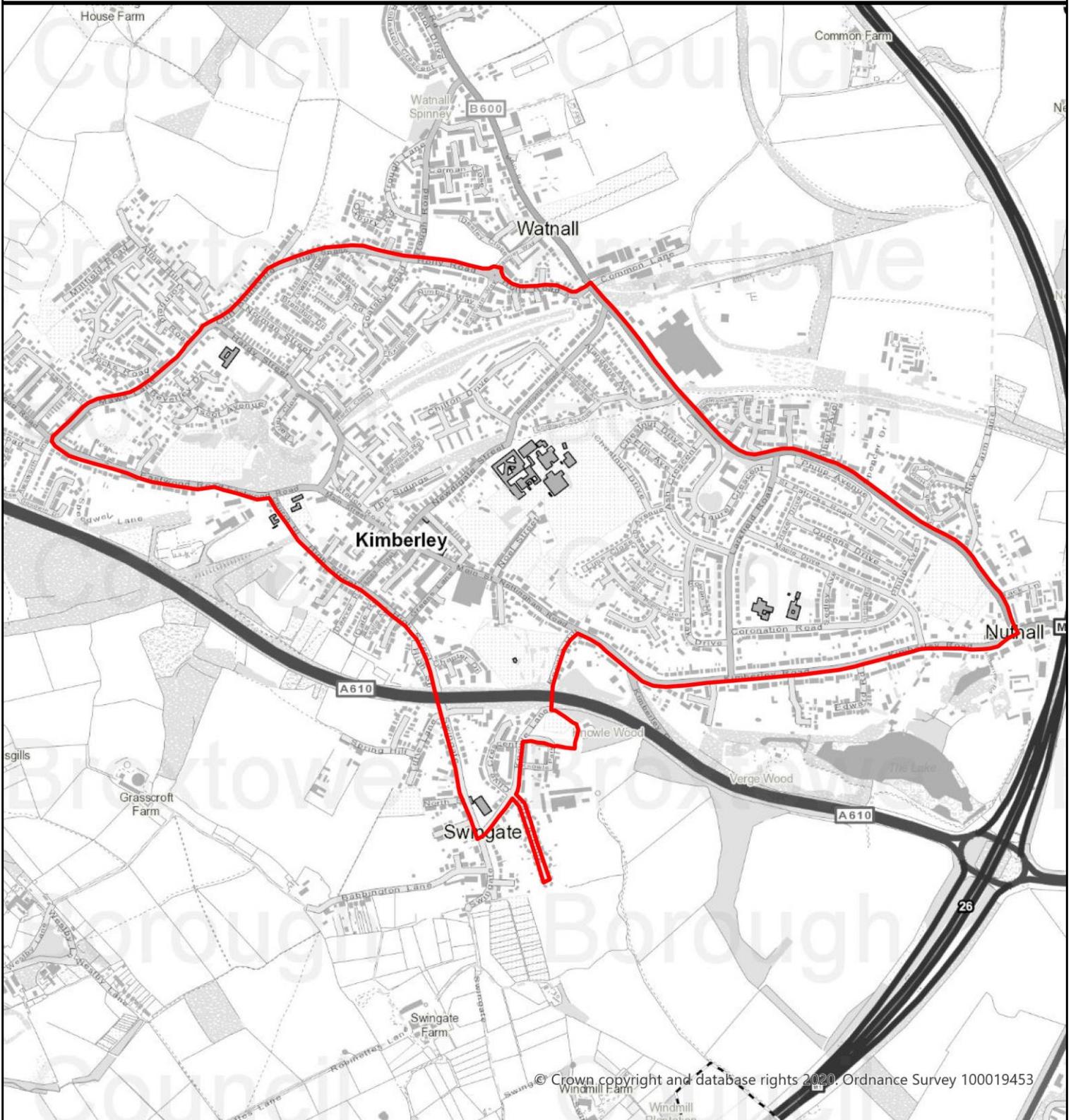
 Restricted Area

Kimberley Swinggate and Larkfields Estate

Broxtowe Borough Council Alcohol Control
Public Spaces Protection Order



Broxtowe
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COUNCIL



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NOTES AND INFORMATION

 Restricted Area

Malthouse Close / Knapp Avenue

Broxtowe Borough Council Alcohol Control
Public Spaces Protection Order



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NOTES AND INFORMATION

 Restricted Area

Manor Park Recreation Ground



Broxtowe Borough Council Alcohol Control
Public Spaces Protection Order



Broxtowe
Borough
COUNCIL



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NOTES AND INFORMATION

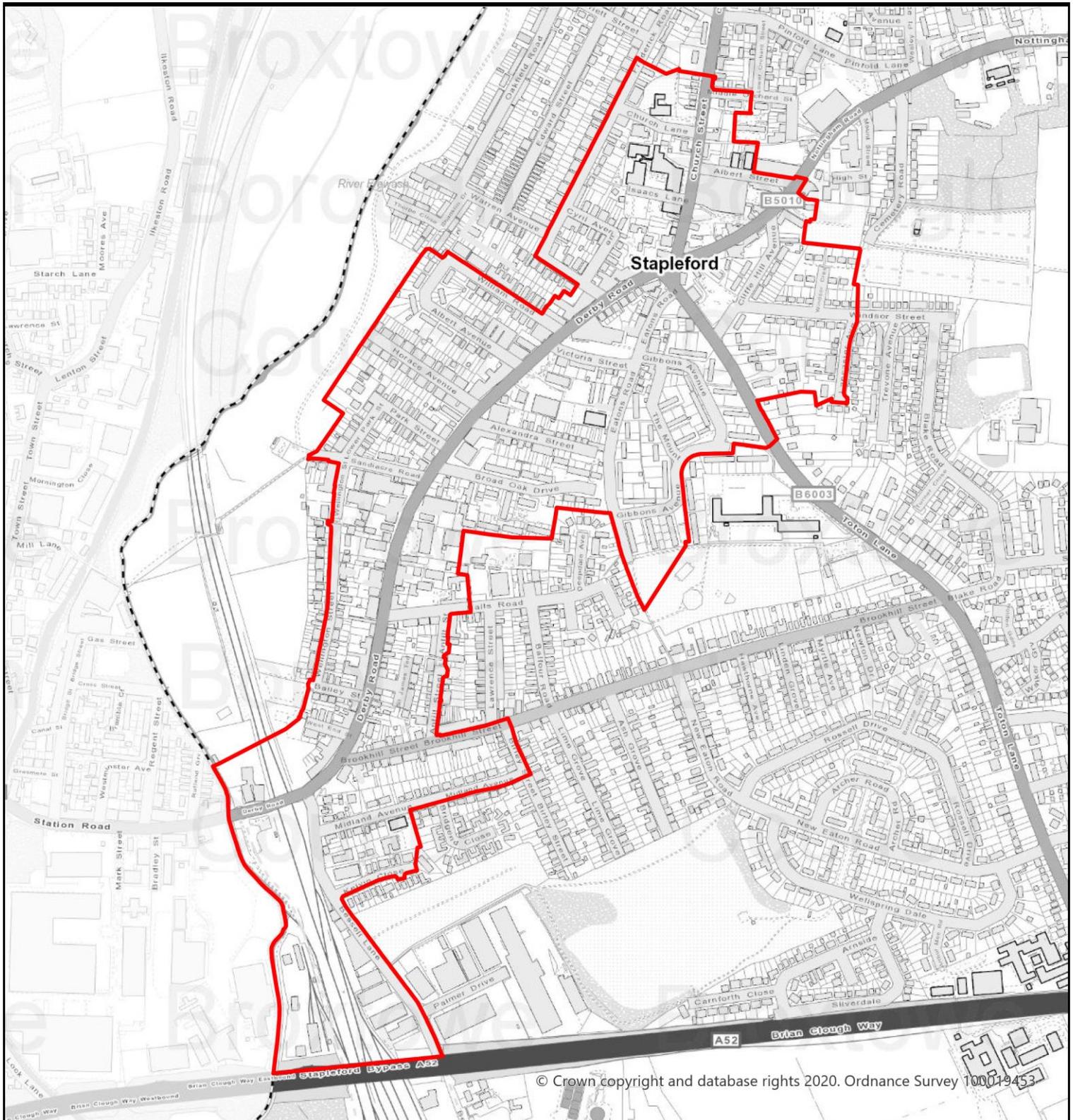
 Restricted Area

Stapleford Town Centre

Broxtowe Borough Council Alcohol Control
Public Spaces Protection Order



Broxtowe
Borough
COUNCIL



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NOTES AND INFORMATION

 Restricted Area

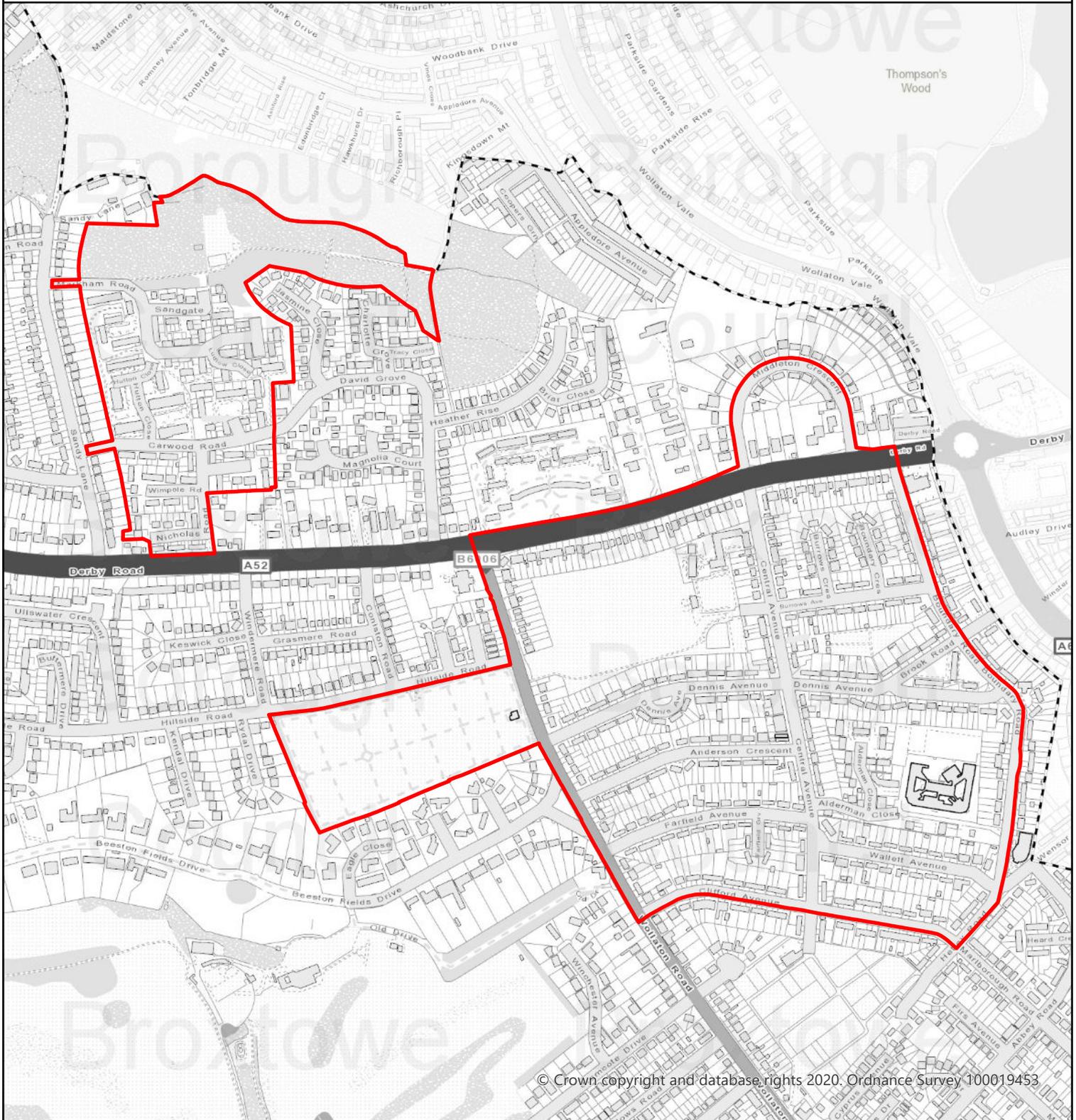


Beeston North

Broxtowe Borough Council Alcohol Control
Public Spaces Protection Order



Broxtowe
Borough
COUNCIL



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NOTES AND INFORMATION

 Restricted Area

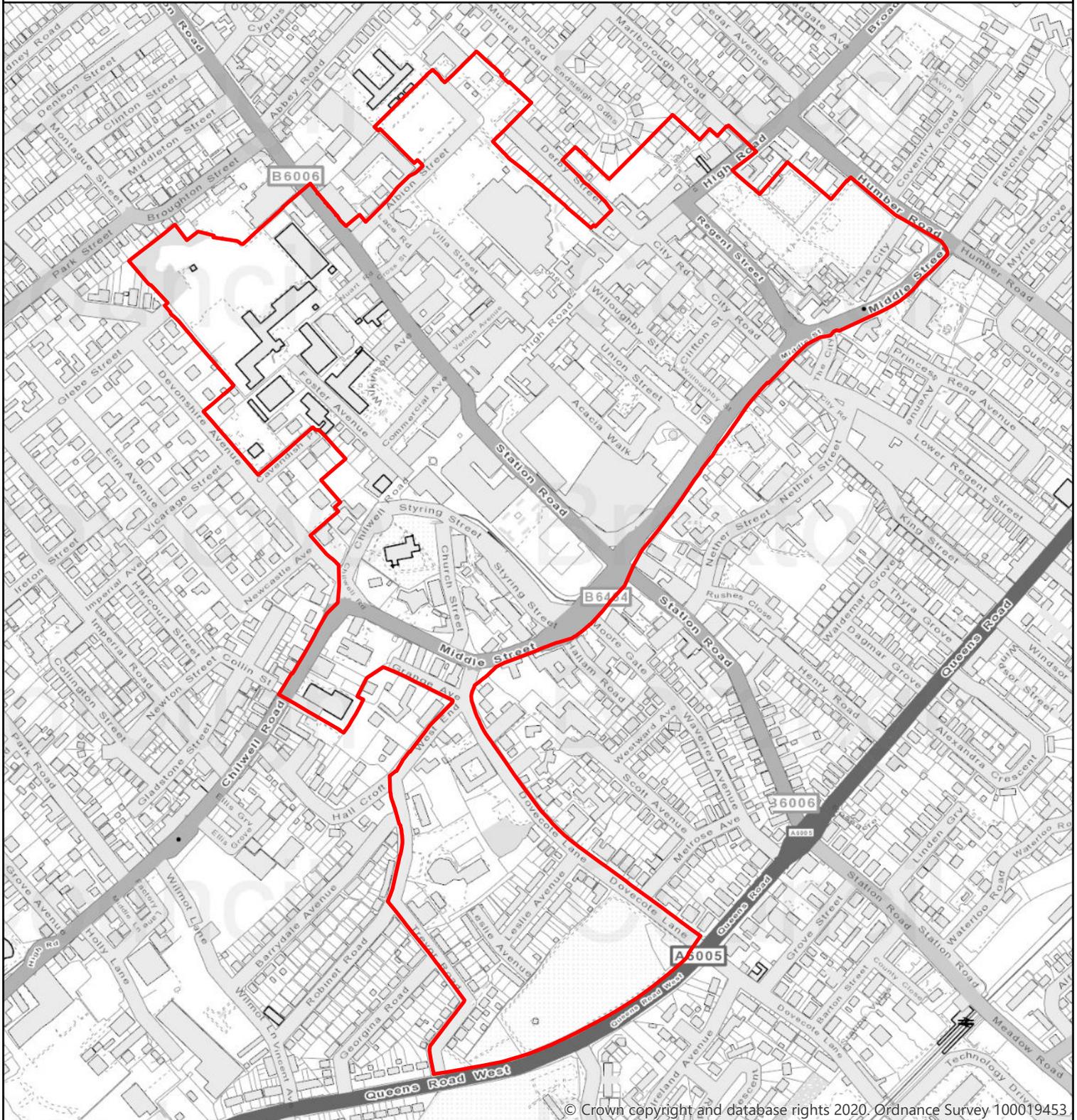


Beeston Town Centre

Broxtowe Borough Council Alcohol Control
Public Spaces Protection Order



Broxtowe
Borough
COUNCIL

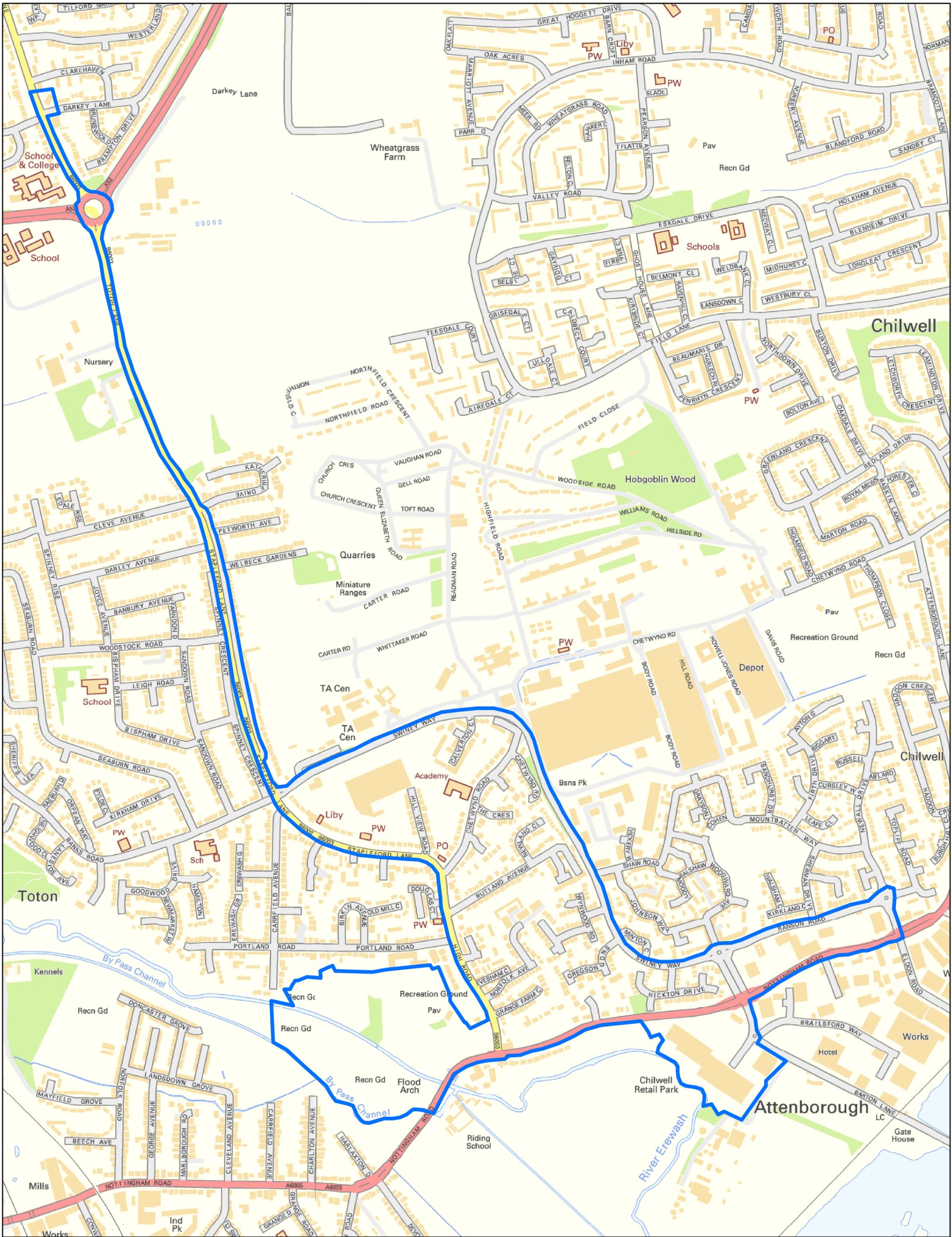


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NOTES AND INFORMATION

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Location Plan

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28 October 2014



Eastwood Town Centre

Broxtowe Borough Council Alcohol Control
Public Spaces Protection Order



Broxtowe
Borough
COUNCIL



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NOTES AND INFORMATION

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Eastwood

Broxtowe Borough Council Vehicle Nuisance
Public Spaces Protection Order



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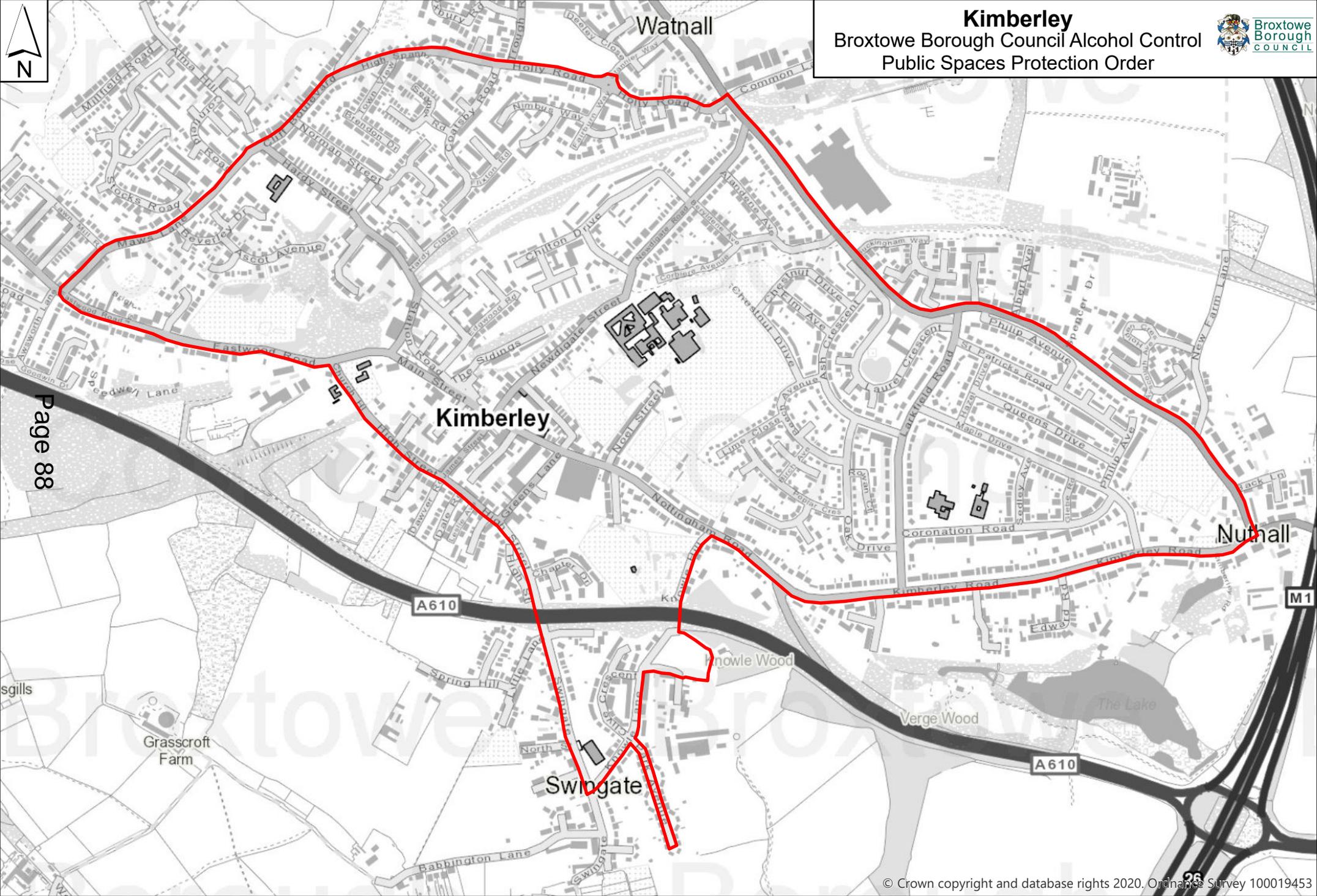
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Kimberley
 Broxtowe Borough Council Alcohol Control
 Public Spaces Protection Order



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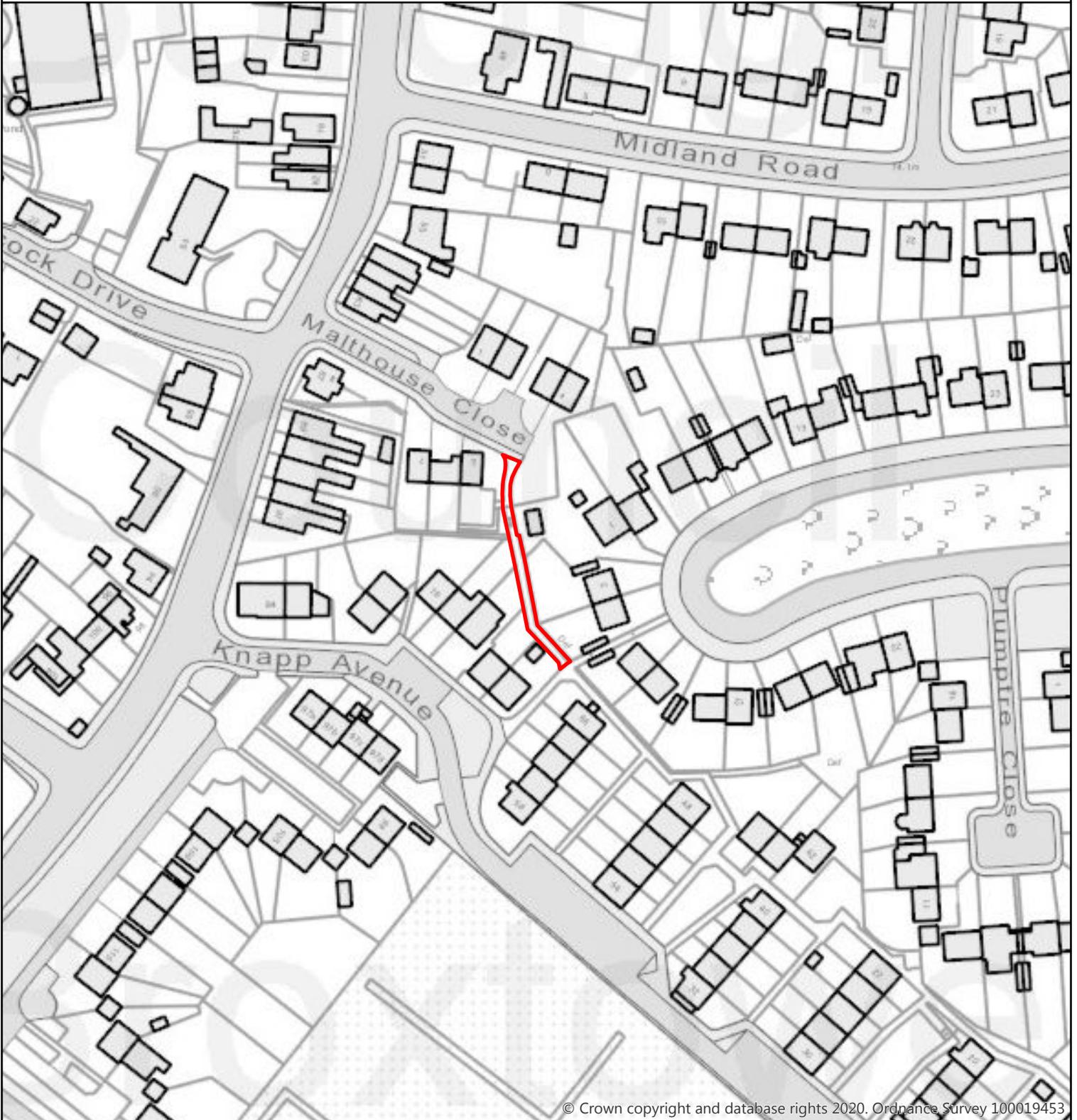


Broxtowe Borough Council PSPO

Rear of Knapp Avenue & Plumtre Way
leading to Malthouse Close



Broxtowe
Borough
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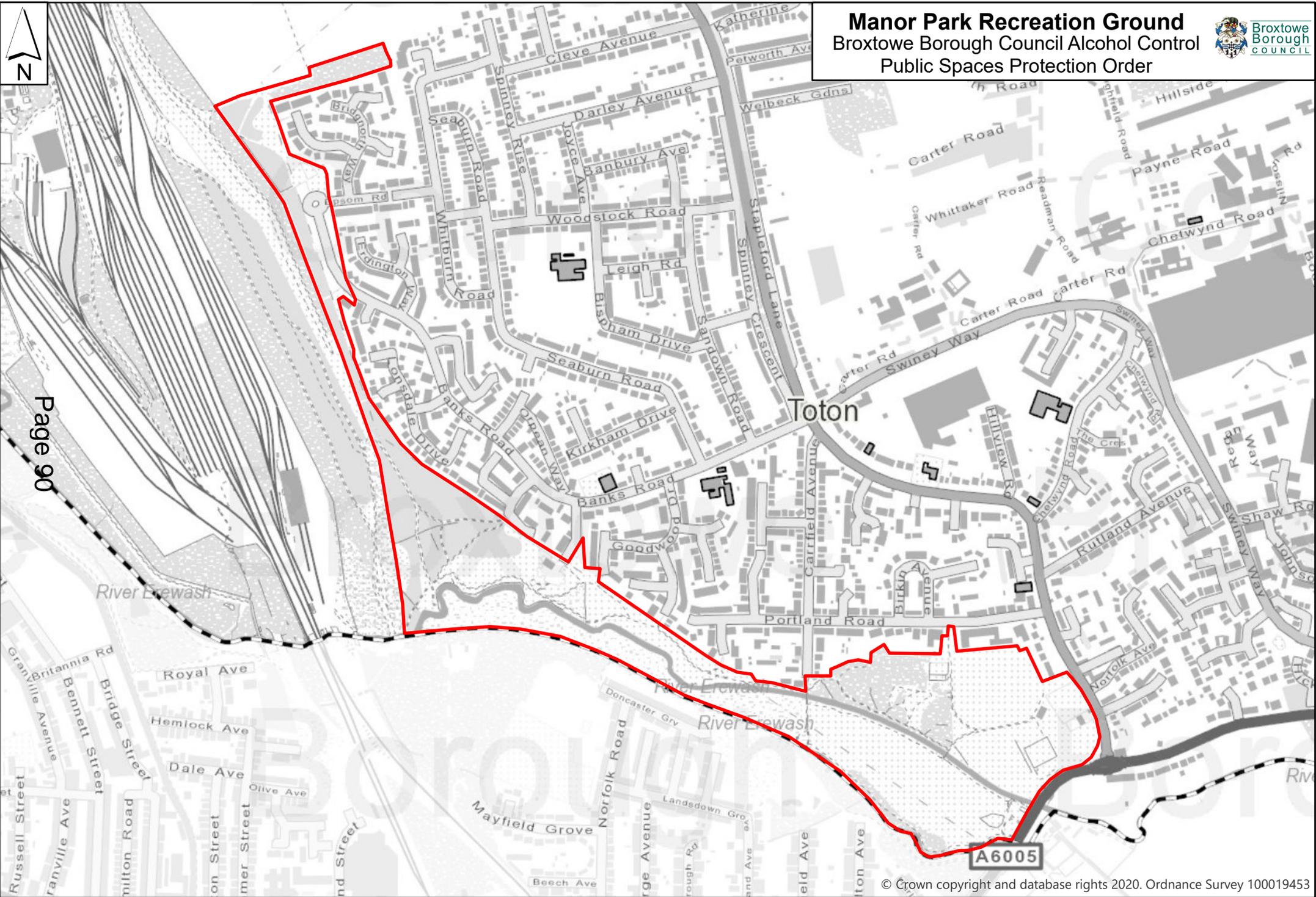
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NOTES AND INFORMATION

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Manor Park Recreation Ground
 Broxtowe Borough Council Alcohol Control
 Public Spaces Protection Order



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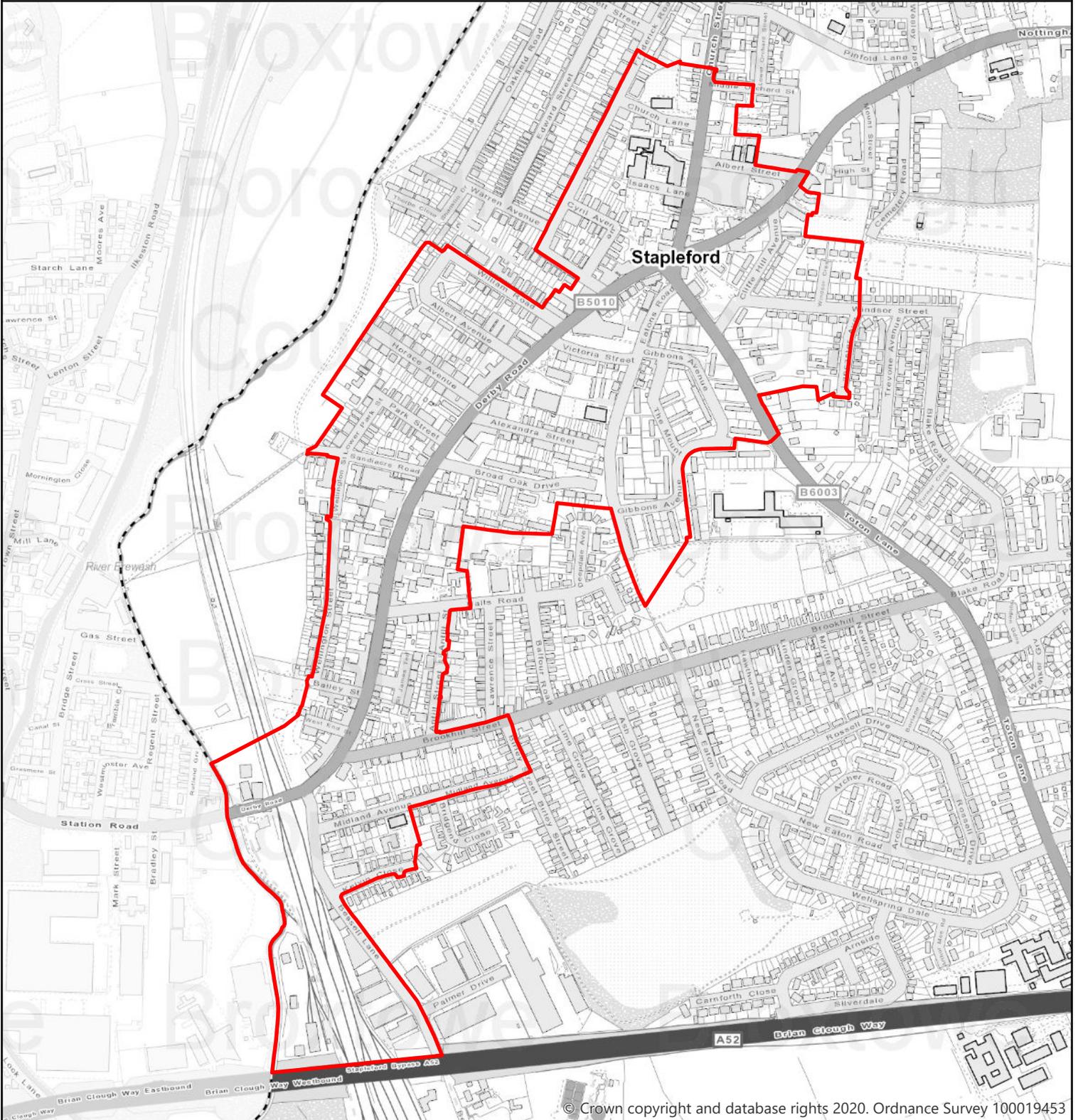


Stapleford Town Centre

Broxtowe Borough Council Alcohol Control
Public Spaces Protection Order



Broxtowe
Borough
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NOTES AND INFORMATION

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Report of the Portfolio Holder for Community Safety

FOOD SAFETY SERVICE PLAN 2022-2023

1. Purpose of Report

To advise Members of, and seek approval for, the annual Food Safety Service Plan.

2. Recommendation

The Cabinet is asked to RESOLVE that the Annual Food Safety Service Plan be approved.

3. Detail

The Food Standards Agency Framework Agreement sets out what the Food Standards Agency expects from local authorities in their delivery of official controls on food law. It includes the requirement to prepare a statutory Food Service Plan and prescribes in detail which areas of the service should be covered by the plan.

The plan describes how the service is discharged and details the numbers, types and priority ratings of the borough's food premises, the frequencies of planned interventions, sampling programmes, health promotion activities, reactive work, including responding to food complaints, food hazard warnings and investigating cases of infectious disease. As well as containing data from the last financial year, the plan contains information on proposals for undertaking duties in 2022-2023.

A full copy of the proposed Broxtowe Borough Council Statutory Food Service Plan 2022/23 is attached within the Appendix.

4. Financial Implications

The established revenue budget for Environmental Health in 2022/23 includes elements relating to the Food Safety Service Plan. Any potential variation in ongoing costs will be considered as part of the annual budget setting process with any significant in year budget variations being reported to Cabinet as necessary for approval.

5. Legal Implications

