

**Town Hall, High Street,
Gosport, Hampshire
PO12 1EB**

Telephone: (023) 9258 4242
Fax: (023) 9254 5587
Please ask for: Chris Wrein
Direct line: (023) 9254 5288
e-mail: chris.wrein@gosport.gov.uk

15 January 2007

S U M M O N S

MEETING: Policy and Organisation Board
DATE: 23 January 2007
TIME: 6.00 p.m.
PLACE: Committee Room 1, Town Hall, Gosport
Democratic Services contact: Chris Wrein



BOROUGH SOLICITOR

MEMBERS OF THE BOARD

The Mayor (Councillor Mrs Cully) (ex-officio)
Councillor Cully (Chairman)

Councillor Burgess	Councillor Langdon
Councillor Carter	Councillor Smith
Councillor Chegwyn	Councillor Taylor
Councillor Gill	Councillor Wright
Councillor Hook	

FIRE PRECAUTIONS

(To be read from the Chair if members of the public are present)

In the event of the fire alarm (continuous ringing) or bomb alert (intermittent ringing) sounding, please leave the room immediately.

Proceed downstairs by way of the main stairs or as directed by GBC staff, follow any of the emergency exit signs. People with disability or mobility issues please identify yourself to GBC staff who will assist in your evacuation of the building.

IMPORTANT NOTICE:

- **The Summons, Agenda and accompanying Reports can be provided in large print, on tape, in Braille or in other languages on request**
- If you are in a wheelchair or have difficulty in walking and require access to the Committee Room on the First Floor of the Town Hall for this meeting, assistance can be provided by Town Hall staff on request

If you require any of the services detailed above please ring the Direct Line for the Democratic Services Officer listed on the Summons (first page).

AGENDA

PART A ITEMS

RECOMMENDED
MINUTE FORMAT

1. APOLOGIES FOR NON-ATTENDANCE

2. ELECTION OF VICE-CHAIRMAN

To elect a Vice-Chairman of the Policy and Organisation Board for the remainder of the Municipal Year 2006/07

3. DECLARATIONS OF INTEREST

All Members present are required to declare, at this point in the meeting or as soon as possible thereafter, any personal or personal and prejudicial interest in any item(s) being considered at this meeting.

4. MINUTES OF THE MEETING OF THE BOARD HELD ON 8 NOVEMBER 2006

To approve as a correct record the Minutes of the meeting of the Policy and Organisation Board held on 8 November 2006 (copy herewith).

5. DEPUTATIONS – STANDING ORDER 3.5

(NOTE: The Board is required to receive a deputation(s) on a matter which is before the meeting of the Board provided that notice of the intended deputation and its object shall have been received by the Borough Solicitor by 12 noon on Friday, 19 January 2007. The total time for deputations in favour and against a proposal shall not exceed 10 minutes).

6. PUBLIC QUESTIONS – STANDING ORDER 3.6

(NOTE: The Board is required to allow a total of 15 minutes for questions from members of the public on matters within the terms of reference of the Board provided that notice of such Question(s) shall have been submitted to the Borough Solicitor by 12 noon on Friday, 19 January 2007).

7. THE GOSPORT BOROUGH COUNCIL DISABILITY EQUALITY SCHEME

PART II

To seek support for the Gosport Borough Council Disability Scheme produced in response to the duties placed on the Council by the Disability Discrimination Act 2005.

Contact Officer:
Christine Carter
Ext 5440

Policy and Organisation Board
23 January 2007

- | | | |
|-----|---|--|
| 8. | CHILDREN, YOUNG PEOPLE AND VULNERABLE PEOPLE POLICIES | PART II |
| | <i>To seek the Board's approval for the proposed policies in respect of Children and Young People, and the Protection of Children and Vulnerable Persons.</i> | Contact Officer:
David Martin
Ext 5512 |
| 9. | RAMPARTS INVESTIGATION AND ASSESSMENT – PRIDDY'S HARD HERITAGE AREA | PART II |
| | <i>a) to inform the Board of the results of the invitation to tender of specialist Environmental and Engineering Consultants to undertake a detailed ground investigation and report on the contaminants in the Rampart areas and moat on the Priddy's Hard Heritage Area and recommend remedial measures</i> | Contact Officer:
Ian Lycett
Ext 5201 |
| | <i>b) to seek approval to the appointment of the consultancy providing the most economically advantageous tender to undertake the investigation and report.</i> | |
| 10. | LOCAL GOVERNMENT WHITE PAPER – STRONG & PROSPEROUS COMMUNITIES | PART II |
| | <i>To advise Members of the recent Government White Paper.</i> | Contact Officer:
Ian Lycett
Ext 5201 |
| 11. | RELATE PORTSMOUTH & DISTRICT | PART II |
| | <i>To advise Members of funding requirements already identified by Relate and subsequently paid by the Council in respect of the current year and the request by Relate for funding in 2007/08.</i> | Contact Officer:
Julian Bowcher
Ext 5551 |
| 12. | VICTIM SUPPORT HAMPSHIRE & ISLE OF WIGHT | PART II |
| | <i>Members are requested to consider this funding request from Victim Support Hampshire & Isle of Wight for 2006-2007 and 2007-2008.</i> | Contact Officer:
Julian Bowcher
Ext 5551 |
| 13. | ANY OTHER ITEMS
which the Chairman determines should be considered, by reason of special circumstances, as a matter of urgency. | |

**A MEETING OF THE POLICY AND ORGANISATION BOARD
WAS HELD ON 8 NOVEMBER 2006**

The Mayor (Councillor Mrs Cully) (ex-officio); Chairman of the Policy and Organisation Board (Councillor Hook) (P); Councillors Burgess (P), Carter (P), Chegwyn (P), Cully (P), Gill (P), Langdon (P), Smith (P), Taylor (P) and Wright (P) .

25. APOLOGY

An apology for inability to attend the meeting was submitted on behalf of the Mayor.

26. MINUTES

RESOLVED: That the Minutes of the Board meeting held on 13 September 2006 be approved and signed by the Chairman as a true and correct record.

PART I

27. ADOPTION OF A GAMBLING POLICY FOR GOSPORT BOROUGH COUNCIL

Consideration was given to a report of the Environmental Services Manager (a copy of which is affixed in the Minute Book as Appendix A), which sought the introduction of a Gambling Policy for use by the Licensing Board in connection with applications received under the Gambling Act 2005 and to establish a fee structure for such applications based on regulations issued by the Department of Culture, Media and Sport.

Members expressed concern regarding the report's recommendation that the Environmental Services Manager, in consultation with the Chairman of the Policy and Organisation Board, be given delegated authority to adopt the most appropriate suitable fee structure for licences. Members felt that the Council should be recommended to approve the adoption of the highest banding permitted under the regulations.

RECOMMENDED: That:

- a) the Gambling Policy, which formed part of the report of the Environmental Services Manager, be adopted; and
- b) Council adopt the highest fee banding permitted for licences issued under the Gambling Act 2005, having regard to the Department of Culture, Media and Sport Regulations.

PART II

28. BUDGET MONITOR

Consideration was given to a report of the Borough Treasurer (a copy of which is affixed in the Minute Book as Appendix B), which advised Members on forecast revenue and capital expenditure compared to the revenue budget and capital programme for 2006/07 and sought formal approval of the use of reserves to fund the projected net overspend.

Concerns were raised regarding the recommendation to write off £50,000 promised by Berkeley Homes towards the running costs of the Explosion! Museum. Members felt that officers should pursue this promised contribution and decided that it should not be written off at this stage.

RESOLVED: That:

- a) the contents of the Borough Treasurer's report be noted;
- b) approval be given to the net additional expenditure incurred in 2006/07 being met by a supplementary estimate from reserves;
- c) it be noted that variations in projected capital expenditure and funding resources will be reported as part of the capital programme in the budget process; and
- d) officers be requested to pursue again the outstanding £50,000 promised by Berkeley Homes towards the running costs of the Explosion! museum.

29. CROSS REFERENCE FROM THE CIVIC AND COMMEMORATIVE EVENTS SUB-BOARD (26 OCTOBER 2006): ROYAL HOSPITAL HASLAR – FREEDOM OF THE BOROUGH

Consideration was given to a cross reference from the Civic and Commemorative Events Sub-Board, which, at its meeting on 26 October 2006, had considered proposals for the extension of the Freedom Rights granted to the Royal Hospital Haslar on 11 March 1998 to include the Ministry of Defence Hospital Unit (Portsmouth). The Sub-Board had subsequently supported these proposals and accordingly recommended them to this Board.

RESOLVED: That:

- a) the extension of the Freedom Rights granted to the Royal Hospital Haslar to include the Ministry of Defence Hospital Unit (Portsmouth) be referred to an Extraordinary Council meeting to be held at 5.30 p.m. on 29 November 2006; and
- b) approval be given to a ceremony being held on 28 March 2007 in the Timespace in order to hand over the scroll of honour to the Ministry of Defence Hospital Unit (Portsmouth) and be followed by a parade along the High Street.

**30. FUNDING OF COMMUNITY DEVELOPMENT PROJECT: ROWNER
(ACCESS POINT)**

Consideration was given to a report of the Chief Executive, which requested a further two years of ongoing funding for the Community Development Project in Rowner.

Members were advised that Gosport Voluntary Action had requested Hampshire County Council and Portsmouth Housing Association, who were partners to the project, to consider making financial contributions for 2007/08 and 2008/09. A favourable response had been received from Hampshire County Council although it was not known what level of contribution would be made.

RESOLVED: That, subject to budgetary provision being made, the Council provide £15,000 per annum for 2007/08 and 2008/09 to support the Community Development Project – Rowner.

The meeting commenced at 6.00 p.m. and concluded at 6.45 p.m.

CHAIRMAN

AGENDA ITEM NO. 7

Board/Committee:	Policy and Organisation Board
Date of Meeting:	23rd January 2007
Title:	The Gosport Borough Council Disability Equality Scheme
Author:	The Chief Executive
Status:	FOR RECOMMENDATION TO THE POLICY AND ORGANISATION BOARD

Purpose

To seek support for the Gosport Borough Council Disability Scheme produced in response to the duties placed on the Council by the Disability Discrimination Act 2005.

Recommendation

It is recommended that Members approve the Gosport Borough Council Disability Equality Scheme.

1.0 Background

- 1.1 The 1995 Disability Discrimination Act (DDA) imposed obligations on local authorities and other public sector agencies to comply with the law, making amendments if a disabled person had been discriminated against.
- 1.2 Although many positive changes were made, it was recognised that the DDA (1995) did not go far enough. Lobbying by disabled people and support groups led to the more positive approach to disability which underpins the revised DDA in 2005. In addition, the new Commission for Equality and Human Rights (to be launched in 2007) will bring all aspects of equality for disabled people under one commission and provide disability with the same level of importance as all the other equality strands (age, gender, race, religion, and sexual orientation).
- 1.3 The DDA 2005 is part of the new breed of legislation that will serve to ensure that all public bodies build disability equality into the way they carry out their business. Under the new Act, public authorities have a duty to promote disability equality, requiring them to adopt a proactive approach and have due regard to disability equality in all its decision making, services and activities.
- 1.4 The Council was thus required to involve disabled people in the production of a Disability Equality Scheme (DES) for the Council, to be completed by December 2006.

