

South Hams Overview and Scrutiny Panel



Title:	Agenda												
Date:	Thursday, 19th November, 2020												
Time:	10.00 am												
Venue:	Via Skype												
Full Members:	<p style="text-align: center;">Chairman Cllr Birch</p> <p style="text-align: center;">Vice Chairman Cllr Smerdon</p> <p><i>Members:</i></p> <table style="margin-left: auto; margin-right: auto;"> <tr> <td>Cllr Pennington</td> <td>Cllr Reeve</td> </tr> <tr> <td>Cllr Austen</td> <td>Cllr Rose</td> </tr> <tr> <td>Cllr Chown</td> <td>Cllr Spencer</td> </tr> <tr> <td>Cllr Jackson</td> <td>Cllr Sweett</td> </tr> <tr> <td>Cllr McKay</td> <td>Cllr Thomas</td> </tr> <tr> <td>Cllr O'Callaghan</td> <td></td> </tr> </table>	Cllr Pennington	Cllr Reeve	Cllr Austen	Cllr Rose	Cllr Chown	Cllr Spencer	Cllr Jackson	Cllr Sweett	Cllr McKay	Cllr Thomas	Cllr O'Callaghan	
Cllr Pennington	Cllr Reeve												
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Cllr Jackson	Cllr Sweett												
Cllr McKay	Cllr Thomas												
Cllr O'Callaghan													
Interests – Declaration and Restriction on Participation:	Members are reminded of their responsibility to declare any disclosable pecuniary interest not entered in the Authority's register or local non pecuniary interest which they have in any item of business on the agenda (subject to the exception for sensitive information) and to leave the meeting prior to discussion and voting on an item in which they have a disclosable pecuniary interest.												
Committee administrator:	Democratic.Services@swdevon.gov.uk												

- 1. Apologies for Absence**
- 2. Minutes** **1 - 6**
to approve as a correct record the minutes of the Panel held on 8 October 2020;
- 3. Urgent Business**
brought forward at the discretion of the Chairman;
- 4. Division of Agenda**
to consider whether the discussion of any item of business is likely to lead to the disclosure of exempt information;
- 5. Declarations of Interest**
Members are invited to declare any personal or disclosable pecuniary interests, including the nature and extent of such interests they may have in any items to be considered at this meeting;
- 6. Public Forum** **7 - 8**
A period of up to 15 minutes is available to deal with issues raised by the public;
- 7. Executive Forward Plan** **9 - 14**

Note: If any Member seeks further clarity, or wishes to raise issues regarding any future Executive agenda item, please contact Democratic Services before **5.00pm on Monday 16 November 2020** to ensure that the lead Executive Member(s) and lead officer(s) are aware of this request in advance of the meeting.
- 8. Community Safety Partnership** **15 - 22**
- 9. Safeguarding Policy: Annual Review** **23 - 36**
- 10. Draft Recovery Plan - Verbal Update and Task and Finish Group Updates** **37 - 50**

(a) **Locality Service** (to follow); and
(b) **Consultation and Engagement Strategy**

11. Preparation for Livewest Attendance at Future Panel Meeting

12. Annual O+S Work Programme

51 - 52

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**MINUTES OF THE MEETING OF THE
OVERVIEW & SCRUTINY PANEL
HELD REMOTELY VIA SKYPE ON
THURSDAY, 8 OCTOBER 2020**

Panel Members in attendance:			
* Denotes attendance		∅ Denotes apology for absence	
*	Cllr L Austen	*	Cllr H Reeve
*	Cllr J P Birch (Chairman)	∅	Cllr J Rose
*	Cllr M Chown	*	Cllr P C Smerdon (Vice Chairman)
∅	Cllr S Jackson	*	Cllr B Spencer
*	Cllr J McKay	*	Cllr J Sweett
*	Cllr D M O'Callaghan	*	Cllr D Thomas
*	Cllr J T Pennington		

Other Members also in attendance:
Cllrs K J Baldry, H D Bastone, J Brazil, J D Hawkins, J M Hodgson, T R Holway, N A Hopwood, J A Pearce, K Pringle, R Rowe and B Taylor

Item No	Minute Ref No below refers	Officers in attendance and participating
All		Deputy Chief Executive and Democratic Services Manager
7(a)	O&S.13/20(a)	Head of Housing, Revenue and Benefits
7(b) and 7(c)	O&S.13/20(b) and O&S.13/20(c)	Director of Place and Enterprise
8	O&S.14/20	Head of IT and Senior Specialist – Projects, Governance and Assurance
9	O&S.15/20	Head of Strategy and Projects

O&S.10/20 MINUTES

The minutes of the meeting of the Overview and Scrutiny Panel held on 16 July 2020 were confirmed as a correct record and signed by the Chairman.

O&S.11/20 DECLARATIONS OF INTEREST

Members and officers were invited to declare any interests in the items of business to be considered during the course of the meeting but there were none made.

O&S.12/20 PUBLIC FORUM

In accordance with the Public Forum Procedure Rules, the Chairman informed that no questions had been received for consideration.

O&S.13/20 EXECUTIVE FORWARD PLAN

The Panel was presented with the most recently published Executive Forward Plan. In accordance with the Panel Procedure Rules, prior requests had been received for updates on:

(a) Housing Strategy: Progress Update

The Panel considered a report that presented a progress update on the Housing Strategy.

In the ensuing debate, particular reference was made to:-

- (i) consulting with partner agencies. Officers confirmed that they were committed to consulting on the draft Strategy with as many partner agencies as was practically possible. In addition, the list of consultees was currently being compiled and Members were able to add relevant agencies to that list by contacting the lead officer;
- (ii) the 'Better Homes, Better Lives' strapline. The Panel expressed its support for the proposed strapline and it was **PROPOSED** and **SECONDED** and when put to the vote declared **CARRIED** that this be reflected in the Panel recommendations to the Executive;
- (iii) the implications of the upcoming Planning White Paper. Such were the potential affordable housing implications arising from the Central Government Planning White Paper that a Member questioned the timing of the Strategy. In reply, the Deputy Leader emphasised the importance of the Council making progress on its Housing agenda and was of the view that the Strategy could be reviewed in the event of the White Paper coming into effect;
- (iv) the close linkages between the Strategy and the work of both the Climate Change and Biodiversity Working Group and the Council's Draft Recovery Plan;
- (v) affordable housing need. A Member cited an example of a number of carers working (but not living) in the South Hams and made the point that accurately identifying affordable housing need in the South Hams would be difficult;
- (vi) the existing housing stock. The Deputy Leader stated the importance of the Strategy not solely focusing on the development of new properties but equally making the best use of the existing housing stock in the South Hams;
- (vii) the invitation for the Panel to consider the results of the public consultation exercise. The Panel welcomed this invitation and it was **PROPOSED** and **SECONDED** and when put to the vote declared **CARRIED** that this should be incorporated into the Panel's Work Programme.

It was then:

RECOMMENDED

That the Panel **RECOMMEND** to the Executive that:

1. the progress made on the Housing Strategy be noted;
2. the 'better homes, better lives' strapline be supported;
3. it be noted that the Panel has requested that the results of the consultation exercise be reported back to a future Panel meeting; and
4. the proposed way forward be endorsed and that all Members continue to contribute to this key policy development.

(b) Formation of a Wholly Owned Company – Verbal Update

The Director of Place and Enterprise provided an update during which particular reference was made to:

- the legal agreement still to be concluded in light of the Council resolution arising from its meeting held on 13 February 2020 (Minute 75/19(g) refers);
- the importance of all partners being fully satisfied before the agreement was concluded;
- it being hoped that the agreement would be concluded before the end of December 2020;
- the £40,000 budget set aside to form a Community Benefit Society. In reply to a question, it was anticipated that the total spend would be much lower than the £40,000 cap that had been applied.

(c) Gypsy and Traveller Update and Options – Verbal Update

In his introduction, the Director of Place and Enterprise advised that it was intended that the report to be presented to the Executive meeting on 22 October 2020 would seek to:

1. Endorse a Strategy of Engagement with Devon County Council to work towards identifying a Gypsy and Traveller Site in the South Hams;
2. Endorse a Strategy of Engagement with Registered Provider partners to identify and manage a Gypsy and Traveller Site in the South Hams; and
3. Request that a further report be presented back to the Executive in the Spring of 2021.

In the ensuing debate, the following points were raised:

- Members welcomed the proposal to collaborate with Devon County Council and Registered Provider partners. In particular, a Member stressed the need for both transient and permanent sites to be brought forward and emphasised the current disparity in identified need between the County Council (80 pitches) and the District Council (5 pitches). In reply, officers reiterated the importance of co-operation between the District and County Councils and it was asked that dual-hatted Members help to progress this intention;
- A Member highlighted the trend whereby an increasing number of residents were living in their vehicles and it was recognised that there were different groups within the overall 'Gypsy and Traveller' category;
- Whilst stressing that this was a longstanding issue, a Member requested that greater progress needed to be made on this matter. In reply, another Member made reference to the associated difficulties and the amount of distress that was caused to local residents and the cost to the Council of clearing up sites. In his conclusion, the Member stated that sites needed to be established in locations where Gypsies and Travellers wished to be sited.