The provision of this document is a statutory requirement and it is completed in line with the nationally agreed Food Standards Agency Framework Agreement. It sets out how the Council will meet its statutory obligations.

6. Data Protection Compliance Implications

There are no Data Protection issues in relation to this report.

7. Equality Impact Assessment

As there is no change to policy an equality impact assessment is not required.

8. Background Papers

Nil



Broxtowe
Borough
COUNCIL

APPENDIX

Food Service Plan 2022-2023

1.0 Introduction

Broxtowe Borough Council (the Council) is committed to ensuring that food produced, sold or consumed in the district is safe to eat and does not pose a risk to public health.

This Food Service Plan sets out how the Council will deliver the elements of food safety and hygiene for which the Council has enforcement responsibility.

The requirement to have a Food Service Plan is laid down by the Food Standards Agency (FSA) in its Framework Agreement on Local Authority Food Law Enforcement. The FSA was established in April 2000 as an independent monitoring and advisory body and is the central competent authority responsible for food safety in the UK.

2021-2022 was another unprecedented year. All of the food safety team were involved in the COVID-19 pandemic response. The closure of many businesses and the adaptation of businesses to work in different ways significantly impacted the food safety interventions carried out. The guidance produced by the Food Standards Agency in prioritising interventions during this time and afterwards (The Recovery Plan) was implemented as appropriate. It was not possible to record every intervention carried out by the various teams, but at every restriction change relevant businesses were contacted and where information about new businesses or changes in how a business operated (e.g. to takeaway or delivery) was available, contact was made and advice was issued. Investigations into workplace and community cases of COVID 19, supporting contact tracing, participation in outbreak management teams, daily outbreak cells and other daily emergency planning cells such as the excess deaths cell at the height of the pandemic, enforcement of the rules on businesses closures and the increase in complaints dealt with by the wider team – such as noise, bonfires etc. affecting people staying at home placed additional demands on the service. Although restrictions eased in 2021/2022 this was only part way through the year and the backlog of food hygiene interventions which had built up, including an increase in food businesses registering during the period continued to impact on service delivery.

2.0 Food Safety Service Aims and Objectives

2.1 Aim

To maintain, and where possible improve, the health and wellbeing of residents and visitors to the borough of Broxtowe and the success of local food businesses by ensuring the safe production, processing, handling, storage, distribution and sale of food in the district.

2.2 Objectives

- To ensure that at all levels of the food chain, all food prepared, sold or offered for sale is wholesome and fit for human consumption.

- To operate the service in accordance with the relevant Code of Practice and the requirements of the Food Standards Agency.
- To implement the FSA Recovery Plan prioritising food safety interventions
- To keep accurate records of all food enforcement activities and maintain an accurate register of food businesses in the district
- To carry out food hygiene interventions in accordance with the minimum inspection frequencies and to standards determined by the Food Standards Agency
- To participate in the National Food Hygiene Rating Scheme providing information about businesses to facilitate customer choice
- To encourage standards of hygiene higher than the minimum acceptable in law
- To deal with food alerts in accordance with Food Standards Agency guidance
- To investigate complaints relating to food premises or food sold in the borough of Broxtowe
- To investigate notified cases of food and water borne illness and take effective action to control the spread of infection
- To sample and risk-assess private water supplies
- To effectively and efficiently meet the needs of the public and businesses using our service and to respond positively to challenges
- To respond to planning and licensing consultations as a statutory consultee.
- To increase the knowledge of food handlers and the general public about the principles and practice of food hygiene
- To support and promote schemes and initiatives which improve the health of customers of food businesses (e.g. Healthy Options Takeaway (HOT))
- To undertake surveillance, inspection and sampling of foods and food contact materials including imported food
- To provide appropriate responses to public health emergencies
To work with partners to maintain a safe community.

