

Scrutiny Committee

3 September 2018

Time and venue:

6.00 pm in the Court Room at Eastbourne Town Hall, Grove Road, BN21 4UG

Membership:

**Councillor Penny di Cara (Chair); Councillors Dean Sabri (Deputy-Chair)
Colin Belsey, Md. Harun Miah, Jim Murray, Pat Rodohan, Robert Smart and
Steve Wallis**

Quorum: 2

Published: Thursday 23 August 2018

Agenda

- 1 Minutes of the meeting held on 11 June 2018 (Pages 1 - 6)**
- 2 Apologies for absence**
- 3 Declarations of Disclosable Pecuniary Interests (DPIs) by members as required under Section 31 of the Localism Act and of other interests as required by the Code of Conduct**
- 4 Questions by members of the public**

On matters not already included on the agenda and for which prior written notice has been given (total time allowed 15 minutes).
- 5 Urgent items of business**

The Chair to notify the Committee of any items of urgent business to be added to the agenda.
- 6 Right to address the meeting/order of business**

The Chairman to report any requests received to address the Committee from a member of the public or from a Councillor in respect of an item listed below and to invite the Committee to consider taking such items at the commencement of the meeting.
- 7 Sickness**

Verbal report of Assistant Director for Human Resources and Transformation.

8 Corporate Performance Report - Quarter 1 (Pages 7 - 30)

Report of Deputy Chief Executive.
The Financial Performance section of this report will be to follow.

9 Safeguarding Policy and Update (Pages 31 - 78)

Report of Strategy and Commissioning Lead for Community Partnerships.

10 Scrutiny Annual Work Programme 2018/2019 (Pages 79 - 86)

Report of Assistant Director of Legal and Democratic Services.

11 Forward Plan of Decisions (Pages 87 - 106)

To receive the Forward Plan of the Council.

12 Date of the next meeting

To note that the next meeting of the Scrutiny Committee is scheduled to be held on 3 December 2018 in the Court Room, Eastbourne Town Hall, BN21 4UG commencing at 6:00pm.

Information for the public

Accessibility: Please note that the venue for this meeting is wheelchair accessible and has an induction loop to help people who are hearing impaired. This agenda and accompanying reports are published on the Council's website in PDF format which means you can use the "read out loud" facility of Adobe Acrobat Reader.

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Public participation: Please contact Democratic Services (see end of agenda) for the relevant deadlines for registering to speak on a matter which is listed on the agenda if applicable.

Information for councillors

Disclosure of interests: Members should declare their interest in a matter at the beginning of the meeting.

In the case of a disclosable pecuniary interest (DPI), if the interest is not registered (nor the subject of a pending notification) details of the nature of the interest must be reported to the meeting by the member and subsequently notified in writing to the Monitoring Officer within 28 days.

If a member has a DPI or other prejudicial interest he/she must leave the room when the matter is being considered (unless he/she has obtained a dispensation).

Councillor right of address: Councillors wishing to address the meeting who are not members of the committee must notify the Chairman and Democratic Services in advance (and no later than immediately prior to the start of the meeting).

Democratic Services

For any further queries regarding this agenda or notification of apologies please contact Democratic Services.

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Scrutiny Committee

Minutes of meeting held in Court Room at Eastbourne Town Hall, Grove Road, BN21 4UG on 11 June 2018 at 6.00 pm

Present:-

Councillor Penny di Cara (Chair)

Councillors Colin Belsey, Jim Murray, Pat Rodohan, Robert Smart, Steve Wallis and Janet Coles (Reserve) (as substitute for Dean Sabri)

Officers in Attendance:

Peter Finnis (Assistant Director of Corporate Governance), Jessica Haines (Head of Commercial Business), Jo Harper (Head of Business Planning and Performance) and Millie McDevitt (Performance and Programmes Lead), Jane Goodall (Strategy and Partnership Lead) and Jazmin Victory (Scrutiny Officer)

1 Minutes of the meeting held on 5 February 2018

The minutes of the meeting held on 5 February 2018 were submitted and approved, and the Chairman was authorised to sign them as a correct record.

Members raised that, subject to the minutes of the last meeting, they still had not received the following information:

- A staff organigram; and
- A list of asset acquisitions showing their capital costs and revenue generated/expected.

Officers responded that the organigram was available on the Council Hub and a link to it would be circulated to members. On the acquisitions list, officers undertook to follow this up and arrange for it to be circulated to members.

2 Apologies for absence/Declaration of Substitute Member.

Apologies for absence had been received from Councillors D Sabri and H Miah.

Councillor J Coles declared that she was acting as substitute for Councillor D Sabri for the duration of the meeting.

3 Declarations of Disclosable Pecuniary Interests (DPIs) by members as required under Section 31 of the Localism Act and of other interests as required by the Code of Conduct.

There were none.

4 Questions by members of the public.

There were none.

5 Urgent items of business.

There were none.

6 Right to address the meeting/order of business.

There were none.

7 Equality Monitoring Policy

The committee noted the report of the Strategy and Partnerships Lead (Thriving Communities) and the Policy and Engagement Coordinator. The report asked the committee to consider and endorse the proposed Equality Monitoring Policy and make any relevant recommendations in relation to these for Cabinet to consider when it meets on 11 July 2018.

Officers informed members that the following two recommendations had been put forward by the Equality and Fairness Stakeholder forum (our external reference group):

- That 'other' be added as an additional gender option.
- That 'other' be added as an additional sexual orientation option.

Members enquired about the anticipated costs of implementing and managing the requirements of the new Joint Equality Monitoring Policy. Officers responded that they were unable to provide an estimate as each Head of Service had to observe their areas and consider the benefit of collecting data versus the cost of officer time. Members were assured however that any costs accrued would be reasonable and proportionate.

Members were informed that the collection of data would only be when there was already contact with the customer. Responding to the monitoring questions would not be compulsory, nor would customers be penalised should they choose to respond or not.

Members enquired where the information would be stored to ensure that it remained confidential. Officers responded that it would be held in a back office system and access would be strictly restricted.

Resolved:

That the Scrutiny Committee endorse the proposed Equality Monitoring Policy for Cabinet to consider.

Reason:

An Equality Monitoring Policy is required to ensure the Council meets its legal duties under Equality Act 2010 and collects the information required to fulfil its Public Sector Equality Duty (PSED) whilst complying with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018.

8 Health & Housing in East Sussex

The committee received a presentation by the Head of Commercial Business, pursuant to a resolution of the Scrutiny Committee meeting held on 5 February 2018.

The presentation outlined:

- The key principles and priorities of the Council regarding Health and Social Care;
- Changes in demographic and NHS impact on public purse;
- The complexity of Health and Social Care in the South East and the preventative care available before bedded care; and
- The strategic priorities for all Partners.

Members were informed that the new Health and Social Coordinator role had been in place for one year, and the introduction of the role had enabled the Council to focus on offering alternative options before bedded care. The role had also been researching disabled facilities grant access.

Members requested information specifically regarding Eastbourne Borough Council's responsibility for Health and Housing. Officers responded that the statutory responsibility sits with East Sussex County Council and the NHS. As a Planning and Housing authority, Eastbourne Borough Council would continue to work closely and support its partners and it was important to understand the role of the Council within the wider context of other agencies.

Members thanked the Head of Commercial Business for an informative presentation.

Resolved:

That the Scrutiny Committee note the presentation.

Reason:

To comply with the minutes of the Scrutiny Committee meeting on 5 February 2018, that the relevant officer prepare a presentation with more information regarding Health and Housing in East Sussex.

9 Corporate Performance Quarter 4 2017/18

The committee considered the report of the Deputy Chief Executive regarding Quarter 4 2017/18 performance against the Corporate Plan priority actions, performance indicators and targets.

Key discussions and officer actions arising from the report were detailed below.

Tourism - members commented that the figures presented in the report were from 2016. It was explained that the data comes from the Cambridge Model, a respected and widely used tourism report which draws on a complex and wide-ranging dataset. Members asked if the report containing the data could be circulated to members.

Devonshire Park - members requested that an update be circulated by the Project Lead regarding the anticipated completion dates for each of the component sections of the Devonshire Quarter project.

Conservation area appraisals - members requested that the Conservation Officer circulates a list of when appraisals were last done for the various conservation areas before the next meeting of the committee.

Parks and open spaces - members queried the length of time for the ongoing signage project. It was however noted that signage for Children's Play areas had recently been completed to ensure that all signs included the postcode and an emergency telephone number.

Clear Futures - members requested that a relevant officer attend the next meeting of the committee to provide more information on the Clear Futures programme of work and specifically what was meant by 'local energy'.

Garden Waste Recycling – members questioned whether the unregistered bins were an indication that households were disposing of their garden waste in other ways. A view was also expressed that it was important to monitor whether the new charged service for garden waste would start to have a negative impact on recycling rates. Officers responded that the garden waste charged service was optional which was why some bins were not registered. Alternative disposal options were available such as composting.

Disabled Facilities Grant - members requested that both the original performance indicator as well as the new performance indicator be presented to future meetings. Officers responded that they would investigate, but assured members that the Council would continue to put pressure on partners to improve the application waiting time.

Homelessness – officers noted members' comments that homelessness figures should include numbers of people rough sleeping to give a complete picture.

Contact Centre – members commented on the importance of the wellbeing of the contact centre staff, especially considering the 7 vacancies in the department. Officers responded that the Assistant Director of Human Resources and Transformation had recently spent days shadowing the team and their wellbeing was an ongoing priority.

Council Tax Collection Rates – members requested more information regarding how many people paid their Council Tax by Direct Debit.

Community Lottery – members enquired about the total revenue obtained from the new Lottery so far. Officers took note and would look into this.

Sickness – members were unsatisfied with the 2018/19 proposed target of 9 days. They requested that the Assistant Director of Human Resources and Transformation be invited to the next meeting of the committee to provide absence reasons for 2017/18, a breakdown of absence by department and a further discussion on the 2018/19 proposed target.

Resolved:

That the Scrutiny Committee note the achievements and progress against Corporate Plan priorities for 2017/18, as set out in this report.

Reason:

To demonstrate the discharge of the Scrutiny Committee function to monitor all aspects of performance management activities, as required by Part 3 section 2.2 (7) of the Constitution of the Council.

10 Corporate Plan 2016 - 2020

Members received the report of the Director of Regeneration and Planning which set out the results of a review and refresh which had been undertaken of the Council's four year plan (2016 – 2020) at the end of the second year. Members noted the design changes of the Corporate Plan and its new focus on key content and outcomes.

Resolved:

1. That the Scrutiny Committee recommend to the Cabinet member for Place Services to include improving Air Quality in his Quality Environment Vision.
2. That the Scrutiny Committee noted the progress made in the second year of delivery of the Corporate plan; and
3. That the Scrutiny Committee noted the design changes to the Corporate Plan.

Reason:

During the period of a four year Corporate Plan, adjustments and refinements may need to be made to respond to changed circumstances and emerging opportunities. In acknowledgement of this, an annual review and refresh is a helpful way of ensuring that the Plan remains focused on delivery of the organisations overall strategic objectives.

The meeting ended at 8.30 pm

Councillor Penny di Cara (Chair)

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Report to:	Scrutiny
Date:	3 September 2018
Title:	Corporate Performance Q1 2018/19
Report of:	Deputy Chief Executive Director of Strategy, Planning and Regeneration
Cabinet member:	Councillor Colin Swansborough
Ward(s):	All
Purpose of report:	To update Members on the Council's performance against Corporate Plan priority actions, performance indicators and targets over Q1 2018/19 period
Decision type:	Non Key
Officer recommendation(s):	(1) Consider progress and performance for Q1 (2) Consider whether there are any particular aspects of Council progress or performance that it wishes to comment upon or consider further as part of it's work programme in 2018/19.
Reasons for recommendations:	To enable Scrutiny and Cabinet to consider specific aspects of the Council's progress and performance
Contact Officer(s):	Name: Jo Harper Post title: Head of Business Strategy and Performance E-mail: jo.harper@lewes-eastbourne.gov.uk Telephone number: 01273 085049 Name: Millie McDevitt Post title: Performance and Programmes Lead E-mail: millie.mcdevitt@lewes-eastbourne.gov.uk Telephone number: 01273 085637/01323 415637

1 Introduction

- 1.1 The performance of the Council is of interest to the whole community. People expect high quality and good value for money services. Performance monitoring, and a strong performance culture helps us to ensure we continue to deliver excellent services and projects to our communities in line with planned targets.





- 1.2 This report sets out the Council's performance against its targets and projects for the first quarter of 2018/19 (April to June 2018).
- 1.3 The Council has an annual cycle for the preparation, delivery and monitoring of its corporate and service plans. This cycle enables us regularly to review the Council's work, and the targets it sets for performance, to ensure these continue to reflect customer needs and Council aspirations.

2 Themes and Priority Visions

- 2.1 The Corporate Plan was developed with four themes to focus delivery of improvement activity for the borough. Each of these themes had its own priority vision for how the authority and its stakeholders wanted Eastbourne to develop. Performance is measured against these themes and objectives.

3 2018/19 Q1 Performance Overview

- 3.1 Appendix 1 provides detailed information on progress and performance for Members' consideration, clearly setting out where performance and projects are 'on track/on target' and where there are areas of under-performance/concern. Where performance or projects have not achieved target, an explanation is provided, together with a summary of the management action that has been taken to address this. The Appendix is structured around the key Theme areas.
- 3.2 The Council uses a Project and Performance Management System (Pentana - formerly known as Covalent) to record, monitor and report progress and performance. The system uses the following symbols to indicate the current status of projects and performance targets:

	<ul style="list-style-type: none"> Performance that is at or above target Project is on track
	<ul style="list-style-type: none"> Performance that is slightly below target but is within an agreed (usually +/- 5%) tolerance Projects where there are issues causing significant delay, changes to planned activities, scale, cost pressures or risks
	<ul style="list-style-type: none"> Performance that is below target Projects that are not expected to be completed in time or within requirements
	Project has completed, been discontinued or is on hold

4 Annual Summary of Scrutiny 2017/18

2017/18 was once again a productive year for the Eastbourne Scrutiny Committee. The Council's performance was reviewed on a quarterly basis ahead of Cabinet, and this has been helpful in providing members with early information about any performance issues/concerns, as well as assuring members that such issues are being addressed by robust management actions. Performance and budget monitoring remains an integral part of the work of the Scrutiny Committee, and along with a thorough assessment of the Council's

performance every quarter, the Scrutiny Committee has also given consideration to various other issues as part of its overview and scrutiny function. These have included:

- Scrutiny of the methodology and outcome of a Maternity Survey which had been sent to all mothers who registered births across East Sussex in 2016
- Scrutiny of the Annual Eastbourne Borough Community Safety Partnership Report
- Scrutiny of the Council's HRA Revenue Budget, Rent Setting and HRA Capital Programme
- Scrutiny of the Council's General Revenue Budget and Capital Programme
- Scrutiny of the Annual Equalities Report and Action Plan
- Scrutiny of the Community Grants Programme – Small Grants
- Participation in a finance seminar which explained business rate retention systems.

The Scrutiny Committee continued to consider significant issues within the community and engaged external witnesses. The Committee were pleased to welcome the following representatives to their meetings:

- Honorary Freeman Liz Walke, the Council's Hospital Champion
- Mr Jon Wheeler, Team Manager of Strategic Economic Infrastructure, East Sussex County Council.

During 2017/2018, the following Task Group was established to scrutinise particular aspects of the Council's work:

- Establishment of a scrutiny review task group to understand the planning policy considerations of the Sovereign Centre site and consider the preferred options for the site. This review is currently underway and will report back to the Committee in February 2019.

Members also received the Final Report of the A27 Task Group to note its dissolution.

5 Summary of Progress and Performance – Q1 2018/19

5.1 Prosperous Economy

Achievements

- The town centre vacancy rate performed well against the quarterly target with an annual average rate of 5.51%. This compared very favourably against the national rate of 9.2%.
- There was an increase in the numbers of bandstand patrons due to the hard work of the team and the growth in the membership scheme together with sustained good weather during Q1.
- The extension to the Arndale Centre (named The Beacon) has continued to progress well the front two units handed over to Next and H&M as scheduled. Fit outs are underway due for opening in September 2018.
- Wish Tower Restaurant planning application has been submitted and the site

set up arrangements established. Demolition of Western View has taken place.

Issues / missed targets

- Devonshire Park is rated amber due to the scale and complexity of the programme which gives rise to issues during the delivery of the project.

5.2 Quality Environment

Achievements

- The percentage of major planning application processed within 13 weeks was above target with all applications processed within 13 weeks in Q1.
- Eastbourne Parks: Designs and procurement of the interpretation board have been approved and boards are in production to be installed by the end of Q2.

Issues

- Minor planning applications and other planning applications narrowly missed their targets and caseworkers have been advised to pay particular attention to this cohort of applications going forward. Through regular case conferencing and Extensions of Time agreements then the PIs should be back on track in the coming months.

5.3 Thriving Communities

Achievements

- Satisfaction with housing services is 86% against a target of 75% for Q1.
- Rent arrears are 2.68% against a target of 3% for Q1.
- There were 592 new sign ups to the Council's social media channels against a target of 150 for Q1.
- Eastbourne is ranked 2nd lowest for crimes per 1000 population this quarter.

