



Please ask for Rachel Appleyard
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The Chair and Members of Cabinet

9 March 2020

Dear Councillor,

Please attend a meeting of the CABINET to be held on TUESDAY, 17 MARCH 2020 at 10.30 am in Committee Room 1, Town Hall, Rose Hill, Chesterfield, the agenda for which is set out below.

AGENDA

Part 1(Public Information)

1. Declarations of Members' and Officers' Interests relating to items on the Agenda
2. Apologies for Absence
3. Minutes (Pages 5 - 18)

To approve as a correct record the Minutes of the Cabinet meeting held on 25 February, 2020.

4. Forward Plan

Please follow the link below to view the latest Forward Plan.

[Forward Plan](#)

Items Recommended to Cabinet via Cabinet Members

Chesterfield Borough Council, Town Hall, Rose Hill, Chesterfield S40 1LP

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Cabinet Member for Health and Wellbeing

5. Modern Slavery Statement 2020/21 (Pages 19 - 26)
6. Safeguarding Policy and Procedures (Pages 27 - 64)
7. Environmental Services Fees and Charges 2020/21 (Pages 65 - 74)

Cabinet Member for Housing

8. North Derbyshire Rough Sleeper Strategy 2020-2021 (Pages 75 - 104)
9. Exclusion of the Public

To move “That under Regulation 21(1)(b) of the Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Paragraphs 3 of Part I of Schedule 12A to the Local Government Act 1972.”

Part 2 (Non Public Information)

10. Operational Services Department (OSD) Business Plan 2020/21 (Pages 105 - 114)

Cabinet Member for Health and Wellbeing

11. Landscape and Streetscene Services Business Plan 2020/21 (Pages 115 - 120)
12. Building Cleaning DSO Business Plan 2020/21 (Pages 121 - 126)

Cabinet Member for Town Centres and Visitor Economy

13. Security Services Business Plan 2020/21 (Pages 127 - 132)
14. Snooker Competition at the Winding Wheel Theatre (Pages 133 - 146)

Deputy Leader

15. Loan to Staveley Town Council (Pages 147 - 154)

Yours sincerely,

A handwritten signature in black ink, appearing to be 'Randy', written in a cursive style.

Local Government and Regulatory Law Manager and Monitoring Officer

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CABINET

Tuesday, 25th February, 2020

Present:-

Councillor P Gilby (Chair)

Councillors Serjeant
Blank
T Gilby

Councillors Holmes
Mannion-Brunt
Sarvent

*Matters dealt with under the Delegation Scheme

100 **DECLARATIONS OF MEMBERS' AND OFFICERS' INTERESTS
RELATING TO ITEMS ON THE AGENDA**

No declarations of interest were received.

101 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors J Innes and Ludlow.

102 **MINUTES**

RESOLVED –

That the minutes of the meeting of Cabinet held on 4 February, 2020 be approved as a correct record and signed by the Chair.

103 **FORWARD PLAN**

The Forward Plan for the four month period 1 March to 30 June, 2020 was reported for information.

***RESOLVED –**

That the Forward Plan be noted.

104 **MINUTES OF THE SHEFFIELD CITY REGION MAYORAL COMBINED**

AUTHORITY BOARD

Minutes of the meeting of the Sheffield City Region Mayoral Combined Authority held on 27 January, 2020 were reported for information.

***RESOLVED –**

That the Minutes be noted.

105 IMPROVING COLLABORATIVE WORKING ACROSS DERBYSHIRE AUTHORITIES

The Chief Executive submitted a report updating members on the work taking place with Derbyshire Councils on non-structural reform and seeking approval for the Council's participation in the development and implementation of a new model of local government collaboration for Derbyshire.

In June 2019, Price Waterhouse Coopers (PwC) were commissioned by all Derbyshire Councils to undertake a programme of work to identify a new approach for local government collaborative working in Derbyshire. A number of guiding principles emerged along with several areas for future working which were outlined in the officer's report.

Derbyshire County Council and the eight district and borough councils in Derbyshire had expressed an interest in participating in Phase 2 of PwC's proposal which was outlined in section 4 of the officer's report. The cost of taking the Phase 2 activity forward would be split between the authorities; the estimated cost to the Council would be £17,000 and would be met from reserves.

***RESOLVED –**

1. That Cabinet notes the progress being made on the development of a new vision and new model of local government collaboration in Derbyshire.
2. That the agreed principles for collaboration and areas of potential focus for future working, as set out in the officer's report, be noted.
3. That Price Waterhouse Coopers' (PwC's) proposals for Phase 2 and Derbyshire County Council's (DCC's) suggested approach for

sharing the costs of commissioning PwC to support Derbyshire Councils' to progress development of a new model of local government collaboration for Derbyshire be supported.

4. That the Council's active participation in Phase 2 and the associated costs of supporting PwC to implement its proposals be approved.

REASON FOR DECISIONS

To enable Chesterfield Borough Council to fully participate in the proposed development of a new model of local government collaborative working for Derbyshire; with a particular focus on improving outcomes for Chesterfield Borough and Derbyshire County residents.

106 APPROVAL OF THE COUNCIL PLAN 2019 - 2023 DELIVERY PLAN FOR 2020/21

The Assistant Director – Policy and Communications presented the Council Plan Delivery Plan for 2020/21. The delivery plan sets out the key milestones and performance measures that will be applied to keep the Council Plan on target for delivery during year two of the four year plan.

***RESOLVED –**

1. That the Council Plan 2020/21 delivery plan be approved.
2. That the Deputy Leader be granted delegated authority to approve any minor drafting changes to the delivery plan in order to improve the readability and accessibility of the plan.

REASON FOR DECISIONS

To provide the Council with a clear statement of its strategic priorities for 2019 – 2023 and to approve the year two delivery plan.

107 2020/21 BUDGET & MEDIUM TERM FINANCIAL PLAN

The Acting Chief Finance Officer submitted a report on the General Fund Budget. The report also included recommendations that would be made to Full Council on budget allocations and the Council Tax level for 2020/21.

The original budget for 2019/20 was approved in February, 2019 and predicted a deficit of £202k. Throughout 2019/20 there had been active management of budget variances and regular budget monitoring reports to identify further variances. Due to this strict budgetary control, the updated revised budget for 2019/20 showed an estimated surplus of £148k.

The budget for 2020/21 had been prepared assuming a council tax increase of £5 for a Band 'D' property, which equates to a rise of 9.6 pence a week towards the costs of services provided by Chesterfield Borough Council.

Members were also informed of the expenditure estimates for the coming financial year as well as the medium term forecasts for 2021/22 through to 2024/25.

***RESOLVED –**

That it be recommended to Full Council that:

1. The revised budget for 2019/20, as detailed in section 5 of the officer's report, be approved.
2. The requests for funding from the Budget Risk Reserve, as detailed in paragraphs 5.3 to 5.6 of the officer's report, be approved.
3. The overall revenue budget summary for 2021/22, as detailed in section 7 and Appendix A of the officer's report, be approved.
4. The Collection Fund and the Tax Base forecasts, as detailed in section 8 of the officer's report, be noted.
5. The use of the capital receipts flexibility to fund the revenue costs of the ICT programme which will lead to budget savings, as detailed in section 9 of the officer's report, be approved.
6. The budget forecasts for 2020/21 and the medium term and the action plan for addressing the projected deficits, as detailed in section 10 of the officer's report, be noted.

7. The estimates of reserves including maintaining the General Working Balance at £1.5m, as detailed in section 11 and Appendix D of the officer's report, be approved.
8. The budget risks and sensitivity analysis, as detailed in Appendix E of the officer's report, be noted.
9. The recommended £5 increase in the Council's share of Council Tax for a Band 'D' property in 2020/21 be approved.
10. The 2020/21 Council Tax Requirement and financing, as detailed in Appendix F of the officer's report, be approved.
11. The Acting Chief Finance Officer's assurances, as detailed in section 16 of the officer's report, be noted.

REASON FOR DECISIONS

In order to meet the statutory requirements relating to setting a budget and the council tax.

108

CHESTERFIELD BOROUGH LOCAL PLAN - CONSULTATION ON MAIN MODIFICATIONS

The Strategic Planning and Key Sites Manager submitted a report to advise members on progress with the emerging Local Plan and the main modifications to the Local Plan that had been recommended by the inspectors following the public examination held in October and November 2019. The report also sought approval to undertake a public consultation on the main modifications and to submit the final recommendations and representations received during the consultation to the Planning Inspectorate.

The full range of main modifications were detailed in Appendix A of the officer's report. The Council would also put forward a series of additional modifications which did not affect the functioning of the plan. All the main modifications had been subject to a Sustainability Appraisal and Equalities Impact Assessment which had not raised any additional issues of concern.

***RESOLVED –**

1. That consultation be undertaken on the proposed Main and Additional Modifications to the emerging Local Plan, as set out in Appendix A of the officer's report, for a minimum of six weeks, as required by The Town and Country Planning (Local Planning) (England) Regulations 2012 and the Council's Statement of Community Involvement (SCI).
2. That, following the end of the consultation, the proposed modifications and any representations received during the consultation period be submitted to the Planning Inspectorate.

REASON FOR DECISIONS

To meet the duty to prepare a development plan as set out in the Planning and Compulsory Purchase Act 2004 and in accordance with the Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended).

109 SENIOR PAY POLICY

The Human Resources and Support Services Manager submitted a report seeking approval for the Senior Pay Policy Statement for 2020/21, in accordance with the Localism Act 2011 and the Local Government (Transparency Requirements) (England) Regulations 2014.

The Senior Pay Policy Statement for 2020/21, as attached at Appendix 1 of the officer's report, included details of how senior pay was set within the Council.

***RESOLVED –**

That it be recommended to Full Council that the revised Senior Pay Policy Statement for 2020/21, attached at Appendix 1 of the officer's report, be approved.

REASON FOR DECISION

To meet the requirements of the Localism Act 2011 by publishing this policy by 31 March 2020.

110 GENERAL FUND CAPITAL PROGRAMME 2020/21

The Acting Chief Finance Officer submitted a report recommending for approval the General Fund Capital Programme for the financial year 2020/21.

The report provided details of updated expenditure forecasts, new schemes added to the Capital Programme during the last year and progress made on current major schemes. Members were also made aware of the Council's capital financing arrangements, including the level of capital receipts, and the net financing position.

***RESOLVED –**

That it be recommended to Full Council that the updated General Fund Capital Programme expenditure and financing, as detailed in Appendix A of the officer's report, be approved.

REASON FOR DECISION

To update the Council's General Fund Capital Programme and ensure that it is affordable and deliverable over the medium term.

111 ELECTED MEMBERS PARENTAL LEAVE POLICY

The Assistant Director – Policy and Communications presented the Parental Leave Policy for Elected Members, ahead of recommendation for adoption by Full Council.

At present, Elected Members have no legal right to parental leave. In order to support the Council's members in carrying out their duties, it was proposed to voluntarily implement a policy that would ensure that members were able to take appropriate leave at times of birth or adoption, that both parents were able to take leave, and that reasonable and adequate arrangements were in place to provide cover for Cabinet Members and others in receipt of Special Responsibility Allowances during any period of leave taken.

The policy, attached at Appendix 1 of the officer's report, would be submitted for approval at Full Council on 26 February, 2020.

***RESOLVED –**

That it be recommended to Full Council that:

1. The Parental Leave Policy for Elected Members be approved and implemented.
2. The Cabinet Member for Governance be granted delegated authority to approve minor amendments to the Parental Leave Policy for Elected Members between the formal review periods.
3. The Parental Leave Policy for Elected Members be reviewed every three years.

REASON FOR DECISIONS

To give members a more equitable entitlement to parental leave after giving birth or adopting.

112 CIVIC ARRANGEMENTS 2020/21

The Senior Democratic and Scrutiny Officer submitted a report outlining proposals for the civic year 2020/21 in respect of the election of the Mayor, Deputy Mayor, the Annual Council meeting, Civic Dinner and Civic Service.

The report noted that each year the Council is asked to confirm its civic arrangements for the forthcoming municipal year, namely the appointment of the Mayor, Deputy Mayor, the date of the Annual Council meeting to elect the Mayor and Deputy Mayor, and the associated civic events. During 2020, the Council celebrates the 60th anniversary of the signing of the twinning agreement with Darmstadt, Germany. It was proposed that for the municipal year 2020/21, the Mayoral Dinner marking the election of Cllr Glenys Falconer as Mayor of the Borough would take place on the evening of Saturday 16 May 2020 to coincide with a visit by the Oberbürgermeister of Darmstadt.

The appointment of the Mayor and Deputy Mayor as Chairman and Vice Chairman of the Council is a statutory appointment under Part 1 of the Local Government Act 1972.

***RESOLVED –**

1. That it be recommended to Full Council that Councillor Glenys Falconer be invited to become Mayor of the Borough for 2020/21.

2. That it be recommended to Full Council that Councillor Tony Rogers be invited to become Deputy Mayor of the Borough for 2020/21.
3. That it be noted that the Annual Council meeting will be held on Wednesday 13 May 2020, followed by a drinks reception at the Town Hall.
4. That it be noted that the Annual Civic Service and Procession will be held on Saturday 16 May 2020.
5. That it be noted that the Mayoral Dinner will take place at The Winding Wheel Theatre on the evening of Saturday 16 May 2020 to coincide with a visit of the Oberbürgermeister of Darmstadt to mark the 60th anniversary of Chesterfield's twinning friendship with Darmstadt.

REASON FOR DECISIONS

To enable the Council to confirm civic arrangements for 2020/21.

113 HOUSING REVENUE ACCOUNT (HRA) - BUDGET 2020/21 TO 2024/25

The Acting Chief Finance Officer and Assistant Director - Housing submitted a report presenting the probable outturn on the Housing Revenue Account (HRA) for 2019/20, and the budget estimates for 2020/21 through to 2024/25.

The Council is required to produce a 30 year HRA Business Plan that is financially viable and which maintains the Council's housing stock at least at the minimum Decent Homes Standard.

The probable outturn for the HRA in 2019/20 was reported in section 5 of the officer's report.

The financial strategy for the HRA is to deliver a balanced and sustainable budget which is self-financing in the longer term and reflects both the requirements of tenants and the strategic vision and priorities of the Council. The initial budget forecast for 2020/21 was detailed in section 7 of the officer's report.

***RESOLVED –**

That it be recommended to Full Council that:

1. The probable outturn for the current financial year be noted.
2. The draft estimates for 2020/21 and future years be approved.

REASON FOR DECISIONS

1. To enable the council to set the HRA budget for 2020/21.
2. To continue with the financial strategy contained in the Housing Revenue Account Business Plan and self-financing debt settlement arrangements.