3.0 Links to Broxtowe's Corporate Plan

The Council's priorities are detailed in the Corporate Plan 2020-24

The Food Service Plan accords with the Council's Vision which is: *"A greener, safer healthier Broxtowe where everyone prospers"*

The Food Service Plan contributes directly to the Business Growth and Health priorities in the Corporate Plan which are:

"Invest in our towns and our people" and "Support people to live well"

4.0 Organisation structure and staffing

The food safety service is within the Environmental Health Team. All officers and the service are directly managed by the Chief Environmental Health Officer resulting in a flat management structure. Until the end of June 2021, the Chief Environmental Health Officer reported to the Head of Public Protection, and following a restructure reports directly to the Chief Executive. A Senior Environmental Health Officer post was created to manage the food safety service, but a permanent post holder has not yet been successfully appointed. The Senior is currently a temporary Officer carrying out a minimum of 3 days per week since November 2021. The Environmental Health remit also includes occupational health and safety, environmental protection, private sector housing, animal, skin piercing and scrap metal licensing and registrations, private water supplies and camping and caravan sites. The wider Licensing function (taxis, liquor, street collections, massage and special treatments, sexual entertainment venues and gambling etc.) has been under the Chief Environmental Health Officer's management since 1 July 2021.

The establishment provides for seven suitably qualified officers who are able to undertake food safety, occupational health and safety, licensing, registrations, private water supply and infectious disease investigation duties. This comprises of the Chief Environmental Health Officer, five Environmental Health Officers (including the Senior EHO and another part time officer) and one part-time Environmental Health Technical Officer (who is qualified to the Higher Certificate in Food and Food Premises Inspection standard).

There are currently unfilled hours relating to the Senior Environmental Health Officer. There are also other vacancies (including in the pollution team) within environmental health and further recruitment will be attempted in 2022/2023 after a review of the team has taken place. In the interim, the use of 4 contractors to deliver food safety inspections has been in place.

Administration support is provided by another department which also supports other teams. In 2021/22 the staffing allocation equated to 3.0 Full Time Equivalent (FTE) for food safety duties.

In 2021/2022 all of the food team were involved in the COVID 19 pandemic response. Liaison with other partners (County Council Trading Standards, Public Health in the City and County, Nottinghamshire Police and the Health and Safety Executive, Local Resilience Forums) took place specifically in relation to the emerging issues and enforcement of restrictions. Additional authority resource including in case identification and management, communications, emergency planning responses including the humanitarian response, licensing resource, environmental protection resource and the COVID information officers employed by Town Centre team is not included and additional to the above.

5.0 Staff Development and Competency

All officers are subject to regular appraisal and participation in competency assessments and authorisation frameworks for the relevant service areas. Specific Continuing Professional Development (CPD) requirements as required by the Food Law Code of Practice, membership of the Chartered Institute of Environmental Health or equivalent professional bodies are also adhered to. It is essential that Officers are

up to date in legislation and enforcement issues and the service utilises free and low cost training courses available in addition to completing specific job training as required and utilising tools such as the Regulators Development Needs Assessment (RDNA) and cascade training through the team as appropriate.

The Environmental Health section is responsible for all aspects of food hygiene and safety, private water supplies and infectious disease control, as well as a wide range of other duties including occupational health and safety, animal activity licensing, the registration of skin piercing activities, consultations for planning, licensing applications and temporary event notices.

All officers within Environmental Health work generically providing a full range of services within the field. All officers are expected to prioritise a workload that includes a range of cases both of a proactive and reactive nature and a risk profile suitable for their role.

In terms of food safety services, responsibilities include:

- Inspection of food premises in accordance with the Food Law Code of Practice
- Registration of food businesses
- Approval and inspection of businesses producing foods of animal origin
- Investigation of complaints about food and hygiene at food premises
- Promotion of documented food safety systems
- Participation in and promotion of the National Food Hygiene Rating Scheme
- Sampling of food for microbiological examination
- Investigation of food borne infection
- Investigation of food poisoning outbreaks
- Imported food control
- Sampling
- Food alerts (food hazard warnings)
- Provision of advice and guidance including participation in events that promote food safety and supporting new and proposed food businesses
- Food hygiene training courses
- Provision of Health Certificates as requested

As part of the provision of a complete service, the section works in conjunction with the following partner organisations:

- The Food Standards Agency
- Department for Environment Food and Rural Affairs (DEFRA)
- The Health and Safety Executive (HSE)
- The UK Health and Security Agency (UKHSA)
- Other local authorities including Trading Standards as appropriate
- Public Analyst

The Council is also represented on the following working groups:

- Nottinghamshire Food Liaison Group
- Nottinghamshire Food Sampling group
- Nottinghamshire Licensing and Registration Sub Group
- Nottinghamshire Health and Safety Group
- Infection Liaison Committee
- Nottinghamshire Regulatory Managers Group
- Health Protection Strategy Group
- Local Health Resilience Forum
- Midland Health and Safety Group
- East Midlands Work Related Deaths Forum

These groups also contribute to wider regional and national working groups.

This year the Council continued to be actively involved in developing Nottinghamshire wide Incident Management Plans for specific sectors during the COVID 19 pandemic as well as local, regional and national forums to ensure co-ordinated and consistent enforcement of the Lockdown legislation as well as participating in local emergency planning cells such as the excess deaths cell, additional police liaison and the LRF activities.

Quality Assurance

The following monitoring arrangements are in place:

- Paper/computer based checks in respect of food hygiene inspections.
- Shadow inspections for new staff, existing staff, contractors and those returning to food work
- Peer review/audit of enforcement action in respect of food safety work.

6.0 Enforcement Protocol

The enforcement protocol has been approved by the Council and reflects the intention of the service to meet the requirements of criminal investigation laws and the Regulators Compliance Code.

7.0 Demands on the Food Service

The following paragraphs outline the various demands on the service and the profile of the premises within the Borough.

7.1 Number of Premises

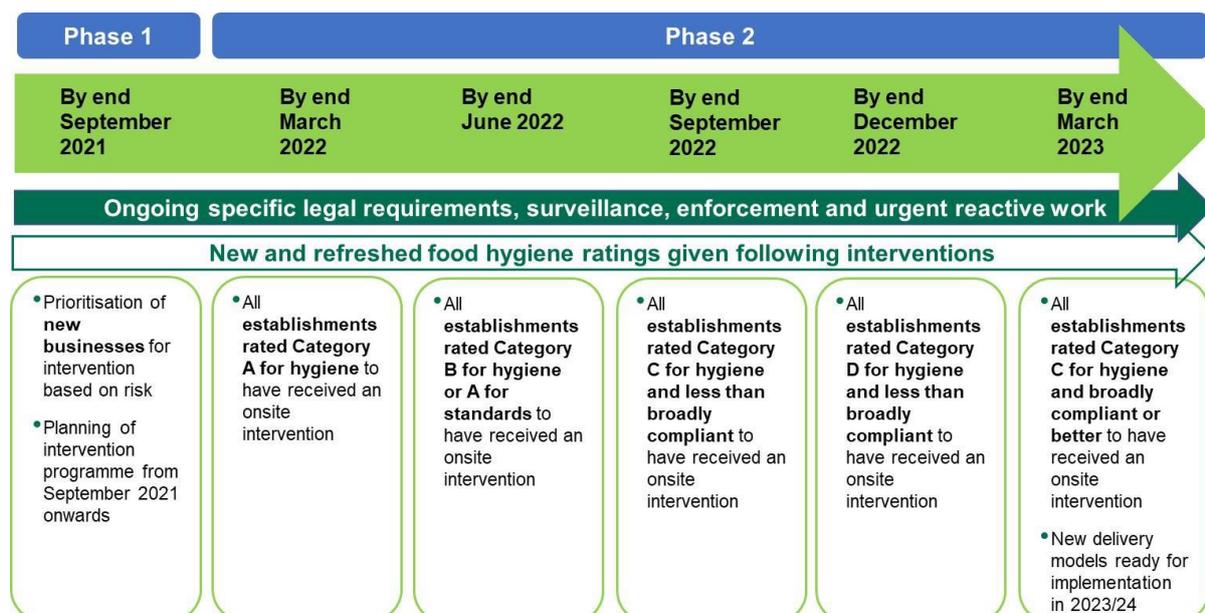
As at 31 March 2022, there were 846 food premises on the Broxtowe food data base. The table below shows the number of each type of food business in each category.

Premises category	Total number of premises in category
Producers	2
Manufacturers/Packers	18
Importers	2
Distributors	7
Retailers	214
Restaurants and Caterers	603
Total Number of Premises	846

7.2 Interventions at Food Establishments

The Council uses the Food Hygiene Intervention Rating Scheme as detailed in the Brand Standard for the National Food Hygiene Rating Scheme and the Food Law Code of Practice to determine the frequency that food premises should be inspected. This ensures that all premises are inspected at an appropriate minimum interval determined by their individual risk rating. The risk rating is based on the nature of food handling undertaken, the level of compliance with legal requirements and confidence in food safety management systems. The minimum frequency varies from six monthly to three years depending on the assessed risk category.

Additional interventions and officer time are directed at those businesses which fail to meet basic compliance with food safety. Ratings of businesses meeting the criteria contained in the Brand Standard are published on the Broxtowe and Food Standards Agency websites as part of the National Food Hygiene Rating scheme. The Council also worked in accordance with the Food Safety Recovery Plan which determined the national food safety priorities during the different stages of the COVID pandemic response and beyond. A summary of the key stages in the FSA Recovery Plan is detailed below.



As at 31 March 2022, the breakdown of food businesses by category in the district was as follows:

Priority	Premises category	Premises Score	Frequency of Inspection	Total number of Premises in Category
A	High	92 or higher	6 months	5
B	High	72 to 91	12 months	46
C	High	52 to 71	18 months	164
D	Low	31 to 51	24 months	270
E	Low	0 to 30	Alternative Interventions (36 months)	286
Unrated	Other		New premises within 28 days of registration	60
Outside Programme	Other			15
Total				846

A specific database is used to generate and record interventions. This database is also used to extract data to upload to the national Food Hygiene Rating Scheme

website, the Local Authority Enforcement Monitoring System (LAEMS) annual data return to the FSA, the Health and Safety Executive/Local Authority Enforcement Liaison Committee (HELA) return to the Health and Safety Executive (HSE) and other statutory returns (e.g. Drinking Water and Animal activities licensing returns to DEFRA, Noise return to the CIEH.)

The premises score includes weightings for complex processes, type of food handled, number of consumers, vulnerable groups, condition of the structure of the premises and confidence in management etc. Category A premises are usually manufacturers or premises with a poor compliance history. Category E premises are usually retailers of packaged ambient food or wet sales pubs etc.

Inspections with a Hygiene Rating of 0, 1 and 2 (on a scale of 0 - Requires Urgent Improvement to 2 – Improvement Necessary) and businesses in categories A and B usually generate a revisit. Additional revisits are generated at the request of the food business operator to review their food hygiene rating, where there are customer complaints, for new business start-ups and where major alterations or refurbishments are planned. For businesses who request a revisit to review their food hygiene rating there is no cost currently. Following the Food Standards Agency guidance for the delivery of the Food Hygiene Rating Scheme, the Council may consider introducing a cost recovery charge for those businesses in the year ahead.

Many businesses continued to operate atypically in 2021-2022. Restrictions on access to many premises continued with sensitive premises such as care homes, and high risk workplaces such as manufacturers continuing to have lockdowns related to clusters of COVID 19.

7.3 Food and Water Sampling

Sampling of food, including imported food, water, and materials in contact with food is carried out as part of a county, regional and national sampling programme. Sampling will also be undertaken, where appropriate, in relation to food poisoning outbreaks and food complaints, where formal action is being considered. Food samples for microbiological examination are sent to the Public Health Laboratory at York. Other food samples and private water supplies are sent to the Public Analyst in Leeds. Reduced sampling was carried out in 2021-22, partly due to laboratory capacity in dealing with the COVID 19 response and partly due to the fact that resources were diverted into continuing to deal with the response and recovery.

7.4 Control and Investigation of outbreaks and infectious diseases related to food, water, travel or recreational activities and COVID 19.

The service has a policy to investigate any suspected cases of infectious disease to minimise spread of infection. A matrix exists regarding the cases to be investigated and liaison takes place with Public Health England (PHE). Samples are currently sent to the laboratory at Birmingham for analysis.

7.5 Food Safety Alerts, Product Recall Information and Allergy Alerts.

The policy of this service is to respond appropriately to food alerts and intelligence, to investigate food safety incidents and generate food alerts as necessary in accordance with the requirements of the Food Safety Code of Practice and associated Practice Guidance.

7.6 Health and Food Safety Education and Promotion

The service participates, where resources permit, in targeted local and national activities and interventions. 100's of contacts were carried out at the various legislative step changes to advise businesses of requirements and support compliance. Over the course of the pandemic contact with businesses has been made by letter, email, telephone calls and visits and social media communications from wider teams. There was a massive increase in new food business registrations and contact and advice on legal requirements were made with each new food business registration. Some additional targeted interventions with specific food business types – such as care homes, child minders and home caterers also took place to support these sectors and ensure we had more up to date information on how the businesses were operating.

8.0 Service Data for 2021/2022

8.1 Food Hygiene Interventions in 2021/2022

Interventions undertaken (by category of premises). Please note these relate to proactive inspections. Other interventions to food businesses such as talking through changes in business operation or remote review and assessment of food safety controls and contacting businesses that changed operating models – for example to takeaway took place. Numerous other visits across different teams and authorities to assess businesses and review risk – both for food safety and wider COVID controls took place. All higher risk businesses that were due an intervention were contacted to discuss controls and practices. All newly registered food businesses were contacted to discuss proposals, documentation and controls in place. Interventions including review of documentation submitted by the business and photographs of layout and equipment were also used to give targeted advice.

A	B	C	D	E	Unrated	TOTAL
11	74	211	255	229	292	1072

8.2 Number of revisits in 2021/2022

13 revisits formally requested

8.3 Requests for Service 2021/2022

Requests for service include concerns regarding the condition of the premises, or food with microbiological or physical contamination. In addition to the logged queries about starting businesses from home and changes in food preparation activities from existing premises we have seen an increase in the request for food export certificates for a local business who exports food products worldwide.

Hygiene of Premises	Food Complaints	Export Certificates	Other Food Related Enquiries (request for rescues, advice)
92	6	16	124

8.4 Enforcement Action (Premises) 2021/2022

Informal Warnings (including emails and letters)	Over 1,000
Improvement Notices	0
Hygiene Emergency Prohibition Notices	0
Hygiene Emergency Prohibition Orders	0
Voluntary Closure	0
Seizure, Detention, Voluntary surrender of food	0
Simple Cautions	0
Prosecutions	0

Hygiene Emergency Prohibition Notices are served where an imminent risk of injury to health has been identified and action is required to stop a food business or process from operating. Any notices served must be followed by an application to the Magistrates' Court within three working days for an Order confirming such action.

Additional advice was provided in respect of work pace or public place Coronavirus clusters or employee or public concerns. Joint working protocols with the Police, Nottinghamshire County Council Trading Standards and neighbouring authorities were adapted to deal with the additional enforcement and monitoring requirements. The HSE Spot check service was also utilised to target interventions into premises and specifically review COVID safety measures.

8.5 Food and Water Sampling

45 food and water samples were taken in 2021/2022

Type of sample	Number taken
Prepared/Ready to eat dishes including salads and herbs	10
Meat, game and poultry	13
Non-alcoholic drinks	1
Soups, broths, sauces	3
Eggs	1
Dairy	5
Ices and desserts	2
Fruit and Vegetable	4
Herbs and Spices	1
Confectionery	2
Others including water	3
Total	45

Samples included some imported food. The sampling programme included products identified through national and regional studies. An adverse sample result (herbs and spices) was identified and followed up with revisits and re-sampling as appropriate.

Additional non-food sampling was undertaken including sampling of products in association with a beauty premises and private water supply programmed monitoring and check sampling.

8.6 Control and Investigation of outbreaks and infectious diseases related to food, water, travel or recreational activities in 2021/2022

Twelve reports of suspected or confirmed cases of infectious disease were notified to the service in 2021/2022 which required investigation.

Cases investigated comprised of salmonella, cryptosporidium, campylobacter and suspected illness following consumption of food and water. Two suspected cases of E coli O157 (HUS) in children which were hospitalised and one of which died were also investigated resulting in outbreak control meetings with UKHSA and additional personal sampling.

In 2021-22 the team continued to support the COVID 19 pandemic response. This included contact tracing, particularly related to workplace settings, high risk persons through occupation and venues where cases were later identified of having visited. Where outbreaks were identified relating to settings in the Borough, Outbreak Management Teams were put in place – sometimes daily to identify measures required to stop the spread of the disease and to support the return to previous operational practices.

8.7 Food Safety Education and Promotion in 2021/2022

The Council participated in proactive and targeted promotion of good hygiene practice and changes in legislation. We continued to provide additional advice to new businesses and advised businesses who were continuing to adapt working practices on relevant legal requirements and good practice.

9.0 Performance Monitoring

9.1 The Food Service aspect of Environmental Health has a number of performance indicators which are monitored as part of the Community Safety Business Plan.

These are:

- Food Inspections – High Risk - Inspect all businesses due for inspection in accordance with a pre-planned programme based on risk. Target 100%.
*We continued to work to 100% inspection of higher risk businesses even though the revised FSA Recovery Plan for food interventions allowed Category B (if NOT broadly compliant) to be inspected on site by the end of June 2022 and Category C (if NOT broadly compliant) to be inspected on site by the end of September 2022.
- Food Inspections – Low Risk - Inspect all businesses due for inspection in accordance with a pre-planned programme based on risk. Target 100%.
*We continued to work to 100% inspection of low risk businesses even though the revised FSA Recovery Plan for food interventions allowed lower risk inspections (if NOT broadly compliant) to be inspected on site by the end December 2022.

- Food - Respond to specific complaints about practices procedures and conditions which may prejudice health in the short term within one working day of receipt, and non-urgent complaints / general requests for advice within five working days of receipt. Target 100%
- Infectious Disease - Respond to notifications within one working day and requests for advice and information as soon as practicable within five working days of receipt. Target 100%

Performance information in respect of these indicators for the last three years is also given below.

9.2 Food Inspections 2021/2022

Category	Number of inspections due 2020/2021(1)	No of inspections undertaken (2)	Percentage completion
A	11	11	100%
B	75	74	99% outstanding premises closed January 2022
C	224	211	94%
Total High Risk	310	296	95%
D	292	255	88%
E	281	229	81.5%
Total Low Risk	573	484	84.5%
Uncategorised	333	292	88%
Outside the programme	5 not necessarily require an inspection		
Total	1216	1072	

1. As in accordance with the documented risk rating and FSA Code of Practice minimum inspection frequencies and NOT the flexibilities as provided for in the Recovery Plan

2. Of the premises that were not inspected, this was usually due to difficulties in access – such as seasonal operation. For example: some of the C rated premises were sports clubs that had not operated typically during lockdown and reduced food activities but are likely to resume more activities in the summer of 2022 and hence are better being inspected then when higher risk activities are in operation.

The missed B was care home which was only a B due to its vulnerable group and the premises was broadly compliant. The establishment was being wound down, had access issues in the winter due to COVID cases and then closed completely in January 2022.

A project to prioritise the inspection of new businesses (Unrated) took place in October and November 2021. A questionnaire (FSA initiative) was sent to unrated businesses that had not had an on-site intervention to identify further trading information and likely risk of activity to help prioritise interventions to these activities. There was an unprecedented number of food registrations over the pandemic lockdown period, many of which were transient and home based activities which were difficult to access during restrictions. Advice was also provided to many people on proposed new businesses (in particular food, animal activities and skin piercing/beauty activities) which required a big resource, but many of which did not eventually operate.

In December 2021 a similar project took place with our care homes, many of which were subject to additional access restrictions due to cases and shielding procedures.

Gathering of information in advance at both care homes and new businesses - such as training and procedural records, information on food handling operations, pictures of food preparation areas etc. allowed reduction of time on site and lowered risk to personnel. It also allowed us to prioritise visits to premises where the review of interventions indicated this would be more appropriate.

We also have had premises when visited had poor conditions and took longer to inspect than normal, they have also required additional follow up to improve standards

Performance Trends

2016/17, 2017/18, 2018/19, 2019/2020, 2020-2021 and 2021-2022

Year	Percentage of High Risk Inspections Completed	Percentage of Low Risk Inspections Completed
2016/17	88%	61%
2017/18	100%	97%
2018/19	100%	69%
2019/2020	98%	96%
2020/2021	5%	0.5%
2021/2022 (1)	95%	84.5%

9.3 Response to Service Requests within Target Times

Service Type	2016/17	2017/18	2018/19	2019/2020	2020/2021	2021/2022
Food Safety	99%	98%	97%	97%	97%	93%
Infectious Disease Notifications	84%	100%	91%	100%	100%	100%
Consultations	98%	97%	95%	94%	93%	96%

Food safety and wider team service requests significantly increased due to the pandemic resulting in a reduced response times in some cases, though all service requests were assessed and prioritised to ensure urgent enquiries were dealt with more quickly.

