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11 April, 2018

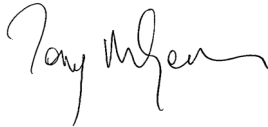
Dear Councillor,

CABINET

4:00 PM ON THURSDAY, 19 APRIL, 2018
COUNCIL CHAMBER, CIVIC CENTRE, CANNOCK

You are invited to attend this meeting for consideration of the matters itemised in the following Agenda.

Yours sincerely,





T. McGovern,
Managing Director

To: Councillors:

G. Adamson	Leader of the Council
G. Alcott	Deputy Leader of the Council and Economic Development and Planning Portfolio Leader
J.T. Kraujalis	Corporate Improvement Portfolio Leader
C. Bennett	Crime and Partnerships Portfolio Leader
Mrs. C. Mitchell	Culture and Sport Portfolio Leader
J.P.T.L. Preece	Environment Portfolio Leader
Mrs. M.A. Davis	Health and Wellbeing Portfolio Leader
F.W.C. Allen	Housing Portfolio Leader
Mrs. D.M. Todd	Town Centre Regeneration Portfolio Leader

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AGENDA

PART 1

1. Apologies

2. Declarations of Interests of Members in Contracts and Other Matters and Restriction on Voting by Members

To declare any personal, pecuniary or disclosable pecuniary interests in accordance with the Code of Conduct and any possible contraventions under Section 106 of the Local Government Finance Act 1992.

3. Updates from Portfolio Leaders

To receive and consider oral updates (if any), from the Leader of the Council, the Deputy Leader, and Portfolio Leaders.

4. Minutes

To approve the Minutes of the meeting held on 8 March, 2018 (enclosed).

5. Forward Plan

Forward Plan of Decisions to be taken by the Cabinet: April to June 2018 (Item 5.1 – 5.3).

6. Recommendations Referred from Scrutiny Committees

To consider the following recommendation of the Customers & Corporate Scrutiny Committee made at its meeting held on 12 March, 2018:

Draft Minute No. 15 – Minutes of Previous Meeting held on 14/11/17 (Scrutiny Review of the Financial Recovery Plan)

“That Cabinet be requested to write to the Government seeking compensation for loss of income should development of the former Rugeley Power Station site be delayed due to works related to the HS2 scheme.”

To consider the following recommendation of the Economic Development and Town Centres Scrutiny Committee made at its meeting held on 4 April, 2018:

Draft Minute No. 15 – Briefing Note: Transport Working Group

“That Cabinet be recommended to write to Arriva to show support for the inclusion of Rugeley within the Cannock and Stafford Arriva ‘saver zones’ area and the Scrutiny Committee be advised of any reply received.”

7. Corporate Plan and Priority Delivery Plans

Report of the Head of Governance and Corporate Services (Item 7.1 – 7.43).

8. Data Protection Policy

Report of the Head of Governance and Corporate Services (Item 8.1 – 8.15).

- 9. Adoption of Collections Development Policy 2018-23: Museum of Cannock Chase**
Report of the Head of Environment and Healthy Lifestyles (Item 9.1 – 9.15).
- 10. Replacement of Specialist Streetscene and Grounds Maintenance Machinery and Vehicles**
Report of the Head of Environment and Healthy Lifestyles (Item 10.1 – 10.4).
- 11. Safeguarding Children and Adults at Risk of Abuse or Neglect – Policy and Procedure**
Report of the Head of Housing and Partnerships (Item 11.1 – 11.54).
- 12. Exclusion of the Public**
The Leader to move:
That the public be excluded from the remainder of the meeting because of the likely disclosure of exempt information as defined in Paragraphs 2 and 3, Part 1, Schedule 12A of the Local Government Act 1972 (as amended).

PART 2

- 13. Disposal of Land at Wharf Road, Rugeley**
Not for Publication Report of the Head of Housing and Partnerships (Item 13.1 – 13.6).
This Report is confidential due to the inclusion of information relating to the financial or business affairs of any particular person (including the Council).
No representations have been received in respect of this matter.

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CANNOCK CHASE COUNCIL
MINUTES OF THE MEETING OF THE
CABINET

HELD ON THURSDAY 8 MARCH 2018 AT 4:00 P.M.
IN THE CIVIC CENTRE, BEECROFT ROAD, CANNOCK

PART 1

PRESENT: Councillors:

Adamson, G.	Leader of the Council
Alcott, G.	Deputy Leader of the Council and Economic Development and Planning Portfolio Leader
Kraujalis, J.T.	Corporate Improvement Portfolio Leader
Mitchell, Mrs. C.	Culture and Sport Portfolio Leader
Preece, J.P.T.L.	Environment Portfolio Leader
Davis, Mrs. M.A.	Health and Wellbeing Portfolio Leader
Allen, F.W.C.	Housing Portfolio Leader

86. Apologies

Apologies were submitted for Councillors C. Bennett, Crime and Partnerships Portfolio Leader and Mrs. D.M. Todd, Town Centre Regeneration Portfolio Leader.

Apologies were also noted for Mr T. McGovern, Managing Director, and Mr R. Kean, Deputy Managing Director and Head of Finance.

87. Declarations of Interests of Members in Contracts and Other Matters and Restriction on Voting by Members

No other Declarations of Interest were made in addition to those already confirmed by Members in the Register of Members' Interests.

88. Updates from Portfolio Leaders

None.

89. Minutes of Cabinet Meeting of 25 January 2018

RESOLVED:

That the Minutes of the meeting held on 25, January 2018, be approved as a correct record and signed.

90. Forward Plan

The Forward Plan of Decisions for the period March to May, 2018 (Item 5.1 – 5.2 of the Official Minutes of the Council) was considered.

RESOLVED:

That the Forward Plan of Decisions for the period March to May, 2018 be noted.

91. Quarter 3 Performance Report 2017/18

Consideration was given to the Report of the Head of Governance and Corporate Services (Item 6.1 – 6.34 of the Official Minutes of the Council).

The Leader requested that Members be provided with an update on the action for ‘Setting up a Retail Skills Academy for Mill Green DOV’, as referred to on page 13 of the Report.

RESOLVED:

That:

- (A) The performance information relating to the Priority Delivery Plans (PDPs) as detailed in Appendices 1 to 4 of the Report be noted.
- (B) The actions which have been flagged as requiring amendment to the timescale, scope or timeline be noted.

Reason for Decisions

Information for performance actions and indicators for Quarter 3 2017/18 was included for relevant items in Appendices 1 to 4 of the Report. The overall ranking for each Portfolio area was detailed in section 5 of the Report, indicating that 80.9% of actions/projects had been achieved or were on target to be achieved.

92. Exclusion of the Public

RESOLVED:

That the public be excluded from the remainder of the meeting because of the likely disclosure of exempt information as defined in Paragraph 3, Part 1, Schedule 12A of the Local Government Act 1972 (as amended).

CANNOCK CHASE COUNCIL
MINUTES OF THE MEETING OF THE
CABINET

HELD ON THURSDAY 8 MARCH 2018 AT 4:00 P.M.
IN THE CIVIC CENTRE, BEECROFT ROAD, CANNOCK

PART 2

93. Debt Recovery

Consideration was given to the Not for Publication Report of the Head of Finance (Item 8.1 – 8.6 of the Official Minutes of the Council) *(presented by the Local Taxation and Benefits Manager)*.

RESOLVED:

That:

- (A) The amounts detailed in Appendix 1 to the Report be written off.
- (B) The actions of the Head of Finance in writing off the irrecoverable debts below £1,000, be noted.

Reasons for Decisions

Set out in Appendix 1 to the Report was a list of Non-Domestic arrears over £1,000 which could not be collected for the reasons stated. Included in the Appendix were 10 cases with arrears totalling £122,429.15.

Members noted the Officer's summary of rate avoidance tactics being adopted by some businesses and the actions taken to reduce the local impact of a national issue.

The meeting closed at 4:18 p.m.

LEADER

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FORWARD PLAN OF DECISIONS TO BE TAKEN BY THE CABINET: APRIL 2018 – JUNE 2018

A key decision is defined as an Executive decision which is likely to:

- Result in the Council incurring expenditure or making savings which are significant having regard to the Council's budget for the service or function to which the decision relates; or
- Be significant in terms of its effects on communities living or working in an area comprising two or more Wards in the Council's area.

Further information about key decisions and the Forward Plan can be found in Sections 10 and 28 of the Council's Constitution.

Representations in respect of any of matters detailed below should be sent in writing to the contact officer indicated alongside each item c/o Democratic Services, Cannock Chase Council, Civic Centre, PO Box 28, Beecroft Road, Cannock, Staffordshire, WS11 1BG.

Copies of non-confidential items will be published on the Council's website 5 clear working days prior to the relevant meeting date.

Item	Contact Officer / Cabinet Member	Date of Cabinet	Key Decision	Confidential Item	Reasons for Confidentiality	Representation Received
Corporate Plan and Priority Delivery Plans	Head of Governance and Corporate Services / Leader of the Council	19/04/18	Yes	No		
Data Protection Policy	Head of Governance and Corporate Services / Corporate Improvement Portfolio Leader	19/04/18	No	No		
Adoption of Collections Development Policy 2018-23: Museum of Cannock Chase	Head of Environment and Healthy Lifestyles / Culture and Sport Portfolio Leader	19/04/18	No	No		
Replacement of Specialist Streetscene and Grounds Maintenance Machinery and Vehicles	Head of Environment & Healthy Lifestyles / Culture and Sport Portfolio Leader and Environment Portfolio Leader	19/04/18	No	No		
Safeguarding Children and Adults at Risk of Abuse or Neglect Policy and Procedure	Head of Housing and Partnerships / Crime and Partnerships Portfolio Leader	19/04/18	No	No		
Disposal of Land at Wharf Road, Rugeley	Head of Housing and Partnerships/ Economic Development and Planning Portfolio Leader	19/04/18	Yes	Yes	The report contains information relating to the financial or business affairs of any particular person (including the Council).	

Item	Contact Officer / Cabinet Member	Date of Cabinet	Key Decision	Confidential Item	Reasons for Confidentiality	Representation Received
End of Year Performance Report 2017/18	Head of Governance and Corporate Services / Leader of the Council	14/06/18	No	No		
Strategic Risk Register	Head of Governance and Corporate Services / Leader of the Council	14/06/18	No	No		
Annual Performance Review 2017/18 of Inspiring Healthy Lifestyles	Head of Environment and Healthy Lifestyles / Culture and Sport Portfolio Leader	14/06/18	No	No		
Review of Leisure Concessions to Serving Members of the Armed Forces 2018/19	Head of Environment and Healthy Lifestyles / Culture and Sport Portfolio Leader	14/06/18	Yes	No		
Private Sector Housing – Financial Penalties and Rent Repayment Orders	Head of Environment & Healthy Lifestyles / Environment Portfolio Leader	14/06/18	No	No		
Amendment of Discretionary Housing Assistance Policy	Head of Environment and Healthy Lifestyles / Environment Portfolio Leader	14/06/18	Yes	No		
Local Plan and Statement of Community Involvement	Head of Economic Development / Economic Development and Planning Portfolio Leader	14/06/18	No	No		
Business Case for Extended Shared Service for Building Control	Head of Economic Development / Economic Development and Planning Portfolio Leader	14/06/18	No	No		
Permission to Spend – CCTV	Head of Housing and Partnerships / Crime and Partnerships Portfolio Leader	19/04/18	No	No		
Former Grove Colliery Building, Norton Canes	Head of Housing and Partnerships / Housing Portfolio Leader	14/06/18	No	TBC		
20-24 Anson Street, Rugeley	Head of Housing and Partnerships / Housing Portfolio Leader	14/06/18	No	TBC		
Land North of 385 Norton Road, Norton Canes	Head of Housing and Partnerships / Housing Portfolio Leader	14/06/18	No	TBC		

ITEM NO. 5.3

Item	Contact Officer / Cabinet Member	Date of Cabinet	Key Decision	Confidential Item	Reasons for Confidentiality	Representation Received
Policy for Grant of Leases to Community Organisations	Head of Housing and Partnerships / Housing Portfolio Leader	14/06/18	No	No		
Representatives on Outside Bodies 2018/19	Managing Director / Leader of the Council	14/06/18	No	No		

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Report of:	Head of Governance & Corporate Services
Contact Officer:	Judith Aupers
Telephone No:	x4411
Portfolio Leader:	Leader of the Council
Key Decision:	Yes
Report Track:	Cabinet: 19/04/18

CABINET
19 APRIL 2018
CORPORATE PLAN AND PRIORITY DELIVERY PLANS

1 Purpose of Report

- 1.1 To obtain Members' approval of the Corporate Plan 2018-23 that details the Council's priorities for the five year period, and the supporting Priority Delivery Plans Plan for the financial year 2018/19.
- 1.2 To obtain Members' approval for proposed changes to the Council's Scrutiny Committee structures in light of the new Corporate Plan and Priority Delivery Plans.

2 Recommendations

Cabinet is asked to

- 2.1 Recommend to Council that the Corporate Plan 2018-23 be adopted and approved for publication, together with the Priority Delivery Plans for the financial year 2018-19.
- 2.2 Recommend to Council the changes to the Scrutiny Committee structures as set out in Section 5.11

3 Key Issues and Reasons for Recommendation

- 3.1 The Corporate Plan 2018-23 supersedes the Council's previous Corporate Plan 2015-18 and sets out the priorities and strategic objectives for the District for the next five years.
- 3.2 There are 3 notable differences for the new Corporate Plan:
 - (i) the plan is for the District as a whole and not just for the Council;

- (ii) the 5 current priorities have been refocussed into 2 new priorities; and
- (iii) the plan will be for 5 years rather than 3.

The reasons for these changes are set out in section 5 of the report.

- 3.3 The supporting Priority Delivery Plans (PDPs) are the annual documents that set out how the Council will achieve progress against its strategic objectives; these plans establish the actions, performance measures and timetables for delivery that are the basis of the Council's quarterly and annual performance reporting framework.
- 3.4 The proposed amendments to the scrutiny committee framework are intended to rationalise the existing structure in line with the revised Council priorities and objectives as set out in the new Corporate Plan: to ensure clear scrutiny arrangements are in place for each Cabinet Member Portfolio; and to deliver financial savings.

4 Relationship to Corporate Priorities

- 4.1 The Corporate Plan sets out the Council's priorities and strategic objectives for the period 2018-23, and is therefore a central element of the corporate priority planning process.

5 Report Detail

Corporate Plan

- 5.1 In August 2015, Council approved the Corporate Plan 2015-18, establishing the vision, priority outcomes and performance management framework for the three year period. Priority Delivery Plans (PDPs) have been developed and published annually during this period, providing the basis for the Council's performance management framework through reports to Leadership Team, Cabinet and Scrutiny Committees.
- 5.2 The intervening years have seen significant changes in the environment in which the Council operates. Continuing financial austerity for local authorities, fundamental changes to public services, demographic changes and continuing technological developments form the context to the development of the new Corporate Plan (included as Appendix 1 to this report).
- 5.3 In previous years, the Corporate Plan has focussed on the Council's priorities and objectives and it has been supplemented by a Locality Partnership Plan setting out the priorities for the District of our partners. A different approach has been taken for the new Corporate Plan which sees the plan being for the District as a whole. It sets out the contribution to the priorities of all key partners.

- 5.4 The Corporate Plan for 2018-23 is underpinned by an ambition to capitalise on the opportunities that the Mill Green Designer Outlet Village will bring to the District. This ambition is reflected in the strategic objectives and the outcomes we want to see for the District. In recognition of the fact that it will take some time to plan for and deliver against these outcomes, the plan will be for 5 years rather than 3.
- 5.5 As well as setting out the priorities and strategic objectives, the Corporate Plan also details the Council's achievements during the preceding three years; financial information including a summary of the medium term financial strategy and our operating principles.

Priorities

- 5.6 The 2015-18 Corporate Plan had 5 priorities but moving forward it is proposed to refocus these into 2 overarching priorities, namely:
- Promoting Prosperity; and
 - Community Wellbeing.

Each of these priorities is underpinned by a series of strategic objectives and these are set out below:

Promoting Prosperity

- Establishing Mill Green Designer Outlet Village as a major visitor attraction and maximise the benefits it will bring to the District;
- Increased housing choice;
- Create a positive environment in which businesses in the District can thrive;
- Increase the skill levels of residents and the amount of higher skilled jobs in the District;
- Create strong and diverse town centres to attract additional customers and visitors;
- Increase access to employment opportunities;
- Commencement of regeneration of the Rugeley Power Station site.

Community Wellbeing

- Opportunities for healthy and active lifestyles;
 - Sustaining safe and secure communities;
 - Supporting vulnerable people;
 - Promoting attractive and healthy environments.
- 5.7 The Corporate Plan is supported by a series of Priority Delivery Plans. The plans focus on the key projects that contribute towards the delivery of the priorities and objectives, rather than operational service delivery. The plans will be updated annually and submitted to Cabinet and Council for approval.

During the first year of the new Corporate Plan, time is to be spent producing strategies for the delivery of each of the priorities and strategic objectives. In some instances it will be necessary to undertake further research to fully understand the issues to be tackled before an appropriate strategy can be determined.

Furthermore, as some of the projects will be delivered over several years, it will not be possible to measure the outcome of these projects immediately.

- 5.8 Although there isn't a corporate priority nor supporting objective, there will still be a Corporate Delivery Plan and this will be reported on and monitored via the Scrutiny Committee. This will be reported to Cabinet and Council separately for approval.

Committee Structure

- 5.9 The Council's committee structure for scrutiny is aligned to the priorities in the current corporate plan and comprises four Committees:

- Customers & Corporate;
- Economic Development and Town Centres;
- Health, Culture and the Environment; and
- Housing, Crime and Partnerships.

- 5.10 In conjunction with the review of the Corporate Plan and the subsequent revised priorities, existing committee structures have also been reassessed. It is considered that the current scrutiny committees should be re-aligned with the new corporate priorities to provide clear accountability. The changes also support the Peer Review recommendation regarding reviewing the Overview & Scrutiny Committee arrangements. The proposal is to dissolve existing the Scrutiny Committees and establish three new scrutiny committees for:

- Promoting Prosperity
- Community Wellbeing
- Corporate

- 5.11 The table below illustrates the proposal to move from the current committee structure to a new proposed committee structure and how the new committees relate to Cabinet Portfolios.

Proposed change to Committee Structure

Current Committee(s)	Proposed Committee	Cabinet Portfolio
Economic Development and Town Centres Housing (Crime and Partnerships)*	Promoting Prosperity	Economic Development & Planning Town Centre Regeneration Housing
Health, Culture and Environment (Housing)*, Crime and Partnerships	Community Wellbeing	Health and Wellbeing Culture and Sport Community Safety Environment
Customers & Corporate	Corporate	Leader Corporate Improvement

* The current Housing, Crime and Partnerships Scrutiny Committee will be split across the 2 new priorities / Committees.

- 5.12 In addition, to the changes to the committee structure it is proposed to increase the meetings from 3 meetings to 4 meetings per annum to accommodate the wider remit of the committees.
- 5.13 Subject to Cabinet approval revised Terms of Reference reflecting this proposed structure will be produced and submitted to Council for approval.

6 Implications

6.1 Financial

The reduction in the number of Scrutiny Committees by one will result in a saving in Members Allowances.

6.2 Legal

None.

6.3 Human Resources

None.

6.4 Section 17 (Crime Prevention)

None.

6.5 Human Rights Act

None.

6.6 Data Protection

None.

6.7 Risk Management

None.

6.8 Equality & Diversity

None.

6.9 Best Value

None.

7 Appendices to the Report

Appendix 1	Cannock Chase Council Corporate Plan 2018-23
Appendix 2	Promoting Prosperity PDP 2018-19
Appendix 3	Community Wellbeing PDP 2018-19

Previous Consideration

None.

Background Papers

None.

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Foreword

Introduction from the Managing Director and Leader of the Council

Welcome to Cannock Chase District Council's Corporate Plan for 2018-2023, a key document that sets out what the Council will prioritise in the next five years as well as looking back over the developments during recent years.

Cannock Chase is a place of heritage, strong local identities and vibrant communities. It is also a District that is thriving, with record investment in the local economy, businesses, housing and facilities.

At Cannock Chase District Council, we are ambitious for the future. That means building on recent progress and making sure we can attract more opportunities for our local communities. The Mill Green Designer Outlet Village, due to open in 2020, has the potential to transform the economy and reputation of the District, bringing investment, jobs and visitors to the area. Maximising the benefits and making the most of this opportunity is central to how the District evolves in future. Along with our award winning parks and natural environments, vibrant leisure facilities, modern housing, excellent transport links and thriving business scene, the future looks bright for Cannock Chase.

To build on this position, we are focussing on Promoting Prosperity and Community Wellbeing as our priorities for the future. It's important to recognise that these areas are not separate – the importance of good work and a welcoming environment is crucial to health and wellbeing, just as good quality housing, community safety and an active population make for a prosperous and thriving local economy. These priorities are designed to meet the needs and ambitions of the District.

This Plan is not just confined to what the Council is directly responsible for. We recognise that as advocates and representatives of the communities in Cannock Chase the role of the Council is about influencing as well delivering. As a democratically elected public body, our 41 Councillors have a responsibility to represent their constituents across a wide range of issues that affect the quality of life in the District. This 'Community Leadership' role means that the Council will get involved in, and comment upon, strategic and service issues that may not be directly within the control of the Council but are important to the District. Our Corporate Plan, and the priorities within it, reflects this vision for the District as a whole and our work with partners in private, public and community sectors to achieve our ambitions. Our commitment to you as Leader and Managing Director of the Council is that we will continue to engage, influence and work with others to deliver the prosperity and community wellbeing that the District deserves.

Thank you for taking the time to read our Corporate Plan. If you would like to comment or receive further information please contact policy@cannockchasedc.gov.uk

SECTION 1

ABOUT CANNOCK CHASE COUNCIL

About Cannock Chase

Demographic and Geography

The District covers over 30 square miles and straddles the West Midlands conurbation and the southern part of Staffordshire. The District is made up of three primary towns; Cannock, Hednesford and Rugeley, alongside a number of smaller communities including Brereton and Ravenhill, Bridgtown, Heath Hayes, Norton Canes and Rawsley.

60% of the District is designated Green Belt. Cannock Chase, designated as an Area of Natural Beauty in 1958, provides a remarkable range of landscape and wildlife. It is one of the largest surviving areas of lowland heathland in the Midlands.

The District has an estimated population of 98,534, which is projected to rise to roughly 105,000 by 2039. Much like other local authority areas, the District population is anticipated to change in age by 2025, with a decline in younger residents accompanied by a much larger increase in older aged residents.

Infrastructure and Industry

The District is an increasingly desirable place to both live and work. Its major advantage is its connectivity to the strategic road network, with easy access to the M6, M6 Toll, M54, A5 and A34. Although the District was hit hard by the 2008 recession and took longer to recover, the last three years have seen record levels of investment and employment. Unemployment has reduced from 5.4% in April 2009 to 1.4% in February 2018.

The District is home to a number of key businesses and thriving small and medium sized enterprises (SMEs), operating in sectors including; the automotive trade, logistics and distribution and other specialist national and international manufacturing businesses. The Wholesale and Retail trade in particular provides the largest share of employment, with 25.6% of the jobs as of 2016. This is over 10% higher than the Great Britain average. Logistics (transportation and storage) accounts for 10.3% of the employment in the District, compared to a Great Britain average of just 4.9%.

Health and Leisure

Alongside the Chase, the District is also home to over 1,000 hectares of parks, open spaces, sports grounds, conservation areas and play. This includes six Green Flag accredited national standard parks.

Levels of physical inactivity remain high in the District, with 46.3% of residents classed as physically inactive, compared to a West Midlands average of 30.9% and an England average of 28.7%.

The Indices of Multiple Deprivation 2015 ranked Cannock Chase positively for access to housing and local services, with respondents to the Feeling the Difference survey in the District identifying that the level of crime is key in making the local area a good place to live.

A snapshot of the district



98,534 residents



2016 Estimates

49,713 females

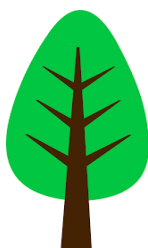
48,815 males



Over **44,000** households



3 town centres



Over **1000** hectares of parks, open spaces, sports, conservation and play areas.



An Area of Outstanding Natural Beauty and **2** special areas of conservation



Over **5,000** council homes



327 new homes built in 2016-/17



Over **18,000** tonnes of waste collected



Unemployment rate of just over **1%**



3327 businesses registered



Over **500** planning applications in one year (2016-17)



91 CCTV cameras monitored



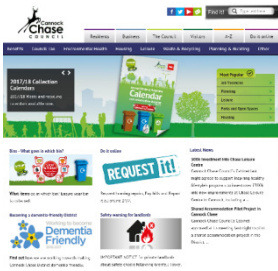
99% of food premises rated **3** star or better



18 council car parks across **3** towns

What we've achieved in the last 3 years

Customers



- The Council's new look website was launched in October 2015. The redesign made it easier and quicker for residents to use, as well as being mobile friendly. The 'Do It' online function enables residents to interact with the Council 24 hours a day, 365 days a year to make payments, request services and report issues.