- 1.5 In July of 2006, the Gosport Disability Equality Scheme Reference Group was established. The group has members from the Council and from disabled groups in the local community. It has discussed, contributed to and guided the development of the DES.
- 1.6 Public services are delivered to the local community by number of public sector agencies. Early in the development of the DES for Gosport it was recognised that a partnership approach to consultation would be of advantage to the Council and to disabled members of the local community.
- 1.7 In July 2006, a partnership DES training session was hosted by this Council and in September a DES Partnership Consultation Event took place at Ferneham Halls, Fareham. This event, hosted jointly by Gosport and Fareham Councils, was attended by disability groups and disabled people from both boroughs. It also involved representatives from Hampshire County Council, Hampshire Police Authority, Hampshire Constabulary, Hampshire Fire and Rescue Service, Hampshire Primary Care Trust and the Job Centre Plus. The discussions resulted in the identification of concerns about fair and equal access to services by disabled people.

2.0 Report

- 2.1 The DES document has been written as a response to the DDA (2005) and in line with the guidance provide by the Disability Rights Commission. It details the General Duty placed on all public services and the Specific Duty to publish a Disability Equality Scheme and involve disabled people in the development of the Scheme.
- 2.2 The document provides explanations and examples of problems faced by disabled people in accessing public services, acknowledges improvements already made and sets in context the need for the Council to continue to make further changes to its buildings and service delivery.
- 2.3 A key part of the DES is the identification and achievement of specific outcomes to address all parts of the duty. These outcomes were identified through consultation and are based on the priorities of local people and the of the Council. A Summary Disability Equality Scheme Action Plan is included in the document and the outcomes will be delivered through a 3 Year Operational Action Plan.
- 2.4 The actions will be integrated into our Service Improvement Plans and regularly monitored. Progress will be reported to the Corporate Equality and Diversity Group, to Council Management Team and to this Board.
- 2.5 The DES Reference Group will continue to meet to monitor progress and to support the Council in widening the involvement of local disabled people in the Scheme.

- 2.6 To ensure that the information and the commitments contained within the DES are accessible to as many people as possible, it is intended to produce a DES leaflet. This leaflet will contain a summary of the Scheme and will be written with guidance from local groups who will ensure that it is written in an appropriate style.
- 2.7 The achievement of the outcomes as set out in the document will have positive impacts on equal opportunities and sustainability, through working towards equal opportunities for all and involving members of the local community in the decision making process.

3.0 Risk Assessment

- 3.1 The publication of the Gosport Borough Council Disability Equality Scheme ensures the Council's compliance with the statutory requirements of the Disability Discrimination Act 2005.

4.0 Conclusion

- 4.1 The Gosport Borough Council Disability Equality Scheme has been produced in line with the guidelines issued by the Disability Rights Commission.
- 4.2 Disabled members of the local community have been closely involved throughout the process and the Council has their support for the final document.
- 4.3 The document is intended for Members and officers of the Council and for the public. A more 'user friendly' summary leaflet will be written with the help of disabled members of the community and launched along with the main document early in 2007.
- 4.4 Implementation of the Action Plan will result in significantly improved services for local people with disabilities.

Financial Services comments:	Most of the actions focus on changing the way services are delivered and the financial implications will be limited. Environmental changes to Council buildings will be implemented as part of the programme of actions in response to the Disability Access Audit of 2004 and finances will be approved in accordance with normal budgetary procedures.. Additional actions will be implemented as budgets allow.
Legal Services comments:	The Council is under a number of obligations by virtue of the Legislation, including; obligations to eliminate discrimination of disabled persons ; to promote equality of opportunity and to encourage participation by disabled persons in public life.
Service Improvement Plan implications:	All actions will be integrated into Service Improvement Plans.
Corporate Plan:	The content and outcomes of the DES underpin the core values of the Corporate Plan by ensuring equal treatment and access for all and recognising the value of diversity. There is also a link to the Strategic priorities of the Council – improved social inclusion (Prosperity) and enhanced customer service (Pursuit of Excellence).
Risk Assessment:	LOW
Background papers:	None
Appendices/Enclosures:	
Appendix 'A'	The Gosport Borough Council Disability Equality Scheme.
Report author/ Lead Officer:	Christine Carter, Senior Policy Officer, Policy and Performance Section. X 5440.

GOSPORT BOROUGH COUNCIL

Draft

GOSPORT BOROUGH COUNCIL DISABILITY EQUALITY SCHEME

Gosport Borough Council is committed to equal opportunities for all.

If you need this document in large print, on tape, in Braille or in other languages, please ask.

December 2006

CONTENTS

- Foreword by Chief Executive
- Statement on behalf of the Gosport Disability Equality Reference Group

Executive Summary

The Meaning of the Disability Equality Scheme	Section 1
What does the term “disabled,” mean?	Section 2
The impact of disability	Section 3
Disability in Great Britain	Section 4
Services provided by Gosport Borough Council	Section 5
Recently completed and ongoing activities	Section 6
Involving disabled people	Section 7
Collecting and using information	Section 8
Impact Assessment of Services	Section 9
Outcomes and Actions	Section 10
Monitoring the Action Plan and The Scheme	Section 11
Responsibility for the Scheme	Section 12
Over to you	Section 13

Appendix 1	National Statistics
Appendix 2	Services provided by Gosport Borough Council
Appendix 3	Improvements to access
Appendix 4	DES Consultation Event
Appendix 5	Key Findings from the Consultation Event

Foreword by the Chief Executive of Gosport Borough Council

Welcome to Gosport Borough Council's Disability Equality Scheme and thank you for showing interest in how the Council is responding to the needs of the disabled members of our community.

Gosport Council is continually working to improve the quality of life for all its citizens by targeting their needs and improving the way we deliver our services.

The Disability Discrimination Act (2005) places a range of duties upon the Council, all directed towards improving opportunities for disabled people. The Council values all members of the local community and already has a very close working relationship with representatives of those with disabilities.

Gosport Borough Council is committed to equal opportunities for all and to removing barriers to equal opportunity. The Disability Equality Scheme provides a framework for action to positively promote equality throughout all its functions both as an employer and as a provider of a wide range of services.

The Disability Equality Scheme is an active programme that has been developed with disabled members of the community and will continue to evolve in response to their changing needs.

If you have any comments that will help the Council to reduce the physical, social and psychological barriers experienced by disabled citizens of the Borough we would be delighted to hear from you.

**Ian Lycett,
Chief Executive
Gosport Borough Council**

Contact details for your response are shown on page 16

Statement on behalf of the Disability Equality Scheme (DES) Reference Group

The Gosport Access Group and Disability Forum has been working very closely with Gosport Borough Council for many years, to improve the quality of life for disabled people in the Borough. The group has members with a wide range of disabilities such as ME, MS, Parkinson's disease, epilepsy, visual and hearing impairments, and mental health issues. Many of us experience difficulties in our daily lives and we appreciate the improvements the Council has made to its buildings and the way it works with us to provide better services.

The group welcomed the Disability Discrimination Act in 2005 and we were delighted to join with Council officers in becoming members of the new Gosport Disability Equality Reference Group, set up to develop the Disability Equality Scheme for the Borough. The group and the Council are committed to the principle of "*Nothing about us without us*".

Along with members of this new group and our colleagues in the Fareham Borough Council Reference Group, we have received training on the scheme and the ways in which we can help the Council to discharge its duties under the Act. We have been involved in the organisation of a DES Consultation Event, where our friends and colleagues identified barriers facing disabled people in both boroughs. We have also met as a group to prioritise the issues, contribute to the DES document and the Action Plan. Over the next three years, we look forward to regular meetings where we can monitor progress.

Most of all, as representatives of the disabled members of the Gosport community, we value our close working relationship with the Council. We appreciate the way in which it responds to our concerns and we are sure that together, we can make changes that will benefit all members of the local community.

Peter Carroll, on behalf of the Gosport Disability Equality Scheme Reference Group and the Gosport Access Group and Disability Forum

Executive Summary

Gosport Borough Council has worked both with and for people with disabilities in the Borough for many years. This includes regular consultation with individual disabled people and with the Gosport Access Group and Disability Forum. The Council has particular expertise on providing access for disabled people within the built environment and has undertaken access audits of, and made improvements to, Council buildings that are open to the public.

The Disability Discrimination Act 2005 places additional General and Specific duties on public authorities, including local councils, to take positive steps to further reduce discrimination against disabled people and to include disabled people in the process of developing the Disability Equality Scheme.

Gosport Borough Council sees this as an opportunity to review its actions and services and to involve people with varying disabilities at every stage of the process.

Initial Process

The first step in the process of the development of the scheme was to consider how views of disabled people could be collected. A Disability Reference Group was set up, which included Council officers, disability professionals and most importantly, disabled people. The group was involved in organising a Consultation Event with disabled people on 6th September 2006. This was held in partnership with Fareham Borough Council, Hampshire County Council, Hampshire Police Authority, Hampshire Police Constabulary, Hampshire Fire and Rescue Service, Job Centre Plus and the Hampshire Primary Care Trust. All these authorities have to produce their own Disability Equality Scheme. It was recognised that many of the issues raised could involve several of the authorities and the potential for multiple authority co-operation needs to be built into the various schemes.

The Consultation Event included workshops on: - Access to Buildings and Public Places, Getting Information, Healthy Living, Housing, Jobs, Safer Communities, and Travel and Transport. From the feedback, details, priorities and recurring themes were identified. These were then discussed between Council officers and the Disability Equality Scheme Reference Group and an Action Plan was developed which was finalised by officers of the Council.

It was recognised that there was scope for further and continuous involvement of disabled people in the Borough and that this first Disability Equality Scheme should be a “live” document, to be adapted over the next three years to take account of changing needs and further information gained during that time.

The Action Plan

The Summary Action Plan can be found in Appendix 6. The Action Plan will deliver the outcomes which were identified through consultation with disabled members of the community. These are based on the priorities of both local people and Gosport Borough Council and will address the following topics:-

- Increased understanding of disability issues;
- A Disability Equality Impact Assessment of Council strategies, plans and policies;
- Access to Council buildings;
- Accessibility of Council information;
- Information on leisure and recreation facilities and events;
- Participation by disabled customers in respect of Housing Services;
- Job opportunities for disabled people;
- Safety for disabled people in the urban environment;
- Consistency of approach regarding concessionary travel schemes.

During the three-year life of the DES, actions will be regularly monitored by the Disability Equality Scheme Reference Group and Borough Council officers. Results will be reported to the Council’s Management Team and to the Policy and Organisation Board and published in the Council’s magazine and on its Website.

1. The meaning of the Disability Equality Scheme (DES)

The Disability Discrimination Act (DDA) 1995 was introduced in order to improve opportunities for disabled people. Under this act it was unlawful to discriminate against a person because they have a physical, sensory or mental impairment. Organisations were also required to make 'reasonable adjustments' to ensure that disabled people were able to access services and employment.

Lobbying by disabled people and their support groups led to a full review of the DDA 1995 and in 2005 the Government passed the new Disability Discrimination Act stating, **“By 2025, disabled people in Britain should have full opportunities and choices to improve their quality of life and will be respected and included as equal members of society”**.

This amendment places a general duty on all public authorities, when carrying out their functions, to have due regard to the need to:

- Promote equality of opportunity between disabled people and other people;
- Eliminate discrimination that is unlawful under the Disability Discrimination Act;
- Eliminate harassment of disabled people that is related to their disability;
- Promote positive attitudes towards disabled people;
- Encourage participation by disabled people in public life;
- Take steps to meet disabled people's needs, even where that involves treating disabled people more favourably.