(d) Consolidation of Off-Street Parking Places Order – Verbal Update

Officers advised the Panel that this report had now been deferred to the Executive meeting to be held on 3 December 2020.

O&S.14/20 FUTURE IT PROJECT UPDATE

The Panel considered a report that presented an update on the Councils' Future IT Project.

During discussion, the following points were raised:-

- (a) Members paid tribute to the IT service for ensuring that the Council was able to operate as normal during the recent COVID-19 lockdown;
- (b) Members were informed that, in response to Skype for Business being decommissioned, the Council was in the process of piloting the Microsoft Teams platform as an alternative. Once officers were ready to formally launch the Teams platform, it was confirmed that a variety of training opportunities would be made available for Members.

It was then:

RESOLVED

That the progress of the Future IT Project and the evaluation of risks be noted.

O&S.15/20 OMBUDSMAN ANNUAL REVIEW LETTER 2020

A report was considered that presented the Ombudsman Annual Review Letter for 2020.

In discussion, the following points were raised:

- (a) The Panel noted that the current complaints process was to be reviewed in the upcoming months;
- (b) When questioned, officers advised that a revised Debt Recovery Policy was intended to be presented for adoption to the Council meeting to be held on 17 December 2020.

It was then:

RESOLVED

1. That the Ombudsman's Annual Letter for 2020 (as set out at Appendix A of the presented agenda report) has been reviewed; and
2. That the steps set out to ensure that the Council continues to address complaints fairly and in line with best practice be noted.

O&S.16/20 TASK AND FINISH GROUP UPDATES

(a) Locality Service

A Member of the Group advised that, in light of the COVID-19 impact, a revised set of Terms of Reference had been adopted at the last meeting.

The Group was next due to meet on 13 October 2020 and was still working towards presenting its concluding report to the Panel meeting to be held on 19 November 2020.

(b) Consultation and Engagement Strategy

Prior to the first meeting being held (at which the draft Terms of Reference would be presented for approval), there was a strong steer from the lead Executive Member and some Members of the Panel that a series of concluding recommendations should be presented to the next Panel meeting to be held on 19 November 2020.

O&S.17/20 ANNUAL PANEL WORK PROGRAMME

During consideration of the latest version of the Panel's Annual Work Programme, the following additions, amendments and deletions were made to the Programme:

- Members requested that Livewest representatives be invited to attend the Panel meeting on the afternoon of 14 January 2021. In terms of the purpose of this invitation, it was felt that the representatives could provide an update on:
 - Current and future activities and delivery programmes in the South Hams; and
 - The impact of COVID-19 on the organisation.
- In light of the Waste Contract Monitoring Report being scheduled to be considered at the Executive meeting to be held on 22 October 2020, it was agreed that this item should be removed from the Work Programme;
- It was agreed that the following items should be added to the list of those to be considered by lead officers and the Panel Chairman and Vice-Chairman for scheduling:
 - o The results of the public consultation exercise on the draft Housing Strategy (Minute O&S.13/20(a) above refers);
 - o An update on the Peer Review Action Plan;
 - o An update on the Town Centres Strategy; and
 - o An update on the Electric Charging Points. In discussion, a number of Panel Members stressed the importance of this matter and requested that, if at all possible, this item be scheduled for consideration at an earlier meeting of the Panel.

(Meeting started at 10.00 am and concluded at 11.35 am)

Chairman

PUBLIC FORUM PROCEDURES

(a) General

Members of the public may raise issues and ask questions at meetings of the Overview and Scrutiny Panel in relation to agenda items (and in accordance with the O&S rules in Part 4). This session will last for up to fifteen minutes at the beginning of each meeting.

(b) Notice of Questions

An issue or question may only be raised by a member of the public provided that they have given written notice (which may be by electronic mail) to the Democratic Services Lead Specialist by 5.00pm on the Monday, prior to the relevant meeting.

(c) Scope of Questions

An issue may be rejected by the Monitoring Officer if:

- it relates to a matter within the functions of the Development Management Committee;
- it is not about a matter for which the local authority has a responsibility or which affects the district;
- it is offensive, frivolous or defamatory;
- it is substantially the same as a question which has previously been put in the past six months; or
- it requires the disclosure of confidential or exempt information.

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SOUTH HAMS DISTRICT COUNCIL: EXECUTIVE LEADER'S FORWARD PLAN

This is the Leader of Council's provisional forward plan for the four months starting December 2020. It provides an indicative date for matters to be considered by the Executive. Where possible, the Executive will keep to the dates shown in the plan. However, it may be necessary for some items to be rescheduled and other items added.

The forward plan is published to publicise consultation dates and enable dialogue between the Executive and all councillors, the public, and other stakeholders. It will also assist the Council's Overview and Scrutiny Panel in planning their contribution to policy development and holding the Executive to account.

Local authorities are required to publish updated forward plans on a regular basis. The Plan is published in hard copy and on the Council's website (www.southhams.gov.uk)

The Executive consists of six Councillors. Each has responsibility for a particular area of the Council's work.

Leader of the Council – Cllr Judy Pearce

Deputy Leader – Cllr Hilary Bastone

Lead Executive Member for Health and Wellbeing – Cllr Jonathan Hawkins

Lead Executive Member for Communities and Enterprise – Cllr David May

Lead Executive Member for Environment – Cllr Keith Baldry

Lead Executive Member for Customer Service Delivery – Cllr Nicky Hopwood

Further information on the workings of the Executive, including latest information on agenda items, can be obtained by contacting Democratic Services on 01803 861105 or by e-mail to democratic.services@swdevon.gov.uk

All items listed in this Forward Plan will be discussed in public at the relevant meeting, unless otherwise indicated with *

KEY DECISIONS TO BE TAKEN BY THE EXECUTIVE

Portfolio Area	Report Title and Summary	Lead Member / Officer	Documents to be considered in making decision	Date of Decision	Consultees and means of Consultation
Environment	Title: Waste Collection Policy for Schools Purpose: To seek approval for a new policy for the collection of waste from schools.	Cllr Baldry/Natalie Johnson	Report of Senior Socialist Waste	3 December 2020	
Environment	Title: Outcome of Town And Parish Consultation on Parking Charges increase Purpose: To outline where the 4% increase in car parking charges, agreed at Full Council 13 th February, will be applied in SHDC car parks.	Cllr Baldry / Emma Widdicombe	Report of Senior Specialist Parking	3 December 2020	
Environment	Title: Parking Permit Review Purpose: To consider a report that outlines the findings of the consultation exercise on the parking permit review.	Cllr Baldry / Emma Widdicombe	Report of Senior Specialist Parking	3 December 2020	
Strategy / Homes	Title: Draft Housing Strategy Purpose: To present and recommend commencing consultation on the final draft version of the Housing Strategy.	Cllr Pearce / Issy Blake	Report of the Head of Housing, Revenues and Benefits	3 December 2020	Key stakeholders and the public
Environment	Title: Consent to grant a long lease of Playing Fields to Ivybridge Town Council Purpose: To consider a report that seeks to grant consent to a long lease to Ivybridge Town Council	Cllr Bastone / Laura Wotton	Report of Head of Assets	3 December 2020	
Communities	Title: Allocation of Section 106 Funds for Open Space, Sport and Recreation Projects Purpose: To request approval for the release or allocation of Section 106 funds over £30,000 to enable delivery of a number of Open Space, Sport and Recreation Projects.	Cllr Hawkins / Alexis Huggins	Report of Specialist – Place Making	3 December 2020	

