

Notice of Meeting

Overview & Scrutiny Committee

Date: Tuesday, 10 May 2016

Time: 17:30

Venue: Conference Room 1, (Beech Hurst), Beech Hurst, Weyhill Road,
Andover, Hampshire, SP10 3AJ

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Legal and Democratic Service

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The recommendations contained in the Agenda are made by the Officers and these recommendations may or may not be accepted by the Committee.

PUBLIC PARTICIPATION SCHEME

If members of the public wish to address the meeting they should notify the Legal and Democratic Service at the Council's Beech Hurst office by noon on the working day before the meeting.

Membership of Overview & Scrutiny Committee

MEMBER		WARD
Councillor C Lynn	Chairman	Winton
Councillor A Finlay	Vice Chairman	Chilworth, Nursling and Rownhams
Councillor N Adams-King		Blackwater
Councillor D Baverstock		Cupernham
Councillor J Cockaday		St Mary's
Councillor S Cosier		North Baddesley
Councillor D Drew		Harewood
Councillor B Few Brown		Amport
Councillor K Hamilton		Harroway
Councillor I Jeffrey		Dun Valley
Councillor J Lovell		Winton
Councillor J Neal		Millway
Councillor B Page		Harroway
Councillor T Preston		Alamein
Councillor J Ray		Cupernham
Councillor K Tilling		Valley Park
Vacancy		

Overview & Scrutiny Committee

Tuesday, 10 May 2016

AGENDA

The order of these items may change as a result of members of the public wishing to speak

- 1 Apologies
- 2 Public Participation
- 3 Declarations of Interest
- 4 Urgent Items
- 5 Minutes of the meeting held on 13 April 2016
- 6 Call in Items
- 7 Urgent decisions taken since last meeting
- 8 Overview of Environmental Portfolio - Verbal presentation by Councillor Stallard. (30 mins)
- 9 Presentation on Communications - Presentation by the Communications Manager on the work of the Communications Team. (30 mins)
- 10 Andover Vision 5 - 8
To provide the Committee with an update on the Andover Vision. (20 mins)
- 11 Safeguarding Children and Vulnerable Adults Update 9 - 44
A summary of work undertaken on Safeguarding Children and Vulnerable Adults as part of bi-annual review of the Safeguarding policy and practices. (20 mins)

- | | | |
|-----------|--|----------------|
| 12 | <u>Community Safety Panel Phase 2 Scoping</u> | 45 - 47 |
| | To consider the draft scoping template. (10 mins) | |
| 13 | <u>Work Programme Report</u> | 48 - 64 |
| | To enable Members to keep the Committee's future work programme under review (15 mins) | |

ITEM 10

Andover Vision

Report of the Chief Executive

(Portfolio: Corporate)

Recommended:

That OSCOM notes the progress of the Andover Vision and endorses the approach being taken by the Council to renew the Vision.

SUMMARY

- The purpose of this report is to provide the Committee with an update on the Andover Vision.
- After a successful ten years in which a number of high profile projects have been delivered, the Vision has in recent times started to lose some momentum.
- In response to this, and following consultation with existing Andover Vision Board members, it was agreed that the Council would take a lead in facilitating and bringing together a new Vision with the local community.

1 Introduction

- 1.1 The purpose of this report is to provide the Committee with an update on the Andover Vision. It will reflect on the Vision's story so far and set out the approaches being taken to reinvigorate the Vision for the next twenty years.

2 Background

- 2.1 The Vision came together in 2005 following the identification of a common agenda between the private sector (as articulated by Des Benjamin, Chief Executive of HSA) and the public sector (led by TVBC). That agenda was about enhancing the lives and prospects of the people of Andover and enriching the environment in which they live and work.
- 2.2 A public / private partnership was developed which included all of Andover's major employers, media outlets and public sector organisations as well as the town's MP, Sir George Young. Vision activities were coordinated by a Board chaired by the Leader of the Council who operated alongside the then Chief Executive of HSA, Des Benjamin, as Project Leader.
- 2.3 In late 2006 the Andover Vision document – *It's our time* - was distributed to all houses in the town. It contained an ambitious programme of projects for Andover for the period 2006–2009 and draft plans for the next 7 years (2010–16). Crucially, the Vision itself was not intended to be a delivery vehicle but to catalyse, support or promote the projects of others. On occasion, it sought to 'promote and float' a particular initiative – that is, to get it off the ground and then hand it over to others for the future.

- 2.4 All the major ‘first 3 year’ projects were delivered and a number of the ‘next 7 years’ projects were also underway. In order to ensure that the Vision could continue to make a meaningful contribution, 4 workstreams were established:
- Business and Enterprise
 - Education For All
 - Health and Wellbeing
 - Passionate Participation
- 2.5 Each workstream was led by a volunteer Project Leader who developed a work programme and aimed to build a team of volunteers. This approach supported a range of relatively high profile events (eg. Heart Town, Prince’s Trust Team Programme and Pride of Andover).
- 2.6 Over recent years the Vision has started to lose some momentum due to capacity reducing, previous funding streams ending and a sense that the Vision’s future as a public / private partnership needed to be re-shaped and become a partnership which is driven more by the local community.
- 2.7 In response to this, the Council’s new Corporate Plan made provision for supporting the renewal of the Andover Vision. In December 2015 Andover Councillors came together to begin this process, which will see the Vision reinvigorated over the next twelve months.

3 Achievements of the Andover Vision

- 3.1 In 2006 the Andover Vision published the Vision document – *It’s our time* – which contained an ambitious programme of projects for the town. Over the last ten years the Vision has been able to achieve a large number of the projects listed and more, most notably:
- A new theatre, cinema and college for the town
 - An annual programme of town events and markets including the sports fairs and the Pride of Andover Awards
 - An annual Junior Graduation for Year 6 students
 - Delivery of key activities such as the Princes Trust Team Programme and the Heart Town initiative.

4 Renewing the Andover Vision

- 4.1 The Council’s new Corporate Plan has made provision for supporting the renewal of the Andover Vision. Following consultation with existing Andover Vision Board members, it was agreed that the Council would take a lead in facilitating and bringing together a new Vision with the local community.

- 4.2 Borough Councillors from across Andover have formed a working group which is chaired by Councillor North. The group has been working with officers to shape the process of how the Vision will be renewed. This has included reflecting on the successful work that has been undertaken as part of the Romsey Future project to see if any of the approaches and techniques that have been used could be adapted for use in Andover. Members have also been able to reflect on their own local action planning experiences and whether lessons can be learnt from those.
- 4.3 The programme for renewing the Vision involves the following key elements to be taken forward over the next twelve months:
- Delivery of a Community Stakeholder Workshop
 - Establish a small number of groups for a short period of time to further develop and test the ideas from the workshop
 - Undertake community engagement on the emerging ideas and priorities linking with events in the town throughout the summer
 - Launch the renewed Vision and action plan in April 2017
 - Where possible, try to achieve some quick wins along the way which will include a £5K project competition similar to the one that took place under Romsey Future.
- 4.4 The Community Stakeholder Workshop took place on Saturday April 9th. It was a very well attended event with seventy people from across a range of community groups and organisations coming together to share their ideas and aspirations for what the Vision can achieve in the future. The outcomes from the workshop will form the foundations for the next phases of the project.

5 Conclusion

- 5.1 The Council's Corporate Plan – *Investing in Test Valley* – sets out ambitions to help more communities plan for their own needs which will result in local communities and organisations working together more closely on the issues that matter most. Andover Vision and Romsey Future are both examples of how this can happen across a larger community area such as our towns.
- 5.2 Supporting the community in developing these initiatives will unlock capacity to deliver projects, attract funding and help provide an evidence base which can guide future policy and strategies relating to the area.

Andover Vision has had a very successful ten years, however, this is now an important opportunity to work with the community to re-shape it to provide new momentum that will carry it forward for years to come.

<u>Background Papers (Local Government Act 1972 Section 100D)</u>			
None			
<u>Confidentiality</u>			
It is considered that this report does not contain exempt information within the meaning of Schedule 12A of the Local Government Act 1972, as amended, and can be made public.			
No of Annexes:	0		
Author:	Roger Tetstall	Ext:	8101
File Ref:			
Report to:	Overview & Scrutiny	Date:	10 May 2016

ITEM 11 Community & Leisure – Safeguarding Children and Vulnerable Adults update

Report of the Head of Community & Leisure (Portfolio: Community & Leisure)

Recommended:

OSCOM endorses the progress made with regards safeguarding

SUMMARY

- This report is a summary of work undertaken in this area as requested at the Overview and Scrutiny Committee as part of a bi- annual review of the safeguarding policy and practices.
- Our safeguarding procedures were last reviewed by Overview and Scrutiny in 2013. Since then there have been a number of changes in the safeguarding arena and emerging issues that Test Valley Borough Council has incorporated into our safeguarding responsibilities which are outlined in this report.
- The Safeguarding Children and Vulnerable Adults Policy has been updated and approved by OMT to take into consideration new requirements upon local authorities. This was approved by OMT on the 23 February 2016.

1 Introduction

- 1.1 Section 11 of the Children Act 2004 places key responsibilities on district councils (as a statutory partner) with regard to safeguarding children and young people.
- 1.2 The Care Act 2014 came into force in April 2015, replacing the No Secrets 2000 guidance we were previously working under. This now places adult safeguarding on a statutory footing and requires district councils to pay due regard to our vulnerable adults in accordance with this legislation.
- 1.3 The Counter-Terrorism & Security Act 2015 places a duty on specified authorities in the exercise of their functions to have due regard to the need to prevent people from being drawn into terrorism. It links to safeguarding for both children and adults. TVBC will use the same referral process as for any other safeguarding concern.
- 1.4 The updated Safeguarding Children and Vulnerable Adults Policy (2016) along with staff and Member training has ensured the Council remains compliant with the above duties.

2 Background

2.1 Over the course of the last two years, there have been a number of emerging issues with regards safeguarding that Test Valley BC have had to take on board. These include The Care Act, Prevent, Modern Slavery and Child Sexual Exploitation.

2.2 Section 11 Audit

Every two years as a statutory partner of the Hampshire Safeguarding Childrens Board (HSCB) the Council is required to complete a Section 11 audit as a self assessment tool to indicate standards of compliance with regards to safeguarding duties. This provides a beneficial check on current provision and also helps indicate areas of improvement.

2.3 The last Section 11 Audit was carried out in 2014. The HSCB concluded that overall TVBC is compliant with all statutory duties under Section 11 of the Children Act 2004.

2.4 The Council was assessed to be strong in 5 of the 10 questions:

- Strategic Leadership.
- Integrated working practices. This included the newly established Early Help Hub and the roll TVBC played during the setting up of the Hub. We continue to support with attendance of the weekly Early Help Hub meetings with representatives from Housing and Community Safety teams.
- Staff induction, training and appraisal.
- Staff supervision and accountability.
- Complaints and allegations against staff.