9.4. Broad Compliance

89% of premises were at least broadly compliant with a food hygiene rating of 3 – Generally Satisfactory or higher.

10.0 Proposed Inspection Programme 2022/2023 (May Be Revised)

Priority	Premises category	Total number of Premises in Category	Inspections due 2022/2023	Overdue Inspections Carried forward
A	High	5	10	0
B	High	46	46	0
C	High	164	19	13
D	Low	270	9	37
E	Low	286	43	52
Unrated	Other	60	At least 100	60
Total		831	224	162
Outside Programme	Other	15	0	
Total including Outside Programme and Carried Forward		846	386	

There has been a significant number of new business premises registrations being submitted to the Council and it is likely that there will be at least 100 additional food registrations and which will require intervention within 28 days of registration.

11.0 Issues for 2021/2022

- To continue with the timely intervention of food safety interventions.
- The backlog of inspections will need to be managed and completed.
- As a result of the number of interventions carried out in 2021/2022 there will be a peak of lower risk interventions (currently 270) that will become due in 2022/2023 in addition to the higher risk inspections and these will need to be managed and planned in appropriately.
- To ensure implementation of the Food Standards Agency new delivery models for 2022/23 as they are defined, to modernise food safety enforcement and ensure it is sustainable for the future
- To continue to monitor the resource provided to food safety enforcement to ensure it is adequate to meet the demands of the service, including new food business interventions in a timely manner. To review the structure of the team and initiate recruitment to fill any vacant or temporarily staffed posts.
- To reconsider whether charges for Food hygiene re-visits to review food hygiene ratings should be introduced.
- To continue to provide effective food and registration interventions prioritising high-risk and non-compliant premises
- To continue to carry out follow up interventions to 0,1 and 2 rated premises to secure improvements
- To continue to provide a competent team to deal with these areas of service delivery
- To continue to use the full range of enforcement tools available to protect the safety, health and welfare of visitors, residents and workers within the borough and to support compliant businesses
- To return to promoting the HOT (Healthy Options Takeaway) Award and other Health Promotion initiatives such as the Skin Piercing Hygiene Award, relevant to the work of the team
- To continue to participate in the National Food Hygiene Rating Scheme
- To continue to implement changes to animal licensing activities and ensure that staff meet the qualification requirements to inspect these activities.
- To continue to support businesses importing and exporting food products.
- To continue to work with partner agencies to share intelligence, have a consistent approach to enforcement and identify joint training and working opportunities
- To continue to participate in Safety Advisory Groups
- To continue with the implementation of mobile working devices and mobile inspection apps to improve efficiency and effectiveness of the intervention programme.

12.0 Identification of variation from the Service Plan

There was a small number of premises that did not receive an intervention as required by the FSA Recovery plan (a small number of older unrated and a very small number of non-compliant premises across the risk categories). Most of the outstanding unrated registered in 2022 (and some are not even trading yet) and therefore are not too overdue and nearly all of the other overdue are broadly compliant. Last years' service plan identified that all inspections due or overdue were to be completed (more stringent than the FSA Recovery Plan requirements) and the carry forward of 102 inspections is low (relative to the 1072 interventions carried out) and will be prioritised for completion within the first quarter of 2022/2023.

Resource must continue to be allocated to monitoring premises with a Food Hygiene Rating of 0, 1 or 2 to ensure improvements in standards is achieved.

Resource must continue to be allocated to dealing with outbreaks of food and water borne illness.

New legislative requirements for the regulation of beauty treatments, licensing of primates (and possible changes to the zoo licensing requirements) will require training and assessing these premises will be resource intensive.

Continued priority of reactive work including notifiable accident, workplace ill health and occupational safety interventions is also necessary.

13. Further Information

Local Authority food enforcement statistics are published at

<https://data.food.gov.uk/catalog/datasets/069c7353-4fdd-4b4f-9c13-ec525753fb2c>

Further guidance is expected from the FSA in the summer of 2022 in respect of targeting future work and modernising food safety regulation.

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Report of the Portfolio Holder for Community Safety

REVISED SAFEGUARDING CHILDREN POLICY

1. Purpose of Report

To seek approval for a revised Safeguarding Children Policy.

2. Recommendation

The Cabinet is asked to RESOLVE that the revised policy be approved.

3. Detail

Broxtowe Borough Council has a specific statutory duty under Section 11 of the Children Act 2004 to make arrangements for ensuring that its functions, and services provided on its behalf, are discharged with regard to the need to safeguard and promote the welfare of children.

Safeguarding and promoting the welfare of children is defined in Government Guidance 'Working Together to Safeguard Children 2018' as:

- protecting children from maltreatment
- preventing impairment of children's health or development
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and
- taking action to enable all children to have the best outcomes

As such, Broxtowe Borough Council is responsible for ensuring that employees are competent and confident in carrying out their responsibilities for safeguarding and promoting the welfare of children and young people. This includes ensuring employees are aware of how to recognise and respond to safeguarding concerns, including signs of possible maltreatment.

The Safeguarding Children Policy sets out how Broxtowe Borough Council will meet its obligations. It is a revised version of the Safeguarding Children Policy agreed by Community Safety Committee in November 2020. The Safeguarding Lead and main contact for Broxtowe is the Chief Communities Officer.

The revised Safeguarding Children Policy is included at the Appendix.

4. Financial Implications

There are no additional financial implications for the Council at this stage over with costs contained within existing budgets.

5. Legal Implications

Section 11 of the Children Act 2004 places a duty on the Council when providing services to have regard to the need to safeguard and promote the welfare of children. The introduction section of this policy sets out the duties from the Children Act 2004 and the Government guidance 'Working together to Safeguard Children 2017.

6. Equality Impact Assessment

The policy has been revised to account for the deletion of the Head of Public Protection Post no amendments have been made which impact on equality.

7. Background Papers

Nil



Broxtowe
Borough
COUNCIL

SAFEGUARDING CHILDREN POLICY

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INTRODUCTION

Broxtowe Borough Council (the Council) has a specific statutory duty under Section 11 of the Children Act 2004 to make arrangements for ensuring that its functions, and services provided on its behalf, are discharged with regard to the need to safeguard and promote the welfare of children. This includes safe recruitment practices for individuals whom the Council permits to work regularly with children, and, when required, obtaining criminal record checks.

Safeguarding and promoting the welfare of children is defined in Government Guidance 'Working Together to Safeguard Children 2018' as:

- protecting children from maltreatment
- preventing impairment of children's health or development
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and
- taking action to enable all children to have the best outcomes

As such, the Council is responsible for ensuring that employees are competent and confident in carrying out their responsibilities for safeguarding and promoting the welfare of children and young people. This includes ensuring employees are aware of how to recognise and respond to safeguarding concerns, including signs of possible maltreatment. The Council is therefore committed to ensuring the availability of adequate resources and support for employee training and development.

In accordance with the Children Act 1989 and 2004, a child is any person who has not yet reached their 18th birthday (including unborn babies). Therefore, for the purpose of this Safeguarding Children Policy, any reference to children and young people means those under the age of 18.

This policy is intended to clarify individual roles and responsibilities, raise awareness and reassure employees that there are clear processes in place should they have any concerns or in the rare event that an allegation is made against an individual employee. The procedures complement those of the Nottinghamshire Safeguarding Children Partnership. These may be referred to for further guidance as necessary and can be found at: <https://nscp.nottinghamshire.gov.uk/policy-guidance/>

Even though many councillors, employees and contractors have limited contact with children as part of their duties and responsibilities for the Council, everyone should be aware of the potential indicators of abuse and be clear about what to do if they have concerns.

There are four types of abuse that can affect children and young people: Physical, Emotional, Sexual, and Neglect. Types of abuse is covered in more detail in Appendix K.

It is not the responsibility of any councillor, employee or contractor to determine whether abuse is taking place. Concerns, incidents or allegations must be reported. The role of the councillor, employee or contractor is to refer the case to the appropriate person, not to investigate or make a judgement. Reporting and other procedures are listed in Section 7 and detailed in the subsequent appendices.

1.0 AIM

To safeguard and promote the welfare of children in all aspects of the provision of Broxtowe Borough Council's services.

2.0 OBJECTIVES

To achieve its aim, Broxtowe Borough Council has set the following objectives:

- To fully assist Nottinghamshire County Council and other relevant agencies in the safeguarding and promotion of the welfare of children.
- To provide employees, councillors and volunteers (working on behalf of the Council) with training, guidance and support to assist them in recognising and responding to indicators of possible abuse or neglect
- To ensure that all employees working with children can identify the signs and symptoms of the four main types of abuse (physical abuse, sexual abuse, emotional abuse, and neglect).
- To ensure that all employees understand and follow the relevant procedures when they have concerns about child abuse or neglect.
- To ensure that the necessary enhanced Disclosure and Barring Service (DBS) checks are completed, as determined by the Council's Recruitment and Selection Policy, for employees that work with or have significant access to children.
- To ensure that the necessary child protection training, information and guidance is made available to all appropriate individuals, clubs, groups, societies and organisations that organise activities for children on behalf of, or within buildings, facilities or on land provided by the Council.
- To provide guidance to all councillors and employees on appropriate and safe working practices when working with children.

3.0 SCOPE

This policy is applicable to all of the Council's functions and services, as well as the operations of partners, contractors and voluntary organisations that deliver services for the Council, through grant or contract arrangements. Such organisations must maintain or develop their own safeguarding policy statement and procedures to reflect this policy.

4.0 ROLES AND RESPONSIBILITIES

All individuals, contractors and agencies have a duty to ensure they are familiar with and can access the Council's reporting safeguarding procedures, or are familiar with and can access those of their own company / agency.

4.1 Nottinghamshire Safeguarding Children Partnership

Nottinghamshire Safeguarding Children Partnership provides the safeguarding arrangements required under the Children and Social Work Act 2017 and the statutory guidance 'Working Together to Safeguard Children 2018'. The purpose of safeguarding arrangements is to support and enable local organisations and agencies to work together to safeguard and promote the welfare of children. The partnership was formed on 1 January 2019 and intends to build on the strengths of the previous arrangements under the Local Safeguarding Children Board (LSCB). Through the introduction of new arrangements, in compliance with the legislation, the partnership is particularly seeking to achieve the following:

- Clear accountability – the safeguarding partners (Police, National Health Service and local authority) have a joint and equal responsibility for setting up the arrangements and making sure they work.
- Faster response to serious child safeguarding cases including undertaking 'Rapid Reviews' to identify if any immediate action is needed to ensure children's safety, identify any learning or improvements needed, and consider whether a more in depth Child Safeguarding Practice Review is needed.
- Engage with a wider range of organisations and connect better with lead safeguarding practitioners.
- Provide a streamlined structure, reducing duplication and lessening the demand on safeguarding leads to attend meetings.

The vision for the partnership is 'That children and young people in Nottinghamshire grow up in a safe and stable environment and are supported to lead healthy, happy and fulfilling lives

The safeguarding partners responsible for the safeguarding arrangements under the Nottinghamshire Safeguarding Children Partnership are Nottinghamshire County Council, Nottinghamshire Police, and the National Health Service.

All three safeguarding partners have equal and joint responsibility for local safeguarding arrangements. In situations that require a clear, single point of leadership, the safeguarding partners will decide who should take the lead on that issue.

The safeguarding partners are obliged to set out within their arrangements which organisations and agencies are required to work as part of those arrangements to safeguard and promote the welfare of local children. These organisations and agencies are referred to as relevant agencies and when nominated by the safeguarding partners as a relevant agency, organisations should act in accordance with the arrangements.

Acting in accordance with the safeguarding arrangements requires safeguarding partners and relevant agencies to work together and:

- Fully engage with the Nottinghamshire Safeguarding Children Partnership functions.
- Provide information which enables and assists the safeguarding partners to perform their functions to safeguard and promote the welfare of children in their

area, including as related to local and national child safeguarding practice reviews.

- Ensure that their organisation works in accordance with the interagency safeguarding procedures approved by the partnership.
- Have appropriate robust safeguarding policies and procedures in place specifically relevant to their organisation.
- Provide evidence of the above to the Assurance Learning and Improvement Group.

Broxtowe Borough Council, as a relevant agency, will be committed to providing an effective working relationship as part of the new structures with the Nottinghamshire Safeguarding Partners to help achieve our mutual aims in respect of child safeguarding.

4.2 Elected Members

Elected members are responsible for the monitoring and review of this policy, as well as adhering to best practice, participating in relevant training and reporting any disclosure, concern, incident or allegation to the Chief Communities Officer. Guidance for councillors on reporting concerns in relation to safeguarding children is given at Appendix E.

4.3 General Management Team and Heads of Service

The General Management Team, led by the Chief Executive, will lead the authority with regard to safeguarding children responsibilities. The General Management Team in conjunction with Heads of Service will ensure that this policy and the associated procedures are properly implemented to ensure the Council's duties and responsibilities with respect to safeguarding children are properly discharged. Heads of Service are responsible for ensuring the necessary supervision and training of appropriate staff, so that any concerns of safeguarding children are reported promptly and appropriately

4.4 Designated Lead Officer

The Council has a Designated Lead Officer to ensure all reports of abuse or allegations against staff are dealt with promptly in accordance with this policy and the Joint Nottinghamshire and Nottingham City Safeguarding Children Procedures.

The Designated Lead Officer is the Chief Communities Officer. That officer is responsible for:

- Writing, reviewing, and implementing the Council's Safeguarding Children Policy
- Reporting to General Management Team and Members on the number of referrals made to the Multi Agency Safeguarding Hub (MASH) and any changes to policy or guidance.
- Working to assess and reduce risks in relation to safeguarding children
- Raising awareness of safeguarding issues amongst staff
- Establishing and maintaining effective multi-agency working with Nottinghamshire's Safeguarding Partners, other district councils, and other relevant statutory and non-statutory agencies
- Identifying and providing for staff training needs.

4.6 Human Resources Manager

The Human Resources Manager is responsible for ensuring safe recruitment and employment practices are in place in accordance with the Children's Act 2004 and the Safeguarding Children agenda and for ensuring that appropriate checks are carried out on all employees who have regular contact with children. The Head of Human Resources is also responsible for receiving and acting on all concerns of abuse allegedly being perpetrated by staff or councillors.

4.7 Departmental Safeguarding Leads

Some divisions within the Council (for example, Housing) will have Safeguarding Lead Officers. Their role is to liaise with the Designated Lead Officer as well as officers within their own division, on specific cases and general issues.

4.8 All Employees

All employees have a responsibility to report any concerns about the welfare of children to the Designated Lead Officer or the Designated Lead Officer or to their line manager. Employees of the Council are not, however, responsible for deciding on subsequent action after making a report.

All staff are responsible for participating in relevant training and in particular, will complete the e-learning package made available through the Nottinghamshire Safeguarding Children Partnership via the Broxtowe Learning Zone. For new members of staff this will be a compulsory part of their induction and for other officers, there will be a requirement to undertake refresher training on a three yearly basis.

4.9 Contractors and other agencies

The Council will take reasonable care that contractors and other agencies undertaking work on its behalf are monitored appropriately. Any contractor, sub-contractor, or other agency engaged by the Council in areas where workers are likely to come into regular contact with children, should have its own equivalent child protection policy, or failing that, must comply with the terms of this policy. This requirement will be written into the contract. Where contact with children is a necessary part of the contracted service, it is the responsibility of the manager who is using the services of the contractor or agency to ensure that satisfactory Disclosure and Barring Service (DBS) checks have been completed where appropriate, and all other requirements of this policy are complied with.

4.10 Lead Agencies

Nottinghamshire County Council, the Police and the National Health Service will take the lead as Safeguarding Partners in assessing whether or not abuse has taken place, or whether a child is at risk of abuse.

5.0 OTHER RELEVANT ISSUES

5.1 Licensing

The Council is responsible for carrying out certain licensing functions. Protection of children from harm is a licensing objective that the Council is legally obliged to consider as part of those functions, in particular when licensing premises

under the Licensing Act 2003, the Gambling Act 2005, and taxi licensing. Safeguarding children training is compulsory for anyone applying to be licensed as a taxi driver by the Council.

5.2 Health and Safety at Work

Where the Council inspects premises to discharge its legal responsibilities in this area, employers may be obliged to carry out risk assessments, including for the employment of young people. As part of the inspection process, officers may examine such risk assessments to determine their suitability. If evidence is gained that young people are working without relevant permits in place, or in 'unsuitable workplaces', the Council will report this to Nottinghamshire County Council.

5.3 Homelessness

The Council owes a legal duty to provide temporary accommodation to individuals whose status and circumstances meet certain criteria as defined by statute. Officers may need to refer families or individuals to Nottinghamshire County Council Social Care.

Persons affected	Reason for contacting Notts Social Care
Homeless 16-17 year olds	A 16 or 17 year old may be referred to Children's Social Care for assessment to determine if they are a child in need with a duty owed to them by Nottinghamshire County Council.
Intentionally homeless household with children	If a household with children is found to be intentionally homeless, Children's Social Care should be advised in writing so that they can ascertain whether a duty is owed under the Children Act 1989.

The Council only places children or vulnerable adults into 'Bed and Breakfast' or temporary accommodation in an emergency and as a last resort. Officers complete a detailed Housing Options assessment with applicants. This helps to identify needs and vulnerabilities, and assists in the process of safeguarding children.

5.4 Photography

It is an unfortunate fact that some people have used children's events as opportunities to take inappropriate photographs or footage of children and young people. Councillors, employees and contractors should be vigilant at all times. At events where photographs will be taken, photography signs should be clearly displayed. Anyone using cameras or film recorders for, or on behalf of, the Council must have either completed media consent forms from the parents of children being photographed or filmed, or have checked with the parent or guardian before the

activity commences. When commissioning professional photographers or inviting the press to cover the organisation's services, events and activities, the Council will ensure that expectations are made clear in relation to child protection. Council employees should contact the Communications Team on Ext 3825 for advice, forms and posters.

5.5 Human trafficking

Trafficking involves the transportation of persons in the UK in order to exploit them by the use of force, violence, deception, intimidation, coercion or abuse of their vulnerability. The Council recognises that local authorities have specific responsibilities under the Council of Europe's 2006 'Declaration on the Fight Against Trafficking of Human Beings' to which the UK is a signatory. While trafficking mainly involves adults, children can be involved. Staff should discuss concerns they may have with the Designated Lead Officer. Also, the United Kingdom Human Trafficking Centre (UKHTC) [now part of the National Crime Agency] is a national organisation that can provide advice.

<http://www.nationalcrimeagency.gov.uk/>

5.6 Child Sexual and Criminal Exploitation

Child Sexual or Criminal Exploitation (CSE or CCE) is a form of child abuse where children and young people are forced or manipulated into sexual or criminal activity. The sexual or criminal exploitation of children and young people has been identified throughout the UK in both rural and urban areas. Essentially, it is a form of abuse and as such, the procedures for reporting concerns are the same as for other categories. Staff should report any concerns to their line manager, or directly with the Designated Lead Officer, who will complete the relevant form (Appendix G) and refer the matter to Nottinghamshire Police.

5.7 Temporary, External, and Agency Staff

The Council employs a number of staff on a temporary, external, and agency basis (for example, sports coaches). Measures will need to be put in place by the relevant Head of Service where such staff are employed to ensure that they have received suitable training in Safeguarding Children, and that Disclosure and Barring Service checks, where appropriate, have been undertaken

5.8 Information sharing

It is important to remember that confidentiality is critically important at all stages of the reporting procedure. This is necessary to safeguard all parties including the potential perpetrator. Employee responsibilities are to inform only those people identified within the policy and not to discuss the case casually with their colleagues. The important statutory duties in relation to safeguarding children cannot be met without effective and appropriate sharing of relevant information, some of which may normally be regarded as confidential between an employee and customer or client. Confidentiality should not be confused with secrecy. Information may be shared in order to comply with a statutory obligation, or if it is in the public interest.

In making decisions about sharing information, the safety and needs of the child must be the primary consideration. Information can be disclosed without consent where an employee has well-founded concerns that disclosure is necessary to:

- safeguard a particular child - including disclosure of information about an adult who may pose a risk of significant harm to a child or children
- prevent a criminal act taking place or where seeking consent would interfere in criminal enquiries
- prevent harm to staff
- prevent a child being at increased risk of harm

6.0 DEALING WITH INCIDENTS AND CONCERNS

The procedures for dealing with safeguarding children incidents and concerns are listed in Section 7.0 of this policy.

Allegations made by others, even where anonymous, must always be taken seriously and must not be assumed to be malicious in the first instance. Officers informed of a concern by a member of the public, employee, or colleague, must act in accordance with this policy.