114 HOUSING CAPITAL PROGRAMME: 2020/21 TO 2024/25

The Assistant Director - Housing submitted a report seeking approval for the public sector Housing Capital Programme for 2020/21, and provisionally for 2021/22 through to 2024/25.

The overall financing strategy continued to focus on maintaining the Council's housing stock at the Decent Homes Standard, improving the non-traditional housing stock, delivering improvements to estates environments and building new council housing.

The Housing Capital Programme had been set in accordance with the profile set out in the stock condition survey carried out by Savills in 2017. Improvements to existing housing stock would include the continuation of the central heating and roof replacement programmes, replacement of aging UPVC windows and installation of external wall insulation to non-traditional and solid wall properties.

In addition, the programme would also fund the second phase of environmental improvements at the Barrow Hill London Boroughs Estate and the new build housing programmes planned for Heaton Court, Manor Drive and Brockwell Court; in total delivering 35 new council homes. The refurbishment of one general needs and two further former sheltered housing schemes would also be undertaken to ensure that older person's accommodation remained accessible and met the future needs of the ageing population.

***RESOLVED –**

That it be recommended to Full Council that:

1. The Housing (Public Sector) revised Capital Programme for 2019/20 be approved.
2. The Housing (Public Sector) Capital Programme for 2020/21 be approved and its procurement, as necessary, be authorised.
3. The Housing (Public Sector) Capital Programmes for 2021/22 to 2024/25 be provisionally approved.
4. The Commercial Services share of the 2020/21 programme be approved.
5. Delegated authority be granted to the Assistant Director – Housing and/or Acting Chief Finance Officer to transfer funds between programme heads and budgets in order to manage the Capital Programme as set out in the report.

REASONS FOR DECISIONS

1. To enable the Council to maintain its 'Decent Homes Standard' targets in line with the Council's Vision and Corporate Plan.
2. To maintain and improve the condition of the Public Sector housing stock and its environment.
3. To contribute to the aims of the Council's Housing Strategy and to deliver the HRA Business Plan.

115 EXCLUSION OF THE PUBLIC**RESOLVED –**

That under Regulation 21(1)(b) of the Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000, the public be excluded from the meeting for the following items of business on the grounds that they involved the likely disclosure of exempt information as defined in Paragraph 3 of Part I of Schedule 12A to the Local

Government Act 1972 as they contained information relating to financial and business affairs.

116 LAND ACQUISITION - STATION MASTERPLAN AREA

The Executive Director presented a report seeking approval to acquire a key strategic site to support delivery of the emerging HS2 Masterplan for the station area. The purchase of the site would be funded from the Local Growth Fund programme as part of the Council's HS2 Strategic Sites Project; however this was still subject to final approval of the full business case, which had recently been submitted to the D2N2 Local Enterprise Partnership.

***RESOLVED –**

1. That the acquisition and leasing of land to support delivery of the emerging HS2 Station Masterplan, as detailed in the officer's report, be approved.
2. That the Executive Director, in consultation with the Cabinet Member for Economic Growth, be granted delegated authority to continue to negotiate the details of the heads of terms, in line with the due diligence advice, and, subject to satisfactory agreement, enter into a conditional contract leading to the acquisition and leasing of the specified land.
3. That the Executive Director, in consultation with the Cabinet Member for Economic Growth, be granted delegated authority to enter into a funding agreement with D2N2 LEP to support the acquisition and associated works such as demolition, site preparation and investigation; planning application submission and other activities which will assist the development and delivery of the HS2 Station Masterplan.

REASON FOR DECISIONS

The acquisition of a strategic site adjacent to Chesterfield railway station will support the Council to achieve its growth objectives and kick-start the delivery of the emerging HS2 Station Masterplan. The short-term availability of LEP grant funding allows the Council and its partners to work at a pace and scale which could not be supported by the Council's own resources.

117 REQUEST TO WRITE OFF BUSINESS RATES ACCOUNT

The Operational Revenues Manager submitted a report seeking approval for the writing off of a business rates debt due to insolvency.

As formal insolvency proceedings had commenced, the Council could not take any action against the debtor to recover the debt therefore the Cabinet were asked to write off the debt as recommended by the Council's external auditors.

***RESOLVED –**

That the debt, as detailed in paragraph 4.2 of the officer's report, be written off.

REASON FOR DECISION

Collection of the debt is not possible and early write off has been recommended by the Council's external auditors.

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For publication

Modern Slavery Statement and Charter (HW000)

Meeting: Cabinet

Date: 17 March 2020

Cabinet portfolio: Health and Wellbeing

Report by: Assistant Director – Policy and Communications

For publication

1.0 Purpose of report

1.1 To present for approval the council's modern slavery statement for 2020/21.

2.0 Recommendations

2.1 That the modern slavery statement is approved for 2020/21.

3.0 Background

3.1 The Modern Slavery Act 2015 consolidates various offences relating to human trafficking and slavery. In broad terms:

- 'slavery' is where ownership is exercised over a person
- 'servitude' involves coercion to oblige a person to provide services

- 'forced and compulsory labour' is where a person works or provides services on a non-voluntary basis under the threat of a penalty
 - 'human trafficking' involves arranging or facilitating the travel of a person with a view to exploiting them
- 3.2 Section 52 of the Act imposes a duty on public authorities, including district councils, to notify the Secretary of State (via the National Crime Agency) of suspected victims of slavery or human trafficking.
- 3.3 Section 54 of the Act imposes a legal duty on organisations, which supply goods and/or services from or to the UK and have a global turnover above £36 million, to publish a slavery and human trafficking statement each financial year. On the introduction of the Act it was unclear if local authorities and other public sector bodies were covered by the requirement. Recent additional guidance clarified that public sector bodies do not currently need to comply with this duty.
- 3.4 Chesterfield Borough Council recognises the huge impact that this crime has on vulnerable people and in our communities so we are committed to working with partner agencies to play our part in eradicating modern slavery. To demonstrate our commitment and highlight how we can help prevent exploitation, Chesterfield Borough Council like many local authorities including Derbyshire County Council and Derby City Council volunteered to develop and implement modern slavery statements from 2018/19 onwards.
- 3.5 The modern slavery statement for 2020/21 is attached at appendix 1. The statement includes:
- Modern Slavery Act requirements
 - The Modern Slavery Charter
 - The standards we will meet and expect others we do business with to meet

- Procurement and supply chains
- How modern slavery links into our policies and plans
- Training and awareness raising
- Partnership working

3.6 The statement will be reviewed annually and published on the council's website.

4.0 **Equalities considerations**

4.1 Equality analysis of our approach to reducing modern slavery and its impacts has been considered and no negative impacts for protected characteristics identified. These arrangements make significant positive contributions to all groups but in particular younger people, people with disabilities and migrants who are disproportionately affected by modern slavery. This is reviewed annually as the statements are updated.

5.0 **Resources**

5.1 Our response to modern slavery is built into our core business so additional resource is not required at this time. This is reviewed annually as the statements are updated.

6.0 **Recommendations**

6.1 That the modern slavery statement is approved for 2020/21.

7.0 **Reason for recommendations**

7.1 To demonstrate and strengthen our commitment to prevent and reduce the impact of modern slavery.

Decision information

Key decision number	921
Wards affected	ALL

Document information

Report author	Contact number/email
Donna Reddish - Assistant Director - Policy and Communications.	Donna.reddish@chesterfield.gov.uk
Appendices to the report	
Appendix 1	Modern Slavery Statement 2020/21

Modern Slavery and Human Trafficking Statement 2020/21

1.0 Introduction

- 1.1 Chesterfield Borough Council is committed to preventing slavery and human trafficking in its corporate activities, and ensuring that its supply chains are free from slavery and human trafficking.
- 1.2 This Modern Slavery and Human Trafficking Statement sets out the Council's actions to understand potential modern slavery risks related to its business and put in place steps that are aimed at ensuring that there is no slavery or human tracking in its own business, and its supply chains.
- 1.3 This Modern Anti-Slavery and Human Trafficking Statement relates to actions and activities during the financial year 1 April 2020 to 31 March 2021.

2.0 The Modern Slavery Act 2015

- 2.1 The Modern Slavery Act 2015 consolidates various offences relating to human trafficking and slavery. In broad terms:
- 'slavery' is where ownership is exercised over a person
 - 'servitude' involves coercion to oblige a person to provide services
 - 'forced and compulsory labour' is where a person works or provides services on a non-voluntary basis under the threat of a penalty
 - 'human trafficking' involves arranging or facilitating the travel of a person with a view to exploiting them
- 2.2 Section 52 of the Act imposes a duty on public authorities, including district councils, to notify the Secretary of State of suspected victims of slavery or human trafficking. Section 54 of the Act imposes a legal duty on organisations, which supply goods and/or services from or to the UK and have a global turnover above £36 million, to publish a slavery and human trafficking statement each financial year. The public sector is not covered by this piece of legislation however as Chesterfield Borough Council engages in commercial activities by providing services (statutory and discretionary), and its annual turnover is greater than £36million we have decided to produce an annual statement on a voluntary basis.

3.0 Standards

- 3.1 Chesterfield Borough Council will meet the following standards and also expects those with whom it does business with, to meet these standards:
- To support every individual's human right to live free from abuse, servitude and inhumane treatment
 - To promote ethical business and operational practices in corporate activity and the services delivered
 - To take appropriate steps to ensure that slavery and human trafficking is not taking part in any of its business or supply chains
 - To take reports of witnessed, suspected or disclosed concerns of slavery and human trafficking seriously
 - To take appropriate steps with relevant partner agencies to address actual instances of slavery and human trafficking.
- 3.2 In December 2018 Chesterfield Borough Council signed up to the Co-operative Party Charter against modern slavery. The charter recognises the important role that local authorities in the UK can play in reducing modern slavery, in particular through its procurement activity and supply chains. We are using the charter as an improvement tool to strengthen our policies, procedures and practices to maximise our impact particularly in the prevention of modern slavery.

4.0 Supply chains

- 4.1 In the procurement process, Chesterfield Borough Council expects all suppliers of goods and services to comply with all applicable laws, statutes, regulations [and codes] from time to time in force [including [but not limited to] the Modern Slavery Act 2015, their own anti-slavery policy (where applicable) and this Modern Anti-Slavery and Human Trafficking Statement.
- 4.2 All new suppliers for new or extended contracts are required to self-certify during the tendering process whether the Modern Slavery Act applies to them and that they meet the requirements of the Act.

4.3 The Council also requires its contractors and sub-contractors engaged activities with children and vulnerable adults to have safeguarding policies, procedures and training in place and to comply with the reporting procedures in the Council's Safeguarding Policy.

5.0 Policies and plans

5.1 Chesterfield Borough Council has a range of policies and plans in place which reflect its commitment to acting ethically and with integrity to prevent slavery and human trafficking in its operations:

- Vision and Council Plan - The Council's vision is 'Putting our Communities First' and our Council Plan includes a key objective of improving quality of life for our communities.
- Safeguarding Children and Vulnerable Adults Policy and Procedure – sets out how the Council will safeguard and promote the welfare of children and vulnerable adults who come into contact with its services and activities. The policy covers how the Council should comply with the duty to notify the Secretary of State of suspected victims of slavery and human trafficking.
- Whistleblowing Policy – encourages all its employees to report concerns about any aspect of service provision, conduct of officers and others acting on behalf of the Council, or the supply chain. The policy is designed to make it easy to make disclosures without fear of discrimination and victimisation.
- Employee Code of Conduct – is the ethical framework that employees work to, which makes clear the actions and behaviour expected of them when representing the Council. The Council strives to maintain the highest standards of employee conduct and ethical behaviour and breaches are investigated.
- Recruitment Policy – sets out robust procedures for vetting new employees, which ensures they are able to confirm their identities and qualifications. To comply with the Asylum, Immigration and Nationality Act 2006, all prospective employees are asked to supply evidence of their eligibility to work in the UK. References are also requested and followed up.
- Corporate Procurement approach and documentation – these have been reviewed and include modern slavery and safeguarding requirements.

- Equality and Diversity Policy and Strategy - sets out the Council's legal obligations under the Equality Act 2010 and the various ways the Council meets its duties.

6.0 Training and awareness

- 6.1 Chesterfield Borough Council has a programme of mandatory safeguarding training for all employees and elected members. This includes content about modern slavery and human trafficking and enables them to identify and know how to report suspected or disclosed incidents.
- 6.2 We carry out inspections of food premises, other commercial premises, industrial buildings and domestic residential properties. Staff engaged in these activities receive a higher level of training to enable them to spot issues of concern relating to modern slavery and understand how to support and respond to concerns.

7.0 Partnership working

- 7.1 Chesterfield Borough Council has a strong track record of working in partnership with other agencies to respond to safeguarding, slavery and trafficking issues. This includes supporting the Derby and Derbyshire Modern Slavery Partnership via the Safe Derbyshire Partnership. We work with colleagues to develop a common understanding and partnership approach to the threats, vulnerabilities and risks relating to slavery and human trafficking. This approach is also applied to our strategic migration work locally, countywide and regionally.
- 7.2 We also work with a range of agencies to safeguard children and vulnerable adults. This includes supporting the work of the safeguarding boards, Chesterfield Children's locality partnership and district Councils safeguarding network.

This Modern Anti-Slavery and Human Trafficking Statement is approved by the Council's Senior Leadership Team and endorsed by its Cabinet. It will be reviewed and updated as necessary and published on an annual basis.

For publication

Approval of Chesterfield Borough Council's revised Safeguarding Policy and Procedures (HW000)

Meeting: Cabinet

Date: 17 March, 2020

Cabinet portfolio: Cabinet Member for Health and Wellbeing

Report by: Assistant Director – Policy and Communications

For publication

1.0 Purpose of report

1.1 To present for approval the council's updated safeguarding children and vulnerable adults' policy and procedures.

2.0 Recommendations

2.1 That the revised safeguarding children and vulnerable adults' policy and procedures are approved.

2.2 That the Cabinet Member for Health and Wellbeing is given delegated authority to approve essential safeguarding policy and procedure amendments between the formal review periods.