2.5 Areas for development were:

There were some areas of development identified in the HSCB feedback and where practicable these are being addressed. It is of note that some areas are not ones in which our role enables or warrants significant changes so will remain as areas for development due to the format of the audit tool.

- Job Descriptions include statements with regards safeguarding.

All jobs with a direct link to safeguarding will be updated to include a direct reference.

- Staff with a responsibility for recruitment and selection to receive the appropriate training in order to identify recruits with core skills required for safeguarding.

All staff involved with recruitment will be required to undertake a new e-learning training programme (which will include a safeguarding section).

- Records are made of ethnicity, gender and disability to help evidence that practice is non-discriminatory with regards safeguarding.

TVBC do keep records on protected characteristics relevant to the service provision and need e.g. Housing keep a record of ethnicity, age, gender for people they are working with. Test Valley BC position is that we do not feel it necessary to add further questions for staff to find out when making a safeguarding referral and feel this is information that Childrens Services can ascertain if required.

- Client confidentiality and information sharing.

Policies and good practise guidelines are in place for ensuring client confidentiality is maintained. Information sharing protocols are covered in level 2 safeguarding training and touched upon at induction training. This is an area for further development to ensure key officers have a good understanding of working together, consent and information sharing. The data protection e-learning training package is also being updated.

2.6 The Section 11 Audit for 2016 is currently being undertaken. The Council submission is due at the end of May and we will receive feedback in autumn. The format and questions within this audit are different from before therefore a direct comparison with previous audits can not be made. The audits will now be annual rather than bi-annual.

2.7 The Hampshire Safeguarding Adult Board (HSAB) will also require us to complete an audit of our safeguarding policies and procedures, the date and extent of this is not yet known.

2.8 The Hampshire Safeguarding Leads group have made a request to the HSCB and HSAB to merge the audits to save time and duplication, this request is under consideration but will not impact any audits planned for 2016/17.

2.9 Missing, Exploited & Trafficked (MET) and Child Sexual Exploitation (CSE)

Hampshire Safeguarding Children Board has prioritised this area of work in their business plan into 4 key areas.

1. Raising awareness.
2. MET Prevention.
3. Disruption of perpetrators.
4. Identifying and profiling perpetrators and hot spots.

2.10 To ensure the Council is compliant with CSE responsibilities, the following actions have been put in place:

2.11 Training on CSE follows a tiered approach relevant to need:

- CSE is included in the safeguarding training at all levels.
- CSE e-learning has been targeted to relevant staff across all services.
- Officers with an identified role such as housing and community safety officer have attended specialist CSE training.
- Agreement is currently being sought from HSCB to add their CSE e-learning to the TVBC Learning Pool so that any member of staff can take this slightly more in depth awareness training if they choose over and above the basic requirements.
- CSE was included in the recent Members safeguarding training.

2.12. All staff and Members have been informed of the Police Community Partnership Reporting Form and how it is to be used to notify the Police of any suspicious activities which can help to map hot spots areas. (SIB/MIB 5th November).

2.13 TVBC supported the MET initiative to raise awareness of CSE in targeted areas and provided details of all of our licensed taxi drivers and B&B/hotels for the MET to contact.

2.14 A section on CSE will be included in the essential training for licensed taxi-drivers and we are working with the HSCB to ensure a standard approach is taken across Hampshire.

2.15 TVBC is working in partnership with the Police Safer Neighbourhood teams to deliver awareness sessions on CSE to community groups, volunteers and the wider community.

2.16 Modern Slavery

Modules covering Modern Slavery and trafficked children have been added to the safeguarding training and e-learning refresher.

2.17 Prevent

Prevent is the Governments counter-terrorism strategy which places a duty on specified authorities in the exercise of their functions to have due regard to the need to prevent people from being drawn into terrorism. The mechanisms of Prevent links to both the children and adult safeguarding agenda as it sits alongside the requirements of the Children Act, The Care Act and our partnership work via Community Safety Management. Information on Prevent and our duties has been added to the Safeguarding Children & Vulnerable Adults policy and linked to our internal safeguarding referral processes.

2.18 The Care Act 2014

In April 2015 The Care Act came into force and placed adult safeguarding on the same legal footing as childrens safeguarding. Test Valley Borough Council had most of the obligations already in place so there have been no significant changes to our processes.

2.19 The Care Act has however changed some definitions and requirements. The significant changes for TVBC are:

2.20 Housing and Community Safety are named stakeholders within the Care Act. A district council representative from both service areas is represented on the HSAB and will instigate action at local level.

2.21 The definition of an adult at risk (vulnerable adult) is a person who has needs for care and support (whether LA are meeting these needs or not), is experiencing, or is at risk of, abuse or neglect and as a result of those needs is unable to protect themselves against the abuse or neglect or the risk of it.

2.22 Some new categories of abuse have been added: Modern Slavery, Self Neglect (including hoarding), domestic violence and organisational abuse (for example in a care setting).

2.23 A cornerstone of the Care Act is the premise of 'Making Safeguarding Personal' which means involving the person in the process and taking actions with their full and informed consent. Adults have the right to make their own choices even if others may consider them unsafe.

2.24 Should the HSCB reasonably suspect that an adult is a risk of neglect or abuse, they can request all organisations involved to carry out a Section 42 enquiry. The purpose of the enquiry is to establish with the individual and/or their representatives, what (if any) action is needed in relation to the situation and to establish who should take such action.

2.25 The safeguarding training has been amended to reflect the changes of the Care Act as was included in the recent Members safeguarding training also.

2.26 Safeguarding Training

A well established programme of safeguarding training now takes place. All staff will receive safeguarding training at either induction level or those where their role will bring them into contact with vulnerable groups take a more detailed course commensurate to their role. TVBC co train the higher level course with Eastleigh BC and Winchester CC meaning we can deliver the sessions more frequently and share the workload.

2.27 Within TVBC we are about to commence on an e-learning refresher course programme for all staff who have already taken the safeguarding training. This will form part of a three year programme of HR managed refresher training.

3 **Corporate Objectives and Priorities**

3.1 Many areas of Test Valley Borough Councils work brings officers, Members and volunteers face to face with the public and in situations where they may observe or become aware of a safeguarding concern.

3.2 Robust safeguarding procedures underpin two of the Councils Corporate priorities as set out in the Corporate Plan 2015-2019.

3.3 Contribute - Officers to work better within the communities of Test Valley, support localism and encourage communities to plan for their own needs and be more resilient. Safeguarding and ensuring staff, Members and volunteers are aware of their duties is an integral part of ensuring we work effectively and responsibly in these communities.

3.4 Live - maintaining and developing a safety net for those with the greatest housing need and are most vulnerable.

4 **Consultations/Communications**

TVBC work with key stakeholders and are represented on:

- Hampshire Safeguarding Children Board.
- Hampshire Safeguarding Adults Board.
- Test Valley Multi –agency Safeguarding Forum.
- Hampshire Safeguarding Lead Officer Group.
- TV Local Families Forum (formally the Local Childrens Partnership).
- Supporting Troubled Families.

5 **Options**

5.1 The following strategic arrangements are now in place: These are also statutory requirements of Section 11 of The Children Act and mirror our new duties under The Care Act.

- Organisational commitment to the importance of safeguarding.
- A clear statement of commitment which is available for all staff.
- Service development takes account of the need to safeguard and promote welfare and is informed, where appropriate, by the views of children and families.
- Staff training on safeguarding for all appropriate staff working with children and families.
- Safe recruitment to ensure robust recruitment and vetting procedures are in place to prevent unsuitable people from working with children.
- Effective interagency working to safeguard and promote the welfare of children.
- Robust serious case reviews and section 11 audits.

6 Option Appraisal

- 6.1 As a statutory partner under The Children Act 2004 and the Care Act 2014 TVBC has a legal duty to comply with the requirements of the Acts.

7 Resource Implications

- 7.1 Membership of the Hampshire Safeguarding Children Board for 2016/17 costs £2,059. Currently there is no subscription fee for the Hampshire Safeguarding adult Board although this is under review.
- 7.2 The subscription fees cover the Board running costs and additional resources such as Serious Case Reviews and allows free access to multi-agency training provided via the Board.

8 Legal Implications

- 8.1 Our legal obligations are set out in the following documents;
- The Children Act 2004.
 - Working Together to Safeguard Children – A guide to inter-agency working (HM Government 2013).
 - The Care Act 2014.
 - The Mental Capacity Act 2005.
 - The Safeguarding Vulnerable Groups Act 2006.
 - Counter Terrorism & Security Act 2015.

9 Equality Issues

9.1 An EQIA was carried out in 2011 as part of the policy development process and identified no negative impacts on the community.

10 Other Issues

10.1 Community Safety – there are strong links to community safety and safeguarding for both children and vulnerable adults.

10.2 Wards/Communities Affected – All.

11 Conclusion

11.1 This report sets out progress to date as detailed in the Safeguarding Action Plan following the adoption of the initial Safeguarding Children and Vulnerable Adults Policy in 2011.

<u>Background Papers (Local Government Act 1972 Section 100D)</u>			
None			
It is considered that this report does not contain exempt information within the meaning of Schedule 12A of the Local Government Act 1972, as amended, and can be made public.			
No of Annexes:	1		
Author:	Louisa Rice	Ext:	8810
File Ref:			
Report to:	Overview & Scrutiny	Date:	10 May 2016

ANNEX

TEST VALLEY BOROUGH COUNCIL Safeguarding Children, Young People and Vulnerable Adults Policy & Procedures

It is not up to you to decide whether a child or vulnerable adult is suffering harm as a result of abuse or neglect, but it is up to you to report any concerns as soon as possible.

TVBC have a duty of care to respond to any concerns to ensure that the appropriate action can be taken.

Index

1. Introduction
2. Policy statement
3. Prevent
4. Aim of Policy
5. Scope of Policy
6. Review
7. Responsibilities
8. Allegations against an employee or Member
9. Funding and grants
10. Hiring facilities
11. Tendering and contracting out services
12. Out of hours working
13. Confidentiality
14. Record keeping
15. Complaints procedure
16. Recruitment
17. Training
18. Safeguarding children
19. Safeguarding vulnerable adults
20. Procedures for safeguarding children and vulnerable adults
- 20 Responding to allegations and suspicions of abuse to children and vulnerable adults
21. Responding to suspicions that an employee may be abusing a child or vulnerable adult or not following the Code of Conduct.
- 22 Code of Conduct and Good Practice
23. Legislation and guidance
24. Internal guidance/procedures
25. Useful contacts

- Appendix 1** Safeguarding Children and Vulnerable Adults Report Form
Appendix 2.0 Safeguarding flow charts for employees, Members, volunteers
Appendix 2.1 Safeguarding flow charts for Safeguarding Officer / line managers
Appendix 3 Serious Case Review Procedure
Appendix 4 Children out of School guidance
Appendix 5 Approach to threats of suicide

Introduction

Test Valley Borough Council delivers a varied range of services and functions which can bring employees, Members and volunteers into contact with children or vulnerable adults. This could be either as the main part of their role or indirectly when they are carrying out their work such as during a home visit, working outdoors in a public space or seeing customers in a reception area.