- Our residents magazine Chase Matters was relaunched in 2016, delivered through the letterbox of over 40,000 households in the district. This enables us to keep residents up to date with the latest news, events and developments and help reach those who do not have internet access. All costs are recovered through advertising.



- In 2015/16 the Council outsourced the collection of residual waste, dry recycling and organic waste, with a significant financial saving to the Council over its seven plus seven year term. The transfer of employees and contract implementation phase was successfully undertaken with the contract starting in April 2016.

Better Jobs and Skills



- The Council has helped secure funding of £7 million from the West Midlands Combined Authority and worked in Partnership with the County Council in securing £2.96 million from the GBSLEP to help develop the Kingswood Lakeside Business Park, a retail logistics site which will bring over 1,500 jobs to the area. It is situated in a prime location adjacent to the M6 Toll junction T7.



- Mill Green Designer Outlet Village, on track to be completed by 2020 is a £120 million investment, due to bring over 80 shops, 1200 jobs and around 3.5 million visitors each year to the District. Building is expected to start on the site in late spring 2018.



- The Let's Grow' Grant Programme, a match funding scheme for small and medium sized businesses, approved 10 grants in 2016/17 with additional funding of £40,000 allocated in 2017/18.
- 7 businesses have so far been supported via our Discretionary Business Rates Scheme. This has helped secure and create jobs in the District.

More and Better Housing



- Since 2015/16, in collaboration with partners, we are on track to deliver 488 affordable homes in the District. Quality affordable housing is an important factor in supporting better opportunities for children and their parents and is essential for local residents in achieving good health and wellbeing. We aim to continue this success over the life of this corporate plan. Works include:
 - Hill Spring Court (Rugeley) - a £2 million investment into affordable housing comprising 23 properties. This was completed in September 2016.
 - Monarch Park, Elizabeth Road (Cannock) - a £17 million redevelopment where 150 worn-out concrete houses were replaced with 150 new family homes and a play area. This was a successful partnership between Cannock Chase District Council, Waterloo Housing Group and Lovells.
 - Moss Road development (Cannock) - Due for completion in March 2018, the Council, alongside development partner Keepmoat Homes, have developed a mixture of 141 properties of which 65 are council houses.

Better Health Outcomes



- Work is progressing on the development a new community multi-sport and recreation hub facility on the former stadium site in Cannock. The work started on 22 May 2015 and is part of a £1.3 million development. The development offers new opportunities for residents in the area to participate in healthy activities and promotes more active and healthier lifestyles.
- A state of the art 3G artificial grass pitch and pavilion was officially opened in March 2017 following £390,039 of National Lottery Funding from Sports England and £995,000 of funding through a joint investment programme with Staffordshire County Council. It has regenerated a previously derelict site which was attracting anti-social behaviour and fly-tipping and now provides a facility for the whole community to participate in sport and active recreation within the District.
- The Council successfully obtained a Heritage Lottery Fund Grant of £2.2 million as part of the improvements to Hednesford Park and the war memorial. This was supported by match funding from other organisations including the Council, Staffordshire Environmental Fund and St Modwens. Play areas were completed in December 2015. A new café, pavilion and skate park was opened in 2016.

Cleaner and safer environments



- The Environment Agency, in partnership with the Council, Stoke-on-Trent LEP and Staffordshire County Council, have built a £4 million flood defence scheme in Rugeley to protect current facilities and enable future developments. Planning permission was granted in June 2016 and the scheme completed in September 2017.

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SECTION 2

CANNOCK CHASE COUNCIL:

THE ORGANISATION

The District Council and its Responsibilities

Cannock Chase Council is a democratically accountable body with 41 elected Councillors. Local elections to these positions occur in three out of every four years.

The Council has unique responsibilities defined by Parliament for delivering a range of services, functions and responsibilities. These are quite extensive by their nature but the core responsibilities include:



- Planning Authority – the Council determines planning policy for the District via Local Plans and also makes decisions on most planning applications.



- Housing Authority & Homelessness duty – the Council has a responsibility to plan the housing needs of the District; to approve a Homelessness strategy and deal with individual cases to assess whether they are homeless and what support they are entitled to.



- Billing Authority – the Council is responsible for collecting Council Tax and Business Rates on behalf of all public bodies in the District



- Licensing Authority – the Council is responsible for the licensing of taxi's, food outlets, alcohol outlets, tattoo parlours, street trading etc.



- Waste Collection Authority – the Council is responsible for collecting domestic waste and recycling materials from every residential building in the District

The Council also undertakes a range of optional responsibilities where there is no requirement in law to do so. These activities are aimed at promoting economic prosperity, community wellbeing and safety in the District. Examples of these include:



- The funding / provision of leisure, sporting and cultural facilities and services.



- Provision of support to businesses to help them to grow and expand



- Funding advice services such as the Citizens Advice Bureau.



- Floral displays in town centres and grass cutting



- Provision of CCTV service



- Maximising opportunities for public and private investment

Staffordshire County Council is responsible for social care provision, libraries, education and roads/highways etc. The funding and provision of healthcare services such as GPs/hospitals etc. are the responsibility of Cannock Chase Clinical Commissioning Group.

The District Council – Financial Information

The Council undertakes two distinct roles;

- The provider of services, functions and responsibilities for all its residents as a District Council (General Fund); and as
- A landlord for its housing stock (Housing Revenue Account)

General Fund

The provision of general services to the Council's residents is now primarily funded from Council Tax, with core Government support in the form retained Business Rates, only representing 25% of the budget requirement.

Funding for District Councils has changed dramatically in recent years with Government support reducing by 40% since 2015-16 with greater emphasis being placed on incentive based funding.

The level of reduction in direct government support between 2015-16 to 2019-20 amounts to £2.2 million, without taking inflation into account.

The Council has addressed reduction in funding by the sharing of services with Stafford Borough Council, the development of partnership arrangements for the management of Leisure and Cultural Services, the outsourcing of the Waste Collection Service, the sharing of accommodation with partners and reducing the cost of management.

This Council however faced additional pressures as a result of the premature closure of Rugeley Power Station with the loss of retained business rates to the Council in excess of £1m per annum. To address this, and the other funding shortfall it faced, the Council developed; consulted and implemented a Financial Recovery Plan during 2016-17. The ultimate objective being to set a sustainable and balanced budget by the 2019-20 Financial Year, but to protect front line services wherever possible.. Although this required the delivery of £1.6 million ongoing savings the Financial Recovery Plan is still dependant upon the additional business rates to be retained from the Mill Green Retail Outlet Village opening in 2020.

Housing Revenue Account

The Housing Revenue Account is a separate account that provides for the maintenance, management and investment of the Council's Housing Stock, financed through rent income retained by the Council.

The HRA Financial Strategy is determined from a 30 year Business plan. The Business Plan is fully funded and will allow the Council to;

- Provide for the long term investment in the Councils Housing Stock
- Enhance the level of planned maintenance beyond the Decent Homes Statutory Minimum
- To ensure provision is made for housing management in line with current policies and existing levels of service
- To provide additional council dwellings

The LGA Corporate Peer Review of Cannock Chase District Council

The Council invited a Corporate Peer Challenge in September 2016 which entailed a team of external Councillors, Managers and Local Government Association representatives spending three days in the organisation speaking independently with staff, partners and stakeholders. Peer Challenges are intended to be improvement focussed and tailored to the individual needs of the Council.

The challenge team highlighted key strengths of the Council such as:

“The Council had an excellent understanding of the local context and is clear about its role in representing, advocating and championing the needs of the District on behalf of its citizens.”

The challenge team also highlighted areas for further improvement. The Council is taking these recommendations forward and progress will be reviewed by the LGA in due course.

The report is available on the Council’s website.

The Council’s Operating Principles

Cannock Chase District Council has experienced significant change in recent years, adapting to new local and regional partnerships, changed financial circumstances, developments in technology and changes in the population, expectations and needs of our communities.

In response to these developments, and in recognition of the challenges ahead, the Council has developed a set of principles for how we work.

We have identified 3 key principles as being important to the Council and how we want to work and these are set out below:

Community Leadership – Ambitious for the District

- Maximising our elected Members’ role as Community Leaders and the Council’s wider leadership role to influence partners and be the voice of our communities. This means representing Cannock Chase and its people in national, regional and local matters. In exercising this Community Leadership role, we will be ambitious in our aspirations and plans for the District, our residents and businesses.

Partnership working

- We will work closely with partners such as the private sector, the voluntary sector, Chamber of Commerce, Local Enterprise Partnerships, West Midlands Combined Authority, the local Member of Parliament, Staffordshire County Council, Staffordshire Police and Staffordshire Fire and Rescue service to deliver the priorities set out in this plan.

Evidence based and Needs driven - 'what works' rather than fixed ideology

- The Council uses a “mixed economy” approach to identify the best solution to each situation. All decisions are based upon a sound business case and options appraisal, rather than adhering to one fixed methodology (e.g. outsourcing) in all situations. The mixed economy approach includes:
 - Sharing services with Stafford Borough Council
 - Our long term partnership with Inspiring Healthy Lifestyles to provide leisure and cultural services in the District;
 - Contracting out services to the private sector e.g. refuse collection and recycling to BIFFA;
 - Providing high quality “in house” services such as street cleansing, grounds maintenance, housing and environmental health.

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SECTION 3

CANNOCK CHASE: CORPORATE PRIORITIES FOR THE NEXT FIVE YEARS 2018 - 2023

Our Priorities for the Future

Cannock Chase is a place of heritage, strong local identities and vibrant communities. It is a District that is thriving, with record investment in the local economy, which is strengthening businesses and the range of facilities in the District.

At Cannock Chase District Council, we're ambitious for the future. That means building on recent progress and making sure we can attract more opportunities for our local communities. The Mill Green Designer Outlet Village, due to open in 2020/21, has the potential to transform the economy and reputation of the District, bringing in additional investment, jobs and visitors to the area. We will endeavour in the future to bring forward more strategic employment sites to maintain the levels of investment we have recently experienced. The former Rugeley Power Station site is the largest brownfield site in the West Midlands and has huge potential for housing, employment and leisure developments. Alongside our existing award winning parks and natural environments, vibrant leisure facilities, modern housing, excellent transport links and thriving business scene, the future looks bright for Cannock Chase.

Our priorities for this Corporate Plan are Promoting Prosperity and Community Wellbeing, priorities that interlink and reinforce each other to improve the opportunities, wellbeing and quality of life of our communities.



It's important to recognise that these areas are inter-linked – employment, a safe and attractive environment, good quality housing, community safety and an active population all play a huge part in achieving a prosperous and thriving local economy, as well as being vital to good health and well being.

Promoting Prosperity

Building on Cannock Chase's strengths, including our central strategic location, transport links and high levels of employment, our vision for prosperity in the District focusses on continued business growth and attracting more high skilled employment; supporting our residents to have the skills they need for the future whilst not neglecting the need to raise the aspirations of the community to be able to secure employment; enabling an environment that is attractive and encourages growth; and maximising the opportunities the Mill Green Designer Outlet Village brings through investment, visitors and employment.

The Council provides a wide range of services and support to promote prosperity, such as economic development, advice and support to new and existing businesses, planning, building control, licensing, business advice and regulatory services.

Through our membership of the Greater Birmingham and Solihull Local Enterprise Partnership and the Stoke on Trent and Staffordshire Local Enterprise Partnership, the Council influences wider economic factors and attracts investment into the District. Furthermore, as a non-constituent member of the West Midlands Combined Authority, Cannock Chase District Council has a recognised voice in the regional body formed to deliver conditions for business to flourish, creating more skilled and better paid jobs, bringing more investment into the area, improving health outcomes and reforming public services.

Strategic Objectives

Our priority for this five year plan is to focus on the following six strategic objectives:

- Establishing Mill Green Designer Outlet Village as a major visitor attraction and maximise the benefits it will bring to the District
- Increased housing choice
- Create a positive environment in which businesses in the District can thrive.
- Increase the skill levels of residents and the amount of higher skilled jobs in the District
- Create strong and diverse town centres to attract additional customers and visitors
- Increase access to employment opportunities
- Commencement of regeneration of the Rugeley Power Station site

How we will achieve this

We will:

- Develop a new Economic Prosperity Strategy. This will also consider the benefits that can be gained from Mill Green Designer Outlet Village
- Provide a strategic view on the future requirements of the District in relation to the changes in retail, leisure and residential requirements of Town Centres.
- Engage with Local Enterprise Partnerships, the business community, West Midlands Combined Authority and national bodies to secure investment in the District in priority areas.
- The Council will work with private and public bodies to maximise the regeneration of the 139 hectare Rugeley Power Station site.
- Implement and plan all S106 obligations listed in the Mill Green planning agreement. To include Cannock Town centre improvements, Retail Skills Academy, Cannock Railway Station improvements
- Work with partners to deliver a Engineering Skills Academy
- Employment Pilot Project in Cannock North area to target long term unemployment..
- Delivery of support to businesses that secure investment in the District

What will be different by 2023?

- Projects as defined in the Mill Green Designer Outlet Village S106 agreement will be delivered or in the process of being delivered
- More residents developing higher skills and an increase in higher skilled jobs in the District
- Establishment of the new Engineering and Retail Skills Academies
- Strategic planning documents will be in place to support the improvement of Cannock and Rugeley Town Centres
- Additional businesses investing or expanding in the District

District Investment Fund

The Council will establish a District Investment Fund in 2018 to support the delivery of the strategic objectives. This will be a Capital Investment Fund for the Council to utilise, that primarily comes from receipts from land sales. It will be a delivery mechanism for the Council to help secure its ambitions as set out in the new Economic Prosperity Strategy. No part of the Fund will be derived from Council Tax income. It is planned that the Fund will start at £6.5 million in 2018 and it will be used on a case by case basis to support schemes which increase prosperity in the District. Examples could include infrastructure, skills support, town centre redevelopment and projects that involve creation of new jobs and business growth. The Fund may also be used to underwrite risk in specific schemes and as a source of match funding to attract additional grant funding from Central Government, Local Enterprise Partnerships, the West Midlands Combined Authority and the private sector. Each investment will be subject to a Business Case approved by the Councils Cabinet.

In 2015 the Council adopted a Community Infrastructure Levy (CIL) Charging Scheme. This is separate from the District Investment Fund and receipts can be used for a variety of infrastructure projects as identified in the CIL Regulation 123 list, which is a list of priority infrastructure projects for the District.

Housing Investment Fund

The Council will establish a Housing Investment Fund in 2018 to support the delivery of new social housing in the District to meet the significant and growing need for this type of accommodation.

The Fund will contain approximately £12 million over the five year period of the Corporate Plan. The Fund is made up of previous year surpluses plus borrowing against future rental income. No part of the Fund will be derived from Council Tax.

The Housing Investment Fund will enable the Council to continue to build new social housing in the District. This may be in partnership with Housing Associations who also invest in the District. The Fund will be part of, and support the delivery of the Housing Revenue Account 30 year Business Plan. The Fund will support the delivery of the Council's Housing and Homelessness Strategy.

The Council will continue to provide new family homes but will also place greater emphasis on providing suitable single person accommodation as there is a substantial need for this which type of accommodation, will also help in addressing homelessness in the District and those at risk of homelessness.

Improving Community Wellbeing

Our communities are what make Cannock Chase unique, and our District benefits from beautiful natural environments and heritage, award winning parks and open spaces, modern leisure facilities and vibrant local communities.

Issues remain with the wellbeing of our population, with relatively high levels of long-term illness and obesity. Cannock Chase Council spends a large proportion of its budget on parks, open spaces, leisure and sports facilities. There is a need to take an evidence based approach to how these public funds are spent so that they are securing maximum benefit.

Working with our partners in the health services, Police and community safety organisations, voluntary sector and private industry, our priorities are to improve health and support vulnerable people; enabling our residents to live healthy and happy lives; access to suitable and good quality housing; and feel safe and proud of their local area.

Cannock Chase District Council delivers and supports many services that influence the wider conditions that determine our health and wellbeing. Housing standards, environmental health and safety, waste collection and street cleansing, leisure and sports provision, and support for vulnerable people and the homeless are all elements of the Council's direct impact on this priority.

Cannock Chase Council strongly supported the successful bid from Birmingham City Council for the West Midlands region to host the Commonwealth Games in 2022. It is likely that one of the sporting events will be hosted in Cannock Chase. The District needs to maximise the economic and sporting benefits that the Commonwealth Games will generate.

Strategic Objectives

Our priority for this five year plan is to focus on the following four strategic objectives:

- Opportunities for healthy and active lifestyles
- Sustaining safe and secure communities
- Supporting vulnerable people
- Promoting attractive and healthy environments

How we will achieve this

We will:

- Work with our leisure partners to facilitate initiatives and projects to encourage people to participate in healthy activities
- Manage residents perception of fear of crime and anti-social behaviour
- Work with Local Strategic Partners to support vulnerable people
- Continue to support the local Troubled Families programme (Building Resilient Families and Communities)
- Development of new facilities at Chase Leisure Centre

- Continue with the development of facilities at the Community Sport & Recreation hub at the Stadium
- Provision of support package for people moving on to Universal Credit e.g. in the use of technology, promoting bank accounts, budgeting advice, etc.

What will be different by 2023?

- Increased participation in sport and physical activity
- Less fear of crime and anti-social behaviour
- Increased resilience within families
- Safe, welcoming and clean spaces for people to live and visit

Key Risks to Delivery 2018 to 2023

Exiting the EU (Brexit)

The UK will exit the European Union during the period covered by this Corporate Plan. In the EU referendum, 68.86% of Cannock Chase voters who participated voted to leave the EU. The West Midlands region had the highest percentage vote for leave of any part of the UK at 59.26%.

The District currently benefits from EU funding for specific programmes tackling skills and employment issues along with a variety of business support initiatives. Beneficiaries of EU support have increased in the District. The Government has provided a certain level of guarantee for these funds post exit. However it is unclear how these monies will be devolved and accessed in order to continue to give maximum benefit to the District.

Cannock Chase Council will work with all relevant national, regional and local bodies to understand the impact of Brexit on the District. Where these impacts are potentially negative for the local economy such as loss of investor confidence, the Council will work in partnership with all parties to mitigate these as much as possible so that the prosperity of the District continues to grow. This includes supporting initiatives that help advise businesses around exporting.

Financial Resilience

The financial resilience of both Cannock Chase Council and the wider public sector represents a significant risk to delivery. The Council has had Government Grant reduced by 60%. In the last three years and its long term funding is insecure. Across the public sector, the level of financial resources does not always match the level of demand.

The Council will ensure it has a robust medium term financial plan and will proactively engage with Government on the proposals for a new funding regime in local government from 2020. The Council will work in partnership with all public bodies to maximise the benefits delivered by public funds.

Capacity

In order to meet the financial pressures faced by the Council, there has over recent years been a reduction in management and staffing. Whilst there are sufficient resources to deliver our day to day services, the Council has limited capacity to deliver projects or unexpected challenges. This could have an impact on our delivery of key projects associated with our priorities.

Summary

This Corporate Plan is about looking ahead and identifying key priorities for the District over the next five year period (2018-2023). Promoting Prosperity and Community Wellbeing lie at the heart of this new plan and are inter-related. The new Corporate Plan is more than a set of aspirations for the District, it is backed up by two new investment funds- A District Investment Fund for improving skills, infrastructure and business growth, plus a Housing Investment Fund to support a major expansion of high quality social housing in the District. The Council working with relevant public and private sector partners will develop more detailed strategies and plans which will bring to life the priority commitments in this new Corporate Plan.

Thank you for taking the time to read our Corporate Plan. If you would like to comment or receive further information please contact policy@cannockchasedc.gov.uk

Promoting Prosperity

Establishing Mill Green Designer Outlet Village as a major visitor attraction and maximise the benefits it will bring to the District

Performance Indicator	Frequency of reporting (Q or A)	Last years outturn	Target	Q1	Q2	Q3	Q4
Number of local jobs created: a) Construction b) Retail	Q	0	TBC				
				Measurement to commence Summer 2020			
Passenger numbers using the station due to the development of Mill Green DOV	A			Measurement to commence Summer 2020			

Approach	Key Project	Milestone(s)	Progress	Q1	Q2	Q3	Q4
Implement all associated Mill Green S106 planning obligations	Employ Town Centre Officer and Support Town Centre Initiatives	Recruit Town Centre Officer position		X			
		Establish stakeholder interest in new Town Centre Partnership.				X	
		Cabinet report to confirm structure of partnership		2019-20			
		Formal establishment of Board and wider partnership.		2019-20			
	Establish Employment and Skills Plan and Retail Skills Academy Agreement	Selection of college provider made.		X			
		Agreements signed with all parties.		X			
		Monitoring established with construction contractors					X
		Local recruitment and training commenced.					X

Establishing Mill Green Designer Outlet Village as a major visitor attraction and maximise the benefits it will bring to the District - continued

Approach	Key Project	Milestone(s)	Progress	Q1	Q2	Q3	Q4
	Improvements to Cannock Railway Station	Abellio Platform extensions – Dec 18.				X	
		Masterplan production including feasibility assessment					X
		Stakeholder consultation/ buy in			2019-20		
		Funding package collated.			2019-20		
		Delivery/phasing plan agreed.			2019-20		

Increase the skill levels of residents and the amount of higher skilled jobs in the District

Performance Indicator	Frequency of reporting (Q or A)	Last years outturn	Target	Q1	Q2	Q3	Q4
Increase in qualifications at NVQ Level 3/4	A	NVQ3 – 47.2%	Aim to increase levels year on year				
	A	NVQ4 – 25.4% (2016)	Aim to increase levels year on year				

Approach	Key Project	Milestone(s)	Progress	Q1	Q2	Q3	Q4
Work pro-actively with partners to increase skill levels and access to higher skilled jobs in the District	Work with partners to establish retail skills academy	Agree provider for Retail Academy		X			
		Agree Retail course content and promote to recruit local employees					X
		Commence delivery of Retail Academy courses.		2019-20			
	Work with partners to establish engineering skills academy	Scope and develop a proposal for an Engineering Skills Academy					X

Create strong and diverse town centres to attract additional customers and visitors

Performance Indicator	Frequency of reporting (Q or A)	Last years outturn	Target	Q1	Q2	Q3	Q4
Town Centre Vacancy Rates	Q	Cannock 9%	Aim to keep below national rate of 12%				
	Q	Rugeley 4.3%					
	Q	Hednesford 3.3%					

Approach	Key Project	Milestone(s)	Progress	Q1	Q2	Q3	Q4
Provide a strategic view on the future requirements of the District in relation to the changes in retail, leisure and residential requirements of the Town Centres and how the benefits of Mill Green Designer Outlet Village can be captured	Produce strategic plans for Cannock and Rugeley Town Centres	Cannock Town Centre Prospectus Produced by December 2018				X	
		Completion of Cannock Strategic Plan		October 2019			
		Rugeley AAP review as part of the whole Local Plan review. September 2021		September 2021			

Increase access to employment opportunities

Performance Indicator	Frequency of reporting (Q or A)	Last years outturn	Target	Q1	Q2	Q3	Q4
Employment Levels	Q	Employment rate 77.9%	Aim to keep above West Midlands rate 72%				
Unemployment Levels (JSA)		Unemployment rate 0.7%	Aim to keep below West Midlands rate 1.5%				

Approach	Key Project	Milestone(s)	Progress	Q1	Q2	Q3	Q4
Engage with LEPs, the business community, West Midlands Combined Authority and national bodies to secure investment in the District	Employment Pilot Project in Cannock North area. This tackles unemployment and low pay in local communities.	Procurement carried out to select preferred provider.		X			
		Delivery commenced – June 2018.		X			
		Promotion and referral of clients.				X	
		Project evaluation.		2020			
	In conjunction with partners embed local delivery of skills hub. This targets unemployed and employed skill needs.	ERDF/ESF funding secured to roll out skill hubs in both LEP areas.			X		
		Promotion of skills hubs commenced and referral of clients begun.					X
	CCDC businesses benefit from advice and grants available from the LEPs.		2019-20				

Create a positive environment in which businesses in the District can thrive

Performance Indicator	Frequency of reporting (Q or A)	Last years outturn	Target	Q1	Q2	Q3	Q4
Number of Growth Hub enquiries from Cannock Chase businesses	A	GBSLEP (hub) – 58	60				
	A	SSLEP (hub and landline) 280	300				

Approach	Key Project	Milestone(s)	Progress	Q1	Q2	Q3	Q4
Develop a new Economic Prosperity strategy. This will also consider the benefits that can be gained from Mill Green Designer Outlet Village	Produce a local Economic Prosperity Strategy	Scope out content required and agree timeline for production.				X	
		Draft content and commence consultation process.					X
		Sign off by Cabinet. Formal adoption of strategy		2019-20			
		Commence delivery/priority actions.		2019-20			
Ensure there is an adequate supply of land for housing and employment	Production of the new Local Plan and associated Supplementary Planning Documents	As set out in the Local Development Scheme. Initial consultation Summer 2018			X		
		Issues and Options consultation February 2019					X
		Preferred Options consultation October 2019		October 2019			
		Proposed Submission consultation July 2020		July 2020			
		Submission of plan to the Secretary of State December 2020		December 2020			