2.3 That a review of the safeguarding policy, procedures and arrangements takes place after a further three years.

3.0 **Background**

- 3.1 In September 2019 Derby and Derbyshire merged the oversight of their Safeguarding Children arrangements. The two Safeguarding Children Boards are taking the opportunity provided by the Children and Social Work Act 2017 to streamline and realign their activities together in a single partnership – the Derby and Derbyshire Safeguarding Children Partnership.
- 3.2 Derby City Council, Derbyshire County Council, Derby and Derbyshire Clinical Commissioning Group, Tameside and Glossop Clinical Commissioning Group and Derbyshire Constabulary (the statutory partners) are working in partnership with relevant agencies such as health providers, schools and education settings, probation providers and district councils to challenge and hold each other to account as to how they are keeping children safe.
- 3.3 The purpose of local arrangements is to support and enable organisations and agencies across Derby and Derbyshire to work together to ensure that:
- Children are safe and their health and welfare is promoted
 - Children experience effective care and support
 - Children are enabled to achieve the best outcomes
 - There is early identification and analysis of new safeguarding issues and emerging threats across the area
 - Learning is promoted and embedded in a way that local services can become more reflective and implement changes to practice identified as positive for children and families
 - Information is shared effectively to facilitate more accurate and timely decision making for children and families
- 3.4 Derbyshire Safeguarding Adults Board (DSAB) is a multi-agency strategic partnership, which ensures and oversees the

effectiveness of arrangements made by individual agencies to safeguard adults who have care and support needs or are experiencing, or at risk of experiencing, abuse or neglect. DSAB was originally established under the Department of Health guidance 'No Secrets (2000)' and now is on a statutory footing under the Care Act 2014.

- 3.5 The main objective of a SAB is to assure itself that local safeguarding arrangements and partners act effectively to help and protect adults in its area who:
- have needs for care and support
 - are experiencing, or at risk of, abuse or neglect
 - as a result of their care and support needs are unable to protect themselves from either the risk of or experience of abuse or neglect
- 3.6 Chesterfield Borough Council is an active partner in both the Derby and Derbyshire Safeguarding Children Partnership and the Derbyshire Safeguarding Adults Board. We also work with other district councils across Derbyshire to improve our safeguarding activity via the Derbyshire Safeguarding Group which is a formal sub group of both partnerships.

4.0 Safeguarding improvements

- 4.1 In June 2015 a safeguarding audit was carried out to consider if improvements could be made to our safeguarding arrangements. Several areas for improvement were identified and an action plan developed. Chesterfield Borough Council has worked with Derbyshire County Council and Derbyshire district councils to ensure we have a solid safeguarding foundation in order to effectively safeguard and promote the welfare of children and vulnerable adults within our borough.
- 4.2 Key improvements made since 2015 include:
- Designated Cabinet Portfolio Holder, Senior Leadership Team and Corporate Management Team leads for safeguarding

- Designated safeguarding leads have been identified in each service area
- CBC (and service delivery partners Arvato and Kier) Safeguarding Group established to review and monitor relevant policies, procedures and practices, identify, support and share best practice and to consider emerging issues
- Derbyshire districts safeguarding group established with support from Derbyshire County Council. This ensures district views are represented at partnerships, key messages are cascaded and that peer to peer support is available
- New safeguarding children and vulnerable adults policy and procedures approved with a commitment to a review a minimum of every two years
- Other key policies and procedures including whistle blowing, disclosure and barring, code of conduct, recruitment and selection and procurement have been updated or are in the process of being updated to support safeguarding improvement
- Voluntarily publish an annual Modern Slavery Statement and have improved response utilising the Modern Slavery Charter which the Council signed in December 2018
- Contract information has been reviewed and improved for key service areas
- Updated communication and resources available to all staff via aspire and safeguarding information posters displayed in all staff areas
- Training programme including e-learning and face to face briefings available to all staff and members. Relevant employees are also accessing more specialist training organised by safeguarding boards and Safer Derbyshire as appropriate
- The council is committed to engage with Derbyshire County Council audit processes annually and have added safeguarding to the internal audit programme of work with regular reviews scheduled

5.0 Updated safeguarding children and vulnerable adults' policy and procedures

- 5.1 Following the 2015 safeguarding review a priority action was updating the council's safeguarding policy and procedures which were approved in December 2015 and revised in February 2017. We made a commitment to review this policy and procedure a least every two years.
- 5.2 The Chesterfield Borough Council safeguarding group have reviewed the Safeguarding Children and Vulnerable Adults' policy and procedures for the period 2020 – 2022. Changes in national legislation and guidance, updated partnership policies, Derbyshire districts safeguarding group, audit activity and increased service level safeguarding experience have been used to review the policy and procedures.
- 5.3 The updated policy and procedures is attached at appendix A.

6.0 Risk management

Risk	Impact	Likelihood	Mitigating Actions	Residual Impact	Residual Likelihood
Inadequate policies, procedures, learning and development and partnership working to safeguard children and vulnerable adults living in our communities and using our services, and to protect the council, its staff (including agency staff), elected members and volunteers.	H	M	<p>Completion of the safeguarding action plan.</p> <p>Engaging in the annual DCC audit process and continuing to support effective partnership arrangements.</p> <p>Regular internal audits.</p> <p>Reviewing safeguarding arrangements,</p>	H	L

			policies and procedures at a minimum two yearly intervals.		
Staff and elected members not engaging effectively in safeguarding issues leading to the under-reporting of concerns.	H	M	Mandatory safeguarding training and regular briefings to encourage engagement. Regular reviews of safeguarding concerns and actions by CBC safeguarding group.	H	L

7.0 Equalities

7.1 Equality analysis of the safeguarding approach has been considered and no negative impacts for protected characteristics identified. These arrangements make significant positive contributions to all groups but in particular children and vulnerable adults.

8.0 Recommendations

8.1 That the revised safeguarding children and vulnerable adults' policy and procedures are approved.

8.2 That the Cabinet Member for Health and Wellbeing is given delegated authority to approve essential safeguarding policy and procedure amendments between the formal review periods.

8.3 That a review of the safeguarding policy, procedures and arrangements takes place after a further three years.

9.0 Reason for recommendations

- 9.1 To effectively safeguard and promote the welfare of children and vulnerable adults within our borough and meet our legislative and partnership responsibilities.

Decision information

Key decision number	922
Wards affected	ALL

Document information

Report author	Contact number/email
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Appendices to the report	
Appendix A	Safeguarding policy and procedures

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Safeguarding- Protecting Children and Vulnerable Adults

Policy and Procedures

Owner: Safeguarding Group

Date: February 2020

Review by: February 2022

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1.0 POLICY STATEMENT

1.1 Introduction

Chesterfield Borough Council (the council) has both a moral and legal obligation to ensure a duty of care for children and vulnerable adults across its services. The Council is committed to ensuring that all children are protected and kept safe from harm and has a responsibility to safeguard and promote the well-being of children. However, we recognise that not all children have positive experiences in their life and are committed to promoting the welfare of children by encouraging good practice.

The purpose of this policy and its associated procedures is to help protect all children and vulnerable adults living in our communities and using our services and to protect the council, its staff (including agency staff), elected members and volunteers.

1.2 Scope of the policy and procedures

This policy and procedure covers all Council functions and services and the operations of partners, contractors and voluntary organisations that deliver services on its behalf.

The Council recognises that Derbyshire County Council (DCC) Children's Social Care, Derbyshire Clinical Commissioning Group and the Police are the lead agencies in the Borough with regard to child protection, and DCC's Adult Social Services is the lead agency with regard to vulnerable adults. The Council also recognises that everyone has a responsibility for safeguarding children and protecting vulnerable adults, including all employees and Members. Certain professional bodies e.g. Sports Coaching UK and National Governing Bodies may have additional policies. Members of professional bodies need to find out about any additional child protection / safeguarding vulnerable adults' policies they must apply. If an allegation is made against a qualified coach / leader / teacher, the safeguarding lead will also inform the relevant national Governing Body or Leading Authority.

Definition of a Child

The policy and procedures apply to all children and young people up to the age of 18 years, including unborn babies. The fact that a child has become sixteen years of age, is living independently or is in further education, is in the armed forces, in hospital, or in prison or a young offender's institution, does not change their status or their entitlement to services or their protection under the Children Act 1989.

Definition of a vulnerable adult

An "Adult at Risk" is defined as any person aged 18 years and over who is or may be in need of community care services by reason of mental health issues, learning or physical disability, sensory impairment, age or illness and who is or may be unable to take care of him/herself or unable to protect him/herself against significant harm or serious exploitation. Since the publication of ADSS Best Practice Document: 'Safeguarding Adults' (2005), the range of people considered to be vulnerable has been widened to include, people encountering domestic violence, substance misusers and asylum seekers.

1.3 Our duties and responsibilities

The council has a mandatory duty to safeguard and protect children and vulnerable adults in line with the Derbyshire policies and procedures and will comply with its duties by:

- Respecting and promoting the rights, wishes and feelings of children and vulnerable adults
- Raising awareness throughout the council of the duty of care it has to children and vulnerable adults
- Promoting and implementing appropriate procedures to safeguard the well-being of children and vulnerable adults to protect them from harm
- Creating a safe and healthy environment within all of our services, to protect all parties and reduce the risk of abuse or allegations of abuse from occurring
- Recruiting, training, supporting and supervising staff, elected members and volunteers to adopt best practice to safeguard and protect children and vulnerable adults from abuse, and to also minimise any risks to themselves
- Responding promptly to any suspicions or allegations of misconduct or abuse of children or vulnerable adults
- Requiring staff, elected members and volunteers to adopt and abide by the council's Safeguarding Children and Vulnerable Adults policy and procedures, codes of conduct and associated procedures
- Reviewing and evaluating this policy and procedure and undertaking a Section 11 audit on an annual basis or in line with best practice, changing legislation, organisational requirements and service delivery
- Ensuring representatives of the council who have contact with children, young people or vulnerable adults are subject to safe recruitment procedures. This is

also applicable for when the council is working in partnership with other private, voluntary or contracted organisations and their employees

1.4 Policy aims

- Implement and maintain systems and working practice to safeguard children and vulnerable adults when participating in Council activities or receiving Council services
- Ensure children / adults and their parents have confidence in Council employees and representatives, policies and practices for the safe supervision of children and vulnerable adults
- Ensure that concerns about abuse are reported promptly to the appropriate authorities
- Offer guidance and support to all employees, volunteers and Members involved in Council activity to assist them in recognising and responding to the signs of possible abuse
- Ensure the Council's role and responsibilities for protecting children and vulnerable adults from abuse are clear
- Raise awareness of issues and procedures around safeguarding children and vulnerable adults
- Work in compliance with Government national guidelines "Working Together to Safeguard Children: A guide to inter-agency working to safeguard and promote the welfare of children" <https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>
- Work in compliance with the Derby and Derbyshire Safeguarding Children Partnership's procedures <https://derbyshirescbs.proceduresonline.com/index.htm>
- Work in compliance with the Derbyshire Safeguarding Vulnerable Adults Board procedures <https://www.derbyshiresab.org.uk/professionals/policies-and-procedures.aspx>

1.5 Key principles

- The welfare of children and vulnerable adults is the primary concern
- It is the responsibility of all employees, councillors and volunteers to report any concerns about suspected abuse against children and vulnerable adults
- All children and vulnerable adults, whatever their age, culture, disability, gender, language, race, religion or belief and / or sexual orientation have the right to protection from abuse

- All incidents of suspected poor practice and / or allegations of poor practice are taken seriously and responded to quickly and appropriately. This includes allegations of poor practice against employees, members, volunteers and contractors
- Design and deliver Council services with due regard to safeguarding legislation and best practice
- Align and support the aims of the Working Together to safeguard children national guidelines
- Align with and support the Derby and Derbyshire Safeguarding Children Partnership and Derbyshire Safeguarding Adults Board
- Share data with relevant bodies where appropriate
- Train Members, staff and volunteers to an appropriate level based on a risk assessment of their contact with children and vulnerable adults
- Insist on robust safeguarding policies from contractors, partners and voluntary groups delivering Council services or using Council facilities
- Monitor, review and challenge the application of the policy

Our safeguarding procedures will empower employees, contractors, volunteers and Members to:

- RECOGNISE concerns as they are identified
- REPORT concerns to line managers on the same day
- REFER to Derbyshire County Council on the same day
- RECORD incidents to facilitate investigations.
- RESPOND to requests for information and involvement in case reviews

2.0 ROLES AND RESPONSIBILITIES TO SAFEGUARD CHILDREN AND VULNERABLE ADULTS

2.1 Council services

A range of Chesterfield Borough Council services have the potential to impact upon the lives of children and vulnerable adults and may work directly with children or vulnerable adults. Equally, employees, Members and volunteers may become aware of safeguarding issues whilst undertaking Council business. Safeguarding is everyone's responsibility and we can play an important role in safeguarding and promoting the welfare of children and Adults at Risk as part of their day-to-day work - recognising child welfare issues and the vulnerabilities of some adults, sharing information, making referrals and subsequently managing or reducing risks of harm.

A Corporate Safeguarding Group has been established which includes the Local Authority Designated Lead Officer (Senior Leadership level), the Council's nominated Senior Manager for safeguarding (CMT Level) and Service safeguarding leads. This group will monitor the application of and effectiveness of the Policy and Procedures, discuss emerging issues and seek to implement best practice.

The key Chesterfield Borough Council safeguarding roles and contact details are available via aspire intranet and posters with key information including potential indicators of abuse, how to respond and service safeguarding leads details are available in CBC workplaces.

2.2 Working with partners

The Council works regularly with Partners from a variety of sectors. This policy will be drawn to the attention of and made available to all agencies and organisations in joint working arrangements. This is the responsibility of the officer responsible for managing the partnership on behalf of the Council.

2.3 Working with contractors

The council's Procurement Policy stipulates that a Safeguarding Policy must be submitted as part of the tender evaluation process for relevant procurement exercises. Contractors will be expected to have approved their own Safeguarding Policy, which has been reviewed by the officer responsible for the contract and recognised as fit for purpose. If contractors do not have a Safeguarding Policy they will be required to adhere to the council's policy.

The principle of safe recruitment will therefore be included in the terms of any contract drawn up between the council and contractors or agencies that provide council services for, or adults to work with, children and vulnerable adults.

The council will monitor compliance with the contract. This will also include a requirement that the provider will not sub-contract to any organisation that does not have safe recruitment processes.

2.4 Organisations who use Chesterfield Borough Council Facilities

All organisations who use Chesterfield Borough Council owned facilities for children's activities must arrange for the necessary Disclosure and Barring Service checks to be carried out on instructors, coaches or other supervisors running or organising such activities.

All clubs and organisations will need to be able to comply with these guidelines in full to ensure their continued use of facilities. The Council requires all contractors and partner organisations (public, private and voluntary) to comply with this policy. We will require positive confirmation of the contractor's or organisation's commitment to safeguarding either by production of their written policy or their

signed undertaking to comply with this policy as part of the terms and conditions of hiring the facility.

2.5 **Information Sharing**

Effective information sharing underpins integrated working and is a vital element of both early intervention and safeguarding. Keeping children and vulnerable adults safe from harm requires employees, elected members and volunteers to be proactive in sharing information as early as possible to help identify, assess and respond to risks or concerns about the safety and welfare of children and vulnerable adults.