Test Valley Borough Council recognises that we all have a responsibility to protect children and vulnerable adults and has developed a safeguarding policy which includes the Prevent duties, (Counter Terrorism & Security agenda) to ensure that effective practices are in place for all of the Councils' activities.

Test Valley Borough Council believes that all children, young people and vulnerable adults have the right to be safe, happy and healthy and deserve protection from abuse. The Council is committed to safeguarding from harm all children, young people and vulnerable adults using any of its services and involved in any of its activities, and to treat them with respect during their dealings with the Council.

This policy is written in accordance with The Children Act 2004, The Care Act 2014 and associated guidance.

2. Policy Statement

Test Valley Borough Council is committed to practices that protect children, young people and vulnerable adults from harm regardless of age, gender, disability, racial heritage, religious belief, sexual orientation or any other protected characteristic as covered by the Equality Act 2010. Employees, Members and volunteers accept and recognise their responsibilities to develop self awareness of the issues that cause children, young people and vulnerable adults harm.

Prevent.

Prevent is a requirement of the Counter Terrorism & Security Act 2015 and places a duty on specified authorities in the exercise of their functions to have due regard to the need to prevent people from being drawn into extremism and terrorism. In accordance with guidance, Prevent is included as part of our responsibilities to safeguard vulnerable groups and when using this policy should be considered in the same context as any other safeguarding concern.

Test Valley Borough Council is a specified authority and are required to put in place an action plan covering our main responsibilities which include:

- Training of staff to have an understanding of Prevent
- Ensure our Council owned venues are not used by extremists to disseminate views
- Ensure organisations we work with are not engaged in extremism
- Report any concerns via the agreed reporting procedure which in Hampshire will follow the same process as use to report safeguarding concerns into the Multi-agency Safeguarding Hub.

February 2016 update

- Feed into Channel Panel as required which a multi-agency approach to identify and provide voluntary support to individuals who are at risk of being drawn into terrorism.

3. Aim of the Policy

The aims of the policy are to:

- Clarify the roles and responsibilities of all parties within the scope of the policy
- Support the promotion of a safe working environment and a culture of care in which the rights of all children, young people and vulnerable adults are protected and respected
- Promote procedures, codes of conduct and best practice in how employees, Members and volunteers interact with children, young people and vulnerable adults while providing Council services.
- Develop clear guidance and procedures for those employees, Members and volunteers working with children, young people and vulnerable adults and ensure through training and support that they are aware of these and are able to implement them
- Provide a framework for developing partnerships with appropriate external bodies e.g. Hampshire Safeguarding Children Board and Hampshire Safeguarding Adults Board to ensure that the policy continues to reflect legal and best practice requirements in respect of the responsibility of care of children, young people and vulnerable adults
- Enable information sharing about safeguarding concerns with relevant agencies and involving parents/carers and children, young people and vulnerable adults appropriately.
- Support the procedures for the safe recruitment of employees, Members and volunteers in accordance with relevant legislation and guidance.
- Provide effective management for employees and volunteers through supervision, support and training.

4. Scope of Policy

The policy is in respect of the Council's responsibility towards:

- Children and young people legally defined as any person under the age of 18. From this point the terms child or children will be used to refer to this group. (Children Act 2004)
- The Care Act now refers to an 'adult at risk of abuse or neglect with care and support needs' however for the purpose of this policy we will retain the term vulnerable adult.

- The employees of the Council who will come into contact with children or vulnerable adults during the course of their work.
- Members of the Borough Council when on Council business.
- Volunteers who are performing a task or duty at the request of, or on behalf of, Test Valley Borough Council.
- Contractors when carrying out work on behalf of Test Valley Borough Council.
- The term ‘parent/carer’ is used throughout as a generic term to represent parents, carers and guardians for both children and vulnerable adults.
- The policy covers all functions and services of the Council.

Child Protection is defined as:

- Protecting individual children identified as either suffering, or likely to suffer, significant harm as a result of abuse or neglect.

Safeguarding and promoting the welfare of children and young people is defined as:

- Protecting children from maltreatment
- Preventing impairment of childrens’ health or development
- Ensuring that children are growing up and living in circumstances consistent with the provision of safe and effective care
- Undertaking that role so as to enable those children to have optimum life chances

It is also important to recognise that in providing services, the Council is not acting in loco parentis (in place of the parent)

Adult Safeguarding is defined as:

- Safeguarding is aimed at adults with care and support needs who may be in vulnerable circumstances and at risk of abuse or neglect.
- Protecting an adults right to live in safety, free from abuse and neglect

4.1 This policy is to be used in conjunction with the Borough’s

- Equality policies
- Complaints Procedure
- Disciplinary and Appeals Policy and Procedure
- Council’s Confidential Reporting Code for Employees.
- Vulnerable Persons Protocol (Housing , Health and Communities)
- Data Protection Compliance Policy on the use of photographs and videos.
- Use of IT and Social Media Policy
- Health and Safety (Lone Working)
- Contract Standing Orders
- Recruitment and Selection Policy and Procedure

February 2016 update

- Disclosure and Barring, Criminal Records Check procedure (revised 2013)
- Test Valley Borough Council Prevent Action Plan

Test Valley Borough Council is committed to regularly reviewing its policies and good practice.

5. Review

This policy and associated guidance will be reviewed annually or whenever there is a change in the related legislation. This will ensure the document is fit for purpose and up to date and compliant with our section 11 duties of the Children Act 2004 and any other relevant legislation

6. Responsibility

Responsibility for the implementation of this policy lies at all levels of the Council.

6.1 Cabinet are responsible for ensuring that the Council has a policy, which adequately provides protection for children and vulnerable adults in receipt of its services and for the regular review of this policy in the light of changes to legislation.

6.2 Members are responsible for ensuring that they are familiar with and understand the policies and procedures relating to their role which may bring them into contact with children and vulnerable adults either directly or indirectly and raise any concerns appropriately.

6.3 Heads of Service are responsible for: assisting HR and other related officers in performing their safeguarding functions primarily around:

- Identifying those services and posts that are likely to have an involvement with children and vulnerable adults.
- Ensuring that employees whose duties will involve contact with children or vulnerable adults are screened at the appropriate level and are appropriately qualified and/or trained in working with these groups.
- Ensuring that all necessary procedures and practices are in place to provide adequate protection both for children and vulnerable adults and also protection for the employees working with them.
- Ensuring that proper records are kept of any incidents occurring within their Service and that these are held securely and passed on to the Safeguarding Officer or the Monitoring Officer if the incident involves an employee.

6.4 Human Resources Service is responsible for:

- Working with Heads of Service in maintaining a record of those posts that are likely to work with children or vulnerable adults and identifying the level of involvement and the appropriate level of screening required.

- Ensuring that recruitment procedures are robust and that information pertinent to working with these groups is obtained during the recruitment procedure.
- Ensuring that all safeguarding and DBS checks are carried out at the level required in respect of every role identified involving contact with children and vulnerable adults.
- Ensuring that employees in contact with these groups are adequately trained and aware of their responsibilities in this area.
- Supporting Heads of Service in dealing with allegations of abuse or lack of care by staff.
- Referring any information about individuals who may pose a risk to the Disclosure and Barring Service.

6.5 Employees:

All employees and particularly those coming into contact with children and vulnerable adults are responsible for:

- Ensuring that they are familiar with and understand the policies and procedures relating to their work which brings them into contact with children and vulnerable adults either directly or indirectly and raise any concerns about their level of knowledge with their managers in order that this may be addressed.
- Treating all children and vulnerable adults they come into contact with while carrying out their work with respect.
- Reporting to their manager or the Safeguarding Officer any concerns they may have about abuse or a lack of care of children or vulnerable adults.

6.6 The designated Safeguarding Officer has the responsibility to:

- Provide advice and information relating to safeguarding concerns
- Receive and record information from employees, Members, volunteers, children, vulnerable adults or parents and carers who have safeguarding concerns.
- Assess the information promptly and carefully, clarifying or obtaining more information about the matter as appropriate.
- Consult initially with Childrens or Adult Services to test out any doubts or uncertainty about the concerns as soon as possible.
- Ensure a formal referral to a statutory agency or the police has been made without delay and ensure the proper transfer of information relating to dealings with children and vulnerable adults, where necessary.
- Ensure the Councils' safeguarding policies and procedures are up to date and compliant with legislation and guidance.

- Ensure appropriate training is available for employees, Members, and volunteers.
- Be responsible for ensuring any internal safeguarding allegations are reported to the Hampshire County Council Local Authority Designated Officer as appropriate and in accordance with Working Together guidelines
- Liaise with the Community Safety Manager who has a lead responsibility for Prevent as required.

The designated Safeguarding Officer should be aware of the local child and vulnerable adult protection networks, the role of the Hampshire Safeguarding Children Board and The Hampshire Safeguarding Adult Board and the existence of local safeguarding procedures. It is important for the designated Safeguarding Officer to have received training in child protection and safeguarding vulnerable adults.

7. Allegations against employees or Members

Where there is an allegation against employees and Members concerning children or vulnerable adults in which it is alleged that an employee or Member has:

- Behaved in a way that has harmed, or may have harmed a child or vulnerable adult
- Possibly committed a criminal offence against, or related to, a child or vulnerable adult
- Behaved in a way that indicates they are unsuitable to work with children or vulnerable adults.

The following shall apply:

7.1 The Human Resources Service will be responsible if the allegation concerns an employee and the normal employment procedures would apply.

7.2 If the allegation relates to a Member, the Councils Monitoring Officer will be responsible with in accordance to the normal procedures relating to an allegation of a failure to comply with the Member Code of Conduct.

7.3 In each case it shall be the responsibility of the Human Resources Service or the Monitoring Officer, as appropriate, to make any required report to the County Council Hampshire County Council Local Authority Designated Officer (LADO) for children or Designated Safeguarding Adult Officer

8. Funding and Grants

Where organisations and groups that work with children or vulnerable adults apply to the Council for grant assistance, the granting of funds will be subject to a safeguarding policy being in place by the recipient organisation checked on application by a self declaration to this effect. Assurances that the organisation is not engaged in extremism are also required. Guidance to organisations or groups can be provided by the Safeguarding Officer on adopting a safeguarding policy if needed.

9. Hiring Facilities to Others

Any hirer who provides activities for children must state this fact on the booking form and sign a self declaration that they are aware of safeguarding procedures or have their own safeguarding policy in place. The Test Valley Borough Council booking procedure includes a clause to prevent bookings from radical or extremist groups.

10. Tendering and Contracting out Services

Any contractor or sub-contractors engaged by the Council in areas where workers are likely to come into contact with children or vulnerable adults, should have its own safeguarding policy or failing this, must comply with the terms of this policy.

All new contracts let by the Council which involves services for children and vulnerable adults will include appropriate reference to complying with the policy and that evidence is requested at point of tender and then subsequently checked at periodic intervals.