Public bodies (including local authorities) have a major impact on the lives of all citizens. The amended act places greater responsibilities on them by giving a specific duty to publish a Disability Equality Scheme setting out actions that will be taken to meet these requirements.

The Act also requires that public bodies should involve disabled people in the development of the scheme. This is a departure from previous practice in that the Act states that disabled people should not merely be given the opportunity to comment on the DES but should be actively involved in and contribute to it at every step of its development.

2. What does the term “Disabled Person” mean?

The Disability Discrimination Act (DDA) 1995 defines a disabled person as: -

“Someone who has a physical or mental impairment that has a substantial, long term, adverse effect on his or her ability to carry out normal day-to-day activities”

For the purposes of the Act: -

- **Substantial** means neither minor nor trivial.
- **Long term** means that the effect of the impairment has lasted or is likely to last for at least 12 months (there are special rules covering recurring or fluctuating conditions);
- **Normal day – to – day activities** include everyday things like reading, eating, washing, walking, and shopping;
- A normal day-to-day activity must affect one of the ‘capacities’ listed in the Act which include **mobility, manual dexterity, speech, hearing, seeing and memory**;
- Some conditions – such as a tendency to set fires, voyeurism, exhibitionism and hay fever are excluded;
- Provisions allow for people with a past disability to be covered by the scope of the Act. There are additional provisions relating to people with progressive conditions;
- The DDA 2005 amends the definition of disability, removing the requirement that a mental illness should be ‘clinically well – recognised’;
- People with **HIV, cancer and multiple sclerosis** will be deemed to be covered by the Act effectively from the point of diagnosis, rather than from the point where the condition has some adverse effect on their ability to carry out normal day-to-day activities.

3. The Impact of disability

It is widely accepted that disabled people generally have fewer opportunities and are more likely to be discriminated against or disadvantaged than non-disabled people. (See [Appendix 1](#) for further details).

Everyone has a fundamental human right to independent living, but this right is often denied to them living in a society which uses the ‘Medical Model’ of disability. The Medical Model defines people by their impairments and the

problems they face when seeking equality. Gosport Borough Council will improve the independence of disabled people by using the 'Social Model' of disability which places the responsibility on the Council to make all the improvements it can to remove the barriers to full equality for disabled people.

4. Disability in Great Britain

a. The National Situation

The figures ¹ below include people with limiting longstanding illnesses, of which 4.7 million are over State Pension Age and 700,000 are children.

Year	Children	Adults	All Ages
2002 - 03	0.7million	9.7 million	10.4 million
2003 - 04	0.7 million	9.5 million	10.1 million
2004 - 05	0.7 million	9.7 million	10.4 million

These figures cover the number of people with a longstanding illness, disability or infirmity, and who have a significant difficulty with day – to – day activities. They are based on data taken from the Family Resources Survey (FRS).

b. The Local Situation

The **2001 Census** collected information regarding general health and limiting long term illness and this provides us with an indication of how many people are defined as suffering from physical or mental impairments in the local area.

	England	Hampshire	Gosport	Highest district in Hampshire
% population with Limiting Long term illness – all ages (including disability)	18%	15%	17%	18.3%
% working age population with Limiting Long Term illness(including disability)	13%	10%	12%	14%

¹ Department of Work and Pensions Statistics 2006

The above percentages show that Gosport has slightly lower % of its population as having a limiting long term illness than that for the whole of England, higher than the average for Hampshire and close to the highest for an individual Hampshire district.

Thus according to the 2001 Census, Gosport had:-

- 12,990 people of all ages with a limiting long term illness.
- 6,308 of working age with a limiting long term illness.

These figures emphasise the important need for the Council to ensure that its services are accessible to all of its customers.

5. Services provided by Gosport Borough Council

Gosport Borough Council provides a wide range of services to the local community (shown in Appendix 2). The ease of access to these services can have a significant impact on the quality of life of disabled people.

Some Service Units provide services directly to the community, whilst others provide support to the Council and make sure that it has the means and ability to discharge its responsibilities.

6. Recently completed and ongoing activities

Gosport Borough Council is constantly improving the quality and delivery of its services to all its customers. The Council has taken a positive approach to improving access for its disabled customers and has made changes to both its buildings and the way it delivers its services. (For details on recent improvements for all the Council's customers see [Appendix 3](#)).

Activity in Partnership

The Council has always sought to work in partnership with organisations and individuals who have direct experience of the barriers that prevent disabled people from fair and equal access through:-

- The Corporate Equality and Diversity Group;
- The Gosport Access Group and Disability Forum;
- Fareham and Gosport Building Control Partnership;
- Access Officer for Fareham and Gosport.

The Council's Equal Opportunity Policy states that, ***"The Council is committed to equal opportunities for all and to removing barriers to equal opportunity."***

7. Involving Disabled People

‘Nothing about us without us’

At the heart of the Disability Equality Duty is the requirement to involve disabled people in producing the Disability Equality Scheme and Action Plan. This is not only a requirement of the duty but brings great benefit in terms of expertise to the Council in identifying and implementing appropriate changes.

The Council accepts this duty as a way of further developing its long association with disabled people in the Borough through its excellent working relationship with the Gosport Access Group and Disability Forum.

In the preparation of this Scheme the Council has expanded its working relationship with disabled people in the following ways:

- Early discussions with the **Chair of the Gosport Access Group** to identify barriers to access to Council Services.
- Links with the **Gosport Disability Information Centre** and their role in discussing barriers with their clients.
- Establishment of the **Gosport Disability Equality Scheme Reference Group** to work with the Council at each stage of development of the Scheme. Membership of this group includes the Chairman and members of the Gosport Access Group and Disability Forum, the Gosport Disability Information Centre, disabled employees of the Council and Council officers representing Building Control, Corporate Policy and Performance, Personnel, Housing and Unison. Membership will be expanded, as the scheme develops to ensure involvement across the full range of disabilities.
- Provision of **Disability Equality Scheme training** involving members of both the Gosport and the Fareham DES Reference Groups and Council members and officers.

- Organisation of the **Partnership DES Consultation Event**. This was the main method by which the key barriers to equal access to public services were identified under the following topics: Access to Buildings and Public Spaces, Getting Information, Healthy Living, Jobs, Housing, Safer Communities, Travel and Transport.
 - Gosport Borough Council worked with its public sector partners (Fareham Borough Council, Hampshire County Council, Hampshire Police Authority, Hampshire Police Constabulary, Hampshire Fire and Rescue Service, Job Centre Plus and the Hampshire Primary Care Trust) to invite disabled individuals and members of disability support groups from both Fareham and Gosport to take part in the event. (Many support groups work across the boundary between the two boroughs.)
 - The chairs of both the Fareham and the Gosport Access Groups were involved in the organisation of the event, ensuring that the venue and the programme were appropriate to enable full involvement by their disabled colleagues.
 - The event took place on 6th September 2006 and provided the public sector agencies with information that needs to be included in their DES Action Plans. The event was also a positive experience for disabled members of both communities who benefited from face to face discussions with the people who will be working to improve their access to public services.
 - Attendees at the Consultation Event were provided with the results of the discussions and were invited to comment on the draft document and Action Plan. (The list of groups that attended the Consultation Event can be found in Appendix 4.)

The Council recognises that to date it has only been able to contact a limited number of the disabled members of its community. During the 3 year life of the current plan it will continue to widen this involvement, building on its current contacts.

8. Collecting and Using Information

The Council has collected and will continue to collect information on the barriers faced by disabled people in accessing its services through:

Issues highlighted in the Council's Disability Audit 2004;

Discussions with the:

- Gosport Access Group and Disability Forum
- Disability Activity Groups
- Disability Equality Scheme Reference Group

Results from the Partnership DES Consultation Event in September 2006 (Key findings are listed in [Appendix 5](#));

Responses to an open invitation for comments on disability issues published in Coastline, the Council's newspaper, in September 2006;

Comments received from disabled individuals and support groups and agencies in response to the Council's Draft DES (September – November 2006);

Council Surveys and Consultation Processes;

Council Complaints Procedure.

The Council will only collect the information necessary for it to fulfil its duties under the Disability Discrimination Act 2005 and all information will be retained in a form that is not attributable to a specific individual.

9. Impact Assessment of services

Whilst the elimination of physical barriers, which reduce and sometimes prevent disabled people from having fair and equal access to Council services can be achieved (where resources are available) it is the ways in which services are provided that can sometimes cause more serious concerns.

Methods of service provision by Gosport Borough Council are influenced by available resources, statute, value for money and the needs and character of the local community. It is not always possible to design methods of service provision that are suitable for everyone and in some cases disabled people have found the methods inappropriate. It is now a responsibility of the Council to work with disabled people in the Gosport community in order to undertake an 'impact assessment' of all its services, plans and policies and take advice on how they might be changed to make them more accessible.

The Council will also ensure that there is no 'institutional discrimination' and that the way it provides services will not unfairly discriminate against disabled people. For these changes to take place, it is important that the Council and its disabled customers work together to design an effective process to identify the impacts.

Changes made by the Council to improve access to services by disabled people should at the same time improve access for all its customers.

10. Outcomes and Actions

A key part of the DES is the achievement of specific outcomes to address all parts of the duty. These outcomes were identified through consultation with disabled members of the community and are based on the priorities of local people and Gosport Borough Council.

Actions to deliver these outcomes are listed in the **Summary Disability Equality Scheme Action Plan** in Appendix 6 which will be supported by a detailed Operational Action Plan as a separate document.

11. Monitoring the Action Plan and the Scheme as a whole

- Actions in the plan will be integrated into the Council's Plans so that their progress will be monitored regularly by officers;
- Progress reports will be taken quarterly to the DES Reference Group, the Corporate Equality and Diversity Group, the Council's Management Team and annually to the Council's Policy and Organisation Board;
- The Action Plan will be reviewed annually and the Scheme will be revised in 2010.

Once the DES has been published, the Council will continue to involve disabled members of the community through: -

- Quarterly meetings of the DES Reference Group (to monitor the actions);
- Reports to, and discussions with, the Gosport Access Group and Disability Forum;
- Publicity in Coastline, to include requests for comments on progress;
- Consideration of comments and complaints made to the Council through its Complaints procedure and informal customer feedback.

12. Responsibility for the Scheme

- Overall responsibility for the Disability Equality Scheme lies with the Policy and Organisation Board of the Council, which will adopt the scheme, and with the Council's Chief Executive;
- The Council's Management Team will discuss and agree the details of the scheme, which will be reported to it by the Council's Corporate Equality and Diversity Group, chaired by the Chief Executive;
- All Council staff, both frontline and support officers will contribute to the success of the scheme;
- Progress Reports will be published on the Council's website.

13. Over to you

This is the first Disability Equality Scheme for Gosport Borough Council. It has been written in accordance with Government Guidance and with close involvement of the Gosport Disability Equality Scheme Reference Group.

This document and the accompanying Action Plan are 'live' documents, which may be subject to change as more of the disabled members of the local community become involved in ensuring that all members of Gosport community have fair and equal access to public services.

We would welcome any comments and suggestions that you may have about this written document and the accompanying Action Plan.