Council	Title: Recovery and Renewal Plan Purpose: To update on development and delivery of the plan	Cllr Pearce / Drew Powell	Report of Director of Governance and Assurance	3 December 2020	
Council	Title: Revenue Budget Monitoring to October Purpose: A revenue budget monitoring report to monitor income and expenditure variations against the approved revenue budget for 2020/21, and to provide a forecast of the year end position	Cllr Bastone / Pauline Henstock	Report of Head of Finance	17 December 2020	
Council	Title: Draft Revenue Budget Proposals 2021/22 Purpose: To present Budget proposals for 2021/22	Cllr Pearce / Lisa Buckle	Report of Strategic Lead of Finance	17 December 2020	
Enterprise	Title: Ivybridge Regeneration Project Update Purpose: As per the decision of Council on 24 September 2020, to receive a further report (and make recommendations to Council) on the Ivybridge Regeneration Project	Cllr Bastone / Laura Wotton	Report of Head of Assets	28 January 2021	
Communities	Title: Expenditure of S106 funds for Open Space, Sport and Recreation Purpose: To request approval for the release or allocation of Section 106 funds over £30,000 to enable delivery of a number of Open Space, Sport and Recreation Projects.	Cllr Bastone / Alexis Huggins	Report of Specialist of Place	28 January 2021	
Council	Title: Draft Capital Programme Proposals 2021/22 Purpose: To present Capital Programme proposals for 2021/22	Cllr Pearce / Lisa Buckle	Report of Strategic Lead of Finance	28 January 2021	
Enterprise	Title: Community Housing Scheme Purpose: To consider a report which seeks to recommend to Council to fund further community housing projects.	Cll Bastone / Laura Wotton	Report of Head of Assets	28 January 2021	
Council	Title: Revenue Budget Monitoring Quarter 3 Purpose: A revenue budget monitoring report to monitor income and expenditure variations against the approved revenue budget for 2020/21, and to provide a forecast of the year end position.	Cllr Bastone / Pauline Henstock	Report of Head of Finance	28 January 2021	

Council	Title: Capital Budget Monitoring Quarter 3 Purpose: To advise Members of the progress on individual schemes within the approved capital programme for 2020/21, including an assessment of their financial position	Cllr Bastone / Pauline Henstock	Report of Head of Finance	28 January 2021	
Council	Title: Write Off Report for Quarters 2 and 3 Purpose: The Council is responsible for the collection of: Housing Rents, Sundry Debts including Housing Benefit Overpayments, Council Tax and National Non-Domestic Rates. The report informs members of the debt written off for these revenue streams.	Cllr Bastone / Lisa Buckle	Report of Strategic Lead of Finance	28 January 2021	
Council	Title: Revenue Budget Proposals 2021/22 Purpose: To present a set of draft Revenue Budget proposals for 2021/22.	Cllr Pearce / Lisa Buckle	Report of Strategic Lead of Finance	28 January 2021	
Council	Title: Capital Programme Proposals 2021/22 Purpose: To present Capital Programme proposals for 2021/22.	Cllr Pearce / Lisa Buckle	Report of Strategic Lead of Finance	28 January 2021	
Environment	Title: Grounds Maintenance – Business Plan Purpose: To seek adoption of the business plan following on from the Grounds Maintenance review.	Cllr Baldry/Sarah Moody	Report of Business Manager – Case Management	28 January 2021	
Enterprise	Title: Release of Section 106 Funds for Affordable Housing Projects Purpose: To seek approval for Affordable Housing Section 106 expenditure on a Community Led Housing Scheme in Stoke Gabriel.	Cllr Bastone / Cassandra Harrison	Report of Specialist (Place Making)	28 January 2021	
Council	Title: Devon Districts Procurement Strategy Purpose: To seek adoption of Devon procurement strategy.	Cllr Pearce / Rosie Wilson	Report of Corporate Procurement Officer	28 January 2021	West Devon, Teignbridge, Torridge, Exeter, Mid, and North Devon Councils
Homes	Title: Draft Housing Strategy	Cllr Pearce / Issy Blake	Report of the Head of Housing, Revenues, and Benefits	11 March 2021	

	Purpose: To present the results of the consultation and engagement and the final Housing Strategy 2021 – 2026 for adoption by 1 st April 2021				
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Report to: **Overview and Scrutiny Panel**
Date: **19 November 2020**
Title: **Community Safety Partnership**
Portfolio Area: **Communities – Cllr Hawkins**
Wards Affected: **All**

Urgent Decision: **N** Approval and clearance obtained: **Y**

Date next steps can be taken: N/A
(e.g. referral on of recommendation or implementation of substantive decision)

Author: **Rebecca Hewitt/Louisa Daley** Role: **Chair, Community Safety Partnership/Community Safety Specialist South Devon and Dartmoor Community Safety Partnership**

Contact: Rebecca.hewitt@teignbridge.gov.uk
Louisa.daley@swdevon.gov.uk

RECOMMENDATION

That the Panel welcomes the contents of the Annual Report and identifies any issues to be raised at the next Community Safety Partnership meeting

1. Executive summary

The purpose of this report is to provide Members with the opportunity to scrutinise the work of the Community Safety Partnership (CSP) as defined by Sections 19 and 20 of the Police and Justice Act 2006 and the Crime and Disorder (Overview & Scrutiny) Regulations 2009.

2. Background

South Devon and Dartmoor CSP operates across Teignbridge, South Hams and West Devon and is a statutory partnership.

The CSP works collaboratively across Devon and the Peninsula to tackle issues such as child sexual exploitation, modern slavery, drug misuse, prejudice related crime, preventing violent extremism and domestic violence and abuse.

3. Outcomes/outputs

The CSP sets its priorities each March with information from the Devon Strategic Assessment and also the Police and Crime Plan. The CSP also responds to emerging risks.

There is a significant focus on vulnerability and the impact on different types of crime on the victim. The CSP has focused on vulnerability as a key area of work for the last few years.

The outcomes of the CSP are monitored at each meeting through the Local Delivery Plan (LDP) and annually through a performance review with the Office of the Police Crime Commissioner (OPCC).

In 20/21 the CSP received a £25,000 grant of Safer Communities funding from the OPCC via the Safer Devon Partnership. This funding plan is developed alongside the Local Delivery Plan, some of which are listed below.

KEY ACHIEVEMENTS

Achievements across the whole of South Devon and Dartmoor area

Priority	Activity
Sexual Violence, Domestic Violence and Abuse (SVDVA)	<ul style="list-style-type: none">• Quarterly SVDVA forums are convened with a range of partners• Later in life toolkit was created and launched to partner agencies to address SVDVA in the older population• Campaign during COVID to encourage reporting• Engagement in Domestic Homicide Reviews• Toolkit for parents to support vulnerable young people in relation to behaviours and gender• Regular engagement with South Devon

	<p>MARAC (Multi Agency Risk Abuse Conference) to create safety planning for those experiencing domestic abuse in South Devon</p>
Exploitation	<ul style="list-style-type: none"> • South Devon Exploitation Network – 2 monthly meetings of the network are held to raise awareness of current risks. The meetings were increased to monthly meetings during the COVID pandemic • Attendance at the Devon Anti-Slavery Partnership • Attendance at the Devon and Torbay Prevent Partnership • Awareness raising through the Exploitation Prevention Toolkit – delivered training session to 209 attendees from 58 organisations and received extremely positive feedback • Promotion of the Partnership Information Sharing Form • Prevent Training – to 105 front line staff from a wide range of agencies • Into the Counties – approximately 2800 young people saw a theatre performance on county lines and exploitation within our partner secondary schools
Drug and Alcohol Misuse	<ul style="list-style-type: none"> • CSP involvement in Operation Moorland to address blue, fake Valium tablets which can cause significant harm • Increased awareness of drugs and alcohol issues within a wide range of organisations through county lines presentations • Strongly linked to work around exploitation
Changes in Youth Culture / Youth Gang Activity	<ul style="list-style-type: none"> • CSP working with WAVE Academy to deliver the Motiv8 programme • Engagement with the Adolescent Safety Framework which reviews contextual safeguarding risks in the individual, peer and school context • Members of Devon Youth Crime Prevention Partnership • Key partner in the Turning Corners project (South Hams and Teignbridge)
Emerging issues	<ul style="list-style-type: none"> • Engagement with agencies to respond to the COVID crisis • Delivery of training to raise awareness of the impact of trauma

	<ul style="list-style-type: none"> • Provision of 100 hand held domestic abuse alarms • Supported Suicide Prevention Sessions to Early Years providers across the CSP area • CSP Member briefings as requested at the previous Overview and Scrutiny
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Additional achievements specific to South Hams

- Ivybridge Community College, Kingsbridge Community College, Dartmouth Community College, King Edward VI Community College, Wave Academy all work closely with the CSP in South Hams. The CSP facilitates and chairs quarterly schools meetings, where safeguarding leads and deputy heads attend in addition to Youth Intervention Officers from the Police, Community Safety office and Youth Services. Local trends and concerns are brought for discussion at the meeting. The CSP has assisted schools with funding for projects such as the Run, Hide, Tell campaign, a Counter Terrorism security campaign.
- Strengthening our links to the schools in the South Hams as highlighted above included one of the projects that the CSP has been involved in this year. "Into the Counties" is a presentation, acted by a theatre company which was commissioned by the CSP. The theatre company presented a production on county lines, exploitation and drugs. The session was followed up with a one hour question and answer session where the actors stayed "in role" and students were able to ask questions. Feedback from these sessions were extremely positive from the colleges. Parents and professionals were invited to an evening sessions held at Ivybridge College.
- The CSP works closely with Devon County Council REACH (Reducing Exploitation and Absence from Care of Home) team, part of the Childrens Social Care. The CSP has engaged in meetings as part of the new Adolescent Safety Framework (ASF) where an issue in the community has been flagged through referrals to Devon County Council. The meeting is held with strategic local partners and reported back into the new framework.
- The CSP has worked closely with Police, particularly in Totnes and Kingsbridge addressing vulnerable people's risk of exploitation within the community. This has seen Louisa working with a specialist police team to engage with vulnerable members of the community.