11. Out of Hours Working

It is recognised that employees, Members and volunteers work outside of office hours and therefore may have difficulties contacting the Safeguarding Officer. If there is an incident or allegations of abuse outside of office hours, this should be reported directly to the **Hants Direct Out of Hours (Children and Adults Services) Duty team on 0300 555 1373**. The employee, Member or volunteer should then complete the Safeguarding Children and Vulnerable Adults Report form (Appendix 1) and contact the Safeguarding Officer at the first opportunity.

Any out of hours working undertaken by an employee should comply with Health and Safety and the Lone Working procedures.

12. Confidentiality

The legal principle that “the welfare of the child is paramount” means that the considerations of confidentiality that might apply to other situations within the Borough Council should not be allowed to override the right of the child to be protected from harm. The same applies to vulnerable adults where there is an immediate risk of harm but wherever possible consent from the adult must be obtained before a referral is made unless doing so places the individual at further risk.

Every effort should be made to ensure that confidentiality is maintained for all concerned both when an allegation is made and whilst it is being investigated. (See the Council’s Confidential Reporting Code for Employees procedure, which can be found in the constitution on www.testvalley.gov.uk.)

13. Record keeping

Records should be stored securely and shared only with those who **need** to know. These procedures not only serve to protect children/ adults but also protect employees, Members, volunteers and the Council itself.

All written/electronic communications should be marked CONFIDENTIAL and sent only to the named person/s dealing with the case.

The importance of good record keeping in this area cannot be over stressed.

14. Complaints procedure

It is important to maintain an open culture where employees, Members, volunteers, associated workers, children, vulnerable adults and parents/carers feel able to express concerns both about safeguarding children and vulnerable adults and concerns about issues of poor practice when dealing with children and vulnerable adults.

Employees and Members can raise concerns about other employees or Members by following the Grievance Procedure or the Confidential Reporting Code for Employees or other appropriate procedure.

An easy to follow complaints procedure for members of the public including partners, volunteers and young people is available on the Council's website or from the Council Offices. www.testvalley.gov.uk

15. Recruitment

Through its recruitment procedures for all employees and volunteers who work directly with children or vulnerable adults, Test Valley Borough Council will:

- Check for convictions for criminal offences against children and vulnerable adults in accordance with current legislation
- Explore each applicant's experience of working or contact with children or vulnerable adults prior to an appointment being made
- Obtain two references, one of which must be from a current or most recent employer. Qualifications and professional registration will also be verified prior to an appointment being made.
- Undertake any other pre-employment checks, for example confirmation of the applicant's right to work in the UK.

16. Training

Test Valley Borough Council recognises that it has a commitment to ensure that all employees, Members and volunteers have a clear understanding of their roles and responsibilities when working with children and vulnerable adults. The Council's training process will help them to:

February 2016 update

- Be able to recognise signs of abuse and what appropriate course of action should be taken in such circumstances.
- Have an understanding of the potential risks to themselves and ensure that good practice is adhered to at all time.
- Recognise signs of improper behaviour from other employees, Members and volunteers and take appropriate action should this occur.
- Have an awareness of Prevent and the referral pathway to report concerns

All employees who work directly or indirectly with children and vulnerable adults will be required to have training in the above areas to a level commensurate to their need.

Training for Members and volunteers will be delivered in accordance to need and relevant guidance.

17. Safeguarding Children

17.1. Recognising Child Abuse

Recognising child abuse is not easy and it is **not** the responsibility of employees, Members or volunteers to decide whether or not abuse has taken place or if a child is at significant risk, they do however have a responsibility to act if they have any concerns.

What is Child Abuse?

There are four main forms of child abuse*

17.2. Physical Abuse

Physical abuse may involve actions such as hitting, shaking and burning as well as giving children alcohol, inappropriate drugs or poison. Physical abuse as well as being a deliberate act can be caused by an omission or failure to act to protect.

17.3. Emotional Abuse

Emotional abuse is a persistent lack of love and affection. A child may be constantly shouted at, threatened or taunted. This can make the child nervous and withdrawn. Other forms of emotional abuse include excessive overprotection and unrealistic pressure to succeed. Some level of emotional abuse is involved in all types of ill treatment of children although it may occur alone.

17.4. Sexual Abuse

Sexual abuse involves forcing or enticing the child or young person to take part in sexual activities whether or not the child is aware of, or consents to, what is happening. Sexual abuse can involve penetrative acts such as rape, buggery or oral sex or non-penetrative acts such as fondling. It may also involve non-contact activities such as showing pornographic material or encouraging children to behave in sexually inappropriate ways. This includes children who are victims of Child Sexual Exploitation (CSE) or are missing or trafficked.

17.5. Neglect

Neglect is the persistent failure to meet a child's basic physical and or psychological needs. These needs include, for example, adequate food and warm clothing and also medical care. Children may be left alone unsupervised. Emotional neglect is when children are deprived of love and affection.

** (Working Together to Safeguard Children HM Gov 2015)*

17.6 Indications that a child is being abused:

- Unexplained or suspicious injuries such as bruises, cuts and burns particularly if situated on parts of the body not normally prone to such injuries.
- Injuries for which an explanation seems inconsistent.
- Fear of parents being approached about such injuries.
- Reluctance to get changed e.g. wearing long sleeves in hot weather.
- Flinching when touched or approached.
- A failure to thrive or grow
- Sudden speech disorders
- Difficulties in making friends
- The child is prevented from socialising.
- Sudden or unexplained changes in behaviour.
- Fear of being left with a specific person.
- Sexually explicit behaviour.
- Sexual knowledge beyond their age and developmental level.
- A distrust of adults particularly those with whom a close relationship would normally be expected.
- Constant hunger, sometimes stealing food.
- The child being dirty/smelly and unkempt.
- Loss of weight.
- Inappropriate dress for the conditions.

This list is by no means definitive and it is important to remember that many children will exhibit some of these indicators at some time and the presence of one or more should **not** be taken as proof that abuse is occurring.

There may be other reasons for changes in behaviour such as a death in the family or the birth of a new baby. It is crucial that this is only a process of observation and that at no point in time should an employee, Member or volunteer feel that they should be actively seeking out abuse or an abuser.

The responsibility of the employee, Member or volunteer is to ensure that if they have concerns about the welfare of a child they must report it and must **never** assume that others will do so.

18. Safeguarding Vulnerable Adults

What is abuse of vulnerable adults?

18.1 Physical

Hitting, slapping, pushing, kicking, misuse of medication, restraint or inappropriate sanctions.

18.2 Sexual

Rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.

18.3 Psychological

Emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks.

18.4 Financial or material

Theft, fraud, exploitation, pressure in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.

18.5 Neglect and acts of omission

Ignoring medical or physical care needs, failing to provide access to appropriate health, social care, welfare benefits or educational services, withholding the necessities of life such as medication, adequate nutrition and heating.

18.6 Discriminatory

Racism, sexism or acts based on a person's disability, age or sexual orientation. It also includes other forms of harassment, slurs or similar treatment such as disability hate crime.

18.7 Domestic abuse

Psychological, physical, sexual, financial, emotional abuse and so called 'honour' based violence.

18.8 Organisational abuse

Neglect and poor care practice within a care setting such as a hospital or care home or in relation to care provided in someone's own home ranging from one off incidents to on-going ill-treatment. It can be neglect or poor practice as a result of the structure, policies, processes and practices within a care setting.

18.9 Modern slavery

Encompassing 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.

18.10 Self-Neglect

Covers a wide range of behaviour including neglecting to care for one's personal hygiene, health or surroundings and behaviour such as hoarding.

19. Prevent

19.1 Extremists

Extremists are known to target vulnerable children, young people and adults to radicalise them to their ideology.

19.2 Radicalisation

Radicalisation is usually a process not an event. During that process, behaviours as well as opinions are likely to change. These changes may be apparent to the friends, families and work colleagues of the person concerned and may include a change of ideology and beliefs held, appearance, language used, peer groups and interests.

20. Procedures for Safeguarding Children and Vulnerable Adults

These procedures seek to ensure that all employees Members and volunteers have a clear understanding of their responsibilities when working with children and vulnerable adults.

See flowchart summarising the procedures for responding to suspicions of abuse against children or vulnerable adults or other concerns relating to the protection of children and vulnerable adults (Appendix 2.0 and 2.1)

21. Responding to allegations and suspicions of abuse to children or vulnerable adults.

- Stay calm.
- Listen carefully.
- Find an appropriate, early opportunity to explain that it is likely that the information will need to be shared. Do not promise to keep secrets.
- Allow the child/adult to talk at their own pace.

- Ask questions for clarification only and at all times avoid asking questions that suggest a particular answer.
- Reassure the child/adult that they have done the right thing in telling you.
- Tell them what you will do next and with whom the information will be shared.
- Record in writing what was said using the child's/adult's own words as soon as possible. Note the date and time, any names mentioned and to whom the information was given. Ensure that this record is signed and dated.
- Relay this information as soon as possible to the Safeguarding Officer, Manager or Head of Service in accordance with the Council's Confidential Reporting Code for Employees.
- All reports should be made using the Safeguarding Children and Vulnerable Adults report form which can be found on Trout Face/forms and requests/safeguarding report form.

Ref: Safeguarding Children and Vulnerable Adults Report form (Appendix 1)

Remember that it is important that everyone at Test Valley Borough Council is aware that the person who first encounters a case of alleged or suspected abuse is **not** responsible for deciding whether or not abuse has occurred. This is the task of the professional agencies following a referral to them of a concern about a child or vulnerable adult.

If you think a child or a vulnerable adult is in immediate danger then always contact the Police on 999. Report your actions to your line manager who should in turn pass the information onto the Safeguarding Officer.

22. Responding to suspicions that an employee, Member or volunteer may be abusing a child or vulnerable adult or not following the Code of Conduct and Good Practice.

Any employee, Member or volunteer who suspects that a colleague may be abusing children/vulnerable adults or in any way behaving inappropriately, should act on their suspicions. Action should also be taken if it is felt that colleagues are not following the codes of conduct set out in this document. This action will serve not only to protect children/ or vulnerable adults but also colleagues from false accusations.

- Write down the details of the incident following the guidelines in this policy.
- Pass this report to your manager at the earliest opportunity.
- The manager should then take appropriate action to ensure the safety of the child / adult and of any other child/adult who may be at risk.
- The matter should then be discussed with the Monitoring Officer and if necessary the Safeguarding Officer and HR, who will then consider whether the matter is an issue relating to poor practice or to child / adult abuse.
- If the matter relates to poor practice, procedures relating to misconduct should be followed. If the matter relates to child / adult abuse the matter should be referred to Children or Adult Services who may involve the Police, and the employee suspended pending the outcome of an internal investigation into the allegations.

Test Valley Borough Council acknowledges that this is an extremely sensitive issue and assures all employees and persons working on its behalf that it will fully support and protect anyone, who in good faith, reports a concern that a colleague is, or may be, abusing a child or vulnerable adult. (Ref: 7 Allegations against an employee or Member)

23. Safeguarding Code of Conduct and Good Practice

These guidelines are designed not only to protect children and vulnerable adults but also to protect employees, Members and volunteers from situations where false allegations may occur.