All employees have a statutory obligation to safeguard the confidentiality of personal information. The Data Protection Act 1998 and the General Data Protection Regulations (GDPR) does not preclude the sharing of information to provide an effective service or protect a person from harm, danger and abuse. Access to personal information should be on strict need-to-know basis when sharing information within the Council and with other agencies.

Wherever possible, we should seek consent and be open and honest with the child, vulnerable adult and family from the outset as to why, what, how and whom, their information will be shared. There may however be some circumstances where it is not appropriate to seek consent, either because the individual cannot give consent, it is not reasonable to obtain consent or because gaining consent could put a child or vulnerable adult at risk. Further information about information sharing is available at Appendix A.

3.0 **RECOGNISING CONCERNS**

3.1 **Definitions of abuse**

It is not always easy to recognise when abuse has taken place or when a situation that has taken place may develop to become abusive. Council employees are not expected to be experts at recognising such situations, but employees do have a responsibility to act if they have concerns about the behaviour of an adult or a child, towards a child or vulnerable adult.

All employees have a duty to discuss any concerns they may have about the welfare of a child or vulnerable adult with their service area safeguarding lead officer or as soon as possible on the same day. Abuse include:

Physical Abuse – may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm.

Emotional Abuse - Emotional abuse is the persistent emotional maltreatment of a person such as to cause severe and persistent adverse effects on the person's emotional development.

Sexual Abuse - involves forcing a child or vulnerable adult or enticing a child or vulnerable adult to take part in sexual activities, including prostitution, whether or not the person is aware of what is happening.

Neglect and/or self-neglect- is the persistent failure to meet a child's or vulnerable adult's basic physical and/or psychological needs, likely to result in the serious impairment of the individual's health or development. This can include self-neglect which covers a wide range of behaviour neglecting to care for their own personal hygiene, health or surroundings and includes behaviour such as hoarding.

Financial Abuse – is the misappropriation of an individual's funds, benefits, savings etc. or any other action that is against the person's best interests.

3.2 Indicators of Abuse

Indications that a child or vulnerable adult may be experiencing abuse could include the following:

- Unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated in a part of the body not normally prone to such injuries. Bruises that reflect hand marks or fingertips could indicate pinching or slapping, Cigarette burns and scalds would also be a concern.
- An injury for which the explanation seems inconsistent.
- The child or young person describes what appears to be an abusive act involving him or her.
- Someone else (a child, young person or adult) expresses concern about the welfare of another person.
- Unexplained changes in behaviour e.g. becoming very quiet, withdrawn or having severe temper outbursts.
- Inappropriate sexual awareness.
- Engaging in sexually explicit behaviour.
- Discomfort when walking or sitting down.
- Distrust of adults, particularly those with whom a close relationship would normally be expected.
- Has difficulty making friends.
- Is prevented from socialising with other people.
- Displays variations in eating patterns including overeating and loss of appetite.
- Loses weight for no apparent reason.
- Becomes increasingly dirty and unkempt.
- Lack of self-care – this may involve neglecting personal hygiene, nutrition and hydration or health

- Neglecting home environment, with an impact upon health and wellbeing and public health issues. This may also lead to hazards in the home due to poor maintenance. Not disposing of refuse leading to infestations
- Hoarding items – excessive attachment to possessions, people who hoard may hold an inappropriate emotional attachment to items

This list is not exhaustive and the presence of one or more of the indicators is not proof that abuse or self-neglect is actually taking place or has taken place.

3.3 Children and vulnerable adults with a disability or special need

Children and vulnerable adults with a disability or special need are at increased risk of abuse and those with multiple disabilities are at even more significant risk both of abuse and neglect. Parents or carers of children or vulnerable adults with a disability may experience multiple stresses. Children and vulnerable adults with a disability may be particularly vulnerable to abuse for a number of reasons including:

- Having fewer social contacts than other children.
- Receiving intimate personal care from a larger number of carers.
- Having an impaired capacity to challenge abuse.
- Having communication difficulties resulting in difficulties in telling people what is happening.
- Being reluctant to complain for fear of losing services.
- Being particularly vulnerable to bullying or intimidation.
- Being more vulnerable to abuse by peers than other children.

Increasingly, care for ‘vulnerable people’ is being provided in community settings and this places vulnerable people at increased risk.

3.4 Missing children and young people

Children who are missing from home may be at risk of harm as a consequence of their need for food and shelter or from the people with whom they come into contact with. Risks can include physical harm, sexual exploitation, substance use and involvement in a range of other criminal activities. These risks apply whether the child is missing from their own family home or from a foster home or children’s home whilst being Looked After by the local authority. The primary consideration for children who are missing from home is their safe recovery and welfare. Although some agencies/staff groups have specific responsibilities for missing children all agencies that provide a service to children have a responsibility to work together when a child goes missing.

3.5 Children and young people at risk of child exploitation

The sexual exploitation of children and young people has been identified throughout the UK, in both rural and urban areas. It robs children of their childhood and can have a serious long-term impact on every aspect of their lives, health and education. It damages the lives of families and carers and can lead to family break-ups. Children who are sexually exploited are the victims of sexual abuse and should be safeguarded from further harm. Sexually exploited children should not be regarded as criminals and the primary law enforcement response must be directed at perpetrators who groom children for sexual exploitation.

Any child or young person may be at risk of sexual exploitation, regardless of their family background or other circumstances. This includes boys and young men as well as girls and young women. However, some groups are particularly vulnerable. These include children and young people who have a history of running away or of going missing from home, those with special needs, those in and leaving residential and foster care, migrant children, unaccompanied asylum seeking children, children who have disengaged from education and children who are abusing drugs and alcohol, and those involved in gangs.

3.6 **Modern Slavery and Human Trafficking**

Modern slavery and human trafficking has become an issue of considerable concern to all professionals with responsibility for the care and protection of children and adults. Any form of modern slavery and/or trafficking humans is an abuse.

Modern slavery and human trafficking are issues which are largely hidden from public view. Victims can be difficult to identify and may rarely seek help due to a number of issues including fear of reprisals, threats of deportation and mistrust of the Police and other authorities.

Victims are often targeted by offenders due to their vulnerabilities which may include:

- Limited access/engagement with education
- Immigration status
- Age
- Involvement with gangs
- Mental health problems
- Drug and alcohol dependency
- Homelessness and poverty
- Geographic instability, natural disaster and war

There are several broad categories of modern slavery some of which are linked to human trafficking internationally and domestically. These are:

Labour exploitation - Victims often work very long hours for little or no pay. They may work in poor conditions and under the threat of verbal or physical threats of violence. Perpetrators may claim benefits on behalf of the victims, who will never see a penny.

Debt bondage - Victims are forced to work to pay off debts that they will never realistically be able to. For example, perpetrators may 'charge' them large fees in return for travelling to the UK, or for finding them employment.

Sexual exploitation - Victims are forced to perform sexual acts against their will, such as prostitution, escort work or pornography. They are often threatened with violence.

Criminal exploitation - Victims are forced into crimes against their will, such as theft, forced begging, benefit fraud or growing cannabis. Often victims are controlled and maltreated.

Domestic servitude - Victims are made to carry out housework and other domestic chores in private households with little or no pay. Their movements may be restricted, they may have very limited or no free time and minimal privacy. They often sleep where they work. This can also be linked to forced marriage and servile marriage.

Victims are coerced into exploitation through force, abuse or blackmail. Coercion may be ongoing throughout the exploitation. This could include facilitation of substance addiction, withholding of medication, blackmail, threats of violence and impersonation of authority.

Chesterfield Borough Council is committed to preventing slavery and human trafficking in its corporate activities, and ensuring that its supply chains are free from slavery and human trafficking. The Council's Modern Slavery and Human Trafficking Statement is available on our website and via aspire intranet. It includes our actions to understand potential modern slavery risks related to our activities and puts in place steps that are aimed at ensuring that there is no slavery or human tracking our activities, and supply chains.

Section 52 of the Modern Slavery Act 2015 imposes a duty on public authorities, including district councils, to notify the Secretary of State of suspected victims of slavery or human trafficking. Derbyshire has specific referral arrangements in place, these are detailed in section 7.

3.7 **Hate Crime**

Hate Crime is defined as any Criminal Offence which is perceived by the victim or any other person to be motivated by a hostility or prejudice based on a personal characteristic. Children and vulnerable adults can become victims of Hate Crime.

Disabled people are particularly vulnerable to hate Crime. This is 'potentially' a criminal offence and should always be reported to the Police.

3.8 Domestic Violence and Abuse

As of 1 March 2013, the Home Office definition of domestic violence and abuse is:

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

Source: www.homeoffice.gov.uk

In all cases where there is knowledge or suspicion that there exists a potential for a child or children to be suffering harm as a result of domestic violence and abuse, then a referral should be made via Starting Point – Children's Social Care who act as the first point of contact for all referrals in relation to the welfare and safety of a child.

Where it is thought that a victim of domestic violence and abuse meets the definition of a vulnerable adult, then an Adult Protection referral should be made via Starting Point.

If there is an immediate risk to a child or vulnerable adult the Police should be contacted via 999 in an emergency or 101.

3.9 Hidden Harm

Children may be suffering from the effects of what is known as 'hidden harm' if they live with parents or carers who are misusing drugs or alcohol. Children in these situations may be acting as young carers or they may be subjected to any of the forms of abuse described above.

4.0 RECRUITMENT, EMPLOYMENT AND WORK PLACEMENTS

4.1 The Council will take all reasonable steps to prevent unsuitable people from working with children and young people. The Council's Policy on Recruitment and Selection and Staff Vetting Policy must be followed for all appointments.

4.2 The Council's Managing Work Experience Policy must be followed for all individual and group work experience placements.

5.0 LEARNING AND DEVELOPMENT

- 5.1 The Council has a responsibility to ensure all new employees undertake an induction programme that includes both corporate and service induction. As part of this induction programme, line managers will ensure employees are made aware of and understand their responsibilities in respect of the Safeguarding Children and Vulnerable Adults Policy.
- 5.2 Safeguarding training will also be provided. Training may include internal courses, workshops, supported e-learning programme, external courses, seminars and workshops organised by Derby and Derbyshire Safeguarding Children Partnership, Derbyshire Safeguarding Adults Board or Safer Derbyshire. The Council will also provide on-going learning and development to ensure employees are confident and competent in carrying out their responsibilities and aware of how to recognise and respond to safeguarding concerns.

6.0 SAFEGUARDING HEALTH AND SAFETY

- 6.1 Under health and safety law, the Council has equal legal and moral responsibilities for the health, safety and welfare of children and vulnerable adults, as its employees.
- 6.2 Protecting the health and safety of young people and vulnerable adults must be done in such a way that it complies with the Council's legal responsibilities but at the same time does not unnecessarily restrict the young person or vulnerable adults' rights to autonomy, privacy or dignity.
- 6.3 The Management of Health & Safety at Work Regulations require that young people and vulnerable adults are protected from risks to their health and safety taking into account that they may be:
- Inexperienced;
 - Have not been trained; and
 - May not pay enough attention to health and safety.
- 6.4 Risk Assessments will be carried out for all work activities involving young people and vulnerable adults before they start in employment, on work-experience, or participate in council activities. The risk assessment will determine the level of supervision the young person or vulnerable adult requires. All young people will be inducted before they start in employment, work-experience, or undertake council activities in order to provide them with information and instruction to enable them to carry out their tasks safely, or participate in activities safely. An accident or incident involving a child or vulnerable adult should be reported to Corporate Safety Advisor using the accident reporting system.

7.0 PROCEDURE – RESPONDING TO CONCERNS, SUSPICIONS AND ALLEGATIONS OF ABUSE

7.1 Disclosure

If a child or vulnerable adult indicates that they are being abused, or information is obtained which gives concern that a person is being abused, this should never be ignored and always be acted upon.

There are a number of barriers that exist that prevent a child or vulnerable adult from telling others about abuse. Some of the main barriers are that they:

- May be scared because they may have been threatened.
- Think they will be taken away from home.
- Believe they are to blame, or they may feel guilty.
- Think it happens to others.
- Feel embarrassed.
- May not want their abuser to get in trouble.
- May have communication or learning difficulties.
- May not yet have the vocabulary to describe what has happened.
- Be afraid that they won't be believed.
- Think they have already told e.g. by dropping hints.
- Have told someone before and weren't believed, so what's the point in trying again.

7.2 Action to be taken if a disclosure is made

A child or vulnerable adult may 'confide' to a Council employee that they are being abused or mistreated – this is known as a 'disclosure'. People who may suspect that abuse is occurring to a child or vulnerable adult may also confide in a Council employee on the basis that 'they will know what to do because they work for the Council'. If either happens:

- React calmly so that you do not frighten the person.
- Reassure the person that they were right to tell you.
- Do not make promises of confidentiality; let the person know that you have a duty to report concerns.
- Try to reduce any questions you may choose to ask to an absolute minimum and concentrate on listening to the person. Questions should never be leading and should only consist of Who? Where? When ...? What?
- Make a full written record of what has been said, heard and/or seen as soon as possible and discuss with your service safeguarding lead (or in their absence the named Senior Manager for Safeguarding) and a decision reached whether to refer via starting point or the Police

7.3 Actions to be avoided

- Panic
- Allow shock and/or distaste to show

- Probe to find out more information than offered
- Speculate or make assumptions
- Make negative comments about the alleged abuser
- Make promises to agree to keep it a secret
- Discussing the issue with anyone other than the appropriate service level safeguarding lead or other member of the Corporate Safeguarding Group

8.0 **PROCEDURE – RECORDING AND REPORTING**

8.1 **Decision making**

If you have immediate child protection concerns, where there is reasonable cause to suspect a child is suffering or likely to suffer significant harm because of abuse or neglect please contact your service safeguarding lead or if unavailable another member of the Corporate Safeguarding Group. The safeguarding lead and the employee will then review information and concerns and determine the appropriate action using partnership decision making guidance:

Children

Thresholds document and guidance

https://www.proceduresonline.com/derbyshire/scbs/user_controlled_lcms_area/uploaded_files/Threshold%20Document%20FINAL%20December%202019.pdf

If you feel a child and their family require early help including support from a multi-agency team there are a range of resources available to help at:

<https://www.derbyshire.gov.uk/social-health/children-and-families/support-for-families/support-for-families-and-early-help.aspx>

If there is uncertainty on the right course of action, an advice line is available at 01629 535 353.