- The CSP continues to attend South Devon Missing and Child Exploitation (MACE) meetings facilitated by Devon Children and Young People's Service, also South Devon Tactical Tasking meetings and Tactical Incident Management meetings chaired by Devon and Cornwall Police.
- The CSP is working closely with Wave Academy at Dartington by commissioning the Motiv8 scheme for a twelve week period. The programme allows for an individual with lived experience to mentor twelve children once a week. Although early in the project the CSP has already seen positive outcomes.

Turning Corners Programme

Turning Corners was a multi-agency project in Teignbridge, Torbay and South Hams that identified and worked with young people being drawn into crime, violence and exploitation. It was funded by the Home office and ceased in March 2020. Young people were referred into the project from a variety of agencies and were then assessed using the Youth Exploitation Tracking Assessment (YETA). This assessment was based on weighted risk indicators and monitored throughout the project.

The project came from a recognition of escalating youth crime with rises in violence, involvement in the use and supply of drugs, weapon carrying and intimidation. The aim was to create a response to this escalating youth violence by supporting young people through a variety of direct and indirect intervention techniques.

The learning from Turning Corners helped direct the development of the Adolescent Safety Framework (ASF) which is now fully operational in Devon.

Outcomes from Turning Corners:

During the project 144 young people aged between 11 and 18 years old were identified as being at risk. Through the use of the YETA several vulnerability indicators were assessed to help identify what factors made these young people more at risk of violence or exploitation.

- The highest 4 risk factors identified within the project were Low school attendance, being a Suspect or Accused of a low-level crime, having experienced at least one known Adverse Childhood Experience (ACE) and Drug or alcohol use.
- 100 young people did not have an overall escalation in risk, 5 moved out of area, 4 were referred within the last 3 months (too short a time period to monitor progress) and 35 had an escalation in risk – all 35 young people were engaging with at least one professional on a regular basis.
- By the end of the project the number identified as green had increased and both amber and red categories had decreased.
- No young people initially assessed as green or amber escalated into the red risk category.
- The formal evaluation from the Home Office is now not likely to be published until 2021.

The Turning Corners Programme was recently successful in a four year bid from the Office of the Police Crime Commissioner funding, to a value of £225,000 per year.

Achievements in Anti-Social Behaviour – South Hams

- There is continued engagement with the monthly Anti-Social Behaviour (ASB) meetings with regular attendance by Police, Registered Social Landlords & South Hams District Council and Mental Health Team. At this meeting, individuals causing ASB are discussed, as are vulnerable adults in the local community. This is to ensure that they are receiving all appropriate support available to them and also to ensure that all relevant agencies are aware. For example as a snap shot the meeting in October 2020 discussed six vulnerable adults and two individuals causing ASB.
- Over the past year 39 individuals were referred into the ASB escalation process. This resulted in:
 - 12 ASB first stage letters being sent to adults
 - 18 youth ASB letters being sent
 - 3 second stage ASB letters being sent
 - 1 Community Protection Notice Warning letter sent
 - Of the 30 first stage letters sent, only 4 were escalated to the second stage
- The Community Protection Notice warning letter (CPNW) was sent to an elderly individual who was approaching females requesting sexual favours. The females he was approaching ranged in age from 15 years old to those in their mid-40's. The male had already been served a CPNW by another Local Authority in the South West with similar concerns. As a result of multi-agency working with SHDC, Police and Adult Social Care, additional support has been put into place through Social Services, meaning that the individual now no longer goes outdoors without support, thus resolving the issue.
- There has been one Community Trigger activation. This was from a resident in the South Hams who was concerned about the way complaints about a neighbour were dealt with both by local agencies. The review meeting found that the complaints had been correctly investigated and acted upon. Following the review meeting a Registered Social Landlord were considering eviction proceedings. In addition further support was given to both the complainant and the perpetrator who was also vulnerable.

4. Options available and consideration of risk

The CSP continues to be intelligence led and directed by the findings of the Devon Strategic Assessment. This document guides the CSP to understand the threat, risk and harm that our communities face.

The CSP produces a local delivery plan in March of each year which also sets the context of the CSP spending plan. However, due to the nature of Community Safety work, the CSP retains flexibility in delivery and strategic priorities in response to emerging issues.

5. Proposed Way Forward

The main considerations for members include –

- The CSP will continue to engage all statutory partners in the development of the Local Delivery Plan which sets out the work of the CSP directed by the Devon and Peninsula Strategic Assessments.

6. Implications

Implications	Relevant to proposals Y/N	Details and proposed measures to address
Legal/Governance		<p>The CSP works under several sections of legislation including –</p> <p>Crime and Disorder Act 1998 Police Reform Act 2002 Anti-Social Behaviour Act 2003 Police and Justice Act 2006 Policing and Crime Act 2009 Section 9 of the Domestic Violence, Crime and Victims Act (2004). Anti-Social Behaviour , Crime & Policing Act 2014</p> <p>New legislation expected: <i>Domestic Abuse Bill</i> <i>Serious Violence Bill</i></p>
Financial		<p>2020/21 income to the CSP included a £25,000 grant of Safer Communities funding from the Police Crime Commissioner via the Safer Devon Partnership and contributions from agencies and income to support specific projects.</p> <p>South Hams District Council costs for 2020/21:</p>

		Total contribution	£ 25,011
Risk		The report is for information and as such there is no risk associated with decisions to set out.	
Supporting Corporate Strategy		Communities, Wellbeing and Homes	
Climate Change – Carbon / Biodiversity Impact		No direct carbon/biodiversity impact arising from the recommendations	
Comprehensive Impact Assessment Implications			
Equality and Diversity		The CSP addresses issues including hate crime and specific crimes relating to vulnerable members of the community such as distraction burglary.	
Safeguarding		CSP staff engage in a number of safeguarding forums and promote effective safeguarding practice in their work. This links to internal Council safeguarding. The Community Safety Specialist is also the Safeguarding Specialist at SHDC.	
Community Safety, Crime and Disorder		The report details the many implications on Community Safety of South Hams District Council's engagement in the CSP.	
Health, Safety and Wellbeing		The CSP works closely with public health and other partners on health and wellbeing issues including alcohol, licensing and mental health.	
Other implications			

Report to: **Overview and Scrutiny Panel**
Date: **19 November 2020**
Title: **Safeguarding Policy: Annual Review**
Portfolio Area: **Communities – Cllr Hawkins**
Wards Affected: **All**
Urgent Decision: **N** Approval and clearance obtained: **Y / N**

Date next steps can be taken: Any recommendations will be presented to the Executive meeting to be held on 3 December 2020

Author: **Louisa Daley** Role: **Safeguarding Specialist**
Contact: Louisa.daley@swdevon.gov.uk

Recommendations:**That the Overview and Scrutiny Panel:**

- 1. continue to review safeguarding annually; and**
- 2. RECOMMEND to the Executive that the revised Safeguarding Policy (as set out at Appendix A) be adopted.**

1. Executive summary

The purpose of this report is to provide Members with the opportunity to annually scrutinise and review Safeguarding practice and procedure. This followed recommendations from previous Internal Audit recommendations including October 2017 which stated that Safeguarding should be considered a stand-alone subject due to its complexity.

2. Background

Following Overview and Scrutiny recommendations in January 2020, Members agreed to review an annual updated Safeguarding Policy (appendix A) and also to review and scrutinise safeguarding practice and procedures on an annual basis.

The Audit Partnership completed an Internal Audit on Safeguarding in October 2020. The draft Audit Opinion was "Reasonable Assurance – there is a generally sound system of governance, risk management and control in place. Some issues, non-compliance or scope for improvement were identified which may put at risk the achievement of objectives in the area audited."

3. Outcomes/outputs

3.1 The Safeguarding Specialist meets with other District Council Safeguarding Leads on a quarterly basis to share good practice and to represent the Councils with both the Devon Children and Families Partnership and the Adult Safeguarding Board. This ensures ongoing compliance and areas of emerging threat and risk are known, then mitigated, through partnership working.

3.2 Contextual Safeguarding is an approach to safeguarding that responds to young people's experiences of harm outside of the home, for example with peers, in schools and in the community. There is some overlap with the Safeguarding and Community Safety roles, the current Specialist holds both roles. In South Hams, the Adolescent Safety Framework, which is the Children's Social Care response to contextual safeguarding, is complemented by the Turning Corners programme which has been documented in the Community Safety Partnership Overview and Scrutiny papers.