23.1 Employees, Members and volunteers must:

- Treat all children and vulnerable adults and their possessions with respect.
- Provide an example of good conduct they wish others to follow
- Ensure that whenever possible there is more than one adult present during activities with children and vulnerable adults or at least that they are within the sight or hearing of others
- Respect the child/vulnerable adult's right to personal privacy and encourage them to feel comfortable enough to point out attitudes or behaviour they do not like.
- Remember that someone else might misinterpret their actions, no matter how well intentioned.
- Be aware that physical contact with a child or vulnerable adult may be misinterpreted and be mindful of how and where they touch them.
- Recognise that special caution is required when discussing sensitive issues
- Challenge unacceptable behaviour and report all allegations/suspicions of abuse.
- Be identifiable and have their photo ID card at all times
- Keep the child's or vulnerable adult's needs first and performing outcomes second.

23.2 Employees, Members and volunteers must **not:**

- Have inappropriate physical or verbal contact with children or vulnerable adults
- Make sexually suggestive comments, even in fun
- Make derogatory remarks or gestures in front of children or vulnerable adults
- Jump to conclusions about others without checking the facts
- Exaggerate or trivialise child or vulnerable adult abuse issues
- Show favouritism to individuals
- Ask people to do things that are potentially dangerous, illegal or otherwise unreasonable.
- Allow bullying
- Let allegations a child or vulnerable adult makes be ignored or go unrecorded
- Take chances when common sense, policy or practice suggests a more prudent approach.
- Take children or vulnerable adults alone on a vehicle journey unless in an emergency or with parental consent.
- Take children/ vulnerable adults to their home.

- Meet up with children / vulnerable adults outside of their work with Test Valley Borough Council unless it is with the full consent and knowledge of the person's parents / carers and their manager.
- Never enter a house when a child is in there on their own.

23.3. Personal Care

It may sometimes be necessary for employees/volunteers to do things of a personal nature for children or vulnerable adults, particularly if they are very young or disabled. These tasks should only be carried out with the full understanding and consent of the parents/carers. If an emergency situation arises that requires this type of help then parents/carers should be fully informed as soon as it is reasonably possible.

23.4. Restraint

Restraint is where a child /vulnerable adult is being held, moved or prevented from moving, against their will because not to do so would result in injury to themselves, or to others or would cause significant damage to property. Restraint must always be used as a last resort, when all other methods of controlling a situation have been tried and failed. Restraint should never be used as a punishment or to bring about compliance (except where there is a risk of injury).

Only those who are who are properly trained in restraint techniques should carry it out. The person should be restrained for the shortest period necessary to bring the situation under control.

All such incidents should be recorded, detailing the facts of the behaviour, witnesses, who restrained the person and how, what other methods had been tried and what other follow up action took place. This record should then be passed to the Safeguarding Officer.

24. Legislation /Guidance

The Children Act 2004

Working Together to Safeguard Children – A guide to interagency working HM Gov 2015

Information Sharing Advice for practitioners March 2015

The Care Act 2014

The Role of District Councils in Safeguarding Adults (LGI&D Aug 2010)

The Role of District Councils in Safeguarding Children and Young People (LGI&D Jul 2010)

The Counter-Terrorism & Security 2015

25. Additional guidance/procedures

- Serious Case Review procedure
- Event organisation guidance
- Children out of school guidance

26. Useful Contacts and sources of information

To report your concerns or to talk to a duty social worker regarding child protection call HantsDirect (Childrens Services)

0300 555 1384 (office hours)

0300 555 1373 (out of hours)

Professionals Line 01329 225379

www.hants.gov.uk/childrens-services

To report your concerns or to talk to a duty social worker regarding vulnerable adults call HantsDirect (Adult Services)

0300 555 1386 (office hours)

0300 555 1373 (out of hours)

Professionals Line 01329 225378

www.hants.gov.uk/adult-services

Police (non emergency) 0845 045 45 45

NSPCC Child Protection Helpline 0800 800 5000 www.nspcc.org.uk

ChildLine 0800 1111 www.childline.org.uk

Elder Abuse Response helpline 0808 8088141 www.elderabuse.org.uk

Respond – for people with learning difficulties 0808 8080700 www.respond.org.uk

NOTE It is not the role of the Council to decide whether a child or adult has been abused or not. This is the task of Children or Adult Services, who have the legal responsibility. It is however, everybody's responsibility to ensure that concerns are shared and appropriate action taken

Should an employee feel they require support following their involvement with a safeguarding concern, information on the **Test Valley Employee Support Service** can be found on the Councils intranet (under Employee Information) The Employee Support Service offers you the chance to speak to a fully qualified and experienced counsellor **in complete confidence** to help resolve problems, find solutions and ease any difficulties you may be having.

Appendix 1

Test Valley Borough Council

Safeguarding Child and Vulnerable Adult Report Form

This form can be found on Trout Face under e-forms

Please provide as much information as possible

Your Name:
Your Position:
Child/adults' Name:
Child/adults' Address:
Child/adults' Date of Birth: (or approximate age)
Ethnicity of child/adult
Name (s) and address of parent/carer: (if applicable)
Name of school (if applicable):
Date and time of disclosure:
Your Observations:

Record Form A – A Disclosure of Abuse to a Child or Vulnerable Adult

Exactly what the child/adult said and what you said:

Remember to record details in the person's own words. Continue on a separate sheet if necessary.

Action taken so far:

Your Signature:

Print Name:

Date:

This document should now be passed to Test Valley Borough Council's Safeguarding Officer

Record Form A – A Disclosure of abuse to a Child of Vulnerable Adult

Consultation and investigation undertaken:

Decision made:

No Further Action	<input type="radio"/>
Continued Monitoring	<input type="radio"/>
Formal Referral	<input type="radio"/>

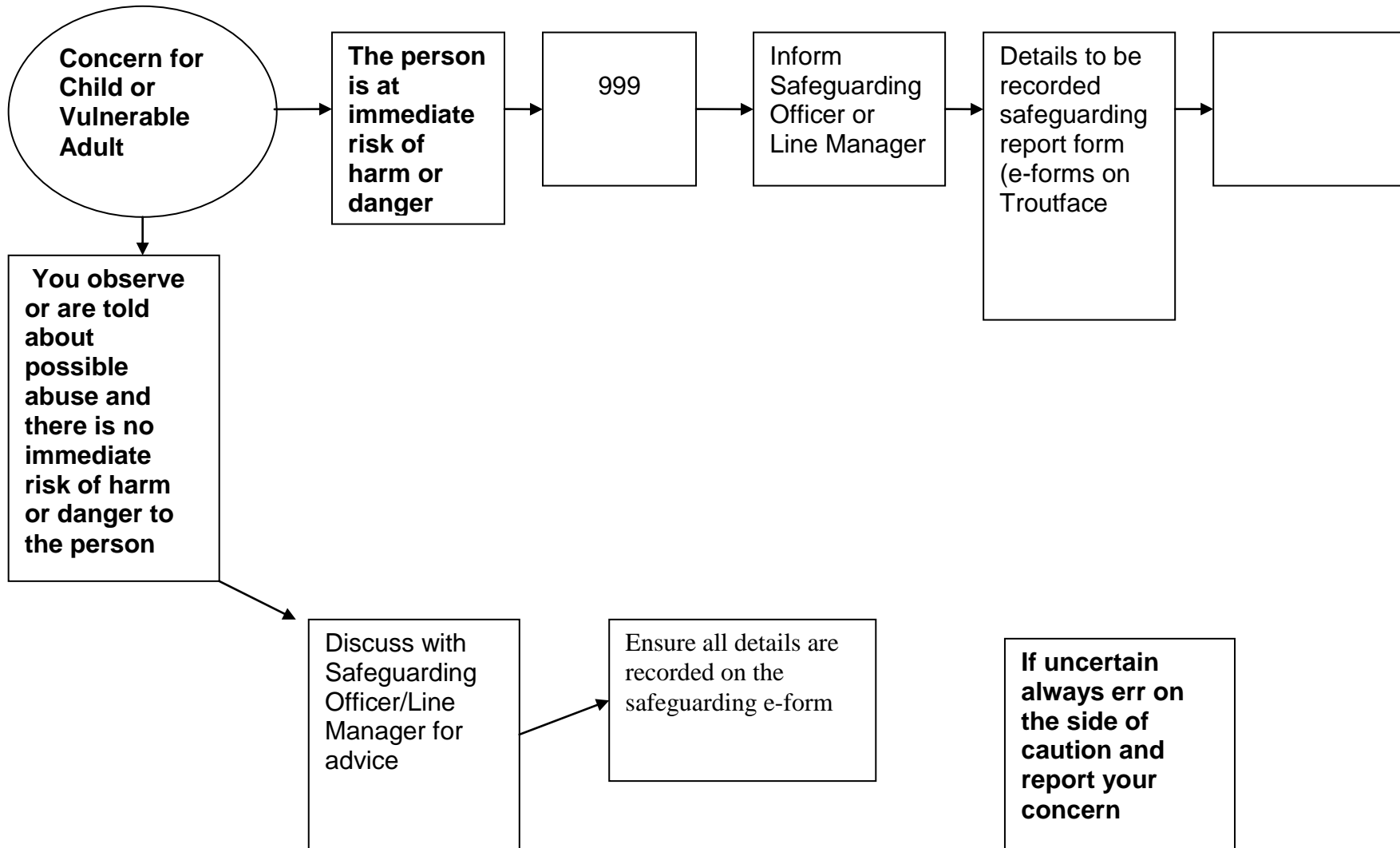
Date:

Details:

Record A – A Disclosure of abuse to a Child or Vulnerable Adult

<p>Details of Formal Referral: (Including the agency to which the case is being referred and a contact name with the agency, date of referral)</p>
<p>Notes:</p>
<p>Safeguarding Officer</p> <p>Signature:</p> <p>Name:</p>
<p>Date:</p>
<p>Copy of Record Form To:</p>