Current issues

- The average days to process new claims and average days to process changes exceeded target this quarter. The activity involved in the transition of the benefits service to the new ways of working which was completed in early June, coupled with several new starters led to a dip in performance in Q1. Performance is expected to improve in the next quarter.
- There are 153 households living in emergency accommodation against a target of 80. Resources from across the organisation have been re-prioritised to a new Homelessness Pressures Project which has been set up to help address this issue.
- Call rates (answering times and abandoned calls) has dropped in Q1. New staff and implementing new ways of working together with the transition of Revenues and Benefits which produced an additional 7000 calls have contributed to the low performance this quarter. Queue busting continues to assist with the answering times and a recruitment drive has been completed with 8 preferred candidates being offered roles.
- The new project to Co-Locate OTs has commenced with recruitment in September 2018. Performance of DFGs is expected to improve significantly

once the OT's are in place.

5.4 Sustainable Performance

Achievements

Achievements

- Sickness absence has improved this quarter with the average working days 1.62 days against a target of 2.25 days.

Current Issues

- Council tax collected and business rates collected performance was done this quarter due to the transition of the Revenues and Benefits team. Performance is expected to return to projected levels next quarter.

6 Community Ward Projects - Devolved Budget

- 6.1 The last section of Appendix 1 details the current Devolved Budget spend by ward and the projects that have been supported through this scheme.

Each ward has a total of £10,000 available to spend each year on schemes requested by the local community.

7 Financial appraisal

- 7.1 Project and performance monitoring and reporting arrangements are contained within existing estimates. Corporate performance information should also be considered alongside the Council's financial update reports (also reported to Cabinet each quarter) as there is a clear link between performance and budgets/resources.

8 Legal implications

- 8.1 Comment from the Legal Services Team is not necessary for this routine monitoring report.

9 Risk management implications

- 9.1 It is important that corporate performance is monitored regularly otherwise there is a risk that reductions in service levels, or projects falling behind schedule, are not addressed in a timely way.

10 Equality analysis

- 10.1 The equality implications of individual decisions relating to the projects/services covered in this report are addressed within other relevant Council reports or as part of programmed equality analysis. The equality implications of projects that

form part of the Joint Transformation Programme are addressed through separate Equality and Fairness assessments.

11 Appendices

- Appendix 1 – Corporate Performance Report Q1 2018/19

12 Background papers

The background papers used in compiling this report were as follows:

[Council Plan 2016 to 2020](#)

Appendix 1

Eastbourne Borough Council Corporate Performance Report Q1 2018-19

1. Prosperous Economy

- 1.1 Prosperous Economy Key Performance Indicators
- 1.2 Prosperous Economy Projects & Programmes

2. Quality Environment

- 2.1 Quality Environment Key Performance Indicators
- 2.2 Quality Environment Projects & Programmes









3. Thriving Communities

- 3.1 Thriving Communities Key Performance Indicators
- 3.2 Thriving Communities Projects & Programmes

4. Sustainable Performance

- 4.1 Sustainable Performance Key Performance Indicators
- 4.2 Sustainable Performance Projects & Programmes


Community Projects – Devolved Ward Budgets Q1

Key			
	Performance that is at or above target Project is on track		Performance that is below target Projects that are not expected to be completed in time or within requirements
	Project has been completed, been discontinued or is on hold		Performance that is slightly below target but is within an acceptable tolerance Projects : where there are issues causing significant delay, changes to planned activities, scale, cost pressures or risks
	Direction of travel on performance indicator : improving performance		Direction of travel on performance indicator : declining performance
	Direction of travel on performance indicator : no change		Data with no performance target

1. Prosperous Economy


1.1 Prosperous Economy Key Performance Indicators

Investing in housing and economic development


KPI Description	Annual Target 2018/19	Q1 2018/19			Latest Note
		Q1 target	Value	Status	
Increase the number of affordable homes delivered (gross)	30	0	0		<p>There were no homes delivered in Quarter One as expected. The target for this PI has been profiled through the year. All milestones have been met so far.</p> <p>The current affordable housing pipeline which is expected to be started in 2018/19 consists of the following sites: 12 homes at Northbourne Road 9 homes at 183 Langney Road 7 homes at Fort Lane</p> <p>Northbourne Road is under construction and the other sites are being prepared for commencement.</p> <p>The garage site redevelopment programme has started with an aim of constructing 29 affordable homes. 13 homes received planning permission recently with others due before planning committee shortly.</p>

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Providing opportunities for businesses to grow and invest





KPI Description	Annual Target 2018/19	Q1 2018/19			Latest Note
		Q1 target	Value	Status	
Town centre vacant retail business space	7.1%	7.1%	5.51%		The first quarter's vacancy rate improved slightly from 5.67% to 5.51% whilst as at March 2018, the national rate reported by Springboard increased from 8.9% to 9.2%.


A great destination for tourism, arts, heritage and culture

KPI Description	Annual Target 2018/19	Q1 2018/19			Latest Note
		Q1 target	Value	Status	
Increase numbers of bandstand patrons	38,000	8,000	18,446		Attendance at the Bandstand benefitted from the sustained good weather during Quarter One. Performance had increased by 15% prior to this which is attributable to the hard work of the team and the growth of the membership scheme.

1.2 Prosperous Economy Projects & Programmes

Supporting investment in infrastructure




Project / Initiative	Description	Target completion	Status	Update
Town Centre Public Realm Improvements	Significant improvements to the pedestrian environment in Terminus Road and Cornfield Road to be delivered alongside the extension to the Arndale. Joint Partnership Project with ESCC.	Q4 2019		We recognise the nature and scale of this work is having an impact on the town but the project is progressing well. ESCC/Mildren encountered problems with underground pipes and cables throughout Terminus Road which have contributed to a 9 week delay to scheduled works. The condition and location of service pipes, including an unexpected high voltage cable, has forced them to reconsider the design of the drainage and finished road level. The contractor has carried out extensive trial holes and surveys along Terminus Road to mitigate for any further delays. Work is being undertaken in Gildredge Road to mitigate delay and regular meetings are taking place with Kier to ensure work with the Beacon is aligned. ESCC have requested clear access from Kier to complete footway outside Next and H&M units on or before 28th September.
Extension to Arndale Shopping Centre (The Beacon)	Led and financed by Legal and General. An £85m scheme to provide 22 new retail units, 7 restaurants and 9 screen cinema.	Q3 2018		The front two units were handed over to Next and H&M as scheduled and are being fitted out for opening in September.
Sovereign Centre Review	A new leisure centre	Q4 2020		<p>On 11th July 2018, Cabinet agreed to construct a new swimming and leisure centre to replace the current Sovereign Centre. The centre will include a 25m pool, training pool, diving pit fun pool, gym, ten pin bowling, trampoline, clip and climb and a range of studio/party rooms. The scheme budget is £29.1m. The scheme will be delivered by Clear Sustainable Futures and is planned to open January 2021.</p> <p>The revised Business Case showed this scheme would have a revenue cost of £164k pa compared to the current cost of £340k pa.</p> <p>The arrangements for the operation of the existing centre from 1st April 2019 and the long term management of the new centre are the subject of a future report by the Director for Tourism & Enterprise.</p>
Delivery of Community Centre to serve the Sovereign Harbour Neighbourhood	EBC working with Sovereign Harbour Community Association and Wave Leisure to deliver a £1.6m community centre	Q1 2018		<p>Construction of the building is complete. The first event took place on 14th July and the SHRA AGM was due to take place in the building on 26th July but was postponed.</p> <p>The Deed of variation has been agreed in Q2 and is awaiting formal sign off by formal parties.</p>


Project / Initiative	Description	Target completion	Status	Update
Bedfordwell Road - EBC New Build Housing	One project within the Housing and Economic Development Programme to deliver refurbished and redeveloped housing within the Borough.	Q1 2025		First phase remediation works at Bedfordwell Road are complete. Cabinet took a decision in June to provide capital in order to ensure that the Pump House is wind and water tight and the project is now progressing.

Providing opportunities for businesses to grow and invest

Project / Initiative	Description	Target completion	Status	Update
Sovereign Harbour Innovation Park (SHIP)	New contemporary business premises at Sovereign Harbour Innovation Park	Q4 2022		Occupation of Pacific House remains at 80%. Discussions are ongoing with two new potential occupiers.
Hampden Retail Park	The acquisition and development of Hampden Retail Park as part of the Property Acquisition and Investment Strategy (PAIS).	Q2 2019		A planning application for this site was made in April and a decision made in July. Tier 1 contractor awaiting final confirmation from the Joint Venture Steering Board, with site construction scheduled to start January 2019. <i>Tapi, Costa</i> and <i>Office Outlet</i> will all be opening stores on the retail park.

A great destination for tourism, arts, heritage and culture






Project / Initiative	Description	Target completion	Status	Update
Refurbish the Redoubt Fortress	Restoration of the fort - Create a new entrance, lift access, opening of remaining casements, environmental improvements.	Q1 2020		During the last quarter considerable progress has been made with Heritage, Tourism and Property and Facilities Shared Service teams working together on the plans to remove the dangerous and condemned Colonnade, moat capping and other intrusive structures to begin the meaningful restoration of the Redoubt. Plans are progressing well and discussions with contractors and Historic England are helping to formulate an achievable and strategic plan. At present the building works are likely to begin in 2019. Running alongside the restoration of the building, plans are being developed for the sustainable future use of the building as a vibrant multi-functional addition to the Eastbourne Seafront.
Wish Tower Restaurant	Scheme to deliver a flagship restaurant	Q1 2020		Planning application submitted. Western View closed and site set up arrangements established; demolition to went ahead as scheduled w/c 16/7/18. Lease provisionally agreed and contracts in development. UKPN power upgrade ordered.
New Museum	A purpose built museum on the site of the Pavilion,	Q1 2020		The Heritage Team have been given the go-ahead to develop 'The Story of

Project / Initiative	Description	Target completion	Status	Update
	which will house the story of Eastbourne, with a cafe, shop and education facilities.			Eastbourne' a new exhibition and heritage hub in a shop unit within the EBC owned Victoria Mansions. This will, briefly, tell the real story of Eastbourne and work as a prototype for a future more extensive and permanent facility. The Story of Eastbourne will open to the public in February 2019.
Devonshire Park Redevelopment	Significant investment to establish Devonshire Park as a premier conference and cultural destination to include: New welcome building: Restoration of Congress, Winter Garden and Devonshire Park Theatres: Improving Accessibility: Improving tennis facilities: New Conference/exhibition Space & Cafe: Public realm improvements	Q3 2020		<p>Welcome Building : Core upper slabs installation ongoing. Vault area reinforced structure ongoing. Conference Room 1 podium deck concrete poured and watertight; internal work ongoing including ceiling, services and internal waterproofing. Pumping chamber slabs nearing completion. Room 2 trusses installation commencing w/c 4/6/18; 4 in place; 3 more due soon. External panel and concrete cladding commenced w/c 4/6/18. Curtain walling underway.</p> <p>Congress : M&E installation progressing well. Decoration and finishing BOH ongoing. Plant room steel platform installation complete. Seating plan layout agreed. Counterweight system complete. Door refurbishment underway. Lighting bridge and balcony lighting underway.</p> <p>Racquet Court : Roof work shut down for tennis; recommenced 9/7/18; completion due mid-July. Storage options in development; to be included in Winter Garden scope.</p> <p>Winter Garden : Lift pit commenced. Power diversions underway. Final design drawings due end July.</p> <p>Tennis : Commence 2 new practice courts in September 2018 (starting with demolition of Halls).</p> <p>Misc : Parking; formal consultation complete; zone to be refined/reduced. Remobilisation planning ongoing. Kitchen layout design complete; design coordination with Winter Garden, services, installation methodology and external finish currently in development. Wayfinding and signage proposals in development; seeking Heritage views. Highways works established; 278 agreement agreed. Installation coordination in development.</p> <p>All deadlines set out above have been reached.</p>


2. Quality Environment

2.1 Quality Environment Key Performance Indicators

High Quality Built Environment

KPI Description	Annual Target 2018/19	Q1 2018/19			Latest Note
		Q1 target	Value	Status	
Increase the percentage of Major Planning Applications processed within 13 weeks	65%	65%	100%		End of Quarter One performance is above PI level with three out of three Major applications processed within 13 weeks.
Increase the percentage of minor planning applications processed within 8 weeks	75%	75%	73%		Performance in Quarter One dipped slightly below PI with 47 out of 64 applications processed within 8 weeks. Caseworkers have been advised to pay particular attention to this cohort of applications going forward and through regular case conferencing and Extensions of Time agreements then the PI should be back on track in the coming months.
Increase the percentage of other planning applications processed within 8 weeks	75%	75%	73%		End of Quarter performance remains slightly below PI with 52 out of 71 applications processed within 8 weeks, but the close attention to processing times through case conferences will reduce the number of cases going out of time.
Percentage of all planning appeals allowed	10%	10%	0%		
Percentage of major planning applications allowed on appeal (as a percentage of all MAJOR applications made)	10%	10%	0%		

A clean and attractive town


KPI Description	Annual Target 2018/19	Q1 2018/19			Latest Note
		Q1 target	Value	Status	
Decrease the number of reported fly-tipping incidents	600	150	102		

Less waste and low carbon town


KPI Description	Annual Target 2018/19	Q1 2018/19			Latest Note
		Q1 target	Value	Status	
Increase the percentage of household waste sent for reuse, recycling and composting	36.00%	36.00%			ESCC have not provided the data despite repeated attempts.

2.2 Quality Environment Projects and Programmes




High Quality Built Environment

Title	Description	Target Completion	Status	Update
Conservation area appraisals	<p>This relates to the Seafront & Town Centre Conservation area.</p> <p>Project to appraise Eastbourne's conservation areas. Every 5-10 years a conservation area appraisal is required to audit the heritage value of the conservation area. This audit will identify areas of the Conservation Area that have retained heritage value and areas that are showing signals of decline, along with an assessment of whether the boundary/extent of the conservation area should be retained/extended/reduced.</p>	Q3 2019		Seafront and Town Centre Conservation Area: Following the completion of the analysis of the Conservation Area there is a recommendation that the Council explore the potential of extending the boundary of the area. This potential is being considered by officers and following legal advice there are further steps required in terms of informing property/home owners in the t area of the potential changes. This needs to be concluded prior to the formal extension of the area being ratified.

Excellent parks and open spaces

Project / Initiative	Description	Target completion	Status	Update
Eastbourne Park Initiatives	Delivery of priority initiatives identified in the Eastbourne Park Supplementary Planning Document including conservation and enhancement of the existing environmental, ecological and archaeological characteristics of Eastbourne Park for future generations. Sensitive management of the area to provide appropriate leisure and recreational uses.	Q1 2020		The designs and procurement of the interpretation board have been approved, and the signs are under production. Installation is expected towards the end of Quarter Two. Gates have also been procured to improve accessibility once the signs are in situ.


Less waste and a low carbon town

Project / Initiative	Description	Target completion	Status	Update
Clear Futures: Joint Venture for Energy and Sustainability	A joint venture between Eastbourne and Lewes Council and a private sector organisation to deliver local energy and sustainability ambitions for the next 20-30 years. The Joint Venture will follow a programme of work.	Q1 2037		Steering Board meeting held on 19th June. New Project Requests are due for Hampden Retail Park on 9th July and for Eastbourne and Lewes housing infills on 17th July,
Single use plastic reduction in council offices (SUP)	Project aiming to reduce the amount of single use plastic items used in Lewes and Eastbourne Council offices.	Q4 2018		SUPs around the offices have been replaced by reusable alternatives and a survey of staff use of SUPs has been completed. An internal promotional campaign is now planned after which the survey will be redone to understand the impact of the project.
Waste mobilisation programme - overarching	Programme to move the EBC waste service to an in-house one, and establish a Local Authority Controlled Company (LACC) to manage waste services in Eastbourne.	Q1 2021		<p>The new charged-for Garden Waste collection service in Eastbourne was very successfully launched during Quarter One with over 11,000 households signing up for the service.</p> <p>A new Local Authority Controlled Company will deliver waste, recycling and street cleansing services in Eastbourne at the exit of Kier Services in June 2019, and the process of incorporation of the company has begun, with Directors proposed and lawyers appointed.</p> <p>Fleet and IT procurement was approved at Cabinet in May 2018 and is now underway, with a preferred option for an IT system identified and negotiations continuing to secure the depot at Courtlands Road.</p>

3 Thriving Communities


3.1 Thriving Communities Key Performance Indicators

Improved Health and wellbeing





KPI Description	Annual Target 2018/19	Q1 2018/19			Latest Note
		Q1 target	Value	Status	
Time taken from receipt of fully completed application to the grant being approved (DFGs)	28 days	28 days	38		<p>As Members requested information on the previous PI which recorded the time taken to complete adaptations for disabled people (DFG) which had a target of 100 days this is detailed below:</p> <p>The performance for Q1 was 122 days. Performance is expected to improve significantly when the Occupational Therapists (OT's) co-locate with us as EBC will be giving them direction and will be able to set a start time for the process. Senior Practitioners are expected to be in post by the end of October and OT's by January 2019.</p>

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Meeting Housing Needs


KPI Description	Annual Target 2018/19	Q1 2018/19			Latest Note
		Q1 target	Value	Status	
Number of Licensed HMO's Inspected per Quarter	50	12.5	46		<p>Licensed HMO's are required by legislation to be inspected once every 5 years and are generally inspected on receipt of the licence application.</p> <p>In Q1, 12 inspections were done on HMOs that were due for renewal, 34 inspections were also carried out for pre-licensing on the new 2 storey HMOs that will need to be licensed from 1st October 2018.</p> <p>New HMO regulations state the new definition of an HMO for licensing purposes will be any property occupied by five or more people, forming two or more separate households. This is in contrast to the existing HMO definition which is a property occupied by 5 or more people, forming two or more separate households and comprises three or more storeys.</p>