It is not the responsibility of employees to decide whether or not child abuse has taken place. They have a duty to report concerns and must not assume someone else has done so. It is an employee's responsibility to act on any disclosures, suspicions, or allegations as follows:

- All employees are responsible for discussing any disclosure, suspicions or allegations immediately with their line manager or directly with the Designated Lead Officer.
- The line manager will then make the referral to the appropriate authority with regards to the thresholds in the Pathway to Provision (Version 8).
- The line manager will then send the report to, and discuss the situation with, the Designated Lead Officer.
- The Designated Lead Officer is responsible for logging all referrals.
- A brief guide for staff (Safeguarding Children – Staff Guide) is available on the intranet under Document Index / Corporate documents / Safeguarding <https://intranet.broxtowe.gov.uk/media/4175/guidance-leaflet-for-safeguarding-children.pdf>

7.0 PROCEDURES AND INFORMATION

Specific procedures and information are contained in the following appendices:

APPENDIX A

REPORTING A SAFEGUARDING CHILDREN CONCERN

1. Officers should try to make notes at the time or as soon as possible after they become concerned. Consider possible witnesses, times, clothing, age, location and any contact information, as well as noting what actions have been taken.
2. Officers must always try to make parents or carers aware of their concerns UNLESS it puts the child at further risk, it puts the officer at further risk, it could affect a criminal investigation, or it is impractical to do so.
3. Report the matter to line manager or where unavailable directly to the Designated Lead Officer.
4. The line manager alongside the officer completes the online referral form to the Nottinghamshire Multi Agency Safeguarding Hub (MASH) as soon as possible. Where they are unavailable the officer should complete the online referral form with the Designated Lead Officer or an alternative manager.
5. Line manager will the same or the next working day e-mail a copy of the referral form or all the relevant information to spc@broxtowe.gov.uk the Designated Lead Officer will enter the details onto the safeguarding database.
6. MASH should report back to the person reporting the incident within three days on the course of action to be taken.
7. If MASH is of the opinion that the threshold is not met for a Children's Social Care Assessment, they will signpost the person making the referral to the appropriate service.
8. The person making the referral will update the Designated Lead Officer by e-mail to spc@broxtowe.gov.uk of the outcome of the referral and of the details of any recommendation to refer to another agency and the Designated Lead Officer will be responsible for updating the database.
9. Any officer submitting a referral, whether directly themselves, through their line manager **MUST** inform their Head of Service.

For further advice or information, contact:

Chief Communities Officer (Designated Lead Officer) 0115 917 3492

Multi Agency Safeguarding Hub (MASH) Tel: 0300 500 80 90

Office hours Monday to Thursday 8.30am to 5.00pm

Friday 8.30am to 4.30pm

mash.safeguarding@nottscc.gov.uk

Piazza,
Little Oak Drive,
Sherwood Business Park,
Annesley,
Nottinghamshire
NG15 0DR

Emergency Duty Team

In an emergency outside MASH office hours, contact the Emergency Duty Team (EDT) on 0300 456 4546

APPENDIX B

REPORTING AN IMMEDIATE SAFEGUARDING CHILDREN CONCERN

If an incident is identified, which requires immediate intervention, employees will be required to respond accordingly. Each case will be different and specific guidelines for every incident are not feasible.

Wherever possible, an officer with immediate concerns should contact their line manager or the Designated Lead Officer.

If the line manager, Designated Lead Officer cannot be contacted, and the situation is deemed to be so serious as to warrant immediate action, the officer may be required to deal with the matter themselves and contact MASH on 0300 500 80 90 or complete the online referral form

<https://www.nottinghamshire.gov.uk/care/safeguarding/childrens-mash/report-a-new-concern-about-a-child>

The well-being of the child is paramount and the appropriate response which, dependent on the nature of the incident, may include:

- Immediate emergency call to Police (999)
- Immediate contact with Nottinghamshire Multi-Agency Safeguarding Hub (MASH) 0300 500 80 90 (Mon to Thur 8.30am-5.00pm, Fri 8.30 to 4.30pm) or outside these hours, Nottinghamshire MASH Emergency Duty Team 0300 456 4546
- Immediate verbal intervention with support from the most senior officer available on site without placing the child or an officer at further risk.

As soon as possible after the incident, the matter must be confirmed by e-mail to spc@broxtowe.gov.uk and the Designated Lead Officer will enter the details onto the safeguarding database.

MASH should report back to the person reporting the incident within three days on the course of action to be taken, any updates must be forwarded to the Designated Lead Officer through spc@broxtowe.gov.uk

The Designated Lead Officer shall be responsible for referring the case on to other agencies if advised to do so by the MASH.

For further advice or information, contact:
Chief Communities Officer (Designated Lead Officer) 0115 917 3492

APPENDIX C

DISCLOSURE OF INFORMATION FROM A CHILD

Abused children are more likely to disclose details of abuse to someone they trust and with whom they feel safe. By listening and taking seriously what the child is saying you are already helping the situation. The following points are a guide to help you respond appropriately.

Actions to be taken by the person being disclosed to include the following:

- React calmly so as not to frighten the child.
- Take what the child says seriously, recognising the difficulties inherent in interpreting what is being said by a person who may have a speech impairment or differences in language.
- Avoid asking direct questions other than those seeking to clarify your understanding of what the person has said. The Police or Adult and Children's Services may subsequently formally interview them and they should not have to repeat their account on several occasions.
- Inappropriate and excessive questioning at an early stage may also impede the conduct of a subsequent criminal investigation.
- Reassure the child but do not make promises of confidentiality that will not be feasible in the light of subsequent developments.
- Explain to them that you will have to share your concerns with agencies who have the authority to act.
- Tell them they were not to blame and that they were right to tell.
- Record in writing immediately all the details that you are aware of and what was said using the child's own words.
- Report the matter to your line manager immediately, who will then contact the Designated Lead Officer for advice where required and make a referral.

Actions to Avoid

The person receiving the disclosure should NOT:

- Dismiss the concern
- Panic
- Allow their shock or distaste to show
- Probe for more information than is comfortably offered – do not overpressure for a response
- Speculate or make assumptions
- Make negative comments about the alleged abuser
- Make promises or agree to keep secrets
- Suggest any action/s or consequences that may be undertaken in response to the disclosure.

APPENDIX D**DISCLOSURE / REFERRAL FROM MEMBER OF THE PUBLIC**

If a member of the public contacts you with concerns about a child's welfare, you should advise them to act as follows:

- Contact Nottinghamshire Children's Social Care 0300 500 80 80
- Outside of office hours, call Nottinghamshire County Council's emergency duty team on 0300 456 4546
- If the situation is considered to be an emergency, contact the Police on 999 or 101
- You should also take the relevant details from the member of the public and pass these on to the Designated Lead Officer. That officer will update the database and contact MASH to check the referral has been made.

APPENDIX E

COUNCILLORS' GUIDE TO REPORTING A SAFEGUARDING CHILDREN CONCERN

In cases where councillors become personally aware of a safeguarding children issue, they should report in the way outlined below:

- Contact Nottinghamshire Children's Social Care 0300 500 80 80 or complete the online form <https://www.nottinghamshire.gov.uk/care/safeguarding/childrens-mash/report-a-new-concern-about-a-child>
- Outside of office hours, call Nottinghamshire County Council's emergency duty team on 0300 456 4546
- If the situation is considered to be an emergency, contact the Police on 999 or 101
- The councillor should then notify the Designated Lead Officer that they have made a referral to Nottinghamshire County Council and email the details to spc@broxtowe.gov.uk
- The Designated Lead Officer will update the database.

If the circumstances involve a relationship to services provided by Broxtowe Borough Council (for example Housing or Leisure), then the information should also be shared with the relevant Head of Service.

APPENDIX F**CONCERNS ABOUT A STAFF MEMBER OR COUNCILLOR**

If staff or councillors have concerns about a fellow officer or councillor's conduct which they feel may be putting a child's safety or welfare at risk, they should implement the provisions of the Whistleblowing Policy. This can be accessed on the intranet (Document Index / HR Documents / Whistleblowing). If further guidance or information is required, this can be obtained from one of the Council's Human Resources Officers.

The Human Resources Manager will decide on the most appropriate course of action, which may include referral to Nottinghamshire County Council's Local Authority Designated Officer (LADO) for Safeguarding.

APPENDIX G

SUPPLEMENTARY FORM TO REPORT CONCERNS OF CHILD SEXUAL EXPLOITATION

Form available at: <https://www.nottinghamshire.gov.uk/nscp/resources/for-professionals-and-volunteers>

Alternatively, can be accessed on Broxtowe Borough Council intranet under Document Index / Corporate Documents / Safeguarding



Child Sexual Exploitation (CSE) Concerns Network Information Operation STRIVER

Please complete and submit this information sheet if you have concerns regarding CSE. This form should be used by you to identify information concerning people, places, activities, or vehicles which you believe may be involved with, or connected to CSE.

Please complete and submit this information sheet if you have concerns regarding a young person at risk of child sexual exploitation.

- This is not a referral form and should not replace your usual practice of referring to social care, SEIU or CAIU
- Anything of immediate risk should be reported via 999 or 101 to the police control room
- This is an intelligence sharing form for LOW level non-emergency information
- Please be aware this inbox is monitored 24/7

The information contained herein will be shared with Nottinghamshire Police to:

- Develop disruption strategies to be implemented by a multi-agency panel
- Collate intelligence concerned with children and young people exposed to or at risk of CSE
- Inform current/future investigations concerning the sexual exploitation of children and young people

Summary of concern: (Please give a brief account of the information), for example; Names of perpetrators (including nicknames), addresses of interest, areas, locations, Vehicles (registration, colour, make ect..), Patterns of behaviour (connecting either YP/Perpetrators), hotels, parks, shops takeaways ect....

Please be SPECIFIC

Is information supplied by a person other than self, if so using a scale of 1-5 how reliable are they? (1= Always reliable, 5= Unkown/Unreliable)

Please provide details of any child/young person or adults involved (if known):

NAME (including nick names/pseudonyms)	DOB	V/S (Victim/ Suspect)	M/ F	Address	Are other agencies involved if so who

Your Details	
Name	
Agency	
Contact Telephone number	
Email address	

Have the police been notified about this matter: Y/N

If yes, please provide incident number/details/date:

--

Please email completed information sheet to Lisa Hurst

cnm@nottinghamshire.pnn.police.uk

If you believe the child or young person you have identified above is at risk of CSE, please identify which of the risk indicators you think apply: (If there are High level indicators, discuss with your manager and any safeguarding issues should be referred to social care).

Low Level Risk Indicators

- Frequently returning home late and or going missing
- Overt inappropriate and sexualised clothing
- Sexualised risk taking behaviour, including internet use
- Unaccounted for/unexplained monies or goods
- Associating with adults (unknown or identified as risky), or other sexually exploited children or YP
- Lack of or infrequent contact with family, friends or other support networks
- Sexually transmitted infections
- Experimenting with drugs and/or alcohol
- Low self-esteem, poor self- image, eating disorders and/or self-harm

Medium Level Indicators

- Getting into cars with unknown adults
- Associating adults known to be/have been involved in CSE
- Being groomed on the internet
- "Clipping" i.e. offering sex for money or other payment, but running away before sex takes place
- Disclosing a physical assault without sufficient evidence to support a S47 enquiry and later refusing to make or withdrawing a complaint
- Involved in CSE e.g. being seen in known houses, recruiting grounds or other "hot spots"
- Having an older boyfriend/girlfriend
- Poor school attendance or excluded
- Staying out overnight without explanation and or details of whereabouts
- Breakdown of residential placements due to behaviour
- Unaccounted for/unexplained money or goods, e.g. including mobile phones, drugs and alcohol
- Multiple or frequent sexually transmitted infections
- Episodes of self-harming requiring medical treatment
- Repeat offending
- Gang member or association with gangs

High Level Indicators

- Child under 13 engaging in sexual activity
- Episodes of street homelessness, or staying with adults believed to be sexually exploiting them/other YP
- Child under 16 meeting different adults and exchanging or selling sexual activity
- Found in and removed from known 'red light' district by professionals, due to suspected CSE
- Being taken to clubs and hotels by adults and engaging in sexual activity
- Disclosure of serious sexual assault and then withdrawal of statement
- Abduction and forced imprisonment
- Being moved around for sexual activity
- Disappearing from the 'system' with no contact or support
- Being bought/sold/trafficked
- Multiple miscarriages or terminations
- Indicators of CSE in conjunction with chronic alcohol and drug use
- Indicators of CSE alongside serious self-harming
- Receiving rewards of money or goods for recruiting peers into CSE.

APPENDIX H

EXAMPLE POLICY STATEMENT AND PROCEDURE TEMPLATE FOR VOLUNTARY ORGANISATIONS

Voluntary organisations are free to use all or any sections of the Safeguarding Children Policy. Below is the minimum acceptable for any organisation receiving funding from Broxtowe Borough Council. However, it is important that all organisations know and understand their duties and obligations, whether they use the template or not.

Policy Statement

Children have the right to participate, have fun and be safe in the services provided for them and the activities they choose, or their parents/carers choose for them.

(Name of organisation) is committed to safeguarding children and protecting them from abuse when they are engaged in services organised and provided by *(name of organisation)*. We will endeavour to keep children, young people and vulnerable adults safe from abuse. Any suspicion of abuse will be responded to promptly and appropriately. We will act in the best interest of the child at all times. We will proactively seek to promote the welfare and protection of all children, young people and vulnerable adults.

(Name of organisation) will ensure that unsuitable people are prevented from working with children through using safe recruitment and selection processes.

(Name of organisation) will take any concern made by a service user, employee, volunteer or child/vulnerable adult seriously and sensitively. Concerns cannot be anonymous and should be made in the knowledge that, during the course of any enquiries, the agency that made that referral will be made clear.

(Name of organisation) will not tolerate harassment of any service user, employee, volunteer or child/vulnerable adult who raises concerns of abuse.

Procedure

Any concerns will be brought to the attention of *(named senior person)* who will refer the matter to the Nottinghamshire Multi Agency Safeguarding Hub (MASH). Those raising the concern must be made aware that the concern will be shared with appropriate people but will be treated in confidence as far as possible. Officers, employees and volunteers must not discuss the concern except with the designated officer and any agent of the organisation responsible for investigating the concern.

APPENDIX I

GUIDELINES FOR CONDUCT WHEN WORKING/HAVING CONTACT WITH CHILDREN

It is best practice for councillors, employees and contractors who have contact with children, young people or vulnerable adults to follow these guidelines.

- Always be publicly open to scrutiny when working with children.
- Avoid situations where a councillor, employee, volunteer or service provider and a child are alone, unobserved.
- Children have a right to privacy, respect and dignity. Respect the child and provide a safe and positive environment.
- All children should be treated equally in the context of any activity.
- Councillors, employees and contractors must put the wellbeing and safety of the child before the development of performance.
- If a child is accidentally injured as the result of a councillor, employee or contracted service provider's actions; seems distressed in any way; appears to be sexually aroused by your actions; misunderstands or misinterprets something you have done; always report such incidents as soon as possible to your line manager and the Designated Lead Officer or the Designated Lead Officer and make a written report.
- If a child arrives at an activity or service showing signs or symptoms that give you cause for concern, you must act appropriately following the procedures outlined above in the policy.
- When administering first aid, employees should ensure that another adult is present where possible, or is aware of the action being taken.
- Parents/carers should always be informed when first aid is administered.

NEVER take children to your home where they will be alone with you.

NEVER engage in rough physical games including horseplay.

NEVER engage in sexually provocative games.

NEVER allow, encourage or engage in inappropriate touching of any form.

NEVER allow children to use language inappropriate to the circumstances unchallenged, or use it yourself.

NEVER make sexually suggestive comments about, or to, a child - even in fun.

NEVER let an allegation a child makes be ignored or unrecorded.

NEVER do things of a personal nature for children that they can do for themselves, for example assist with changing. It may sometimes be necessary to do things of a personal nature for children, particularly if they are very young or are disabled. 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 endeavour to have someone else present and inform the parents/carers as soon as is reasonably possible.

NEVER share a room with a child.

NEVER enter areas designated only for the opposite sex.

NEVER use the internet or any other electronic or telephone device to access inappropriate images of children.

APPENDIX J

CONTACTS**Multi Agency Safeguarding Hub (MASH)**

Monday to Thursday 8.30am to 5.00pm
Friday 8.30am to 4.30pm
Tel: 0300 500 80 90
E mail: mash.safeguarding@nottscc.gov.uk

Postal address:
MASH,
Piazza,
Little Oak Drive,
Sherwood Business Park,
Annesley,
Nottinghamshire
NG15 0DR

Social Services Emergency Duty Team

Tel: 0300 456 4546

Police

Tel: 999 (emergencies)
101 (non-emergencies)

Nottinghamshire County Council Children's Social Services

Broxtowe Team Office
Tel. 0115 917 5920

Broxtowe Borough Council

Safeguarding Children Designated Lead Officer
Chief Communities Officer
Tel 0115 917 3492
spc@broxtowe.gov.uk

Human Resources Manager
Tel 0115 917 3552

APPENDIX K

SIGNS OF CHILD ABUSE

Child abuse is grouped into four main categories:

- Physical abuse
- Emotional abuse
- Sexual abuse
- Neglect

Individual factors or indicators of abuse may not be particularly worrying in isolation, but in combination they can suggest that there is a serious cause for concern.

Identification of child abuse is difficult. The indicators below are not an exhaustive list but should prompt consideration of whether child abuse may be taking place.

PHYSICAL ABUSE*Bruises:*

- in children who are not independently mobile
- in babies should always be referred to Children's Social Care
- that are seen away from bony prominences
- to the face, back, abdomen, arms, buttocks, ears and hands
- multiple in clusters
- multiple or uniform shape
- that carry an imprint – of an implement or cord
- with petechiae (dots of blood under the skin) around them.

Bites:

- Differentiating between adult/child bite on size requires a specialist dentist. If an adult is suspected of biting a child a referral should always be made.

Burns or scalds:

- with clear outlines which may match an implement
- that are multiple in nature
- on the body away from the hand eg back, shoulders or buttocks
- small round which may be from cigarettes

Scars:

- multiple, unusual shapes or that suggest a child did not receive appropriate medical treatment.

Fractures:

- in children under 18 months
- in children that are inconsistent with developmental stage
- alleged unnoticed fractures – fractures cause pain and it would be difficult for a carer to be unaware.

Other injuries:

- Poisoning, injections, ingestion or other applications of damaging substances (including drugs and alcohol).
- Signs of shaking: may present with unexplained pain, fitting, paralysis, extreme irritability or with less obvious signs, such as increased head circumference, poor feeding, excessive crying, vomiting or associated injury. Excessive crying in babies can be difficult to manage and may make them more vulnerable to inflicted brain injury.
- Female genital mutilation, including female circumcision is abuse and should be reported. If a woman has been circumcised any female children in the family are at increased risk and should be assessed appropriately.

EMOTIONAL ABUSE

- Persistently telling a child they are worthless or unloved
- Bullying a child or frequently making them frightened
- Persistently ridiculing, making fun of or criticising a child
- Abnormally passive, lethargic or attention seeking behaviour
- Specific habit disorders eg. faecal smearing, excessive drinking, eating unusual substances, and self-harm
- Severely delayed social development, poor language and speech development not otherwise explained
- Excessively nervous behaviour such as rocking or hair twisting
- Low self-esteem.

SEXUAL ABUSE

- Recurrent genital or anal symptom (for example, bleeding or discharge) without a medical explanation
- Genital, anal or perianal injury without a suitable explanation
- Anal fissure, without medical explanation
- Unusual sexualised behaviours in a pre-pubertal child
- Pregnancy or sexually transmitted infection, including anogenital warts, in a child younger than 13 years if there is no clear evidence of vertical transmission or blood
- contamination. In 13-15yr if no disclosure of consenting sexual behaviour with a peer. In 16-17yr consider if power imbalance in relationship, sexual exploitation.

NEGLECT

- Ignoring the child's need to interact
- Failing to express positive feelings to the child, showing no emotion in interactions with the child
- Denying the child opportunities for interacting and communication with peers or adults
- Inadequate provision of food
- Exposure to inadequate, dirty and/or cold environments
- Abandoned or left in circumstances without appropriate adult supervision which are likely to endanger them
- Prevented by their carers from receiving appropriate medical advice or treatment

- Living environment unsafe for child's developmental stage
- Poor standard of hygiene affecting child's health.