Adult

Decision making guidance

<https://derbyshiresab.org.uk/professionals/adult-safeguarding-decision-making-guidance.aspx>

Vulnerable adult risk management - a process to manage risks which may arise within specific circumstances when working with adults deemed to have capacity to make decisions for themselves, but who are at risk of serious harm or death through self-neglect, risk taking behaviour/chaotic lifestyles, refusal of services. This can include hoarding. <https://derbyshiresab.org.uk/professionals/vulnerable-adult-risk-management.aspx>

8.2 Guidelines for safeguarding leads making a referral

Children

Derbyshire County Council operate a “starting point” system for referrals. Please call Starting Point via Call Derbyshire on 01629 533190 Monday – Friday 8am – 6pm or the out of hours service 01629 532 600. The call should be followed up by completion of the online referral form within 48 hours:

<https://www.derbyshire.gov.uk/social-health/children-and-families/support-for-families/starting-point-referral-form/starting-point-request-for-support-form.aspx>

Inform the Chesterfield Borough Council Senior Safeguarding Manager as soon as possible of the referral and attach a copy of the referral form.

Vulnerable adults

Derbyshire County Council operate a “starting point” system for referrals. Please call Starting Point via Call Derbyshire on 01629 533190 Monday – Friday 8am – 6pm or the out of hours service 01629 532 600. The call should be followed up by completion of the online referral form within 48 hours:

<https://derbyshiresab.org.uk/professionals/safeguarding-adult-referrals.aspx>

Inform the Chesterfield Borough Council Senior Safeguarding Manager as soon as possible of the referral and attach a copy of the referral form.

Modern slavery and human trafficking referrals

If you suspect human trafficking or modern slavery is taking place please make contact with Derbyshire Police – Operation Wilberforce. You can call 101 and asked for Operation Wilberforce or email operationwilberforce@derbyshire.pnn.police.uk

Inform the Chesterfield Borough Council Senior Safeguarding Manager as soon as possible of the referral.

Record keeping and data management

Making a Referral could trigger an investigation by Derbyshire County Council and/or the Police. It is important therefore that the Borough Council retains an audit of referrals made to inform any such investigation. A secure database of referrals will be maintained by the Senior Safeguarding Manager.

9.0 **GUIDANCE – DEALING WITH ALLEGATIONS AGAINST AN EMPLOYEE OF THE COUNCIL**

9.1 Raising concerns

Any concerns about the welfare of a child or vulnerable adult arising from alleged abuse by an employee of the Council must be reported immediately. The allegation could come from a member of the public, service user or be reported by a fellow employee. It can often be difficult to report a fellow employee, but the Council assures all employees that it will fully support and protect anyone who, without malicious intent, reports their concerns about a colleagues practice or the possibility that a child or vulnerable adult may be being abused or harassed.

The Council's 'Whistleblowing' Policy and Procedure, which can be found on the Council's intranet, enables and encourages employees to raise any concerns that they have about malpractice, abuse or wrongdoing at an early stage and in the right way, without fear of victimisation, subsequent discrimination or disadvantage.

9.2 Action to be taken if there are concerns about an employee

If the employee may have behaved in a way that has harmed a child or may have harmed a child, possibly committed a criminal offence against or related to a child or behaved towards a child or children in a way that indicates they may pose a risk of harm to children the Council's Senior Safeguarding Manager and Human Resources Business Partner need to be informed as soon as possible.

In consultation with the line manager and human resources business partner the Senior Safeguarding Manager will complete the [Derby and Derbyshire LADO referral form](#) and email securely for the attention of LADO to professional.allegations@derbyshire.gov.uk.

If criminal activity is suspected the matter **must** also be referred to the Police.

In line with Council's procedures the matter will be subject to an internal investigation and this may lead to action in line with the Council's Disciplinary Procedure.

If there is an allegation made against an employee, there may be three types of investigation:

- Criminal – led by the Police.
- Safeguarding – led by Derbyshire County Council.
- Disciplinary – through the Council's own Disciplinary Policy

The person or family who alleged the abuse or harassment could also take civil proceedings – this could be against the employee and the Council.

If the concern or allegation is clearly regarding poor practice then the line manager and appropriate senior manager should deal with it as a misconduct issue and follow the Council's disciplinary procedure.

9.3 **Internal enquiries and suspension**

In line with the Disciplinary procedures, the Council will take a neutral stance and may suspend an employee accused of abuse pending further investigations by the Police or Derbyshire County Council. The Council will carry out an internal investigation separate to that of other agencies using its own Disciplinary procedures.

9.4 **False or malicious allegations' and 'Good practice' guidance for employees**

The Council takes any allegation seriously and will refer immediately to DCC all Safeguarding incidents. However, it is also recognised that it is possible for an employee to become victim to false or malicious allegations. Employees are encouraged to protect themselves from false accusations by adopting 'Good practice' at all times. Examples of how to create a positive environment when working with children and vulnerable adults are set out in Appendix B.

10.0 **GUIDANCE – FURTHER INFORMATION FOR EMPLOYEES**

10.1 It is the responsibility of all Managers to risk assess from both a 'Health and Safety' and 'Safeguarding' perspective all activities and services provided by the Council and for employees to abide by these Risk Assessments. The Council recognises that some issues impact directly on 'safeguarding' and these issues have been considered during the development of the following Human Resource policies and procedures:

- Recruitment policy
- Staff Vetting Policy
- Managing work experience
- Whistleblowing
- Employee code of conduct

Guidance is available for creating a positive environment when working with children and vulnerable adults (Appendix B). This includes additional advice when assisting customers with Dementia.

Guidance is also available for taking of photographs and filming at Council managed facilities and events (Appendix C)

Information Sharing

Information sharing is essential in safeguarding children and protecting vulnerable adults at risk. The Council will comply with HM Government guidance setting out the 'seven golden rules' for information sharing. This guidance is available on:

www.everychildmatters.gov.uk/informationsharing

Seven Golden Rules for Information Sharing

- 1 Remember that the Data Protection Act is not a barrier to sharing information** but provides a framework to ensure that personal information about living persons is shared appropriately.
- 2 Be open and honest** with the person (and/or their family where appropriate) from the outset about why, what, how and with whom information will, or could be shared, and seek their agreement, unless it is unsafe or inappropriate to do so.
- 3 Seek advice** if you are in any doubt, without disclosing the identity of the person where possible.
- 4 Share with consent where appropriate** and, where possible, respect the wishes of those who do not consent to share confidential information. You may still share information without consent if, in your judgement, that lack of consent can be overridden in the public interest. You will need to base your judgement on the facts of the case.
- 5 Consider safety and well-being:** Base your information sharing decisions on considerations of the safety and well-being of the person and others who may be affected by their actions.

- 6 **Necessary, proportionate, relevant, accurate, timely and secure:** Ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those people who need to have it, is accurate and up to date, is shared in a timely fashion, and is shared securely.
- 7 **Keep a record** of your decision and the reasons for it – whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose.

Appendix B

Creating a positive environment when working with children and vulnerable adults

Good Practice.

The Council takes any allegation seriously and will refer immediately to DCC all Safeguarding incidents. However, we also recognise that it is possible for our employees to become victim to false or malicious accusations. Employees are encouraged to protect themselves from false accusations by adopting the following good practice at all times.

- Work in an open environment and avoid private or unobserved situations
- Treat all children and vulnerable adults with equal dignity and respect
- Put the welfare, success and achievement of each child or vulnerable adult first, before the winning or achieving of goals
- Make activities enjoyable and promote fair play
- Maintain a safe and appropriate distance with children and vulnerable adults
- If physical contact is necessary for demonstrating skills etc., explain and discuss these actions with the person first
- Recognise that caution is required especially when dealing with sensitive moments e.g. when dealing with bullying, bereavement or abuse
- Keep up to date with technical skills, qualifications and insurance requirements
- Be an excellent role model, this includes not drinking alcohol or smoking in the company of children and vulnerable adults in any work related environment (this is also contrary to the Council's policies and will result in disciplinary action)
- Give constructive feedback rather than negative criticism
- Recognise the development needs of the children and vulnerable adults and avoid excessive training or competition

- Ensure that all activities are risk assessed from both a Health and Safety and safeguarding perspective

Things to avoid

You should NEVER allow or take part in any of the following:

- Engage in rough physical or sexually provocative games
- Engage in or allow any form of inappropriate touching
- Allow children or vulnerable adults to use inappropriate language unchallenged
- Make sexually suggestive comments to a child or vulnerable adult, even in fun
- Reduce a child, young person or vulnerable adult to tears as a form of control
- Allow allegations made by a person to go unchallenged, unrecorded or not acted upon
- Do things of a personal nature for a child, young person or vulnerable adult that they can do for themselves including things like applying sun cream
- Transport or take children, young people or vulnerable adults to an event or their home unsupervised
- Administer any medication unless specifically trained and approved by the person's parents to do so
- Take a child to the toilet unsupervised

Additional advice when assisting customers with Dementia

The Alzheimer's society provides the following advice for customer facing staff.

Definition

The word dementia describes a set of symptoms that include memory loss and difficulties with thinking, problem-solving or language. A person with dementia may also experience changes in their mood or behaviour. There are many types of dementia. The most common are Alzheimer's disease and vascular dementia.

Dementia mainly affects people over the age of 65 but younger people may also develop dementia – there are more than 40,000 people in the UK with dementia under the age of 65. There are no obvious physical signs that show someone has dementia. Another difficulty is that more than half of people who have dementia have not received a diagnosis. The common symptoms of dementia such as memory loss, confusion, problems with expression, thinking and reasoning might affect the actions of somebody with dementia or the way in which they interact with other people.

Some people may carry a helpcard that gives information on what kind of help they might need. You may also find that some people refer to 'memory problems' rather than using the word dementia.

You can play an important role in helping someone contribute to everyday life and feel part of their community. The following tips may assist you:

Offer understanding and reassurance

Someone with dementia who is finding it difficult to process information or is feeling disorientated may not be able to answer simple questions or take in what you are saying. They may not remember what they were doing or intending to do. In the later stages, they may also make mistakes about things, for example they may think that their bag has been stolen when they have left it somewhere else.

When you are assisting a person with dementia, remember the following points:

- Firstly, allow the person to take their time.
- Try to understand how they might be feeling.
- Put the person at ease – be friendly and smile.
- Consider their feelings and respond to the emotions they are expressing.
- If they are experiencing difficulty or appear distressed ask direct questions such as whether there is someone they would like you to call, rather than 'What would you like me to do?'

Communicate clearly

The key to helping someone is being able to communicate with them. A person with dementia may not understand what you are doing or remember what you have said. Treat them respectfully by addressing them in conversation as well as any partner or carer they may be with. Follow the guidelines below that may help you communicate with someone who is experiencing difficulties associated with dementia:

Body language and physical contact

- Make eye contact
- Make sure that your body language and facial expressions match what you are saying
- Never stand too close or stand over someone to communicate

Talking

- Speak clearly and calmly
- Use short, simple sentences
- Speak at a slightly slower pace
- Avoid speaking sharply or raising your voice
- Don't talk about people with dementia as if they are not there or talk to them as you would to a young child

Listening

- Listen carefully to what the person is saying, and give them plenty of encouragement

- If you haven't understood fully, tell the person what you have understood and check with them to see if you are right
If possible, use visual clues – write your message down if the person is able to read and use objects or pictures to help the person understand

Be aware of the environment

There may not be very much you can do to change the features of your working environment. However, if you are aware of how these affect people with dementia, you might be able to help if they are having difficulties.

If the place where you work is noisy, busy or there are sounds that might be distracting, this can make people with dementia uneasy. Some people can also have specific visual problems in addition to the normal ageing processes that can affect how clearly they can see.

They may not recognise colours, faces or objects or have problems with spatial awareness (judging the distance between things and where you are in relation to them). This can lead to getting lost or disorientated or bumping into things. Bear in mind the following points:

- Objects that are shiny, patterned or reflective can cause people with dementia to mistake what they are seeing
- Features such as lighting, mirrors, shadows, steps and patterned walls and floors might cause problems for some people with dementia
- If someone with dementia has increased difficulty with reading or processing visual information they may not recognise instructions or signs, be able to read maps or timetables, or know where they should put things. What is obvious to you may not be so to them
- There may be a wide variety of noises in your workplace such as alarms, electronic equipment, music and other voices – be aware of how this might affect someone

Guidelines on Children and Vulnerable Adults in Publications and on the Internet

Websites and publications provide excellent opportunities to publicise achievements of individuals and provide a showcase for the activities of children and vulnerable adults. In some cases, however, displaying certain information about children and vulnerable adults could place them at risk. The following procedure must be followed to ensure the council's publications and information on the internet does not place children or vulnerable adults at risk.

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

- Particular care must be taken when publishing photographs, film or videos of children or vulnerable adults who are considered particularly vulnerable e.g. the subject of a child or vulnerable adult protection issue or a custody dispute.

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

Guidelines on Use of Photography, Videoing and Filming of Children and Vulnerable Adults – (including Mobile Phone Technology)

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

- When commissioning professional photographers or inviting the press to cover council services, events and activities organisers must ensure that they make expectations clear in relation to child and vulnerable adult protection.
- Organisers must check the credentials of any photographers and organisations used.
- Where possible the consent of the parent/guardian for photographing, videoing and/or filming of a child or vulnerable adult must be obtained prior to the event or activity.
- Anyone wishing to use photographic/film/video equipment at a venue must obtain the approval of the council. **However there is a complete ban of use in parts of our leisure centres which include; changing rooms, toilets and crèche facilities.**
- An activity or event specific identification badge/sticker must be provided and clearly displayed at all times by the accredited photographers, film and video operators on the day of the activity or event.
- Unsupervised access must not be allowed to children or vulnerable adults or one to one photographic sessions.
- Do not allow photographic sessions outside of the activities or services, or at a child or vulnerable adult's home.
- It is recommended that the names of children or vulnerable adults should not be used in photographs or video footage, unless with the express permission of the child or vulnerable adult's parent or guardian.
- The council reserves the right at all times to prohibit the use of photography, film or video at any event or activity with which it is associated.

For external hirers of Council facilities

The hiring/booking form for the event must include conditions in respect of Safeguarding and a copy of the Council's Safeguarding Policy provided if appropriate as guidance. Whilst the control of the use of photographic/film/video equipment by external hirers of Council facilities is the responsibility of the hirer, the Officer managing the booking should ensure that this includes procedures relating to the protection of Children and Vulnerable adults.

This responsibility extends from who is allowed to use photographic/film/video equipment, to where and where not equipment is used and what images are and are not allowed to be taken.

It is the hirer's responsibility to ensure that all participants and their parents/guardians/carers if under 16 are aware that photographic/filming/video equipment is going to be used. Where appropriate they must be required to get written permission from participants or their parents/guardians/carers to use the photographs in publicity, promotional or media material.