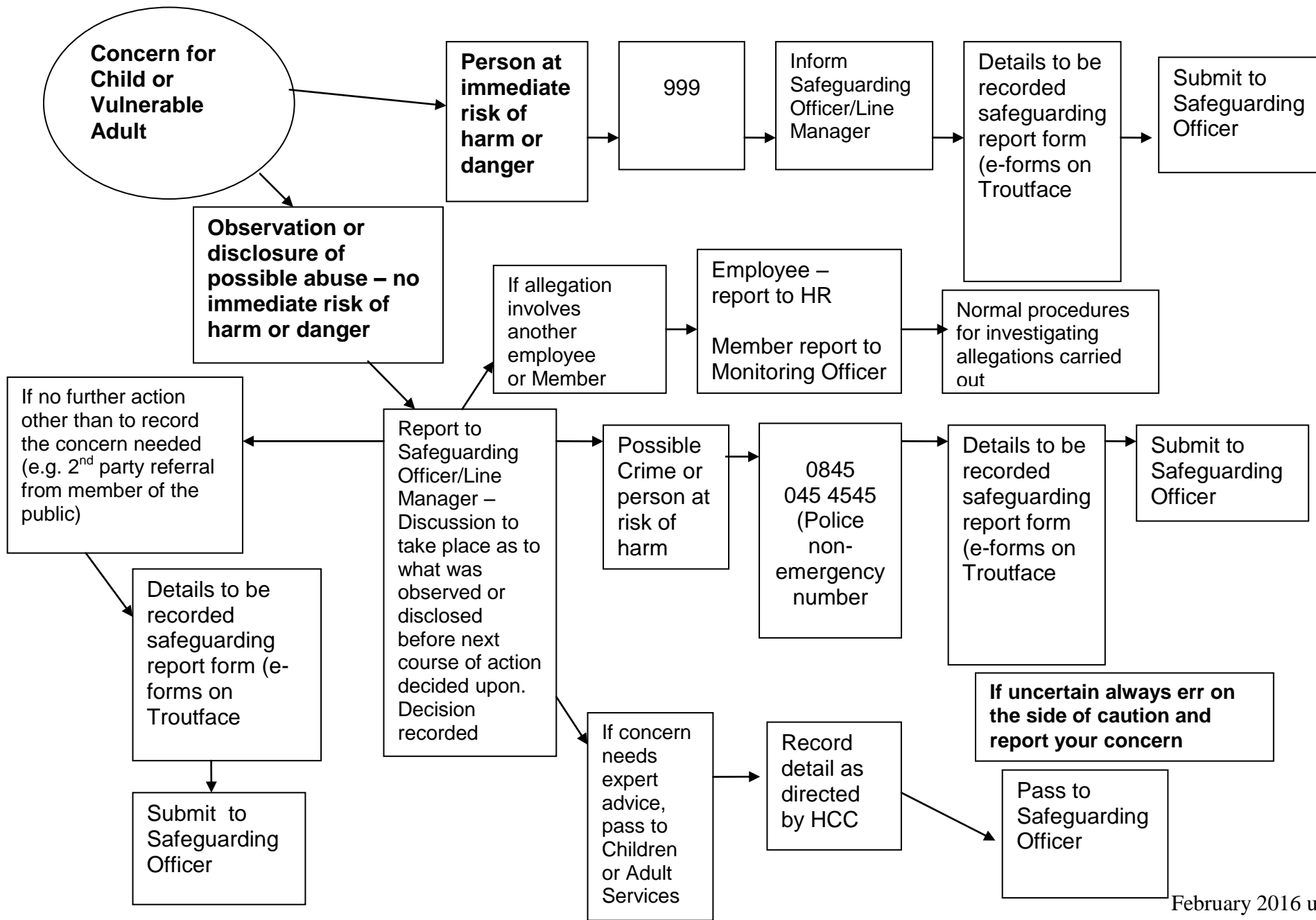
**Test Valley Safeguarding Children and Vulnerable Adults Policy
EMPLOYEE, MEMBER or VOLUNTEERS REPORTING FLOW CHART (Appendix 2.0)**



February 2016 update

Test Valley Safeguarding Children and Vulnerable Adults Policy

SAFEGUARDING OFFICER/ LINE MANAGER REPORTING FLOW CHART (Appendix 2.1)



February 2016 update

Serious Case Review /Internal Management Review procedure for TVBC (Appendix 3)

A Serious Case Review (SCR) takes place when a child dies, sustains a life-threatening injury, permanent impairment of health or development or a number of other circumstances (listed below). The prime purpose of a SCR is for agencies and individuals to learn lessons to improve the way in which they work both individually and collectively to safeguard and promote the welfare of children

A SCR is always instigated by the Hampshire Safeguarding Childrens Board (HSCB) as a result of the following:

- When a child dies (including death by suspected suicide), and abuse or neglect is known or suspected to be a factor in the death.

Additionally, HSCB may decide to conduct a SCR whenever a child has been seriously harmed in the following situations:

- A child sustains a potentially life- threatening injury or serious and permanent impairment of physical and mental health and development through abuse or neglect;
- A child has been seriously harmed as a result of being subjected to sexual abuse;
- A parent has been murdered and a domestic homicide review is being initiated under the Domestic Violence Act 2004;
- A child has been seriously harmed following a violent assault perpetrated by another child or an adult;
- The case gives rise to concerns about the way in which local professionals and services worked together to safeguard and promote the welfare of children. This includes inter-agency and inter-disciplinary working.

Process

The CE or Safeguarding Officer TVBC would be notified by the HSCB that a child or young person living within their area is subject of a SCR and that the designated officer (the Safeguarding Officer as the trained SCR author) will need to initiate an Internal Management Review (IMR)

The IMR is a chronology and written account of each Services involvement with the named person, their family or care provider. The terms of reference of the IMR will be clearly stated by the HSCB at onset as to the level, extent and time scale the IMR must cover.

As soon as TVBC receive notification of the need to carry out an IMR all files, written or electronic or any other type of documentation pertaining to the child or adult must be secured (electronic files to be made 'read only' by all) and access given to the Safeguarding Officer.

Staff involved need to be assured that the SCR is not about placing blame or finding fault but a process to find out what lessons can be learnt and if any procedures need to be improved to prevent the reoccurrence of the same circumstances.

The SCR overview report and the IMR will be used to produce an executive summary. The content of the executive summary will be suitably anonymised in order to protect the identity of children, relevant family members and others and to comply with the Data Protection Act 1998. The executive summary should, however, include the names of the LSCB Chair, SCR Panel Chair, the overview report author, and the job titles and employing organisations of all the SCR Panel members. The content of the summary will also include information about the review process, key issues arising from the case, the recommendations and the action plan (including any actions that have been completed).

The same process would be followed in the event of detail or serious harm to a vulnerable adult.

Statutory	Guidance	/	Key	documents
'Chapter 8' of should	of <i>Working Together to Safeguard Children (2010)</i> follow	sets out the processes undertaking	Local Safeguarding Serious Case	Children Boards (LSCBs) Reviews (SCRs).

Test Valley Borough Council (Appendix 4)
Children out of school Guidance

All school aged children should be in school during term time unless accompanied by a responsible adult. This guidance outlines the responsibility and actions that employees must take if they see a situation where a child or young person may be putting themselves or others **at risk of harm**.

If the child/group appears to be behaving in a way that causes concern or they are putting themselves or others at risk of harm and if

- you suspect drug or alcohol use
- Anti- social behaviour (vandalism, bullying, intimidation) is taking place

You must call the Police on the 0845 045 4545 stating clearly what you have seen.

Call 999 if you feel it is an emergency and ask for the appropriate emergency service

Such action must also be reported to your line manager at the first opportunity. Actions of an employee will be supported by the Council in accordance with the Safeguarding Children and Vulnerable Adults Policy where an employee is acting in good faith and responding to a concern.

You do not have to approach the child, young person or group as this is not your responsibility and you may be putting yourself at risk, but you should act quickly and report as above. If you are in any doubt, always act on the side of caution and report your concern and let the correct authorities decide if any further action is required.

This type of information sharing will also help to identify areas of hotspots for truancy and action can then be taken by relevant agencies to tackle this problem.

Your actions may prevent a child or young person from coming to harm.

For more information contact
Louisa Rice (Safeguarding Officer)
Community Engagement Manager , Community and Leisure Service 01264 368810 or
lrice@testvalley.gov.uk

TEST VALLEY SAFEGUARDING: APPROACH TO THREATS OF SUICIDE

If a customer states during a contact with them that they will take their own life, please phone through to the Police on 101 and tell them your concern, the persons name and address and any other relevant information you have. We do not need the customers consent. The Police will follow this up and inform Adult Services if further action/intervention is needed. We should also have a report back from the Police with regards the outcome. If you feel the threat is serious and help is needed urgently this will become a 999 call.

We can also phone concerns through to Adult Services and again we do not need to obtain consent in this circumstance as it is considered a serious safeguarding alert. This course of action would be taken if you do not feel the Police have picked up the concern or if you feel you need to speak to a Social Worker with regards your concerns.

When dealing with such a serious situation please phone this through directly yourself to Police or Adult Services as you will have a better understanding of the situation and can answer any questions they may have. (If you need reassurance or to discuss your concern first, please speak to a Manager or one of the safeguarding team at TVBC) Please then complete a Safeguarding referral form (Troutface/ E-forms/ Safeguarding reporting form) so we have a record of the referral and any updates of actions.

Safeguarding Team: Louisa Rice, Andy Pilley, Verna Brown, Lorraine Cooper

To report your concerns or to talk to a duty social worker regarding child protection call:

HantsDirect (*Childrens Services*)

0300 555 1384 office hours (*staff or public*)

0300 555 1373 out of hours (*staff or public*)

To report your concerns or to talk to a duty social worker regarding vulnerable adults call:

HantsDirect (*Adult Services*)

0300 555 1386 office hours (*staff or public*)

0300 555 1373 out of hours (*staff or public*)

ITEM 8 **Community Safety Review Phase 2 Scoping**

Report of the Leader Member

(Portfolio: Communities & Leisure)

Recommended

That the Community Safety Review Phase 2 scoping template to be approved.

SUMMARY:

- The Committee is requested to consider the draft scoping template agreed by the Task and Finish Panel and comment thereon.

Background Papers (Local Government Act 1972 Section 100D)

None

Confidentiality

It is considered that this report does not contain exempt information within the meaning of Schedule 12A of the Local Government Act 1972, as amended, and can be made public.

No of Annexes:

1

Author:

Councillor Baverstock

Ext:

8014

File Ref:

Report to:

Overview & Scrutiny

Date:

10 May 2016

**Test Valley Borough Council Overview & Scrutiny Committee
Panel and Lead Member Reviews - Scoping Template**

1	<p>Corporate Priority/Service Area (may be more than one)</p> <p>Community</p>
2	<p>Lead Member(s)/Chairman of Panel</p> <p>Councillor Dorothy Baverstock</p>
3	<p>Portfolio Holder(s)</p> <p>Councillor Tony Ward</p>
4	<p>Topic for Review</p> <p>The responsibilities of TVBC for Community Safety – Phase 2 – The Future.</p>
5	<p>Key Areas of Focus</p> <p>From Phase 1 – the role of neighbourhood wardens (shift patterns, hours of work, effectiveness re police activity, training and skill development). Community Safety Team – their position within it. Use of CCTV</p>
6	<p>What will be developed or reviewed?</p> <p>To look at the wardens fit with PCSO/Police/Community Safety Team and others and to look at the value in a patrol function</p>
7	<p>Rationale – Why now/why at all?</p> <p>The role has not been reviewed for 4 years. Crime levels have changed and so has their nature. Vast changes in community policing. To look at the value in a patrol function which seems to be a key function. To look at the value of a more community facilitation role with regards to the community safety objectives and team.</p>

8	<p>Anticipated Benefits</p> <p>The benefits of them having a more integrated part of the community engagement team and offer a specialism of community safety taking on a more facilitative and preventative role with regards to the community safety objectives and team.</p>
9	<p>Resource Implications</p> <p>None Possible redeployment of resource.</p>
10	<p>Are there any Partner Organisations involved in the Project?</p> <p>Police, Community Safety Partnership</p>
11	<p>Does the Project require Public Involvement?</p> <p>No</p>
12	<p>Expected Outcomes: In 3 months (Progress or Full Report)</p> <p>Full report within the three months period into the re profiling of Community Wardens into the Community Safety Team.</p>
13	<p>How will the Project assist the achievement of a Corporate Priority or Priorities?</p> <p>To contribute to and be part of a strong community.</p>
14	<p>What do you want OSCOM to do now?</p> <p>Endorsement of recommendations. To review Community Safety on a regular basis within its programme.</p>

ITEM 13

**Programme of Work for the
Overview & Scrutiny Committee**

Report of Head of Legal and Democratic Services

Recommended:

The Committee is requested to:

- 1. Review the outcomes on the work programme and recommendations update.**
- 2. Approve the future work programme.**

SUMMARY:

The purpose of this report is to enable members to keep the Committee’s future work programme and recommendations update under review.