Type of abuse	Physical Indicators	Behavioural Indicator
Physical	Frequent or unexplained bruising, marks or injury Bruises which reflect hand marks or shapes of articles e.g. belts Cigarette burns Bite marks Unexplained broken or fractured bones Scalds	Fear of parent being contacted Behavioural extremes – aggressive/angry outbursts/withdrawn or violent behaviour Fear of going home Flinching when approached or touched Depression Keeping arms/legs covered Reluctance to change clothes Panics in response to pain Reports injury caused by parents
Emotional	Delays in physical development or progress Sudden speech disorders Failure to thrive	Neurotic behaviour Sleeping disorders, unable to play Fear of making mistakes Sucking, biting or rocking Inappropriately adult or infant Impairment of intellectual, emotional, social or behavioural development
Sexual	Pain/itching in the genital area Bruising/bleeding near genital area Sexually transmitted disease Vaginal discharge/infection Frequent unexplained abdominal pains Discomfort when walking/sitting Bed wetting Excessive crying	Inappropriate sexual behaviour or knowledge for the child's age Promiscuity Sudden changes in behaviour Running away from home Emotional withdrawal through lack of trust in adults Unexplained sources of money or 'gifts' Inappropriate sexually explicit drawings or stories Bedwetting or soiling Overeating or anorexia Sleep disturbances Secrets which cannot be told Substance/drug misuse
Neglect	Constant hunger Poor hygiene Weight loss/underweight Inappropriate dress Consistent lack of supervision/abandonment Unattended physical problems or medical needs	Begging/stealing food Truancy/late for school Constantly tired/listless Regularly alone/unsupervised Poor relationship with care giver

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Report of the Portfolio Holder for Community Safety

REVISED SAFEGUARDING ADULTS POLICY

1. Purpose of Report

To seek approval for a revised Safeguarding Adults Policy.

2. Recommendation

The Cabinet is asked to RESOLVE that the revised policy be approved.

3. Detail

The Care Act 2014 requires that an upper tier local authority must co-operate with each of its relevant partners, and each relevant partner must co-operate with the upper tier local authority in relation to relevant functions, one of which is specifically stated as protecting adults with care and support needs who are currently experiencing or at risk of abuse or neglect. It is this part of the legislation which places the requirement on a district council to act in cases of suspected neglect or abuse.

People who may need safeguarding are defined under section 42 of the Care Act 2014 as adults (persons aged 18 or over) who:

- have care and support needs;
- are experiencing, or are at risk of abuse or neglect; and
- because of their care and support needs cannot protect themselves against actual or potential abuse or neglect

As such, Broxtowe Borough Council is responsible for ensuring that employees are competent and confident in carrying out their responsibilities for safeguarding and promoting the welfare of adults. This includes ensuring employees are aware of how to recognise and respond to safeguarding concerns, including signs of possible abuse or neglect. The Safeguarding Lead and main contact for Broxtowe is the Chief Communities Officer.

The Safeguarding Adults Policy sets out how Broxtowe Borough Council will meet its obligations. It is a revised version of the Safeguarding Adults Policy agreed by Community Safety Committee in November 2020.

The revised Safeguarding Adults Policy can be found in the Appendix.

4. Financial Implications

There are no additional financial implications for the Council at this stage over with costs contained within existing budgets.

5. Legal Implications

Section 42-47 of the Care Act 2014 sets out a clear legal framework with regards to how the Council should protect adults at risk of abuse and neglect. Section 5 of the policy sets out the statutory requirements from the Care Act 2014 and the 'Care and Support statutory guidance' (updated June 2020).

6. Equality Impact Assessment

The policy has been revised to account for the deletion of the Head of Public Protection Post no amendments have been made which impact on equality.

7. Background papers

Nil



Broxtowe
Borough
COUNCIL

SAFEGUARDING ADULTS POLICY

Section 1	Introduction
Section 2	Scope
Section 3	Policy aim
Section 4	Objectives
Section 5	Background
Section 6	Roles and responsibilities
Section 7	Corporate actions
Section 8	Dealing with incidents and concerns
Section 9	Other relevant issues
Appendix A	Actions to be taken where potential abuse is disclosed or suspected
Appendix B	Contacts
Appendix C	Adult at Risk referral form
Appendix D	Broxtowe Complex Case Panel Referral Form
Appendix E	Types and possible indicators of abuse

“Safeguarding means protecting an adult’s right to live in safety, free from abuse and neglect”

(Chapter 14 of the Care and Support Statutory Guidance, Department of Health and Social Care 2016 – Updated 2020)

1.0 INTRODUCTION

1.1 This policy has been produced to detail how Broxtowe Borough Council (the Council) will meet its duties and obligations with respect to adults at risk. It builds on numerous Government policies that reflect changes in the philosophy and language of adult health and social care.

It is part of this Council’s ethos to want to serve everyone in our community so they can live happy, healthy, safe and fulfilled lives. Our Corporate Plan and other policy documents outline how we do this in terms of service provision, improvement and community leadership.

1.2 Although the Council does not have primary responsibility for the role of safeguarding adults, as an organisation it does provide a range of services directly or indirectly for adults. It is through these services that our councillors, staff, contractors, partners and volunteers come into contact with adults on a regular basis. For example:

- Council housing
- Housing and council tax benefit
- Disabled adaptations
- Retirement living
- Tenancy and estates
- Housing maintenance
- Housing options
- Leisure centres and recreation grounds
- Environmental health

1.3 The Council has a statutory duty to assist Nottinghamshire County Council in making whatever enquiries it thinks necessary to enable it to decide if and what kind of action should be taken to protect an adult at risk from suspected abuse, neglect or exploitation (including financial and sexual exploitation). Staff from the Council must work closely with officers from Nottinghamshire County Council, who will follow-up on safeguarding concerns and determine the best course of action.

1.4 When delivering services in people’s homes or at our venues, proper systems must be in place to ensure that everyone is safe, particularly those who are less able to protect themselves. We need to be alert to signs of abuse and neglect and be prepared to raise our concerns with Nottinghamshire County Council.

1.5 All those who come into contact with adults at risk in their everyday work, including staff who do not have a specific role in relation to adult safeguarding, have a duty to safeguard and promote the welfare and wellbeing of those adults. It is vital that every person who has contact with adults at risk should be able to recognise when such adults are, or may be, at risk of harm and to report all incidents or concerns they may have.

1.6 The adoption of a Safeguarding Adults Policy brings with it the requirement to regulate many of our services, including specific recruitment, selection, training and vetting procedures. This policy highlights the need for ongoing training in safeguarding at all levels of the organisation so as to ensure that it is adhered to in a consistent manner.

2.0 SCOPE

2.1 This policy covers all activities, areas and services provided by the Council and its agents, contractors or partners, and includes all Council employees, volunteers, agency workers, contractors and partners acting for and on behalf of the Council who come into contact with adults covered by the policy whilst going about their daily duties. The policy is also considered to be an appropriate reference guide for use by those councillors whose particular roles may involve them coming into contact with adults at risk.

2.2 This policy aims to provide a brief introduction to the law in relation to safeguarding, and offers practical guidance for best practice about safeguarding adults to all employees, partner agencies and other professionals working with the Council.

2.3 It highlights the main themes and issues in adult safeguarding, defines key terms, outlines some of the possible indicators of abuse, and recommends what action to take when dealing with a suspected or actual case of abuse against an adult at risk. It also includes a list of contacts of organisations which can provide help and support to both adults at risk and practitioners.

2.4 A detailed outline of procedures to follow when dealing with safeguarding concerns and disclosures is included at Appendix A.

2.5 This policy complements the Council's Safeguarding Children Policy.

2.6 The Council has signed up to the Nottinghamshire Safeguarding Adults Board Multi-agency Safeguarding Vulnerable Adults Guidance. This Multi-agency Guidance is published by the Board on the web pages at;
<https://www.nottinghamshire.gov.uk/care/safeguarding/mash>
It covers all aspects of how to respond to concerns in relation to safeguarding adults and how to protect them and can be used in conjunction with this policy document.

2.7 There is a link between some legislation, procedures and guidance which may mean there is a need to follow more than one process at the same time. Where an adult at risk, as defined later in this document, is subject to any of the following, the safeguarding adult at risk procedures in this policy must be considered in addition to any other procedures:

- Domestic violence and abuse
- Modern slavery
- Honour based abuse, forced marriage, and female genital mutilation

- Hate crime and mate crime
- Cuckooing
- Anti-social behaviour
- Unlawfully depriving someone of their liberty
- Human trafficking
- Extreme radicalisation
- Violent extremism

Further information and contact details are contained in Section 9.0 below.

3.0 POLICY AIM

To enable Broxtowe Borough Council to meet the moral and legal responsibilities necessary to safeguard and promote the welfare of adults with care and support needs in order to keep them safe from abuse or neglect.

4.0 OBJECTIVES

4.1 To achieve its aim, Broxtowe Borough Council has set the following objectives:

- Implement and maintain systems of working practice to safeguard vulnerable adults during council activities
- To fully assist Nottinghamshire County Council and other relevant agencies in the safeguarding and promotion of the welfare of adults with care and support needs who are experiencing, or at risk of, abuse or neglect.
- To develop and implement appropriate procedures to ensure the well-being of adults in need of safeguarding to protect them from harm
- To provide employees, councillors and volunteers (working on behalf of the Council) with training, guidance and support to assist them in recognising and responding to indicators of possible abuse or neglect
- To ensure that all employees working with adults with care and support needs can identify the signs and symptoms of the ten types of neglect and abuse
- To ensure that all employees understand and follow the relevant procedures when they have concerns about adult abuse or neglect.
- To ensure that any appropriate Disclosure and Barring Service (DBS) checks are completed, as determined by the Council's Recruitment and Selection Policy, for employees that work with, or have significant access to, adults at risk of abuse or neglect.
- To facilitate the Complex Cases Panel in Broxtowe. This is a multi-agency forum which meets to share intelligence on known adults at risk and other adults who may be considered vulnerable (including medium risk victims of domestic violence and abuse), to ensure all appropriate help and support can be provided.

5.0 BACKGROUND

5.1 The Care Act 2014 and the Statutory Guidance

Although upper tier local authorities have been responsible for safeguarding adults for many years, there was never a clear set of laws behind it. As a result, it was often very unclear in practice who was responsible for what. The Care Act 2014 aimed to put that right by creating a legal framework so key organisations and individuals with responsibilities for adult safeguarding could agree on how they must work together and what roles they must undertake to keep adults at risk safe.

5.2 When the Human Rights Act 1998 came into force in 2000, the Department of Health issued statutory guidance, called *No Secrets*. This provided guidance on developing and implementing multi-agency policies and procedures to protect vulnerable adults from abuse. This led, among other things, to local authority adult social services setting up safeguarding procedures to try and protect adults from abuse and neglect, and to deal with abuse when it occurred.

5.3 *No Secrets* has now been replaced and the new law on adult safeguarding, which was introduced by the Care Act 2014 (specifically in sections 42 to 46 and Schedule 2), is explained and elaborated in chapter 14 of the Care and Support Statutory Guidance 2016 (updated June 2020), which has been issued by the Department of Health & Social Care.

5.4 It is interesting to note that there has been a conscious shift away from the term “vulnerable adult” which was defined in *No Secrets* as:
“a person who is or may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation”. The word “vulnerable” is not used at all in the Care Act 2014, and is predominantly applied to a situation or a witness in the Statutory Guidance.

5.5 The 2014 legislation defines who may need safeguarding (Section 42), and also requires upper tier local authorities to set up a Safeguarding Adults Board (Section 43) and carry out Safeguarding Adult Reviews in certain circumstances (Section 44),

5.6 The Act also requires that an upper tier local authority must co-operate with each of its relevant partners, and each relevant partner must co-operate with the upper tier local authority in relation to relevant functions, one of which is specifically stated as protecting adults with care and support needs who are currently experiencing or at risk of abuse or neglect. It is this part of the legislation which places the requirement on a district council to act in cases of suspected neglect or abuse.

5.7 Who does the law set out to protect?

People who may need safeguarding are defined under section 42 of the Care Act 2014 as adults (persons aged 18 or over) who:

- have care and support needs;
- are experiencing, or are at risk of abuse or neglect; and

- because of their care and support needs cannot protect themselves against actual or potential abuse or neglect

5.8 What is abuse or neglect?

The Statutory Guidance states that local authorities should not limit their view of what constitutes abuse or neglect, as they can take many forms and the circumstances of the individual case should always be considered; although the legal criteria at paragraph 5.7 above will need to be met before the issue is considered as a safeguarding concern. Exploitation, in particular, is a common theme in the following list of the types of abuse and neglect.

- Physical abuse – including assault, hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions.
- Domestic violence and abuse – including psychological, physical, sexual, financial, emotional abuse and so called ‘honour’ based abuse, such as forced marriage, and female genital mutilation.
- Sexual abuse – including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.
- Psychological abuse – including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks.
- Financial or material abuse – including theft, fraud, cuckooing, internet scamming, coercion in relation to an adult’s financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.
- Modern slavery – encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.
- Discriminatory abuse – including forms of harassment, slurs or similar treatment because of race, gender and gender identity, age, disability, sexual orientation or religion.
- Organisational (Institutional) abuse – including neglect and poor care practice within an institution or specific care setting such as a hospital or care home for example, or in relation to care provided in one’s own home. This may range from one-off incidents to on-going ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.
- Neglect and acts of omission – including ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.
- Self-neglect This covers a wide range of behaviour around neglecting to care for one’s personal hygiene, health or surroundings and includes behaviour such as hoarding.

5.9 Other adults who may need assistance

It is recognised that some adults may not fit the legal definition of an “adult at risk”, but for whatever reason, may be in a situation where they are not coping or are in need of support from statutory and/or other agencies. It is important therefore that such individuals are identified and any appropriate action taken. Any individual who is suspected of being in this category but may not be classified “at risk” should still be reported using the procedures in this policy.

6.0 ROLES AND RESPONSIBILITIES

6.1 Nottinghamshire Safeguarding Adults Board

The Nottinghamshire Safeguarding Adults Board (NSAB) is made up of representatives from organisations including Nottinghamshire Police, Crown Prosecution Service, National Health Service, Local Councils and the Voluntary Sector. Its main responsibility is to ensure organisations work together to help adults who may have been abused and to help prevent adults being abused.

6.2 Elected Members

Elected members are responsible for the monitoring and review of this policy, as well as adhering to best practice, participating in relevant training and reporting any disclosure, concern, incident or allegation to the Head of Public Protection or the Chief Communities Officer at the Council.

6.3 General Management Team and Heads of Service

The General Management Team, led by the Chief Executive, will lead the authority with regard to safeguarding adult responsibilities. The General Management Team in conjunction with Heads of Service, will ensure that this policy and the associated procedures are properly implemented to ensure the Council’s duties and responsibilities with respect to safeguarding adults are properly discharged. In particular, Heads of Service whose areas of work are heavily involved with adults who may become “at risk” (for example, Housing Services) will ensure that appropriate extra training is provided for relevant staff, as well as developing and implementing appropriate procedures to ensure the well-being of adults in need of safeguarding to protect them from harm.

Broxtowe Borough Council’s Chief Executive is currently the district councils’ representative on the Nottinghamshire Safeguarding Adults Board.

6.4 Designated Lead Officer

The Council has a Designated Lead Officer to ensure all reports of abuse or allegations against staff are dealt with promptly in accordance with this policy and the Joint Nottingham and Nottinghamshire Multi-agency Safeguarding Procedure for Raising a Concern.

The Designated Lead Officer is the Chief Communities Officer. That officer is responsible for:

- Writing, reviewing, and implementing the Council’s Safeguarding Adults Policy
- Reporting to General Management Team and relevant Council Committees on the number of referrals received, and any changes to policy or guidance.

- Representing the Council on formal investigations into allegations of abuse led by Social Care Services
- Providing advice to staff on cases and on referral of relevant cases to the Multi Agency Safeguarding Hub (MASH), the County Council, Complex Cases Panel, and / or other appropriate specialist agencies
- Administration of the Complex Cases Panel
- Taking appropriate action if Adult Social Care advise they will not action the referral
- Managing reporting forms and recording systems
- Working to assess and reduce risks in relation to safeguarding adults
- Raising awareness of safeguarding issues amongst staff
- Establishing and maintaining effective multi-agency working with Adult Social Care, the police, other district councils, the Nottinghamshire Safeguarding Adults Board and other relevant statutory and non-statutory agencies
- Identifying and providing for staff training needs.
- Receiving referrals from agencies and departments for the Complex Cases Panel

6.6 Departmental Safeguarding Leads

Some divisions within the Council (for example, Housing) will have designated Departmental Safeguarding Leads. Their role is to liaise with the Designated Lead Officer, as well as officers within their own division, on specific cases and general issues.

6.7 Human Resources Manager

The Human Resources Manager is responsible for ensuring safe recruitment and employment practices are in place in accordance with the Safeguarding Adults agenda and for ensuring that appropriate checks, in accordance with national guidance, are carried out on all employees who have regular contact with adults who are likely to be subject to abuse or neglect. The Human Resources Manager is also responsible for receiving and acting on all concerns of abuse allegedly being perpetrated by staff of the Council.

6.8 Learning and Development Officer

The Learning and Development Officer will be responsible for working with the Designated Lead Officer to develop and monitor suitable training for staff and Members.

6.9 All Employees

All employees have a responsibility to report any concerns about adults who they are concerned may be suffering from neglect or abuse to the Designated Lead Officer or to their line manager. Employees of the Council are not, however, responsible for deciding on subsequent action after making a report. All staff are responsible for participating in relevant training and in particular, will complete the e-learning package made available via the Broxtowe Learning Zone. For new members of staff this will be a compulsory part of their induction and for other officers, there will be a requirement to undertake refresher training on a three yearly basis.

6.10 Partner Organisations and Contractors

The Council requires that all its partner organisations and contractors who work with adults at risk have appropriate safeguarding policies and procedures in place which complement this document.

Officers responsible for negotiating and monitoring contracts are required to ensure that all contractors and partner organisations:

- have relevant policies and procedures in place
- have robust recruitment procedures in places
- train their staff appropriately
- have adequate and appropriate reporting procedures in place
- ensure safeguarding adults policy requirements are never contravened

6.11 Broxtowe Complex Cases Panel

This is a multi-agency panel, facilitated by the Council, which has the following objectives:

- Ensure agencies are aware of individuals considered to be in need of support but who may not meet the threshold for intervention by a partner agency.
- Share information to increase the safety and well-being of vulnerable victims.
- Identify all support available and ensure agencies are tasked with providing support and signposting information.
- Ensure agencies are aware of the support and activity being provided, and any other agency involvement.
- Improve agency accountability.
- Review cases and agree additional actions that need to be put in place by partners to protect such people.

7.0 ACTIONS

7.1 Sharing Information

The Council has signed up to share information in accordance with the Nottinghamshire Information Sharing Protocol. This is the overarching agreement which underpins information sharing between agencies in Nottinghamshire. The protocol and the Council's Information Governance Officer should be consulted where there is any concern as to whether or how to share information.

7.2 Recruitment

All employers must be alert to the possibility that any person may pose a risk of harm to an adult at risk. Employers of staff or volunteers who have access to adults at risk must guard against the potential abuse, through a rigorous selection process, Disclosure and Barring Service checks, supervision, training and ongoing awareness of staff behaviour.

The Council has specific recruitment procedures in place to ensure that adults at risk are protected from potential harm. These include:

- Risk assessments of all posts
- Relevant job descriptions and person specifications being issued with an application form

- Qualifications and details of competence being requested and checked
- References being requested and followed up
- Relevant staff undergoing an enhanced Disclosure and Barring Service check
- The Council's annual appraisal system and review procedure ensuring that posts and their responsibilities are regularly tracked

7.3 Training and Support

Every new member of staff at the Council is given a brief introduction to safeguarding adults and children during their induction and is required to complete e-learning courses. Further, more comprehensive safeguarding training, is available to all staff and can be organised through the Learning and Development Officer. All staff will undergo refresher training every three years.

The aim of the training is to make staff aware of:

- Their responsibility to act when concerns about an adult at risk arise
- The respective roles and responsibilities of the different professionals
- Ways to identify adults at risk
- Ways to recognise risks and situations where abuse might be occurring
- The appropriate way to accurately record facts, including concerns about abuse and neglect and actions taken as a result
- Appropriate inter-agency working

It will be the responsibility of each Head of Service to identify if any individuals or groups within their division require further training in any aspect of safeguarding adults and to arrange for this to be implemented.

8.0 DEALING WITH INCIDENTS AND CONCERNS

8.1 Identifying an Adult at Risk

An adult at risk is a person aged 18 or over who:

- has care and support needs;
- is experiencing, or is at risk of abuse or neglect; and
- because of their care and support needs cannot protect themselves against actual or potential abuse or neglect

An adult at risk may, therefore, be an individual who:

- is elderly, with poor health, a physical disability or cognitive impairment
- has a learning disability
- has a physical disability and/or a sensory impairment
- has mental health needs including dementia or a personality disorder
- has a long-term illness/condition
- misuses substances or alcohol
- is unable to demonstrate the capacity to make a decision as defined by the Mental Capacity Act 2005 and is in need of care and support

8.2 Identifying Abuse and Neglect

Signs of abuse can often be difficult to detect. People with communication difficulties can be particularly at risk because they may not be able to alert others. Sometimes people may not even be aware that they are being abused, and this is especially likely if they have a cognitive impairment. Abusers may try to prevent access to the person they abuse. It is vital that staff who come into contact with people with care and support needs are able to identify abuse and recognise possible indicators.