Example Consent Form

All information will be treated in strict confidence

Event/Activity:		Date:
Name of child:		Date of birth:
Home address:		
Home telephone No:	Mobile telephone No:	
Medical conditions (if any) e.g. asthma, diabetes, allergies:		

I confirm that my son/daughter is in good health and I give consent / do not consent for my son/daughter to participate in the above event/activity.

I consent / do not consent to any emergency treatment required by my son/daughter during the course of the event/activity

Email address:

Date of birth:

Relationship of the photographer and subject(s):

Reason for taking photographs and/or uses the images are being, or are intended to be put to (i.e. family record / advertising etc):

I declare that the information provided is true and correct and that images will only be used for the purposes stated.

Signed:

Date:

Authorised by:

Date:

Position:

For publication

Environmental Services Fees and Charges 2020/21

Meeting: Cabinet

Date: 17 March 2020

Cabinet portfolio: Health and Wellbeing

Report by: Interim Assistant Director – Commercial Services

For publication

1.0 **Purpose of report**

1.1 To set the fees and charges for Waste Management from 1 April 2020.

2.0 **Recommendations**

- 2.1 That the increases as shown in appendix 1 should be introduced from 1 April 2020
- The cost of collection and disposal of trade waste
 - The cost of collection and disposal of chargeable household waste
 - The collection and disposal of bulky household items
 - The collection and disposal of trade waste from charity shops
 - The collection and disposal of trade waste from registered charities

- The collection and disposal of waste from mixed hereditament properties
- One of waste collections
- The provisions of new wheeled bins to domestic properties (new builds)

3.0 **Background**

3.1 In accordance with the Council's Budget Strategy, this is the annual review of fees and charges taking into consideration that charges should aim to recover at least the full cost of the service except where:

- (1) There is an opportunity to maximise income: or
- (2) Members determine a reduction or subsidy should be made for a specific reason.

3.2 In preparing this report, we have had regard to The Council's Budget Strategy in that provision should be made for a minimum inflationary increase of 3% each year.

Waste

3.3 The Council has a duty under the Environmental Protection Act 1990 to arrange for the removal of Commercial Waste from shops, offices, hotels and similar businesses if requested to do so by the occupier. Businesses from which waste is removed must pay reasonable charges for the collection and disposal of such waste.

3.4 The services covered by this arrangement are listed below:

- Industrial Waste – Waste Collection Authorities (WCAs) such as CBC may collect if requested but only with the consent of the Waste Disposal Authority (WDA). Derbyshire County Council, our WDA, does not permit any of the WCAs in

Derbyshire to collect and dispose of such waste so this is not a service CBC can offer.

- Chargeable Household Waste – Such as schools, other educational premises, nursing homes, residential homes, registered charities and hospitals are charged has changed. These changes were agreed by Cabinet 14 July 2015 and a new non-profit making charging structure was set up.
- Hire Charges For Trade Waste Receptacles – A separate charge is itemised on the customers invoice for the hire of a receptacle. This is for administrative purposes and also in order to ensure that as a minimum the total cost of servicing each size of receptacle is recovered and preferably makes a positive contribution to the Trading Account profitability.
- Healthcare Waste – In the interests of public health and safety certain types of healthcare waste defined as offensive or infectious are collected free of charge from domestic properties. However, it is Council policy to charge Commercial Waste rates at Residential Homes who request the service.
- One-off Collections – The Council may be requested to make special journeys for one-off collections of Commercial or Chargeable Household Waste. These are charged at an hourly rate. The annual number of such jobs is variable with current income estimated for this financial year at £4,500.
- Wheeled Bins – In April 2001 the Council introduced a charge for the supply and delivery of wheeled bins to new domestic properties and these charges include the cost of delivery.
- Bulky Household Waste Collections – Charges are based on the overriding waste management principles of the waste hierarchy (Reduce, Re-use, Recycle) and the polluter pays.

- Sharps Boxes – Occasionally we get requests from Residential Care Homes to collect sharps boxes.
- Mixed Hereditament – These are premises with a mix of customer categories, i.e. a shop and public house or business. A reduced charge (allowance) is made if the customer enters into a contract for the collection of their trade waste and the occupier opts to dispose of the domestic element of their waste in their trade bin that is provided.

3.5 However, producers of Commercial Waste may request the service from one of a number of private sector companies who operate in the Chesterfield area. Traditionally these have provided strong competition for the Council, normally focusing on the servicing of larger 1100 and 660 litre sized receptacles.

3.6 Our knowledge of the service and our stable share of the market indicate that the fees and charges recommended will remain competitive. The service also plans to launch a commercial recycling service during 2020/21; this will improve the overall offer of the service to our customers as well as meet our Council Objectives.

4.0 **Financial Implications**

4.1 The Council's general guidelines for charging include an aim to recover the full cost of the service except where:

- There is an opportunity to maximise income; or
- Members determine that a reduction or subsidy should be made for specific reasons

4.2 The proposed fees and charges for 2020/21 achieve this aim whilst giving consideration to the current economic climate, market forces, competition, and the customer's ability to pay. It also takes into consideration the introduction of a Trade Waste recycling service from May 2020.

4.3 Approving the recommended increases would (given the current customer base) bring in a projected income of around £80,245.00 (excluding one-off collections).

4.4 Assuming that there is no loss of customers we anticipate that the profitability of the trading account would be in the region of £80,000, based on last year's surplus, and projections using the recommended changes to fees and charges within this report.

4.5 Officers will continue to market the service in order to sustain current levels of customers and where possible increase these.

5.0 **Equalities Impact Assessment (EIA)**

5.1 The proposals have no negative impacts on any of the equalities groups.

6.0 **Alternative Options to be Considered**

6.1 Members could decide not to increase fees and charges, however, a number of services are already subsidised.

6.2 A larger increase could be applied to fees, however, this may result in services being either not competitive or not affordable.

7.0 **Recommendations**

7.1 That the increases as shown in appendix 1 should be introduced from 1 April 2020

- The cost of collection and disposal of trade waste
- The cost of collection and disposal of chargeable household waste
- The collection and disposal of bulky household items
- The collection and disposal of trade waste from charity shops
- The collection and disposal of trade waste from registered charities

- The collection and disposal of waste from mixed hereditament properties
- One of waste collections
- The provisions of new wheeled bins to domestic properties (new builds)

8.0 **Reasons for Recommendations**

8.1 To comply with the Council's Budget Strategy.

Decision information

Key decision number	944
Wards affected	All
Links to Council Plan priorities	To provide value for money services

Document information

Report authors	Contact number/email
Dean Epton/Shirley Hallam	345120
Appendices to the report	
Appendix A	Waste Management and Outdoor Leisure Facilities Fees and Charges proposal 2020-21

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Current 2019/20			
Receptacle Size	Hire	Collection & Disposal	Total
1100	£95.90	£802.10	£898.00
660	£78.50	£561.50	£640.00
360	£33.10	£367.90	£401.00
240	£21.60	£282.40	£304.00
140	£12.70	£201.30	£214.00
Sack	NIL	£157.00	£157.00

Commercial and Clinical

2020/21 proposed 3% rounded (except 4% on 1100 and 660 litre receptacles)			
Receptacle Size	Hire	Collection & Disposal	Total
1100	£100	£834	£934
660	£82	£584	£666
360	£34	£379	£413
240	£22	£291	£313
140	£13	£207	£220
Sack	NIL	£162	£162

2020/21 proposed 3% rounded (except 4% on 1100 and 660 litre receptacles)				
Receptacle Size	Hire	Collection & Disposal	Total	Weekly Increase
1100	£100.00	£834.00	£934.00	£0.69
660	£82.00	£584.00	£666.00	£0.49
360	£34.00	£379.00	£413.00	£0.23
240	£22.00	£300.00	£322.00	£0.18
140	£13.00	£207.00	£220.00	£0.12
Sack	NIL	£162.00	£162.00	£0.09

Current 2019/20			
Receptacle Size	Hire	Collection	Total Charge
1100	£95.90	£313.10	£409.00
660	£78.50	£238.50	£317.00
360	£33.10	£165.90	£199.00
240	£21.60	£126.40	£148.00
Sack	NIL	£104.00	£104.00

Chargeable Household

2020/21 proposed 3% rounded (except 4% on 1100 and 660 litre receptacles)			
Receptacle Size	Hire	Collection & Disposal	Total
1100	£100	£326	£426
660	£82	£248	£330
360	£34	£171	£205
240	£22	£130	£152
Sack	NIL	£107	£107

2020/21 proposed 3% rounded (except 4% on 1100 and 660 litre receptacles)				
Receptacle Size	Hire	Collection & Disposal	Total	Weekly Increase
1100	£100.00	£326.00	£426.00	£0.24
660	£82.00	£248.00	£330.00	£0.18
360	£34.00	£171.00	£205.00	£0.11
240	£22.00	£130.00	£152.00	£0.09
Sack	NIL	£107.00	£107.00	£0.06

Current 2019/20			
Receptacle Size	Hire	Collection	Total
1100	£0	£125.00	£125.00
660	£0	£112.00	£112.00
360	£0	£53.00	£53.00
240	£0	No Charge	£0
Sack	£0	No Charge	£0

Charity Shops

2020/21 proposed 3% rounded (except 4% on 1100 and 660 litre receptacles)			
Receptacle Size	Hire	Collection	Total
1100	£0	£130	£130
660	£0	£117	£117
360	£0	£55	£55
240	£0	No Charge	£0
Sack	£0	No Charge	£0

2020/21 proposed 3% rounded (except 4% on 1100 and 660 litre receptacles)			
Receptacle Size	Hire	Collection	Total
1100	£0	£130.00	£130.00
660	£0	£117.00	£117.00
360	£0	£55.00	£55.00
240	£0	No Charge	£0
Sack	£0	No Charge	£0

Current 2019/20			
Receptacle Size	Hire	Collection & Disposal	Total
1100	£95.90	£778.10	£ 874.00
660	£78.50	£504.50	£ 583.00
360	£33.10	£266.90	£ 300.00
240	£21.60	£182.40	£ 204.00

Registered Charity

2020/21 proposed 3% rounded (except 4% on 1100 and 660 litre receptacles)			
Receptacle Size	Hire	Collection & Disposal	Total
1100	£100	£809	£909
660	£82	£525	£607
360	£34	£275	£309
240	£22	£188	£210

2020/21 proposed 3% rounded (except 4% on 1100 and 660 litre receptacles)			
Receptacle Size	Hire	Collection & Disposal	Total
1100	£100.00	£809.00	£909.00
660	£82.00	£525.00	£607.00
360	£34.00	£275.00	£309.00
240	£22.00	£188.00	£210.00

Current 2019/20	
Mixed Hereditament Allowance	£ 52.00

Mixed Hereditament Allowance

20/21 proposed 3% rounded	
Mixed Hereditament Allowance	£54

20/21 proposed 3% rounded	
Mixed Hereditament Allowance	£54.00

Current 2019/20	
TYPE OF COLLECTION	
One-off Collection and Disposal of Chargeable Household Waste (Normal Time)	£114.90
One-off Collection and Disposal of Chargeable Household Waste (Overtime)	£136.70
One-off Collection and Disposal of Commercial Waste (Normal Time)	£266.60
One-off Collection and Disposal of Commercial Waste (Overtime)	£300.60

One off Collections

20/21 proposed 3% rounded	
TYPE OF COLLECTION	
One-off Collection and Disposal of Chargeable Household Waste (Normal Time)	£118
One-off Collection and Disposal of Chargeable Household Waste (Overtime)	£141
One-off Collection and Disposal of Commercial Waste (Normal Time)	£275
One-off Collection and Disposal of Commercial Waste (Overtime)	£310

20/21 proposed 3% rounded	
TYPE OF COLLECTION	
One-off Collection and Disposal of Chargeable Household Waste (Normal Time)	£118.00
One-off Collection and Disposal of Chargeable Household Waste (Overtime)	£141.00
One-off Collection and Disposal of Commercial Waste (Normal Time)	£275.00
One-off Collection and Disposal of Commercial Waste (Overtime)	£310.00

Current 2019/20	
1 bin	£42.50
2 bins	£74.30
3 bins	£85.00

Provision of New Wheeled bins to domestic properties

20/21 proposed 3% rounded	
1 bin	£44
2 bins	£77
3 bins	£88

20/21 proposed 3% rounded	
1 bin	£44.00
2 bins	£77.00
3 bins	£88.00

Current 2019/20	
one item	£16.00
two to five items	£24.30
six to ten items	£32.10
fridges and freezers (per unit)	£16.00

Bulky Items

20/21 proposed 3% rounded	
one item	£17
two to five items	£25
six to ten items	£33
fridges and freezers (per unit)	£17

20/21 proposed 3% rounded	
one item	£17.00
two to five items	£25.00
six to ten items	£33.00
fridges and freezers (per unit)	£17.00

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For publication

North Derbyshire Rough Sleeper Strategy 2020 – 2021

Meeting: Cabinet

Date: 17th March 2020

Cabinet portfolio: Housing

Report by: Liz Cook – Assistant Director for Housing

For publication

1.0 Purpose of report

1.1 To advise Members of the production of a new draft North Derbyshire Rough Sleeper Strategy 2020 – 2021.

1.2 To seek adoption of the Council's North Derbyshire Rough Sleeper Strategy 2020 – 2021.

2.0 Recommendations

2.1 That the North Derbyshire Rough Sleeper Strategy 2020 – 2021 Rough Sleeper Strategy is adopted.

2.2 That Cabinet agree the priority actions for Chesterfield set out in paragraph 3.13.

3.0 Report details

3.1 Statutory Homelessness is defined under Section 175 of the 1996 Housing Act (as amended by the 2017 Homelessness Reduction Act).

In 2018 the Homelessness Reduction Act 2017 was introduced, which represents the most fundamental change in homeless law since 1977.

3.2 The Homelessness Reduction Act is framed around the principles of early intervention, prevention with the authority and the applicant having a joint responsibility to prevent or relieve homelessness. The new duties precede the long-standing duty to secure suitable temporary accommodation, pending longer-term accommodation, if a person is eligible for assistance, unintentionally homeless and in priority need.

3.3 The definition of homelessness is distinct and wider than being roofless. Around 99% of people who are homeless or at risk of homelessness do not sleep rough. The government defines a person as sleeping rough if they are found to be 'bedded down' or 'about to be bedded down' in the open air (streets/doorways/parks) or in places not designed for human habitation such as bus shelters, cars, car parks, sheds or derelict buildings. The definition covers what a person is doing at that point in time. It is not relevant what accommodation a person might have that is available and reasonable to occupy/legal interest in/can secure entry to.

3.4 Rough sleeping is the most visible and acute form of homelessness. Rough sleeping numbers have risen significantly since 2010. The figure recorded by year in the table below is the number of rough sleepers found on one night in November of each year in Chesterfield.