Please send your comments to:

Equality Officer
Gosport Borough Council
Town Hall
High Street
Gosport PO12 1EB

Tel: 023 92584242

E Mail : xxxxxxxxxxxxxxxxx

Appendix 1

National Statistics taken from Disabled People in Britain and Discrimination, (Colin Barnes, 1991)

Employment and Income

- Disabled people are more likely to live in poverty;
- 47% of the working age disabled population is outside the workforce compared to 15% of the non-disabled population;
- Disabled men who work at least 30 hours a week earn £1.10p less per hour than their non-disabled counterparts;
- 1/3 of respondents to a Department of Works and Pensions survey said that hiring a disabled person was a major risk for an employer;
- 30% of disabled young people expect by age 30 to be earning less than other people of their age.

Housing (and Social Care)

- It is estimated that 1.4 million disabled people require specially adapted accommodation of these 44% live in the socially rented sector;
- Nearly a quarter of disabled people who need adapted accommodation don't have it;
- In a recent survey, 40% of disabled people felt that their housing situation made them unnecessarily dependent on other people;
- Recent research by John Grooms Housing Association estimates that there is a shortfall of 300,000 wheelchair accessible homes;
- The demand for accessible housing is likely to increase over time as a result of both the ageing population and government commitment to 'Independent Living'.

Transport

- Nearly half (41%) of disabled people in England and Wales say they experience difficulty with travelling;

- More than 1 in 5 parking spaces reserved for disabled drivers are abused by non- disabled drivers;
- For 67% of disabled people the most common form of transport is a car driven by someone else;
- A recent survey for Leonard Cheshire Homes showed that 48% of disabled people said that inaccessible transport had restricted their choice of jobs, rising to 62% for wheelchair users and 86% of those with a visual impairment;
- 20% of respondents found it difficult or impossible to get the healthcare they needed, due to inaccessible transport.

Leisure

- 67% of young disabled people felt unable to join in with most of the leisure activities their friends did;
- 68% families with disabled children said they didn't use leisure facilities because they were made to feel uncomfortable;
- 50% of sports clubs state that the reason there were no disabled people within the club was that "disabled people do not play our sport";
- Most web sites (81%) fail to satisfy level 1 (the most basic) Web Accessibility Initiative criteria.

Status

- Overall, disabled people are more likely to be victims of hate crime, less likely to be on television or in public life and more likely to be excluded from the democratic process and community activities;
- By the age of 26 young disabled people were three times more likely than their non- disabled peers to agree that "whatever I do has no real affect on what happens to me";
- In 2004, 5.1% of all university applications were from disabled students
- 68% of polling stations at the 2005 General Election were inaccessible to disabled people;
- Disabled people are twice as likely to be a victim of burglary as the non-disabled.

Appendix 2

Services provided by Gosport Borough Council and delivered through 8 Service Units

Chief Executive's Unit

Corporate Policy
Economic Prosperity
Community Safety
Personnel
Press and Publicity.

Corporate Services

Front line services in main reception
On line services via the website
Answer- phone service
Internet Access Points
Central Purchasing
Printing and Graphics.

Development Services

Planning Policy
Development Control
Fareham and Gosport Building Control Partnership
Conservation and Design
Traffic Management.

Environmental Services

Streetscene
Food Safety and Hygiene
Health and Safety at work
Infectious diseases control
Licensing and registration
Public health and health promotion
Environmental Quality monitoring and control
Pest and dog control.

Financial Services

Housing Benefits
Council Tax
Concessionary Travel
Council Mortgages
Accountancy, salary and wages.

Housing Services

The 3 service areas (Operational, Strategic and Financial) together discharge the statutory and contractual housing duties of the Council including: -

Collection of rents
Management of communal housing areas and estates and sheltered schemes
Disability adaptations to Council owned dwellings
Housing Strategy
Management of Joint Housing Register
Homeless applications
Allocation of Council dwellings
Housing Advice
Supporting People' Services.

Legal and Democratic Services

Land Charges
Electoral Services
Legal Services
Democratic Services.

Leisure and Cultural Services

Arts and Events
Community Recreation
Countryside Management
Explosion
Holbrook Recreation Centre
Cemetery
Play Areas, Parks and Open Spaces
Sports and Facilities Management
Allotments
Municipal Engineering
Coastal Management.

Appendix 3

Recently completed and ongoing activities to improve access to Gosport Town Hall and Council services.

Improvements to physical access to buildings: -

- Hearing Induction loops in reception areas
- Drop kerb at Town Hall entrance
- Accessible toilet in Town Hall
- Speech boxes in lifts
- Nosings on steps in Town Hall
- Improvements to reception areas
- Availability of alternative formats for Council information
- Staff trained on Disability issues
- Staff trained as signers / interpreters.

Appendix 4

The Partnership Disability Equality Scheme Consultation Event held at Fernham Hall, Fareham on 6th September 2006.

List of attendees

Disability Support Groups from Fareham and Gosport

Connect Advocacy
Fareham and Gosport MIND Service Users Network
CP Centre
Fareham Access Group
Fareham Age Concern
Fareham Citizens Advice Bureau
Fareham Community Action
Fareham Mental Health Carers Group
Gosport Active Group for the Visually Impaired
Gosport Access Group and Disability Forum
Gosport Shopmobility
Gosport Disability Centre
Gosport Voluntary Action
HACB
Solent MIND

The event was organised and supported by the following public sector organisations:

Gosport Borough Council
Fareham Borough Council
Fareham and Gosport Primary Care Trust
Hampshire County Council
Hampshire Police Authority
Hampshire Constabulary
Hampshire Fire & Rescue Service
The Probation Service
+ An Interpreter (Signer)

Appendix 5

Key findings from the Partnership Disability Equality Scheme Consultation Event held at Fernham Hall, Fareham on 6th September 2006.

Access to buildings and public spaces
<ul style="list-style-type: none">• Varied locations for facilities (switches, bells, door handles etc) within buildings• Inappropriate information delivery to disabled people• Lack of disability awareness among staff• Poor signage• Pavement obstacles• Not knowing where to complain.
Getting Information
<ul style="list-style-type: none">• Complex information• Lack of common style for information• Not using plain English• Not all visually impaired people are Braille users• Staff unaware of the range of disability issues.
Healthy Living
<ul style="list-style-type: none">• Appointment booking system is not efficient or appropriate• Information is not always accessible• Information on computers is not accessible to everyone• Services not always discreet• Staff in GP surgeries should be more aware of disability issues.
Housing
<ul style="list-style-type: none">• Complex Housing Benefit Forms• Lack of advice• Lack of tenant groups to represent specific disabilities• Lack of policies / procedures for disabled tenants• Length of time for adaptations• Use of jargon.

Jobs
<ul style="list-style-type: none"> • Changes (to procedures) do not always reach customers • Discrimination by employers, of those with physical and hidden disabilities • Limited disability awareness by employers • On-line forms not always accessible • Phone discussions are more appropriate for disabled people • The need to make appointments not always appropriate.
Safe Communities
<ul style="list-style-type: none"> • 'Designing out crime' should be a feature of all developments • Parking on pavements • Pavement obstacles • Need for more discussions about problems • Limited information available in accessible formats.
Travel and Transport
<ul style="list-style-type: none"> • Accessibility of timetables • Attitude of bus drivers • Change in bus stop locations • Dial-a-Ride capacity and availability • Inconsistency of bus pass regulations • Inaccessible kerbs • Not all buses are accessible to disabled passengers • Pavement congestion • Parking on pavements.

Appendix 6

SUMMARY DISABILITY EQUALITY SCHEME

ACTION PLAN 2006 - 2009

This Action Plan addresses all areas of the Duty (see Section 1 of the Disability Equality Scheme):-

- **Promote equality of opportunity between disabled people and others**
- **Eliminate discrimination that is unlawful under the Disability Discrimination Act**
- **Eliminate harassment of disabled people that is related to their disability**
- **Promote positive attitudes towards disabled people**
- **Encourage participation by disabled people in public life**
- **Take steps to meet disabled people's needs, even if this requires more favourable treatment.**

The 3 Year Action Plan is set out in response to the priorities of disabled people, the priorities of the Council and the specific outcomes which the Council wishes to achieve, set against a realistic timetable.

SUMMARY DISABILITY EQUALITY ACTION PLAN – 2006 – 2009

1	OUTCOME: Increased awareness and understanding of disability issues through training, awareness raising events and targeted communications.		
	What we will achieve	Whose job it is	When they will do it by
1a	Launch the Disability Equality Scheme.	Equality and Diversity Group	February 2007
1b	Organise Disability Awareness' Raising Events for Members and staff.	Gosport Access Group, Gosport Borough Council Learning and Development Group	February 2007
1c	Establish an ongoing programme of Disability Equality training for Members and staff.	Personnel Section	September 2007
2	OUTCOME: Improved services through the process of Disability Equality Impact Assessments of Council strategies, plans, and policies, to identify impact.		
	What we will achieve	Whose job it is	When they will do it by
2a	Agree process for Equality Impact Assessments (EIA).	Corporate Policy and Performance Section	February 2007
2b	Organise workshops for EIA for all Line Managers.	Corporate Policy and Performance Section	April 2007
2c	Identify impacts through EIA and include actions in Service Improvement Plans.	Line Managers	September 2007

3	OUTCOME: Improved access to Council buildings.		
	What we will achieve	Whose job it is	When they will do it by
3a	Ensure continued compliance with the Disability Audit recommendations for the Town Hall in line with the Disability Discrimination Act 2005.	Central Services Section	Ongoing
3b	Establish process to involve Gosport Access Group in the design of environmental improvements to the Town Hall.	Access Officer	September 2007
3c	Establish process to discuss plans for new developments in the borough, with the Gosport Access Group.	Access Officer	March 2008
3d	Provide access information on meeting venues in a range of formats.	Access Officer	June 2007
4	OUTCOME: Improved accessibility of Council Information.		
	What we will achieve	Whose job it is	When they will do it by
4a	Review and revise formats for Council Information.	Graphics Section	April 2007
4b	Produce revised design guidance for all Council Information and publications.	Graphics Section	July 2007

5	OUTCOME: The provision of better information on the physical access to leisure and recreation facilities.		
	What we will achieve	Whose job it is	When they will do it by
5a	Include disabled access information on all publicity for leisure, recreation and cultural events.	Leisure and Cultural Services	September 2007
6	OUTCOME: Higher levels of participation by disabled customers, in respect of Housing Services, to improve the overall service design and quality.		
	What we will achieve	Whose job it is	When they will do it by
6a	Improve involvement by disabled tenants through the establishment of specific needs participation groups.	Housing Services	September 2007
6b	Review the homelessness and waiting list systems in the light of disabled people's needs.	Housing Services	September 2007
6c	Investigate and improve the queuing system for disabled people.	Housing Services	September 2008

7	OUTCOME: Improved job opportunities for disabled people through a more pro-active approach.		
	What we will achieve	Whose job it is	When they will do it by
7a	Investigate the possibility of providing work experience for disabled people.	Personnel Section	September 2008
7b	Promote equality of employment on the GBC website.	Personnel Section	September 2007
7c	Promote the employment of disabled people via officer contact with local businesses.	Economic Prosperity Section	March 2008
8	OUTCOME: Improve the safety of disabled people in the urban environment through better street - scene layout.		
	What we will achieve	Whose job it is	When they will do it by
8a	Develop ways for the Gosport Access Group to engage with partner agencies to identify concerns and improve safety.	Community Safety Section	April 2007
9	OUTCOME: Provision of better information on concessionary travel schemes.		
	What we will achieve	Whose job it is	When they will do it by
9a	Discuss current and future concessionary travel provision with the Gosport Access Group.	Financial Services	June 2007

Back Page

**Gosport Borough Council
Town Hall
High Street
Gosport
PO12 1EB**

Published Winter 2006

GBC Logo

Gosport Access Group Logo

Investor in People Logo

AGENDA ITEM NO. 8

Board/Committee:	POLICY AND ORGANISATION
Date of meeting:	23 JANUARY 2007
Title:	CHILDREN, YOUNG PEOPLE AND VULNERABLE PEOPLE POLICIES
Author:	LEISURE AND CULTURAL SERVICES MANAGER
Status:	FOR DECISION

Purpose

To seek the Board's approval for the proposed policies in respect of Children and Young People, and the Protection of Children and Vulnerable Persons.