		Examination in Public March 2021		March 2021			
		Adoption September 2021		September 2021			
	Undertake Housing Needs Survey	Produce updated housing needs assessment. December 2018				X	

Commencement of the regeneration of Rugeley Power Station

Performance Indicator	Frequency of reporting (Q or A)	Last years outturn	Target	Q1	Q2	Q3	Q4
Increase in supply of employment land				Measurement to commence 2022			

Approach	Key Project	Milestone(s)	Progress	Q1	Q2	Q3	Q4	
The Council will work with private and public bodies to maximise the regeneration of the 139 hectare Rugeley Power Station site	In conjunction with Lichfield DC to develop, consult and approve Supplementary Planning document setting out the strategic uses of the site together with monitoring of progress on delivery of the development site.	Complete production of the SPD		X				
		Commencement of demolition			X			
		Completion of demolition work						2021
		Land remediation						2021

Increase housing choice

Performance Indicator	Frequency of reporting (Q or A)	Last years outturn	Target	Q1	Q2	Q3	Q4
Total number of net new dwellings completed.	A	372 net dwellings completed (2016/17)	Average of 241 dwellings per annum				
Number of additional units delivered (Council Housing)	Q						
Number of additional units (Affordable Housing)	Q						

Approach	Key Project	Milestone(s)	Progress	Q1	Q2	Q3	Q4	
The Council will invest £12.6m to provide additional affordable homes across the district	Develop options appraisal to deliver additional Council housing	Create long list of potential development sites		X				
		Assessment and short list of preferred sites.			X			
		Consultation with Planning / Highways etc					X	
		Final selection of sites to progress / project brief						X
	Complete garage site and other Council Owned Land Development Schemes	Completion of Coulthwaite Way and Woodland Close			X			
		Completion of Speedy Close, Cornhill and Petersfield				X		
		Completion of Wood View, George Brealey, Cannock Wood St and Brunswick Road –programme completion					X	

Increase housing choice

Approach	Key Project	Milestone(s)	Progress	Q1	Q2	Q3	Q4
Rationalisation of Hawks Green Depot site for potential housing	Hawks Green Depot Review	Receive outcome of funding bid to Homes England		X			
		Consultation with Planning			X		
		Development of Project Brief if bid successful				X	
		Tender preparation					X

Improving Community Wellbeing

Opportunities for healthy and active lifestyles

Performance Indicator	Frequency of reporting (Q or A)	Last years outturn	Target	Q1	Q2	Q3	Q4
Total number of people using all of our facilities	Q						
Take up for the inclusive cycling pilot scheme	Q						

Approach	Key Project	Milestone(s)	Progress	Q1	Q2	Q3	Q4	
To provide a range of culture and leisure facilities that are accessible for everyone (all ages and abilities)	Development of new facilities at Chase Leisure Centre	Design Development		X				
		Procurement						
		Contract Award and mobilisation			X			
		Phase 1 – Bowling Green conversion to studio			X			
		Phase 2 – Temporary gym formation					X	
		Phase 3 – Gym Refurbishment					X	
	Continue with development of facilities at the Community Sport and Recreation Hub at the Stadium	Phase 4 – Studio refurbishment						X
		Complete Phase 1 Works			X			
		Complete Gates and Fencing				X		
	Develop the ATP at Rugeley Leisure centre to full size	Official Opening				X		
Investigate funding opportunities to support the development of the ATP						X		

Opportunities for healthy and active lifestyles - continued

Approach	Key Project	Milestone(s)	Progress	Q1	Q2	Q3	Q4	
Work with out leisure partners to facilitate initiatives and projects to encourage people to participate in healthy activities	Deliver Inclusive cycling scheme pilot at the Stadium with IHL	Set up Infrastructure and container on site			X			
		Commence cycling programmes				X		
	Commission a review to understand why people don't participate in healthy activities and how we can encourage them to do so	Explore the options to undertake this review					X	
	Produce Playing Pitch, Indoor and Outdoor facilities strategy and Open Space Strategy	Gather supply and demand information for Winter and Summer sports				X		
		Assess Information and Finalise Assessment Report				X		
		Develop and Finalise Strategy					X	
With partners we will encourage and support residents in taking responsibility for their food choices and dietary behaviours	Develop a strategy to make it easier for residents to make healthy food choices when eating out and when buying, cooking and eating food at home	Identify Project Team, key partners and Produce PID for sign off;			X			
		Using current research, best practice and local insight, identify key settings and potential areas of influence;					X	
		With Partners, and using the forthcoming LGA / PHE Whole Systems Approach Guide (due 2019), develop the Strategy			2019-20			
		Identify and implement pilot projects to test the strategy (soft launch)			2020-21			
		Launch Strategy (to include and Engagement Event with partners, stakeholders)			2021-22			
		Monitor and review implementation			2021-23			

Sustaining safe and secure communities

Performance Indicator	Frequency of reporting (Q or A)	Last years outturn	Target	Q1	Q2	Q3	Q4
Number of good news stories/ case studies	A		4				
Number of ASB complaints dealt with via the Community Safety Hub	Q	85					
Number of CCTV case reviews provided to Staffordshire Police	Q	340					

Approach	Key Project	Milestone(s)	Progress	Q1	Q2	Q3	Q4	
Manage residents perception of fear of crime and anti social behaviour	Publish and promote positive good news stories and case studies	Identify & Promote One Good News Story		X				
		Identify & Promote One Case Study			X			
		Publish Anti Social Behaviour Policy					X	
		Publish Community Safety Hub Referral Data						X
CCTV to deter crime and support the police in prosecutions	Upgrading CCTV technology	Project Team Set Up – Consider recommendations from CCTV Audit Report			X			
		Project Plan Developed & Procurement of Specialist Provider				X		
		Award Contract to Specialist Provider						X

Sustaining safe and secure communities - continued

Approach	Key Project	Milestone(s)	Progress	Q1	Q2	Q3	Q4
We will work with partners to ensure our licensing compliance and enforcement strategies for persons, premises and vehicles are risk based and make best use of local intelligence	Review of compliance and enforcement policies in key areas of taxi and private hire licensing and sale of alcohol	Benchmark our current policies and strategies with nationally recognised exemplar authorities;			X		
		Identify any critical gaps in our approach;					X
		With partners, identify key sources of local intelligence and implement data sharing mechanisms to ensure this can be effectively used to inform targeted compliance and enforcement; (Year 2)		2019-20			
		Monitor and review the implementation of revised policies, using shared local intelligence; (Year 3)		2020-21			

Support vulnerable people

Performance Indicator	Frequency of reporting (Q or A)	Last years outturn	Target	Q1	Q2	Q3	Q4
Increased number of referrals to the Community Safety Hub	A	189 Cases					
Number of tenancies sustained	Q						
Following implementation of Housing Reduction Act (HRA) % of Main duty Homelessness cases accepted as homeless	Q						
Number of referrals to support agencies from the Community Safety Hub	Q						
Number of new universal credit claimants within the period	Q						
Number of Discretionary Housing Payments awards	Q						

Approach	Key Project	Milestone(s)	Progress	Q1	Q2	Q3	Q4	
Signpost to appropriate support agencies	Annual Awareness Campaign across the District on how people can support themselves and access appropriate support	Develop the Awareness Campaign			X			
		Publish Awareness Campaign – Chase Matters; Website & Social Media				X		
	Introduction of Safeguarding Champions across the Council.	Recruit Safeguarding Champions				X		
		Develop & Deliver Training Session					X	
		Publish Number of Referrals Made						X

Support vulnerable people - continued

Approach	Key Project	Milestone(s)	Progress	Q1	Q2	Q3	Q4
Work with Local Strategic Partners to support vulnerable people	Implement Shared Accommodation Pilot	Appoint Preferred Provider		X			
		Evaluate success of the Project					X
	Provide Intensive Tenancy Support	Appoint additional Tenancy Sustainment Officer resources (37hrs pw)		X			
	Early help and intervention for Children and Families Prevention and Early help for adults through the Place Based Approach (PBA)	Local Strategic Partnership (LSP) Agree Local PBA Plan			X		
		Report Outcomes to LSP					
Managing the impact and rollout of Universal Credit	Manage and monitor roll out to new claimants from November 2018 (including management of hardship)			X	X	X	X

Promoting attractive and healthy environments

Performance Indicator	Frequency of reporting (Q or A)	Last years outturn	Target	Q1	Q2	Q3	Q4
Retain 6 Green Flags	A						
Number of fly tipping incidents	Q						

Approach	Key Project	Milestone(s)	Progress	Q1	Q2	Q3	Q4	
To provide clean, well maintained and well managed streets, town centres and parks & open spaces	Deliver high quality/maintained parks	Participate in Green Flag Inspections and Assessments			X			
		Green Flag Awards				X		
	Continue to deliver Hednesford Park (IHLF) project	Produce Hednesford Park book and CD			X			
		Finalise Design – new toilet facilities			X			
		Procurement and Contract Award				X		
		Commence construction				X		
		Complete construction					X	
	Car Park improvement schemes	Prioritise and draw up scheme(s)			X			
		Permission to spend				X		
		Commence scheme					X	
		Completion of scheme						X
	Deliver new cemetery for the District	Report outcome of soft market testing to Cabinet to determine next steps			X			
		Develop project plan in accordance with Cabinet's decision				X		

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Report of:	Head of Governance & Corporate Services
Contact Officer:	Darren Edwards
Telephone No:	4447
Portfolio Leader:	Corporate Improvement
Key Decision:	No
Report Track:	Cabinet: 19/04/18

CABINET
19 APRIL 2018
DATA PROTECTION POLICY

1 Purpose of Report

- 1.1 To seek Members' approval for the formal adoption of the Data Protection Policy.

2 Recommendations

- 2.1 That Cabinet approves and formally adopts the Data Protection Policy.
- 2.2 That the Head of Governance & Corporate Services, as the Senior Information Risk Owner, be given delegated authority to make amendments to the Data Protection Policy to reflect any changes in legislation.

3 Key Issues and Reasons for Recommendation

- 3.1 With the implementation of the General Data Protection Regulations (GDPR) on 25th May 2018, it is necessary to update the Council's current Data Protection Policy to ensure compliance.
- 3.2 The policy lays out how the Council will collect, store, handle and use any personal information it needs to carry out its work.
- 3.3 The policy applies to all employees, Elected Members, contractors, partners and any others working with personal information controlled by the Council. It is essential that the policy is complied with to ensure that the public have confidence in the Council and its handling of personal information. Failure to follow the policy and ensure that the Council abides by Data Protection legislation can result in the imposition of penalties upon the Council.

4 Relationship to Corporate Priorities

- 4.1 The processing of data is integral to the delivery of Council services and as such supports all of Corporate Priorities.

5 Report Detail

- 5.1 The policy describes how Cannock Chase Council will collect, store, handle and use any personal information it needs to carry out its work. It applies to all personal information held by the Council, such as personnel records, personal benefits information and housing tenants information.
- 5.2 The policy applies to all employees, Elected Members, contractors, partners and any others working with personal information controlled by the council. Details of roles and responsibilities are laid out in the policy.
- 5.3 So that we can deliver the services and standards our customers expect, Cannock Chase Council needs to collect and use personal information. Data Protection Legislation requires us to follow certain rules and have adequate processes in place to protect confidentiality in the processing of personal data.
- 5.4 The Data Protection Officer (DPO) has a key role in ensuring compliance with the policy and in accordance with GDPR they will have the right to report directly to the Managing Director and Members on any concerns. The DPO is also responsible for reporting data security breaches to the Information Commissioner.
- 5.5 The key changes that GDPR will bring in relation to the Council are:
- Data protection processes must be embedded in departmental operations.
 - Additional requirements on fair processing notices to data subjects.
 - Data assets and flows must be documented and mapped.
 - Privacy impact assessments to be carried out where new systems containing personal data are to be implemented..
 - Data subjects have the 'right to be forgotten' / right to erasure particularly where processing is based on the subject's consent. (This would not apply to the processing of current cases for statutory purposes).
 - Responsibility now falls on data processors as well as data controllers for security and processing of personal data.
 - A Data Protection Officer must be appointed.
 - Fines for non compliance increase from £500,000 to €20,000,000.
 - Data breaches must be reported within 72 hours to the ICO.

- Subject access requests can no longer be charged for and the time to process such requests drops from 40 calendar days to 1 month.

6 Implications

6.1 Financial

The fee for registration (currently laid before Parliament) is due to increase from £500 to £2,500.

Fees for Subject access requests can no longer be charged. The fees were £5 per request (£10 for a repeated request) the removal of these fees may also spark an influx of such requests impacting on workload.

6.2 Legal

Referred to throughout the report.

6.3 Human Resources

None.

6.4 Section 17 (Crime Prevention)

Sharing information between agencies in Staffordshire is a statutory duty. This policy will help to ensure that data is being handled and shared correctly and legitimately by providing guidance to uphold the security of personal data.

6.5 Human Rights Act

None.

6.6 Data Protection

As set out in the report and in the policy itself.

6.7 Risk Management

The Data Protection policy provides a framework to support the secure processing of personal data; compliance will help to minimise the risk of security breaches which could damage the Council's reputation.

6.8 Equality & Diversity

An equality impact assessment has been completed.

6.9 Best Value

None.

7 Appendices to the Report

Appendix 1 Data Protection Policy

Previous Consideration

None.

Background Papers

None.

Cannock Chase District Council

Data Protection Policy

Version 1.0
23 March 2018

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1. Introduction

- 1.1 **Cannock Chase District Council** (the Council) takes its responsibilities with regard to the management of the requirements of Data Protection Legislation seriously.

2. Policy Statement

- 2.1 The Council is committed to compliance with the Data Protection Legislation.
- 2.2 The Council needs to process certain types of personal data (personal information) about the people with whom it deals in order to perform effectively as a Council. These people include current, past and prospective employees, service users, customers and clients and others with whom the Council communicates. This data must be dealt with properly when it is collected, recorded, used and destroyed whether by manual or electronic means. Extra care must be taken with sensitive personal data.
- 2.3 The Council regards the lawful and correct treatment of personal information as important to the successful operation of the Council's functions. Numerous records and systems containing personal information exist within the organisation and the integrity and quality of this information is paramount. The communities serviced by the Council expect data to be treated in line with legislation. If any breaches of Data Protection Legislation do take place then these will be dealt with in accordance with the policy.

3. Scope

- 3.1 This policy applies to all employees and workers (both contracted and agency workers), contractual third parties, agents and representatives, volunteers, and councillors (when acting on behalf of the Council).
- 3.2 This policy does not cover Councillors in regard to their constituency responsibilities, as they are data controllers in their own right and therefore are responsible for their own information compliance.
- 3.3 This policy applies to all personal data processed or controlled by the Council, in whatever format or however it is stored. This includes (but is not limited to) IT systems / databases, shared drive filing structures, email, paper records, videos and CCTV recordings.

4. Data Protection Principles

- 4.1 All Council staff processing personal data must comply with the Data Protection Principles which make sure that personal information is:
- Fairly, lawfully and transparently processed
 - Collected and processed for specified, explicit and legitimate purposes

- Adequate, relevant and limited to what is necessary
- Accurate and up to date
- Not kept for longer than is necessary
- Secure and protected against loss, theft and damage.

In addition the Council and it's staff must be able to demonstrate compliance with the principles.

5. Roles and Responsibilities

5.1 **The Council** is a data controller under the Data Protection Legislation.

5.2 **Members** - all elected members are to be made fully aware of this policy and of their duties and responsibilities under the Data Protection Legislation. When Members handle personal information in their role as elected members, they are covered by the Council's notification. As such, they have to handle personal information in line with the requirements of the data protection principles. If Members use (process) personal information in their constituency work, this activity is not generally covered by the Council's notification and they may have to notify with the Information Commissioner's Office as a separate data controller.

5.3 **Leadership Team** - has overall responsibility for ensuring that the Council and its staff complies with the Council's legal obligations regarding the handling of personal information and is responsible for ensuring compliance with this policy. In discharging this duty, Leadership Team will approve the corporate framework for data protection within the Council as set out in this policy to protect personal information.

5.4 **Senior Information Risk Owner (SIRO)** –is the member of the Leadership Team accountable for information risk management. They will ensure that information risks are identified and accounted for within the Councils systems of internal control. The Council's SIRO is the Head of Governance and Corporate Services.

5.5 **Service Managers** – shall promote good practice and assist the members of the Leadership Team to ensure compliance with Data Protection Legislation and with this policy. They act as a referral point for the services they represent in order to raise issues that may need to be addressed by Leadership Team.

5.6 **Data Protection Officer (DPO)** – is responsible for developing and keeping this policy up to date. They act as the lead advisor to the Council regarding compliance with the Data Protection Legislation and this policy. They will ensure that compliance is monitored across the Council and will act as the appropriate point of contact between the Council and the Information Commissioner. The Council's Data Protection Officer is the Information Manager.

- 5.7 **Information Manager** – responsible for the provision of day to day advice and assistance to Council employees on data protection issues, including assistance in responding to requests by individuals seeking to exercise their rights under the data protection legislation.
- 5.8 **Information Asset Owners (IAOs)** – have responsibility for any Council systems that hold or process personal data. Their role is to identify and control access to those systems and ensure that arrangements are in place to ensure information contained within those systems are processed in accordance with the Data Protection Legislation and this policy. Service Managers should ensure that IAO's are identified for each system within their service and that adequate training on data protection is provided to them. The service manager may elect to be the IAO or they may delegate this to an operational manager, team leader or supervisor who manages a system on a daily basis.
- 5.9 **All members of staff, contractors and elected Members** who hold or collect personal data are responsible for their own compliance with the Data Protection Legislation and must ensure that personal and/or sensitive information is kept and processed in accordance with the Data Protection Legislation, and with this policy. In particular, staff must not attempt to access personal data that they are not authorised to view. Employees who fail to comply with the Data Protection Legislation may face disciplinary action which could lead to dismissal and, in some cases, criminal proceedings or prosecution.

6. Consequences of Non Compliance

- 6.1 An individual has the right to claim compensation for damage or distress suffered as a result of non-compliance, be it inappropriate processing or poor data quality. If an individual complains to the Information Commissioner's Office (ICO) then the Information Commissioner is obliged to investigate in order to establish if a breach of Data Protection Legislation occurred.
- 6.2 The Commissioner can serve a Data Controller with an 'Information Notice' requiring the Data Controller to provide certain information within set time limits. The deliberate provision of false information in response to an Information Notice is a criminal offence.
- 6.3 If the Commissioner decides that there had been a breach of the Data Protection Legislation, he may serve the Data Controller with an 'Enforcement Notice'. This may require the Council to carry out certain steps, or refrain from taking certain steps, specified in the notice.
- 6.4 The Commissioner can also prosecute those who commit criminal offences under the Data Protection Legislation, and conduct audits to assess whether an organisations processing of personal data follows good practice.

6.5 The Commissioner is able impose financial penalties on organisations as a penalty for breaches of the Data Protection Legislation, including for failure to comply with Information or Enforcement Notices.

7. Criminal Offences

7.1 There are a number of criminal offences under the Act. These include:

- Obtaining or disclosing personal data or the information contained in personal data without the consent of the Data Controller (Cannock Chase Council);
- Procuring the disclosure to another person of the information contained in personal data without the consent of the Data Controller.

7.2 After obtaining personal data, to retain it without the consent of the person who was the controller in relation to the personal data when it was obtained. A full list of offences can be found on the Crown Prosecution Service (CPS) website.

7.3 In addition, in relation to computer processed information, the following are offences under the Computer Misuse Act 1990:

- Unauthorised access to computer;
- Unauthorised modification to contents of computer; and
- Unauthorised access with intent to commit/facilitate the commission of further offences.

8. Personal Interests and Connections

8.1 In situations where a member of staff has a personal connection with the data subject (for eg service user, customer, client) they must declare this connection, and the reason for the enquiry, to their manager before any action is taken. The manager will then consider any potential conflict of interest and allocate the enquiry to an independent person if deemed necessary.

8.2 This applies to relatives, in-laws, spouse or partner, neighbours, friends and former or present colleagues, or any other person whose personal connection to you could be perceived as likely affecting your ability to act impartially and professionally.

9. Breaches

9.1 Staff should only access systems and records containing personal information that are relevant to their work/duties.

- 9.2 In the event of a breach or a potential breach of data protection, either from an internal or external source, the Data Protection Officer must be notified as soon as possible, and in any case within 24 hours. Where a member of staff reports another, protection and anonymity will be afforded to those who request it in accordance with the Council's Confidential Reporting Policy.
- 9.3 Compliance with Data Protection procedures is taken very seriously and disciplinary action may be taken against any employee who breaches any instruction contained in, or arising from this policy.
- 9.4 Any breaches of security involving personal data must be dealt with in accordance with the procedures laid down in the Council's Data Protection Breach Protocol.

10. Subject Access Requests (SARs)

- 10.1 The Data Protection Legislation gives individuals the right to access personal information held about themselves by the Council and to be supplied with a copy of that information (subject to provisions).
- 10.2 SARs are co-ordinated by the Information Manager.
- 10.3 There is a one month time limit specified by the Act in which to comply with such requests.
- 10.4 Individuals requesting access to their records must provide details on the information they require and proof of identity. Individuals can access a subject access form on the Council's website to assist this process.
- 10.5 If a request is made through a third party acting on the data subject's behalf, that person will need to provide evidence of their identity and proof that they are entitled to act on the data subject's behalf. If they are a parent, foster parent or carer, acting on behalf of a child under 13 years of age, they will need to provide proof of parental responsibility (children 13 years of age or over would be expected to submit their own request).
- 10.6 The form should be returned to the Information Manager who will allocate the request to the appropriate team or department and provide advice and guidance in dealing with the request.

11. Rectification and Erasure

- 11.1 The Data Protection Legislation also gives individuals the right to have inaccurate personal data concerning them rectified, to request that any personal data concerning them be erased and to request that restrictions are placed on the processing of their personal data.

- 11.2 Any such requests should be forwarded to the Information Manager in order to co-ordinate a response.

12. Information Sharing

- 12.1 Information sharing occurs when one or more agencies or professionals share information about a data subject for the better provision of a service or where it is in the best interests of that data subject.
- 12.2 The Council has signed up to the standard for sharing personal data across Staffordshire as part of the 'One Staffordshire' data sharing agreement, and sharing of personal data should comply with this standard.
- 12.3 Information Asset owners / service managers must ensure that the Information Manager is consulted where a new sharing agreement is being considered.

13. Privacy Notices

- 13.1 Whenever personal data is collected directly or indirectly from an individual, staff must ensure that a suitable, plain language privacy notice is provided covering all the information required under Articles 13 and 14 of the General Data Protection Regulation.
- 13.2 These notices will be posted online and will be made available in hardcopy on request. Assistance and guidance on the formulation of these notices can be obtained from the Information Manager.

14. Data Retention

- 14.1 The Council will retain personal data in line with its legal or business obligations and these are detailed in the Councils Retention Policy and Guidelines.
- 14.2 All staff and third party's holding Council data should work on the principle of holding data for the minimum time required, and that once no longer needed data is securely deleted or destroyed.

15. Embedding Data Protection within projects

- 15.1 The Council will apply the principles of data protection by design and by default in all its projects and processes that use personal data. Staff will make sure that new projects involving significant use of personal data (whether internal or using an external third party) are reviewed via the Data Protection Impact Assessment form and process.

- 15.2 Staff should seek further guidance from the Data Protection Officer and/or Information Manager if they are unsure whether an impact assessment is appropriate. Wherever possible data minimisation should be considered and techniques such as data masking, pseudonymisation or anonymisation should be considered.

16. Contractors

- 16.1 The Council works with trusted third parties to whom we pass personal data to for processing. Typically, these will be companies that carry out a service on the Council's behalf such as couriers, debt collection agencies and other suppliers.
- 16.2 Any such disclosures of personal data should be listed within the privacy notices, which are located on the Council's website. We will require all data processors to sign a written contract compliant with Article 28 of the GDPR. Standard terms and conditions can be obtained from Legal Services.

17. Training and Awareness

- 17.1 All Council staff need to be aware of their, and the Council's obligations under the Data Protection Legislation. A training programme is in place for all staff to ensure they are aware of their obligations under the Data Protection Legislation. Periodic refresher training will be provided to maintain and update staff awareness and knowledge of Data Protection requirements.
- 17.2 The mandatory training will be supported by a regular programme of communications to staff.
- 17.3 Managers are responsible for ensuring all members of staff take appropriate data protection training as part of their induction process. It is also a manager's responsibility to arrange any necessary service specific training.

18. Policy Review and Revision

- 18.1 This policy will be reviewed as it is deemed appropriate, but no less frequently than every 2 years.
- 18.2 Policy review will be undertaken by the Data Protection Officer in consultation with the Senior Information Risk Owner.