1. Background

- 1.1 The OSCOM Work Programme is presented at Annex 1 for review and approval.
- 1.2 The OSCOM Recommendations Update is presented at Annex 2 for the Committee’s review and comments.
- 1.3 The Cabinet Work Programme is attached at Annex 3 for the Committee to consider.

Background Papers (Local Government Act 1972 Section 100D)

None

Confidentiality

It is considered that this report does not contain exempt information within the meaning of Schedule 12A of the Local Government Act 1972, as amended, and can be made public.

No of Annexes:	3		
Author:	Caroline Lovelock	Ext:	8014
File Ref:			
Report to:	Overview and Scrutiny Committee	Date:	10 May 2016

OVERVIEW & SCRUTINY WORK PROGRAMME 2016/17

	*Scrutiny Indicator	Requested by	Purpose of Report (Responsible Officer/ Member)	Expected Outcome
2016				
10 MAY (ANDOVER)				
Overview of Environmental Portfolio (including update on recycling)	1	Committee	To receive a presentation on the Environmental Portfolio (Cllr Stallard) (30 mins)	To comment on the presentation
Presentation on Communications	2	Committee	To receive a presentation on the work of the Communications Team (Communications Manager) (30 mins)	To comment on the presentation
Andover Vision (full report)	3	Committee	To receive an update on progress (Chief Executive) (20 mins)	To comment and make recommendations as appropriate
Safeguarding Children & Vulnerable Adults (full report)	3	Committee	To review progress against the Action Plan (Head of Community and Leisure) (20 mins)	To consider and make recommendations as appropriate
Community Safety Panel Phase 2 Scoping Report	3	Committee	To receive the final report (Cllr Baverstock)	To comment and make recommendations as appropriate
8 JUNE (ANDOVER)				
West Hants CCG and Andover War Memorial Community Hospital	5	Committee	To receive a presentation on the Critical Care Unit at Dummer and the Andover War Memorial Community Hospital (Heather Hauschild/Mary Edwards) (60 mins)	To comment on the presentation
Test Valley Partnership Annual Review (briefing note)	2	Committee	To receive an update on the Partnership (Policy Manager) (5 mins)	To comment and make recommendations as appropriate.

* Scrutiny Indicator Key:

1 : Holding to Account	2 : Performance Management	3 : Policy Review	4 : Policy Development	5 : External Scrutiny
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Test Valley Borough Council – Overview and Scrutiny Committee – 10 May 2016

Risk Management Report (briefing note)	2	Committee	To consider the Annual Report (Principal Auditor) (5 mins)	To comment on the report
6 JULY (ROMSEY)				
Police and Crime Commissioner	5	Committee	To receive a presentation on the work of the Police and Crime Commissioner (30 mins)	To comment on the presentation
Budget Panel Report on Fees and charges (including requesting Cabinet to carry out comparison of non statutory fees with other authorities (briefing note)	4	Committee	To consider the draft Budget Panel report (Cllr Finlay) (5 mins)	Comment and make recommendations as appropriate.
Complaint Handling (briefing note)	2	Committee	To review the complaints received (Complaints and Improvement Officer) (5 mins)	To consider and make recommendations as appropriate
Annual Review of Corporate Action Plan (full report)	2	Committee	To receive an update on the Key Performance Indicators (Policy Manager) (20 mins)	To consider and make recommendations as appropriate
7 JULY (GUILDHALL) AWAYDAY				
3 AUGUST (ROMSEY)				
13 SEPTEMBER (ROMSEY)				
Community Safety Partnership (briefing note)	3	Committee	Update on the Community Safety Partnership (Head of Community and Leisure) (5 mins)	To comment and make recommendations.
Annual Review of Partnership and Shared Services (briefing note)	2	Committee	To receive an update on progress (Corporate Director) (5 mins)	Comment on the proposals and make recommendations
Equalities Scheme (briefing note)	2	Committee	To monitor and review performance (Corporate Director) (5 mins)	To comment and make recommendations as appropriate.

Romsey Future – A vision for	2	Committee	To receive the Action Plan	To comment and make recommendations
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* Scrutiny Indicator Key:

1 : Holding to Account	2 : Performance Management	3 : Policy Review	4 : Policy Development	5 : External Scrutiny
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Test Valley Borough Council – Overview and Scrutiny Committee – 10 May 2016

Romsey 2015-2035 Action Plan (briefing note)			(Policy Manager) (5 mins)	
12 OCTOBER (ANDOVER)				
Update by Andover Town Centre Manager	5	Committee	Update on the last 12 months by the Andover Town Centre Manager. (Chris Gregory) (30 mins)	To comment on the presentation
Annual Audit Report (full report)	2	Committee	To receive the report (Head of Finance/Auditor Manager) (20 mins)	To comment and make recommendations as appropriate
8 NOVEMBER (ANDOVER)				
Cemetery Rules and Regulations Review (Briefing Note)	3	Committee	To receive an update. (Head of Community and Leisure) (5 mins)	To comment and make recommendations
Valley Leisure Limited Annual Report (full report)	1	Committee	To receive the report (Head of Community and Leisure) (20 mins)	To comment and make recommendations
Budget Panel Report Draft Budget (full report)	4	Committee	To consider the draft Budget Panel report (Cllr Finlay) (20 mins)	Comment and make recommendations as appropriate.
Draft Budget Fees and Charges (full report)	4	Committee	To consider the draft Budget Panel report (Cllr Finlay) (20 mins)	Comment and make recommendations as appropriate.
Andover Levy (briefing note)	2	Committee	To review the levy (Accountancy Manager) (5 mins)	To consider and make recommendations as appropriate
7 DECEMBER (ROMSEY)				
Round table discussion Web Strategy	2	Committee	To discuss and consider the web strategy (Head of Communications)	To consider the web strategy
Update on the Council Tax Support Scheme (full report)	3	Committee	To receive an update on the Council Tax Support Scheme (Acting Head of Revenues, Benefits and Customer Services) (20 mins)	To comment and make recommendations
Andover Economy (full report)	2	Committee	To receive an update on the Andover Economy (Economic Development Officer) (20 mins)	To comment and make recommendations
Community Safety (briefing note)	2	Committee	To receive an update on Community Safety (Head of Community and Leisure) (5 mins)	To comment and make recommendations
2017				

* Scrutiny Indicator Key:

1 : Holding to Account	2 : Performance Management	3 : Policy Review	4 : Policy Development	5 : External Scrutiny
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Test Valley Borough Council – Overview and Scrutiny Committee – 10 May 2016

24 JANUARY (ROMSEY)				
Planning Enforcement (briefing note)	2	Committee	To receive an update on Planning Enforcement (Planning Enforcement Manager) (5 mins)	To comment and make recommendations
Update on Sustainability and Carbon Management Plan (briefing note)	2	Committee	To receive an update on the Sustainability and Carbon Management Plan (Head of Estates) (5 mins)	To comment and make recommendations
22 FEBRUARY (ANDOVER)				
Romsey Future Update (round table discussion)	4	Committee	To receive an update on progress (Corporate Director)	To consider progress to date
Community Engagement (briefing note)	3	Committee	To receive an update on progress (Planning Policy Manager) (5 mins)	To comment and make recommendations
22 MARCH (ROMSEY)				
Car Park Strategy and Management (briefing note)	2	Committee	To receive an update on car park strategy and management (Planning Policy Manager) (5 mins)	To comment and make recommendations
Affordable Housing Update (briefing note)	3	Committee	To receive an update on progress (Head of Housing) (5 mins)	To comment and make recommendations as appropriate

* Scrutiny Indicator Key:

1 : Holding to Account	2 : Performance Management	3 : Policy Review	4 : Policy Development	5 : External Scrutiny
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Test Valley Borough Council – Overview and Scrutiny Committee – 10 May 2016

DATE TO BE AGREED				
Housing Strategy (including Homelessness Strategy and Homes Energy Conservation Act Action Plan (full report))	4	Committee	To present the position of these three Housing strategies (Head of Housing and Environmental Health) (20 mins)	To comment and make recommendations
Briefing on Devolution (full report)	5	Committee	Presentation on Devolution (20 mins)	To comment and make recommendations
Round table discussion on Tourism	3	Committee	To explore opportunities and ideas for increasing tourism	To consider ideas and opportunities
Protocol on how to engage internal audit resources for Scrutiny purposes (briefing note)	2	Committee	(Cllr Tilling/Auditor Manager) (5 mins)	To comment and make recommendations
Hampshire County Waste Strategy (briefing note)	5	Committee	To update the Committee on the future of Household Recycling (Head of Environmental Services/HCC) (5 mins)	To comment on the presentation
Community Infrastructure Levy (briefing note)	2	Committee	To update the Committee on the Community Infrastructure levy (Planning Policy Manager/Corporate Director) (5 mins)	To comment and make recommendations
Review of Council Tax Support Scheme	3	Committee	To receive an update on progress (Head of Revenues) (20 mins)	To comment and make recommendations as appropriate.