KPI Description	Annual Target 2018/19	Q1 2018/19			Latest Note
		Q1 target	Value	Status	
Number of households living in emergency (nightly paid) accommodation	80	80	153		<p>There were 153 households living in emergency accommodation in June. In April there were 108 households and May 117. We have managed to find permanent accommodation for a number of families [figure to be circulated as a supplementary report before the meeting].</p> <p>There continues to be a steady rise in the number of clients going into Temporary Accommodation (TA) across the country.</p> <p>Performance Improvement Plan :</p> <p>A dedicated team comprised of staff from across the organisation has been put together to implement plans to address this and assist vulnerable households.</p> <p>A new Homelessness Pressures Project is underway. The key actions of this project to date are : A triage team has been set up which went live on 6th August. Eastbourne Housing Investment Company (EHIC) is acquiring 50 properties to be used for emergency accommodation. The Landlord incentive offer is being finalised and agency staff are being recruited to support with the backlog of cases.</p>
Satisfaction with housing services	75%	75%	86%		99 tenants responded to this question. From these 44 were very satisfied and 41 fairly satisfied.
Rent arrears of current tenants (as a percentage of all rent)	3%	3%	2.68%		Rent arrears are within target but are still increasing. The level of arrears for those accounts in receipt of Universal Credit, or expecting to receive Universal Credit, is £133,913.50, which makes up 34.97% of the current tenant arrears.
Average void relet time key to key	24.0	24.0	31.1		The average re-let time for June was 31.1 days. This exceeds the voids target of 24 days. During June 18 properties were re-let, 2 of which were major works due to either extensive repairs or adaptation installations. The resulting average re let for minor voids was 23.9 days, which is within target. This target is closely monitored and the Neighbourhood Housing team continue to let properties promptly upon completion of the void works.
Number of households who are at risk of homelessness within the next 56 days and "prevention duty" has been accepted to prevent this	n/a	n/a Figures to be provided for final report			<p>This is a new PI following the introduction of the Homelessness Reduction Act (HRA). What this refers to is that we have accepted duty under HRA to work with clients who we believe to be eligible and at risk of homelessness within 56 days. The prevention duty lasts for 56 days and is requires the LA to support the client to prevent themselves from becoming homeless. It involves a full assessment of needs, issuing a personal housing plan outlining actions for the client to take and actions for the authority (i.e resolving issues with landlord or finding alternative PRS before eviction date), which should be reviewed and updated as needed. Prevention options can include home visits, mediation, budgeting and debt management advice, referrals to specialist agencies, rent deposit offers. If homelessness is not prevented we would go onto the RELIEF duty.</p> <p>Awaiting data from Locata – deadline for completion is 24 August therefore data will be available for Committee</p>


KPI Description	Annual Target 2018/19	Q1 2018/19			Latest Note
		Q1 target	Value	Status	
Number of households who are already homeless where "relief duty" has been accepted to relieve their homelessness	n/a	n/a Figures to be provided for final report			<p>This is a new PI following the introduction of the Homelessness Reduction Act (HRA). What this refers to is that the client is eligible to assistance and is already homeless. The relief duty requires us to support the client to relieve their homelessness. Again lasts for 56 days. It also includes full assessment and personal housing plan if these have not already been completed (some clients skip the prevention stage if they approach us on the day they are homeless). Option within relief can include budgeting and debt management advice to support with sustainability of future tenancies, referrals to specialist agencies, rent deposit offers. Some, but not all clients will be offered temporary accommodation during this duty (those who are believed to be eligible, homeless and in priority need). If we cannot relieve homelessness we would need to make a decision on whether or not we owe a full homeless duty</p> <p>Awaiting data from Locata – deadline for completion is 24th August therefore data will be available for Committee</p>
Number of households where a "full homelessness duty" has been accepted as unable to prevent or relieve homelessness	n/a	n/a Figures to be provided for final report			<p>This is a new PI following the introduction of the Homelessness Reduction Act (HRA). What this refers to is that we have been unable to relieve or prevent homelessness, and assessed the client as being owed a full duty under the housing act. Clients who are eligible, homeless, in priority need, not intentionally homeless and have a local connection will be accepted. A s.184 letter will be issued confirming this decision and client can remain in temporary accommodation until a suitable property is offered. This could be either social housing or a 12-month tenancy in the private rented sector.</p> <p>Awaiting data from Locata – deadline for completion is 24th August therefore data will be available for Committee</p>
Proportion of homeless households where decision has been made within 10 working days	n/a	n/a Figures to be provided for final report			<p>Awaiting data from Locata – deadline for completion is 24th August therefore data will be available for the Committee</p>
Number of households where homelessness has been successfully prevented	n/a	n/a Figures to be provided for final report			<p>Awaiting data from Locata – deadline for completion is 24th August therefore data will be available for the Committee</p>

Putting the Customer First

KPI Description	Annual Target 2018/19	Q1 2018/19			Latest Note
		Q1 target	Value	Status	
Revs and Bens: Average days to process new claims	23	23	26		The average days to process new claims for Quarter One was 26 days against a target of 23 days. Performance Improvement Plan The activity involved in the transition of the benefits service to the new ways of working, which was successfully completed on 6 June, coupled with several new starters led to a dip in performance during May and June. We are aiming to meet the target from August onwards.
Revs and Bens: Average days to process changes	8	8	11		The average days to process changes for Quarter One was 11 days against a target of 8 days. Performance Improvement Plan See Performance Improvement Plan above.
Number of new sign-ups to the Councils' social media channels	600	150	592		Campaigns included in Q1: Report It app, tenancy fraud reporting, recycling promotion, cliff top safety, Eastbourne Local Lottery, ranger events, Neighbourhood First promotion, Self Serve.
Increase the percentage of calls to the contact centre answered within 60 seconds - Ebn	80%	80%	27.69%		The speed of answer has increased during Quarter One due to the implementation of revenues and benefits as a new service for Customer Advisors with an additional 7,000+ calls, and the ongoing induction into the new ways of working. In the first 6 weeks of Q2, the percentage of calls answered within the target time rose to 34.4%. The number of calls offered in the first six weeks alone in Q2 was 34236 compared with 69814 in Q1. Performance Improvement Plan A significant amount of time has been spent training the team to handle these new calls, and queue busting has been implemented to provide customers with alternatives to waiting on the line including going online, using automated services or calling back at less busy times. A recruitment drive was launched in May with eight candidates being offered roles, all of whom are anticipated to be in place and trained by the middle of Quarter Two.
Reduce the numbers of abandoned calls to the contact centre - Ebn	5%	5%	31.16%		Higher than normal call volumes resulted in a spike in abandoned call at the start of Quarter One, but the number of abandoned calls has decreased across the quarter.


KPI Description	Annual Target 2018/19	Q1 2018/19			Latest Note
		Q1 target	Value	Status	
					Performance Improvement Plan See Performance Improvement plan above. In the first 6 weeks of Q2, this improved as well with the number of calls abandoned falling to 21.4%.
Number of people registering for our email service (GovDelivery)	4,000	1,000	5,310		Subscriptions to EBC's GovDelivery email service during Quarter One are not representative of a normal Quarter due to the GDPR legislation coming into effect. This meant that subscribers had to re-register to remain on the distribution list, which led to a spike in subscriptions during Quarter One. Within six weeks of GDPR almost one third of original users had re-subscribed.

Keeping Crime and anti-social behaviour low


KPI Description	Annual Target 2018/19	Q1 2018/19			Latest Note
		Q1 target	Value	Status	
Improve our ranking compared to similar authorities in relation to all crime - Eastbourne	5	5	2		Eastbourne is ranked 2nd lowest for crimes per 1000 population in its MSG this quarter. This reflects a downward trend in crime seen in more recent data. The Community Safety Partnership has had a focus on tackling anti-social behaviour in Roselands and Bridgemere this quarter. There has also been a focus on rogue trading and cold calling with a multi-agency operation being held in the Princes Road area. Operation Mascot is also being re-launched in the summer to help tackle anti-social behaviour related to the street community.

3.2 Thriving Communities Projects and Programmes


Improved health & wellbeing

Project / Initiative	Description	Target completion	Status	Update
Occupational Therapists (OTs) with District/Borough DFG teams	To integrate OT's into the District and Borough Councils, to work within that locality broadly on the preventive agenda within the community, but specifically within a housing context	Q4 2019		<p>The aim of this project is to provide a less bureaucratic and a more efficient offer to the local population in relation to DFG's, minor adaptations; provision of equipment and Telecare. It will also provide a better focus on the prevention agenda that cuts across housing, social care and inclusion and community healthcare.</p> <p>Better Care Fund for DFG's due to district and boroughs have been transferred and Eastbourne received £1,433,587. The cost of the seconded OT's will be funded by the district and boroughs from their allocations and the task and finish group are presently analysing past DFG activity to identify the resource required for each area.</p> <p>The posts will be recruited and employed via the County Council in partnership with the Districts and Boroughs, then seconded into the Districts and Boroughs for the purposes of day to day working and line management. Adult Social Care will retain responsibility for professional/clinical induction and supervision.</p> <p>The roles are currently out to advert and expected recruitment date is September 2018. Senior Practitioners are expected to be in post by the end of October and OT's by January 2019.</p>

Meeting housing need

Project / Initiative	Description	Target completion	Status	Update
Housing & Economic Development Programme	Deliver an ambitious programme of housing development and refurbishment that provides homes and makes a positive contribution to Eastbourne's economic future	Q4 2020		<p>First phase remediation works at Bedfordwell Road are complete. Cabinet took a decision in June to provide capital in order to ensure the Pump House is wind & water tight and the project is now progressing.</p> <p>Northbourne Road development of 12 new homes has progressed and demolition has now started on site. Westridge are the main contractor on site.</p> <p>3 Eastbourne Garage sites gained planning permission in June providing 13 new homes for the Town. 183a-c Langney Road scheme is now being progressed on the existing planning consent to provide 9 affordable homes. Clear Sustainable Futures are engaged in both schemes and will be supporting the procurement of contractors to build the homes.</p>



Resilient & engaged communities

Project / Initiative	Description	Target completion	Status	Update
Welfare Reform	To support those vulnerable residents affected by the government's welfare reform programme.	Q4 2020		<p>Job Centre Plus presentation for staff, RSLs and Voluntary Sector on Universal Credit held on 24th and 25th July.</p> <p>Eastbourne CABs delivering Assisted Digital Support and Personal Budgeting Support on Councils' behalf.</p>

4. Sustainable Performance


4.1 Sustainable Performance Key Performance Indicators

Delivering a balanced budget

KPI Description	Annual Target 2018/19	Q1 2018/19			Latest Note
		Q1 target	Value	Status	
Percentage of Council Tax collected during the year - Eastbourne	97.06%	29.19%	28.75%		The collection rate for June is down on the profile by 0.44%. On 6th June 2018, the revenues service transitioned to the new ways of working in JTP. As we are now establishing the new ways of working, collection has been affected but it is anticipated that as the structure beds in, collection performance will return to projected levels.
Percentage of Business Rates collected during the year - Eastbourne	98.50%	29.90%	29.53%		The collection rate for June is down on the profile by 0.37%. On 6th June 2018, the revenues service transitioned to the new ways of working in JTP. As we are now establishing the new ways of working, collection has been affected but it is anticipated that as the structure beds in, collection performance will return to projected levels.

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Managing our people & performance

KPI Description	Annual Target 2018/19	Q1 2018/19			Latest Note
		Q1 target	Value	Status	
Average working days due to sickness per FTE equivalent staff	8.0	2	1.62		As a result of feedback from Scrutiny Committee the annual target has been reduced from 9 days to 8 days. Becky Cooke is attending Scrutiny on 3 September to provide some more detailed information on the 2017/18 absence figures. This is the first quarter of reporting average days lost due to sickness for our entire staff group, altogether. 1.62 is a pleasing outcome for Quarter One and represents a decrease from the same period last year which was 2.16. A few long term cases have been resolved recently which has helped with the figure, although there 5 employees were off for the entire quarter all of whom are being supported by their manager with support from HR and progressing through the Attendance Management process. The areas which have the highest overall percentage absence rates are within the service delivery areas and whilst in some respects this is understandable and predictable (e.g. staff who come into

KPI Description	Annual Target 2018/19	Q1 2018/19			Latest Note
		Q1 target	Value	Status	
					regular contact with the public pick up more short term illnesses), the HR team will be paying particular attention to supporting managers in these specific areas to deal with the absence levels.

4.2 Sustainable Performance Projects and Programmes

Delivering in partnership

Project / Initiative	Description	Target completion	Status	Update
Joint Transformation Programme (JTP)	A major programme to integrate the Eastbourne Borough Council and Lewes District Council workforces, and transform the service delivery model for both organisations. Deliver £2.7m savings while protecting services	Q4 2020		<p>The Programme delivered a number of significant actions/progress towards actions within the Quarter, including:</p> <ul style="list-style-type: none"> New systems were launched : Civica Financials which enable the councils to make the best use of modern technology to deliver services efficiently and in ways our customers want. Further services continue to transition to new systems and ways of working - primarily, the Revenues and Benefits teams - enhancing and modernising the way in which we provide services to and interact with residents and businesses. The ambition to encourage more customers who are able to communicate and interact with us online continues to be realised (in accordance with the aspirations set out in the Channel Shift Strategy). Customers completed 20% of their transactions online in May 2018 compared with 6.3% a year earlier. The teams working on delivering the aims of the Joint Transformation Programme continue to listen and respond to feedback - mainly in relation to the joint website and the availability of staff on the phones. Planning for the next stage in the transformation journey : JTP Phase 3 has commenced and further details of the planned change and savings will be communicated to Members over the coming months. <p>The JTP tackles the same challenges and risks that all change management programmes of this scale and ambition face eg issues relating to technologies, personnel and the relationships with third party suppliers are known and are being managed appropriately. Delivery of the transformation is being managed within the £6.8m budget and the £2.8m of savings for JTP Phases 1 and 2 have been achieved.</p>

Community Projects - Devolved Ward Budgets Q1 2018/19

Ward	Projects	Description	Project Spend to Date
Devonshire	Splash point Jazz Festival	To help support Eastbourne's first Jazz Festival. Secure additional promotional materials to help launch the event so that it can be self-sustaining in the future.	£2,000.00
	Parade Bowls Club	To replace the kitchen floor at the Bowls clubhouse.	£500.00
Total			£2,500.00
Hampden Park		Total	£0
Langney	Langney Shopping Centre Defibrillator	To provide the second instalment for funding for a defibrillator at Langney Shopping Centre.	£256.00
	MakeLunch	To provide hot and nutritious meal for those in receipt of free school meals during term time. The service will be provided on certain days throughout the summer holidays from St Barnabas Church.	£300.00
	Compass Community Arts	Phase two of contributions to the Compass Arts Project providing frames for completed art work.	£180.00
Total			£556.00
Meads	Wish Tower Planting	To convert the Moat of the Wish Tower into a memorial Peace Gardens.	£2,500.00
	Eastbourne Volunteers	To increase the spaces and facilities for the users of the service.	£1,504.93
	Coffee Pot	To provide mobile shelving, games and toys and promotion and branding to increase the success of the weekly event.	£1,050.00
Total			£5,054.93
Old Town			£0
Ratton	Lakeside Festival	To provide funding for staging to allow local groups to perform at the Lakeside Festival.	£2,000.00
Total			£2,000.00
St Anthony's		Total	£0
Sovereign	Sovereign Community Centre	To assist with the funding of the fixtures and fittings for the new community centre at the Sovereign Harbour.	£8,000.00
Total			£8,000.00
Upperton		Total	£0
Total Spend of All Wards for Q1			£18,110.93

Report to:	Scrutiny
Date:	3 September 2018
Title:	Review of Safeguarding Children and Vulnerable Adults Policy
Report of:	Tim Whelan, Director of Service Delivery
Cabinet member:	Councillor Alan Shuttleworth (Deputy Leader, Cabinet Member for Direct Assistance Services)
Ward(s):	All
Purpose of report:	To inform the committee of the proposed joint Safeguarding Children and Vulnerable Adults Policy and seek their views
Decision type:	Key Decision
Officer recommendation:	Scrutiny Committee is asked to consider and endorse the proposed Safeguarding Policy and make any relevant recommendations in relation to these for Cabinet to consider when it meets on 24 October 2018.
Reasons for recommendation:	To update the previous policy bringing it into line with recommended practice and with current pan-Sussex policies and procedures.
Contact Officer(s):	Name: Pat Taylor / Laura Lea Post title: Strategy and Partnerships Lead – Thriving Communities / Policy and Engagement Coordinator E-mail: pat.taylor@lewes-eastbourne.gov.uk / laura.lea@lewes-eastbourne.gov.uk Telephone number: 01323 415909 / 01323 415447

1 Introduction

- 1.1 Under the Children Act 2004 the council has a duty to cooperate to improve well-being and safeguard children and promote their welfare. The Working Together to Safeguard Children (DfES, 2018) guidance sets out how organisations and individuals should work together to safeguard and promote the welfare of children.
- 1.2 The role and responsibilities of local authority staff with responsibilities for children living or present in East and West Sussex and Brighton and Hove are set out in the Pan Sussex Child Protection and Safeguarding Procedures Manual. This includes staff in district and borough councils providing services to children and young people, such as housing and activities for young people. The

manual covers key issues for the council, notably on information sharing and confidentiality, referrals and reporting.

- 1.3 The Pan Sussex Child Protection and Safeguarding Procedures Manual states:

“Responsibility for the protection of children must be shared because children are safeguarded only when all relevant agencies and individuals accept responsibility and co-operate with one another.”