19. Related Legislation and Corporate Policies

19.1 The Council has a legal obligation to comply with the following relevant legislation:

- Data Protection Legislation
- Computer Misuse Act 1990
- Copyrights, Designs and Patents Act 1988
- Human Rights Act 1998
- Freedom of Information Act 2000
- Environmental Information Regulations 2004
- Private and Electronic Communications Regulations 2003

This list is not exhaustive.

19.2 This policy should be read in conjunction with the ICT Security Policy.

Appendix 1

Glossary

Data Controller	A person who (either alone or jointly or in common with other persons) determines the purposes for which and the manner in which any personal data are, or are to be, processed
Data Protection Legislation	Means the General Data Protection Regulation and the Data Protection Act 2018
Data Processor	Any organisation or person (other than an employee of the data controller) who processes data on behalf of the data controller
Data Subject	Means an individual who is the subject of personal data
Personal Data	Any information relating to an identified or identifiable living individual who can be directly or indirectly identified in particular by reference to an identifier.
Processing	Processing in relation to personal data means an operation or set of operations which is performed on personal data, or on sets of personal data, such as:- a) collection, recording, organisation, structuring or storage b) adaptation or alteration c) retrieval, consultation or use d) disclosure by transmission, dissemination or otherwise making available, e) alignment or combination, or f) restriction, erasure or destruction
Sensitive Personal Data	Defined as personal data concerning: racial or ethnic origin; political opinion; religious or other beliefs; trade union membership; physical or mental health or condition; sexual life; sexual orientation or criminal proceedings or convictions.

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Report of:	Head of Environment and Healthy Lifestyles
Contact Officer:	Mike Edmonds
Telephone No:	4416
Portfolio Leader:	Culture and Sport
Key Decision:	No
Report Track:	Cabinet: 19/04/18

CABINET
19 APRIL 2018
ADOPTION OF COLLECTIONS DEVELOPMENT POLICY 2018 – 2023:
MUSEUM OF CANNOCK CHASE

1 Purpose of Report

- 1.1 To seek Cabinet approval for the adoption of the Collections Development Policy for the Museum of Cannock Chase 2018 -2023. The proposed policy is attached as Appendix 1.

2 Recommendations

- 2.1 That Cabinet endorses the adoption of the Collections Development Policy for the Museum of Cannock Chase 2018 -2023 attached as Appendix 1.
- 2.2 That Cabinet authorise the Head of Environment and Healthy Lifestyles in consultation with the Portfolio Leader for Culture and Sport to approve, where considered appropriate, acquisitions and disposals.

3 Key Issues and Reasons for Recommendation

- 3.1 The Museum of Cannock Chase must have a current Collections Development Policy to meet the Arts Council England accreditation standard (formerly Museum, Libraries and Archives (MLA)). In 2011 the standard was changed and any new policy needs to reflect the current recommended practice and requirements for accreditation.
- 3.2 Inspiring Healthy Lifestyles (IHL) are responsible for the management of the Council's museum collections. However, under these arrangements, the Council retains ownership of the collections. Consequently, a policy about the acquisition and disposal of museum objects must be a Council policy.
- 3.3 The policy must be formally approved by the Museum's governing body (the Council) in the form of a dated, duly authorised committee minute.

- 3.4 This policy sits outside the Council's Financial Regulations and Procurement Regulations with regard to procurement and asset disposal.
- 3.5 Adopting the principles set out in this policy document will provide the Council and IHL with a framework and clear procedures for acquiring and disposing of museum artefacts. Clarifying these processes will assist in ensuring good practice and protecting the future of the collections.

4 Relationship to Corporate Priorities

- 4.1 This report supports the Council's Corporate Priorities in a number of ways. Developing cultural services and facilities are at the heart of local communities. They offer places for people to come together, find common interest and a sense of shared identity. They provide diversionary activities, improve community safety and make places more pleasant and attractive improving the day to day life of all who live and work in the district.

5 Report Detail

Background

- 5.1 Following an extensive procurement process during 2010-11, Cabinet on 17 November 2011 approved Wigan Leisure and Culture Trust (WLCT) (now known as Inspiring Healthy Lifestyles) as the preferred long term partner for the management contract for the Council's culture and leisure services, including the Museum of Cannock Chase.
- 5.2 Under the contract arrangements, IHL are responsible for the management of the Council's Museum collections whilst the Council retains ownership. Cabinet on 20 April 2013 approved the adoption of Museum's Collections Development Policy for 2013 - 2018.

Collections Development Policy

- 5.3 The Museum collections are an important community resource, reflecting the history and heritage of the district and the aim of the policy document is to specify the criteria, procedures and guidelines to assist the decision making process for the acquisition and disposal of Museum objects.
- 5.4 The Arts Council England (the new monitoring body for Museums in the UK) has a model policy document to which local information is added. The local information relates to the collections that are held by the Council at the Museum of Cannock Chase and will guide future acquisitions and disposals.
- 5.5 The Collections Development Policy includes the following:
- (i) Museum's statement of purpose
 - (ii) History of the collections
 - (iii) An overview of current collections

- (iv) Themes and priorities for future collecting
- (v) Themes and priorities for rationalisation and disposal
- (vi) Legal and ethical framework for acquisition and disposal of items
- (vii) Collecting policies of other museums
- (viii) Management of Archives
- (ix) Acquisitions not covered by the policy
- (x) Acquisition procedures
- (xi) Human Remains
- (xii) Biological and geological material
- (xiii) Archaeological material
- (xiv) Exceptions
- (xv) Spoilation
- (xvi) The repatriation and restitution of objects and human remains
- (xvii) Disposal procedures

5.6 The policy has been prepared and checked by professional curators and museum staff who have confirmed that the attached policy is fairly standard, in line with current practice and draws upon the model policy endorsed by the Arts Council England.

5.7 The key points to note are that although collections are central to museum activity, acquisitions and disposals will only be made by the Council on the advice of IHL's professional museum staff and in accordance with the attached policy. In addition to the policy, disposals can only be made upon written notification from the Council.

6 Implications

6.1 Financial

Acquisitions and disposals are governed by the Collections Development Policy. The policy states that a disposal generating a receipt will be used for the benefit of the collections. Consideration should be given to stating that the Governing Body would consider whether such money would be used for the benefit of the collections.

There are no direct financial implications arising from this report.

6.2 Legal

Any legal implications are referred to in the report.

6.3 Human Resources

None.

6.4 Section 17 (Crime Prevention)

None.

6.5 Human Rights Act

None.

6.6 Data Protection

None.

6.7 Risk Management

The adoption of the policy will reduce the risks of items being disposed of wrongly and also any being acquired in an ad hoc manner, which may incur additional costs to the Council.

6.8 Equality & Diversity

None.

6.9 Best Value

The policy is designed to ensure an open, transparent and co-ordinated approach to the acquisition and disposal of collections, avoiding duplication and collecting items which are not within the area stipulated in the policy and requires assessment of existing collections, identifying those that no longer fit the criteria.

7 Appendices to the Report

Appendix 1: Museum of Cannock Chase – Collections Development Policy 2018 -2023

Previous Consideration

Adoption of Collections Development Policy Cabinet 20 February, 2013
2013-2018 – Museum of Cannock Chase

Background Papers

None

Name of museum: Museum of Cannock Chase

Name of governing body: Cannock Chase District Council

Date on which this policy was approved by governing body: April 2018

Date at which this policy is due for review: February 2023

This policy will be used **at all times** as guidance for all matters relating to the management of the collections at the Museum of Cannock Chase and to ensure that collections management continues to meet the Accreditation requirements of Arts Council England.

The collections development policy will be published and reviewed from time to time, at least once every five years. Arts Council England will be notified of any changes to the collections development policy, and the implications of any such changes for the future of collections.

1. Relationship to other relevant policies/plans of the organisation:

- 1.1. The museum's statement of purpose is:
To give residents of and visitors to the Cannock Chase District both a 'sense of place' and the opportunities to actively participate in the preservation and exploration of the area's cultural heritage.
- 1.2. The governing body will ensure that both acquisition and disposal are carried out openly and with transparency.
- 1.3. By definition, the museum has a long-term purpose and holds collections in trust for the benefit of the public in relation to its stated objectives. The governing body therefore accepts the principle that sound curatorial reasons must be established before consideration is given to any acquisition to the collection, or the disposal of any items in the museum's collection.
- 1.4. Acquisitions outside the current stated policy will only be made in exceptional circumstances.
- 1.5. The museum recognises its responsibility, when acquiring additions to its collections, to ensure that care of collections, documentation arrangements and use of collections will meet the requirements of the Museum Accreditation Standard. This includes using SPECTRUM primary procedures for collections

management. It will take into account limitations on collecting imposed by such factors as staffing, storage and care of collection arrangements.

- 1.6. The museum will undertake due diligence and make every effort not to acquire, whether by purchase, gift, bequest or exchange, any object or specimen unless the governing body or responsible officer is satisfied that the museum can acquire a valid title to the item in question.
- 1.7. The museum will not undertake disposal motivated principally by financial reasons.

2. History of the collections

The Museum of Cannock Chase comprises four buildings set in nine hectares of green space on the site of the former Valley Colliery in Hednesford. The site was previously owned by the Marquis of Anglesey, the Cannock & Rugeley Colliery Company and the National Coal Board. Coal was extracted from 1872 until the 1960s. The colliery was a training centre for miners from the Cannock Chase Coalfield from 1957 until the early 1980s and the Mines Rescue Service for the Cannock Chase Coalfield also operated from the site until 1991.

The facility was opened in May 1989 as the Valley Heritage Centre by ex-miners – with support from Cannock Chase Council - who wanted the Cannock Chase coalfield, its stories and communities remembered. In 1998 it changed its name to the Museum of Cannock Chase. In 2012 the management of the museum and its services transferred from Cannock Chase District Council to Wigan Leisure and Culture Trust (trading as Inspiring healthy lifestyles) on a ten-year management agreement with the ownership of the museum buildings and collections are still retained by the Cannock Chase District Council.

In the early days of the centre the collections developed with an aim to show the importance of the history and processes of mining to the local community. Many industrial history items came into the collections at this time together with pre-war and wartime related social history objects. Over the years the latter collection of social history items has been extended to cover all time periods, stories and populations that reflect the changing nature of the Cannock Chase District.

3. An overview of current collections

The museum's aim is to collect, document, conserve, store, display and interpret items pertaining to the social, industrial, military and local history of the Cannock Chase area.

The collection embraces a range of objects, many from the earlier twentieth century. The collection comprises of material relating to:

- 3.1 Coal mining industry. Coal mining formed the backbone of the economy and the community, until the last pit closed in 1993, and therefore the museum makes it a priority to collect items pertaining to the Cannock Chase coalfield. The museum is the only museum in Staffordshire holding considerable collections pertaining to the coal mining industry, and its local and regional importance has increased as the museum has developed. Including banners, paintings, books, documents and awards.
- 3.2 Working Life. Objects made for or relating to work or business purposes.
- 3.3 Military History. Cannock Chase was a particularly important area in relation to the military history of Britain. Its open heathland landscape, central location, cheap land, good transport links and plentiful supply of coal made it particularly suitable for military training. From the late 19th century and throughout the 20th century the area saw a large scale military presence from general manoeuvres to two Great War training camps (Brocton and Rugeley) and RAF Hednesford.
- 3.4 Community Life. Objects used in education, warfare, health, entertainment and sport. Examples include mineral water bottles, local guidebooks, commemorative objects, school uniforms, religious items, local government, police and objects from the Home Front during the Second World War.
- 3.5 Domestic and Family Life. A large collection relating to the history of toys and games, food and drink, home-making (including housekeeping, laundry and furnishings), hobbies, crafts, pastimes and travel.
- 3.6 Personal Life. Objects belonging to or normally used by one person, rather than general domestic objects. Examples include clothes, shoes, jewellery and other accessories.
- 3.7 Photographs and Prints. This largely comprises photographs and prints depicting the people, landscape and buildings of the Cannock Chase area. The collection is particularly rich in images relating to the coal mining industry and local topography.
- 3.8 Natural History. Several specimens of animals found on Cannock Chase that have been subject to taxidermy.
- 3.9 Geology. Several examples of coal from the Cannock Chase coalfield.
- 3.10 Items for Education Use. The museum runs a busy education service which includes artefact handling. Duplicate items are collected for educational and/or handling use. These items may fall outside the geographical collecting area if they fill a gap in the collection. The donors of such items are made aware that they will be used in such a way. These items are marked with an 'E' suffix to the accession number.

Other items from the collections may be used for educational or interpretive use at the discretion of the collections staff, but these may not be handled by visitors except under exceptional circumstances and under supervision.

Reproductions may be collected only for educational use or to fill in a gap in a particular display.

4. Themes and priorities for future collecting

General Criteria

- 4.1 The museum will continue to collect in accordance with the themes listed above.
- 4.2 The museum will not acquire any object unless there are adequate resources for its care.
- 4.3 The museum will only collect objects for which suitable storage and exhibition facilities are available. In particular, the museum has limited storage space for large items and careful consideration must be given to the acquisition of any large object.
- 4.4 The museum has limited storage for costume and therefore these items may be offered to the County Museum.
- 4.5 No further geological items will be collected, as the museum does not have specific expertise in this subject.
- 4.6 There is a presumption against collecting items of an archaeological nature. Items from the Cannock area are offered to the county repository of the Potteries Museum in Stoke-on-Trent which has specific expertise in this field. The only exception to the rule is where the Potteries are unable to accept items which would allow us to tell part of the human history story of Cannock Chase.
- 4.7 Archival material will be offered to the County Records Office, or duplicates as appropriate.
- 4.8 Potentially hazardous items will not be collected – e.g., mining explosives, chemicals, etc
- 4.9 As the museum has no in-house conservation resources it will in general acquire only objects which are in good or excellent condition. In exceptional circumstances objects which are in poorer condition may be acquired provided (a) resources are available to carry out the necessary restoration work; and (b) they are important acquisitions of a type otherwise unlikely to become available.
- 4.10 Items collected should bear a clear relationship to the Cannock Chase area by manufacture or use. Items from outside the area may be collected in the following circumstances:
 - Where there is a gap in the collection

- Where there is clear evidence that objects of this type were used in the area
 - Where there is strong relevance to items already in the collection
 - For outreach and handling activities
- 4.11 The museum collects items from any time period, but concentrates on the modern historical period.
- 4.12 The museum collects contemporary items which reflect current society in the Cannock Chase coalfield area.
- 4.13 There is a particular interest in collecting toys from the area and mining rescue service material.
- 4.14 Supplementary information concerning the origins, provenance and former use of objects in the collection may also be acquired, including in the form of documents, photographs, oral history recordings or digital archives.
- 4.15 Duplicates should not be collected, unless the second item is in better condition or the item is needed for educational use (see section 3.10)

5. Themes and priorities for rationalisation and disposal

- 5.1 The museum does not intend to dispose of collections during the period covered by this policy.**
- 5.2 Exception: it will only dispose of objects for curatorial reasons and will not undertake disposal motivated principally by financial reasons. Disposal will be made by gift or sale and in accordance the procedures outlined in Section 17 below.
- 5.3 Objects from the collections will be considered for disposal on a case by case basis under the following criteria:
- Poor condition
 - Duplicates exist
 - Falls outside the Collections Development Policy
 - Public benefit better served by transfer to another organisation.

6. Legal and ethical framework for acquisition and disposal of items

- 6.1 The museum recognises its responsibility to work within the parameters of the Museum Association Code of Ethics when considering acquisition and disposal.

7. Collecting policies of other museums

- 7.1 The museum will take account of the collecting policies of other museums and other organisations collecting in the same or related areas or subject fields. It

will consult with these organisations where conflicts of interest may arise or to define areas of specialism, to avoid unnecessary duplication and waste of resources.

7.2 Specific reference is made to the following museum(s)/repositories:

- **Staffordshire Arts and Museum Service**
- **Stafford Borough Council**
- **The Potteries Museum, Stoke-on-Trent (archaeology only)**
- **Staffordshire Regiment Museum**
- **Birmingham Museum Trust**
- **Staffordshire Record Office**
- **Walsall Local History Centre**

8. Management of Archives

8.1 As the Museum of Cannock Chase holds / intends to acquire archives, including photographs and printed ephemera, its governing body will be guided by the Code of Practice on Archives for Museums and Galleries in the United Kingdom (third edition, 2002).

8.2 The museum will refer to Stafford County Record Office for advice when archive material is offered to the museum, or for specialist advice on conservation care. When it is agreed that the museum is the most appropriate custodian for an archive collection, the museum will supply information about the collection or facsimiles to the County Record Office.

8.3 The museum will make the archive collections available for public consultation and study by appointment. A list of guidelines for this have been prepared and are to be followed at all times. As a general principle, the museum will not break up an archive collection. Advice will be sought from the County Records Office if large archives are offered to the museum.

8.4 Archive material will be stored in appropriate archive-quality storage. Delicate items will not be available for public consultation except in special circumstances. Duplicates of fragile items will be made wherever resources and conservation restraints allow.

9. Acquisitions not covered by the policy

9.1 Acquisitions outside the current stated policy will only be made in very exceptional circumstances, and then only after proper consideration by the governing body of the museum itself, having regard to the interests of other museums.

10. Acquisition procedures

10.1 The policy for agreeing acquisitions is that the Collections Officer is contacted by a member of the public or another organisation. The Collections Development Policy, Provenance and ownership are checked and, if the

potential acquisition complies it is added to the museum collection and documented to SPECTRUM guidelines. Items that are subject to Treasure restrictions or for purchase or fall outside the existing collecting policy are discussed with the Museum Manager and a decision is taken about whether ratification is required by Cannock Chase Council and/or Inspiring healthy lifestyles.

- 10.2 The Museum of Cannock Chase will exercise due diligence and make every effort not to acquire, whether by purchase, gift, bequest or exchange, any object or specimen unless the governing body or responsible officer is satisfied that the museum can acquire a valid title to the item in question.
- 10.3 The Museum of Cannock Chase will not acquire any object or specimen unless it is satisfied that the object or specimen has not been acquired in, or exported from, its country of origin (or any intermediate country in which it may have been legally owned) in violation of that country's laws. (For the purposes of this paragraph 'country of origin' includes the United Kingdom).
- 10.4 In accordance with the provisions of the UNESCO 1970 Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property, which the UK ratified with effect from November 1st 2002, and the Dealing in Cultural Objects (Offences) Act 2003, the museum will reject any items that have been illicitly traded. The governing body will be guided by the national guidance on the responsible acquisition of cultural property issued by the Department for Culture, Media and Sport in 2005.

11 Human remains

- 11.1 The museum does not hold or intend to acquire any human remains.

12 Biological and geological material

- 12.1 So far as biological and geological material is concerned, the museum will not acquire by any direct or indirect means any specimen that has been collected, sold or otherwise transferred in contravention of any national or international wildlife protection or natural history conservation law or treaty of the United Kingdom or any other country, except with the express consent of an appropriate outside authority.

13 Archaeological material

- 13.1 The museum will not acquire archaeological material (including excavated ceramics) in any case where the governing body or responsible officer has any suspicion that the circumstances of their recovery involved a failure to follow the appropriate legal procedures.
- 13.2 In England, Wales and Northern Ireland the procedures include reporting finds to the landowner or occupier of the land and to the proper authorities in the

case of possible treasure (i.e. the Coroner for Treasure) as set out in the Treasure Act 1996 (as amended by the Coroners & Justice Act 2009).

14 Exceptions

- 14.1 Any exceptions to the above clauses will only be because the museum is:
- acting as an externally approved repository of last resort for material of local (UK) origin
 - acting with the permission of authorities with the requisite jurisdiction in the country of origin

In these cases the museum will be open and transparent in the way it makes decisions and will act only with the express consent of an appropriate outside authority. The museum will document when these exceptions occur.

15 Spoliation

- 15.1 The Museum of Cannock Chase will use the statement of principles 'Spoliation of Works of Art during the Nazi, Holocaust and World War II period', issued for non-national museums in 1999 by the Museums and Galleries Commission.

16 The Repatriation and Restitution of objects and human remains

- 16.1 The Museum of Cannock Chase's governing body, acting on the advice of the museum's professional staff, if any, may take a decision to return human remains (unless covered by the 'Guidance for the care of human remains in museums' issued by DCMS in 2005), objects or specimens to a country or people of origin. The museum will take such decisions on a case by case basis; within its legal position and taking into account all ethical implications and available guidance. This will mean that the procedures described in 17.1-5 below will be followed but the remaining procedures are not appropriate.
- 16.2 The disposal of human remains from museums in England, Northern Ireland and Wales will follow the procedures in the 'Guidance for the care of human remains in museums'.

17 Disposal procedures

- 17.1 All disposals will be undertaken with reference to the SPECTRUM Primary Procedures on disposal.
- 17.2 The governing body will confirm that it is legally free to dispose of an item. Agreements on disposal made with donors will also be considered.
- 17.3 When disposal of a museum object is being considered, the museum will establish if it was acquired with the aid of an external funding organisation. In such cases, any conditions attached to the original grant will be followed. This

may include repayment of the original grant and a proportion of the proceeds if the item is disposed of by sale.

- 17.4 When disposal is motivated by curatorial reasons the procedures outlined below will be followed and the method of disposal may be by gift, sale, exchange or as a last resort - destruction.
- 17.5 The decision to dispose of material from the collections will be taken by the governing body only after full consideration of the reasons for disposal. Other factors including public benefit, the implications for the museum's collections and collections held by museums and other organisations collecting the same material or in related fields will be considered. Expert advice will be obtained and the views of stakeholders such as donors, researchers, local and source communities and others served by the museum will also be sought.
- 17.6 A decision to dispose of a specimen or object, whether by gift, exchange, sale or destruction (in the case of an item too badly damaged or deteriorated to be of any use for the purposes of the collections or for reasons of health and safety), will be the responsibility of the governing body of the museum acting on the advice of professional curatorial staff, if any, and not of the curator or manager of the collection acting alone.
- 17.7 Once a decision to dispose of material in the collection has been taken, priority will be given to retaining it within the public domain. It will therefore be offered in the first instance, by gift or sale, directly to other Accredited Museums likely to be interested in its acquisition.
- 17.8 If the material is not acquired by any Accredited museum to which it was offered as a gift or for sale, then the museum community at large will be advised of the intention to dispose of the material normally through a notice on the MA's Find an Object web listing service, an announcement in the Museums Association's Museums Journal or in other specialist publications and websites (if appropriate).
- 17.9 The announcement relating to gift or sale will indicate the number and nature of specimens or objects involved, and the basis on which the material will be transferred to another institution. Preference will be given to expressions of interest from other Accredited Museums. A period of at least two months will be allowed for an interest in acquiring the material to be expressed. At the end of this period, if no expressions of interest have been received, the museum may consider disposing of the material to other interested individuals and organisations giving priority to organisations in the public domain.
- 17.10 Any monies received by the museum governing body from the disposal of items will be applied solely and directly for the benefit of the collections. This normally means the purchase of further acquisitions. In exceptional cases, improvements relating to the care of collections in order to meet or exceed Accreditation requirements relating to the risk of damage to and deterioration of the collections may be justifiable. Any monies received in compensation for the damage, loss or destruction of items will be applied in the same way.

Advice on those cases where the monies are intended to be used for the care of collections will be sought from the Arts Council England

- 17.11 The proceeds of a sale will be allocated so it can be demonstrated that they are spent in a manner compatible with the requirements of the Accreditation standard. Money must be restricted to the long-term sustainability, use and development of the collection.
- 17.12 Full records will be kept of all decisions on disposals and the items involved and proper arrangements made for the preservation and/or transfer, as appropriate, of the documentation relating to the items concerned, including photographic records where practicable in accordance with SPECTRUM Procedure on deaccession and disposal.

Disposal by exchange

- 17.13 The nature of disposal by exchange means that the museum will not necessarily be in a position to exchange the material with another Accredited museum. The governing body will therefore ensure that issues relating to accountability and impartiality are carefully considered to avoid undue influence on its decision-making process.
 - 17.13.1 In cases where the governing body wishes for sound curatorial reasons to exchange material directly with Accredited or non-Accredited museums, with other organisations or with individuals, the procedures in paragraphs 17.1-5 will apply.
 - 17.13.2 If the exchange is proposed to be made with a specific Accredited museum, other Accredited museums which collect in the same or related areas will be directly notified of the proposal and their comments will be requested.
 - 17.13.3 If the exchange is proposed with a non-Accredited museum, with another type of organisation or with an individual, the museum will place a notice on the MA's Find an Object web listing service, or make an announcement in the Museums Association's Museums Journal or in other specialist publications and websites (if appropriate).
 - 17.13.4 Both the notification and announcement must provide information on the number and nature of the specimens or objects involved both in the museum's collection and those intended to be acquired in exchange. A period of at least two months must be allowed for comments to be received. At the end of this period, the governing body must consider the comments before a final decision on the exchange is made.