3.3 During the lockdown period there were increased safeguarding queries and advice provided as communities rallied together to support those vulnerable in the community. The early lockdown period saw calls from concerned community groups around mainly older people, living alone that were identified as needing help and assistance. As lockdown continued and the weather was warmer, safeguarding queries reflected national concern around domestic abuse and the calls and queries received reflected this. There were also calls during this time from concerned neighbours who could hear situations unravelling in properties where windows were open or where children were outside.

3.4 Following emerging risks and concerns identified in 3.3, it was felt necessary for the organisation to implement a Domestic Abuse Policy for staff and accompanying guidelines for the policy. The guidelines have already proven useful.

3.5 The partnerships that South Hams District Council has and continues to develop between other agencies and partnerships are strong. The Safeguarding and Community Safety Specialist regularly attend and engage in these partnerships. They include:

- The **Community Safety Partnership** who work strategically and operationally on themes such as Drug and Alcohol reduction,

Vulnerability, Suicide and provide the Council and others with free courses on issues such as Exploitation.

- **The Devon and Torbay Prevent Partnership** (Counter Terrorism) is also a close working partner, the safeguarding specialist is also South Hams District Council Prevent Lead and receives regular updates on any terror threats in our area and the latest updates and recommendations for local councils. The work planned in June 2020 with the Senior Leadership Team and the Counter Terrorism Advisor (CTA) for the South West has been placed on hold due to the current pandemic, this will resume as available.
- **Devon and Children's Family Partnership** (previously known as the Safeguarding Children's Board) and the **Devon Safeguarding Adults Board** remain close partners and the safeguarding specialist meets on a quarterly basis with both of these boards as part of the Devon District Safeguarding Officers Network where good practice is developed and shared.
- **MARAC** (Multi Agency Risk Assessment Conference) which risk manages residents who experience Domestic and Sexual Violence, demonstrate how essential partnership working is. A Housing Senior Case Worker shares attendance with the Safeguarding Specialist at MARAC meetings.
- The **Adolescent Safety Framework** as previously identified in item 3.2.
- The **South Devon Sexual Violence and Domestic Violence and Abuse Forum** which the community safety specialist co-chairs with a Manager from Splitz, Devon's commissioned service for domestic abuse.
- The Senior Specialist in Housing (Sophie Cobbledick) attends bi monthly **Devon Homeless Prevention Partnership** meetings where projects and policies are developed to meet and safeguard the needs of vulnerable young people aged 16-18 and care leavers at risk as homelessness. These meetings are attended by Senior Managers in district housing teams and by commissioners and senior managers from DCC Children's Services.
- Joint working protocol developed by Devon County Council in partnership with the districts for the service offer for **Care Leavers**. This is currently in draft form and is being worked on by the Senior Housing Specialist. The document aims to identify the separate elements and skill sets needed for independent living and requires the input of all statutory services to ensure Care leavers are enabled to live safely and independently.
- Following on from the secondment placement into the MASH team with children's services; extensive work has been done to ensure that all young people at risk of homelessness continue to be identified and referred to our Housing Team, including the development of a Duty to Refer process which is easily accessible to Social Workers. This joint working approach ensures that young people at risk of sexual exploitation, abuse and homelessness are safeguarded and supported to access and maintain accommodation.
- Presentations delivered to Adult Safeguarding Teams across South Hams to ensure adults with learning disabilities, at risk of

exploitation or abuse and in housing need are referred into Housing Services where appropriate. Housing services have equally received training on referrals to adult services where there are suspected unmet care needs etc. This joint working approach ensures that vulnerable adults are supported to source and maintain accommodation and to live independently.

- **Disabled Adapted Need Panel**, established and chaired by Steph Rixon Senior Housing Specialist, continues to identify and safeguard those at risk in their own homes due to adaptation needs. Working in partnership with Occupational Health, Environmental Health and Housing these needs are identified and a joint working approach is employed to ensure these needs are met.

The breadth and depth of safeguarding awareness amongst staff and Members continues to develop, this was positively highlighted during the lockdown period as previously set out. Offers of regular training, information in staff and member bulletins and briefings and regular attendance at team meetings with Localities and in staff management meetings provide opportunity for question and answer sessions that are reported as helpful. Raising awareness of safeguarding to our staff, supporting vulnerable people in our communities and signposting where appropriate will continue as part of daily business.

4. Options available and consideration of risk

Safeguarding by its very nature carries a degree of risk. The client group is vulnerable and often chaotic.

SHDC minimises these risks by the ongoing training of staff, promotion and awareness of a safeguarding specialist who has expert subject knowledge, close working relationships with agencies such as the police and the council also has robust safeguarding procedures put in place. The safeguarding specialist is supported by safeguarding champions who are identified throughout the breadth of the local authority and who are identified on the intranet, with accompanied contact details.

SHDC is proactive in projects and staff training. At the last Overview and Scrutiny Committee in January 2020, Members requested safeguarding and exploitation briefings on a range of subjects. These were delivered to Members across West Devon and South Hams in February and March 2020 and covered themes such as County Lines, Child Sexual Exploitation, Domestic Violence and Abuse, Modern Slavery and Counter Terrorism and how/who to contact for advice and information on reporting mechanisms.

A recent Internal Audit for Safeguarding stated the draft Audit Opinion as "reasonable assurance" whilst highlighting some areas where there is scope to further embed safeguarding into day to day activities for all staff.

5. Proposed Way Forward

Members are recommended to review the revised safeguarding policy and adopt this as the new policy.

E-learning training packages for safeguarding and for domestic abuse awareness were introduced online this year, following increases as documented during the first COVID lockdown period. Members are recommended to support these training packages as mandatory for all staff and Members to complete.

6. Implications

Implications	Relevant to proposals Y/N	To support ongoing training for staff and members to further highlight safeguarding in all its forms.
Legal/Governance		The Care Act 2014, sections 42-46 The Counter Terrorism Act, section 26 The Modern Slavery Act 2015 The Crime and Disorder Act 1998, section 17 The Children Act 2004, section 11 The Domestic Violence, Crime and Victims Act 2004, section 9 The Anti-Social Behaviour, Crime & Policing Act 2014 The Serious Crime Act 2015, particularly Part 5
Financial		Minimal training budget required for safeguarding leads and some specialist housing staff. Safeguarding lead will then train non specialist staff to an appropriate level.
Risk		The report is for information and as such there is no risk associated with decisions to set out.
Comprehensive Impact Assessment Implications		
Equality and Diversity		Safeguarding legislation and WDBC procedures are applied in conjunction with equality and diversity standards.
Safeguarding		Safeguarding standards, information and signposting is open to residents, customers AND staff of SHDC.
Community Safety, Crime and Disorder		Where safeguarding crosses with community safety and crime issues the safeguarding specialist will liaise with the community safety specialist.
Health, Safety and Wellbeing		The safeguarding lead works closely with public health and other partners on health and wellbeing issues including drugs, suicide, trafficking.
Other implications		n/a

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Safeguarding Policy

November 2020

Working together



1. Introduction

1.1 This policy is based on the councils responsibilities under:

- 1.1.1 The Care Act 2014 in particular Sections 42 to 46 related to safeguarding, further information can be found at: <http://www.legislation.gov.uk/ukpga/2014/23/contents/enacted>
- 1.1.2 The Children Act 2004, specifically Section 11 which places a duty on key people and public bodies, including District councils, to make arrangements to ensure that their functions are discharged with regard to the need to safeguard and promote the welfare of children. Further information can be found at: <http://www.legislation.gov.uk/ukpga/2004/31/contents>
- 1.1.3 The Counter Terrorism Act section 26 which places a duty on certain bodies, in the exercise of their functions, to have due regard to the need to prevent people from becoming terrorists or supporting terrorism. The Prevent Agenda is one of four strands which makes up the Governments counter-terrorism strategy. Further information can be found at: <http://www.legislation.gov.uk/ukpga/2015/6/contents>
- 1.1.4 The Modern Slavery Act 2015. Further information can be found at: <http://www.legislation.gov.uk/ukpga/2015/30/contents/enacted>
- 1.1.5 The Anti-Social Behaviour, Crime and Policing Act 2014 in particular Part 10 relating to forced marriage. Further information can be found at: <http://www.legislation.gov.uk/ukpga/2014/12/contents/enacted>
- 1.1.6 The Serious Crime Act 2015 particularly Part 5 relating to female genital mutilation, child cruelty and domestic abuse. Further information can be found at: <http://www.legislation.gov.uk/ukpga/2015/9/contents/enacted>
- 1.1.7 The policy is written with reference to the principle of Think Child, Think Parent, Think Family. Further information can be found at: <http://www.publichealth.hscni.net/publications/think-child-think-parent-think-family-0>

2. Policy commitment

2.1 South Hams District Council and West Devon Borough Council (to be referred in this document as South Hams and West Devon Councils or The Councils) believe that all children, young people and adults have the right to be safe, happy and healthy and deserve protection from abuse. The Councils are committed to safeguarding from harm all children, young people and adults with care and support needs (see definition in point 4 relating to the Care Act 2014) using any council services and involved in any of their activities, and to treat them with respect during their dealings with the Councils.