2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
6	4	3	9	8	0	10	12	18	13

- 3.5 In 2002 each housing authority was given a legal duty to develop a homelessness strategy.
- 3.6 The Government published its national Rough Sleeping Strategy in August 2018 which obliges authorities to have a Homelessness and Rough Sleeping Strategy making explicit provision for tackling rough sleeping.
- 3.7 Chesterfield Borough Council developed and adopted the existing North Derbyshire Homelessness Strategy in 2016. The current North Derbyshire Homelessness Strategy ends in 2021. The strategy needs updating to reflect and respond to the 2017 Homelessness Reduction Act.
- 3.8 As the current North Derbyshire Homelessness Strategy is due to be reviewed and updated within financial year 2020/2021, the proposal is to produce a strategy that covers both homelessness and rough sleeping.
- 3.9 Therefore, a short-term strategy focussing specifically on Rough Sleepers has been developed to ensure the Council complies with Government requirements.
- 3.10 The proposed Strategy is rooted in a partnership approach between the Council, other statutory services, the third sector and homeless people. The strategy has been approved by the multi-agency North Derbyshire Homelessness Forum on 23rd January 2020.
- 3.11 The Strategy is based on the three 'pillars' of prevention, intervention and recovery that are identified in the National Rough Sleeper Strategy. These are:
- **Prevention** - To prevent new people from starting to sleep rough.

- **Intervention** - To intervene rapidly when people start to sleep rough to help them off the street.
- **Recovery** - To promote a person's recovery once they are off the street to build positive lives and not to return to rough sleeping.

3.12 A range of commitments have been identified within the strategy. This is attached at **Appendix A**.

3.13 Chesterfield Borough Council have identified set of priority actions from the long list of commitments set out in the Strategy. These are:

Chesterfield Borough Council Priorities:	
8.	Strategic co-ordination and increase in provision of appropriate supported accommodation options
9.	Develop provision of 24/7 supported accommodation.
16.	Increase and expand the provision of local outreach work to include quick intervention to prevent people from becoming entrenched
23.	Explore provision of specialist mental health support from within housing options services.
25.	Implement a panel cross sector panel of experts for individuals with high level and multiple needs.

3.14 Identification of local priorities will provide focus and ensure implementation of the Strategy meets Chesterfield locally identified needs.

3.15 The strategy has adopted the targets that are identified within the National Rough Sleeper Strategy. These are to:

1. Halve the number of people sleeping rough in the area by 2022.
2. To have no people sleeping rough by 2027.

3.16 The starting benchmark is the 2018 count. Therefore, Chesterfield's target is to reduce the numbers people sleeping rough from 18 in 2018 to 9 by 2022, which is a stretch target.

3.17 The proposed Strategy is attached at **Appendix B**

4.0 **Human resources/people management implications**

4.1 Staff have been engaged in the development of the strategy and targets. Training has been provided where necessary with a key role being the partnership role of the delivery of commitments.

5.0 **Financial implications**

5.1 The action plan will be delivered within existing resources including the Homelessness Prevention grants that the council receive from Government.

6.0 **Legal and data protection implications**

6.1 The Council has a statutory duty to prevent and tackle homelessness including rough sleeping.

7.0 **Consultation**

7.1 Consultation has been undertaken through the North Derbyshire Homelessness Forum which consists of over 60 different agencies including statutory, third sector and faith and voluntary groups.

8.0 **Risk management**

8.1 Development of an effective strategy provides effective risk management and delivery of statutory and good practice performance requirements.

9.0 **Equalities Impact Assessment (EIA)**

9.1 The Equality Impact Assessment is attached at **Appendix C**.

10.0 **Recommendations**

10.1 That the North Derbyshire Rough Sleeper Strategy 2020 – 2021 Rough Sleeper Strategy is approved and adopted.

10.2 That Cabinet agree the priority actions for Chesterfield set out in paragraph 3.13.

11.0 **Reasons for recommendations**

11.1 The Strategy provides a framework and direction for the Council, with partners and stakeholders to ensure that it meets its statutory duties in relation to homelessness people and people sleeping rough, and that appropriate support and accommodation services are delivered in Chesterfield.

Decision information

Key decision number	943
Wards affected	All
Links to Council Plan priorities	To improve the quality of life for local people.

Document information

Report author	Contact number/email
Carl Griffiths	5117
Appendices to the report	
Appendix A	Table of Commitments
Appendix B	Draft North Derbyshire Rough Sleeper Strategy 2020-2021
Appendix C	Equality Impact Assessment for the North Derbyshire Rough Sleeper Strategy 2020-2021

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Appendix A	
Table of Commitments.	
Prevention:	
1.	Improve data intelligence base/profile of people sleeping rough in North Derbyshire
2.	Explore early interventions such as education in schools
3.	Provide a programme of training to ensure all public bodies understand the 'duty to refer' in respect of rough sleeping
4.	Request that the Clinical Commissioning Group and Health & Wellbeing Boards make the health needs of rough sleepers a strategic priority
5.	Strategic co-ordination of funding applications to include Rough Sleeper Initiative, Cold Weather Fund and any other available funding under national Rough Sleeper Strategy
6.	Better understanding of how to help people with no recourse to public funds coming out of hospital/prisons
7.	Develop a range of Move on options including PRS accommodation.
8.	Strategic co-ordination and increase in provision of appropriate supported accommodation options
9.	Develop provision of 24/7 supported accommodation.
10.	Look at positive ways of engaging and communicating with the general public about helping rough sleepers
11.	Build in-reach services with hospitals/prisons to ensure no one is discharged to the street
12.	Review and update hospital discharge policies.
13.	Ensure provision of services for priority groups including Veterans, LGBT+, BAME, same sex couples and families, DV, MH and physical disabilities, care leavers, ex-offenders, Gypsy and Travellers
14.	Build working relationships with the DWP including 'Homeless Champions' in every Job Centre Plus
15.	Ensure we offer the right services to people who have been victims of trafficking or modern slavery
Intervention:	
16.	Increase and expand the provision of local outreach work to include quick intervention to prevent people from becoming entrenched
17.	Develop a 'Street Medicine' model including community prescription
18.	Improve access to emergency accommodation including crash

	pads
19.	Future commitment to the provision of a winter nightshelter including integration of health services into the services offered.
20.	Explore provision of storage facilities for rough sleeper's possessions.
Recovery:	
21.	Work with partners to build a programme of recovery options to help people stay off the street
22.	Work with partners to develop a needle exchange
23.	Explore provision of specialist mental health support from within housing options services.
24.	Develop provision of intense support for individuals with high level and multiple needs
25.	Implement a panel cross sector panel of experts for individuals with high level and multiple needs.
26.	Engage with Chesterfield Royal Hospital NHS Foundation Trust

Chesterfield Borough Council Priorities:	
8.	Strategic co-ordination and increase in provision of appropriate supported accommodation options
9.	Develop provision of 24/7 supported accommodation.
16.	Increase and expand the provision of local outreach work to include quick intervention to prevent people from becoming entrenched
23.	Explore provision of specialist mental health support from within housing options services.
25.	Implement a panel cross sector panel of experts for individuals with high level and multiple needs.

North Derbyshire Rough Sleeper Strategy 2020- 2021

Introduction.

Bolsover District Council, Chesterfield Borough Council and North East Derbyshire District Council (the Councils) already have a joint North Derbyshire Homelessness Strategy. This is due to be reviewed and updated in 2021.

Due to the ever increasing importance of tackling rough sleeping it was agreed that the Councils would develop this standalone Rough Sleeping Strategy with the intention being to merge both strategies into one comprehensive Homelessness Prevention and Rough Sleeping Strategy following the review in 2021.

Rough sleeping is the most visible and acute form of homelessness. The life expectancy of long-term rough sleeper is 47 compared to 77 for the general population. Two people who were known to have slept rough in North Derbyshire have passed away in the last 12 months with their deaths, whilst not all on the street, being linked to them rough sleeping.

Definition of Rough Sleeping

The government defines rough sleeping as being a person who is 'bedded down' (sleeping/trying to sleep) or 'about to bed down' in the open air or another place not designed for habitation. This will include being on the street, in a doorway, park, car, derelict building, bus/train station, tent or car. A person's housing status is not relevant; the key criteria is that they have been found 'bedded down'/'about to bed down' in a place that someone ordinarily wouldn't try to sleep in.

The government expects each local authority to carry out a formal count/make a robust estimate of rough sleeping numbers in the authority area every November. A count should be carried out between 2a.m. and 5a.m. (when people are likely to be bedded down) and try to cover every place that rough sleepers are likely to be found.

Number of Rough Sleepers in North Derbyshire

The number of people sleeping rough in North Derbyshire has risen substantially in recent years based upon the November headcounts:

	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
BDC	2	1	2	4	2	4	7	5	2	3
CBC	6	4	3	9	8	0	10	12	18	13
NED DC	0	1	5	0	2	3	2	3	3	0
Total	8	6	10	13	12	7	19	20	23	16

There has been a 65% increase in rough sleeper numbers in the period 2010 to 2017. The number reported represents the number of people found sleeping rough on a single night; rather than the number of people who will sleep rough at some point over a three or six month time period. It's believed that there are three to four times more people who might sleep rough over a three or six month period than who are found sleeping rough on a single night.

Data collected from the Winter Nightshelter in Chesterfield recorded 117 different people using the shelter across a 4 month period between 1st December 2018 and 31st March 2019.

Chesterfield has had a higher level of rough sleeping than Bolsover and North East Derbyshire Districts.

It is believed that unless the councils take a different approach to tackling rough sleeping that the numbers of people sleeping rough, and the adverse effects of doing so on them, will continue to rise.

A key priority will be to improve our intelligence on the profile of people who are sleeping rough over a period of time including numbers, frequency of rough sleeping, gender, ethnicity, nationality, support needs and contact with other services including the criminal justice system and health.

Core Existing Services

There are a whole host of services working with rough sleepers in the North Derbyshire area and the following is not designed to be exhaustive but to give readers an idea of the current available services in the sub-regional area:

Street Outreach Service: The service is managed by Pathways of Chesterfield, a specialist homelessness support charity. This service is commissioned by the three Councils. Pathways provides an outreach service to find rough sleepers and to help them come off the street thereafter. The service attempts to engage with rough sleepers and support them into engaging with other statutory and non-statutory services as appropriate.

The North Derbyshire Single Persons Homeless Pathway: The pathway comprises of a **Homelessness HUB**, a single point of contact where all referrals for single homeless people are sent from key agencies such as Probation, Hospitals & Prisons. The service is commissioned by the Councils and provided by Pathways of Chesterfield who, upon receipt of a referral, tailor a bespoke package of support and interventions for clients in partnership with the council's homelessness prevention teams. Clients benefit from the in-house health and support workers there are a number of activities people can access as well as training and education opportunities. In cases where there are more serious blockages to housing a **Multi-Agency Panel Meeting** can be called to develop a person centered action plan around the individual aimed at securing accommodation.

Derby City Mission Winter Nightshelter: Provides an emergency accommodation service for rough sleepers in the area. The Nightshelter operates on a rolling bases utilizing 7 different Church buildings that have volunteered one night per week. This provides a bed for up to 15 guests and includes a hot evening meal and breakfast in the morning. This service operates between 1st December and 31st March.

Newbold Court: This is supported accommodation for medium to high level vulnerable adults including rough sleepers and single homeless people. It is a 17 bed unit managed by Action and is commissioned by the Council. NB, at the time of writing the property is undergoing extensive refurbishment and is expected to be

operation in January 2020. The Newbold court project in its new form will feature a 24hr concierge service to meet the needs of more vulnerable clients and the project will combine effectively with the winter night shelter provision and street out-reach teams. The increased capacity of Newbold Court will increase much needed accommodation supply in the area and other services including Actions Sustainable Tenancies Project will serve as move on option for clients needing reduced support towards independent living.

Platform For Life: Provides 8 units of supported accommodation for young people aged 18 to 25. This is provided by Action Housing.

Sustainable Tenancies Project: Provided by Action and provides floating support to vulnerable adults who have a history of failed tenancies for a variety of reasons. The project involves the Council leasing properties to Action who offer tenancies with support to enable people to become “tenancy ready”. The property with tenant in situ is handed back to the council as a secure tenant. The STP project has also been rolled out in North East Derbyshire where properties have been procured from the private rented sector. There are currently

County Wide Rough Sleeper Outreach: A team of 5 rough sleeper outreach workers covering the Derbyshire County area. Funding was secured from MHCLG to establish the service which will target hot spot areas to reduce rough sleeping. P3 have been awarded the contract to provide this much needed service. P3 are experts in the field. The outreach team will provide a high level of intervention and engagement to the rough sleeping population that will lead to more people being taken off the street.

Rough Sleeper Co-ordinators: Consists of a team of 2 specialist strategic co-ordinators covering Derbyshire County as a whole. They are funded via the Rapid Rehousing Pathway Fund and aim to carry out a review and gap analysis of service across the County. One of the co-ordinators is based within the Homeless Prevention team at Chesterfield Borough Council.

Call B4 You Serve: A unique and innovative service designed with landlords in mind to prevent homelessness and increase housing supply in the private rented sector. Delivered by DASH Services, Call B4 You Serve provides a support, problem solving and advice service for landlords who are considering giving notice to their

tenants. The philosophy of the service is to solve issues including debt and rent arrears without a notice being served. The service currently spans 16 local authority areas and is set to expand even further. The service also acts as an informal PRS lettings service and procurement vehicle. Strong links and partnerships have been forged with landlords and letting agencies across Derbyshire and this has increased the supply of accommodation for people that need it. For those who are considering giving up being a landlord or looking to sell properties the service can connect landlords with supported housing providers who will lease properties to rent as supported accommodation. This in turn increases housing supply in the homeless sector. Significantly, this service has a role in preventing rough sleeping. The project has established a strong partnership with the Chesterfield Job Centre Plus team. Here, work coaches who identify clients at risk of homelessness from private rented accommodation contact CB4YS for intervention. Likewise, landlords who make contact with the Job Centre with Universal Credit housing element queries are directed to CB4YS.

Derbyshire Law Centre PRS Prevention Service: Funded via a successful bid to the PRS Access Fund the service compliments Call B4 You Serve by offering support for tenants renting privately who are experiencing difficulties with the tenancy. A team of three prevention workers based across Derbyshire & Chesterfield providing support and practical solutions to reduce homelessness from the private rented sector.