Disposal by destruction

- 17.14 If it is not possible to dispose of an object through transfer or sale, the governing body may decide to destroy it.
- 17.15 It is acceptable to destroy material of low intrinsic significance (duplicate mass-produced articles or common specimens which lack significant provenance) where no alternative method of disposal can be found.
- 17.16 Destruction is also an acceptable method of disposal in cases where an object is in extremely poor condition, has high associated health and safety risks or is part of an approved destructive testing request identified in an organisation's research policy.
- 17.17 Where necessary, specialist advice will be sought to establish the appropriate method of destruction. Health and safety risk assessments will be carried out by trained staff where required.
- 17.18 The destruction of objects should be witnessed by an appropriate member of the museum workforce. In circumstances where this is not possible, eg the destruction of controlled substances, a police certificate should be obtained and kept in the relevant object history file.

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Report of:	Head of Environment and Healthy Lifestyles
Contact Officers:	Tom Walsh
Telephone No:	01543 464482
Portfolio Leader:	Culture and Sport and Environment
Key Decision:	No
Report Track:	Cabinet: 19/04/18

CABINET

19 APRIL 2018

REPLACEMENT OF SPECIALIST STREETSCENE AND GROUNDS MAINTENANCE MACHINERY AND VEHICLES**1 Purpose of Report**

- 1.1 To seek approval to purchase replacement specialist streetscene and grounds maintenance machinery and vehicles.

2 Recommendations

- 2.1 That scheme approval and permission to spend in relation to the purchase of replacement specialist streetscene and grounds maintenance machinery and vehicles as set out in Appendix 1 is agreed.

3 Key Issues and Reasons for Recommendation

- 3.1 It is necessary to procure replacement machinery and vehicles to deliver the Council's grounds maintenance, bereavement, countryside and streetscene services
- 3.2 The existing machinery and vehicles asset list has been assessed and 13 items have been identified as reaching the end of their useful life and needing to be replaced ideally before the start of the next financial year. Given that the lead in time for such items of specialist machinery is typically around 16 weeks it is necessary to commence the procurement process promptly in order to expedite delivery for the early part of 2018-19.
- 3.3 The purchase of this specialist machinery will ensure an uninterrupted service; reduce maintenance time as well as helping to lower the impact of the fleet on the environment.

- 3.4 A purchasing option has been considered and it is therefore proposed to purchase the 13 items early in 2018 through a Framework Agreement (ESPO) and the Crown Commercial Services.
- 3.5 As Council has already established the required capital programme budget of £597k on 7 February 2018, permission to spend in relation to the purchase of the 13 items of machinery is sought.

4 Relationship to Corporate Priorities

- 4.1 The replacement of the specialist streetscene and ground maintenance machinery and vehicles will contribute to many the Council's Corporate Objectives.

5 Report Detail

- 5.1 Council on 7 February 2018 agreed that the Budget would include a capital sum of £597K from capital for Grounds Maintenance and Street Cleansing Services.
- 5.2 Following an assessment of the service's current machinery and vehicle asset list 13 items were identified as nearing the end of their useful life. Some of the vehicles and machinery have been subject to breakdowns and are becoming unsustainable due to their age and availability of spares.
- 5.3 The estimated purchase cost of £143,500 would need to be funded through the General Fund Capital Programme approved by Council on 7th February 2018.
- 5.4 It is also necessary for Cabinet to authorise scheme approval and permission to spend in relation to the purchase of the replacement machinery/vehicles.
- 5.5 Details of the Capital Expenditure for specialist replacement machinery/vehicles which are to be procured are set out in Appendix 1.

6 Implications

6.1 Financial

The estimated cost of the 13 items of replacement machinery/vehicles is £143,500 and provision exists within the draft Capital Programme approved by Council on 7th February 2018.

6.2 Legal

None.

6.3 Human Resources

None.

6.4 Section 17 (Crime Prevention)

None.

6.5 Human Rights Act

None.

6.6 Data Protection

None.

6.7 Risk Management

The risk of using hire equipment or not to replace the machinery is that the service will fail to operate effectively and efficiently and therefore fail to meet its operational objectives of providing a planned programme of works. As part of the procurement exercise the Council will consider improved safety and possible reduction of insurance premiums as well as providing evidence for insurance claims by considering devices such as reversing sensors/cameras and dash cams.

6.8 Equality & Diversity

None.

6.9 Best Value

The best value option regarding the replacement of the Grounds maintenance /Streetscene machinery/Vehicles is to utilise existing Framework agreements and the Crown Commercial services.

7 Appendices to the Report

Appendix 1: Capital Expenditure for replacement machinery/vehicles.

Previous Consideration

Replacement of Grounds maintenance and Street Cleansing Service vehicles	Cabinet	21 November 2013
Grounds Maintenance and Street Cleansing Service	Cabinet	18 April 2013

Background Papers

None

Appendix 1Capital Expenditure for Replacement Machinery / Vehicles 2018

Owned by	Section	Service Manager	Existing Vehicle Registration Date	Replacement Vehicle Type	Estimated Cost	Replacement Year	Status	Estimated Residual Value	Replacement Programme
CCDC	Grounds Maintenance	TW	2014	Kubota Golf Rough Mower	18,500	2018	On Target	2000	4 years
CCC	WES CLS	JP	2008	Pickup Van	25,000	2018	Overdue	1500	5-7 years based on mileage
CCC	WES CLS	JP	2008	Light Van	15,000	2018	Overdue	1500	5-7 years based on mileage
CCC	Cemeteries	TW	Renault Traffic 2008	Transit Crew Cab	25,000	2018	Overdue	N/A	5-7 years based on mileage
CCC	Cemeteries	TW	Ausa Dumper 2005	Hi Tip Dumper	13,000	2018	Overdue	1,000	5-7 years based on hours worked
CCC	Cemeteries	TW	Ausa Dumper 2005	Hi Tip Dumper	13,000	2018	Overdue	1,000	5-7 years based on hours worked
CCDC	Countryside	TW	1998	Mitsubishi L200 Cab4Life	18,000	2008	Overdue	4,000	10 years based on reliability, wear & tear
CCDC	Countryside	TW	1996	Two Wheel Tractor BCS	3,000	2006	Overdue	350	10 years based on reliability, wear & tear
CCDC	Countryside	TW	1996	Two Wheel Tractor BCS	3,000	2006	Overdue	350	10 years based on reliability, wear & tear
CCDC	Countryside	TW	1996	Two Wheel Tractor BCS	3,000	2006	Overdue	350	10 years based on reliability, wear & tear
CCDC	Countryside	TW	1998	Two Wheel Tractor BCS	3,000	2006	Overdue	375	10 years based on reliability, wear & tear
CCDC	Countryside	TW	1999	Two Wheel Tractor Tedder	2,000	2009	Overdue	350	10 years based on reliability, wear & tear
CCDC	Countryside	TW	1998	Two Wheel Tractor Flail	2,000	2008	Overdue	100	10 years based on reliability, wear and tear
					143,500				

Report of:	Head of Housing & Partnerships
Contact Officer:	Nirmal Samrai
Telephone No:	(01543) 464210
Portfolio Leader:	Crime & Partnerships
Key Decision:	No
Report Track:	Cabinet: 19/04/18

CABINET
19 APRIL 2018
SAFEGUARDING CHILDREN AND ADULTS AT RISK OF ABUSE OR NEGLECT
POLICY AND PROCEDURE

1 Purpose of Report

- 1.1 To consider the revised Safeguarding Children and Adults at risk of Abuse or Neglect Policy and Procedure and to recommend its adoption to Council.

2 Recommendations

- 2.1 That Cabinet considers the revised Safeguarding Children and Adults at risk of Abuse or Neglect Policy and Procedure and recommend to Council its adoption.

3 Key Issues and Reasons for Recommendation

- 3.1 The Council's existing policy has been reviewed and revised to ensure that it is in line with current legislation, statutory guidance and inter-agency procedures.
- 3.2 This review has been undertaken with other District Councils across Staffordshire as part of the Staffordshire Safeguarding Children's Board – District Councils Sub-Group which consists of the eight District Councils in Staffordshire; the result of which is a revised joint policy aimed to providing local synergy and improved clarity for practitioners.
- 3.3 Where appropriate this policy has been amended to include the Council's policies and procedures.

4 Relationship to Corporate Priorities

4.1 This report supports the Council's Corporate Priorities as follows:

- (i) The revision of the Safeguarding Children and Adults at risk of Abuse or Neglect Policy and Procedure ensure the Council meets its legal responsibility to safeguard, promote wellbeing and protect children and vulnerable adults from abuse and harm. This report supports the Council's Corporate priorities by ensuring that services delivering those priorities are compliant.

5 Report Detail

- 5.1 All children and vulnerable adults have the right to live their lives to the fullest potential, to be protected, to have the opportunity to participate in and enjoy any activity, and to be treated with dignity and respect.
- 5.2 Cannock Chase District Council has a legal responsibility to safeguard, promote wellbeing and protect children and vulnerable adults.
- 5.3 The purpose of this Safeguarding Children and Vulnerable Adults Protection Policy is to set out how the Council, its employees, elected members, workers/volunteers and partners should work together to safeguard and promote the welfare of children and vulnerable adults.
- 5.4 The scope of this Policy is to understand the District Council's legislative framework, to outline the procedures to be followed and to identify the relevant contacts in relation to safeguarding children and adults at risk. The Policy covers safeguarding children and adults.

Cannock Chase District Council has a legal responsibility to safeguard, promote wellbeing and protect children and adults.

This will include;

- Respecting and promoting the rights, wishes and feelings of children and adults.
- Raising the awareness of the duty of care responsibilities relating to children and adults throughout the Council.
- Promoting and implementing appropriate procedures to safeguard the wellbeing of children and adults to protect them from harm.
- Creating a safe and healthy environment within all our services, to protect all parties and reduce the risk of abuse or allegations of abuse from occurring.
- Recruiting, training, supporting and supervising staff, elected members and volunteers to adopt best practice to safeguard and protect children and adults at risk from abuse, and to also minimise any risks to themselves.

- Responding promptly to any suspicions or allegations of misconduct or abuse of children or adults in line with the Staffordshire Safeguarding Children Board (SSCB) inter-agency policies and procedures for safeguarding children and promoting their welfare and the Staffordshire and Stoke on Trent Adult Safeguarding Partnership Adult Safeguarding procedures
- Requiring staff, elected members and volunteers to adopt and abide by the Council's Safeguarding Policy and Procedures, Codes of Conduct and associated procedures.
- Reviewing and evaluating this Policy and Procedure on an annual basis or in line with Best Practice, Changing Legislation, Organisational Requirements and service delivery.
- Ensuring representatives including partnerships with private, voluntary or contracted organisations of Cannock Chase District Council who have contact with children, young people or adults are subject to safer recruitment procedures.

5.5 It is important for everyone responsible for service provision to children and vulnerable adults and their families and carers to fully understand their individual and organisational responsibilities.

"Safeguarding children and vulnerable adults is everyone's responsibility"

5.6 The key message of the revised policy is the role of managers, employees, members, workers and volunteers to report concerns (child protection or vulnerable adults) to the Council's Designated Officers or First Response Team.

6 Implications

6.1 Financial

The primary area where there may be financial implications arising from the revision of this policy will be in relation to any identified refresher training/briefing sessions. Any such requirements will be met from within existing corporate budgets.

6.2 Legal

The legal implications are set out in the report and policy.

6.3 Human Resources

Information on safeguarding is already provided through employee inductions and included in job descriptions as a key requirement. Recruitment procedures include the use of DBS for checking criminal records where the duties of then post fall within the current legislative framework and appropriate records are maintained on the Council's HR Database.

The implementation of this revised policy will require refresher training and HR Services will work closely with the Head of Housing & Partnerships to develop an appropriate training programme.

A risk assessment approach is taken to the employment of ex-offenders and DBS policy is under review.

6.4 Section 17 (Crime Prevention)

There are no specific crime prevention implications.

6.5 Human Rights Act

There are no specific Human Rights Act implications.

6.6 Data Protection

The revised policy supports Data Protection procedures and requirements and compliments the Council's Data Protection Policy.

The 'One Staffordshire Information Sharing Protocol' must be referenced when considering any form of data exchange where an individual's information is part of that exchange.

Training for relevant staff must be undertaken in all cases where staff are to be dealing with personal information. Training for relevant staff is covered in the induction process for all employees and additional training is referred to where necessary.

6.7 Risk Management

This revised policy together with other associated policies and procedures provides a standardised means of identifying, reporting and recording safeguarding concerns which will assist the Council in addressing this risk area.

6.8 Equality & Diversity

An Equality and Diversity Impact Assessment has been completed and identified that there are no negative impacts on the service, employees, service users and those who share a protected characteristic. The Policy provides a consistent approach to the prevention, identification and reporting of concerns of abuse of children and vulnerable adults across all of the protected characteristics.

6.9 Best Value

None

7 Appendices to the Report

Appendix 1 Safeguarding Children and Adults at risk of Abuse or Neglect Policy and Procedure.

Previous Consideration

Safeguarding Children and Vulnerable Adults Protection Policy Cabinet 17 July, 2014

Draft Children, Young People and Vulnerable Adults Protection Policy Cabinet 17 December, 2009

Background Papers

Equality and Diversity Impact Assessment – 4th June 2014

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Safeguarding Children and Adults at risk of Abuse or Neglect Policy and Procedure

Date Agreed:

JANUARY 2018



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Section 1

1.1 Introduction

All children¹ and adults at risk of abuse and neglect² have the right to live their lives to the fullest potential, to be protected, to have the opportunity to participate in and enjoy any activity, and to be treated with dignity and respect.

Cannock Chase Council has both a moral and legal obligation to ensure a duty of care for children and adults across its services. The District Council is committed to ensuring that all children and adults are protected and kept safe from harm whilst engaged in services organised and provided by the Council. We believe that safeguarding is everybody's responsibility.

The purpose of this Policy and its associated procedures is to help protect all children and adults, including those living in our communities and to protect Cannock Chase Council, its staff, elected members and volunteers.

1.2 Policy Statement and Scope

The scope of this Policy is to understand the District Council's legislative framework, to outline the procedures to be followed and to identify the relevant contacts in relation to safeguarding children and adults at risk. The Policy covers safeguarding children and adults.

Cannock Chase Council has a legal responsibility to safeguard, promote wellbeing and protect children and adults.

This will include;

- Respecting and promoting the rights, wishes and feelings of children and adults.
- Raising the awareness of the duty of care responsibilities relating to children and adults throughout the Council.
- Promoting and implementing appropriate procedures to safeguard the well-being of children and adults to protect them from harm.
- Creating a safe and healthy environment within all our services, to protect all parties and reduce the risk of abuse or allegations of abuse from occurring.
- Recruiting, training, supporting and supervising staff, elected members and volunteers to adopt best practice to safeguard and protect children and adults at risk from abuse, and to also minimise any risks to themselves.
- Responding promptly to any suspicions or allegations of misconduct or abuse of children or adults in line with the Staffordshire Safeguarding Children Board (SSCB) inter-agency policies and procedures for safeguarding children and promoting their

¹ 'Children' for the purposes of these guidelines are defined as those aged under 18 years

² The safeguarding duties apply to an adult who: has needs for care and support (whether or not the local authority is meeting any of those needs) and; is experiencing, or at risk of, abuse or neglect; and as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect. The adult experiencing, or at risk of abuse or neglect will hereafter be referred to as the *adult* throughout this policy.

welfare and the Staffordshire and Stoke on Trent Adult Safeguarding Partnership Adult Safeguarding procedures

- Requiring staff, elected members and volunteers to adopt and abide by the Council's Safeguarding Policy and Procedures, Codes of Conduct and associated procedures.
- Reviewing and evaluating this Policy and Procedure on an annual basis or in line with Best Practice, Changing Legislation, Organisational Requirements and service delivery.
- Ensuring representatives including partnerships with private, voluntary or contracted organisations of Cannock Chase Council who have contact with children, young people or adults are subject to safer recruitment procedures.

1.3 Principles

This Policy and supporting Procedures are based on the following principles;

- The welfare of children and adults is the primary concern.
- All children and adults irrespective of their age, culture, disability, gender, language, racial origin, socio-economic status, religious belief and/ or sexual orientation have the right to protection from abuse and harm.
- It is everyone's responsibility to act on any concerns about abuse in order that children and adults are appropriately safeguarded.
- All incidents of alleged poor practice, misconduct and abuse will be taken seriously and responded to swiftly and appropriately.
- All personal data will be processed in accordance with the requirements of the Data Protection Act 1998.

1.4 Supporting Documents/Legislation

This Policy should be read in conjunction with a number of additional policies and legislative documents, listed in Appendix B.

The major pieces of legislation and guidance are:

- The Children Act 1989 and 2004
- Care Act 2014
- Guidance to the Care Act 2014
- Safeguarding Vulnerable Groups Act 2006
- Public Interest Disclosure Act 1998
- Data Protection Act 1998
- European Convention of Human Rights
- Working Together to safeguard Children 2015
- Mental Capacity Act 2005
- Disclosure and Barring Service (formerly the Criminal Records Bureau (CRB) and Independent Safeguarding Authority (ISA)
- Staffordshire Safeguarding Children Board's Inter-agency policies and procedures for safeguarding children and promoting their welfare
www.staffsscb.org.uk/Professionals/Procedures/Procedures.aspx
- Staffordshire and Stoke-on-Trent Adult Safeguarding Partnership Inter-Agency Procedures.

Section 2

Procedure Guide

2.1 Introduction

This set of procedures and guidelines sets out how Cannock Chase Council will implement the Safeguarding Children and Adults at Risk of Abuse and Neglect Policy. It is to be used by all staff that come into contact with those who fall under the definition of the procedure, or those who are responsible for managing services that affect these individuals or groups.

The procedure guide is intended to be used in conjunction with the policy document, and other supporting individual service procedures. See Appendices for detail.

2.2 Definitions used within the procedure

- The term children or young person is used to refer to anyone under the age of 18 years in accordance with the Children Act 1989.
- All the policies and procedures described within this document refer to adults as well as children.
- Adults at risk for the purposes of this procedure are an adult who: has needs for care and support (whether or not the Local Authority is meeting any of those needs) and; is experiencing, or at risk of, abuse or neglect; and as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.
- The term staff, elected members and volunteers is used to refer to employees, district councillors, volunteers and anyone working on behalf of, delivering a commissioned service for or representing the Council.

2.3 Recognition of Abuse including neglect and bullying

Important Rule

It is important to remember that many children and adults will exhibit some of these signs and indicators at some time, and the presence of one or more should not be taken as proof that abuse is occurring. There may well be other reasons for changes in behaviour such as a death, or the birth of a new baby in the family, relationship problems between parents/carers, etc. However, you should always report anything that causes you to suspect that abuse may be happening in order for appropriate action to be taken to ensure the welfare and safety of children and adults.

Recognising Abuse

Recognising abuse is not easy, and it is not the responsibility of council staff, elected members or volunteers to decide whether or not abuse has taken place or if there is significant risk. The Council/authority has a responsibility to act if it believes it may be happening.

Abuse and neglect are forms of maltreatment of a child or adult. Somebody may abuse a child or adult by inflicting harm, or by failing to act to prevent harm. Children and adults may be abused in a family or in an institutional or community setting; by those known to them or, more rarely, by a stranger for example via the internet. They may also be abused by an adult or adults, or by another child or children.

Types and Signs of Abuse

It is generally accepted that there are these types of abuse:

Children

Physical abuse, emotional (or psychological) abuse, sexual abuse and neglect.

Please note that the tabled examples and signs detailed below may also be indicators of other medical factors and may not necessarily confirm abuse and neglect. These tables are provided as a guide to help with the assessment process and the work with children, adults and their families.

PHYSICAL ABUSE	
Examples include	Signs include
<ul style="list-style-type: none"> • Shaking • Pinching • Slapping • Force-feeding • Biting • Burning or Scalding. • Causing needless physical discomfort • Inappropriate restraint • Locking someone in a room 	<ul style="list-style-type: none"> • Unexplained bruising, marks or injuries on any part of the body • Frequent visits to the GP or A&E • An injury inconsistent with the explanation offered • Fear of parents or carers being approached for an explanation • Aggressive behaviour or severe temper outbursts • Flinching when approached • Reluctance to get changed or wearing long sleeves in hot weather • Depression • Withdrawn behaviour or other behaviour change • Running away from home/ residential care • Distrust of adults, particularly those with whom a close relationship would normally be expected
EMOTIONAL/PSYCHOLOGICAL ABUSE	
Examples include	Signs include
<ul style="list-style-type: none"> • Intimidation and/or threats • Bullying • Rejection • Shouting • Indifference and the withdrawal of approval • Denial of choice • Deprivation of dignity or privacy 	<ul style="list-style-type: none"> • A failure to thrive or grow • Sudden speech disorders • Developmental delay, either in terms of physical or emotional progress • Behaviour change • Being unable to play or socialise with others • Fear of making mistakes

<ul style="list-style-type: none"> • The denial of human and civil rights • Harassment • Being made to fear for one's well being 	<ul style="list-style-type: none"> • Self harm • Fear of parent or carer being approached regarding their behaviour • Confusion
SEXUAL ABUSE	
Examples include	Signs include
<ul style="list-style-type: none"> • Rape and other sexual offences • For adults, sexual activity including sexual contact and non-sexual contact that the person does not want, to which they have not consented, could not consent, or were pressured into consenting to. • Being encouraged or enticed to touch the abuser • Coercing the victim into watching or participating in pornographic videos, photographs, or internet images • Any sexual relationship that develops where one is in a position of trust, power or authority 	<ul style="list-style-type: none"> • Pain or itching in the genital/anal areas • Bruising or bleeding near genital/anal areas • Sexually transmitted disease • Vaginal discharge or infection • Stomach pains • Discomfort when walking or sitting down • Pregnancy • Sudden or unexplained changes in behaviour, e.g. becoming aggressive or withdrawn • Fear of being left with a specific person or group of people • Nightmares • Leaving home • Sexual knowledge which is beyond their age or development age • Sexual drawings or language • Bedwetting • Saying they have secrets they cannot tell anyone about • Self harm or mutilation, sometimes leading to suicide attempts • Eating problems such as overeating or anorexia
NEGLECT	
Examples include	Signs include
<ul style="list-style-type: none"> • Withholding help or support necessary to carry out daily living tasks • Ignoring medical and physical care needs • Failing to provide access to health, social or educational support • The withholding of medication, nutrition and heating • Keeping someone in isolation. • Failure to intervene in situations that are dangerous to the person Inadequate supervision and guidance – leaving the child to cope alone, abandoning them or leaving them with inappropriate carers and failing to provide appropriate boundaries about behaviours such as under age sex or alcohol. 	<ul style="list-style-type: none"> • Constant hunger, sometimes stealing food from others • Dirty or 'smelly' • Loss of weight, or being constantly underweight • Inappropriate dress for the weather • Complaining of being tired all the time • Not requesting medical assistance and/or failing to attend appointments • Having few friends • Worsening of health conditions • Pressure sores • Mentioning their being left alone or unsupervised • Sore or extreme nappy rash • Skin infections • Lack of response to stimuli or contact

	<ul style="list-style-type: none"> • Poor skin condition(s) • Frozen watchfulness • Anxiety • Distressed • Child moves away from parent under stress • Little or no distress when separated from primary carer • Inappropriate emotional responses • Language delay
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Adults

Physical abuse, emotional (or psychological) abuse, sexual abuse, neglect, financial abuse, discriminatory, organisational, neglect and acts of omission and self-neglect. (See also Domestic abuse and modern slavery in other types of abuse below)

Type of abuse	Description	Type of abuse	Description
Physical	Hitting slapping, shoving, kicking, rough handling or inappropriate restraint.	Neglect/acts of omission	Includes ignoring medical, emotional or physical needs, failure to provide access to support services, withholding necessities such as food and heating.
Sexual	Any type of inappropriate sexual behaviour including rape, indecent exposure, sexual harassment or innuendo, showing of indecent photographs and sexual acts to which the adult has not consented.	Financial	Includes fraud, theft, assuming ownership of money or items, scamming, getting an adult to spend money unwisely.
Self-neglect	May be as a result of an adult's lifestyle choice, and includes behaviour such as hoarding and extreme poor personal hygiene.	Organisational/ Institutional	Poor practice in a nursing/care or hospital setting or even in an adult's own home. This can be one incident or a series of incidents as a result of an organisations poor practice, policy or procedure.
Discriminatory	Is often on the grounds of age, race, gender, gender identity, culture, religion sexual orientation or disability.	Emotional/ Psychological	Includes threats of harm, intimidation, harassment, coercion, cyber bullying, denial of cultural and religious needs.