3. Aims of the Policy

3.1 The aims of the policy are to:

- Clarify the roles and responsibilities of all parties within scope of the policy.
- Support the promotion of a safe working environment and a culture of care in which the rights of all children, young people and adults with care and support needs are protected and respected.
- Promote best practice in how employees and associated workers interact with children, young people and adults with care and support needs whilst providing Council services.

- Minimise the chances of abuse through effective Council recruitment and ensure that the Councils implement safer recruitment and selection practices robustly.
- Provide a framework for developing partnerships with appropriate external bodies such as Devon and Children's Family Partnership and Devon Safeguarding Adults Board, to ensure that the policy continues to reflect legal and best practice requirements in respect of the responsibility of care of children, young people and adults with care and support needs.

4. Scope of the Policy

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

- Children and young people, legally defined as any person under the age of 18. From this point the terms child or children will be used to refer to this group.
- Adults with care and support needs are defined under the Care Act 2014 and for the purposes of this policy, as anyone over the age of 18 who:
 - has needs for care and support (whether or not the local authority is meeting any of those needs) **and**;
 - is experiencing, or at risk of, abuse or neglect; **and**
 - as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.
- The employees of the Councils who have dealings with children, young people and adults with care and support needs and who are required to act in a position of trust and to act responsibly and within the law.
- The employees and elected members of the Councils who, while not required to act in a position of trust, will come into contact with members of these groups on a regular basis during the course of their work.
- Volunteers and other workers involved in the provision of council services but not employed by the Councils, including workers in organisations with whom the Council has contracts for the delivery of services.

4.2 It covers all the functions and services of the Council, its elected members, staff and contractors.

4.3 This document is primarily concerned with protecting children, young people and adults with care and support needs from harm and providing guidance on how to deal with issues. However it is important to remember that safeguarding has a wider meaning which includes the promotion of welfare and taking action to enable all children, young people and adults with care and support needs to have the best life outcomes.

4.4 The policy does not cover health and safety issues related to safeguarding children such as use of play equipment or provision of food at events. Separate guidance on this and appropriate behaviours when dealing with children and adults with care and support needs, should be read in conjunction with this policy.

4.4 Where available this policy should also be used in conjunction with the following documents:

- Disciplinary Procedure
- Grievance Procedure
- Whistle Blowing Policy
- Access to Information Policy
- Acceptable Use of ICT Equipment Policy
- Equality, Diversity and Inclusion Policy (Due early 2021)
- Complaints & Feedback Procedure
- Bullying and Harassment Policy

- Health & Safety at Work guidance
- Domestic Abuse Policy for staff
- Domestic Abuse guidelines and further information for staff

5. Responsibility

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

Elected Members
<ul style="list-style-type: none"> ▪ Responsible for ensuring that the council has a policy, which adequately provides protection for children and adults with care and support needs in receipt of its services and for the regular review of this policy in the light of changes to legislation e.g. Data Protection Act, or new legislation or regulation ▪ Report any concerns to the Safeguarding Lead or other available safeguarding champion ▪ Appointing a lead member for Safeguarding which sits under the theme of Wellbeing
Senior Leadership Team
<p>The Head of Paid Service / Chief Executive is the lead officer with overall responsibility for the organisation's safeguarding arrangements. This officer is also the designated child protection officer.</p> <ul style="list-style-type: none"> ▪ The Senior Leadership Team are responsible for ensuring that this policy, audit and related procedures are implemented, monitored and scrutinised
Extended Leadership Team
<p>The Head of Housing, Revenues & Benefits is the responsible officer with strategic responsibility for safeguarding and Child protection. In addition, to:</p> <ul style="list-style-type: none"> ▪ Ensure there are adequate Safeguarding Champions throughout the Council service areas ▪ Ensuring that the procurement framework for the authority includes expectations upon contractors to demonstrate effective safeguarding practices for all their staff ▪ Ensuring that proper records are kept of any incidents occurring within their service and that these are held securely and/or passed on to the council's Human Resources/Personnel team if the incident involves a member of staff ▪ Ensuring that all necessary procedures and practices are in place to provide adequate protection both for the individuals in these groups but also protection for the employees involved with them ▪ Ensuring that those people appointed by them to the district council, whose normal duties fall into the definition of Regulated Activity as defined in the Safeguarding Vulnerable Groups Act 2006 and amended by the Protection of Freedoms Act 2012, are subject to the appropriate level of DBS disclosure and are appropriately qualified and/or trained in working with these groups
Safeguarding Specialist
<p>The Safeguarding Specialist is the Council's key policy advisor on safeguarding matters, with an enhanced knowledge of relevant legislation. In addition, to:</p> <ul style="list-style-type: none"> ▪ Advise those services and posts that are likely to have an involvement with children and adults with care and support needs, and undertaking an appropriate risk assessment of posts in respect of DBS disclosure requirements ▪ Advising the Safeguarding Champions by regular legislative updates and providing inputs on key issues ▪ Provide support to staff

- Report to Overview and Scrutiny Committees annually
- To work with other Safeguarding Leads across Devon to continually review practice and link into key organisation such as the Devon Safeguarding Adults Board and the Devon and Children Families Partnership
- To ensure that there is a secure central record relating to allegations and investigations
- Act as multi-agency partner on the Devon Children's and Family Partnership (previously known as the Devon Children's Safeguarding Board) and Devon Safeguarding Adult Board
- Advocate the importance of safeguarding to partners and customers
- Ensure all safeguarding policies, procedures and guidelines are implemented and promoted
- Provide robust responses as an active consultee on relevant policies introduced by South Hams and West Devon Councils
- Receiving concerns, discussing them with whoever has raised the concern and taking advice from the relevant partner agency/County Council service: this could include complex matters such as consent and whether parents/carers should be notified
- Making a decision about how to proceed and whether to make a formal referral. If there is disagreement on the appropriate course of action to take then the safeguarding specialist/champion has the final decision. Where staff are dissatisfied with the decision of the safeguarding specialist/champion, they should report their concerns to their line manager in the first instance and can still contact the appropriate safeguarding agency if they have strong concerns.
- Ensuring the procedure is followed on such matters as making a referral, confidentiality and recording
- Working with colleagues to share and to improve practice across the organisation
- In the event of an incident or query, should the safeguarding specialist/champion not be available, staff should go straight to relevant safeguarding agency. The staff member can be supported by a senior manager but details of any incident must not be shared unless absolutely necessary
- Information should be documented in accordance with Safeguarding and Data Protection legislation
- The Safeguarding Specialist within South Hams and West Devon Councils will deliver safeguarding advice to staff

Human Resources

- Working with managers & Heads of Practices in maintaining a record of those posts, requiring a DBS disclosure together with the level of disclosure required and ensuring these are undertaken in compliance with legislation, the DBS policy and DBS guidance
- Ensuring that recruitment procedures are robust and that information pertinent to working with these groups is obtained during the recruitment procedure
- Supporting managers in dealing with allegations of abuse or lack of care by staff
- Referring information to the DBS and Local Authority Designated Officer (LADO) about employees who have been dismissed or removed from working with vulnerable groups (or would have been had they not left/resigned) as a result of a relevant caution/conviction, conduct that has harmed or put a child/vulnerable adult at risk of harm, or satisfied the 'Harm Test' in relation to vulnerable groups
- Ensure support is offered for staff who have been effected by their involvement in a safeguarding case

Specialist Manager & Case Management Manager

- Ensure that any evidence or complaint of abuse or lack of care by staff is reported to Human Resources
- Ensuring that employees, volunteers and other workers dealing with these groups are adequately trained and aware of their responsibilities in this area

- Ensuring that external contractors delivering council services are aware of the council's expectation that workers are aware of and abide by the standards of behaviour expected of council employees
- Ensuring that carers and/or parents of the children and adults with care and support needs are aware that, in providing services, council employees are not normally acting in loco parentis, except in relation to events for unaccompanied children who have been formally registered
- Ensuring the carers and/or parents of the children and adults with care and support needs who are in direct receipt of council services ¹ are made aware that services will be delivered in line with this policy
- Ensuring that any evidence or complaint of abuse or lack of care is reported to the appropriate body e.g. Devon County Council, Safeguarding Board or the Police, and to council's Human Resources or Personnel team where members of staff are involved
- Ensuring that employees and others do not work with children or adults with care and support needs on regulated activities without an appropriate Disclosure & Barring Service (DBS) disclosure
- Working with other associated agencies to ensure the proper transfer of information relating to dealings with children and adults with care and support needs, where necessary
- Ensuring that adequate supervision and support is available to those who have been directly involved in dealing with safeguarding cases, including a de-brief of the case and any relevant outcomes