* Scrutiny Indicator Key:

1 : Holding to Account	2 : Performance Management	3 : Policy Review	4 : Policy Development	5 : External Scrutiny
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Review Area	Title	Lead Member	Progress Update	Report back to OSCOM
Economy	A Competitive Local Economy	Councillor Hamilton	As part of phase 2 of the review consideration will be given to the schemes we already provide to support business projects and initiatives in the community. All members are asked to provide information about schemes that work well in other areas that could be considered.	Review Completed
Environment	Members Role in Planning (part 2)	Councillor Tilling	The key issues raised will be picked up by the two newly established OSCOM Planning Panels.	Review Completed
Environment	Animal Welfare pilot project	Councillor Tilling	Borough Council led workshops being held in September for Parish Councils to promote the approach developed by Councillor Tilling and endorsed by OSCOM.	Review Completed
Housing	Affordable Housing update briefing note	Councillor Page	Matter only recently reviewed at OSCOM meeting in April 2015	Update given on 16 March 2016

Panel	Lead Member	Progress Update	Report back to OSCOM
Community Safety Panel	Councillor Baverstock	Phase 1 complete	
Planning Advisory, Process and Planning Control Panel	Councillor Adams-King	Report on PAP and PCC Awaiting date for meeting with Planning Advisory Service post their review of Planning Department and Procedures. Lead Member chasing as a matter of urgency.	
Public Involvement Panel	Councillor Drew	Scoping Template	

Item	Meeting Date	Officer Owner	Recommendation	Estimated Progress	Progress Update
A New Draft Corporate Plan	18 March 2015	Andy Ferrier	Recommended to Cabinet that OSCOM having received the draft Corporate Plan proposed for 2015 – 19 referred it back to Cabinet with the following points for consideration: 1. The word “availability” to be substituted for “deliverability” in the Housing section. 2. The Ganger Farm site – the Local Plan Inspector had questioned its deliverability. 3. The Andover Encounters project should be taken out of the text as it was not an ongoing initiative.	100%	Reported to Cabinet on 8 April 2015
Amending the Code of Conduct	18 March 2015	Bill Lynds	Recommended to Cabinet: That the revised Code of Conduct and arrangements for dealing with complaints and particularly the text highlighted in yellow at Annex 1 of the report, including the suggested amendments mentioned in the report, be approved.	100%	Reported to Cabinet on 8 April 2015
Members Role in Planning	26 March 2015	Paul Jackson	That the 32 recommendations to Cabinet be considered by officers and the findings reported back to Cabinet	100%	Cabinet accepted the majority of the recommendations of the Task & Finish Panel. Reported to OSCOM on 21 January 2015. The key issues raised will be picked up by the two newly established OSCOM Planning Panels.

Item	Meeting Date	Officer Owner	Recommendation	Estimated Progress	Progress Update
<p>OSCOM Corporate Priority Review (2011-15): A Competitive Local Economy</p>	<p>2 December 2015</p>	<p>David Gleave</p>	<p>Recommended to Cabinet:</p> <ol style="list-style-type: none"> 1. To consider the inclusion of the ideas derived through the OSCOM review, including those raised at the round table discussion and additional forms of Member Communications, and that these ideas are taken forward through the formulation of the economic development strategy. 2. To work closer with schools and employers. 3. To review the training fund to achieve a more sustainable way of funding apprentices. 4. To review the Business Incentive Fund budget and the amount of individual grants. 	<p>50%</p>	<p>Reported to Cabinet on 16 December 2015</p> <p>Development of Strategy now underway. Final Strategy expected to be submitted to Cabinet in November 2016.</p>
<p>2016/17 Budget Update</p>	<p>20 January 2016</p>	<p>Will Fullbrook</p>	<p>Recommended to Cabinet:</p> <p>That Cabinet be advised that the Panel were open minded with regards to the two proposals to increase the Council Tax on a Band D property subject to further information becoming available.</p>		<p>Reported to Cabinet on 10 February 2015</p> <p><u>Resolved:</u></p> <p>That Cabinet be advised that the Panel were open minded with regards to the two proposals to increase the Council Tax on a Band D property subject to further information becoming available.</p>



Cabinet Work Programme

Further information

1. This is a formal notice under Regulation 9 of The Local Authorities (Executive Arrangements)(Meetings and Access to Information)(England) Regulations 2012 This edition supersedes all previous editions.
2. Documents submitted to the Cabinet or Cabinet Member(s) for decision will be in the form of a formal report, which if public and non-urgent, will be available for public inspection on this website at least 5 clear working days before the date that the decision is due to be made.
3. Background papers for such reports are listed in this Programme where their identity is known in advance of the report being written
4. Documents shown will be available from the Democratic Services Manager at Test Valley Borough Council, Beech Hurst, Weyhill Road, Andover, Hants, SP10 3AJ. They can also be contacted at admin@testvalley.gov.uk.
5. Please note that additional documents relevant to those matters mentioned in the Work Programme may be submitted to the decision maker.
6. To view details of the members of the Council's Cabinet who will be making these decisions, please click the link below:
[Cabinet Members](#)

Whilst the majority of the Cabinet's business at the meetings listed in this Forward Plan will be open to the public and media organisations to attend, there will inevitably be some business to be considered that contains, for example, confidential, commercially sensitive or personal information.

This is formal notice under The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 that part of the Cabinet meetings listed in this Forward Plan may be held in private because the agenda and reports for the meeting will contain exempt information under Part 1 of Schedule 12A to the Local Government (Access to Information) Act 1985 (as amended) and that the public interest in withholding the information outweighs the public interest in disclosing it.

If you have any questions, would like further information or wish to make representations in relation to part of a meeting being held in private, please email the Democratic Services Manager at admin@testvalley.gov.uk or visit them at Beech Hurst, Weyhill Road, Andover SP10 3AJ

KEY DECISIONS

A key decision is one which is likely

1. to result in the local authority incurring expenditure which is, or the making of savings which are, significant having regard to the local authority's budget for the service or function to which the decision relates;

or

2. to be significant in terms of its effect on communities living or working in an area comprising two or more wards or electoral divisions in the area of the local authority.

The Council's thresholds are

a.	Decisions on spending which are within the annual budgets approved by the Council	NO THRESHOLD	NOT KEY DECISION
b.	Decisions on spending above £50,000 included, with reservations, in the annual budget.		ALL KEY DECISIONS
c.	Decisions on cash flow, investments and borrowings.	NO THRESHOLD	NOT KEY DECISION
d.	Decisions for spending beyond any approved budget.	SPENDING EXCESS OF £50,000 PER ITEM IS A KEY DECISION	

CABINET WORK PROGRAMME

Date of Decision Date Location	ITEM	Key Decision	Decision-maker and title if any	May include information which is not to be made public*	Documents to be Submitted for Consideration	Head of Service
4 May 16 (A – G/H)	Corporate Action Plan Year 2	Yes	Cabinet	No	Report of the Corporate Portfolio Holder	Corporate Director
1 Jun 16 (A)	East Anton Public Art – Next Stage	No	Council	No	Report of the Community and Leisure Portfolio Holder	Head of Community and Leisure
22 Jun 16 (A)	Leisure Centre Contract Shortlist Candidates	No	Cabinet	Yes	Report of the Community and Leisure Portfolio Holder	Head of Community and Leisure
22 Jun 16 (A)	Capital Outturn – to present and analyse the final capital position for the last financial year.	No	Cabinet	No	Report of the Economic Portfolio Holder	Head of Finance
22 Jun 16 (A)	Revenue Outturn – to present and analyse the final revenue position for the last financial year.	No	Cabinet	No	Report of the Economic Portfolio Holder	Head of Finance
22 Jun 16 (A)	Treasury Management Outturn – to review the activities of the Treasury Management function during the last financial year.	No	Council	No	Report of the Economic Portfolio Holder	Head of Finance
22 Jun 16 (A)	Asset Management Outturn - to review the works completed as part of the Asset Management Plan during the last financial year.	No	Council	No	Report of the Economic Portfolio Holder	Head of Finance

Test Valley Borough Council – Overview and Scrutiny Committee – 10 May 2016

Date of Decision Date Location	ITEM	Key Decision	Decision-maker and title if any	May include information which is not to be made public*	Documents to be Submitted for Consideration	Head of Service
22 Jun 16 (A)	Homelessness Strategy	Yes	Council	No	Report of the Housing and Environmental Health Portfolio Holder	Head of Housing and Environmental Health
22 Jun 16 (A)	Homes Energy Conservation Act (HECA) Action Plan	Yes	Council	No	Report of the Housing and Environmental Health Portfolio Holder	Head of Housing and Environmental Health
22 Jun 16 (A)	Constitution Update	No	Council	No	Report of the Corporate Portfolio Holder	Head of Legal and Democratic Services
22 Jun 16 (A)	Fishlake Meadows Management Plan	No	Council	No	Report of the Community and Leisure Portfolio Holder	Head of Community and Leisure
7 Sept 16 (R)	Corporate Financial Monitoring - compares actual revenue income and expenditure against profiled budget for the first four months of the financial year with explanations of significant variances.	No	Council	No	Report of the Economic Portfolio Holder	Head of Finance
2 Nov 16 (R)	Budget Strategy - includes an update of the Medium Term Financial Strategy and considers initial budget proposals for the next financial year and the process and timetable for the preparation of the Estimates.	No	Cabinet	No	Report of the Economic Portfolio Holder	Head of Finance

Test Valley Borough Council – Overview and Scrutiny Committee – 10 May 2016

Date of Decision Date Location	ITEM	Key Decision	Decision-maker and title if any	May include information which is not to be made public*	Documents to be Submitted for Consideration	Head of Service
2 Nov 16 (R)	Fees and Charges – to consider the annual changes to fees and charges for the next financial year.	No	Cabinet	No	Report of the Economic Portfolio Holder	Head of Finance
2 Nov 16 (R)	Second Quarter Corporate Financial Monitoring - compares actual revenue income and expenditure against profiled budget for the year to date with explanations of significant variances.	No	Council	No	Report of the Economic Portfolio Holder	Head of Finance
2 Nov 16 (R)	Appointment of Preferred Bidder for Leisure Centre Contract	No	Cabinet	Yes	Report of the Community and Leisure Portfolio Holder	Head of Community and Leisure
2 Nov 16 (R)	Housing Strategy	Yes	Council	No	Report of the Housing and Environmental Health Portfolio Holder	Head of Housing and Environmental Health
30 Nov 16 (R)	Asset Management Plan Update - to review progress of the current year's projects and recommend the works to be included in the Asset Management Plan for the following financial year.	No	Council	No	Report of the Economic Portfolio Holder	Head of Finance
30 Nov 16 (R)	Capital Programme update – to consider the current position of existing capital projects and new bids.	No	Council	No	Report of the Economic Portfolio Holder	Head of Finance
tbc	Devolution for the People of Hampshire and Isle of Wight	No	Cabinet	No	Leader	Chief Executive

* Members of the public will be excluded from the discussion during the consideration of these reports in the event that they contain information which is not to be made public in accordance with the relevant legal provisions.

MOVED/DELETED ITEMS

Original Date Of Decision	Item	Moved/Deleted	Reason For Move/Deletion	Informed By	Date Informed
1 June 2016	Fishlake Meadows Management Plan	Moved to 22 June 2016	Awaiting further information	Head of Community and Leisure	13 April 2016

ARRANGEMENTS FOR MAKING REPRESENTATIONS TO THE CABINET REGARDING DECISIONS CONTAINED WITHIN THE WORK PROGRAMME

PUBLIC: A member of the public may address the Cabinet in accordance with the Public Participation Scheme. Notice must be given to the Democratic Services Manager by noon on the day before the meeting.

Members of the public are welcome to write to the appropriate Head of Service as listed in the last column of the Work Programme on any matter where a decision is to be made.