National Rough Sleeping Strategy

The government published its national rough sleeper strategy in August 2018. The Councils decided to produce a Rough Sleeping Strategy as a supplemental document alongside the existing joint Homelessness Strategy 2016-2021. This was in response to the national strategy being published and to ensure that this strategy reflected and responded to the national approach. The national strategy includes the targets to halve rough sleeper numbers (from the 2017 baseline) by 2022 and to end rough sleeping by 2027. The national strategy is rooted in three 'pillars':

- To **prevent** new people from starting to sleep rough
- To **intervene** rapidly when people start to sleep rough to help them off the street

- To promote a person's **recovery** once they are off the street to build positive lives and don't return to rough sleeping

This North Derbyshire Rough Sleeper Strategy will therefore be based upon the same **three 'pillars' of prevention, intervention and recovery**.

The national strategy emphasises the importance of local authorities forging strong partnerships with other public services, the third sector, the business sector, community groups, the general public, people with lived experience of rough sleeping and current rough sleepers to tackle rough sleeping. Strong partnerships will be the basis of everything we do in North Derbyshire.

The national strategy highlights the importance of the role of health services in tackling rough sleeping because of the high proportion of rough sleepers who suffer from mental ill-health, physical ill-health and addiction issues, the challenges rough sleepers face in accessing mainstream health services and the adverse health outcomes of sleeping rough including reduced life expectancy. This strategy will set out the our plans to promote the importance of health interventions in tackling rough sleeping and demonstrate the importance of developing recovery pathways rather than solely housing pathways.

Government Funding

The government announced a funding pot of £30m for 2018/19 via the Rapid Rehousing Pathway and Rough Sleeper Initiative Funds. Joint applications were submitted on behalf of all housing authorities in Derbyshire and we were successful in acquiring funding totaling just over £408,000.

The government has announced an equivalent funding pot of £45m for 2019/20 and we will be expected to bid for a share of the funding. It is likely that there will be competition for this money and that preference will be given to the authorities with the highest number of rough sleepers and those who have made a commitment to deliver the most significant reduction in numbers.

The national rough sleeping strategy refers to a number of funding pots that could be available to tackle rough sleeping and we will

make sure that we submit bids, as appropriate, for available funds.

Health and Rough Sleeping

The national strategy on rough sleeping emphasises the importance of health services in tackling rough sleeping. This principle very much applies in North Derbyshire given the number of rough sleepers who suffer from acute mental ill-health, physical ill-health and addiction issues. These support needs lead to people starting, staying and going back to rough sleeping. All of these challenges have been exacerbated by the rise in the use of substances such as Spice/Mamba.

There are some key structural actions and ambitions, which are recommendations in the national strategy, to promote joint working:

- The Derbyshire Health and Housing Systems Group leading on the development of a county wide Rough Sleeping strategy to make the health needs of rough sleepers a strategic priority.
- A review of every death of a person known to sleep rough to be carried out, ideally by the Adult Safeguarding Board, to look at opportunities for improved working including between health and housing services.

We would like to bring health services directly to rough sleepers on the street: '**Street Medicine**'. Having mental health professionals and addiction support workers, attached to the Street Outreach Service/wider Street Support Service, is one of our commitments to explore and develop where possible. The aim being for mental health/addiction support workers delivering support on the street and helping people access mainstream health services thereafter.

Primary Health Care is another commitment of this strategy to explore the commissioning of specialist rough sleeper General Practitioners. Whilst we acknowledge that this is an extremely ambitious commitment, we firmly believe that this would be an essential service for rough sleepers.

'Street Medicine' and Primary Health Care should include community or street based prescribing including detox from substances such as Spice. We are looking at how this successfully works in other areas such as Worksop. It will rely on the Street Outreach Service and Clinical Commissioning Groups working in

partnership.

We need to look at how health services can promote recovery and help keep people off the street. A key service will be the Community Mental Health services that will provide people with support to come off/stay off the street and also help people access wider health services.

North Derbyshire Homelessness Forum: Re-established in 2017 the homeless forum now plays a pivotal role in bringing together services and organisations from across multiple sectors to network, share information, learn about new legislation and form partnerships to reduce and prevent homelessness. From 2020 we will be holding forum on a quarterly basis to serve demand. Over the last few years we have used the forum as a primary vehicle for consultation. The single persons' pathway took shape via the forum from the feedback and advice given by attendees and over the course of 2020 and 2021 it will help us to deliver the rough sleeper action plan and the next homelessness & rough sleeping strategy.

Community Groups

There are a number of community-based groups that are active in trying to help rough sleepers in the area. Some of the groups provide outreach services and others focus on trying to keep people as safe as possible on the street (provision of food/clothes/bedding/tents). Some groups pro-actively engage with the Council whilst others do not. The strategy recognises the positive role that community groups can play and statutory services want to positively engage with all the community groups. We recognise that some rough sleepers, who have had negative experience of statutory services, might prefer to engage with the community groups more than the council. Engagement with these important services will be driven the homelessness forum and through our continued commitment to reach out to as many services as possible. One of the areas for engagement we want to take forward with community groups is the role they can play in supporting people in their tenancies and tackling community isolation/loneliness under the banner of promoting recovery.

Engagement with the General Public

Most local authorities have developed communication plans around

rough sleeping, begging and street based living that have been somewhat negative in the messages conveyed. For example, discouraging people from giving to people on the street because it sustains rough sleeping and substance misuse that could lead to more harm. Overwhelmingly such communication approaches have been negatively received by the public.

The strategy recognises that telling people not to do something, when they meet a person who is in need, is the wrong approach to take. Rather we need to do more about highlighting the positive things that services do and the positive ways that people can help. One of the best ways we can do this is to give an increased voice to people with lived experience who have come off the street so that they can tell their story on what worked for them.

'Pillars' of Rough Sleeping

Prevention – One of the key actions is to better understand the trigger points (such as leaving prison/falling into rent arrears) that lead to rough sleeping and to put in place timely interventions to prevent rough sleeping thereafter. A key part of this work will be the **'duty to refer'** on all public bodies, that came into force on 1 October 2018, to refer people who are homeless/threatened with homelessness to the housing authority for assistance. We need to develop comparable information sharing arrangements with housing associations and third sector partners.

Intervention – The intervention pillar is about rapid action to help people get off the street as quickly as possible. We believe that the need is more complex than this with services often having to engage with people on multiple occasions before they decide they are ready to accept help. Therefore we need to ensure that, when this window of opportunity arises, we are ready to put in place housing and support options on an immediate basis. It may well be that people need to receive health related services before they are willing to engage on housing options. The offer of health care/other support may well build up trust with the person so that they are more willing to engage on the offer of housing. It may also be that the person is willing to engage with a specific service, including community groups, and therefore this service should take the lead on offering help.

Appendix A	
Table of Commitments.	
Prevention:	
1.	Improve data intelligence base/profile of people sleeping rough in North Derbyshire
2.	Explore early interventions such as education in schools
3.	Provide a programme of training to ensure all public bodies understand the 'duty to refer' in respect of rough sleeping
4.	Request that the Clinical Commissioning Group and Health & Wellbeing Boards make the health needs of rough sleepers a strategic priority
5.	Strategic co-ordination of funding applications to include Rough Sleeper Initiative, Cold Weather Fund and any other available funding under national Rough Sleeper Strategy
6.	Better understanding of how to help people with no recourse to public funds coming out of hospital/prisons

Recovery – the conventional model of tenancy sustainment (housing related support/help with property furnishing) is, whilst important, not going to be enough to promote recovery and keep people from returning to the street. Discussions with people with lived experience of rough sleeping has highlighted that isolation, loneliness, boredom and inactivity are reasons why people leave their tenancies and gravitate back to the street. We need, under the banner of recovery, to put in place a package of measures to help build their lives in their new homes.

We need to come up with a package of measures that the Council can cover the cost of that help former rough sleepers stay in their new homes.

Targets

Our main target is in keeping with the National objective which is:

Halve the number of people sleeping rough by 2022

To have no people sleeping rough by 2027.

Our Table of Commitments:

7.	Develop a range of Move on options including PRS accommodation.
8.	Strategic co-ordination and increase in provision of appropriate supported accommodation options
9.	Develop provision of 24/7 supported accommodation.
10.	Look at positive ways of engaging and communicating with the general public about helping rough sleepers
11.	Build in-reach services with hospitals/prisons to ensure no one is discharged to the street
12.	Review and update hospital discharge policies.
13.	Ensure provision of services for priority groups including Veterans, LGBT+, BAME, same sex couples and families, DV, MH and physical disabilities, care leavers, ex-offenders, Gypsy and Travellers
14.	Build working relationships with the DWP including 'Homeless Champions' in every Job Centre Plus
15.	Ensure we offer the right services to people who have been victims of trafficking or modern slavery
Intervention:	
16.	Increase and expand the provision of local outreach work to include quick intervention to prevent people from becoming entrenched
17.	Develop a 'Street Medicine' model including community prescription
18.	Improve access to emergency accommodation including crash pads
19.	Future commitment to the provision of a winter nightshelter including integration of health services into the services offered.
20.	Explore provision of storage facilities for rough sleeper's possessions.
Recovery:	
21.	Work with partners to build a programme of recovery options to help people stay off the street
22.	Work with partners to develop a needle exchange
23.	Explore provision of specialist mental health support from within housing options services.
24.	Develop provision of intense support for individuals with high level and multiple needs
25.	Implement a panel cross sector panel of experts for individuals with high level and multiple needs.
26.	Engage with Chesterfield Royal Hospital NHS Foundation Trust

Chesterfield Borough Council Priorities:

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23.	Explore provision of specialist mental health support from within housing options services.
25.	Implement a panel cross sector panel of experts for individuals with high level and multiple needs.

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Chesterfield Borough Council Equality Impact Assessment - Full Assessment Form

<i>Title of the policy, project, service, function or strategy:</i>	North Derbyshire Rough Sleeper Strategy	
<i>Service Area:</i>	Housing	
<i>Section:</i>	Housing Options/Homelessness	
<i>Lead Officer:</i>	Carl Griffiths	
<i>Date of assessment:</i>	02/20	
<i>Is the policy, project, service, function or strategy:</i>		
<i>Existing</i>	<input type="checkbox"/>	
<i>Changed</i>	<input type="checkbox"/>	
<i>New / Proposed</i>	<input checked="" type="checkbox"/>	

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Section 1 – Clear aims and objectives

1. What is the aim of the policy, project, service, function or strategy?

The Strategy provides a framework and direction for the Council, with partners and stakeholders to ensure that it meets its statutory duties in relation to homelessness people and people sleeping rough, and that appropriate support and accommodation services are delivered in Chesterfield.

2. Who is intended to benefit from the policy and how?

People facing homelessness or sleeping rough are the main beneficiaries of the activity contained within the strategy. It will achieve this by co-ordinating partnership working to tackle the issues encountered by this client group whilst also providing a corporate priority and targets.

3. What outcomes do you want to achieve?

1. Halve the number of people sleeping rough in the area by 2022. Aim = 9
2. To have no people sleeping rough by 2027.

4. What barriers exist for both the Council and the groups/people with protected characteristics to enable these outcomes to be achieved?

Limited funding available to meet the needs of this complex client group.
Limited housing solutions i.e. supported accommodation/mental health support
Provision of healthcare and recovery solutions is difficult to access at times.
Willingness of the target client group to engage with services and support.

5. Any other relevant background information

This strategy meets with Government requirement to have a local rough sleeper strategy.

Section 2 – Collecting your information

6. What existing data sources do you have to assess the impact of the policy, project, service, function or strategy?

Homelessness data
Health England Data
North Derbyshire Homelessness forum

Section 3 – Additional engagement activities

7. Please list any additional engagement activities undertaken when developing the proposal and completing this EIA. Have those who are anticipated to be affected by the policy been consulted with?

Date	Activity	Main findings
23/01/20	North Derbyshire Homelessness Forum	The forum is attended by a range of specialist services and agencies that provide assistance to rough sleepers. This has

		ensured that all relevant information has been considered alongside national data and best practice.

Section 4 – What is the impact?

8. Summary of anticipated impacts. *Please tick at least one option per protected characteristic. Think about barriers people may experience in accessing services, how the policy is likely to affect the promotion of equality, knowledge of customer experiences to date. You may need to think about sub-groups within categories eg. older people, younger people, people with hearing impairment etc.*

	Positive impact	Negative impact	No disproportionate impact
Age	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disability and long term conditions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gender and gender reassignment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Marriage and civil partnership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pregnant women and people on parental leave	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sexual orientation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ethnicity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Religion and belief	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

9. Details of anticipated positive impacts.

a)	The table of commitments has identified a range of minority groups to ensure that ALL members of society that are in need of assistance set out in the strategy can access the same. Specific mention has been made to the LGBT+, BAME and mental health but the strategy ensures services are accessible to everybody in need.							
	<input checked="" type="checkbox"/> Age	<input checked="" type="checkbox"/> Disability	<input checked="" type="checkbox"/> Gender	<input type="checkbox"/> Marriage	<input type="checkbox"/> Pregnancy	<input checked="" type="checkbox"/> Sexual orientation	<input checked="" type="checkbox"/> Ethnicity	<input type="checkbox"/> Religion

10. Details of anticipated negative impacts.

a)	<i>Negative impact:</i>	None.						
	<i>Mitigating action:</i>							
	<input type="checkbox"/> Age <input type="checkbox"/> Disability <input type="checkbox"/> Gender <input type="checkbox"/> Marriage <input type="checkbox"/> Pregnancy <input type="checkbox"/> Sexual orientation <input type="checkbox"/> Ethnicity <input type="checkbox"/> Religion							

11. Have all negative impacts identified in the table above been mitigated against with appropriate action?

<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	<i>If no, please explain why:</i>
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Section 5 – Recommendations and monitoring

12. How has the EIA helped to shape the policy, project, service, function or strategy or affected the recommendation or decision?

The table of commitments has identified a range of minority groups to ensure that ALL members of society that are in need of assistance set out in the strategy can access the same. Specific mention has been made to the LGBT+, BAME and mental health but the strategy ensures services are accessible to everybody in need,

13. How are you going to monitor the policy, project, service, function or strategy, how often and who will be responsible?

The North Derbyshire Homelessness forum is the strategy steering group for monitoring the strategy and associated activity. Individual partners/stakeholders are responsible for the delivery of some specific actions but this will continue to be monitored via the forum.

Section 6 – Knowledge management and publication

Please note the draft EIA should be reviewed by the appropriate Service Manager and the Policy Service **before** WBR, Lead Member, Cabinet, Council reports are produced.

Reviewed by Head of Service/Service Manager	Name:	Carl Griffiths
	Date:	12.02.20
Reviewed by Policy Service	Name:	Katy Marshall
	Date:	18.02.20
Final version of the EIA sent to Policy Service	<input type="checkbox"/>	
Decision information sent to Policy Service	<input type="checkbox"/>	

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