People may be subjected to a number of different types of abuse, including physical, financial, sexual, psychological, discriminatory, institutional, professional, or acts of neglect. The list of possible indicators and examples of behaviour can be found in Appendix G but the list is not exhaustive.

Staff must keep in mind that instances of anti-social behaviour, harassment, bullying and hate crime may feed into safeguarding concerns. Recording instances of the latter in full and dealing with them adequately when they arise will help to prevent cases and safeguarding concerns developing.

8.3 Specific procedures

The procedures for dealing with safeguarding incidents and concerns are listed in Appendix A of this policy.

Allegations made by others, even where anonymous, must always be taken seriously and must not be assumed to be malicious in the first instance. Officers informed of a concern by a member of the public, employee, or colleague, must act in accordance with this policy.

It is not the responsibility of employees to decide whether or not abuse has taken place. They have a duty to report concerns and must not assume someone else has. It is an employee's responsibility to act on any disclosures, suspicions, or allegations as follows:

- All employees are responsible for discussing any disclosure, suspicions or allegations immediately with their line manager or directly with the Designated Lead Officer
- Line managers are responsible for consulting the Designated Lead Officer.
- The Designated Lead Officer will then advise on the most appropriate referral pathway.
- In the absence of the Designated Lead Officer, the Line Manager is responsible for contacting MASH for advice by telephoning 0300 500 80 90. The Line Manager will then send the report to, and discuss the situation with, the Designated Lead Officer as soon as possible.
- In cases involving the Council's housing stock, the referrals should be discussed with the Retirement Living Manager or the Housing Operations Manager in the first instance.
- The Designated Lead Officer is responsible for logging all referrals
- The Housing Operations Manager will follow the same process as set out in the appendices and ensure that the Designated Lead Officer is informed of any referrals and kept up to date.

- A brief guide for staff (Safeguarding Adults – Staff Guide) is available on the intranet under Corporate Documents / Safeguarding

9.0 OTHER RELEVANT ISSUES

9.1 Domestic violence and abuse

The Government definition of domestic violence and abuse is:

“any incident or pattern of incidents of controlling, coercive, 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.”

The abuse can encompass, but is not limited to:

- *psychological*
- *physical*
- *sexual*
- *financial*
- *emotional*

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. Coercive behaviour is: an act or a pattern of acts of assault, threats, humiliation and intimidation or other abuse that is used to harm, punish, or frighten their victim.

The Government definition, which is not a legal definition, includes so called 'honour' based violence, female genital mutilation (FGM) and forced marriage, and is clear that victims are not confined to one gender or ethnic group.

The Council is committed to highlighting the issues of domestic abuse and working to reduce it and the problems it causes. To that end, the Council has signed up to the White Ribbon Campaign to help reduce male violence against women.

Domestic violence and abuse can be reported to Nottinghamshire Police on 101 (or 999 in an emergency). Further information and help is available from the following:

- Freephone Nottinghamshire 24 Hour Domestic and Sexual Abuse Helpline run by Juno Women's Aid - Tel: 0808 800 0340
- Broxtowe Women's Project – Tel: 01773 719111
- Midlands Women's Aid - Tel: 0774 8535 203
- Equation (guidance and support, including for men) - Tel: 0808 802 4040

9.2 Modern slavery

Modern slavery encompasses slavery, servitude, forced and compulsory labour and human trafficking. Traffickers and slave drivers coerce, deceive and force individuals against their will into a life of abuse, servitude and inhumane treatment. A large number of active organised crime groups are involved in

modern slavery. But it is also committed by individual opportunistic perpetrators.

The scale of modern slavery in the UK is significant. Modern slavery crimes are being committed across the country and there have been year on year increases in the number of victims identified.

Concerns about modern slavery can be reported using the form at <https://www.gov.uk/government/collections/modern-slavery>. Alternatively, the Modern Slavery Helpline can be contacted on 0800 0121 700.

9.3 Honor based abuse and forced marriage

There is no specific offence of "honour based crime". It is an umbrella term to encompass various offences covered by existing legislation. Honour based abuse can be described as a collection of practices which are used to control behaviour within families or other social groups to protect perceived cultural and religious beliefs and/or honour. Such abuse can occur when perpetrators perceive that a relative has shamed the family and/or community by breaking their honour code.

Honour based crime may not always involve violence but includes psychological abuse, written or verbal threats, abusive phone calls, emails and messages. Crimes committed in the name of honour may include assaults, disfigurement, sexual assault and rape, forced marriage, dowry abuse, female genital mutilation, kidnap, false imprisonment and stalking. In the most extreme cases, people are killed because their actions are thought to be dishonourable.

It is a violation of human rights and may be a form of domestic and/or sexual violence. There can never be any honour or justification for abusing the human rights of others.

A forced marriage is a marriage conducted without the valid consent of one or both parties and where duress is a factor. Forced marriage is now a specific offence under s121 of the Anti-social Behaviour, Crime and Policing Act 2014. However, a clear distinction must be made between a forced marriage and an arranged marriage. In arranged marriages, the families of both spouses take a leading role in arranging the marriage but the choice whether or not to accept the arrangement remains with the intended spouses. In forced marriages, one or both spouses do not consent to the marriage and some element of duress is involved. Duress includes both physical and emotional pressure.

Any concerns about honour based abuse and / or forced marriage should be reported to the Police on 101 if it is not considered an emergency. In cases of emergency, ring 999.

9.4 Hate crime and mate crime

A hate crime is *'any criminal offence which is perceived, by the victim or any other person, to be motivated by a hostility or prejudice based on a person's difference or perceived difference'*.

A hate incident is *'any non-crime incident which is perceived, by the victim or any other person, to be motivated by a hostility or prejudice based on a person's difference or perceived difference'*.

Hate incidents can feel like crimes (although no crime has been committed) to those experiencing them. For example, a launderette refuses to let a member of the gypsy or travelling community use their facilities.

"Mate crime" is the relatively new term used for the phenomenon where vulnerable people (e.g. elderly people or those with learning disabilities) are befriended and then taken advantage of. Mate crime is not a nationally monitored category but is most likely to be included under disability hate crime.

Nottinghamshire Police define hate crime as *"any incident (which may or may not constitute a criminal offence) which is perceived by the victim or any other person as being motivated by prejudice or hate."* As such, all hate crime and hate incidents reported to the police in Nottinghamshire are given a crime number but are categorised separately.

Broxtowe Borough Council has a specific Hate Crime Policy

Any incident of hate crime should be reported to the Police on 101 (or 999 if an emergency). An online reporting facility called "True Vision" is available at http://www.report-it.org.uk/your_police_force This allows for the reporting of hate crimes online.

9.5 Anti-Social Behaviour

Anti-social behaviour is defined in the Anti-social Behaviour Crime and Policing Act 2014 as *"conduct that has caused, or is likely to cause, harassment, alarm or distress to any person"*.

Examples of anti-social behaviour include:

- Nuisance, rowdy or inconsiderate neighbours
- Vandalism, graffiti and fly-posting
- Street drinking
- Environmental damage including littering, dumping of rubbish and abandonment of cars
- Prostitution related activity
- Begging and vagrancy

- Fireworks misuse

The Council has its own separate Anti-Social Behaviour Policy.

Concerns about anti-social behaviour should be referred to the Police on 101. If the situation is considered an emergency, ring 999.

9.6 Unlawfully depriving someone of their liberty

The Deprivation of Liberty Safeguards (DoLS) are part of the Mental Capacity Act 2005. They aim to make sure that people in care homes, hospitals and supported living are looked after in a way that does not inappropriately restrict their freedom. The safeguards should ensure that a care home, hospital or supported living arrangement only deprives someone of their liberty in a safe and correct way, and that this is only done when it is in the best interests of the person and there is no other way to look after them.

Any concerns in respect of potential deprivation of liberty should be reported to Nottinghamshire's Deprivation of Liberty Standards Team on 0300 500 80 80.

9.7 Human trafficking

Trafficking involves the transportation of persons in the UK in order to exploit them by the use of force, violence, deception, intimidation, coercion or abuse of their vulnerability. The Council recognises that local authorities have specific responsibilities under the Council of Europe's 2006 'Declaration on the Fight Against Trafficking of Human Beings' to which the UK is a signatory. While trafficking mainly involves adults, children can be involved. Staff should discuss concerns they may have with the Designated Lead Officer. Also, the United Kingdom Human Trafficking Centre (UKHTC), now part of the National Crime Agency, is a national organisation that can provide advice.

<http://www.nationalcrimeagency.gov.uk/>

9.8 Violent extremism

The United Kingdom's strategy for countering terrorism is known as CONTEST. The strategy involves many organisations and people working together across the UK and the world to protect the public.

The CONTEST Strategy has four key elements:

- Pursue - to stop terrorist attacks
- Prevent - to stop people becoming terrorists or supporting terrorism
- Protect - to strengthen our protection against terrorist attack
- Prepare - where an attack cannot be stopped, to lessen its impact

The aim of Prevent is to stop people becoming or supporting terrorists or violent extremists, as well as supporting vulnerable members of our communities by helping to turn them away from violent extremism.

Prevent in Broxtowe is delivered in partnership with Nottinghamshire Police and a wide range of organisations. Together, these organisations recognise that the best long term solution to preventing terrorism is to stop people becoming

terrorists in the first place. We will aim is to support local communities and institutions to challenge and reject the message of extremism.

As the UK faces a continuing threat from both international and domestic terrorism, no one is better placed than members of the public to notice extremist activity within their own community.

Violent extremist activity can be recognised in a variety of forms and just a few of them include:

- Giving out leaflets, displaying posters or distributing messages through social media that carry a violent extremist message
- Looking at violent extremist forums or websites, perhaps in internet cafes
- Extremist groups meeting in private or community centres
- Watching terrorist or violent extremist promotional videos.

If violent extremism is seen or suspected, it should be reported by phoning the confidential Anti-Terrorist Hotline on 0800 789 321 or email: Prevent@nottinghamshire.pnn.police.uk

For immediate threats, such as a suspicious package or vehicle **always call 999.**

ACTIONS TO TAKE WHERE POTENTIAL ABUSE OR NEGLECT IS DISCLOSED OR SUSPECTED

All relevant forms are available on the intranet at Document Index / Safeguarding

1. Action by members of the public

Any member of the public who contacts Broxtowe Borough Council with concerns should be advised that they must call Nottinghamshire County Council on **0300 500 80 80** as soon as possible to discuss those concerns. They can report anonymously.

However, if their concerns relate to a case of hoarding, details should be recorded and passed on in accordance with Item 6 in this Appendix.

2. Action by staff in cases of emergency

When you are first made aware of, or witness, a concern of abuse or neglect, your initial response must always be to the immediate health, safety and welfare of the adult at risk and anyone else at risk. Remember, this may include the alleged perpetrator.

In an emergency, you should contact the relevant emergency services (police, ambulance, and fire and rescue service) by dialling **999**.

Wherever possible, establish with the adult at risk the action they wish you to take, if their wish is for the incident not to be reported however this is **NOT** a course of action which can be taken. Do not question the alleged victim any more than you need to in order to clarify what possible abuse has taken place.

Once the emergency services have been contacted, ensure that you inform the Council's Designated Lead Officer giving full details using the form at Appendix C as soon as possible.

All cases will be logged on a secure database by the Designated Lead Officer, along with details of relevant referrals and outcomes

3. Action by staff in cases of non-emergency where there is no direct involvement

It should be noted that in some circumstances, staff will have concerns about an adult but will not be in a position to speak with them. In these circumstances, the member of staff should carry out the following procedure:

Record all relevant details including

- Reason for concern
- Date, time and place of the incident or reason for concern
- Name and address of person
- D.O.B of person
- Appearance and behaviour of the adult at risk
- Any injuries observed
- Any other relevant information

The matter should be discussed with a Line Manager or the Designated Lead Officer and the form at Appendix C should be completed and e-mailed to the Council's Designated Lead Officer spc@broxtowe.gov.uk The Designated Lead Officer will assess the situation and decide on the most appropriate course of action. This may be one or more of the following, however the list is not exhaustive:

- Advise that a referral to the Multi Agency Safeguarding Hub is made
- Advise that a referral to Nottinghamshire County Council is made
- Advise that a referral to another agency is made
- Advise that a referral to Broxtowe's Complex Cases Panel is made
- Request additional information to make a decision
- Take no action where there is insufficient information or grounds to take action

All cases will be logged on a secure database by the Designated Lead Officer, along with details of relevant referrals and outcomes

4. Action by staff in cases where they become aware of potential abuse or neglect and are in a position to work with the adult at risk OR an adult discloses information

If the case is not an emergency, check with the adult at risk whether other agencies are aware of them. Clarify the situation, but do not conduct an investigation; Adult Social Care are responsible for this.

Provide the adult at risk with information about the safeguarding process and how it could help to make them safer.

Obtain the views of the adult at risk about what has happened and what they want done about it.

Do not make any promises in respect of actions which may be taken.

Do not promise confidentiality – in some cases, as outlined below, other agencies will need to be informed about the situation, even if you have not been able to obtain the adult at risk's consent to do so.

If the adult at risk refuses to consent to the information being shared, this can be over-riden if:

- the case is very high risk
- there is coercion involved
- there are other individuals at risk (including other adults at risk or children)
- the alleged abuser is an adult at risk
- the victim appears to lack the mental capacity to act. If the adult at risk does not have the capacity to make decisions for themselves, any actions taken or decisions made on their behalf must be made in their best interests
- a serious crime has been committed
- staff are implicated (in which case the information will only be shared with the Human Resources Team).

Explain that you have a duty to tell your manager or other designated person, and that their concerns may be shared with others who could have a part to play in safeguarding them;

Reassure them that they will be involved in decisions about what will happen;

Explain that you will try to take steps to protect them from further abuse or neglect;

If they have specific communication needs, provide support and information in a way that is most appropriate to them;

Do not be judgemental or jump to conclusions;

Do not discuss the concern with the person alleged to have caused harm or anyone else, unless the immediate welfare of the adult at risk makes this unavoidable (or you are Whistleblowing – see 5 below).

Make an accurate record at the time, or immediately after, including:

- Name, address, date of birth (if known), gender.
- Details of person's General Practitioner (if known)
- Date, time and place of the incident
- Exactly what the adult at risk said, using their own words (their account) about the abuse and how it occurred or exactly what has been reported to you
- Appearance and behaviour of the adult at risk
- Any injuries observed
- Name and signature of the person making the record
- If you witnessed the incident, write down exactly what you saw.

It is vital that a written record of any incident or allegation of crime is made as soon as possible after the information is obtained, and made available to the referrer. Written records must reflect, as accurately as possible, what was said and done by the people initially involved in the incident either as a victim, alleged perpetrator or potential witness. The notes must be kept safe as it may be necessary to make records available as evidence and to disclose them to a court.

If the person is not living in a property owned by Broxtowe Borough Council, the officer should complete an Adults at Risk Check list (Appendix C) to assist in collecting the information needed for a referral. Where advice is required the officer should contact the Designated Lead Officer or email the request to spc@broxtowe.gov.uk attaching the completed form and any other supporting information. The Designated Lead Officer will review the information and advise on the most appropriate course of action. This may be one or more of the following, however the list is not exhaustive:

- Advise to make a referral to the Multi Agency Safeguarding Hub
- Advise to make a referral to Nottinghamshire County Council Social Services
- Advise to make a referral to another agency
- Advise to make a referral to Broxtowe's Complex Cases Panel
- Advise to request additional information
- Take no action where there is insufficient information or grounds to take action

If the person is living in a property owned by Broxtowe Borough Council, the officer should complete an Adults at Risk Referral Form (Appendix C) and forward this to the Retirement Living Manager at hlc@broxtowe.gov.uk who will decide on and take the most appropriate course of action. This may be one or more of the following, however the list is not exhaustive:

- Make a referral to the Multi Agency Safeguarding Hub
- Make a referral to Nottinghamshire County Council Social Services
- Make a referral to another agency
- Make a referral to Broxtowe's Complex Cases Panel

The Retirement Living Manager will then ensure the details are passed to the Designated Lead Officer who will log all cases on a secure database.

If staff are unsure about how to handle the case, they should contact the Chief Communities Officer, who is the Council's Designated Lead Officer, on Ext 3492. If the Chief communities Officer is unavailable, children are involved, or located at the scene of suspected abuse, the matter should be reported directly to the Multi Agency Safeguarding Hub (MASH).

5 Allegations Against Staff

Adults at risk are particularly vulnerable to the actions of employees who wilfully or otherwise disregard legislative guidance or regulations, local Safeguarding Board decisions or Borough Council guidance and policy. Every individual has a responsibility for raising concerns about unacceptable practice or behaviour, including when a colleague is the source of concern. If this is the case, the procedure in the Council's Whistleblowing Policy should be followed. Further advice can be obtained from the Council's Human Resources Manager on Ext 3552.

Staff should voice their concerns, suspicions or uneasiness as soon as they feel they can. The earlier a concern is expressed, the easier and sooner action can be taken.

6 Cases of hoarding

Cases of hoarding should be referred by e-mail to the Senior Private Sector Housing Officer at health@broxtowe.gov.uk if the adult is a private tenant or an owner occupier, or to the Housing Operations Manager at hlc@broxtowe.gov.uk if the adult is a council tenant. These officers will take appropriate action under the agreed Hoarding Protocol, as well as advising the Council's Designated Lead Officer.

7 Referrals straight to the Complex Cases Panel

Some staff will be more familiar with details of procedures than others and be fully aware of when a referral should go straight to the Complex Cases Panel as it is not a safeguarding issue. In such cases, the Complex Cases Panel referral form (Appendix D) should be completed and forwarded to the Retirement Living Manager or Tenancy and Estates Manager in Housing if it involves a Broxtowe Borough Council owned property and to the Chief Communities Officer in other cases.

CONTACTS

Multi Agency Safeguarding Hub (MASH)

Monday to Thursday 8.30am to 5.00pm
Friday 8.30am to 4.30pm
Tel: 0300 500 80 90
E mail: mash.safeguarding@nottscc.gov.uk

Postal address:
MASH,
Piazza,
Little Oak Drive,
Sherwood Business Park,
Annesley,
Nottinghamshire
NG15 0DR

Nottinghamshire County Council Referrals
0300 500 80 80

Police

Tel: 999 (emergencies)
101 (non-emergencies)

Broxtowe Borough Council

Safeguarding Adults Designated Lead Officer
Chief Communities Officer
Tel 0115 917 3492

Human Resources Manager
Tel 0115 917 3552

Adult at Risk Check List

This pro forma is to assist you in gathering all of the relevant details prior to making a referral. If answers to any of the questions are not known, simply enter N/K

Details of Vulnerable Adult

Name Date of Birth
Address

Service User ID/ Gender M F
Episode ID

Date of Referral

Has a referral been made about this vulnerable adult before? Y N

Has a referral been made about this service/provider before? Y N

Has a referral been made about the alleged perpetrator before? Y N

Clients Ethnic Origin

- Black African Black Caribbean Mixed White and Asian
- Bangladeshi Chinese Mixed White and Black African
- Indian Pakistani Mixed White and Black Caribbean
- White British White Irish Mixed White and Chinese
- Other Asian Other Black Other Mixed background
- Other White Other Ethnic group

Vulnerable Adults Client Group

- Over 65s Learning Disability Physical Disability
- Mental ill Health Issues Substance Misuse Deaf
- Blind HIV/Aids Carer

Is the Vulnerable Adult known to other agencies:

Yes If yes please provide details:
 No

Is the Vulnerable Adult from another District / Authority:

Yes If yes please provide details:

No

Details about the Allegation of Abuse

Source of Alert

- | | | |
|-------------------------------------|---|--|
| <input type="checkbox"/> Partner | <input type="checkbox"/> Main Family Carer | <input type="checkbox"/> Other Family Member |
| <input type="checkbox"/> Paid Carer | <input type="checkbox"/> Other Service User | <input type="checkbox"/> Vulnerable Adult themselves |
| <input type="checkbox"/> Friend | <input type="checkbox"/> Formal Advocate | <input type="checkbox"/> Acute Hospital (including A&E) |
| <input type="checkbox"/> GP | <input type="checkbox"/> Service Provider | <input type="checkbox"/> Independent Healthcare Provider |
| <input type="checkbox"/> Volunteer | <input type="checkbox"/> General Hospital | <input type="checkbox"/> Healthcare Commission |
| <input type="checkbox"/> Police | <input type="checkbox"/> Social Services | <input type="checkbox"/> Specialist/Community Hospital |
| <input type="checkbox"/> Other PCT | <input type="checkbox"/> Neighbour | <input type="checkbox"/> Alleged Perpetrator |
| <input type="checkbox"/> Complaints | <input type="checkbox"/> Prison/Probation | <input type="checkbox"/> Domestic Violence Unit |
| <input type="checkbox"/> CSCI | <input type="checkbox"/> Voluntary Agency | <input type="checkbox"/> Counsellor/Therapist |
| <input type="checkbox"/> Anonymous | <input type="checkbox"/> Member of Public | <input type="checkbox"/> Other (please specify): |

Location of Abuse

<input type="checkbox"/>	Residential Home	<input type="checkbox"/>	Independent Healthcare
<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>	General Hospital	<input type="checkbox"/>	Sheltered Accommodation
<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>	Nursing Care Home	<input type="checkbox"/>	Supported Accommodation
<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>	Acute Hospital	<input type="checkbox"/>	Day Centre/Service
<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>	Public Place	<input type="checkbox"/>	College/Adult Education/Work
<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>	Vulnerable Adults' Own Home	<input type="checkbox"/>	Vulnerable Adults' Parents Home
<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>	Vulnerable Adults' Relatives Home	<input type="checkbox"/>	Alleged Perpetrators' Home
<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>	Specialist/Community Hospital	<input type="checkbox"/>	Adult Placement Scheme
<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>	Other (please specify):
<input type="checkbox"/>		<input type="checkbox"/>	

Type of Abuse

- Discriminatory Psychological Sexual
 Financial Physical Neglect and Acts of Omission

Date and time of Incident:

Brief description of the allegation / abuse:

Details about the alleged perpetrator

Name Telephone

Address

Age

-18 18-30 31-40 41-50 51-60 61-70 71-80 80+

Gender M F

Alleged Perpetrator

- Partner Main Family Carer Other Family Member
 Friend Stranger Other Service User
 Neighbour Unknown Volunteer/Befriender
 Institution staff (residential home, domiciliary, nursing home, prison, secure units etc) Other Professional (Nurse, GP, Social Worker etc)

Actions against the alleged perpetrator (suspension etc):

Details of the Referrer

Name Telephone

email

Job title:

I agree to the above information being shared by Broxtowe Borough Council, both internally and with appropriate partner agencies, in order that appropriate referrals can be made in respect of my care and support needs.