Other types of abuse

Domestic Violence and Abuse

As of 1st March 2013, the Home Office definition of Domestic **violence and abuse** is:

Any incident or pattern of incidents of controlling³, coercive⁴ or threatening behaviour, violence or abuse between those aged 16 or over who are or have been intimate partners or family members regardless of gender or sexuality. This can encompass but is not limited to the following types of abuse; psychological, physical, sexual, financial and/or emotional

Source: www.homeoffice.gov.uk

In all cases where there is knowledge or suspicion that there exists a **potential** for a child or children to be suffering harm as a result of domestic violence and abuse, then a referral should be made to Children's Social Care via the First Response Team (FRT) who act as the first point of contact for all referrals in relation cases that meet the **threshold for significant harm** – for further information please refer Section 1E threshold framework 'Accessing the right help at the right time'. www.staffsscb.org.uk/Professionals/Procedures/Procedures.aspx

Where it is thought that a victim of domestic violence and abuse meets the definition of an adult at risk of abuse and neglect, then an Adult Safeguarding referral should be made to the Contact Centre on **0345 604 2719**.

Hidden Harm

Children may be suffering from the effects of what is known as 'hidden harm' if they live with parents or carers who are misusing drugs or alcohol. Children in these situations may be acting as young carers or they may be subjected to any of the forms of abuse described above. Separate policies and procedures for children living with parents who misuse substances and those who are deemed as young carers can be found on the SSCB website. www.staffsscb.org.uk/Professionals/Procedures/Procedures.aspx

Child Sexual Exploitation (CSE)

Child sexual exploitation is a form of sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology. (DFE2017)

Children and Young people do not make informed choices to enter or remain in sexual exploitation. Rather, they do so from coercion, enticement, manipulation, fear or desperation.

For further guidance www.staffsscb.org.uk/Professionals/Procedures/Procedures.aspx

³ 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.

⁴ 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.

Forced Marriage

Forced marriage⁵ is a marriage without the full and free consent of both parties. It is a form of domestic violence and an abuse of human rights. In an arranged marriage the family will take the lead in arranging the match but the couples have a choice as to whether to proceed. In forced marriage, one or both spouses do not (or, in the case of some disabled young people and some adults cannot) consent to the marriage and some element of duress is involved. Duress can include physical, psychological, sexual, financial and emotional pressure.

It is important to note that the Mental Capacity Act does **NOT** allow for consent to marry to be given on behalf of a person without capacity to make this decision for themselves.

Female Genital Mutilation

Female genital mutilation (FGM) includes procedures that intentionally alter or cause injury to the female genital organs for non-medical reasons.” (World Health Organisation 2014). It is illegal in the UK.

FGM is known by a number of names including „female genital cutting”, female circumcision” or initiation”. The term female circumcision suggests that the practice is similar to male circumcision, but it bears no resemblance to male circumcision, has serious health consequences and no medical benefits. FGM is also linked to domestic abuse, particularly in relation to „honour based violence”.

For further guidance

<http://www.staffsccb.org.uk/Professionals/Procedures/Section-Four/Section-Four-Docs/Section-4M-Female-Genital-Mutilation.pdf>

Modern slavery / Trafficking

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.

The organised crime of human trafficking into the UK has become an issue of considerable concern to all professionals with responsibility for the care and protection of children and adults. Any form of trafficking humans is an abuse.

Trafficking of persons means the recruitment, transportation, transfer, harbouring or receipt of persons, by means of the threat of, or use of coercion, abduction, fraud, and deception, abuse of power or of a position of vulnerability. It also includes the giving or receiving of payments or benefits to achieve the consent of a person having control over another person, for the purpose of exploitation.

It is important to note that some cases involve UK-born people being trafficked within the UK, e.g. people being trafficked from one town to another. The consent of the victim of trafficking is irrelevant where any of the above methods have been used.

Trafficked people may be used for sexual exploitation, agricultural labour including tending plants in illegal cannabis farms and benefit fraud. Children as well as adults are trafficked.

⁵ Research carried out by the then Department for Children, Schools and Families estimated that the national prevalence of reported cases of forced marriage in England was between 5,000 and 8,000, with the youngest victim being 2 years old and the oldest 76 years..

If you have a concern regarding trafficking of a person you should immediately contact the Designated Safeguarding Officer or make a referral direct to the appropriate team. Practitioners should not do anything which would heighten the risk of harm or abduction to the child or adult.

Race and Racism

People from black and minority groups (and their parents or carers) are potentially likely to have experienced harassment, racial discrimination and institutional racism. Although racism causes significant harm it is not, in itself, a category of abuse (unless the victim meets the definition of an adult at risk of abuse and neglect, in which case an appropriate referral should be made) and dealing with it is considered under other specific policies of the Council and the District Community Safety Partnership.

Hate Crime

The Association of Chief Police Officers (ACPO) and the Crown Prosecution Service (CPS) have a nationally agreed definition of Hate Crime. Hate crimes are taken to mean any crime where the perpetrator's hostility or prejudice against an identifiable group of people is a factor in determining who is victimised. This is a broad and inclusive definition. A victim does not have to be a member of the group. In fact, anyone could be a victim of a hate crime.

The Crown Prosecution Service (CPS) and The Association of Chief Police Officers (ACPO) have agreed 5 monitored strands of hate crime as set out below.

A hate crime is any criminal offence that is motivated by hostility or prejudice based upon the victim's:

- disability
- race
- religion or belief
- sexual orientation
- transgender identity

Hate crime can take many forms including:

- physical attacks such as physical assault, damage to property, offensive graffiti and arson
- threat of attack including offensive letters, abusive or obscene telephone calls, groups hanging around to intimidate, and unfounded, malicious complaints
- verbal abuse, insults or harassment - taunting, offensive leaflets and posters, abusive gestures, dumping of rubbish outside homes or through letterboxes, and bullying at school or in the workplace.

If the victim of a Hate Crime meets the definition of an adult at risk of abuse and neglect, an Adult Protection referral should be made to the Contact Centre on **0345 604 2719**.

Safeguarding People who are vulnerable to being drawn into Violent Extremism and / or Terrorism

The current threat from terrorism in the United Kingdom can involve the exploitation of vulnerable people, including children of all ages, young people and adults to involve them in terrorism or activity in support of terrorism.

Violent Extremism is defined by the Crown Prosecution Service (CPS) as:

"The demonstration of unacceptable behaviour by using any means or medium to express views, which:

- Encourage, justify or glorify terrorist violence in furtherance of particular beliefs;*
- Seek to provoke others to terrorist acts;*
- Encourage other serious criminal activity or seek to provoke others to serious criminal acts;*
- Foster hatred which might lead to inter-community violence in the UK."*

There are a number of offences that can be considered when dealing with violent extremism. They include offences arising through spoken words, creation of tapes and videos of speeches, internet entries, chanting, banners and written notes and publications.

The main offences employed to date have been soliciting murder and inciting racial hatred.

The Stoke-on-Trent and Staffordshire Local Safeguarding Children Boards and the Staffordshire and Stoke-on-Trent Adult Safeguarding Partnership Board recognise the need to protect people against the messages of all violent extremism including that linked to Far Right / Neo Nazi / White Supremacist, Al Qaeda ideologies, Irish Nationalist and Loyalist paramilitary groups, and that linked to Animal Rights movements.

For further guidance <http://www.staffsscb.org.uk/Professionals/Procedures/Section-Six/Section-Six-Docs/Section-6L-Staffordshire-and-Stoke-on-Trent-LSCB-and-SSASPB-Prevent-Channel-Guidance.docx>

2.4 Risks that increase the likelihood of abuse happening

There are certain situations and factors that put people at particular risk of abuse. If one or more of these factors are present, it does not mean that abuse will occur but it will increase the risk:

- Isolation
- Living in the same household as an abuser
- A previous history of abuse
- The existence of financial problems
- A member of the household experiences emotional or social isolation
- Inappropriate physical or emotional environment e.g. lack of privacy and/ or personal space
- Where there has been a change of lifestyle e.g. illness, unemployment or employment.
- Dependence on others for personal and practical care
- Where a person is dependent on other people to administer money or where several people manage their money
- Where the vulnerable person exhibits difficult and challenging behaviour
- The carer has difficulties such as debt, alcohol or mental health problems
- Poor leadership in care services
- Unmonitored provision of care e.g. where reviews or inspections do not take place
- Failure to comply with standard operating policies and procedures.

Increased Risk to Vulnerable Children

There are many issues that may contribute to child abuse, but some factors *increase* the risk to children and make them more vulnerable to abuse. They can be found in the background of parents, in the environmental situation and in attributes of the child themselves.

Parental factors:

- Parent has a mental illness
- Parent is misusing drugs or alcohol
- Parent has already abused a child
- Parent has previously had children removed
- Unwanted pregnancy / terminations
- Parent has a background of abuse when growing up
- Parents have unrealistic expectations of the child and lack parenting knowledge
- Parent is isolated and has little support
- Parent has a learning difficulty/ disability

Environmental factors:

- Overcrowding in the house
- Poverty or lack of opportunity to improve the family's resources
- Domestic abuse is present
- A non biological adult (i.e. unrelated) living in the house
- Family is experiencing multiple stresses

Child factors:

- Baby is sickly, colicky or unwanted
- Child has a physical or learning disability
- Lack of attachment between child and parent
- Child resides in care, particularly residential
- Child is excluded from mainstream school
- Child uses drugs/ alcohol
- Child goes missing
- Child is living in private fostering arrangements

It is possible to limit the situations where the abuse of children and adults at risk may occur, by promoting good practice to all staff and elected members. Please see Appendix F

2.5 Responding to Disclosure, Suspicions and Allegations

Council employees/ elected members/ volunteers may come across cases of suspected abuse either through direct or indirect contact with children and adults, for example, running a holiday activity, or for peripatetic staff visiting homes as part of their day to day work. It is not an employee's/ elected members/ volunteer's responsibility to decide whether or not a child or adult has been abused. Council employees/ elected members/ volunteers, that suspect abuse have a responsibility to act and report their concerns immediately on any such suspicions to ensure any relevant information is passed to the appropriate team. (See Appendix A(i) and (Aii)).

Responding to Disclosure

Abused children and adults at risk 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 or adult is saying employees/ elected members/ volunteers are already helping the situation.

The following points are a guide to help employees respond appropriately:

Do's and Don'ts	
Do	Don't
<ul style="list-style-type: none"> • React calmly so as not to frighten them. Making safeguarding personal by seeking the views and wishes of the adult at risk in relation to the safeguarding concern. • Take what the person says seriously, recognising the difficulties inherent in interpreting what is being said by a person who has for example a speech impairment and / or differences in language • Avoid asking leading or direct questions other than those seeking to clarify your understanding of what the person has said. They may be subsequently formally interviewed by the Police and/or Children's Social Care (CSC) and they should not have to repeat their account on several occasions. The first person told may become a witness at court if they have asked/gained direct relevant information. • Reassure the child or adult at risk that they are right to tell. • Explain to them that concerns may have to be shared with someone who is in a position to act. • Make a written record of what has been disclosed at the earliest opportunity using the council's initial concerns form (See Appendix C) 	<ul style="list-style-type: none"> • Dismiss the concern • Panic • Allow your shock or distaste to show • Probe for more information than is offered • Speculate or make assumptions • Make negative comments about the alleged abuser • Make promises or agree to keep secrets • Ask the child, young person, adult at risk of abuse and neglect or any witnesses to sign your written information as this may be significantly detrimental to any subsequent police investigation • Take photographs of any alleged injuries. Any such recording must only be done by an approved medical or other practitioner, following referral. • Examine injuries

Responding to Concerns

It is the responsibility of the individual employee, elected member or volunteer to take action where there are safeguarding concerns regarding an adult or child.

The employee, elected member or volunteer must make a record of the concern using the Initial Concerns Form (Appendix C). All concerns must then be shared with the Designated Safeguarding Officer or Deputy. If these persons are not available then any concerns should be discussed with a Safeguarding Champion who will take responsibility for safeguarding when the Designated Safeguarding Officer is unavailable.

The employee, elected member or volunteer must make a record of the concern, this should include:

- The date and time
- The child or adult's name, address and date of birth
- The nature of the abuse
- A description of any visible injuries
- Observations – e.g. a description of the child or adult's behaviour and physical and emotional state
- What the child or adult said and what was said in reply. Please record this as accurately as possible, using their choice of language
- Any action taken as a result of the concerns being raised e.g. who was spoken to and resulting actions. Include names, addresses and telephone numbers and whether an early help assessment has been started/ completed
- Sign and date what has been recorded
- Store the information in accordance with relevant procedures, e.g. Data Protection
- Report to and inform your line manager and/or the Council's Designated Safeguarding Officer or Deputy.

A copy of the completed initial concerns form should be shared with the Designated Safeguarding Officer or Deputy on completion and submitted to First Response or the Adult Protection Contact Centre as appropriate (see contact information below). If concerns do not meet the threshold for significant harm the initial concerns form should be shared with the Local Support Team.

Concerns relating to a child

Actions to be taken by the employee / elected member / volunteer / designated safeguarding officers/;

- If after reviewing the SSCB Thresholds document⁶ it is evident that the child or young person is at **risk of significant harm**, a call must be made to First Response on 0800 1313126 (between 8.00 am and 5.30 pm and 4.30 pm on a Friday). Outside of 8.00 am and 5.30 pm any child protection concerns should be directed to Staffordshire County Council Emergency Duty Service on 0345 6042886.
- If the line is busy First Response will accept a brief email with your contact details. This can be sent to firstr@staffordshire.gov.uk (please note this should not include any confidential details about a child or young person). In the email explain that it is a child protection⁷ concern.
- First Response will ask you for a range of information, all of which is listed on the MARF. They will also ask you what your concerns are and what evidence you have to

⁶ <http://www.staffscb.org.uk/Professionals/Procedures/Section-One/Section-One-Docs/Section-1E-SSCB-Thresholds-for-Intervention-Guidance.pdf>

⁷ Working together 2015 page 92 explains what child protection is: It is part of safeguarding and promoting welfare. This refers to the activity that is undertaken to protect specific children who are suffering, or are likely to suffer, significant harm.

demonstrate that the child or young person is at risk of significant harm, so it's important to have as much information as possible before you make the call but this shouldn't delay it either. Call takers will also want to know if an early help assessment (see Section 2.6 below) has been completed. If you're not sure you can contact your Local Support Team (LST).

- **In an emergency where someone is at risk of immediate harm - dial 999**

Concerns relating to an adult

- If you have concerns about an adult record the information (as listed above) on the initial concerns form and then seek advice from the Adult Protection Contact Centre on **0345 604 2719**.
- **In an emergency where someone is at risk of immediate harm - dial 999**

***Where there is any possibility that a criminal act may have been committed care should be taken not to take any action that may jeopardise any subsequent criminal investigation.**

All reported concerns must be discussed prior to making a referral with the agency's Designated Safeguarding Officer(s). If this person(s) is not available, either because they are on annual leave or off sick then any concerns should be discussed with a nominated deputy who will take responsibility for safeguarding when the designated lead is unavailable. The Designated Officer/ Deputy should also ensure that the employee reporting the incident is reassured that they have access to staff support if needed.

Safeguarding children and consent

It is important for professionals to discuss their concerns with the child (where appropriate) and family because it can help to resolve issues that otherwise would not warrant a referral to First Response. Discussing concerns early on also builds trust and encourages parents to work with professionals; this in turn keeps children safe and prevents issues escalating. However, there may be circumstances where parents refuse to give consent and it is in this instance that, employees, members or volunteers should make a judgement as to whether, without help, the needs of the child would escalate.

Consent is **not** required for referrals that meet the threshold for significant harm (i.e. child protection); however you, as the referring professional, must inform parents or carers that you are making a referral as stated above, unless by alerting them you could be putting that child or others at risk. If you have not spoken to the parent/ carer, First Response will ask you to do so before they proceed with the call.

Adult safeguarding referrals and Consent

It is important that professionals discuss safeguarding concerns with the adult (if appropriate to do so) and gain their consent to make an adult safeguarding referral. However, information can be shared without consent if there is an overriding public or vital interest;

- Risk of harm to the wellbeing and safety of the adult or others
- Other adults or children could be at risk
- It is necessary to prevent crime or a crime may have been committed
- The person lacks capacity to consent

2.6 Early Help - Responding to lower level concerns in relation to children that do not meet the threshold for significant harm

Staff, members and volunteers may come into contact with children and families that need additional support and help. It is important that action is taken early to enable children to have the best outcomes. There are a range of agencies that can provide early help and support to children and families. The overall aim of early help is to support children, young people and families at the earliest possible stage of a problem emerging to prevent them from reaching crisis point and the need for statutory intervention. The Local Support Team can provide early help to children and families, consent should be obtained from parents/carers for a request for support to be made to the Local Support Team. Staff can also seek advice from the Designated Safeguarding Officers in relation to dealing with lower level concerns; further information on Early Help is available at <http://www.staffsscb.org.uk/Professionals/Staffordshire-Early-Help-Strategy/Staffordshire-Early-Help-Strategy.aspx>

Responding to allegations against Staff and Volunteers

Detailed procedures and guidance relating to the management of allegations against people who work with children are contained within the following documents:

- Working Together to Safeguarding Children (2015) Chapter 2
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/419595/Working_Together_to_Safeguard_Children.pdf
- SSCB inter-agency procedures: Section 4HA

It is essential that any concerns for the welfare of a child arising from abuse or harassment by a member of staff or a volunteer should be reported **IMMEDIATELY** to the Designated Safeguarding Officer / or Deputy and the Head of Human Resources.

If the matter does not meet the threshold for significant harm the Head of Human Resources or Designated Safeguarding Officer/ Deputy will contact First Response and speak to the LADO within 24 hours.

The LADO is a statutory role in relation to allegations against children⁸. They provide an 'Initial Discussion' which allows for the giving of advice and guidance relating to the most appropriate way of managing the allegation or concern, and most importantly will help establish what the 'next steps' should be in terms of investigating the matter further.

The LADO will liaise with Police and children's social care safeguarding teams when appropriate, and also discuss with the Designated Safeguarding Lead or Deputy other issues such as – notifying the child's parents/carers; suspending the adult; risks to other children; communication with relevant other organizations/bodies; supporting the adult and possible media interest. The LADO will also monitor the progress of an investigation and assist an employer in the taking of any difficult judgments about a person's suitability to remain in the children's workforce.

If the allegation is in respect of abuse or harassment of an adult, the Council's Designated Safeguarding Officer will make a referral to Contact Centre 0345 604 2719.

⁸ As defined in Working Together (2015)

Support for the Referrer

The Council will fully support and protect all elected members/ employees/volunteers who, in good faith (without malicious intent), make a referral about a colleague who may be abusing a child or adult and report his or her concern about a colleague's practice.

This support may take the form of counselling through the Council's service, moving the person reporting the abuse / potential abuse to another workplace temporarily whilst the incident is investigated. The Council also has a whistle blowing procedure which a referrer can follow if there are reasons why the standard procedures for dealing with allegations make them feel particularly vulnerable, or if they consider their concerns are not being acted upon appropriately. However, all elected members/ employees/ volunteers have a duty to safeguard and promote the welfare of children and adults at risk and in order to investigate concerns robustly it may not be possible to maintain complete anonymity, but the interests of the referrer will be protected when concerns are raised.

Disclosure

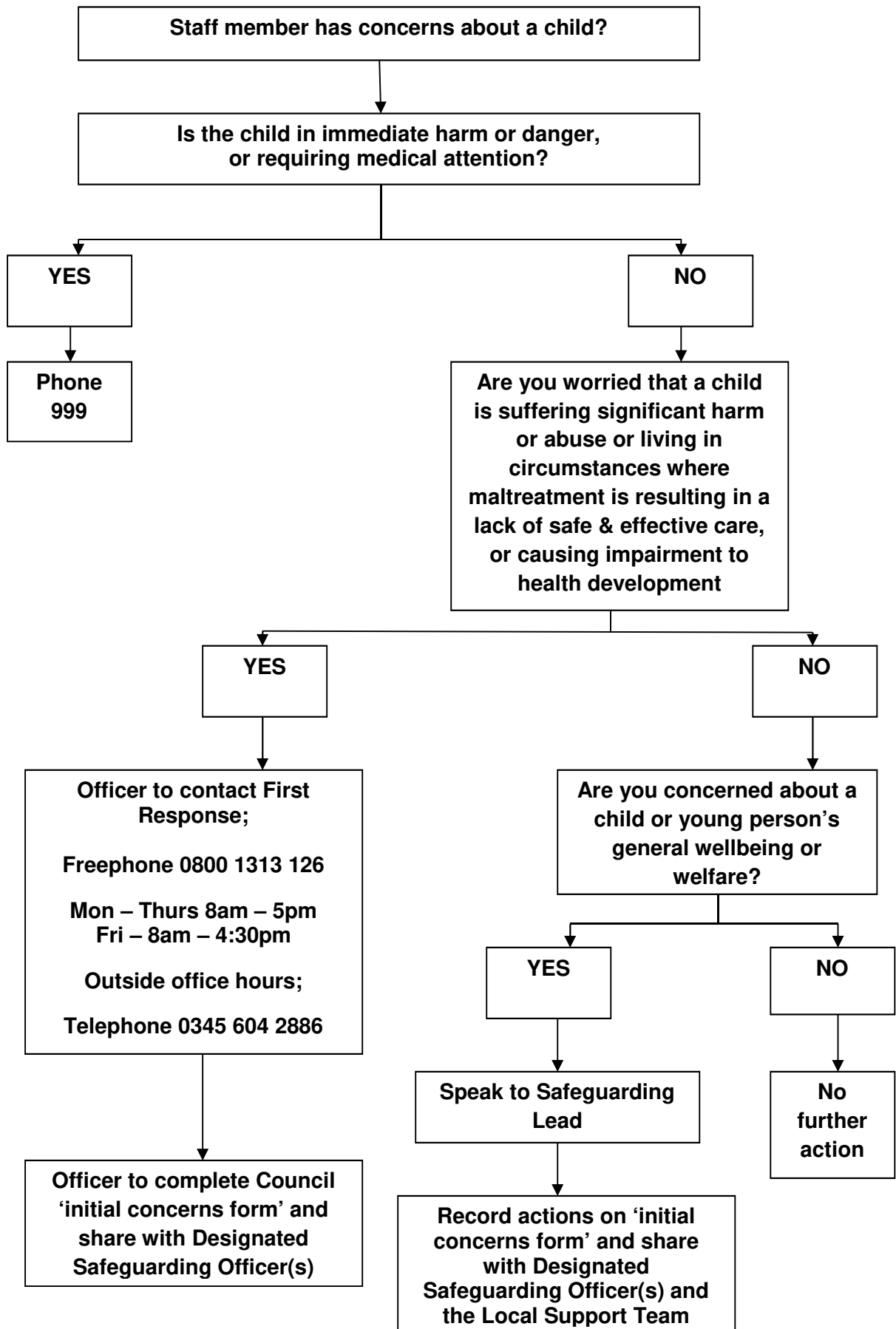
There may be a number of strands to a child or adult safeguarding enquiry e.g. Professional strategy meetings, child protection conferences and core groups, criminal investigations joint evaluation meetings (under Staffordshire LADO procedures) as well as disciplinary investigations. Elected members/ employees/ volunteers may need to be involved as witnesses, holders of key information, or in regard to ongoing processes around protection and welfare.