Recommendation

Members are requested to approve the

- i) Children and Young People's Policy
- ii) Children and Vulnerable Persons' Protection Policy

1. Background

1.1 One outcome from CPA in September 2003 resulted in the Council deciding to produce a Strategic Approach for Services to Young People. This action is set out in the Corporate Plan and has since been expanded to include vulnerable people.

1.2 There has been a series of legislation and other guidance produced in the last few years that set out guidelines / requirements as to what the Policy and Procedures should cover and how services should be delivered. These include *inter alia*

Children's Act

'Every Child Matters'

UN Convention - Rights of the Child

'Hear By Right Framework' (see Appendix A of this report for background detail)

1.3 An inter-unit Working Group has been developing this work over the past two years and interim progress has been reported to, and approved by, Council Management Team. From the extensive investigative work and discussions, both internal and with other agencies, it was proposed that two key documents were necessary to guide and inform the Council's work, namely:-

Children & Young People's Policy

Children & Vulnerable Persons' Protection Policy

- 1.4 As the descriptions imply, the first document lays out the Council's principles for how services for children and young people will be delivered. The second document focuses specifically on what procedures will be put into place for protection of Children and Vulnerable Persons.
- 1.5 The proposals have been considered by the Local Joint Staff Committee / Personnel Sub Board at their meeting on 17 January 2007.

2. Children and Young Peoples' Policy

- 2.1 A copy of the draft Policy is attached as Appendix B to this report.
- 2.2 The target date for completion of this Policy is March 2007 and the Board are requested to approve this document for adoption by the Council.

Implications

- 2.3 There are a series of actions that arise from adoption of the Policy; these will be included within various Action / Operational Plans for all Units. An Implementation Plan is attached as Appendix D.
- 2.4 Council Management Team will complete the 'Hear By Right' framework over the next few weeks.

Youth Charter

- 2.5 To underpin this policy, it is necessary to adopt a Youth Charter. A draft Charter has been prepared in conjunction with Gosport Youth Council, young people from GBC, Corporate Policy and a representative from the Council's Communications Group. The draft charter has now been sent to school / student councils and other youth groups to ensure a wider consultation prior to its implementation.

Youth Champion

- 2.6 In order to ensure the necessary links between young people in Gosport and the Council's democratic processes, an elected Member is to be appointed to act as a "Youth Champion". The Gosport Youth Council has sent letters to all Members inviting those interested in taking on this role, to meet and be interviewed by a panel from the Youth Council. The Youth Champion will also be Gosport's representative on the County Children's Services group.

Monitoring and Review

- 2.7 The Children & Young People's Working Group will meet quarterly to review and monitor this policy. In addition to this, an annual review and evaluation will take place which will include Young People within the Council's staff and representatives from the Gosport Youth Council.

3. Children and Vulnerable Persons' Protection Policy

- 3.1 A copy of the draft Policy is attached as Appendix C to this report.
- 3.2 Contact Consent Forms and Risk Assessments can be seen at Appendix 7 in the Policy. These have been reviewed to ensure a consistent corporate approach.
- 3.3 There are implications arising from the production and subsequent implementation of this Policy on various other policies and procedures that the Council has in place. The table attached as Appendix D to this report identifies these and which services / officers will lead this work.
- 3.4 The information relating to the Policy will be disseminated to all staff to ensure that:-
- i) staff are aware of the Policy;
 - ii) staff know what category has been designated for their post;
 - iii) compliance with this Policy is part of their contracted responsibility;
 - iv) for relevant jobs, there is a need to carry out checks;
 - v) for relevant jobs, there is a need for staff to attend training.

Criminal Records Bureau Checks

- 3.5 Personnel have received an assurance report from the Criminal Records Bureau (CRB); their report has commended the Council for the way it deals with requests for CRB checks. Council Management Team has recommended that the Council follows the guidance of the CRB Assessor in that checks should be repeated every 2 years. There is a cost implication for these checks as identified in Section 4 below.
- 3.6 Some staff have already been subject to a CRB check as part of their duties. From the survey of all Council staff, it emerged that other staff may undertake duties which make it advisable for a CRB check to be undertaken. Council Management Team agreed that current and new appointments to posts which include duties involving substantial contact with children or vulnerable persons will be required to undergo the appropriate checks. The whole issue surrounding CRB checks is

complex and the Head of Personnel will monitor the Council's approach to this task.

4. Financial Implications

- 4.1 A need has been identified for expenditure to cover the costs of CRB checks and for training of staff in relevant posts. Budget provision will need to be made in both the current and forthcoming financial years
- 4.2 The highest category of contact by any person is ranked as CP1 / VP1. There is currently a total of 32 nominated staff at this category; this is estimated to cost approximately £1200 every two years.

5. Monitoring, Review and Promotion

- 5.1 Corporate actions identified through the completion by Council Management Team of the "Hear by Right" template will be monitored and reviewed by the Borough Solicitor and Leisure & Cultural Services Manager. The Child Protection Group will undertake an annual review of the overall Policy
- 5.2 Once the policies have been approved and the actions implemented, it is proposed to publish these on the National Youth Agency website which displays examples of best practice.

6. Risk Management

- 6.1 There is a need to ensure that persons identified as 'at risk' and who receive services delivered by the Council, are adequately considered.
- 6.2 In respect of Children, Young People and Vulnerable Persons, the production of the two Policies described in this report provide reassurance to the Council that the roles of Members and staff have been suitably assessed, and guidance and training provided where necessary.
- 6.3 The repeated checks for the highest category of staff contact will provide further evidence of regular monitoring being in place.

7. Section 17 Implications

- 7.1 Section 17 of the 1998 Crime and Disorder Act requires the Council to identify and consider any implications for community safety / crime and disorder issues arising from the proposals.
- 7.2 The Head of Community Safety is a member of the officer working group that has prepared the Policies. This post also has an on-going responsibility for advising on issues that may arise within the scope of

the Policies. This will therefore ensure that current and future S.17 matters are appropriately addressed.

- 7.3 The implementation of these policies will prevent and reduce crime committed upon, or by young people.

Financial Services comments:	As identified in Section 4, there is a modest on-going requirement for budget provision to meet the costs of new and repeat CRB checks and also the provision of relevant training. The current estimate is for £1200 per year.
Legal Services comments:	The policies contained in this report should ensure the Council is able to discharge its obligations in respect of children, young people and vulnerable adults.
Service Improvement Plan implications:	The proposed action is in the current Plan.
Corporate Plan:	The production of the Policies is in line with the Council's strategic priorities for: Less crime against people; Enhanced Customer Service; Well trained and motivated staff delivering quality services.
Risk Assessment:	As outlined in Section 6
Background papers:	N/a
Appendices / Enclosures:	
Appendix 'A'	Hear By Right Summary
Appendix 'B'	Children & Young People Policy
Appendix 'C'	Children and Vulnerable Persons' Protection Policy
Appendix 'D'	Implementation Plan
Report Author / Lead Officer:	David Martin

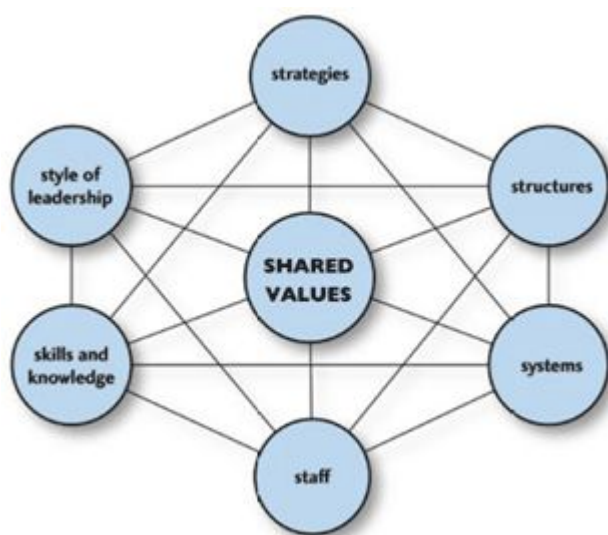
HEAR BY RIGHT

APPENDIX A

There are so many opportunities for children and young people to take an active part in shaping where they live, the services they use and the running of local and national organisations. They have a right to be involved in the decisions that affect them. Their participation is essential to improve services and respond to their needs. That much is recognised. There are now a wide range of tools to encourage effective participation across a range of settings, but fewer to help assess what has been achieved (standards). *Standards are public and measurable promises to reach a level of activity or service.* They need to be a catalyst for developing and evaluating an action plan for change, a long-term journey many will have already started.

Hear by Right is a tried and tested standards framework for organisations across the statutory and voluntary sectors to assess and improve practice and policy on the active involvement of children and young people.

The standards framework in Hear by Right is based on the Seven S model of organisational change: Shared values; Strategy; Structures; Systems; Staff; Skills and knowledge and Style of leadership. It relies on self-assessment, divided into three levels of 'emerging', 'established' and 'advanced', with each level building on the last. *This ensures that young people's involvement is built in and not just bolted on.*



Hear By Right has been designed as a practical toolkit. Its accompanying CD-Rom comes with ready-to-use mapping and planning and impact of organisational change templates in Word format, as well as a pre-prepared PowerPoint presentation to help explain Hear By Right to colleagues and partners.

Hear By Right is also a flexible toolkit. It is being used by a wealth of different organisations in many different sectors. This website draws on their shared learning to present a developing picture of how Hear By Right is being used, and to provide you with inspiration as to how Hear By Right, and standards for integrating the active involvement of children young people, could be used within your work.