- 1.4 The Pan Sussex Child Protection and Safeguarding Procedures Manual is updated every 6 months to take account of new legislation and guidance and learning from Serious Case Reviews. Recent updates take account of the Care Act 2014 and “Working Together to Safeguard Children” 2015.
- 1.5 The Care Act 2014 places Safeguarding Adults on a statutory footing. Part 1 of the Act covers responsibilities for Safeguarding and came into force on 1 April 2015.
- 1.6 The Sussex Multi-Agency Policy and Procedures set out local arrangements for raising and responding to concerns relating to the suspected abuse or neglect of adults.
- 1.7 Section 6 of the Care Act includes a requirement for cooperation between the Local Authority and each of its relevant partners to protect adults experiencing or at risk of abuse or neglect and to establish a Safeguarding Adults Board.
- 1.8 An internal review of Eastbourne Borough and Lewes District Council’s policies and procedures has been carried out in order to produce a single joint policy that complies fully with the latest legislation and guidance.
- 1.9 The re-modelling of service roles and responsibilities under the Joint Transformation Project has also necessitated a review of lines of responsibility, training procedures and arrangements for information recording, storage and sharing to ensure the council meets the required standards and cooperates effectively with other agencies and in line with locally adopted procedures.

2 Proposal

- 2.1 Section 11 of the Children Act 2014 places a duty on local authorities to ensure their functions are discharged having regard to the need to safeguard children and promote their welfare. At the request of the Local Safeguarding Children Board (LSCB) a self-assessment was completed in April 2018 to assess the Council’s compliance with current legislation and guidance. In addition, an internal audit has been carried out to identify any gaps in the existing policies and in implementation of these.
- 2.2 Amendments incorporated in the policy cover:
- Aligned procedures to operate across both areas
 - Updated details to represent the changes brought about by the JTP
 - Inclusion of an e-safety policy

- Addition of Prevent responsibilities and contact details
- Inclusion of responsibilities around private fostering
- Details on Domestic Violence procedures
- Updated information on reporting concerns based on current guidance and agrees Pan Sussex procedures; including the role of the Single Point of Advice (SPOA).

3 Outcome expected and performance management

- 3.1 Adopting the aligned and updated policy will help ensure that the council is compliant with Pan Sussex Procedures and complies with its legal duties in safeguarding children, young people and vulnerable adults.

4 Consultation

- 4.1 The East Sussex Local Safeguarding Children Board and the East Sussex Safeguarding Adults Board will be consulted to ensure the proposed policy meets their expectations.

5 Corporate plan and council policies

- 5.1 The policy and its appendices will provide staff with clear guidelines to ensure that the council's policies and practices comply with current legislation and agreed Pan Sussex procedures. The principles set out in the policy will allow officers to make a judgement about when they should report safeguarding concerns, the procedure for reporting and the roles and responsibilities that different officers have.

6 Business case and alternative option(s) considered

- 6.1 The alignment of the Eastbourne Borough and Lewes District Councils' Safeguarding policies and procedures is designed to ensure that the policy is robust and is implemented effectively. The amendments from the previous policies are designed to cover all areas in which the council is involved and to minimise the risks to those council services, resources and premises and to council staff, volunteers, contractors and other partners.
- 6.2 The duty to co-operate quoted in paragraph 1.1 above is a reference to section 10 of the Children Act 2004, which requires local authorities to make arrangements to promote co-operation between the authority, each of their relevant partners, and any other partners, and any other persons the authority considers appropriate with a view to improving the wellbeing of children in the authority's area, in relation to:
- a) Physical and mental health and emotional wellbeing;
 - b) Protection from harm and neglect;
 - c) Education training and recreation;
 - d) The contribution made by those children to society

- e) Social and economic wellbeing.

In making arrangements under this section, a local authority must have regard to the importance of parents and other persons caring for children in the wellbeing of children

7 Financial appraisal

- 7.1 There are no significant financial or staff resource implications arising from the recommendations of this report.

8 Legal implications

- 8.1 The draft Joint Safeguarding Children and Vulnerable Adults Policy at Appendix 1 is consistent with:
- Sections 10 and 11 of the Children Act 2004 (the council's duty to make arrangements to promote co-operation between the council and relevant partners, with a view to improving the well-being of children in the council's area; and the council's duty to make arrangements for ensuring that the council discharges its functions, having regard to the need to safeguard and promote the welfare of children).
 - Section 6 of the Care Act 2014 (the council's duty to co-operate with each of its relevant partners in exercising its functions relating to adults with needs for care and support).
 - Section 26 of the Counter-Terrorism and Security Act 2015 (the council's duty to have due regard to the need to prevent people from being drawn into terrorism)

Lawyer consulted 22.08.18

Legal ref: 007629-EBC-OD

9 Risk management implications

- 9.1 Reviewing the Council's policies and performance on a regular basis provides an assurance that the Council is fulfilling its functions in a way that protects children and vulnerable adults and reduces the risk of harm. It also reduces the risk of reputational damage to the Council by minimising the risk of its own actions or inaction leading to serious harm caused to a child or vulnerable adult

10 Equality Analysis

- 10.1 The policy is designed to protect children, young people and those adults most at risk of abuse or neglect. This includes anyone who is, or may be in need of community services due to age, illness or a mental or physical disability and may include, for example, people who are frail due to age, those who have specific disabilities and those at risk of exploitation. No negative impact on groups protected under the Equality Act 2010 have been identified.
- 10.2 An initial Equality and Fairness Analysis has been carried out and is being consulted on. This is available from the report author.

11 Appendices

- Appendix 1 - Draft Joint Safeguarding Children and Vulnerable Adults Policy

12 Background papers

EBC Safeguarding Policy – November 2015
[Safeguarding - Lewes and Eastbourne Councils](#)

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1. Scope

1.1 This policy is the responsibility of all:

- Councillors
- Staff and volunteers
- Contractors and partners working for or on behalf of the council.

References to staff in this policy include all workers (e.g. permanent and temporary staff, agency staff, casual staff, volunteers, apprentices and those undertaking internships or work experience). The Staff Code of Conduct requires compliance with the policy.

1.2 Children and young people are defined as those aged under 18.

1.3 A vulnerable adult is someone aged 18 or over who:

- Has needs for care and support (where or not the local authority is meeting any of these needs) and
- Is experiencing, or at risk of, abuse or neglect; and
- as a result of these care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

For example a person who:

- Is frail due to age
- Has drug or alcohol problems
- Has a learning disability
- Has mental or physical ill health or disability

- Has been trafficked for purposes such as forced labour or sexual exploitation.

Vulnerability is related to how able an adult is to make and exercise their own informed choice, free from duress or undue influence, and to protect themselves from abuse, neglect and exploitation. There is no hard and fast rule: an adult should be assumed to be covered by this policy unless there is information to indicate that they are not.

2. Reasons for the policy

- 2.1 Everyone, including children, young people and vulnerable adults, has the right not to be abused. We recognise the need to ensure their welfare when they come into contact with the services we provide. The council has wide ranging contacts with potentially vulnerable children and adults. It is essential that a clear and consistent approach to safeguarding is followed across the all council services.
- 2.2 It is known that some individuals will actively seek employment or voluntary work with vulnerable people, particularly with children and young people in order to control harm and 'control' them. People who work with children, young people and adults who may be at risk, contractors and other partners of the council have a role to play in protecting them from harm and safeguarding their welfare.
- 2.3 It is also important to recognise additional vulnerability in terms of race, disability, religion, ethnicity or language. Specific reference is made to these issues in the Pan Sussex Children Protection and Safeguarding Procedures and in the Sussex Multi Agency Policy and Procedures for Safeguarding Vulnerable Adults.
- 2.4 The Children Act 2004 and the Care Act 2014 place specific duties on District and Borough councils to have regard to the need to safeguard and promote the welfare of children and vulnerable adults, and to co-operate with other agencies to improve the wellbeing of children and vulnerable adults. The council is a partner of the East Sussex Local Safeguarding Children Board (LSCB) and the East Sussex Local Safeguarding Adults Board (LSAB) and is required, where appropriate, to contribute information to Serious Case Reviews (SCRs) and Safeguarding Adults Reviews (SARs), and to ensure learning from these is disseminated and acted on within the council.

3. Safeguarding statement

- 3.1 Lewes District and Eastbourne councils work to ensure that all children, young people and vulnerable adults coming into contact with the council and its employees are protected and treated with respect. The council will endeavour

to create an organisational culture where staff, councillors and contractors are sensitive to abuse and exploitation and take responsibility for and feel confident in reporting concerns. The council will cooperate with relevant partners in order to protect children and adults experiencing or at risk of abuse in accordance with arrangements and procedures agreed by the Local Safeguarding Children Board and the Safeguarding Adults Board.

- 3.2 It is not the policy of the council to encourage staff to investigate suspicions or allegations, but to make all staff aware of the issues surrounding child and vulnerable adult protection and to have clear procedures in place to ensure that staff are aware of how and to whom any concerns should be reported. All staff involved in the provision of services should know what to do if there are any concerns about abuse and what procedures and guidelines they should follow.

4. Safeguarding roles and responsibilities

- 4.1 Safeguarding children from abuse and promoting their welfare means:

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

- 4.2 Safeguarding vulnerable adults means protecting them from maltreatment, and preventing injury or significant harm. Abuse violates an adult's human and civil rights. It can vary from treating someone with disrespect in a way which significantly affects the person's quality of life, to causing actual physical suffering.

- 4.3 A safeguarding concern arises if abuse is suspected or disclosed. Abuse can happen anywhere – at home, in a residential or nursing home, a hospital, in the workplace, at a day centre or educational establishment or in the street. It is the responsibility of all those working within or on behalf of the council to be vigilant and report alleged or suspected incidents of child, young person and/or vulnerable adult abuse.

- 4.4 A minimum of five team leaders or other officers in key roles within the council will act as **Safeguarding Contacts** supporting staff and ensuring that concerns are reported appropriately and in accordance with current guidance. The role and responsibilities of the Safeguarding Contacts are set out in more detail in Section 8.

- 4.5 The **Named Senior Officer**, the Director of Service Delivery, has overall responsibility for safeguarding, including e-safety. This responsibility includes:

- keeping this policy up to date and ensuring its conformity with the Pan Sussex LSCB and LSAB guidance;
- making sure this policy is implemented, and that staff, councillors, contractors, organisations receiving financial support from the Councils and partners understand their responsibilities;
- checking that appropriate steps are taken in the event of any allegations against a councillor or member of staff, and that the council liaises appropriately and effectively with authorities responsible for investigating these safeguarding concerns: the Police and/or East Sussex County Council Children's and Adults' Services. The Named Senior Officer oversees liaison between the responsible authorities and the councils to determine how any internal and external investigations can be conducted properly, preserving evidence and avoiding unnecessary duplication and delay. Investigation by the responsible authorities normally takes precedence over council investigations under the complaints, grievance or disciplinary procedures
- supporting the Safeguarding Contacts and other staff, providing direction, advice and guidance where appropriate;
- ensuring that the council actively supports all Serious Case Reviews (SCRs) and Safeguarding Adults Reviews (SARs) where the council may have had involvement / contact with the victim; and
- ensuring that the council acts on lessons learnt from SCRs and SARs and other safeguarding issues, grievances or disciplinary proceedings.

The **Prevent Lead**, the Strategy and Partnerships Lead – Thriving Communities, has overall responsibility for the Council's Prevent duties.

These include: attending meetings of the East Sussex Prevent Board and maintaining up to date knowledge of the Council's duties and locally agreed procedures for reporting concerns

- ensuring that staff, councillors, contractors, organisations receiving financial support from the Council and partners understand their responsibilities under the Counter Terrorism and Security Act 2015;
- supporting the Safeguarding Contacts and other staff, providing direction, advice and guidance where appropriate.

4.6 Specific safeguarding responsibilities are tabulated at Appendix A.

5. Types of abuse

5.1 The Care Act 2014 includes a list of some types and patterns of abuse and neglect and the different situations in which this may take place. This is intended as an illustration rather than an exhaustive list and the Councils should not limit its view of what constitutes abuse or neglect to examples illustrated. The list below is included as an illustration of the types of abuse and neglect that may arise.

- 5.2 **Physical: causing physical harm**, including hitting, shaking, biting, grabbing, withholding food or drink, force-feeding, wrongly administering medicine, unnecessary restraint, failing to provide physical care and aids to living;
- 5.3 **Sexual**: including sexual assault, rape, inappropriate touching/molesting, forcing or enticing, someone into sexual acts they don't understand or feel powerless to refuse; grooming a child or young person in preparation for abuse, including on-line activity;
- 5.4 **Emotional or psychological**: persistent emotional ill treatment or rejection (domestic or otherwise), including verbal abuse, shouting, swearing, threatening abandonment or harm, isolating, taking away privacy or other rights, bullying/intimidation, blaming, belittling, silencing, controlling or humiliating;
- 5.5 **Exploitation**: either opportunistically or premediated, unfairly manipulating someone for profit or personal gain;
- 5.6 **Financial or material: illegal or improper use of an adult's property, money or other assets without their informed consent or where the consent is obtained by fraud**. It can include withholding money or possessions, theft of money or property, fraud, intentionally mismanaging finances, borrowing money and not repaying. In relation to an adult's financial affairs or arrangements this could include wills, property, inheritance or financial transactions of the misuse or misappropriation of property, possessions or benefits;
- 5.7 **Neglect and acts of omission**: persistent or severe failure to meet a person's basic physical and psychological needs. It will result in serious impairment of their health or development, and can include withholding shelter, food, drink, heating and clothing, failing to provide access to health, social and educational services, ignoring physical care needs, exposing a person to unacceptable risk, failing to ensure adequate supervision or unresponsiveness to the basic emotional needs of a child;
- 5.8 **Discriminatory abuse**: including slurs, harassment and maltreatment due to a protected characteristic (Equality Act 2010);
- 5.9 **Institutional abuse**: including neglect and poor care practice within an institution or specific care setting such as a hospital, care home or children's home;
- 5.10 **Unintentional abuse**: this may be the result of negligence or ignorance;

- 5.11 **Child Sexual Exploitation (CSE):** includes forcing or enticing a child aged under 18 to take part in sexual activities whether or not the child is aware of what is happening. This may include situations or relationships where children receive something (e.g. food, drugs, alcohol, cigarettes, affection, gifts, accommodation and money) linked to sexual activity. CSE also occurs remotely, not necessarily with the child's awareness through the use of technology, e.g. posing sexual images on the internet;
- 5.12 **Modern slavery:** recruiting people by deception or coercion and moving them to a new place where they can be exploited. This includes human trafficking;
- 5.13 **Domestic abuse:** an incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse by someone who is or has been an intimate partner or family member regardless of gender or sexuality. Children who have witnessed domestic abuse may also need safeguarding.
- 5.14 **Honour Based Abuse (HBA):** A collection of practices which are used to control behaviour within families or other social groups to protect perceived cultural and religious beliefs and/or honour and which can occur when perpetrators perceive that a relative has shamed the family and/or community by breaking their honour code;
- 5.15 **Forced Marriage (FM):** A marriage conducted without the valid consent of one or both parties and where duress is a factor. FM is now a specific offence under section 121 of the Anti-Social Behaviour, Crime and Policing Act 2014;
- 5.16 **Female Genital Mutilation (FGM):** FGM is a collective term for a range of procedures which involve partial or total removal of the external female genitalia for non-medical reasons, sometimes referred to as female circumcision or female genital cutting. FGM of girls is regarded as child abuse;
- 5.17 **Human Trafficking:** The recruitment, transportation, transfer, harbouring or receipt of people by means of threat or use of force or other forms of coercion, abduction, fraud, of deception, abuse of power or inducements for the purpose of exploitation through prostitution or other forms of sexual exploitation, forced labour or services, slavery or practices similar to slavery, servitude or removal of organs. Victims may be physically or psychologically 'imprisoned';
- 5.18 **Self-neglect:** Self-neglect is the 'inability (intentional or non-intentional) to maintain a socially and culturally accepted standard of self-care with the potential for serious consequences to the health and well-being of people who self-neglect and perhaps even to their community' (Gibbons, 2006);

- 5.19 **Prevent:** This is the Government counter-terrorism strategy. From July 2015 local authorities have a responsibility to work with and support individuals and communities who may be vulnerable to the threat of violent extremism and terrorism. Children and vulnerable adults may be at risk of being drawn into extremism. Early intervention can help protect them before illegality occurs, and concerns relating to extremism can be reported as a Safeguarding concern.

6. Signs of abuse

- 6.1 There are many possible signs of abuse, none being conclusive on their own.

Examples include:

- Unexplained injury / weight loss / cuts and bruises / dirtiness
- Changes in behaviour
- Depression / low self-esteem / anxiety
- Lack of self-care / dehydration / abnormal eating pattern
- Harm to self
- Obsessive behaviour
- Bills not being paid
- An overly critical or disrespectful carer (or boss, for trafficking) who may control, bully or undermine
- Isolation from usual network of friends, family or community
- No access to GP / local services and legal documents e.g. passport (trafficking).

7 Reporting safeguarding concerns

- 7.1 We all have a responsibility to report any safeguarding concerns over the welfare of children, young people or vulnerable adults. This extends to the identification of signs of abuse, poor practice by staff, councillors and others acting for or on behalf of the council, allegations brought to our attention by a member of the public. This includes the need to report concerns relating to children who have witnessed domestic abuse. Reporting safeguarding concerns can prevent serious abuse or harm from happening, or from escalating.
- 7.2 All staff, volunteers, members contractors and partners of the council are expected to act promptly and effectively in communicating concerns relating to child and adult protection either through one of the council's Safeguarding contacts or directly to East Sussex Children's Services or Adult Social Care Service.