Further guidance available at:

<http://www.staffsscb.org.uk/>

<http://preview.staffordshirecares.info/StayingSafeintheCommunity/Stopabuseofadults.aspx>

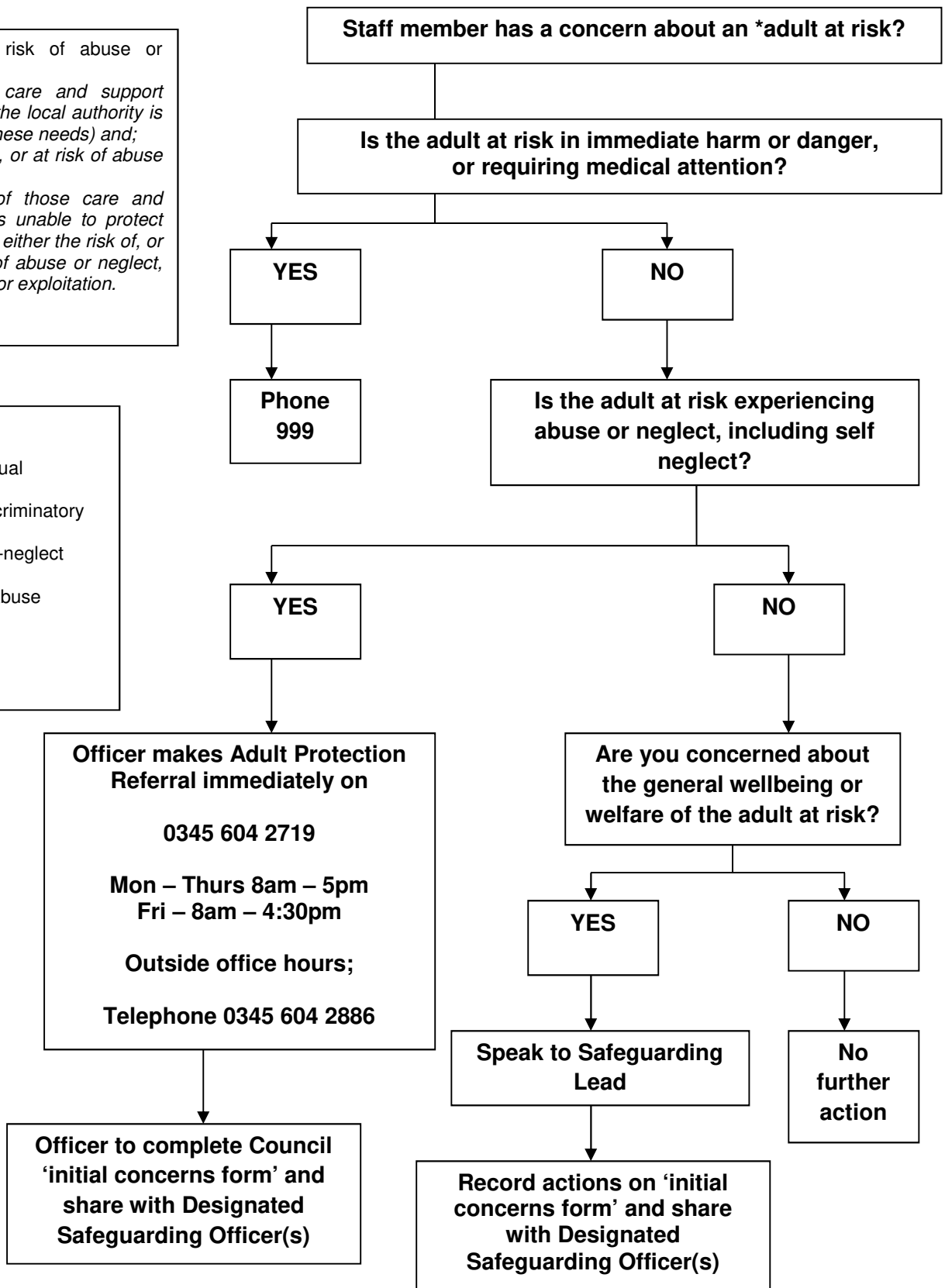
APPENDIX A (i)



APPENDIX A (ii)

* An adult at risk of abuse or neglect;
has needs for care and support (whether or not the local authority is meeting any of these needs) and;
- is experiencing, or at risk of abuse or neglect; and
- as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect, significant harm or exploitation.

- Types of abuse:
- Physical - Sexual
 - Financial - Discriminatory
 - Neglect - Self-neglect
 - Organisational abuse
 - Domestic abuse
 - Modern slavery



APPENDIX B**Guidance and Legislation**

Children Act 1989 – provides legislation to ensure that the welfare and developmental needs of children are met, including their need to be protected from harm. The welfare of the child is paramount.

Children Act 2004 – Section 11 places a duty on all organisations to ensure that their functions are discharged with regard to the need to safeguard and promote the welfare of children. The Act offered the legislative framework for the implementation of the five Every Child Matters principles which are considered to be integral to achieving positive outcomes and life chances for all children and young people from birth into adulthood. These principles are:

- Be healthy
- Staying safe
- Enjoying and achieving
- Making a positive contribution
- Achieving economic wellbeing

Working Together to Safeguard Children 2015 - this statutory guidance as revised by the government in 2015 details the roles and responsibilities of all agencies with the aim of promoting effective working together to promote the welfare and safety of children. To view the 2015 Working Together to Safeguard Children statutory guidance please go to; <http://www.workingtogetheronline.co.uk/index.html>

Inter-agency procedures for safeguarding children and promoting their welfare in Staffordshire are available on line at www.staffsscb.org.uk.

The “No Secrets” guidance is available at:

http://www.dh.gov.uk/en/Publicationsandstatistics/Publications/PublicationsPolicyAndGuidance/DH_4008486

Care Standards Act 2000 – this Act details the statutory responsibility for all agencies to ensure the protection of vulnerable adults. In summary this Act –

- establishes a new, independent regulatory body for social care and private and voluntary healthcare services (“care services”) in England to be known as the National Care Standards Commission;
- provides for an arm of the National Assembly for Wales to be the regulatory body for such services in Wales;
- establishes new, independent Councils to register social care workers, set standards in social care work and regulate the education and training of social workers in England and Wales;
- establishes an office of the Children’s Commissioner for Wales;
- reforms the regulation of childminders and day care provision for young children;
- provides for the Secretary of State to maintain a list of individuals who are considered unsuitable to work with vulnerable adults.

Care Act 2014 – builds on recent reviews and reforms, replacing previous legislation to provide a coherent approach to adult social care in England. Part one of the Act (and its statutory guidance) consolidates and modernises the framework of care and support law; it set out new duties for local authorities and partners, and new rights for service users and carers. The Act aims to achieve:

- clearer, fairer care and support;

- wellbeing – physical, mental and emotional – of both the person needing care and their carer;
- prevention and delay of the need for care and support;
- putting people in control of their own care.

Further information can be found at <https://www.gov.uk/government/publications/care-act-2014-statutory-guidance-for-implementation>

Mental Capacity Act 2005 - provides a framework to empower and protect people who may lack capacity to make some decisions for themselves. The Act makes clear who can take decisions in which situations, and how they should go about this. Anyone who works with or cares for an adult who lacks capacity must comply with the MCA when making decisions or acting for that person. This applies whether decisions are life changing events or more every day matters and is relevant to adults of any age, regardless of when they lost capacity.

Interagency Procedures for Adult Protection in Staffordshire can be found at <http://preview.staffordshirecares.info/StayingSafeintheCommunity/Stopabuseofadults.aspx>

There is a wide range of associated legislation and guidance available, see the Office of Public Sector Information for more information (www.opsi.gov.uk)

APPENDIX C**CONFIDENTIAL****Safeguarding Children and Adults at Risk of Abuse and Neglect****Initial Concerns Form**

This form should be completed by staff/ members and volunteers to record any concerns regarding the safeguarding of a child or an adult and it should then be shared with your Line Manager.

It is your responsibility to submit safeguarding concerns to First Response or Adult Safeguarding and to ensure that a copy of the initial concerns form is shared with the Designated Safeguarding Officers in the Partnerships Team – Kerry Wright Kerrywright@cannockchasedc.gov.uk ext 4368 and Karla Vowles Karlavowles@cannockchasedc.gov.uk ext 464635

ABOUT YOU

Your name	
Job title	
Department	
Contact no	
E-mail address	
Date and time concern raised	

ABOUT THE CHILD / ADULT AT RISK

Name of child / adult at risk that you have concerns about	
Address of child / adult at risk you have concerns about	
Date of Birth of child/adult at risk (if known)	
Name of parent or carer responsible for child /adult at risk (if known)	

NATURE OF YOUR CONCERN

(Please include as much detail as possible)

--

ACTION YOU HAVE TAKEN

What you have done with the concern? e.g. reported to Police, Community Safety Hub, Local Support Team, referred to First Response, referred to Adult Protection Team etc.	
Who did you speak to?	
Have you obtained consent from the Adult or child to make the referral?	
Date action taken	
Reference number if applicable	

To be completed by Designated Safeguarding Officer(s)

Name of Designated Safeguarding Officer	
Date and time concern received	
Actions taken	
Has the Multi Agency Referral Form (MARF) been completed?	
Has a referral been made prior the Community Safety Hub?	
Link to SSCB Procedures; http://www.staffsscb.org.uk/professionals/procedures/	

APPENDIX D

Roles and responsibilities within the Council

Staff, Elected Members and Volunteers

It is everyone's responsibility to report any safeguarding concerns that they may have in order to ensure that prompt action can be taken if required.

Staff, Elected Members and Volunteers;

- should not begin any regulated activity involving direct access to children or adults at risk prior to the Council receiving a satisfactory DBS check in accordance with the DBS Policy.
- should be aware of this policy and procedure and of any local or national related policies / procedures that are applicable for their service area, as part of their induction programme.
- need to complete Level 1 Safeguarding training and additional safeguarding children and adults at risk training if applicable to their employment role and responsibilities (i.e. if they have direct or some form of indirect contact with children and adults at risk).
- should be aware of appropriate and inappropriate behaviour when working with children and adults at risk.
- need to know who their Designated Safeguarding Officer and Deputy Designated Safeguarding Officer is.
- have an expected responsibility to take action when they have concerns, witness or hold information that relates to the abuse of a children and adults at risk.
- complete an initial concerns form to record any concerns that they may have about a child or adult at risk and make appropriate referrals (if required).
- seek advice or assistance from their Designated Safeguarding Officer if they are unsure of what to do with their concerns about a child or adult at risk.

Designated Safeguarding Officer and Deputy Designated Safeguarding Officer

The Council's Designated Safeguarding Officers are Nirmal Samrai (Head of Housing and Partnerships) and Kerry Wright (Partnerships, Community Safety & CCTV Manager).

The Council's Deputy Designated Safeguarding Officer is Oliver Greatbatch (Community Safety & Vulnerability Officer).

It is their responsibility to:

- provide advice and assistance to the referrer and Elected Members.
- receive information from staff, elected members and volunteers who have concerns, and register /log them on the Council's system.
- be the delegated liaison on behalf of the Council for any formal investigations into allegations of abuse undertaken by the Police and / or Staffordshire County Council's Children's Social Care Service (CSC).
- receive, participate and co-ordinate the appropriate safeguarding children and adults at risk protection training.

If the absence of the Designated Safeguarding Officer or Deputy Designated Safeguarding Officer, queries can also be raised with directly with Staffordshire County Council's First Response Team or the Adult Protection Team (see **Appendix E** for contact details).

Head of Human Resources

The Head of Human Resources is responsible for ensuring that:

- appropriate procedures are in place to carry out pre-employment checks for all employees and volunteers working with the Council who have (or may be reasonably expected to have) contact with children or adults at risk.
- DBS checks are renewed every three years in accordance with DBS policy.
- DBS checks and employee references are kept secure and confidential in compliance with the DBS Code of Practice.
- a record is maintained all employees and volunteers that have completed a DBS check and are considered to be suitable for working with children and adults at risk.
- training is in place for all staff who fall into the definition of level 1 (basic) or level 2 (specialist / intermediate) and any additional specialist training as part of the corporate training plans for induction and on-going training, and that adequate budget is in place to fund training for those staff who require it as a part of their role.
- appropriate support is provided for any employee that reports a concern in good faith, even if these concerns are subsequently proven to be unfounded.

Managing Director

The Managing Director is responsible for:

- ensuring policy documents and procedures are up to date and in line with best practice as defined under the “No secrets” guidance and other legislative or statutory guidance.
- ensuring that employees (including volunteers, contractors, agents and other partner representatives) and elected members are aware of this Policy and understand how to comply with this procedure.
- working with responsible bodies to implement and promote a partnership approach to working together to protect children and adults at risk in all areas of the community.

APPENDIX ESAFEGUARDING CONTACT INFORMATION

- **Designated Safeguarding Officer** is Nirmal Samrai (Head of Housing and Partnerships)
 - 01543 464210 – nirmalsamrai@cannockchasedc.gov.uk
- **Designated Safeguarding Officer** is Kerry Wright (Partnerships, Community Safety & CCTV Manager)
 - 01543 464368 – Kerrywright@cannockchasedc.gov.uk
 - **Deputy Designated Safeguarding Officer** is Oliver Greatbatch Community Safety and Vulnerability Officer)
 - 01543 464477 – Olivergreatbatch@cannockchasedc.gov.uk
- **The Head of Human Resources is Neville Raby**
 - 01785 619205 – Nraby@staffordbc.gov.uk

Contact information for making a referral regarding a safeguarding concern:

- For all child protection issues contact Staffordshire County Council's First Response Team based at the MASH on **0800 1313 126 (between 8am and 5pm Monday to Thursday and 8am and 4.30 pm on a Friday)** or via a brief e-mail firstr@staffordshire.gov.uk with your contact details (**please note this should not include any confidential details about a child or young person**) and explain the need for an urgent response due to a child protection concern. If concerns do not meet the threshold for significant harm the initial concerns form should be shared with the Local Support Team (LST), contact details are available from the Designated Safeguarding Officers.

For concerns about a childcare provider, advice should be sought from OFSTED on **0300 123 4666 (between 8am - 6pm on Monday to Friday)** or enquiries@ofsted.gov.uk

- To make an Adult Protection referral advice should be sought from the Adult Protection Contact Centre **0345 604 2719 (between 8am and 5pm Monday to Thursday and 8am and 4.30 pm on a Friday)**.
- **Outside of office hours** any concerns relating to a child or adult at risk of abuse and neglect should be directed to Staffordshire County Council **Emergency Duty Service on 0345 6042886**.
- Alternatively contact Staffordshire Police Central Referral Unit on **101** or dial **999 in an emergency**.

APPENDIX F

Promoting Good Practice with Children and Adults at Risk

Code of conduct for the protection of children and adults at risk

It is possible to limit the situations where the abuse of children and adults at risk may occur, by promoting good practice to all staff, elected members and volunteers.

This code of conduct details the type of practice required by all employees, elected members and volunteers when in contact with children or adults at risk. Suspicions or allegations of non-compliance of the Code by a member of staff will be dealt with through the Council's Disciplinary Procedure.

Cannock Chase Council supports and requires the following good practice by employees, members and volunteers when in contact with children and adults at risk.

When working with children and adults at risk all parties should:

- Adhere to the Council's Safeguarding Children and Adults at Risk of Abuse and Neglect Policy at all times;
- Treat all children and adults at risk equally, with respect and dignity;
- Be an excellent role model including not smoking or drinking alcohol in the company of children and adults at risk;
- Ensure that personal care is delivered in a dignified manner that meets the needs of the individual;
- Involve parents, guardians and carers wherever possible;
- Build balanced relationships on mutual trust that empower children and adults at risk to share in the decision making process.

Employees shall work to the organisation's policies and procedures, including for example:

- Safeguarding Children and Adults at Risk of Abuse and Neglect Policy
- Code of Conduct
- Whistle blowing
- Safer Recruitment
- Bullying and Harassment.

Social networking sites

Due to the increasing personal use of social networking sites, staff, members and volunteers within the workforce should be aware of the impact of their personal use upon their professional position. Guidance on the personal use of social networking sites for adults involved in services for children and adults at risk is available at:

http://www.staffsscb.org.uk/Search.aspx?search_keywords=social+networking

First aid and treatment of injuries

If a child or adult at risk requires first aid or any form of medical attention whilst in the care of an employee, then the following good practice should be followed:

- Be aware of any pre-existing medical conditions, medicines being taken by participants or existing injuries and treatment required;
- Keep a written record of any injury that occurs, along with the details of any treatment given;
- Where possible, ensure access to medical advice and / or assistance is available;
- Only those with a current, recognised First Aid qualification should respond to any injuries;
- Where possible any course of action should be discussed with the child/adult at risk, in language that they understand, and their permission sought before any action is taken;
- In more serious cases, assistance must be obtained from a medically qualified professional as soon as possible;
- The child's or adult at risk's parents/guardians or carers must be informed of any injury and any action taken as soon as possible, unless it is in the child's or adult at risk's interests and on professional advice not to do so;
- A notification of accident form must be completed and signed and passed to the Health and Safety Officer;
- Familiarise yourself with the bruising in non-mobile babies policy and procedure. This can be found on the SSCB website <http://www.staffsscb.org.uk/Professionals/Procedures/Section-Three/Section-3-Managing-Individual-Cases.aspx>

Transporting children and adults at risk away from home

If it is necessary to provide transport to take children or adults at risk away from home or school the following good practice must be followed:

- Where practical request written parental/guardian consent if members of staff are required to transport children or adults at risk;
- Always tell another member of staff that a child or adult at risk is being transported, giving details of the route and the anticipated length of the journey;
- Never transport a child or adult at risk unaccompanied, other than in exceptional circumstances. Plan pick ups and drop offs to minimise the risk of being alone with a child or adult at risk;
- Ensure all vehicles are correctly insured and well maintained;
- Ensure drivers hold current, appropriate driving licenses, and have undergone training as appropriate (e.g. minibus driving, use of wheelchair hoist);
- All reasonable safety measures must be taken, e.g. children in the back seat behind the driver, seatbelts worn and booster seats in place;
- Ensure where possible at least one male and one female accompany mixed groups of children or adults at risk. These adults should be familiar with and agree to abide by the Council's Safeguarding Children and Adults at Risk of Abuse and Neglect Policy;
- Always plan and prepare a detailed programme of activities and ensure copies are available for other staff and parents/guardians.

Use of Contractors

Contractors must comply with the principles set out in:

- The Safeguarding Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012;
- The Department for Education 'Keeping Children safe in education (2015)';

- Disclosure and Barring Service (DBS) Checks: Policy and Guidance for service providers and CQC staff (July 2011).

The operation of effective safeguarding practice relies on having safer selection and recruitment policies in place, which are implemented on each occasion a person is employed or volunteers to work with children or adults at risk of abuse and neglect.

Cannock Chase Council and its employees, elected members and volunteers should undertake reasonable care that contractors doing work on behalf of the Council are monitored appropriately. Service level Agreements or contracts in place for these contractors should therefore specify this requirement.

Any contractor or sub-contractor engaged by the Council in areas where workers are likely to come into contact with children or adults at risk¹ and take part in 'regulated activity'² (as defined within the new definition with effect from September 2012) must have an appropriate DBS check in place. Additionally they must have their own equivalent Safeguarding Policy, or failing this, must confirm in writing to the relevant departmental manager that they have read and understood and are willing to comply with the terms of this Policy and associated procedures.

There are five types of check that are available. Further guidance is provided on the DBS website (www.gov.uk/disclosure-barring-service) to enable employers to establish, which, if any, level of check is required. The checks that are available are:

1. **Enhanced Check for Regulated Activity (Children)** - used when someone is undertaking regulated activity relating to children. This check involves a check of the police national computer, police information and the children's barred list.
2. **Enhanced Check for Regulated Activity (Adults)** - used when someone is undertaking regulated activity relating to adults. This check involves a check of the police national computer, police information and the adults barred list.
3. **Enhanced Check for Regulated Activity (Children and Adults)** - used when someone is undertaking regulated activity relating to both children and adults. This check involves a check of the police national computer, police information and the children's and adults barred list.
4. **Enhanced DBS Check** - used where someone meets the pre September 2012 definition of regulated activity. This level of check involves a check of the police national computer and police information.
5. **Standard DBS Check** - used primarily for people entering certain professions such as: members of the legal and accountancy professions. Standard DBS checks just involve a check of the police national computer and do not include a check of police information or the children's or adults barred lists.

Where there is potential for contact with children or adults at risk it is the responsibility of the manager who is using the services of the contractor (the Client) to check that the correct Disclosure and Barring Service (DBS) check has been satisfactorily completed.

¹ The DBS definition of regulated activity relating to **adults** no longer labels adults as 'vulnerable'. Instead the definition identifies the **activities** which, if any requires them, lead to that adult being considered vulnerable at that particular time. This means that the focus is on the activities required by the adult and not on the setting in which the activity is received, nor on the personal characteristics or circumstances of the adult receiving the activities. There is no longer a requirement for a person to do the activities a certain number of times before they are engaging in regulated activity. Further guidance is on the DBS website: www.gov.uk/disclosure-barring-service

² The full definition of regulated activity is set out in Schedule 4 of the Safeguarding Vulnerable Groups Act 2006, as amended (in particular, by the Protection of Freedoms Act 2012). Further information can be found at: https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/143666/eligibility-guidance.pdf

Guidelines on Children and Adults at Risk in Publications and on the Internet

Websites and publications provide excellent opportunities to publicise achievements of individuals and provide a showcase for the activities of children and adults at risk. In some cases, however, displaying certain information about children and adults at risk could place them at risk.

The following procedure must be followed to ensure the Council's publications and information on the internet does not place children or adults at risk.

- Publications or information on an internet site must never include personal information that could identify the child or adult at risk. Any contact information must be directed to the Council or another relevant organisation.
- Before publishing any information about a child or adult at risk, written consent must be obtained from the child or adult at risk's parent / guardian. If the material is changed from the time of consent, the parents/guardians must be informed and consent provided for the changes.
- The content of photographs or videos must not depict a child or adult at risk in provocative pose or in a state of partial undress. Children and adults at risk must never be portrayed in a demeaning or tasteless manner.
- For photographs or videos of groups or teams of children or adults at risk ensure that only the group or team is referred to not individual members. Credit for achievements by an individual child or adult at risk are to be restricted to first names only.
- All published events involving children or adults at risk must be reviewed to ensure the information will not put children or adults at risk. Any publications of specific meetings or child/adult at risk events e.g. team coaching sessions, must not be distributed to any individuals other than to those directly concerned.
- Particular care must be taken when publishing photographs, film or videos of children or adults at risk who are considered particularly vulnerable e.g. the subject of a child or adult at risk protection issue or a custody dispute.

Important Note: Any concerns or enquiries about publications or internet information should be reported to the Council's Communications Team.

Guidelines on Use of Photography, Videoing and Filming of Children and Adults at Risk – (Including Mobile Phone Technology)

There is evidence that some individuals have used public events as an opportunity to take inappropriate photographs or film footage of children. The following best practice is to be adopted to protect children and adults at risk who are being photographed or videoed.

- When commissioning professional photographers or inviting the press to cover Council services, events and activities organisers must ensure that they make expectations clear in relation to child and adult at risk protection.
- Organisers must check the credentials of any photographers and organisations used.
- Where possible the consent of the parent/guardian/carer for photographing, videoing and / or filming of a child or adult at risk must be obtained prior to the event or activity.
- Where possible anyone wishing to use photographic/film/video equipment at a venue must obtain the approval of the Council.
- An activity or event specific identification badge/sticker must be provided and clearly displayed at all times by the accredited photographers, film and video operators on the day of the activity or event.

- Unsupervised access must not be allowed to children or adults at risk or one to one photographic sessions.
- Do not allow photographic sessions outside of the activities or services, or at a child or adult at risk's home.
- It is recommended that the names of children or adults at risk should not be used in photographs or video footage, unless with the express permission of the child or adult at risk's parent, guardian or carer.
- The Council reserves the right at all times to prohibit the use of photography, film or video at any event or activity with which it is associated.
- The specific details concerning photographic/video and filming equipment should, where possible, be published prominently in event programmes and must be announced over the public address system prior to the start of an event. The recommended wording is;

“In line with the recommendation in the Council’s Safeguarding Children and Adults at Risk of Abuse and Neglect Policy, the promoters of the event request that any person wishing to engage in any video, zoom or close range photography should register their details with staff at the spectator’s entry desk before carrying out any such photography. The promoter reserves the right to decline entry to any person unable to meet or abide by the promoter’s conditions.”

Any concerns with photographers or video or film operators are to be reported to the Council’s Designated Safeguarding Officer or Deputy Designated Safeguarding Officer and where relevant, the Police.

Parents/Carers use of Photographic and Filming Equipment at Events

It is good practice to inform parents/carers of the Council’s expectations of them using their own photographic/filming equipment at events organised by the Council.

- Parents/carers and spectators should register with the organiser their intent to use zoom, close range photography or filming equipment at an event.
- Children, adults at risk and parents/carers should be informed that if they have concerns they can report these to the organiser.
- Concerns regarding inappropriate or intrusive photography or filming should be reported to the organiser, or senior member of staff present. It is their responsibility to record the incident on the initial reporting a concern form and pass on to the Designated Safeguarding Officer or Deputy Designated Safeguarding Officer to take appropriate action.

An example of wording to be displayed at an event or on publicity material prior to the event should follow the lines of:

“In line with the Council’s Safeguarding Children and Adults at Risk of Abuse and Neglect Policy, any person wishing to engage in zoom, close range photography or filming, should register their intent with the event/activity organiser, prior to carrying out any such photography or filming. The organiser reserves the right to refuse any such photography or filming if there are concerns or complaints about its appropriateness”

APPENDIX G

Best Practice in the recruitment of staff and volunteers

Pre-recruitment

If any form of advertising is used to recruit staff and volunteers, it should reflect:

- The responsibilities of the role.
- The level of experience or qualifications required (e.g. experience of working with children is an advantage)
- The Council's open and positive stance on children and adult at risk protection.
- The use of the Disclosure and Barring Service procedures to promote safe recruitment and selection processes.

Applicant Information

All applicants, whether for paid or voluntary, full or part-time positions, should complete an application form which should elicit the following information:

- Name, address and National Insurance Number.
- Past career, relevant interests, any gaps in employment and reasons for leaving.
- Relevant experience, educational qualifications, job specific qualifications and training.
- Any criminal record, convictions or cautions.
- The names of at least two people (not relatives) willing to provide written references that comment on the applicant's previous experience of, and suitability for, working with children or adults at risk where it is a requirement of the job or volunteering role,
- And a willingness to assist in the completion of a DBS check.

Checks and References

Staff and volunteers recruited to work in services for children and adults at risk must be checked for any possible irregularities (or issues), which may give reason for concern.

A minimum of two references should be taken up, one of which must be the previous employer and if available, at least one should be associated with former work with children or adults at risk. References should include the applicant's suitability to work with children or adults at risk where it is a requirement of the job. Where references are given verbally, they must follow a prescribed format and a written record kept.