CHILDREN AND YOUNG PEOPLE'S POLICY

*For further information on this Policy please contact officer of the
Young People's Working Group
responsible for developing and monitoring this Policy:*

David Martin (Chair) Leisure Services Manager	Ext 5512
Linda Edwards Borough Solicitor	Ext 5400
Kathy Inch Head of Personnel	Ext 5224
Sue Davis/Mary Bucks Principal Resident Involvement Officer(s) Housing	Ext 5445
Caryn Vaux Senior Corporate Policy Officer	Ext 5252
Pam Conway Leisure Development Officer	Ext 5722

CONTENTS

SUBJECT	PAGE(S)
Policy Statement	3
Background	3
Introduction	4
Purpose	4
Scope / Definition	4-5
Aims	5
Implementation	6
Policy Monitoring and Review	7
Appendix 1 <ul style="list-style-type: none"> Young People's Champion 	9
Appendix 2 <ul style="list-style-type: none"> Membership and Roles of Young People's Working Group 	11
Appendix 3 <ul style="list-style-type: none"> Summary of relevant Articles from The Un Convention on the Rights of the Child: 	13
Appendix 4 <ul style="list-style-type: none"> Gosport Borough Council's Youth Charter (Draft) 	15
Appendix 5 <ul style="list-style-type: none"> Summary "<i>Hear By Right</i>" - The National Youth Agencies standards for the active involvement of children and young people "<i>Hear by Right</i>" - Template detailing identified corporate areas for improvement "<i>Hear by Right</i>" – <i>What's Changed?</i> a tool to record and evaluate what has changed as a result of genuine dialogue with Children and Young People 	17 - 18 19 - 44 45 - 48
Appendix 6 <ul style="list-style-type: none"> Legislation and Guidance 	49 - 50

DRAFT POLICY

POLICY STATEMENT

Gosport Borough Council recognises that children and young people are valued citizens who are an integral part of our community who have a stake in Gosport's future.

The Council acknowledges that children and young people have rights and also responsibilities as individuals. They have the right to be heard and have their opinions given due weight in decisions which affect or impact upon them.

The Council is committed to empowering and supporting the active participation and involvement of children and young people in the design, delivery and monitoring of its services.

The Council is committed to working with partners to improve services and outcomes for children and young people.

The Council will treat all children and young people fairly, regardless of age, ability, impairment, ethnicity, language, gender, health, religion, sexual orientation or social class.

1.0 BACKGROUND

- 1.1 This Policy has been developed to enable the Gosport Borough Council (GBC) to fulfil its duties in accordance with established and new legislation and guidance including that in relation to UN Convention on the Rights of the Child; The Children Act 2004 - Change for Children Programme "Every Child Matters" (ECM); the National Youth Agency's standards for the active involvement of children and young people "Hear by Right". The most significant areas which GBC need to address are:
- Children and young people have the right to express their views and have their opinions taken into account in decisions which affect them (UN Convention on the Rights of the Child).
 - Policies and services should be designed around the needs of children and young people, and they should be involved in decision making locally. (Children Act 2004 – ECM).
 - District Council's have a duty to contribute to achieving the five outcomes as detailed in the Children's Act 2004 - ECM and to work in partnership with other agencies to achieve these outcomes. The outcomes are:
 - Stay Safe
 - Be Healthy
 - Enjoy and Achieve
 - Economic wellbeing
 - Make a positive contribution

2.0 INTRODUCTION

- 2.1 Children and Young People represent an important section of our community. They have their own needs, views and aspirations and have the right to express their views and to be heard. It is therefore essential that GBC consider the needs and aspirations of children and young people and that we involve them in services and decisions that affect their lives.
- 2.2 By encouraging and supporting the active involvement of children and young people, GBC will be able to provide appropriate, accessible, good quality, cost effective services which are better targeted.
- 2.3 Building the capacity of children and young people to participate will give them the opportunity to make a positive contribution to our community both now and in the future. This will contribute to the creation of more sustainable communities, foster community cohesion and social inclusion and help improve the health of our local democracy.
- 2.4 To support this Policy, the Gosport Youth Council (GYC) will appoint an Elected Member to act as a Youth Champion to represent the young people of the Borough (Appendix 1). The Chief Executive Officer, supported by the Youth Link Officer will be the lead advocate for children and young people in Gosport.
- 2.5 In accordance with our approach, Young people have been involved in developing this Policy and its associated appendices and will be involved in the monitoring of this Policy.

3.0 PURPOSE

- 3.1 The purpose of this Policy is to:
 - set out GBC's commitment and approach to children and young people;
 - develop a greater commitment to youth involvement across GBC, both culturally and structurally;
 - to embed this approach and commitment throughout GBC.

4.0 SCOPE / DEFINITION

- 4.1 For the purpose of this Policy the following applies:
 - "children and young people" refers to anyone aged 19 years or under and young people up to 25 years of age who have special needs, are looked after or who are considered vulnerable.
 - "GBC representatives" refer to Elected Members and GBC Staff.
- 4.2 This Policy affects GBC representatives who:
 - are involved in shaping, designing, delivering and/or monitoring services which directly or indirectly impact on children, young people and/or their families.

- make decisions which have an impact, either directly or indirectly, on children, young people and/or their families
- are responsible for writing strategies and policies which concern or impact directly or indirectly on children, young people and/or their families
- compiles reports or documentation on issues which concern or impact, directly or indirectly, on children, young people and/or their families
- have contact with children, young people and/or their families.

5.0 AIMS

5.1 The aims of this Policy are to:

- Treat all children and young people fairly with honesty and with respect.
- Improve outcomes for children and young people.
- Provide better targeted, high quality, cost effective accessible services.
- Provide relevant accessible information.
- Encourage, support and enable children and young people to become involved in GBC's democratic services and to participate in the planning, development, monitoring and delivery of services.
- Consult, listen to and seriously consider the views of children and young people, keeping them informed of progress and decisions made.
- Foster good relationships between GBC and children and young people.

5.2 These Policy aims contribute to the delivery of GBC's Strategic Priorities:

- Pursuit of Excellence:
 - Enhanced customer services
 - More efficient and effective decision making processes
- Prosperity:
 - Improved social inclusion
- People
 - Fewer Instances of Anti-Social behaviour
 - better leisure facilities with increased usage

6.0 IMPLEMENTATION

6.1 This Policy will be implemented through:

- The GBC's Youth Charter (Appendix 4).
- Following the relevant articles contained UN Convention on the Rights of the Child (Appendix 3).
- GBC's action plan for the delivery of the National Youth Agency's standards for the active involvement of children and young "Hear by Right".
- Providing appropriate training to relevant staff, particularly training on Participation with Children and Young People.
- Supporting and leading, where required, the implementation of the Change for Children Programme.
- Working in partnership with other agencies to maximise services and make better use of resources to ensure a co-ordinated approach across the Borough.
- Celebrating the achievement and successes of young people by supporting and publicising the Young Citizen of the Year; Gosport Voluntary Action - Young Volunteer; and Hampshire County Council's Youth Achievement Awards.
- Providing staffing and financial resources to support the GYC.
- Playing an active role in supporting, empowering and enabling the GYC and young people to become involved in democratic processes.

6.2 This Policy will also be delivered through the implementation of other key GBC policies and procedures including:

- Health and Safety Policy
- Children and Vulnerable Persons Policy
- Crime and Disorder Reduction Policy
- Leisure & Cultural Strategy
- Economic Development Strategy
- Equality Plan
- The One Compact for Hampshire
- Housing Strategy

7.0 POLICY MONITORING AND REVIEW

- 7.1 The Young People's Working Group (Appendix 2) will meet quarterly to:
- Monitor the overall effectiveness of the Policy
 - Monitor progress on the "Hear by Right" Action Plan
 - Take into account new or amended legislation and guidance
- 7.2 In addition to this, a formal annual review and evaluation will be undertaken to consider:
- Adherence to current legislation and guidance
 - New or amended legislation and guidance
 - Feedback back from GBC representatives, children, young people and their parents/carers
 - Overall effectiveness/impact of the Policy

APPENDIX 1**YOUNG PEOPLE'S CHAMPION**

The Young People's Champion is an elected member who has been appointed by young people to represent the young people of the Borough.

Role:

- Help young people to express their views and have their opinions given due weight in decisions which affect them (UN Convention on the Rights of the Child).
- Understand, promote and safeguard young people's rights.
- Represent young people's views at meetings, including GBC's council and board meetings, particularly when young people are not present.
- Make sure young people are consulted and involved in the planning and development of services which affect them.
- Help promote a positive image of young people.
- Help to raise the profile of young people's issues.
- Support the Gosport Youth Council (GYC) by attending, when needed, monthly full Council meetings and other events in which they, or other young people, may be involved.
- Contribute to a page on the GBC and GYC websites which will allow young people to raise concerns, put questions and vote on various issues.
- Support nominated young people in "shadowing" elected members.
- Be the communication link between GBC and young people.
- Strive to maintain successful communication and positive working relationships between the GBC and Young People.
- Be the elected member district lead for the Change for Children Programme – "Every Child Matters".

APPENDIX 2

MEMBERSHIP AND ROLE OF THE YOUNG PEOPLE'S WORKING GROUP**Membership:**

David Martin (Chair) Leisure Services Manager	Ext 5512
Linda Edwards Borough Solicitor	Ext 5400
Kathy Inch Head of Personnel	Ext 5224
Sue Davis/Mary Bucks Principal Resident Involvement Officer(s) Housing	Ext 5445
Caryn Vaux Senior Corporate Policy Officer	Ext 5252
Pam Conway Leisure Development Officer	Ext 5722

Role:

- 1) To provide advice and guidance on the Children and Young People's Policy.
- 2) To ensure appropriate training (eg. Participation) is available and accessible to relevant staff.
- 3) Publish and promote the Children and Young People's Policy, including progress on "Hear by Right".
- 4) Produce an annual action plan from the areas for improvement identified in the "*Hear by Right*" template (Leisure Services Manager and Borough Solicitor)
- 5) To utilise the "*Hear by Right*"- *What's Changed?* tool to map the impact of participation activity.
- 6) Meet quarterly to monitor the effectiveness of the Policy; progress on the action plan and any new or amended legislation and guidance.
- 7) Meet annually, along with young people to undertake a formal review and evaluation of the Policy
- 8) Annually update the "Hear by Right" template and action plan identifying new areas for improvement (Leisure Services Manager and Borough Solicitor).

APPENDIX 3**SUMMARY OF THE RELEVANT ARTICLES FROM THE
THE UN CONVENTION ON THE RIGHTS OF THE CHILD:**

The following extracts, which are relevant to GBC's Children and Young People's Policy, have been taken from Unicef (www.unicef.org.uk). The Convention, in its entirety is available at: <http://www.nyas.net/unroc.html>:

Article 1

Everyone under 18 years of age have all the rights in this convention.

Article 2

The Convention applies to everyone whatever their race, religion, abilities or social class.

Article 3

All organisations concerned with children should work towards what is best for each child.

Article 12

Children have the right to say what they think should happen, when adults are making decisions that affect them and to have their opinions taken into account.

Article 13

Children have the right to get information and to share information.

Article 15

Children have the right to meet together and join groups and organisations.

APPENDIX 4

D R A F T
YOUNG PEOPLE'S CHARTER

Or in other words.....
Gosport Borough Council's Promise to you!

Gosport Borough Council believes that children and young people are valued citizens who are an important part of our community.

This Charter has been developed with Young People and is based on the United Nations Convention on the Rights of the Child, the Children's Act 1989 and "Every Child Matters".

We will always:

- Treat you fairly, whatever your age, ability, impairment, ethnicity, language, gender, health, religion, sexual orientation or social class.
- Treat you with honesty and respect.
- Treat you as an individual, knowing that everyone is different and has different needs and opinions.
- Be friendly, approachable and non-judgemental.
- Listen to your opinions and take them into account in making decisions which affect you.
- Help you to be involved in designing and delivering the services you want.
- Make sure that the services we provide for you are good quality, safe and accessible.
- Do our best to answer your questions, clearly, accurately and promptly. If we don't have the answers, we will help you contact someone who does.
- Provide information on the issues which are important to you where you can see it and have access to it.
- Provide information in young person friendly format using clear, understandable language.
- Promote a positive image of young people.
- Make sure you have an elected councillor to act as your Youth Champion.