- 7.3 A list of the council's **Safeguarding Contacts** is maintained by the Strategy and Partnerships Lead for Thriving Communities. Staff must not attempt to investigate abuse themselves; neither must they confront anyone who is allegedly responsible for abuse nor tell them that allegations have been made against them.
- 7.4 **Inside normal office hours** safeguarding concerns must be reported to a Safeguarding Contact at the earliest possible opportunity and within **one working day** of recognising the risk. Verbal reports must be confirmed on the CRM within one working day.
- 7.5 **Outside normal office hours** safeguarding concerns must be reported immediately to the East Sussex County Council Emergency Duty Service. A record must be made of everything that is said and a Safeguarding Contact must be informed on the next working day and the details of the report recorded on the CRM.
- 7.6 **Dial 999** if a child, young person or vulnerable adult may be in imminent danger or a criminal offence may have been committed before taking the above steps.
- 7.7 The Safeguarding Contact should be given as much factual information as possible. For example:
- The child, young person or vulnerable adult's name and address (and parents'/carers' address if different);
 - The reason for concern – a note of significant events or conversation should be made as promptly as possible to assist with any referral and subsequent investigation. Evidence such as texts or social media entries should be preserved;
 - Any other known factors which may be contributing to the problem;
 - Additional information such as age (or date of birth), ethnicity, religion, language and disabilities/specific needs.

However, it is not the role of council staff to investigate suspicions or allegations and any safeguarding concern should be reported whether or not the information is complete.

- 7.8 If there are doubts about whether a safeguarding concern has been handled in accordance with the Safeguarding Policy, these should be raised with the Named Senior Officer. If this is not appropriate, the concern should be raised with another member of the council's Corporate Management Team.
- 7.9 Variations to these arrangements may be agreed with specific terms (e.g. sheltered housing) to ensure that safeguarding concerns are dealt with promptly.

8 Role of Safeguarding Contacts

- 8.1 A Safeguarding Contact is responsible for receiving reports of safeguarding concerns inside normal office hours from any councillor or staff member **regardless** of which team they work in and for maintaining appropriate records on behalf of the council, seeking advice from East Sussex County Council (ESCC) Children's and Adult Services and informing the Named Senior Officer of the concern and advice received.
- 8.2 To discharge this responsibility the Safeguarding Contact must inform the ESCC Children's or Adult Services of the Safeguarding concern, where possible on the same working day as it is received and **within 24 hours** and obtain their advice about the appropriate action to be taken. For Children's Services the point of contact will be the Single Point of Advice (SPOA). Advice may also be received from the police if appropriate.
- 8.3 It is not the job of the Safeguarding Contact or the Named Senior Officer to establish whether or not abuse is taking place, or whether a crime has been committed. That is the job of the "responsible authorities" (Police, ESCC Children's or Adult Services).
- 8.4 Safeguarding Contacts are also responsible for supporting staff who report concerns directly to ESCC whether this is out of normal hours or in situations where they have not been able to locate a Safeguarding Contact.

9 Confidentiality, record keeping and sharing information

- 9.1 Information about safeguarding concerns should be regarded as **confidential** and should be channelled through a Safeguarding Contact. The information is not secret, however, and the Safeguarding Contact will seek advice from ESCC Children's and Adults' Services and be guided by the information set out at Appendix H. Information sharing must be necessary, proportionate, relevant, accurate, timely and secure.
- 9.2 If someone discloses abuse, but asks that it should be kept a secret, they should be told that if what they have said indicates that they, or someone else, may be harmed, there is a duty to report it to a Safeguarding Contact. This is called acting in the public interest.
- 9.3 If a witness who is not a councillor or member of staff requests anonymity, they should be told that it is much better if they are willing to give their name, but if not, their concern will still be reported to a Safeguarding Contact.

- 9.4 Records should be written in plain English, and should always differentiate clearly between fact and opinion or judgement. All must be dated, and stored securely. Any paper records must be signed, and appropriately destroyed after scanning.
- 9.5 Information about a safeguarding concern may be shared by a Safeguarding Contact or the Named Senior Officer at the earliest opportunity with appropriate others in accordance with information sharing principles (Appendix H). For example:
- The council's HR Manager in the case of an allegation against staff
 - The council's Monitoring Officer in the case of an allegation against a councillor
 - Where safeguarding concerns and allegation relate to contractors or partners the appropriate company/organisation manager and council senior manager overseeing the contract or partnership;
 - The alleged victim or their parent/carer where appropriate (regarding the safeguarding concern and steps being taken to deal with it).
- 9.6 A secure GCSX compliant email system must be used where there is a need to share safeguarding or other confidential information with external organisations (in accordance with the information sharing requirements of this policy).
- 9.7 Records will be stored in accordance with the council's policies and procedures governing information management and record/document retention and disposal.

10 Allegations against staff, councillors, contractors or partners

- 10.1 If someone witnesses behaviour by a councillor, member of staff, contractor or partner, or an allegation is made about them that indicates that they have, or may have:
- harmed a child, young person or vulnerable adult, or put them at risk of harm;
 - possibly committed a criminal offence against or related to a child, young person or vulnerable adult, or;
 - behaved in a way that indicated they may pose a risk of harm to children young people or vulnerable adults.

they must report it as a safeguarding concern to a Safeguarding Contact (see section 8).

- 10.2 It is acknowledged that an allegation against any member of staff will generate concern amongst other staff. The way in which any such allegations are dealt with should be professional and fair and, above all, protect the welfare of the child, young person or vulnerable adult. Staff will be supported if they disclose information about a colleague.
- 10.3 A councillor or member of staff, whether paid or unpaid, must report any allegation made against them to a Safeguarding Contact following the procedure in Section 7 of this policy.
- 10.4 Safeguarding concerns and allegations relating to staff will be dealt with in accordance with the council's disciplinary procedures (including instances where the member of staff resigns or leaves). However, investigations by the responsible authorities will take precedence over internal council procedures relating to conduct. The HR Manager will liaise with the responsible authorities to agree the appropriate course of action.
- 10.5 The HR Manager will seek advice from ESCC Children's or Adult Services or the police prior to informing a member of staff of an allegation against them. The HR Manager will offer appropriate welfare support to the member of staff and ensure they are kept appropriately informed during any investigation process.
- 10.6 In accordance with the law the council will refer to the Disclosure and Barring Service (DBS) any member of staff who:
- was dismissed because they harmed a child or adult;
 - was dismissed or removed from working in a regulated activity because they might otherwise have harmed a child or adult;
 - would have been dismissed for either of the above reasons but they resigned first; or,
 - who works with children or vulnerable adults in regulated activity and has been cautioned or convicted for a relevant offence.
- 10.7 Safeguarding concerns and allegations relating to councillors will be referred to the Monitoring Officer and dealt with in accordance with the council's Code of Conduct of Members and liaison with the lead officer responsible for safeguarding.
- 10.8 The council will implement procedures to deal with the outcome of any investigation including:
- advice and reassurance to the public;
 - media attention;
 - dealing with staff in the event of allegations being unfounded;

- dealing with staff should an allegation about a staff member be proven.

11 Recruitment and selection

- 11.1 The council will take all reasonable steps to prevent unsuitable people working with children, young people and vulnerable adults on behalf of the council. Procedures will be deployed consistently for all staff whether in full time, part time, permanent or temporary employment and whether paid or voluntary.
- 11.2 The need to recruit quickly will not be allowed to take precedence over safe recruitment principles. They are incorporated into the council's recruitment policies and practices, and the HR Manager is responsible for their implementation and review. Key aspects are:
- a commitment to safeguarding must be included in all future employment contracts
 - criminal record checks will be made where appropriate. Roles that involve regulated activities, such as caring for, supervising or being in sole charge of children or vulnerable adults, require an enhanced Disclosure and Barring Service (DBS) Check. This may include checking whether someone is included in the two DBS 'barred lists' of individuals who are unsuitable for working with children and adults. DBS checks must be obtained for staff and volunteers undertaking these roles, and they will not be permitted to commence unaccompanied work until they have been received. It is against the law for employers to employ someone, or allow them to volunteer for this kind of work if they are on one of the barred lists.
 - a commitment to safeguarding must be included in all employment contracts.
 - any post-specific requirements relating to safeguarding must be included in the relevant job description and person specification.
 - offers of employment or placements are subject to receipt of satisfactory references and identity checks. Where the post involves significant contact with children, young people or vulnerable adults, former employers will be asked about the suitability of the candidate and whether there have been any concerns, allegations or disciplinary investigations related to safeguarding.
 - managers and HR staff must comply with corporate policies on the security of DBS records and on the Rehabilitation of Offenders to ensure the confidentiality of information received in relation to applicants.
- 11.3 Managers are responsible for ensuring that employment agencies used by the council offer safe recruitment and selection processes. Employment agencies must be made aware of this policy, must provide the council with a copy of

their safeguarding procedure and must agree to share with the council any safeguarding concern within the agency relating to individual staff.

12 Information and training

- 12.1 Information will be made available in council premises to raise awareness and to let people know how to voice any safeguarding concerns they may have.
- 12.2 Appropriate information will be made available to staff councillors, contractors and partners in the form of this policy and appendices.
- 12.3 All training carried out will be consistent with the recommendations of the Local Safeguarding Children Board and Safeguarding Adults Board.
- 12.4 Induction for new staff and councillors on safeguarding must be completed within 3 months of the start of their employment/placement/term of office. It will include:
 - signposting this policy, procedures for reporting safeguarding concerns and contact details of safeguarding contacts.
 - awareness training on safeguarding and role boundaries.
- 12.5 Existing staff and councillors will be required to undertake refresher awareness training on safeguarding and role boundaries every 3 years.
- 12.6 Requirements for more advanced training for staff who have significant contact with children young people or vulnerable adults will be identified as part of the induction and/or appraisal process, dependant on the nature of the post.
- 12.7 Requirements for additional training for HR Officers, Safeguarding Contacts, the Monitoring Officer, the Named Senior Officer and the Prevent Lead will be identified as part of the induction and/or appraisal process and refreshed at appropriate intervals.

13 External organisation licensed by, or working with for or on behalf of the council

- 13.1 The council works with and through a number of external organisations such as charities, contractors, licensees, other public sector bodies, etc. Checks that relevant external organisations operate safe recruitment practices must be made at the tender/quotation stage.

- 13.2 Where these external organisations are likely to have significant contact with children, young people or vulnerable adults as a direct result of their work for, on behalf of or in partnership with the council, they are required to have safeguarding procedures, such as safe recruitment and selection process in place. They must be aware of this policy, must provide the council with a copy of their safeguarding procedure and must agree to share with the council any safeguarding concern within their organisation relating to relevant individuals who undertake work for or on behalf of the council.
- 13.3 Support for programmes which involve children, young people or vulnerable adults (funding, premises, etc.) will be subject to those organisations providing evidence of effective policy and procedures on child and vulnerable adult protection. This includes all those managing any of the council's building or with a licence to run services from any of the council's buildings.
- 13.4 Heads of Service and managers are responsible for ensuring that their teams are made aware of and comply with the provisions set out in 13.2. and 13.3.
- 13.5 Heads of Service and managers are responsible for obtaining assurances that external organisations have implemented their own safeguarding procedures once they have been alerted to a safeguarding concern under section 7. Senior Heads of Service and managers will also take appropriate steps to address any risk that may be posed by an individual in the course of their organisation's work for or on behalf of the council.
- 13.6 The council will undertake DBS checks in accordance with national guidelines as part of the licence application process (e.g. taxi licence applications).

14 Policy review and version control

This policy will be reviewed annually or in line with new advice from the LSCB or SAB or changes to the Pan Susses procedures.

Date reviewed	Reviewed by	Approved by
August 2018	Laura Lea/Pat Taylor	Tim Whelan (Head of Service Delivery)

Appendix A – table of specific responsibilities in relation to safeguarding

Role			
Named Senior Officer	Safeguarding Contacts	HR Manager	Others
Maintain policy – update and ensure conformity with East Sussex LSCB and LSAB guidance.	Receive reports of safeguarding concerns and seek advice from ESCC Children's and Adults' Services	Manage allegations against staff <ul style="list-style-type: none"> • Implement disciplinary procedure where appropriate; • Liaise with responsible authorities • Share information with appropriate others; • Offer appropriate welfare support to person against whom allegations have been made; • Make referrals to the DBS when appropriate. 	Cabinet Member for Direct Assistance Services Customer Communications and Lead Ensure Communications including social media comply with Safeguarding policies and standards and the Pan Sussex E-Safety Strategy
Oversee policy implementation and ensure awareness and understanding. Ensure Corporate Risk	Raise concerns and submit reports to SPOA and HSCC as appropriate and ensure information is recorded and stored securely on appropriate system	Implement safe recruitment practices including <ul style="list-style-type: none"> • DBS checks where applicable; • Information in application pack; • Pre-employment checks. 	Heads of Service / Managers <ul style="list-style-type: none"> • Ensure departmental compliance with the policy including completion, updating and recording of risk assessments on Pentana;

Assessment is carried out, updated and recorded on Pentana			<ul style="list-style-type: none"> • Implement section 13 (external organisations). • Implement section 11.3 (employment agency checks) • Managers and Safeguarding Contacts ensure information is properly protected and shared, and use monitored.
<p>Oversee management of allegations against councillors including</p> <ul style="list-style-type: none"> • Implementation of appropriate procedures; • Liaison with responsible authorities. 		Arrange appropriate induction and training	<p>Assistant Director for Corporate Governance</p> <ul style="list-style-type: none"> • Ensure appropriate induction and training is provided for councillors. • Ensure that safeguarding concerns and allegations relating to councillors are dealt with in accordance with the Code of Conduct of Members of the Council.
<p>Ensure policy and procedures are implemented by staff</p> <p>Maintain and publicise a list of Safeguarding Contacts.</p>	Maintain appropriate records of concerns, advice, decisions and actions taken.	<p>Ensure staff agreements relating to IT Acceptable Use are in place covering e-safety</p> <p>Arrange appropriate induction and training for staff.</p>	<p>Heads or Service / Managers</p> <p>Ensure safeguarding issues are covered appropriately in induction, 1:1 and team meetings and staff appraisals and that mandatory training is completed.</p>

Deliver policy with respect to contracts and grants			Heads of Service / Managers Ensure procurement and grant processes comply with policy and procedures Specialist Advisor - Licensing Implement national guidance on DBS checks as part of the licence application process.
Ensure appropriate information is shared with Safeguarding Contacts and Senior Managers of Service Support Serious Case Reviews and Safeguarding Adult Reviews <ul style="list-style-type: none"> • Active co-operation; • Lessons learnt. Support and direct the Safeguarding Contacts, in the light of advice from ESCC Children's and Adults' Services	Share information with appropriate others.		

Appendix B – General Guidance for Staff and Managers

We can reduce likely situations for abuse of children and help protect our staff and volunteers from false accusations by making sure that everyone is aware that **it is not acceptable to:**

- Spend time alone with children away from others;
- Take children alone in a car on journeys, however short;
- Take children to their home.

In exceptional circumstances where it is **absolutely unavoidable** that these things do happen, they should **only** occur with the full knowledge and consent of the senior head or their deputy.

You should make it clear to all staff and volunteers in your organisation that they should **never:**

- Engage in rough physical games, including horseplay (apart from structured sports activities);
- Allow or engage in inappropriate touching of any form;
- Allow children to use inappropriate language unchallenged;
- Make sexually suggestive comments about, or to, a child;
- Let allegations a child makes go unchallenged or unrecorded;
- Do things of a personal nature for children or vulnerable adults.

Appendix C – Guidance For Managers: Supervision of Children

Making arrangements for the proper supervision of children is one of the most effective ways of minimising opportunities for children to suffer harm of any kind whilst taking part in organised programmes or whilst at Council facilities.

Planning

- Organisers **must** plan and prepare a detailed programme of activities for the children who are involved in the project, **including preparing a risk assessment prior to the event.**
- Managers must ensure that all staff and volunteers have got required appropriate DBS clearance in place.
- Organisers are responsible for the welfare and safety of the children for the whole time they are in their care.
- Young people should not be left to their own devices when undertaking a supervised programme.
- All children should be adequately supervised and engaged in suitable activities at all times.
- In circumstances when planned activities are disrupted, e.g. due to weather conditions, then organisers should have a number of alternative activities planned.

Supervision

- Leaders in charge must be satisfied that those workers and adults who accompany group parties are fully competent to do so.
- Children must be supervised at all times.
- Children must not be left unsupervised at any venue whether it is indoors or out of doors.
- Workers should know at all times where children are and what they are doing.
- Any activity using potentially dangerous equipment should have constant adult supervision.
- Children will be safer if supervised by two or more adults.
- Dangerous behaviour by children should not be allowed.

Adult/Child Ratios

Level of supervision must be adequate whether at the organisation's venue or on a journey/visit. Therefore, when deciding how many adults are required to supervise, manager must take into consideration a range of practical matters:

- The number of participants in the group
- The nature of the site/venue and of the activity involved
- It is important that each individual supervisor knows the responsibilities he/she is expected to bear.

It is for the Manager in charge to exercise his/her professional judgement in deciding the level of supervision taking into account the appropriate national guidance. Risk assessments should be carried out in advance of programming the activity.

Guidelines for listening to a child, young person or vulnerable adult who claims he or she has been abused:

- React calmly so as not to frighten the child, young person or vulnerable adult
- Tell them they are not to blame and that they were right to tell
- Take what they say seriously, recognising how difficult it was for them to confide in you
- Always reassure them but do not make promises of confidentiality. Immediately afterwards, make a full, detailed record of what has been said, heard and/or seen.

Appendix D – What to do if you have concerns – reporting incidents or allegations

All staff must report any incidents or allegations to one of the council's **Safeguarding Contacts**, or, in their absence, to a direct line manager.