In accordance with guidance from the Disclosure and Barring Service (DBS) all posts that have direct contact with children and vulnerable adults will require an Enhanced DBS check. These checks will be completed by the Human Resources Team.

Interview

Interviews are carried out in line with the Council's Recruitment and Selection procedures. The interview is likely to include questions on how to deal with children and adult at risk protection issues. Questions will assess competencies around:

- Forming appropriate relationships
- Acting in an appropriate way to protect the safety of individuals

- Behavioural cues and signs

Induction and Training

Checks are only part of the process to protect children and adults at risk from possible abuse. Appropriate training will enable individuals to recognise their responsibilities with regard to their own good practice and the reporting of suspected poor practice/concern of possible abuse. It is important that the recruitment and selection process is followed by relevant inductions and training in order to further protect children and adults at risk from possible abuse.

The induction and training should include:

- An assessment of the training needs required to be carried out by the local manager.
- Clarification, agreement and signing up to the Council's Code of Conduct for Employees.
- Clarification, agreement and signing up to the Council's Safeguarding Children and Adults at Risk of Abuse and Neglect Policy.
- Clarification of the expectations, roles and responsibilities of the job or volunteering role.

As a minimum the Council expects all staff to have participated in formal children and adults at risk safeguarding training within 3 months of commencement of employment with the Council. Refresher training will be required every 3 years. It is the responsibility of line managers in services where children and/or adults at risk are clients/customers to liaise with the Designated Safeguarding Officer(s) to identify additional appropriate training that may be required.

Probation, Monitoring and Appraisal

All newly appointed members of staff undergo an agreed period of probation on commencement of their role.

All members of staff who have contact with children and adults at risk will be monitored and their performance appraised. This will give an opportunity to evaluate progress, set new goals, identify training needs and address any issues of poor practice. Line managers should be sensitive to any concerns about poor practice and act on them at an early stage. They should also offer appropriate support to those who report concerns/complaints.

Particular care must be taken to monitor casual and agency staff, whose less frequent employment reduces the opportunities for regular supervision and training and who may therefore be less familiar with policies and procedures.

It is the responsibility of line managers to monitor good practice. This can be done in a number of ways:

- Direct observation of the activity or service.
- Staff appraisals, mentoring and providing feedback on performance.
- Children's and adults' feedback on the activities or services.

Rehabilitation of Offenders

Cannock Chase Council is committed to the fair treatment of its employees (both paid and voluntary), potential staff or users of its service, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

Having a criminal record will not necessarily bar someone from working or volunteering with the Council. This will depend on the nature of the position, the nature of the offence, how long ago and at what age the offence was committed and any factors which may be relevant.

Failure to declare a conviction, caution or pending police action, will disqualify the applicant from appointment or result in summary dismissal if the discrepancy comes to light.

APPENDIX H

A Safer place for children – Guidance for promoting the Safety of Children in Public settings

CONTENTS

1. INTRODUCTION

2. LEGAL BACKGROUND

3. UNSUPERVISED CHILDREN (under the age of 8) IN PUBLIC BUILDINGS

4. ORGANISED ACTIVITIES FOR CHILDREN IN PUBLIC SETTINGS

5. EVACUATION PROCEDURES

6. ADULTS IN AREAS DESIGNATED FOR CHILDREN'S USE

7. USE OF STAFF TOILETS

8. CONSULTATION AND SURVEYS

9. AVOIDING SITUATIONS WHERE STAFF MAY BE IN A VULNERABLE POSITION ...

10. DEALING WITH UNACCEPTABLE BEHAVIOUR

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1. INTRODUCTION

Public settings such as sports centres and community facilities can be dynamic and exciting places for children, providing relevant and accessible services. To enable these services to flourish it is essential that they are a safe place for the children who use them. Children should feel safe and secure and know that they will receive suitable help if required.

These guidelines have been produced to support organisations responsible for such settings to create an appropriately safe environment. They have been written specifically for managers of public settings, committee members and directors of voluntary organisations who require a framework to assist them in the development of policies and procedures to promote the safety of children.

Guidance promoting the safety of children is one of the foundations of a well-managed service. Rather than reacting to particular difficulties or threats, we should seek to proactively create an environment in which children feel comfortable and safe where their self-confidence can grow.

As agencies working with children, it is important that we are seen to create safe public settings within the community which take the issue of children's safety seriously.

It is important that such settings make information available to parents to ensure the safety of their children when using such facilities. This should include details of who to contact if they have concerns such as:

- Child abuse and neglect
- Bullying
- Forced marriage
- Sexual exploitation
- E-safety

These guidelines must be read and used in conjunction with the policies and procedures of the Staffordshire Safeguarding Children Board which can be found at <http://www.staffscb.org.uk>.

2. LEGAL BACKGROUND

The ultimate responsibility for children using public settings rests with their parents or carers. This should be made clear to all parents and carers whose children use such settings. Unless staff are leading a specific activity which parents have agreed that their child can attend, they are not generally in loco parentis ie taking the responsibility of a parent.

Staff leading specific activities in public settings should take such care of children as a reasonable parent would take. This is both a personal responsibility of the staff member and that of the employer.

For staff not directly involved in leading such activities, their employers owe a duty of care to children under the Occupier's Liability Act 1957. This duty is to take such care as is reasonable to ensure that visitors will be safe in using the setting for the purpose for which they are permitted to be there. The standard of care expected in relation to children is higher than in relation to adults because staff must expect children to be less careful than adults. In the event that there is anything on the premises which is both an allurements and danger to children, the 1957 Act requires that reasonable care must be taken to protect them from that danger.

Whether or not staff take direct responsibility for children in the course of their duties, they should be guided at all times by the fundamental principle of the Children Act 1989 that **the welfare of the child is paramount**.

Staff should be aware of their organisations policies concerning child protection and health & safety and should ensure they comply with those policies at all times.

Any hirers, organisations or individuals using the premises to put on an activity for children should be required to use the same standards and duty of care as the organisation ultimately responsible.

3. UNSUPERVISED CHILDREN (under the age of 8) IN PUBLIC BUILDINGS

Children are the legal responsibility of their parents and carers and the view of Staffordshire Safeguarding Children Board (SSCB) is that all children under the age of 8 should be accompanied by an appropriate adult whilst they are in a public setting unless they are part of organised and supervised activities.

Clearly the Council would not wish to discourage any child children from visiting public settings but it is important that the responsible organisation takes reasonable steps to ensure the safety of children and to inform parents and carers of their responsibilities.

The way in which staff deal with unaccompanied children discovered in the building must be based both on an awareness of the responsibility of the parent or carer, and their duty of care to all children on the premises.

If a member of staff believes that a child may be under the age of 8, the following steps should be followed:

- If possible, staff should try to ensure colleagues are present when dealing with an unsupervised child.

- Staff should try to avoid being left alone with the child.
- Staff should attempt to establish whether the child is allowed by the parent or carer to come and go alone. If satisfied that this is so, staff should allow the child to leave. If staff gather this information only from the child they will need to use their judgement to ascertain whether the child is competent to leave alone.

Relevant factors to consider are:

- Whether the child exhibits signs of nervousness.
- Whether the child appears to clearly understand the questions they are asked.
- Whether the child seems physically capable.
- Whether the child appears to know clearly and readily where he or she lives.
- How far the journey is.
- Whether there are any known hazards on the journey.

If in doubt, staff should encourage the child to remain in the building until they have been able to contact a parent or carer. Children under 8 should not normally be allowed to leave alone unless it is known that in the particular case the parent/carer allows it.

Recommended actions for staff:

- Ask the child if they are expecting to be collected by an adult. Even if the child is expecting to be collected soon, do not wait before taking the next step.
- If the child is able to give an address or telephone number; try to contact the parent or carer. If the setting holds registration details, check to see if the child, parent or carer is a registered user of the facilities.
- If it is not possible to contact the parent or carer, see if the child can give contact details of a relative or close family friend.
- Never release a child into the care of another adult unless it is known that they are the parent or carer or the parent/carer has given permission.
- If all attempts fail, please contact the relevant children's social care team (or emergency duty team if outside office hours) or the police.
- Under no circumstances should a child ever be escorted home by a member of staff.
- Under no circumstances should a member of staff try to physically restrain a child from leaving the premises.
- The incident should be reported to the relevant senior manager at the earliest opportunity.

Where concerns relate to a child or young person a referral must be made to Staffordshire Children's Social Care's First Response Team based at the MASH on 0800 1313126 (between 8am and 5pm Monday to Thursday and 8am to 4.30 pm on a Friday) or via a brief e-mail firstr@staffordshire.gov.uk with your contact details (please note this should not include any confidential details about a child or young person) and explain the need for an urgent response due to a child protection concern.

To make an Adult Protection referral advice should be sought from the Adult Protection Contact Centre 0345 604 2719.

Outside of 8am and 5pm any concerns relating to a child should be directed to Staffordshire County Council Emergency Duty Service on 0345 6042886.

Alternatively you can contact Staffordshire Police on 101 or dial 999 in an emergency where someone is at risk of immediate harm.

4. ORGANISED ACTIVITIES FOR CHILDREN IN PUBLIC SETTINGS

The Children Act 1989 (as amended by the Care Standards Act 2000) regulates the provision of 'day care'. This is defined as care provided at any time for children under the age of 8 on premises other than domestic premises.

It is unlikely that any public setting will need to register under the Act, but the standards should nevertheless be noted and used wherever possible. This represents good practice and a common sense approach. The Act does **not apply** if the total period during any day on which care is provided is **two hours or less** (thus exempting most activities, events and groups).

It also does not apply if such care (even though exceeding 2 hours in the day) is provided at the premises on fewer than six days in any year if the person providing such day care has notified Ofsted in writing before the premises are so used for the first time in that year.

If the Act applies, it is an offence to provide day care unless registered to do so. It is therefore important that public settings either:

- Do not agree to care for any child for more than two hours in any day; or
- Check that a notification to Ofsted is in force and that no more than 5 such activities take place in any year; or
- Check the registration requirements before offering activities that are likely to be covered by the Act

National standards for day care have been issued under the Children Act 1989. The relevant standards are the National Standards for Sessional Care. Sessional care is day care for children under eight for a session of less than a continuous period of 4 hours in any day on non-domestic premises. The standards are written mainly with nursery care in mind but will only apply if a building is registered to provide day care. However, it is considered good practice to comply with these standards wherever possible.

There are 14 national standards dealing with all aspects of care from the suitability of the adults to health and safety requirements. To comply with as many of the standards as realistically possible, the following guidance should be adhered to:

- For craft activities and events where a high level of staff input/supervision is required and the audience is made up of children of all ages, implement a limit of 15 children per event - in line with the minimum staffing to children ratio (1:15 for 7-16 year olds) in the Children Act 1989. Where 2 or more staff are present, the maximum attendance figure can be increased in line with venue requirements.
- For family events and performance events for larger audiences, where a wide audience of children and parents or carers is present and staff input/supervision is minimal, limits on numbers should be implemented according to venue requirements.
- For events targeted at specific age groups, the staffing ratios in the Children Act 1989 should be followed wherever reasonably possible:
 - 1:3 for children under 2 years

- 1:4 for 2 year olds
- 1:8 for 3 - 7 year olds
- For all events children under 8 years must be accompanied by a responsible adult.
- There must be a first aid box complying with the Health and Safety (First Aid) Regulations 1981 in every community building or venue and preferably several members of staff trained in Emergency First Aid.
- There must be access to a telephone on the premises.
- Equipment must conform to safety standards.
- COSHH reports should be filled out for new materials and resources used in any activities or events with children, by a senior member of staff. All staff should be encouraged to attend the COSHH internal training course.
- Risk assessment forms should be filled out for all events and activities for children in all community libraries, by a senior member of staff. Where a regular event of similar content takes place repeatedly in the same location, eg parent and toddler group or story times, then only 1 risk assessment needs to be carried out at the outset. All staff should be encouraged to attend the risk assessment internal training course.
- The organisation accepts that when children are present in a building that noise levels will rise. Examples of acceptable levels are: a baby crying is acceptable, teenagers shouting at the top of their voices is not.
- Special needs should be catered for, wherever possible.

When planning an activity, the following should be considered;

- Suitable numbers of adults to supervise the event.
- When using outside speakers/entertainers, at least one member of staff should remain with the group at all times.
- General health and safety considerations must be borne in mind.
- Activities should not discriminate against any person on grounds of disability and must take any reasonable steps to enable disabled children can take part in the activity.
- Awareness of first aid arrangements.
- Maximum attendance figure, based on staff, space and the type of activity. If there is any doubt about the ability to control numbers, then limit the activity.
- Ensure that the activity complies strictly with the requirements of the building's fire certificate and any recommendations or requirements of the fire authority and the premises' insurers.
- Any publicity materials should specify the age of the children which the event is aimed at and clearly state starting and finishing times. It should include advice to parents and carers collecting children from an activity that they should instruct their children to stay in the building until collected.

During the activity

- A register of all children attending the event should be maintained, including:
 - name
 - address
 - telephone number
 - name and signature of parent or carer collecting
 - consent to activity
 - any known medical conditions and how they should be dealt with
 - All staff should be identifiable (by wearing staff badge).
- If a child wishes to leave an event, every effort should be made to persuade them to stay until the return of the parent or carer.

- A child should only be released into the care of the agreed parent or carer, unless previously agreed that the child would leave alone.
- A child should only be allowed to leave in the care of another child if it is deemed that the supervising child is of an age and competence to be able to accept responsibility for their own or another's safety and permission has been obtained from the parent or carer.
- Under no circumstances should a child ever be escorted home by a member of staff.
- Under no circumstances should a member of staff try to physically restrain a child from leaving the premises.
- Activities should be scheduled to end at least half an hour before the premises close to allow time for parents or carers who are late in collecting their child.

5. EVACUATION PROCEDURES

- A poster clearly displaying the location of the premises' assembly point should be clearly displayed.
- All staff must be familiar with procedures to ensure the safety of children, including any requirements imposed by the fire authority.
- On the sounding of the alarm, a nominated member of staff should have responsibility for checking that no unaccompanied children are left on the premises.
- Any unaccompanied children should be taken by staff to the assembly point and supervised until the parent or carer arrives to collect them. Children who are not expected to be met and who are allowed to leave the building unaccompanied should be allowed to make their own way home.
- During an organised activity, staff must lead children to the assembly point taking the register of children attending the event. The register must be checked to ensure that all children are safely accounted for. If any child is not present this must be reported immediately to the emergency services.

6. ADULTS IN AREAS DESIGNATED FOR CHILDREN'S USE

It is important to remember that adults may use public settings, including areas designated for children's use, for a variety of legitimate purposes. However, staff must be watchful of adults acting in ways that may threaten a child's safety and be responsive to any concerns expressed by a child.

Clearly this is a sensitive area so staff should be cautious, but as stated previously; a child's welfare is paramount.

If a member of staff observes an adult in an area designated for children who does not appear to be there for legitimate purposes, they should be politely asked by staff if they can be helped in any way. If necessary, the staff member should remain in the children's area with the adult, or the adult should be asked to leave the area. Any concerns about an adult's behaviour should be immediately shared with the senior staff member on duty.

Any areas designated for children need to be clearly signed as for the use of children and their parents or carers.

7. USE OF STAFF TOILETS

Where there is no public toilet on the premises, it is reasonable to allow children to use the staff facilities in an emergency. Staff should be in attendance for security purposes, but it is

strongly advised that staff do not enter the toilet with the child. Wherever possible, parents should be encouraged to accompany their child to the toilet, with staff escorting them to and from the staff areas for health and safety reasons.

8. CONSULTATION AND SURVEYS

When staff undertake consultation work and surveys, it is important that they should be aware of sensitivities regarding talking to children.

If it is proposed to consult or survey children under the age of 14, either on a 1:1 basis or as part of a focus group, permission should be sought from parents or carers in advance. If the resulting data is purely statistical, there will be no data protection considerations. However, if it may be possible to identify a child from the data produced, express permission should be sought from the parent or carer.

If it is proposed to undertake consultation or surveys in a public setting, notices should be displayed that explain why children are being approached. It is also strongly recommended that a publicity campaign takes place before the consultation or survey commences.

All interviews with children should take place in a public area and staff should wear identification at all times.

9. AVOIDING SITUATIONS WHERE STAFF MAY BE IN A VULNERABLE POSITION

It is important that staff working in public settings are aware of the following:

- A child should never be accompanied into a toilet, unless in an emergency.
- A child should never be allowed to sit on a member of staff's knee.
- When dealing with difficult situations with children, staff should always try to ensure another member of staff is present to observe and offer support if required.
- A child should not be led by the hand off the premises in search of a parent or carer. They should be kept safe until the parent or carer arrives. If there is cause to believe that the child has been abandoned/ forgotten, the police should be called.
- If a child is obviously distressed, staff should try to comfort them.
- Staff should never make arrangements to contact a child in a personal capacity
- Staff should not do things of a personal nature for a child that they can do for themselves.
- Staff should not be left alone with a child, for reasons of their own safety and liability.

10. DEALING WITH UNACCEPTABLE BEHAVIOUR

The organisation should have a written policy that defines unacceptable behaviour, including racist, sexist and other offensive language, to ensure that it is dealt with consistently. The policy should identify that staff that are expected to deal with such behaviour.

It is important that staff deal with such situations calmly and quietly and avoid putting themselves or others in danger.

Most Local Safeguarding Children Boards and Local Authorities have an anti-bullying policy that has been adopted by schools and other children's services. It is advised that organisations responsible for public settings should apply the same principles.

There should be a clear policy in place which ensures that any member of staff knows how to respond should they witness a child being bullied, or a child complains of being bullied to them.

11. FAMILY FRIENDLY

Staff should have empathy for parents with young children. They are our users of the future, as well as the present and so we should always endeavour to offer a family friendly environment.

Organisations responsible for public settings should consider whether they:

- Welcome breastfeeding and display a sign indicating this. Are staff sympathetic, and if requested is a suitable private room/area made available wherever possible?
- Welcome baby changing. Are staff supportive to parents needing to do this?
- Assist parents with pushchairs/buggies and those in wheelchairs who are entering or leaving the premises.

12. PHOTOGRAPHING CHILDREN

Care should be taken to seek prior consent from parents or carers when taking photographs of children on the premises in order to protect children's identity and prevent images of children being manipulated on the Internet.

The following guidelines should be followed:

- Never identify a child in a photograph by name, including posters, publicity materials or websites.
- Never use a photograph of an individual child or without seeking the consent of the parent or carer.
- It is generally considered to be acceptable to use large group shots without seeking consent, providing it is not possible to identify an individual child.

13. USE OF THE INTERNET

All public settings that provide access to the internet via computers, games consoles or mobile phones should have an acceptable use policy in place. This policy should clearly stipulate that all children under the age of 10 must be supervised by an adult when using the Internet.

SSCB strongly recommends that any organisation responsible for a public setting which provides internet access utilises filtering software eg Websense to prevent all users, but especially children, from accessing certain categories of sites.

It must be borne in mind that adults may attempt to approach a child on the premises via the internet. For this reason all children using the internet should be advised against divulging personal information for their own safety.

14. THE WIDER CONTEXT OF CHILD SAFETY

The Staffordshire Safeguarding Children Board (SSCB) is a statutory body responsible for developing, monitoring and reviewing child protection policies, procedures and practice issues and making sure training is available to agencies working with children. It brings together the main agencies; education, health, social care, police and the voluntary sector working in partnership with children, families and communities to provide an effective system that safeguards and promotes the welfare of children in need of protection.

Organisations responsible for public settings must ensure that all staff have access to current police, social care and relevant community contacts to support their work. These and other useful contacts can be found in the appendices of the Staffordshire Safeguarding Children Boards' Procedures which is available on the internet at <http://www.staffsscb.org.uk>

When services are delivered through partnership projects it is essential that the policy of the organisation responsible for the public setting is synthesised with that of other partners and a common approach to child safety is agreed as part of the partnership agreement.

Child safety is a society-wide responsibility. It is important for all staff to be aware that as part of the community working with children they share in this responsibility. Appropriate training should be provided to staff in order to maintain their knowledge and understanding of safeguarding issues and awareness of local procedures.

APPENDIX 1

DISCLOSURE & BARRING SERVICE CHECKS

The Disclosure & Barring Services (DBS) has been established to improve access to information on criminal records held by the police. This service enables criminal convictions checks to be undertaken for candidates selected to work with vulnerable client groups, including children.

How it happens;

A disclosure application form must be filled in by the individual and submitted by an authorised body.

The original copy of a range of ID, which must be photocopied and authorised by an appropriate officer is required. Each organisation will then have its own designated officer, usually in human resources, who will be the counter signatory, and who will send off the form to the CRB.

The DBS will return the disclosure certificate to the counter-signatory with a copy to the applicant.

When a criminal record is revealed;

Where there is a perceived risk of future misconduct, based on information in the disclosure, this should be discussed with the individual.

If the report relates to a candidate for a post, and it is decided not to appoint, where appropriate the candidate should be given written reasons for the decision. An appointment should not be made before the disclosure has been received.

The fact that a person has a criminal record does not automatically render him or her unsuitable for work with children or other vulnerable groups. Research has shown that one adult male in three has a criminal record (excluding motoring offences) by the time he is thirty. Furthermore, NSPCC records suggest that only one in ten people who pose a threat to children actually have a past conviction.

However, it is not only sexual offences, which may render a person unsuitable. A person's suitability should be looked at as a whole in the light of all the information available.

In deciding the relevance of convictions and/or other matters revealed in a Disclosure, a number of points should be considered:

a. What is the nature of the offence?

In general, convictions of sexual, violent or drug offences will be particularly strong, contra-indications for work with children or other vulnerable groups.

b. What is the nature of the appointment?

Often, the nature of the appointment will help to assess the relevance of the conviction. For example, serious sexual, violent, drug or drink offences would give rise to particular concern

where the position was one of providing care. Driving or drink offences would be relevant in situations involving transport of children or other vulnerable groups.

c. When did the offence occur?

Offences, which took place many years in the past, may often have less relevance than recent offences.

However, convictions for serious violent or sexual offences or serious offences involving substance abuse are more likely to give cause for continuing concern than, say an isolated case of dishonesty committed when the person was young. The chance for rehabilitation must be weighed against the need to protect children or other vulnerable groups.

d. Frequency of offence

Similarly, a series of offences over a period of time is more likely to give cause for concern than an isolated minor conviction.

APPENDIX 2**CHILD PROTECTION ISSUES**

Whilst many staff are rarely directly involved in child protection issues it is important that everyone is aware of their duties both as responsible members of society and as employees.

All organisations should have their own child protection procedures, copies of which should be available for both public and staff. It is also valuable for partnership working to invite someone from the children's social care team to talk to staff.

Section 47 of the Children Act 1989 states that the Local Authority has a duty to investigate if a child is believed to be at risk of significant harm. As responsible adults, everyone has a duty to report any suspicion of significant harm.

Referrals to children's social care can be made anonymously and can be made by a member of the public or staff. It is not necessary to have proof but you do need to have serious concern. In cases of suspected ill treatment, severe neglect or abuse the child's welfare is paramount and you will not be contravening the data protection act if you disclose names and addresses to children's social care or the Police. It will help children's social care investigate the case if you can supply context and evidence and your reasons for suspicion.

If you have serious concerns about a child it is helpful to record the following:

- the concerns you have
- what actions you have taken
- any physical signs that you have seen
- what the child has said
- the observations of any other member of staff

Make sure you inform your manager.

Inform either children's social care or the police. The social worker will check files; contact the police and school to find out if anything is known about the family. From this information they will decide whether they need to take the matter further. It could be that no action is required or that the family can be offered support. Child protection procedures will only be followed if all the information they collate suggest it is appropriate.

Where a child protection investigation is indicated, they will arrange a meeting with the police officer from the child protection unit to decide what action the investigation requires. You should be contacted and informed about what is happening.

Children are most likely to disclose information about abuse to people outside the family and often to a trusted adult. If this should happen try and stay calm;

- listen
- respect what the child is telling you
- don't interrupt, prompt or ask questions
- reassure the child if they are upset
- you must tell the child that you cannot keep the information secret
- write down everything, date, time, what has been said, any injuries you have seen

- often children will not want to make eye contact with you but will carry on looking at a book or colouring as they talk

As with all witnessed instances, inform your line manager and children's social care. Remember that the guiding principle of child protection is that the community has a responsibility for the wellbeing of all children and that all professionals should work together to provide that protection.

What to do if you have suspicions about another member of staff;

The most important consideration is the welfare of the child. Refer to your local guidelines and inform the local authority designated officer (LADO). As a general rule, in the first instance report your concern to your manager. If it is your manager you are concerned about, go directly to the most senior person with responsibility for children and young people within your building authority. Managers should treat any suspicion as urgent and the person concerned should be removed from duties that involve direct contact with children. The staff member should be informed of your concerns. Unless there has been a complaint from a child, the situation can usually be dealt with as an internal matter.

Remember that the guiding principle of child protection is that the community has a responsibility for the well-being of all children and that all professionals should work together to provide that protection.