Safeguarding Champions

- Maintain an understanding of the key safeguarding risks as directed by the Safeguarding Specialist
- Be a point of contact for the service area, check the facts of the concern and discuss with the Safeguarding Specialist

All staff

- Treating all those children and adults with whom they come into contact while carrying out their work according to their needs and with respect
- Report safeguarding concerns and provide any evidence required to enable necessary safeguarding action to be taken
- If there is an immediate concern and risk of harm or a crime is being committed call 999 immediately
- If there is no immediate concern, make a note of the details of the concern and discuss with the Safeguarding Specialist or a Safeguarding Champion
- In the absence of the Safeguarding Leads speak to your Line Manager
- Ensure the details of the concern remain confidential and any notes are kept securely
- Ensuring that they are familiar with and understand the policies and procedures relating to their work with or in the vicinity of children and adults with care and support needs.
- Ensuring that they feel confident in working within this environment and working with their managers to ensure that they have the knowledge and skills to carry out their tasks in this context.
- Reporting to a safeguarding lead, any concerns they may have about abuse or a lack of care of children and adults with care and support needs either from other staff, from carers, parents or those in loco parentis or between members of the group

¹ For example: this would include arranging accommodation for a vulnerable adult or holding an event for children at the museum. It would not include arranging accommodation for a family with children where the contract is with the parents/carers.

- Any staff who have a safeguarding concern should in the first instance discuss the matter with the Safeguarding Specialist or one of the Safeguarding Champions who will make a decision whether or not to refer the matter to an appropriate external organisation

Volunteers and contractors

- Working with employees of the council, to the same standard, in ensuring the safety and well-being of children and adults with care and support needs within their scope
- Participating in any training or development opportunities offered to them to improve their knowledge of skills in this area
-

6. Review

- 6.1 This policy and the guidance will be reviewed annually or whenever there is a change in the related legislation or an emerging risk is identified. This will ensure these documents are up to date and fit for purpose.

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Report to: **Overview and Scrutiny Panel**
Date: **19 November 2020**
Title: **Community Consultation & Engagement –
Task and Finish Group Concluding Report**
Portfolio Area: **Communications – Cllr Hopwood**

Wards Affected: **All**

Urgent Decision: **N** Approval and clearance obtained: **N**

Date next steps can be taken:
The recommendations arising from this report will be presented to the Executive meeting to be held on 3 December 2020

Author: **Cllr Joseph Rose** Role: **Chair Community Consultation & Engagement Task & Finish Group**
Neil Hawke **Head of Strategy**

Contact: Cllr.joseph.rose@southhams.gov.uk
Neil.hawke@swdevon.gov.uk

RECOMMENDATIONS:

That the Overview and Scrutiny Panel:

- 1) Note the work of the Community Consultation & Engagement Task & Finish Group;**
- 2) Endorse the draft Community Consultation & Engagement Strategy; and**
- 3) RECOMMEND that Executive consider and adopt the draft Strategy.**

1 Executive summary

- 1.1 At Overview and Scrutiny Panel on 16th July 2020, it was resolved to form a Task and Finish Group to develop a Consultation and Engagement Strategy for the Council
- 1.2 A group was formed to develop the strategy with the agreed Terms of Reference set out in Appendix A to this report.
- 1.3 Members have met a number of times in order to consider the principles for consultation and engagement that the Council should adopt.
- 1.4 Having considered best practice and input from the Local Government Association, this report sets out the conclusions of the Task and Finish Group.

2 Background

- 2.1 At the meeting of Overview and Scrutiny Panel on the 16th of July 2020, the Chairman put forward a proposal to establish a Task and Finish Group to develop a Consultation and Engagement Strategy.
- 2.2 In discussion, Members were supportive of this suggestion and a Consultation and Engagement Strategy Task and Finish Group comprising of Cllrs Birch, Chown, Reeve, Rose (Group Chairman), Spencer and Thomas was established. The Councils Executive Lead for Communications, Cllr Hopwood was also invited to attend the meetings.
- 2.3 The Group was tasked with developing proposals for how the Council consult and engage and presenting its concluding report to the Panel meeting to be held on 19 November 2020.

3 Actions of the group

- 3.1 On the 16th of September 2020 the Task and Finish Group attended a workshop on best practise for community engagement, delivered by an LGA Specialist. This session included information on how and why Councils should consult and engage with our communities.
- 3.2 The Task and Finish Group then met on the 15th of October 2020 to agree its scope and terms of reference. The Members of the group then looked over Community Engagement Strategies from five other councils, preparing reports detailing the positive aspects of the strategies. The group Chairman worked with the Head of Strategy and Head of Communications to create an initial draft using the comments and ideas of the group as a starting point.
- 3.3 The group then met on the 29th of October 2020 to look over, contribute to, and edit the initial draft. After the meeting, the views of Members were integrated into the draft for further consideration by the members of the Task and Finish Group. Members of the group then had further opportunity to submit comments before we met on the 5th on November 2020 to finalise the draft.

- 3.4 Despite some difficulties at the beginning, due to lockdown disruptions and availability of Officers who were also supporting the Councils ongoing response, I am very happy with the work of the Task and Finish Group and the draft strategy that we have created.
- 3.5 The Councils Head of Strategy and Head of Communications were hugely supportive of the process and it was a pleasure to work with them. All of the input from members of the group was of a very high standard and I can safely say that we worked very well together.
- 3.6 I believe that community engagement is very important to the ongoing success of the council and I look forward to seeing the engagement strategy in its final form, and to see how it will be used to further build our relationship with the communities in South Hams.

4 Outcomes/outputs

- 4.1 Task and Finish Members have created a draft Community Engagement Strategy that they endorse (by majority, as there were 2 absent from the final meeting).
- 4.2 The draft Community Engagement Strategy is set out in Appendix B to this report. It should be noted that the document is not in a finished format and, after consideration by both this Panel and then the Executive, the Council’s Design Team will produce a final version to be published for circulation.
- 4.3 A delivery plan will also be required to support the Strategy. This should include specific actions and deliverables that set out how we achieve the aims of the strategy.

5 Options available and consideration of risk – future recommendations;

- 5.1 The Panel are asked to consider and endorse the draft strategy framework attached at Appendix B.
- 5.2 The Panel are further asked to recommend that Executive consider and adopt the draft strategy.

6 Implications

Implications	Relevant to proposals Y/N	
Legal/Governance	Y	Effective Consultation and Engagement is a key aspect of good Governance.

Financial	Y	There may be financial implications as a result of the Strategy when the delivery plan is created but at this stage there are no financial implications.
Risk	Y	There is a risk that the Council overcommits to consult and engage through the strategy. It is important to say that the Strategy sets out a wide range of Consultation and Engagement methods. The key is that the Council is upfront on the level of engagement and influence participants can have.
Comprehensive Impact Assessment Implications		
Equality and Diversity	Y	Developing a Consultation and Engagement Strategy is a positive step in ensuring that we reach out to a wide range of individuals and there are specific considerations of how we will take steps to overcome barriers to participation
Safeguarding	N	
Community Safety, Crime and Disorder	N	
Health, Safety and Wellbeing	N	
Other implications	N	

Supporting Information

Appendices:

Appendix A - Community Consultation & Engagement Task and Finish group – Terms of Reference; and
Appendix B - Community Consultation & Engagement draft strategy.

Terms of Reference

1. Membership

Task and Finish Members

Cllr John Birch

Cllr Matthew Chown

Cllr Helen Reeve

Cllr Joseph Rose (Group Chairman)

Cllr Barrie Spencer

Cllr Dan Thomas

Lead Member

Cllr Nicky Hopwood, Executive Lead
Communications

Officer Support:

Lesley Crocker, Head of Communications

Neil Hawke, Head of Strategy

2. Purpose of the group

The purpose of a Task and Finish Group is to either review existing and/or develop new Policy/Strategy. Task and Finish Group recommendations are, in the first instance, considered by the Overview and Scrutiny function before then being presented to either the Executive or Full Council for approval.

The purpose of this Group is to develop and deliver a consultation and engagement strategy framework for the Council. The Group will present its concluding report to the Joint Overview and Scrutiny Panel & DM Committee meeting to be held on 19 November 2020.