If we don't do what we say in this Charter, you have the right to complain by following the GBC's Complaints policy at www.gbc.gov.uk or by contacting the Youth Link Officer, at Gosport Borough Council, Town Hall, High Street, Gosport: email youthlink@gosport.gov.uk or phone 02392 545252

APPENDIX 5

**SUMMARY OF THE NATIONAL YOUTH AGENCY'S STANDARDS FOR THE
ACTIVE INVOLVEMENT OF CHILDREN AND YOUNG PEOPLE*****"HEAR BY RIGHT"***

Hear by Right is a tried and tested standards framework for organisations across the statutory and voluntary sectors to assess and improve practice and policy on the active involvement of children and young people.

Shared values for the active involvement of children and young people

The active involvement of children and young people works best when:

- 1. Children and young people's involvement is a visible commitment that is properly resourced:**
 - There is visible commitment to the principle and practice of children and young people's participation from senior managers and leaders.
 - Participation is built into the organization and is reflected in its strategic planning, services, resources and communication.
 - Relevant staff, managers and leaders have the opportunity to develop the attitudes and skills to work effectively with children and young people.
- 2. Children and young people's involvement is valued**
 - Children and young people are treated honestly and with respect and their contributions are taken seriously.
 - Feedback to children and young people's about the effects of their involvement is prompt and clear.
 - Children and young people's participation is rewarded and celebrated.
- 3. Children and young people have equal opportunity to get involved**
 - All children and young people have a right to participate in the decisions that affect them.
 - Children and young people feel welcomed and included and are not discriminated against or prevented from participating effectively on grounds of ethnic origin, language, religion, culture, disability, age, gender, sexuality or where they live.
 - Care and time is taken to go the extra mile to ensure children and young people facing greatest barriers to getting involved are aware of and can take up opportunities to have their say.
 - Relevant training and support are provided to children and young people so that they can contribute effectively.
 - Information is available to children and young people in good time and is accessible, jargon free and culturally appropriate.
- 4. Policies and standards for the participation of children and young people are in place, evaluated and improved**
 - What the organisation is trying to achieve and the intended benefits are clear from the start.
 - Children and young people evaluate the process and changes that result from their point of view and help apply lessons learned.

- There are agreed quality standards and codes of conduct for working with children and young people to ensure their participation is safe, sound, effective and evaluated.

5. Why involve children and young people?

Five reasons for active involvement

- Services will be more effective, better targeted and received. This saves money.
- The health of our democratic community depends on the active involvement of children and young people.
- Children and young people will benefit from being involved in decision-making.
- Local and national policies encourage and require it and our performance will be evaluated on how well we do this.
- The involvement of children and young people is a key to gaining funding and sustaining developments.
- **And** it is children and young people's right to be involved in the decisions that affect them (Article 12 of the UN Convention on the Rights of the Child, or UNCRC).

Of course, children and young people also have the right not to get involved if they wish.

6. The benefits of involving children and young people

Benefits for the organisation and its partners

- Information can be gained from children and young people as citizens and customers about their changing attitudes and needs, their views as to what constitutes quality in service provision and barriers to accessing services.
- Children and young people can bring fresh perspectives and new ideas about services, policies and democratic processes, helping tackle key objectives and promoting social inclusion.
- Services and policies can be designed, delivered and evaluated based on actual rather than presumed needs.

Benefits for children and young people

- Children and young people can build on existing skills and develop new ones, increasing confidence and self-esteem.
- Children and young people may better understand particular organisations and how to influence them.
- Children and young people benefit from new and better services that have changed and improved in response to their needs.

Benefits for the wider community

- There is a more vibrant local democracy through the active involvement of children and young people.
- Community cohesion is fostered through the inclusion of children and young people in local decision-making.
- There is an empowering environment that raises aspirations among children and young people and the wider community.

The Hear by Right resources include:

- *Hear by Right* book – context, commentary, standards and indicators.
- **ELECTRONIC MAPPING AND PLANNING TOOL – STANDARDS IN TABLE FORM FOR EASY MAPPING OF EVIDENCE AND PLANNING THE STRATEGY.**
- *Building standards* – tools to involve children and young people in the mapping and planning.
- *Involving children and young people: an introduction* – Guide to different approaches and their relative merits.
- *Children and Young People's Trusts and local authority decision making* – a briefing for strategic managers.
- *What's changed?* – a tool to record and evaluate what has changed because of genuine dialogue with children and young people.



hear by right

standards for the active involvement
of children and young people



Mapping and planning tool (x 3)

Name of organisation:

Date:

Contact:

The National Youth Agency



Local Government Association

www.nya.org.uk/hearbyright

SHARED VALUES: Mapping

1.In place and effective; 2.In place, but needs improving; 3.Currently being established; 4.Not in place

		1	2	3	4	What's the evidence of meeting the indicator?	What do the children and young people say about how this indicator is being met?	
EMERGING	1.1 The active involvement of children and young people is a central commitment of the organisation							PLANNING ↑
	1.2 The organisation adopts shared values for the active involvement of children and young people (See <i>Hear by Right</i> Shared Values on the inside cover)							
	1.3 The organisation adopts the Convention on the Rights of the Child, recognising Article 12's central role							
ESTABLISHED	1.4 Children and young people take part in reviewing and agreeing the shared values for the active involvement of children and young people							
	1.5 The shared values are made visible and accessible to a wide range of staff and children and young people by, for example, mission statement, charter, pledge or entitlement card							

ADVANCED	1.6 Shared values are agreed with partner organisations and community groups						
	1.7 The agreed shared values are used to set policy and review performance across the organisation and with partners						

SHARED VALUES: Planning

		We have identified the following areas for improvement	Priority 1-10 (1 is high)	Who?	Resources needed	Potential barriers	Potential solutions	How are we planning to involve children and young people?
MAPPING ↑	EMERGING	1.1						
		1.2						
		1.3						

	ESTABLISHED	1. 4							
		1. 5							
	ADVANCED	1. 6							
		1. 7							

STRATEGIES: Mapping		1.In place and effective; 2.In place, but needs improving; 3.Currently being established; 4.Not in place					
		1	2	3	4	What's the evidence of meeting the indicator?	What do the children and young people say about how this indicator is being met?
EMERGING	2.1 Resources and expertise are mapped for building the participation of children and young people (an audit)						
	2.2 The strategic plan for active involvement is agreed and in place, with key staff, roles and resources identified for its implementation						
ESTABLISHED	2.3 Children & young people contribute to developing and reviewing the strategic plan for active involvement, agreeing objectives, boundaries and benefits						
	2.4 Other plans in the organisation are complementary and refer to the active involvement strategy						
ADVANCED	2.5 The strategy identifies and includes key local partnerships to promote the active involvement of children and young people						

PLANNING ↑

	2.6 The strategy includes resources to sustain, develop and regenerate children and young people's involvement						
	2.7 The strategy develops the links between local and any regional or national structures and initiatives for the active involvement of children and young people						

STRATEGIES: Planning

		We have identified the following areas for improvement	Priority 1-10 (1 is high)	Who?	Resources needed	Potential barriers	Potential solutions	How are we planning to involve children and young people?
MAPPING ↑	EMERGING	2.1						
		2.2						
	ESTABLISHED	2.3						

ADVANCED	2. 4							
	2. 5							
	2. 6							
	2. 7							

STRUCTURES: Mapping		1.In place and effective; 2.In place, but needs improving; 3.Currently being established; 4.Not in place					
		1	2	3	4	What's the evidence of meeting the indicator?	What do the children and young people say about how this indicator is being met?
EMERGING	3.1 Children and young people are consulted on and help review structures for their active involvement						
	3.2 A range of approaches are in place, both formal and non formal, that encourage and enable the participation of children and young people on their own terms and in ways they feel comfortable with						
ESTABLISHED	3.3 There are structures that make sure a range of children and young people's views are built in to decision-making						
	3.4 Links with other relevant organisations are established and maintained to ensure the inclusion of marginal groups						
ADVANCED	3.5 Children and young people are joint partners in decision-making and scrutiny structures						

PLANNING ↓

	3.6 Children and young people have effective representation on local cross agency partnerships that affect them						
	3.7 Links with a range of regional and national organisations and initiatives are established, maintained and resourced						

STRUCTURES: Planning

		We have identified the following areas for improvement	Priority 1-10 (1 is high)	Who?	Resources needed	Potential barriers	Potential solutions	How are we planning to involve children and young people?
MAPPING ↑	EMERGING	3.1						
		3.2						

	ESTABLISHED	3. 3							
		3. 4							
	ADVANCED	3. 5							
		3. 6							
		3. 7							

SYSTEMS: Mapping		1.In place and effective; 2.In place, but needs improving; 3.Currently being established; 4.Not in place					
		1	2	3	4	What's the evidence of meeting the indicator?	What do the children and young people say about how this indicator is being met?
EMERGING	<i>4.1 Policies are in place to make sure children and young people's participation is safe, sound and effective, covering consent, protection, safety, access, transport, complaints, incentives and rewards</i>						
	<i>4.2 Budgeting and financial systems are in place for supporting the active involvement of children and young people</i>						
	<i>4.3 Recording and evaluation systems are in place to identify and share learning and evidence of change arising from children and young people's participation</i>						
ESTABLISHED	<i>4.4 Communication systems are in place for recording, reporting and celebrating children and young people's active involvement (for example, newsletters, web, radio, articles, awards evenings)</i>						

PLANNING ↑

	4.5 Children and young people and partners are involved in reviewing and updating relevant policies and systems						
ADVANCED	4.6 Children and young people help decide appropriate rewards for their active involvement and / or have direct control over identified budgets						
	4.7 Systems, such as compacts and agreements with partner organisations, reflect the commitment to active involvement						

SYSTEMS: Planning

		We have identified the following areas for improvement	Priority 1-10 (1 is high)	Who?	Resources needed	Potential barriers	Potential solutions	How are we planning to involve children and young people?
MAPPING ↑	EMERGING	4.1						
		4.2						
		4.3						
	ESTABLISHED	4.4						

ADVANCED	4. 5							
	4. 6							
	4. 7							

STAFF: Mapping		1.In place and effective; 2.In place, but needs improving; 3.Currently being established; 4.Not in place					
		1	2	3	4	What's the evidence of meeting the indicator?	What do the children and young people say about how this indicator is being met?
EMERGING	5.1 Relevant job descriptions specify skills and commitment to active involvement						
	5.2 Children and young people contribute to the recruitment and selection and induction of key staff						
	5.3 Supervision and appraisal of relevant staff include reviewing their contribution to enabling the effective influence of children and young people on the organisation						
ESTABLISHED	5.4 Recruitment information and induction of all staff and managers identify the importance of the voice and influence of children and young people for the organisation						
	5.5 Young people are volunteers or employed in the organisation, for example as trainers, researchers or mentors						
ADVANCED	5.6 Children and young people take an active part in the recruitment, selection and induction of a range of staff and managers across the organisation or partnerships						

PLANNING ↑

[illegible]