If a disclosure is made it **must be reported**. If in doubt contact one of the Safeguarding Contacts, your line manager, Human Resources or the Director of Service Delivery.

The Safeguarding Contacts will be identified to the member of staff at the start of their employment.

These include:

- Customer Contact Manager
- Customer Contact Team Leaders
- Neighbourhood First Team
- Specialist Advisor – Housing
- Manager - Sports Team
- Events Coordinator

A full list may be found on the council's intranet.

The Safeguarding Contact or manager will contact the relevant team at East Sussex County Council during working hours or the Emergency Duty Team if outside office hours.

The Safeguarding Lead and Senior Named Officer should be informed.

In an emergency, if it is out of office hours or you are unable to contact a Safeguarding Contact, report your concerns directly.

If a child, young person or vulnerable adult is in **immediate danger ring 999**.

If the person you are concerned about is **injured, call an ambulance** or contact a doctor.

When requested by East Sussex Children's Services use the Safeguarding Referral Form at Appendix F as a checklist and to record information relating to a concern about a child or young person but **do not send this other than by secure (GCSX) email**.

This form can be also be used as guidelines:

- If you observe something that gives you concern, or witness an incident that involves a child or young person

- If you are concerned about the behaviour of a member of Eastbourne Borough Council staff towards a child or young person adult
- If a child, young person or vulnerable adult discloses abuse or neglect.

Pass this report to a Safeguarding Contact, or, if they are not available, to the Named Senior Officer or another member of the Corporate Management Team.

If you are unable to answer all the questions, do not delay making a report. Do not try to gather any further information. Staff, volunteers, members and partners are **not** expected to investigate suspected incidents but **must** act promptly and effectively in communicating the issues to child and adult protection professionals.

Reporting Concerns about child protection

- Concerns relating to child protection should be reported to the Single Point of Advice on 01323 46422 or by secure (GCSX) email to 0-19SPOA@eastsussex.gcsx.gov.uk during office hours – by the Safeguarding Contact or manager who has been notified of the incident, or, if none of these is available, by the member of staff raising the concern.
- Out of hours, in the case of urgent childcare issues which cannot wait until the following day, staff should raise their concerns directly through the Out of Hours service on 01273 335906 or 01273 335905. This service is available out of office hours, including weekends and Public Holidays.
- All allegations should be reported regardless of their nature or who receives them. If you are unsure whether the concern should be referred, you should contact the Single Point of Advice on 01323 464222.

Reporting suspected abuse of an adult at risk

- Concerns relating to suspected abuse of an adult at risk should be reported to East Sussex Adult Social Care Direct on 0345 6080 191.

Reporting concerns under the duty to Prevent extremist behavior

- Concerns relating to a child or young person under 18 being drawn into extremist activity, should be reported through Safeguarding Contacts to SPOA in the usual way.
- Concerns relating to a vulnerable adult being drawn into extremist activity, should be reported to East Sussex Adult Social Care Direct in the usual way.
- You may be asked to complete and submit a Channel Referral Form. This can be found at Appendix F and should be sent by secure (GCSX) email.

Other useful contacts

- Action on Elder Abuse
Phone: 080 8808 8141
Website: www.elderabuse.org.uk;

- Healthwatch
Phone: 0300 0683 000
email: enquiries@healthwatch.co.uk
website: www.healthwatch.co.uk
- Public Concern at Work (for staff concerned about bad practice in the workplace)
Phone: 020 7404 6609;
Website: www.pcaw.org.uk
- NHS Direct
Phone: 111
- Samaritans (centre office)
Phone: 0208 394 8300
- Carers Direct National Helpline
Freephone: 0300 123 1053
- Care Quality Commission
Phone: 03000 616161
- National Domestic Violence Helpline (24-hour helpline)
Freephone: 0808 2000 247

Appendix E - Allegations against a member of staff or councillor

Allegations against a member of staff or councillor

If you are concerned about the behaviour of a member of council staff or councillor towards a child, young person or vulnerable adult you must report this.

Where an allegation is made against an employee:

- the matter will be investigated in accordance with the council's disciplinary procedure.
- an appropriate person will be appointed to investigate;
- an immediate evaluation will be carried out to determine if there needs to be a full investigation;
- the employee may be suspended in cases of a more serious nature;
- if during the investigation there are suspicions of criminal activity or intent, the case will be referred to the police and/or social services.

Where an allegation is made against a councillor:

- The matter will be referred to the council's Monitoring Officer and will be investigated in accordance with the Code of Conduct of Members of the Council;
- If during the investigation there are suspicions of criminal activity or intent, the case will be referred to the police and/or social services.

If you report your concerns, you will be treated with sensitivity and fully supported by the council.

Appendix F – Reporting Forms

East Sussex Statement of referral



To make a referral to children's services you need to contact the countywide SPOA service:

Tel: 01323 464222 / Email: 0-19.SPOA@eastsussex.gov.uk

The SPOA Worker will ask if you have discussed with your agency Safeguarding lead with reference to the East Sussex Continuum of Need prior to calling and which level of need the case sits on, the concerns should be discussed in this way first, unless a significant immediate risk of harm is identified. Referrals should be followed up in writing using this form within 24 hours

For more information on the Continuum of Need please go to <https://czone.eastsussex.gov.uk/Continuum>

- If handwritten, please complete in BLOCK CAPITALS
- If you run out of space please attach a separate sheet

To: (name of contact at East Sussex County Council)		Today's date:	
--	--	----------------------	--

Please attach any relevant additional information e.g. Chronology, Early Help Plan, CAF (information from attached documents **does not** have to be repeated on this form)

Please tell us what documents you have attached:

1. Child / young person you are concerned about

Full name		Gender	
Date of Birth		Educational setting	
Address		Phone number	
NHS number			

2. All other children & young people you are aware of in the household

Full name	Date of birth	Gender	Relationship to above	Educational setting	NHS number

2a. Ethnicity of children & young people in the household

White	Mixed	Asian or Asian British	Black or Black British
<input type="checkbox"/> British	<input type="checkbox"/> White & Black	<input type="checkbox"/> Indian	<input type="checkbox"/> Caribbean
<input type="checkbox"/> Irish	<input type="checkbox"/> White & Black	<input type="checkbox"/> Pakistani	<input type="checkbox"/> African

<input type="checkbox"/> Gypsy/Roma	<input type="checkbox"/> White & Asian	<input type="checkbox"/> Bangladeshi	<input type="checkbox"/> Other*
<input type="checkbox"/> Irish Traveller	<input type="checkbox"/> Other*	<input type="checkbox"/> Other*	
<input type="checkbox"/> Other*	<input type="checkbox"/> Arab	<input type="checkbox"/> Chinese	<input type="checkbox"/> Prefer not to say

***Other Ethnic Group:**

3. Adults you are aware of in the household			
Full name	Gender	Relationship	Parental responsibility? Y/N

3a. Any other significant adults, children or young people who live elsewhere			
Full name	Gender	Relationship	Parental responsibility? Y/N

4. Why are you worried about this child / family? What is your risk assessment for them?

Please include a chronology if not already attached/hi-light risks ie CSE/PREVENT/PHYSICAL ABUSE

5. Do you know what has already been tried to support this family and the outcome of that support? (include attachments as appropriate)

6. What help do you think Children's Services – Early Help or Social Care can give in this case?

7. Who in the family is aware of this referral? What do they think about this referral being made?

Please note: it is possible that this SOR and its contents will be discussed within the SPOA team and also within MASH if the SOR is passed through to that service. MASH is a multi-agency team and consists of staff from Children's Social Care, Police and other key early help services, information will be shared in order to work out the best way to respond to the concerns. We use the principles of information sharing as set out within Working Together 2015.

8. Please list any organisations or services you think are working with any members of the family

9. Referrer information: Please tell us about you

Name		Role	
Service		Contact details	
Signature			

Pan-Sussex Channel referral and assessment form

Restricted when complete (this document is only disclosed to those partners who have an information sharing agreement in place).

Pan-Sussex Channel referral and assessment form			
Referral Details			
Name:			
Alternative name:			
Date of Birth:		Gender:	
Address:			
Nationality:		Ethnicity:	
Language (first):		Faith:	
School/college or Occupation/workplace:			
Family or Carer details:			
Referring Agency Details			
Referral Author and Contact Details:			
Agency:			
Date of Referral:			

Vulnerability Factors		
Factor	Notes	Y/N
Faith/Ideology	e.g. concerning comments relating to faith or ideology, or association with extremists	
Social Mobility	e.g. poverty, lack of education or employment, immigration issues	
Physical or mental health	e.g. disability, learning difficulties, mental health support needs	
Risk or harm factor	e.g. threat posed by family member (Domestic Violence issues), victim of hate crime or personal attack: Perpetrator of Hate Crime.	
Criminal Activity or association	e.g. involved in criminal activity or associating with known criminals	

Isolation or exclusion	e.g. lack of social activity, isolation, absent peer groups	
Other factor	Any other factors Please specify: e.g Jordan is a violent young man who seems to enjoy fighting. He's also quite charismatic and intelligent and also appears to be quite manipulative.	
Is the individual aware of the referral?	It is not always necessary to notify the individual, but it can be beneficial if they are aware.	

Restricted when Completed

Summary reason for referral
Outline main reasons for referral:
Existing agency involvement
<i>Outline and existing agency involvement (that you are aware of) e.g. CAF (Common Assessment framework), MAPPA (Multi Agency Public Protection Arrangements), Safeguarding:</i>
Any other relevant information
<p>Notes: A Channel referral places an individual into a multi-agency assessment and support process which aims to reduce their vulnerability to extremist-related activity. Each referral is screened for suitability. Further information will be sought from partner agencies before any support mechanisms are put in place. Your referral is important and does not mean an individual is a terrorist or will become a terrorist, only that vulnerabilities have been identified which require further investigation or help. Please provide as much detail as possible.</p> <p>If you have any questions or concerns please do not hesitate to discuss with your head of safeguarding, your nominated Single Point of Contact or local <i>Prevent</i> Engagement Officer:</p> <p>Naomi Watkinson - Prevent Officer Force Counter Terrorism Intelligence Unit Sussex Police Telephone 07788 566585</p> <p>Email: naomi.watkinson@sussex.pnn.police.uk</p>

When completed please email to channel@sussex.pnn.police.uk

Appendix G – Risk Assessment

The Named Senior Officer is responsible for ensuring that a corporate risk assessment covering safeguarding is carried out and recorded on Pentana.

Heads of Service are responsible for ensuring risk assessments are carried out in their service areas and recorded on Pentana.

For the purposes of this policy the type of work shown is indicative of the type of areas where protection of children and vulnerable adults should be considered. It is not intended to be comprehensive or exclusive.

Managers of work areas have responsibility for identifying “at risk” staff and other groups.

High Risk: Staff who enter people’s homes where Children or Vulnerable Adults may be, e.g.

- Leisure Centre & Sports Centre Staff
- Events staff
- Neighbourhood Advisors
- Contractors
- Volunteers

Low Risk: Staff who work out of the office but have no direct contact with Children, e.g.

- Contract inspectors
- Planning Officers / Building Control Officers

No Risk: Staff who are office based and have no contact with Children or Vulnerable Adults, e.g. Financial or Legal staff

When considering risk the same methodology should be applied to Council members, staff, contractors and volunteers.

Appendix H – Information Sharing

Working Together to Safeguard Children 2015 states that:

“Effective sharing of information between professionals and local agencies is essential for effective identification, assessment and service provision.

Early sharing of information is the key to providing effective early help where there are emerging problems. At the other end of the continuum, sharing information can be essential to put in place effective child protection services. Serious Case Reviews (SCRs) have shown how poor information - sharing has contributed to the deaths or serious injuries of children.

Fears about sharing information cannot be allowed to stand in the way of the need to promote the welfare and protect the safety of children.” (Working Together 2015)

Professionals often feel confused or concerned when they are asked to provide information to Children’s or Adult Social Care. Usually, this concern centres on the Data Protection Act and whether or not the professional has to obtain the consent of a parent before personal information can be shared.

There have been occasions when attempts to protect children from significant harm have been obstructed or delayed by a professional’s reluctance to share relevant information.

No professional should assume that someone else will pass on information which they think may be critical to keeping a child safe. If a professional has concerns about a child’s welfare and believes they are suffering or likely to suffer harm, then they should share the information with local authority children’s social care.

What is the legal basis for sharing information?

Sharing information with Children’s or Adult Social Care when they are discharging their legal duty to safeguard children or vulnerable adults is enshrined in legislation, statutory guidance, and in inter-agency safeguarding procedures.

- The Children Act 1989 requires local authorities to make child protection enquiries if they have reasonable cause to suspect that a child is suffering, or is likely to suffer, significant harm, and requires other organisations to assist them with those enquiries if asked to do so.
- The Children Act 1989 places a general duty on local authorities to provide services for children in need in their area; section 27 of the act enables local authorities to request the help of other organisations to exercise this duty.
- Section 10 of the Children Act 2004 requires organisations to cooperate with the local authority to make arrangements to improve the wellbeing of children in their area.

- Section 11 of the Children Act 2004 places a duty on organisations to make arrangements to ensure their functions are discharged with regard to the need to safeguard and promote the welfare of children; this includes ensuring arrangements are in place for appropriate information sharing.
- Section 175 of the Education Act 2002 requires governing bodies of maintained schools and further education colleges to make arrangements to ensure that their functions are carried out with a view to safeguarding and promoting the welfare of children. Section 157 of the Education Act 2002 requires proprietors of independent schools (including academies, Free Schools and city technology colleges) and The Non-Maintained Special Schools Regulations 1999 require governing bodies of non-maintained special schools to make similar arrangements to safeguard and promote the welfare of children. Collaborative work and information sharing is necessary to fulfil these duties.
- Clause 45 of the Care Act focuses on 'supply of information'. This relates to the responsibilities of others to comply with requests for information from the Safeguarding Adults board

Staff should be aware of:

- 'Working Together to Safeguard Children' 2018, which replaces the guidance issued in 2015 (<http://www.workingtogetheronline.co.uk/>)
- The 'Care and Support Statutory Guidance' 2018 (<http://www.safecic.co.uk/>)
- Local requirements as set out in the *Sussex Safeguarding and Child Protection Procedures* (<https://sussexchildprotection.procedures.org.uk/>)
- Local requirements as set out in the *Sussex Safeguarding Adult – Policy and Procedures* (<http://sussexsafeguardingadults.procedures.org.uk/>)

The general principle is that information will only be shared with the consent of the subject of the information.

However, consent should not be sought:

- If it would place a child or adult at increased risk of harm
- If it would prejudice the prevention of detection of a serious crime
- If it would lead to unjustified delay in making enquiries about allegations of significant harm to a child
- If required by a statutory duty or a court order to share information

Consent is not necessary in cases where Children's Social Care are making child protection enquiries under section 47 of the Children Act 1989 – information needs to be shared with them; staff should ensure they record that the information has been shared.

Seven Golden Rules

- i. 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.
- ii. 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.
- iii. Seek advice if you are in any doubt, without disclosing the identity of the person where possible.
- iv. 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 judgment on the facts of the case. See also [Further Information to Inform Decision Making Procedure](#) regarding the need for consent.
- v. Consider safety and well-being: Base your information sharing decisions on considerations of the safety and wellbeing of the person and others who may be affected by their actions.
- vi. 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.
- vii. 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.

(Extract from “Information sharing: Guidance for Practitioners and Managers”)

Further information can be found at:

www.eastsussexlscb.org.uk or <http://sussexsafeguardingadults.procedures.org.uk/>

Appendix I

Multi-agency Public Protection Arrangements (MAPPA)

The purpose of the MAPPA framework is to reduce the risks posed by sexual and violent offenders in order to protect the public, including previous victims, from serious harm.

The responsible authorities in respect of MAPPA are the police, prison and probation services. They have a duty to ensure that MAPPA is established in each of their geographic areas in order to ensure the risk assessment and management of all identified MAPPA offenders (primarily violent offenders on licence or mental health orders and all registered sex offenders).

Police, prison and probation services have a clear statutory duty to share information for MAPPA purposes. Other organisations have a duty to cooperate with the responsible authority, including housing providers. This information includes sensitive personal data where a need-to-know approach applies.

The council sends a representative to MAPPA meetings and contributes to minimising risk in the community through its participation. The council's Senior Specialist Advisor – Housing is the council's lead representative for MAPPA.

Multi-agency Risk Assessment Committee (MARAC)

As a housing services provider the council makes referrals to and participates in casework at MARAC meetings when an incident of domestic violence, stalking or 'honour'-based violence triggers a risk concern. The MARAC data sharing protocol adopts a need-to-know approach. This requires the council to provide a Single Point of Contact (SPOC) to manage the security and appropriate dissemination of information and to co-ordinate council officer case involvement.

The council's Senior Specialist Advisor – Housing is the council's Single Point of Contact for MARAC and is responsible for ensuring attendance at MARAC meetings.

Where domestic violence is being experienced by an adult at risk, safeguarding procedures provide the overarching process for ensuring the coordination of multi-agency involvement. The MARAC process is used in addition to ensure that issues relating to domestic abuse are covered effectively.

The council's safeguarding contacts, managers and team leaders are responsible for ensuring legislative compliance, best practice, up-to-date contact details and effective liaison with partners at an operational level.

Appendix J – e-Safety policy

This policy has been developed to support the council's commitment to safeguarding and promoting the welfare of children and young people in a digital age.

The council recognises that being safe on line is not just a matter of technology and a comprehensive approach to e-safety is necessary.

Background

"All agencies providing services to children have a duty to understand e-safety issues, recognising their role in helping children to remain safe online while also supporting adults who care for children."