3. Role & Function

- To review current consultation and engagement practice through questioning senior officers and Members within the Council and reviewing previous consultation and engagement activity;
- Conduct research and gather evidence of Consultation and Engagement best practice through table top research and engagement with representatives from groups such as the Local Government Association in order to inform our future Policy/Strategy;
- Consider and recommend a framework for consultation and engagement to include:-
 - A set of high level principles and standards for consultation and engagement;
 - Levels of participation for Information, Consultation and Engagement being proportionate;
 - The role of Elected Members in consultation and engagement;
 - Inclusion – how we would engage our hard to reach residents;

4. Governance Arrangements and Key Relationships

The Consultation and Engagement Task and Finish Group is accountable to the Joint Overview and Scrutiny Panel & DM Committee meeting. In addition, a key relationship is

that with the lead Executive Member for Communications, who has responsibility for Communications and Engagement of the Council.

5. Duration

The Task and Finish Group will have no decision-making powers and will provide progress updates at every meeting of the Overview and Scrutiny Panel to ensure that the development of the Consultation and Engagement Strategy framework remains within scope. The Group will present its concluding report (and recommendations) to the Joint O&S Panel / DM Committee meeting on 19 November 2020.

6. Meeting and Working Practices

The Group Chairman may call a meeting of the Group as and when required. Any such meetings shall be held remotely (over Skype or other such technology) until such a time as a Council decision is taken to reinstate face to face meetings.

Any Member of the Council may attend a Group meeting and, at the discretion of the Chairman, may take part in the deliberations.

The Quorum of the Group will be 4 Members.

The Group may invite partners and stakeholders as appropriate to support their work.

Why do we need a community engagement strategy?

- Our communities have a central role to play in influencing and shaping what happens in South Hams. We recognise that our role as a local authority is changing, and we're committed to helping people to do more for themselves, for each other and for their community.
- In adopting a community engagement strategy it is our aim to not only reach out to community but to ensure it has a sense of ownership over the future policies and actions of its district council.

If you want to go fast go alone, if you want to go far, go together (African Proverb)

What do we mean by Communities and Community Engagement?

Community Engagement is a planned process, which has the specific purpose of working with identified groups of people, whether they are connected by place, interest or identity, to encourage them to actively take part in making decisions about their community and empower them to take leadership on matters of local need

Page 44



'Communities of Place' where people identify with a defined geographical area ranging from the whole District, a town, a parish, a hamlet, a street or estate

'Communities of Identity' as defined by those people, such as ethnic groups, people who share a particular experience, interest or stake in an issue, or characteristics such as young people, older people, disabled people, ethnic groups, or lesbian, gay and bisexual people.

'Communities of Interest' where people share a particular experience or interest, which might include tenants and resident groups, parking permit holders, people involved in environmental projects, or people who come together to use services such as parks, green spaces, or community buildings.

What are the aims and benefits of effective community engagement?

Benefit	Aims
Better communication and understanding	Community more aware of the Council's initiatives and the reason for their introduction,
Improving the relationship between the community and the Council	Build trust through the effective use of the Community Engagement Strategy
Policy and Practice that reflects the views of the community	Community, by its involvement, shows its enthusiasm for the actions on which it has been consulted
Increase customer satisfaction and sense of ownership of service provision	Enthusiastic support from community for policies on which they have been consulted
Increased transparency and accountability	Our communities feel that we communicate honestly and openly with them, giving them a greater understanding of the reasons for the Councils decisions and actions
Encouraging connections to develop within the community	Communities working together in consultations bring about a cohesiveness

Why is community engagement important?

We are in challenging times and so it is more important than ever that we keep our communities informed and listen to their ideas. Through effective community engagement;

- Residents will have a better understanding and trust in the work of the council and the decisions we make
- Residents will play a greater part in decision making
- The relationship between the council and residents is mutual, instead of residents being passive recipients
- Community members and groups are involved in work to support their area
- We have greater numbers of people interested in the change we need to make, and willing to help us shape that change
- Innovation and change takes place through diverse networks and community action

Our approach to community engagement

- **Planning** – We will be clear on the purpose for the engagement which is based on a shared understanding of community needs and ambitions
- **Inclusion** – we will identify and involve the people and organisations that are affected by the focus of the engagement
- **Methods** – we will use methods of engagement that are fit for purpose (see the levels of community involvement below)
- **Support** – We will identify and overcome barriers to participation
- **Communication** – We will communicate clearly and regularly with the people, organisations and communities affected by the engagement
- **Impact** – We will assess the impact of the engagement and use what has been learned to improve our future community engagement
- **Empowerment** – We will endeavour to empower our communities to take leaderships roles where appropriate

What are the different levels of participation?

Increasing levels of community involvement					
	Informing	Consulting	Involving	Collaborating	Empowering
Aim	By providing Information that people need to know, we are ensuring we are transparent	Capture residents views on issues	To have a more in-depth form of consultation where we invite communities to test Council procedures and processes	To work alongside the community, giving equal power in the decision making process	Promoting community leadership. Encouraging, and supporting where possible, our residents to take the lead on initiatives.
The Intention	That our communities know what is happening within the Council and are aware of any information that relates to them	To provide adequate opportunity for the community to inform us of their views within our decision making process. We will communicate clearly as to where the ultimate decision making power rests. We will provide feedback on how public input influenced the decision making.	Through involving Members of the public we have policies and procedures that are effective and represent the needs of the communities	To increase the communities ownership and engagement in formulating solutions, innovations or improvements through working together.	To support communities to take responsibility in designing and delivering local innovation
Tools	<ul style="list-style-type: none"> - Social media / online - Face to face local meetings - Newsletters - Papers - Exhibitions - Roadshows - Factsheets - Websites - Public notices 	<ul style="list-style-type: none"> - Engagement portal - Residents panel - Service user panels - Community Clusters - Consultation survey - Residents Panel 	<ul style="list-style-type: none"> - End-User testing - Community boards 	<ul style="list-style-type: none"> - Co-production - Residents Panel - User involvement in decision making 	<ul style="list-style-type: none"> - Parish Plans - Participatory budgeting - User led commissioning - Referendums

The principles we'll apply to our engagement with you

- **Trustworthiness** – we should aim to build trust with the community by communicating clearly, honestly and transparently through:
 - Being clear with you what our intentions of the engagement are
 - Being upfront about how much influence your engagement will have
 - Reporting back on the results of the engagement so that you know what impact your input has had
- **Openness** – We should be open to new ideas and keep our communities informed about what is happening at the Council.
 - Tell you about the work of the Council and the challenges faced
 - Encourage and listen to ideas about how we can do things differently
- **Inclusivity** – We should understand that innovation, vision, and creativity are born of diversity. We should try to consult and engage with a diverse range of people; especially including those who are often marginalised.
 - We will identify and develop plans to reach our hard to reach groups so that your voice can be heard
- **Collaboration**– We see that our community is facing many issues that no one group or sector can address. In our engagement, we should find ways of bringing people together to regenerate the community, and to build resilience for our district, found in the connections between people.
- **Learning and evolving** - We will learn from the feedback we receive through our engagement to ensure that we continuously evolve

Outcomes

KNOWLEDGE

The Collective knowledge of our communities helps to shape ideas that make South Hams a great place to live, work and visit

AWARENESS

Local People in our communities are aware of how and when they can get involved

INFLUENCE

Our communities influence issues that affect their communities and are involved in improving their local area

FEEDBACK

The Council learns and evolves based on the engagement we undertake. Communities participating in engagement understand how their views have made a difference

SUPPORT

Councillors and Officers are supported to involve communities effectively in everything we do

EMPOWER

Our community is empowered to meet both current and future challenges

OVERVIEW AND SCRUTINY PANEL

DRAFT ANNUAL WORK PROGRAMME – 2020/21

Date of Meeting	Report	Lead Officer
14 January 2021 (am) <i>(joint meeting with DM Committee)</i>	Draft Budget 2021/22 and Fees and Charges 2021/22	Lisa Buckle
14 January 2021 (pm)	Executive Forward Plan	Janice Young
	Task and Finish Group Updates (if any)	
	Presentation from Livewest Representatives (TBC)	Issy Blake
15 February 2021	Executive Forward Plan	Janice Young
	Task and Finish Group Updates (if any)	
	Leisure Contract – Fusion Annual Report	Jon Parkinson
1 April 2021	Executive Forward Plan	Janice Young
	Task and Finish Group Updates (if any)	

Items to be considered for scheduling:

- Food Safety Annual Service Plan (Ian Luscombe);
- Electric Charging Points: Update on Lobbying and Project Costs (*NB. Panel view at its last meeting was that it would like this item to be scheduled asap*) (Chris Brook);
- Housing Strategy – Outcome of Public Consultation Exercise (Issy Blake);
- Sustainable Community Locality Fund – Expenditure and Process (Neil Hawke);
- Peer Review: Action Plan Review (Neil Hawke);
- Waste Round Review (Jane Savage);
- Section 106 Agreement Schedule – Progress Update (Lisa Buckle); and
- Review of Town Centres Strategy (Sarah Gibson).

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