.....
Signature of adult thought to be at risk

Forward the completed form to the Designated Lead officer spc@broxtowe.gov.uk

BROXTOWE COMPLEX CASE PANEL REFERRAL FORM**Agencies with access to ECINs**

1. Upload the completed referral form to a **Report** entitled **CCP REFERRAL** ensuring that the **ECINs consent form OR the CCP Data Sharing Form** sections are **completed and signed**.
2. Link the **Report** to the individuals **Case** and **Profile**
3. For referrals where they are a **victim of ASB** the **ASB Risk Assessment** (found in the Profile Assessments tab) **MUST** also be completed
4. Give **access** to both the **CASE** and **REPORT** to “**Broxtowe CCP Group**” in the team access section
5. Send a message through ECINs or an email including the **CASE NUMBER** to **Marice Hawley** and **Debbie Griffiths** to inform them a case has been referred

Agencies without access to ECINs

6. EMAIL the completed form ensuring that the **ECINs consent form OR the CCP Data Sharing Form** sections are **completed and signed** to **spc@broxtowe.gov.uk** and **marice.hawley@broxtowe.gov.uk**

please note: referrals and updates from agencies with access to ECINs can only be accepted through the ECINs system

***ALL SECTIONS ARE MANDATORY ***

Date	BBC Case number
Name	ECINs Profile Number ECINs Case Number
DOB /approx. age	
Address	SIGNED CONSENT
Tenancy Type	YES
Name of RSL/Landlord	NO (CCP Data Sharing section has been completed)
Phone Number	
ASB Victim YES/NO	ASB Risk Assessment completed YES/NO
Referred by Officer/ Agency	Repeat Referral Yes/No
Risk Factors to Officers	

NATURE OF VULNERABILITY –

FULL INFORMATION OF PRE EXISTING VULNERABILITY AND WHAT HAS HAPPENED RECENTLY TO INCREASE VULNERABILITY MUST BE PROVIDED

What does the person want to happen?

Agency Involvement (please add any agencies involved in the case and their contact details)

Contact

Tell Us About You

We want to make sure that our services are provided fairly and to those who need them. The information collected helps us get a picture of who contacts us, uses or does not access our services, so will help us improve what we provide and reduce potential barriers to access.

Gender

How would you best describe your gender?

- Male
- Female
- Another way
- Prefer not to say

Age

Which of the following age groups do you belong to?

- 18-24
- 25-29
- 30-44
- 45-59
- 60-64
- 65+

Ethnicity

White

- English/Welsh/Scottish/Northern Irish/British
- Irish
- Gypsy or Irish Traveller
- Any other White background

Mixed/multiple ethnic groups

- White and Black Caribbean
- White and Black African
- White and Asian
- Any other mixed/multiple ethnic background

Asian or Asian British

- Indian
- Pakistani
- Bangladeshi
- Chinese
- Any other Asian background

Black/African/Caribbean/Black British

- African
- Caribbean
- Any other Black/African/Caribbean background

Other ethnic groups

- Arab
- Any other ethnic group

Are your day to day activities limited because of a health problem which has lasted or is expected to last at least 12 months?

- Yes, limited a lot
- Yes, limited a little
- No

CONSENT TO SHARE WITH PARTNER AGENCIES

Any information disclosed and recorded within the context of this contact will be held in accordance with the Data Protection Act 1998.

This consent is to share with partner agencies for the purpose of keeping you and other people safe, supporting victims of crime, protecting your well-being, taking action against perpetrators and preventing further victimisation and offending.

Where there is a legal safeguarding duty towards children and vulnerable adults, appropriate referrals will be made regardless of consent.

The types of organisations that we will share information with are victims' services, relevant specialist crime services and support groups (e.g. hate crime support), local authorities, housing providers, social care providers, health services (including mental health services), criminal justice agencies including the Police and Prison services, restorative justice services, domestic abuse services, statutory public bodies such as the Fire Service, anti-social behaviour and community protection services and education providers (this is not an exhaustive list).

Consent from the person believed to be at risk or their parent/guardian should always be sought and recorded.

Consent can be withdrawn at any time and the process for doing so.

Is consent given for information to be shared with partner agencies?

Consent given Yes No

Unable to consent **COMPLETE CCP DATA SHARING FORM**

Signature of person at risk -----	Date
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SENSITIVE PERSONAL DATA SHARING WITHOUT CONSENT APPLICATION

This form is to be completed prior to the sharing or disclosure of any personal data to third party agencies/organisations.

1. Information to be Shared	
1.1	Who and why do we think we need to share this information with? <ol style="list-style-type: none"> 1. General Practitioner <input style="float: right;" type="checkbox"/> 2. Signatories to the Data Sharing Protocol <input style="float: right;" type="checkbox"/>
1.2	What information is to be shared?
1.3	Is the information sensitive personal data? Yes <input type="checkbox"/> No <input type="checkbox"/>

2. Legal Basis for Data Sharing Without Consent							
2.1	Schedule 2: Which condition/s in Schedule 2 is met (please tick at least one)?						
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">(3) - The processing is necessary for compliance with any legal obligation to which the data controller is subject, other than an obligation imposed by contract.</td> <td style="width: 20%; text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>(4) - The processing is necessary in order to protect the vital interests of the data subject.</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>(5) - The processing is necessary— (b) for the exercise of any functions conferred on any person by or under any enactment,</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>	(3) - The processing is necessary for compliance with any legal obligation to which the data controller is subject, other than an obligation imposed by contract.	<input type="checkbox"/>	(4) - The processing is necessary in order to protect the vital interests of the data subject.	<input type="checkbox"/>	(5) - The processing is necessary— (b) for the exercise of any functions conferred on any person by or under any enactment,	<input type="checkbox"/>
(3) - The processing is necessary for compliance with any legal obligation to which the data controller is subject, other than an obligation imposed by contract.	<input type="checkbox"/>						
(4) - The processing is necessary in order to protect the vital interests of the data subject.	<input type="checkbox"/>						
(5) - The processing is necessary— (b) for the exercise of any functions conferred on any person by or under any enactment,	<input type="checkbox"/>						
	Explain how the selected condition is met:						

3. Decision

Having carefully considered the available evidence the decision is taken to:-

3.1	Disclose the sensitive personal data	<input type="checkbox"/>
3.2	Not to disclose the sensitive personal data	<input type="checkbox"/>

4. Officer Details

4.1	Form completed by:- Print name: Job Title Signature: Date:	Chief Communities Officer Approval:- Print name: Signature: Date:
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5. Post Disclosure Information

5.1	Name of Meeting:
5.2	Date(s) of Meeting
5.3	Location:
5.4	Which agencies was the information disclosed to?

TYPES AND POSSIBLE INDICATORS OF ABUSE

<p>Types of physical abuse</p> <p>Hitting, slapping, punching, kicking, hair-pulling, biting, pushing Rough handling Scalding and burning Physical punishments Inappropriate or unlawful use of restraint Making someone purposefully uncomfortable (e.g. opening a window and removing blankets) Involuntary isolation or confinement Misuse of medication (e.g. over-sedation) Forcible feeding or withholding food Restricting movement (e.g. tying someone to a chair)</p>	<p>Possible indicators of this abuse occurring</p> <p>No explanation for injuries or inconsistency with the account of what happened Injuries are inconsistent with the person's lifestyle Bruising, cuts, welts, burns and/or marks on the body or loss of hair in clumps Frequent injuries Unexplained falls Subdued or changed behaviour in the presence of a carer Signs of malnutrition Failure to seek medical treatment or frequent changes of GP</p>
<p>Types of sexual abuse</p> <p>Any sexual activity that the person lacks the capacity to consent to Inappropriate touch anywhere Sexual penetration or attempted penetration Inappropriate looking, innuendo or sexual harassment Rape, attempted rape or sexual assault Sexual photography or forced use of pornography or witnessing of sexual acts Indecent exposure</p>	<p>Possible indicators of this abuse occurring</p> <p>Bruising, particularly to the thighs, buttocks and upper arms and marks on the neck Torn, stained or bloody underclothing Bleeding, pain or itching in the genital area Unusual difficulty in walking or sitting Infections or sexually transmitted diseases Pregnancy in a woman who is unable to consent to sexual intercourse The uncharacteristic use of explicit sexual language or significant changes in sexual behaviour or attitude Incontinence not related to any medical diagnosis Self-harming Poor concentration, withdrawal, sleep disturbance Excessive fear/apprehension of, or withdrawal from, relationships Fear of receiving help with personal care</p>

	Reluctance to be alone with a known individual
<p>Types of Financial or material abuse</p> <p>Theft of money or possessions Fraud Preventing a person from accessing their own money or assets Employees taking a loan from a person using the service Undue pressure, duress, threat or undue influence put on the person in connection with loans, wills, property, inheritance or financial transactions Arranging less care than is needed to save money to maximise inheritance Denying assistance to manage/monitor financial affairs Denying assistance to access benefits Misuse of personal allowance in a care home Someone moving into a person's home and living rent free without agreed financial arrangements False representation, using another person's bank account, cards or documents Exploitation of a person's money or assets, e.g. unauthorised use of a car Misuse of a power of attorney, deputy, appointeeship or other legal authority</p>	<p>Possible indicators of this abuse occurring</p> <p>Missing personal possessions Unexplained lack of money or inability to maintain lifestyle Unexplained withdrawal of funds from accounts Power of attorney or lasting power of attorney (LPA) being obtained after the person has ceased to have mental capacity Failure to register an LPA after the person has ceased to have mental capacity to manage their finances, so that it appears that they are continuing to do so The person allocated to manage financial affairs is evasive or uncooperative The family or others show unusual interest in the assets of the person Signs of financial hardship in cases where the adult at risk's financial affairs are being managed by a court appointed deputy, attorney or LPA Recent changes in deeds or title to property Rent arrears and eviction notices A lack of clear financial accounts held by a care home or service Failure to provide receipts for shopping or other financial transactions carried out on behalf of the person Disparity between the person's living conditions and their financial resources, e.g. insufficient food in the house</p>
<p>Types of Neglect and Acts of Omission</p> <p>Failure to provide or allow access to food, shelter, clothing, heating, stimulation and activity, personal or medical care Failure to provide care in the way the person wants</p>	<p>Possible indicators of this abuse occurring</p> <p>Poor environment – dirty or unhygienic Poor physical condition and/or personal hygiene Pressure sores or ulcers Malnutrition or unexplained weight loss Untreated injuries and medical problems Inconsistent or reluctant contact with medical and social care organisations</p>

<p>Failure to administer medication as prescribed Refusal of access to visitors Not taking account of individuals' cultural, religious or ethnic needs Not taking account of educational, social and recreational needs Ignoring or isolating the person Failure to allow choice and preventing people from making their own decisions Failure to allow use of glasses, hearing aids, dentures, etc Failure to ensure appropriate privacy and dignity</p>	<p>Accumulation of untaken medication Uncharacteristic failure to engage in social interaction Inappropriate or inadequate clothing</p>
<p>Types of Discriminatory Abuse</p> <p>Unequal treatment based on age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex or sexual orientation (known as 'protected characteristics' under the Equality Act 2010) Verbal abuse, derogatory remarks or inappropriate use of language related to a protected characteristic Denying access to communication aids, not allowing access to an interpreter, signer or lip-reader Harassment or deliberate exclusion on the grounds of a protected characteristic Denying basic rights to healthcare, education, employment and criminal justice relating to a protected characteristic Substandard service provision relating to a protected characteristic</p>	<p>Possible indicators of this abuse occurring</p> <p>The person appears withdrawn and isolated Expressions of anger, frustration, fear or anxiety The support on offer does not take account of the person's individual needs in terms of a protected characteristic</p>

<p>Types of Domestic Violence.</p> <p>Psychological Instilling or attempting to instil fear</p> <p>Physical Inflicting or attempting to inflict physical injury Withholding access to resources necessary to maintain health</p> <p>Sexual Coercing or attempting to coerce any sexual contact without consent Attempting to undermine the victim' sexuality</p> <p>Financial Making or attempting to make the victim financially dependent</p> <p>Emotional Undermining or attempting to undermine victim sense of worth</p>	<p>Possible indicators of this abuse occurring</p> <ul style="list-style-type: none"> • Having low self-esteem; being extremely apologetic and meek • Referring to the partner's temper but not disclosing the extent of the abuse • Having a drug or alcohol abuse problem • Having symptoms of depression such as sadness or hopelessness, or loss of interest in daily activities • Talking about suicide, attempting suicide, or showing other warning signs of suicide • Bruises or injuries that look like they came from choking, punching, or being thrown down. Black eyes, red or purple marks at the neck, and sprained wrists are common injuries in violent relationships. • Attempting to hide bruises with make-up or clothing • Making excuses like tripping or being accident-prone or clumsy. Often the seriousness of the injury does not match up with the explanation. • Having few close friends and being isolated from relatives and coworkers and kept from making friends • Having to ask permission to meet, talk with, or do things with other people • Having little money available; may not have credit cards or even a car
<p>Types of Institutional Abuse</p> <p>Discouraging visits or the involvement of relatives or friends Run-down or overcrowded establishment Authoritarian management or rigid regimes</p>	<p>Possible indicators of this abuse occurring</p> <p>Lack of flexibility and choice for adults using the service Inadequate staffing levels People being hungry or dehydrated Poor standards of care</p>

<p>Lack of leadership and supervision Insufficient staff or high turnover resulting in poor quality care Abusive and disrespectful attitudes towards people using the service Inappropriate use of restraints Lack of respect for dignity and privacy Failure to manage residents with abusive behaviour Not providing adequate food and drink, or assistance with eating Not offering choice or promoting independence Misuse of medication Failure to provide care with dentures, spectacles or hearing aids Not taking account of individuals' cultural, religious or ethnic needs Failure to respond to abuse appropriately Interference with personal correspondence or communication Failure to respond to complaints</p>	<p>Lack of personal clothing and possessions and communal use of personal items Lack of adequate procedures Poor record-keeping and missing documents Absence of visitors Few social, recreational and educational activities Public discussion of personal matters or unnecessary exposure during bathing or using the toilet Absence of individual care plans Lack of management overview and support</p>
<p>Types of psychological or emotional abuse</p> <p>Enforced social isolation – preventing someone accessing services, educational and social opportunities and seeing friends Removing mobility or communication aids or intentionally leaving someone unattended when they need assistance Preventing someone from meeting their religious and cultural needs Preventing the expression of choice and opinion Failure to respect privacy Preventing stimulation, meaningful occupation or activities Intimidation, harassment, use of threats, humiliation, bullying, swearing or verbal abuse Addressing a person in a patronising or infantilising way</p>	<p>Possible indicators of this abuse occurring</p> <p>An air of silence when a certain person is present Withdrawal or change in the psychological state of the person</p>

<p>Types of self neglect</p> <p>Living in grossly unsanitary conditions</p> <p>Suffering from an untreated illness, disease or injury</p> <p>Suffering from malnutrition to such an extent that, without an intervention, the adult's physical or mental health is likely to be severely impaired.</p> <p>Creating a hazardous situation that will likely cause serious physical harm to the adult or others or cause substantial damage to or loss of assets (for example, hoarding)</p> <p>Suffering from an illness, disease or injury that results in the adult dealing with his or her assets in a manner that is likely to cause substantial damage to or loss of the assets.</p>	<p>Possible indicators of this abuse occurring</p> <p>Weight Loss</p> <p>Incontinence</p> <p>Infected Sores</p> <p>Skin Integrity compromised</p> <p>Missed health appointments, health professionals unable to gain access,</p> <p>Failure to follow treatment plans, medication regimes.</p> <p>Repeated injuries as a result of falls, accidents in the kitchen etc</p> <p>Fire Hazards, alerts raised by fire service, unsafe electrical appliances.</p> <p>Alerts raised by police, ambulance, re concerns for safety.</p> <p>Extreme clutter</p> <p>Windows/Locks broken</p> <p>No heating, water, electricity</p> <p>Little or no sign of food in the home</p> <p>Infestations</p>
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Report of the Leader of the Council

CABINET WORK PROGRAMME

Purpose of Report

Cabinet is asked to approve its Work Programme, including potential key decisions that will help to achieve the Council's key priorities and associated objectives.

Recommendation

Cabinet is asked, that the Work Programme, including key decisions, be approved.

Detail

The Work Programme for future meetings is set out below. Key decisions are marked with an asterisk*.

<p>19 July 2022</p>	<p><u>Resources and Personnel Policy</u></p> <ul style="list-style-type: none"> • Irrecoverable Arrears • Statement of Accounts Update and Outturn Position 2021/22 • Treasury Management Annual Report 2021/22 • Grants to Voluntary and Community Organisations • Grant Aid – Citizen’s Advice Broxtowe • Peer Review • Housing Delivery Plan-Capital Programme New Build Schemes Revisions to the Budget 2022/23* <p><u>Environment and Climate Change</u></p> <ul style="list-style-type: none"> • Environmental Enforcement • Air Quality Status report <p><u>Economic Development and Asset Management</u></p> <ul style="list-style-type: none"> • HMO Policy SPD • Economic Growth and Regeneration Strategy • Housing repairs <p><u>Community Safety</u></p> <ul style="list-style-type: none"> • Anti-Social Behaviour Policy <p><u>Housing</u></p> <ul style="list-style-type: none"> • Housing Income Policies • Aids and Adaptations
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13 September 2022	<p><u>Resources and Personnel Policy</u></p> <ul style="list-style-type: none"> • Capital Programme Update 2022/23 • Revenue Budget Variations 2022/23 • Workforce Profile <p><u>Environment and Climate Change</u></p> <ul style="list-style-type: none"> • Dog Policy Review • Waste Strategy <p><u>Community Safety</u></p> <ul style="list-style-type: none"> • Modern Slavery Statement • Child Poverty Action Plan <p><u>Economic Development and Asset Management</u></p> <ul style="list-style-type: none"> • Toton and Chetwynd SPD • Cremator Review*
4 October 2022	<p><u>Resources and Personnel Policy</u></p> <ul style="list-style-type: none"> • Irrecoverable Arrears • Medium Term Financial Strategy and Business Strategy • Budget Consultation 2022/23 • Grants to Voluntary and Community Organisations • Wellbeing Strategy <p><u>Economic Development and Asset Management</u></p> <ul style="list-style-type: none"> • House Building Delivery Plan

Legal Implications

The terms of reference are set out in the Council's constitution. It is good practice to include a work programme to help the Council manage the portfolios.

Background Papers

Nil.

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