Becta 2008, Safeguarding Children in a Digital World

E-safety is the process of limiting risks to children and young people when using Information and Communications Technology (ICT). E-safety is primarily a safeguarding issue not a technological issue, which relates to the use of all ICT-fixed or mobile; current, emerging and future ICT.

ICT is used daily as a tool to improve teaching, learning, communication and working practices to the benefit of our children and young people and those that work to support them. The use of ICT is recognised as being of significant benefit to all members of our community, in personal, social, professional and educational contexts. However alongside these benefits, there are potential risks that we have a statutory duty of care to manage, to ensure they do not become actual dangers to children and young people in our care or for employees.

E-Safety Risks & Issues

Some E-safety risks and issues are illustrated below

	Commercial	Aggressive	Sexual	Values
Content (child as recipient)	Adverts Spam Sponsorship Personal info	Violent/hateful content	Pornographic or unwelcome sexual content	Bias Racist Misleading info or advice
Contact (child as participant)	Tracking Harvesting personal info	Being bullied, harassed or stalked	Meeting strangers; being groomed	Self-harm Unwelcome persuasions
Conduct (child as actor)	Illegal downloading Hacking Gambling Financial scams Terrorism	Bullying or harassing another	Creating and uploading inappropriate material	Providing misleading info or advice.

DSCF, 2008 - Safer Children in a Digital Word: The report of the Byron Review

e-Safety lead officer

The Head of ICT is the council's e-Safety lead officer, responsible for ensuring that this policy is disseminated, implemented and reviewed.

The e-Safety lead officer is responsible for:

- Ensuring that appropriate Acceptable Use of ICT policies are in place and included in the suite of policies that all staff, volunteers and council Members sign to confirm their compliance
- Ensuring that procedures are in place for reporting an e-safety incident, e.g. clear lines of reporting incidents of misuse of ICT by users and safeguarding incidents when a user is at risk or has come to actual harm through the use of ICT.

Procedures

All staff and volunteers are responsible for reporting any incidents of misuse of ICT by users that they become aware of to their line manager or Head of Service.

All council Members are responsible for reporting any incidents of misuse of ICT that they become aware of to the council's Monitoring Officer.

All staff and volunteers are responsible for reporting any safeguarding incidents when a user is at risk or has come to actual harm through the use of ICT through the council's agreed Safeguarding Procedures.

Infrastructure & Technology

The council will:

- Identify all routes to access the Internet in council run buildings and carry out risk assessments with regards to e-Safety;
- consider the use of additional software and/or settings for technologies to limit the e-safety risk;
- use up to date security software / solutions for technologies;
- where Internet access is available, ensure that all web content filtering products or services used, as a minimum:
 - subscribe to the Internet Watch Foundation Child Abuse Images and Content (CAIC) URL List;
 - block 100% of illegal material identified by the Internet Watch Foundation (IWF);
 - are capable of blocking 90% of inappropriate content in each of the following categories:
 - Pornographic, adult, tasteless or offensive material;

- Violence (including weapons and bombs, radicalisation);
- Racist, extremist and hate material;
- Illegal drug taking and promotion;
- Criminal skills and software piracy.

Training

Where Council staff, volunteers and members have contact with children and young people the Council aims to raise awareness of e-safety through induction and training programmes.

All staff, volunteers and Council Members are made aware of the Council's policies and procedures governing Safeguarding, including this Policy on e-safety.

The Council also aims to promote awareness of e-safety and to encourage staff and partner organisations to attend training covering issues of e-safety.

Policy review

This policy will be reviewed annually or in response to new technologies or e-safety incidents if sooner.

Appendix K: Private Fostering

There is a duty on parents and private foster carers who enter into a private fostering arrangement to notify Children's Services of this.

Private Fostering is when a child under the age of 16 (or under 18 if the child is disabled) is cared for by someone who is not their parent or a 'close relative' through a private arrangement made between a parent and a carer for 28 days or more.

A 'close relative' can include step-parents, grandparents, brothers, sisters, uncles or aunts (whether of full blood, half-bloods or by marriage).

If any private fostering arrangements come to our attention the Council will check with SPOA to ensure they have been made aware of the situation.

Appendix L – Domestic Abuse

Definition

Domestic abuse can encompass, but is not limited to, the following types of abuse:

- Psychological;
- Physical;
- Sexual;
- Financial;
- Emotional.

Whilst women are more likely to experience the most serious forms of domestic violence and abuse, it is important to acknowledge that there are female perpetrators and male victims and that domestic violence and abuse also occurs within same sex relationships.

The definition of 'harm' in Section 31A of the Children Act 1989 (introduced by the Adoption and Children Act 2002) recognises that a child may suffer harm through witnessing domestic violence and abuse. Research evidence also indicates a strong link between domestic violence and abuse and all types of abuse and neglect.

Officers dealing with cases where domestic abuse has been reported, should ensure their response safeguards both the child and the non-abusing parent. Local arrangements set out how this assessment is undertaken including use of the [DASH Risk Assessment Tool](#) and referral to the Multi-Agency Risk Assessment Conference (MARAC) process. The MARAC is a process involving the participation of all the key statutory and voluntary agencies who might be involved in supporting victims of domestic violence and abuse. The objective is to share information and establish a simple multi-agency action plan to support the victim and make links with other public protection procedures, particularly safeguarding children, vulnerable adults and the management of offenders.

Any staff member who becomes aware of domestic violence and abuse should safeguard the safety of the victim and:

- ascertain whether there are any children living in the household or if the victim is pregnant and, if so, refer the case to Children's Services
- make a preliminary determination of the degree of exposure of the children to the incidents of violence and its consequent impact;
- where possible provide the victim with information on local support services and refuge details, taking into account any ethnic or cultural issues (available from local domestic violence forums).

Staff need also to be aware of **The Domestic Violence Disclosure Scheme** (DVDS) (also known as 'Clare's Law'). This gives members of the public a formal mechanism to make enquires about an individual who they are in a relationship with, or who is in a relationship with someone they know, where there is a concern that

the individual may be violent towards their partner. This scheme adds a further dimension to the information sharing about children where there are concerns that domestic violence and abuse is impacting on the care and welfare of the children in the family.

Members of the public can make an application for a disclosure, known as the 'right to ask'. Anybody can make an enquiry, but information will only be given to someone at risk or a person in a position to safeguard the victim. The scheme is for anyone in an intimate relationship regardless of gender. Partner agencies, such as local authorities, can also request disclosure is made of an offender's past history where it is believed someone is at risk of harm. This is known as 'right to know'.

If a potentially violent individual is identified as having convictions for violent offences, or information is held about their behaviour which reasonably leads the police and other agencies to believe they pose a risk of harm to their partner, the police will consider disclosing the information. A disclosure can be made if it is legal, proportionate and necessary to do so.

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Report to:	Scrutiny
Date:	3 September 2018
Title:	Scrutiny Annual Work Programme 2018/2019
Report of:	Catherine Knight, Assistant Director of Legal and Democratic Services
Ward(s):	All
Purpose of report:	For the Scrutiny Committee to agree its Annual Work Programme for 2018/2019 prior to it going to Cabinet on 24 October 2018 and to Full Council for approval on 14 November 2018.
Decision type:	Non-key
Officer recommendation:	(1) That the Scrutiny Committee agree its work programme as set out at Appendix A. (2) That the Scrutiny Committee consider the Review Request which was previously put forward by Councillor Holt as set out at Appendix B.
Reasons for recommendation:	To meet the requirement of the Council's Constitution with regard to the preparation, execution and adjustment of the work programme.
Contact Officer:	Name: Jazmin Victory Post title: Scrutiny Officer E-mail: jazmin.victory@lewes-eastbourne.gov.uk Telephone number: 01273 485811

1 Information

- 1.1 Scrutiny is a process for councillors to review decisions and policies of the Council and Cabinet, and to consider whether they are right for the Borough. Scrutiny gives councillors the opportunity to explore issues in depth and undertake reviews on specific topics where appropriate as well as examine the Council's performance.
- 1.2 It is usual for Committees to agree their work programme at the first meeting of a new Council year. For the Scrutiny Committee, the work programme may require more flexibility than some other committees, to allow for the scrutiny of emerging issues during the year. However, there are a number of on-going issues that form the normal part of the Committee's business, such as monitoring of the Council's performance and the Council's budget.
- 1.3 These standard items, together with some further items which officers are

suggesting be considered, are included in a draft work programme set out at Appendix A.

- 1.4 Any new topics which are suggested and agreed by the Committee would then be brought forward, initially in the form of a scoping report, to a future meeting for further consideration.
- 1.5 Scrutiny Procedure Rule 7.1 requires the Work Programme to be reviewed on an annual basis in liaison between the Scrutiny Committee, the Cabinet and the Corporate Management Team before being submitted to Council for approval.

2 Financial appraisal

- 2.1 There are no direct financial implications as a result of this report. The Scrutiny Committee has a limited budget for use when undertaking scrutiny reviews if required.

3 Legal implications

- 3.1 There are no legal implications arising from this report.

4 Risk management implications

- 4.1 There is no requirement for an analysis of risk.

5 Equality analysis

- 5.1 An equalities impact assessment is not considered necessary for this routine report. Individual projects and service areas are subject to separate equality analysis as part of the Council's wider equality programme.

6 Appendices

- Appendix A – Scrutiny Committee Work Programme 2018/2019
- Appendix B – Scrutiny Review Request

7 Background papers

The background papers used in compiling this report were as follows:

- None

Scrutiny Annual Work Programme 2018/2019

Meeting date	Item
3 September 2018	<p>Sickness <i>Contact: Becky Cooke, Assistant Director for Human Resources and Transformation, becky.cooke@lewes-eastbourne.gov.uk</i></p> <p>Performance Monitoring 2018/2019 – Quarter 1 <i>Contact: Millie McDevitt, Performance and Programme Lead, millie.mcdevitt@lewes-eastbourne.gov.uk</i></p> <p>Safeguarding Policy and Update <i>Contact: Pat Taylor, Strategy and Commissioning Lead for Community Partnerships, pat.taylor@lewes-eastbourne.gov.uk</i></p> <p>Forward Plan of Decisions <i>Contact: Jazmin Victory, Scrutiny Officer, jazmin.victory@lewes-eastbourne.gov.uk</i></p> <p>Scrutiny Annual Work Programme 2018/2019 <i>Contact: Jazmin Victory, Scrutiny Officer, jazmin.victory@lewes-eastbourne.gov.uk</i></p>
8 October 2018	<p>Annual Finance Seminar <i>Contact: Alan Osborne, Deputy Chief Executive, alan.osborne@lewes-eastbourne.gov.uk</i></p>
3 December 2018	<p>A27 (an update from the Team Manager, Strategic Economic Infrastructure, East Sussex County Council) <i>Contact: Jazmin Victory, Scrutiny Officer, jazmin.victory@lewes-eastbourne.gov.uk</i></p> <p>Sustainability Policy Development <i>Contact: Jane Goodall, Strategy and Partnership Lead, Quality Environment, jane.goodall@lewes-eastbourne.gov.uk</i></p> <p>Performance Monitoring 2018/2019 – Quarter 2 <i>Contact: Millie McDevitt, Performance and Programme Lead, millie.mcdevitt@lewes-eastbourne.gov.uk</i></p> <p>Community Safety Partnership Annual Report <i>Contact: Harry Williams, Policy and Engagement Coordinator, harry.williams@lewes-eastbourne.gov.uk</i></p> <p>Forward Plan of Decisions</p>

Scrutiny Annual Work Programme 2018/2019

	<p>Contact: Jazmin Victory, Scrutiny Officer, jazmin.victory@lewes-eastbourne.gov.uk</p>
4 February 2019	<p>Council Budget proposals 2019/2020 Contact: Alan Osborne, Deputy Chief Executive, alan.osborne@lewes-eastbourne.gov.uk</p> <p>Equality and Fairness Annual Report Contact: Pat Taylor, Strategy and Commissioning Lead for Community Partnerships, pat.taylor@lewes-eastbourne.gov.uk</p> <p>Sovereign Centre Scrutiny Task Group – Final Report Contact: Jazmin Victory, Scrutiny Officer, jazmin.victory@lewes-eastbourne.gov.uk</p> <p>Forward Plan of Decisions Contact: Jazmin Victory, Scrutiny Officer, jazmin.victory@lewes-eastbourne.gov.uk</p>
10 June 2019	<p>Performance Monitoring 2018/2019 – Quarter 3 Contact: Millie McDevitt, Performance and Programme Lead, millie.mcdevitt@lewes-eastbourne.gov.uk</p> <p>Forward Plan of Decisions Contact: Jazmin Victory, Scrutiny Officer, jazmin.victory@lewes-eastbourne.gov.uk</p> <p>Consult relevant bodies for suggestions for 2019/2020 Work Programme Contact: Jazmin Victory, Scrutiny Officer, jazmin.victory@lewes-eastbourne.gov.uk</p>

Meetings take place at 6:00pm in the Town Hall, Grove Rd, Eastbourne BN21 4UG

To be scheduled:

- Monitoring of Recommendations/Updates on Reviews
- Call in

Request by Councillor for a Scrutiny review

Guidance Notes

Members can request the Scrutiny Committee to hold a review into an important subject or matter of concern in the Borough. It need not relate purely to services provided by the Council and could cover any matter effecting local residents or businesses.

The Council focuses its scrutiny activities on the things that matter most and on outcomes that can make a real difference for local people. It simply has not got the resources to look at everything that might be suggested and therefore has to prioritise. The Councils suggested criteria for selecting reviews are as follows (this information is also contained within the Scrutiny Guide, which all members will have received a copy):

- Members identify key issue for the public
- Poor performing services
- High level of user dissatisfaction
- High level of resource in the area
- Government/council high priority area
- New government guidance or legislation
- Media attention

For each review undertaken there should be:

- Key reasons for undertaking the review
- What the review is expected to achieve
- Agreed measures for identifying a successful review
- A project plan specifying the timetable and methodology (what evidence will be gathered, what consultation will take place)
- Consultation as to the composition of the panel which maybe undertaking the review

Please bear in mind when suggesting a topic for review that the following information will be needed and that where possible you provide as much information for the Scope and Terms of reference. This will assist the Chair and Deputy Chair when considering which three items will be selected for inclusion into the Annual Work Programme.

Scrutiny does not get involved in minor matters or individual concerns which are not of wider community significance. These need to be pursued through the appropriate Service Unit, Ward Councillors or Executive Member responsible. Nor does scrutiny deal with individual complaints which are dealt with through the Councils complaints procedure. Other topics not appropriate for scrutiny include: matters already being addressed, matters prejudicial to the Councils interests, individual disciplinary or grievance matters and matters unlikely to result in improvements for local people.

Subject	Eastbourne Night Time Economy
Brief Scope (outline for review)	A review into the night time economy of Eastbourne and how licencees, Eastbourne Borough Council and Police can work together to increase the offering for our town.
Suggested Consultation	

Reasons for Review and Supporting Information

Reasons for Review:

1. Why should topic be reviewed?	<p>There is a growing concern that Eastbourne's offering after hours is limited. Licencees are struggling to maintain their income and the CIP can limit opportunities.</p> <p>However, there is a new opportunity to grow the economy with the Beacon, and if we can work early with partners we could maximise the potential of this offering.</p>
2. How does it link to Council's strategic aims and priorities?	Growing the town economy
3. What benefits could result in conducting this review?	Increase night life

Supporting Evidence:

1. What evidence is there to support the reasons and need for a scrutiny review?	<p>Meetings with the strategic crime group and the nighttime economy were very revealing. Additionally meetings I have held with licencees over the last 12 months.</p> <p>Additional evidence from actually working in the town late at night during the Christmas market - with little to no activity.</p>
2. What are the facts?	See above

Desired Outcome:	
1. What would you wish to see happen as a result of any review?	Proposals shared with Licensing and Cabinet
2. Why do you think the desired outcome is achievable as a result of a review?	<p>We can work with all partners to ensure that licencees, EBC, Police and statutory authorities can have an early input into the town.</p> <p>This could help form any review into a future Cumulative Impact Policy (CIP) as well as aid licencing department and EBC</p>

Name: (please print)

Steve Holt

Signed:

Date:

21st Feb 2018

Please complete and return this form to the Scrutiny Officer, Town Hall, Grove Road, Eastbourne, BN21 4UG. Email the form to Jazmin.Victory@lewes-eastbourne.gov.uk Should you have any queries about completing the form please telephone 01323 415811

FOR OFFICE USE ONLY

Date Received:

Date Acknowledged:

Decision Date:

Decision; Accept Reject Defer

Date Decision Notified:

By:

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FORWARD PLAN OF DECISIONS

Period covered by this Plan:
Date of publication:

1 September to 31 December 2018
14 August 2018

Councillor David Tutt (Leader and Chair of Cabinet): Responsibilities aligned with Chief Executive and including the Community Strategy, Local Strategic Partnership, the Corporate Plan and economic development.

Councillor Alan Shuttleworth (Deputy Leader and Deputy Chair of Cabinet): Direct assistance services including revenues and benefits, housing and community development, and bereavement services.

Councillor Margaret Bannister: Tourism and leisure services

Councillor Jonathan Dow: Place services including cleansing and recycling, parks and Downland, engineering, building and development control, planning policy and strategy, environmental health and licensing.

Councillor Stephen Holt: Financial services including accountancy, audit, purchasing and payments).

Councillor Colin Swansborough: Core support and strategic services.

Councillor John Ungar: Community safety and the Community Safety Partnership.

Please see the explanatory note appended to this Plan for further information and details of how to make representations and otherwise contact the Council on matters listed in the Plan. Documents referred to will be available at least 5 clear working days before the date for decision.

Forthcoming decisions

Title, description and lead cabinet member:	Ward(s):	Decision type:	Decision maker:	Expected date of decision:	Expected exemption class: (Exempt information reason as defined by Part 1 of Schedule 12A of the Local Government Act 1972 (as amended))	Consultation arrangements proposed or undertaken (where known):	Documents to be submitted:	Lead Chief Officer/ Contact Officer:
<p>Corporate performance - quarter 1 2018/19.</p> <p>To update Members on the Council's performance against Corporate Plan priority actions, performance indicators and targets over Q1 2018/19 period.</p> <p>(Lead Cabinet members: Councillor Colin Swansborough, Councillor Stephen Holt)</p>	All Wards	Key decision	Cabinet	12 Sep 2018	<p>Part exempt</p> <p>Exempt information reason: 3</p>	Not applicable	Report	<p>Director of Regeneration and Planning (Ian Fitzpatrick), Deputy Chief Executive (Alan Osborne)</p> <p>Pauline Adams, Head of Finance Tel: (01323) 415979 pauline.adams@lewes-eastbourne.gov.uk</p> <p>Jo Harper, Head of Business Planning and Performance Tel: 01273 484049 jo.harper@lewes-eastbourne.gov.uk</p> <p>Millie McDevitt, Performance and Programmes Lead Tel: 01273 085637 millie.mcdevitt@lewes-eastbourne.gov.uk</p>

Forthcoming decisions

Title, description and lead cabinet member:	Ward(s):	Decision type:	Decision maker:	Expected date of decision:	Expected exemption class: (Exempt information reason as defined by Part 1 of Schedule 12A of the Local Government Act 1972 (as amended))	Consultation arrangements proposed or undertaken (where known):	Documents to be submitted:	Lead Chief Officer/ Contact Officer:
Environmental initiatives A report to provide an update on upcoming environmental initiatives, including the reduction of single use plastic. (Lead Cabinet member: Councillor Jonathan Dow)	All Wards	Key decision	Cabinet	12 Sep 2018	Open	None	Report	Director of Regeneration and Planning (Ian Fitzpatrick) Jane Goodall, Strategy and Partnership Lead, Quality Environment Tel: 01273 484383 Jane.Goodall@lewes-eastbourne.gov.uk

Forthcoming decisions

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<p>Brokerage Services to other public sector organisations</p> <p>To enable the Council, through a new joint venture, to generate commercial revenues by brokering funding and related services to other local authorities and public sector agencies.</p> <p>(Lead Cabinet member: Councillor Stephen Holt)</p>	All Wards	Key decision	Cabinet	12 Sep 2018	Fully exempt Exempt information reason: 3	Not applicable	Report	<p>Chief Executive (Robert Cottrill)</p> <p>Paul Turton, Regeneration Director Tel: 01323 436314 paul.turton@eastbournehomes.org.uk</p>

Forthcoming decisions

Title, description and lead cabinet member:	Ward(s):	Decision type:	Decision maker:	Expected date of decision:	Expected exemption class: (Exempt information reason as defined by Part 1 of Schedule 12A of the Local Government Act 1972 (as amended))	Consultation arrangements proposed or undertaken (where known):	Documents to be submitted:	Lead Chief Officer/ Contact Officer:
<p>Redundancy and redeployment policy</p> <p>To receive and note a report (if submitted to this meeting) giving details of employees currently subject this policy and related financial implications.</p> <p>(Lead Cabinet member: Councillor Colin Swansborough)</p>	All Wards	Non-key decision	Cabinet	12 Sep 2018	<p>Fully exempt</p> <p>Exempt information reasons: 1, 2</p>	Consultation with UNISON and the affected individuals takes place. It also provides for corporate resources to be made available to assist in the search for alternative employment both inside and externally to the Council.	Report	<p>Assistant Director of Human Resources and Organisational Development (Becky Cooke)</p> <p>Helen Knight, Human Resources Manager Tel: 01323 415063 helen.knight@lewes-eastbourne.gov.uk</p>

Forthcoming decisions

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<p>Local council tax reduction scheme</p> <p>To approve the local council tax reduction scheme and agree any amendments as necessary. It is a legal requirement that the council approve the scheme annually.</p> <p>(Lead Cabinet member: Councillor Alan Shuttleworth)</p>	All Wards	Budget and policy framework	Cabinet Full Council	24 Oct 2018 14 Nov 2018	Open	With such persons and groups as the council considered likely to have an interest in the operation of the scheme.	Report	<p>Interim Director of Service Delivery (Tim Whelan)</p> <p>Bill McCafferty, Revenues and Benefits Manager Tel: (01323) 415171 bill.mccafferty@lewes-eastbourne.gov.uk</p>

Forthcoming decisions

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<p>Safeguarding policy and update.</p> <p>To seek Cabinet approval for a Joint Safeguarding Policy and update members on arrangements for safeguarding children and vulnerable adults.</p> <p>(Lead Cabinet member: Councillor Alan Shuttleworth)</p>	All Wards	Budget and policy framework	Cabinet Full Council	24 Oct 2018 14 Nov 2018	Open	Not applicable.	Draft Safeguarding Policy; Equality and Fairness analysis (background paper).	<p>Interim Director of Service Delivery (Tim Whelan)</p> <p>Pat Taylor, Strategy and Commissioning Lead for Community and Partnerships Tel: (01323) 415909 pat.taylor@lewes-eastbourne.gov.uk</p>

Forthcoming decisions

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<p>Statement of Community Involvement</p> <p>The Statement of Community Involvement (SCI) sets out the Council's approach to consulting the local community and other stakeholders on planning matters.</p> <p>(Lead Cabinet member: Councillor Jonathan Dow)</p>	All Wards	Key decision	Cabinet	24 Oct 2018	Open	Consultation with the Local Plan Steering Group. Public consultation has previously been undertaken to earlier versions of the SCI.	Draft Revised Statement of Community Involvement	<p>Director of Regeneration and Planning (Ian Fitzpatrick)</p> <p>Matt Hitchen, Senior Strategy and Commissioning Officer (Planning Policy) Tel: (01323) 415253 matt.hitchen@lewes-eastbourne.gov.uk</p>

Forthcoming decisions

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<p>Joint transformation programme update.</p> <p>Report will provide an update on the joint transformation programme. In October 2015, cabinet approved a strategy for the development of shared services between Lewes District Council and Eastbourne Borough Council based on the integration of the majority of council services.</p> <p>(Lead Cabinet member: Councillor Colin Swansborough)</p>	All Wards	Non-key decision	Cabinet	24 Oct 2018	Open	Communication with staff representatives throughout mobilisation period. The Joint Transformation Programme Consultative Forum will continue to meet on a bimonthly basis, involving a range of staff representatives including UNISON representatives.	Report.	<p>Assistant Director of Human Resources and Organisational Development (Becky Cooke)</p> <p>Lee Banner, Joint Transition Programme Manager Tel: 01323 415763 lee.banner@lewes-eastbourne.gov.uk</p>

Forthcoming decisions

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Asset investments and disposals Update on the Council's asset investments. (Lead Cabinet member: Councillor David Tutt)	All Wards	Key	Cabinet	24 Oct 2018	Fully exempt Exempt information reasons: 3, 5	Not applicable	Report	Deputy Chief Executive (Alan Osborne) Alan Osborne, Deputy Chief Executive Tel: (01323) 415149 alan.osborne@lewes-eastbourne.gov.uk
Redundancy and redeployment policy To receive and note a report (if submitted to this meeting) giving details of employees currently subject this policy and related financial implications. (Lead Cabinet member: Councillor Colin Swansborough)	All Wards	Non-key decision	Cabinet	24 Oct 2018	Fully exempt Exempt information reasons: 1, 2	Consultation with UNISON and the affected individuals takes place. It also provides for corporate resources to be made available to assist in the search for alternative employment both inside and externally to the Council.	Report	Assistant Director of Human Resources and Organisational Development (Becky Cooke) Helen Knight, Human Resources Manager Tel: 01323 415063 helen.knight@lewes-eastbourne.gov.uk

Forthcoming decisions

Title, description and lead cabinet member:	Ward(s):	Decision type:	Decision maker:	Expected date of decision:	Expected exemption class: (Exempt information reason as defined by Part 1 of Schedule 12A of the Local Government Act 1972 (as amended))	Consultation arrangements proposed or undertaken (where known):	Documents to be submitted:	Lead Chief Officer/ Contact Officer:
<p>Corporate performance - quarter 2 2018/19</p> <p>To update Members on the Council's performance against Corporate Plan priority actions, performance indicators and targets over Q2 2018/19 period.</p> <p>(Lead Cabinet members: Councillor Colin Swansborough, Councillor Stephen Holt)</p>	All Wards	Key decision	Cabinet	12 Dec 2018	Part exempt Exempt information reason: 3	Not applicable	Report	<p>Director of Regeneration and Planning (Ian Fitzpatrick), Chief Finance Officer (Alan Osborne)</p> <p>Pauline Adams, Head of Finance Tel: (01323) 415979 pauline.adams@lewes-eastbourne.gov.uk,</p> <p>Jo Harper, Head of Business Planning and Performance Tel: 01273 484049 jo.harper@lewes-eastbourne.gov.uk</p> <p>Millie McDevitt, Performance and Programmes Lead Tel: 01273 085637 millie.mcdevitt@lewes-eastbourne.gov.uk</p>

Forthcoming decisions

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Theme plans for 2019/20 For Cabinet to agree the plans which have been drawn up for 2019/2020 for each of the four cross-council themes, including proposed performance targets. (Lead Cabinet member: Councillor Colin Swansborough)	All Wards	Key decision	Cabinet	12 Dec 2018	Open	Consultation with staff and, informally, with Cabinet Members, has been undertaken between September and November 2018	Report	Director of Regeneration and Planning (Ian Fitzpatrick) Jo Harper, Head of Business Planning and Performance Tel: 01273 484049 jo.harper@lewes-eastbourne.gov.uk , Millie McDevitt, Performance and Programmes Lead Tel: 01273 085637 millie.mcdevitt@lewes-eastbourne.gov.uk

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<p>Council budget 2019/20 - Draft proposals</p> <p>Preparation of the 2019/20 council budget.</p> <p>(Lead Cabinet member: Councillor Stephen Holt)</p>	All Wards	Key decision	Cabinet	12 Dec 2018	Open	The budget is subject to a wide and varied consultation process which will include consultation with the business and community/voluntary sectors. The Council's Scrutiny Committee will also have a formal opportunity of considering the proposals.	Report	<p>Chief Finance Officer (Alan Osborne)</p> <p>Pauline Adams, Head of Finance Tel: (01323) 415979 pauline.adams@lewes-eastbourne.gov.uk</p>

Forthcoming decisions

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<p>Council tax and business rate base 2019/20</p> <p>The Council is required to set its council tax base and the expected business rate income for the forthcoming year. These calculations are used as the basis for the amount of income the Council will precept from the collection fund.</p> <p>(Lead Cabinet member: Councillor Stephen Holt)</p>	All Wards	Key decision	Cabinet	12 Dec 2018	Open	None	Report	<p>Chief Finance Officer (Alan Osborne)</p> <p>Pauline Adams, Head of Finance Tel: (01323) 415979 pauline.adams@lewes-eastbourne.gov.uk</p>

Forthcoming decisions

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Major and housing grants To allocate Major and Housing Grants budget. (Lead Cabinet member: Councillor Alan Shuttleworth)	All Wards	Key decision	Cabinet	12 Dec 2018	Fully exempt Exempt information reason: 3	Grants Task Group (Date TBC)	Equality and fairness analysis	Director of Regeneration and Planning (Ian Fitzpatrick) Pat Taylor, Strategy and Commissioning Lead for Community and Partnerships Tel: (01323) 415909 pat.taylor@lewes-eastbourne.gov.uk

Forthcoming decisions

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Community safety partnership action plan. Adoption of action plan. (Lead Cabinet member: Councillor John Ungar)	All Wards	Budget and policy framework	Cabinet Full Council	12 Dec 2018 20 Feb 2019	Open	The proposals and action plan are being developed in consultation with members of the current Community Safety Partnerships.	Report	Director of Regeneration and Planning (Ian Fitzpatrick) Harry Williams, Policy and Engagement Coordinator Tel: 01323 416403 harry.williams@eastbourne.gov.uk , Jo Harper, Head of Business Planning and Performance Tel: 01273 484049 jo.harper@lewes-eastbourne.gov.uk Pat Taylor, Strategy and Commissioning Lead for Community and Partnerships Tel: (01323) 415909 pat.taylor@lewes-eastbourne.gov.uk

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<p>Redundancy and redeployment policy</p> <p>To receive and note a report (if submitted to this meeting) giving details of employees currently subject this policy and related financial implications.</p> <p>(Lead Cabinet member: Councillor Colin Swansborough)</p>	All Wards	Non-key decision	Cabinet	12 Dec 2018	Fully exempt Exempt information reasons: 1, 2	Consultation with UNISON and the affected individuals takes place. It also provides for corporate resources to be made available to assist in the search for alternative employment both inside and externally to the Council.	Report	<p>Assistant Director of Human Resources and Organisational Development (Becky Cooke)</p> <p>Helen Knight, Human Resources Manager Tel: 01323 415063 helen.knight@lewes-eastbourne.gov.uk</p>

Explanatory Note

The Council is required to publish information about all key decisions at least 28 days in advance of the decision being taken.

This plan is a list of the decisions likely to be taken over the coming four months. The list is not exhaustive as not all decisions are known that far in advance. The Plan is updated and re-published monthly.

The forward plan shows details of key decisions intended to be taken by the Cabinet and Chief Officers under their delegated powers.

The plan shows:-

- the subject of the decisions
- what wards are affected
- the decision type
- who will make the decision
- when those decisions will be made
- expected exemption class (open, part exempt or fully exempt.)
- what the consultation arrangements are
- what documents relating to those decisions will be available
- who you can contact about the decision and how to obtain copies of those documents referred to in the plan

What is a key decision?

"Key decisions" relate to a decision, which is likely:-

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

(2) to be significant in terms of its effects on communities living or working in an area comprising two or more wards in the Council's area.

What is budget and policy framework?

When a decision is marked as "budget and policy framework", it requires the approval of Full Council.

Confidential and exempt information

From time to time, the forward plan will indicate matters (or part thereof) which may need to be considered in private, during which time the press and public will be excluded. This is in accordance with the provisions of Regulation 5(2) of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.

Any representations that such matters should not be considered in private should be sent to the contact officer.

Information given to the Council by a Government Department on terms which forbid its disclosure to the public, information which cannot be publicly disclosed by a Court Order and information, the disclosure of which is prohibited by an enactment are all legally defined as “Confidential Information” and must not be disclosed. All other local authority information which it is desired should not be disclosed has to be categorised under one or more of the following “Exempt Information” reasons (as given under Schedule 12A of the Local Government Act 1972) and subject to the public interest test.

Category	Condition No.
1. Information relating to any individual.	See conditions 9 and 10 below.
2. Information which is likely to reveal the identity of an individual.	See conditions 9 and 10 below.
3. Information relating to the financial or business affairs of any particular person (including the authority holding that information).	See conditions 8, 9, 10 and 12 below.
4. Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.	See conditions 9, 10, 11 and 12 below.
5. Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.	See conditions 9 and 10 below.
6. Information which reveals that the authority proposes— (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or (b) to make an order or direction under any enactment.	See conditions 9, 10 and 12 below.
7. Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.	See conditions 9 and 10 below.

Conditions
8. Information is not exempt information if it is required to be registered under: (a) the Companies Acts (as defined in section 2 of the Companies Act 2006; (b) the Friendly Societies Act 1974; (c) the Friendly Societies Act 1992; (d) the Industrial and Provident Societies Acts 1965 to 1978; (e) the Building Societies Act 1986; or (f) the Charities Act 1993.

<p>“Financial or business affairs” includes contemplated as well as past or current activities.</p>
<p>9. Information is not exempt information if it relates to proposed development for which the local planning authority may grant itself planning permission pursuant to regulation 3 of the Town and Country Planning General Regulations 1992.</p>
<p>10. Information which:</p> <p>(a) falls within any of paragraphs 1 to 7 above; and</p> <p>(b) is not prevented from being exempt by virtue of paragraph 8 or 9 above, is exempt information if and so long, as in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.</p>
<p>11. “Labour relations matter” means:</p> <p>(a) any of the matters specified in paragraphs (a) to (g) of section 218(1) of the Trade Union and Labour Relations (Consolidation) Act 1992 (matters which may be the subject of a trade dispute, within the meaning of that Act); or</p> <p>(b) any dispute about a matter falling within paragraph (a) above;</p> <p>and for the purposes of this definition the enactments mentioned in paragraph (a) above, with the necessary modifications, shall apply in relation to office-holders under the authority as they apply in relation to employees of the authority;</p> <p>“Office-holder”, in relation to the authority, means the holder of any paid office appointments to which are or may be made or confirmed by the authority or by any joint board on which the authority is represented or by any person who holds any such office or is an employee of the authority.</p> <p>“Employee” means a person employed under a contract of service.</p>
<p>12. "The authority" is a reference to the council or a committee or sub-committee of the council or a joint committee of more than one council.</p>

Further information

The plan is available for inspection, free of charge upon request from Reception at the Town Hall, Grove Road, Eastbourne between 9.00 a.m. and 5.00 p.m. on Monday to Friday of each weekday (except for public holidays), and on the Council's website at <http://www.lewes-eastbourne.gov.uk/councillors-committees-and-meetings/cabinet-and-committees/>

If you have any questions about the Forward Plan please contact Simon Russell, Committee Services Lead, on (01323) 415021, or e-mail simon.russell@lewes-eastbourne.gov.uk.