STAFF: Planning

			We have identified the following areas for improvement	Priority 1-10 (1 is high)	Who?	Resources needed	Potential barriers	Potential solutions	How are we planning to involve children and young people?
MAPPING ↑	EMERGING	5.1							
		5.2							
		5.3							
	ESTABLISHED	5.4							
		5.5							

ADVANCED	5. 6							
	5. 7							

SKILLS & KNOWLEDGE: Mapping		1.In place and effective; 2.In place, but needs improving; 3.Currently being established; 4.Not in place					
		1	2	3	4	What's the evidence of meeting the indicator?	What do the children and young people say about how this indicator is being met?
EMERGING	6.1 There is accredited capacity building for children and young people to develop skills and knowledge to make change happen, including in negotiation, presentation and finance						
	6.2 There is capacity building for staff to gain skills for the safe, sound and effective participation of children and young people						
	6.3 Children and young people have access to information to allow them to participate fully in the issues of importance to them						
ESTABLISHED	6.4 Children and young people help plan, deliver and evaluate active involvement training to staff, managers and leaders						
	6.5 Children and young people help develop the capacity of other children and young people to participate						
ADVANCED	6.6 Children and young people help deliver training and capacity building to partner organisations						

PLANNING ↑

[illegible]

SKILLS & KNOWLEDGE: Planning

		We have identified the following areas for improvement	Priority 1-10 (1 is high)	Who?	Resources needed	Potential barriers	Potential solutions	How are we planning to involve children and young people?
MAPPING ↑	EMERGING	6.1						
		6.2						
		6.3						
	ESTABLISHED	6.4						
		6.5						

ADVANCED	6. 6							
	6. 7							

STYLE OF LEADERSHIP: Mapping		1.In place and effective; 2.In place, but needs improving; 3.Currently being established; 4.Not in place					
		1	2	3	4	What's the evidence of meeting the indicator?	What do the children and young people say about how this indicator is being met?
EMERGING	7.1 Key managers and leaders act as champions for the active involvement of children and young people, with clearly identified responsibilities						
	7.2 Managers and leaders support innovation on active involvement, accepting risks of mistakes and are committed to reflection and learning						
	7.3 Managers and leaders in the organisation publicly acknowledge and celebrate the active involvement of children and young people and take an active part in key consultation and participation events						
ESTABLISHED	7.4 A leadership programme for managers and children and young people is established, based on the principles of active involvement						
	7.5 Children and young people have a range of opportunities to meet senior staff, elected members or trustees to be included in decision making and promote active involvement						
ADVANCED	7.6 The organisation demonstrates to partner organisations an open style of leadership, collaboration and shared objectives on the active involvement of children and young people						

PLANNING ↑

STYLE OF LEADERSHIP: Planning

		We have identified the following areas for improvement	Priority 1-10 (1 is high)	Who?	Resources needed	Potential barriers	Potential solutions	How are we planning to involve children and young people?
MAPPING ↑	EMERGING	7.1						
		7.2						
		7.3						
	ESTABLISHED	7.4						
		7.5						

ADVANCED	7. 6							
	7. 7							

Hear by Right: Mapping and planning tool

This **Mapping and planning tool** makes it easy to use the *Hear by Right* standards in a practical way. It puts the standards framework in table form to help you map your evidence of current participation and then plan to develop the active involvement strategy.

This tool is based on the *Hear by Right* book, which gives the full context and ideas about evidence of meeting the standards. This evidence links well with **Every Child Matters** and how children and young people should have a voice and influence about being healthy, staying safe, enjoying and achieving, making a positive contribution and having economic well-being. Evidence of participation recorded here can also be used for **Ofsted, Comprehensive Performance Assessment, Joint Area Reviews** and other drivers. See the *Hear by Right* web pages.

Instructions for use

MAPPING

1. Either individually or with a small group of key staff, develop the map and plan for active involvement.
2. Map how well you are doing by scoring each indicator for each standard between 1 (in place and effective) and 4 (not in place).
3. Put the evidence you have for each indicator in the relevant box on the mapping pages of the table.
4. If possible, ask a stakeholder group of children and young people to add their views of the evidence for each standard.
5. And involve groups of children and young people on their own terms using the *Building standards* tools which are part of *Hear by Right*.

PLANNING

6. Assess and agree what needs improvement. Write this on the **planning** side of the page.
7. Agree (including with children and young people) priorities for action.
8. Agree who's responsible for taking action and some idea of resources and solutions to potential barriers.
9. Finally, consider how children and young people can be involved in improving the outcomes of the plans.

The Hear by Right resources include:

- *Hear by Right* book – context, commentary, standards and indicators.
- Electronic mapping and planning tool – standards in table form for easy mapping of evidence and planning the strategy.
- *Building standards* – tools to involve children and young people in the mapping and planning.
- *Involving children and young people: an introduction* – Guide to different approaches and their relative merits.
- *Children and Young People's Trusts and local authority decision making* – a briefing for strategic managers.
- **WHAT'S CHANGED? – A TOOL TO RECORD AND EVALUATE WHAT HAS CHANGED BECAUSE OF GENUINE DIALOGUE WITH CHILDREN AND YOUNG PEOPLE.**



What's Changed?

hear by right

standards for the active involvement of children and young people



Name of organisation:

Date:

Contact:

The National Youth Agency



www.nya.org.uk/hearbyright

EXAMPLE - Issue/concern raised by children/young people: <u>Young people's entertainment at the local sports complex</u>			
Evidence from	Evidence of listening	Evidence of planning	Evidence of change
Organisation	Young people told us the programme we put on was not what they wanted	We got a group of young people to set the programme, prices, etc	Usage up, income up, anti-social behaviour down
Specific children and young people	We were asked to come with our own ideas for how the evening should be run	We put together our ideas and all the main ones were put into practice	We got it changed to Saturdays from Fridays, the price is cheaper and there are better things to do
Other children and young people and the wider community		You can tell that this was designed by someone who knows what young people really want	There are usually about 150 of us there every Saturday. We never used to bother going. The streets seem quiet on Saturday nights now. It sounds like the young people are having a good time.

Improved outcomes for children and young people: staying safe; making a positive contribution; enjoying and achieving; economic well-being

***What's changed?* - mapping the impact of participation activity**

Name of organisation:

Contact: Name, Title, phone, email

The issue raised by children and young people:			
Evidence from	Evidence of listening	Evidence of planning	Evidence of change

Organisation			
Specific children and young people			
Other children and young people and the wider community			

Improved outcomes for children and young people:

This ***What's changed?*** tool is for **mapping the impact of participation activity**. The success of any participation activity must be measured by the changes that have resulted on specific issues and concerns raised by children and young people. These can be related to the Every Child Matters outcomes, **being healthy, staying safe, enjoying and achieving, making a positive contribution and having economic wellbeing**.

Too often consultation leads nowhere. Too often adults listen but do not act. How did the participation of local children actually affect the plans for the new playground? Disabled young people spoke to officers and elected members of the council about the problems of rural transport. What was the outcome? The school council did a survey about school dinners. Did they actually get any better?

The participation of children and young people in the issues that affect them is only as good as the changes to their benefit that result.

'If the people who are supposed to be the beneficiaries of change do not know that it is happening – then it probably is not happening...'
Lord Herman Ouseley, Former Chair of the Commission for Racial Equality.

Gaining evidence about the **impact** of children and young people's participation comes down to two questions:

- Is there evidence of dialogue with children and young people?
- Is there evidence of change as a result?

(Developed by *Investing in Children in Durham*)

This tool seeks evidence on each standard for **listening, planning and change** that has resulted from children and young people's participation. You can use it to plan participation activity and supervision, as well as to record success.

Standard: evidence of listening

- The organisation can describe and demonstrate how children and young people have been listened to on a specific issue.
- Children and young people can describe and demonstrate how they have been listened to on a specific issue.

Standard: evidence of planning

- The organisation can describe & demonstrate how plans have been put in place in response to what the children and young people have said.
- Children and young people can describe and demonstrate how plans have been put in place in response to what they have said.

Standard: evidence of change

- The organisation can describe and demonstrate what changes have resulted.
- Children and young people who have been involved can describe and demonstrate what changes have resulted.
- A wider group of children and young people and others in the community can describe and demonstrate improvements in response to the specific issue

This ***What's changed?*** tool links to the ***Hear by Right*** standards framework, which enables organisations to map the extent and quality of participation by children and young people in the organisation and plan for improvement. More details from www.nva.org.uk/hearbyright

APPENDIX 6**LEGISLATION AND GUIDANCE****Legislation:****The United Nations Convention on the Rights of the Child**

The Convention sets out the rights of all children, including their right to express their views freely in all matters affecting the child, the views of the child being given due weight in accordance with the age and maturity of the child.

<http://www.unhchr.ch/html/menu3/b/k2crc.htm>

Children's Act 2004

The Children Act 2004 provides the legal underpinning for Every Child Matters: Change for Children - the programme aimed at transforming children's services. The Act places a new duty on local authorities and their partners to discharge their normal functions having regard to the need to safeguard and promote the welfare of children and to improve outcomes.

<http://www.opsi.gov.uk/acts/acts2004/20040031.htm>

GUIDANCE:**Every Child Matters**

The Green Paper, Every Child Matters, sets out a programme of reform for children's services that covers children and young people from birth to nineteen. The new Children Act 2004 provides the legal framework for this reform. The new legislation was accompanied by the launch of a major strategy document for English authorities, Every Child Matters: Change for Children, which is intended to set the direction for the major programme of change in the delivery of children's services. At the very centre of the "change for children" programme is the premise that protecting children from harm and to improve outcomes for children and young people

<http://www.everychildmatters.co.uk/>

Inter-Agency Cooperation to Improve the Well-being of Children:**Children's Trusts**

Describes the duties placed on local authorities and other key partners to co-operate to improve the wellbeing of children and young people. The guidance sets out the features of co-operation through children's trusts and provides a strategic framework within which all children's services in an area will operate.

<http://www.everychildmatters.gov.uk/files/1200903D4F3C1396021B70D7146FAFEA.pdf>

Every Child Matters – Duties of (two tier) Local Authorities

Guidance states, Senior management have a commitment to the importance of safeguarding and promoting well-being and there is a clear statement of the council's Responsibilities towards children and young people

<http://www.everychildmatters.gov.uk/strategy/twotierauthorities/>

Building a Culture of Participation for children and young people

The government strongly supports the effective involvement of children, young people and their families or carers in the development and running of all children's trusts. Increasingly acceptance of the principle of children's involvement is being turned into practice through a variety of participation activities across a range of organisations. However, sometimes it is difficult to translate commitment into practice that is meaningful for children and young people, effective in bringing about change and which becomes embedded within the organisational ethos.

<http://www.everychildmatters.gov.uk/participation/buildingaculture>

Participation Works is an online gateway, funded by the DfES, designed to improve the way practitioners, organisations, policy makers and young people access and share information about involving children and young people in decision making.

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

Hear by Right Offers tried and tested standards for organisations, across the statutory and voluntary sectors, to map and improve practice and policy on the active involvement of children and young people, and to encourage continual improvement in an organisation's activities.

<http://www.nya.org.uk/hearbyright/home.asp?cid=180&cats=215>



CHILDREN & VULNERABLE PERSONS PROTECTION POLICY AND PROCEDURES

For further information on this Policy please contact an officer of the Child Protection Group responsible for developing and monitoring this Policy (see contact list below):

Amy Ford	Head of Community Safety (Designated Child Protection Officer)	02392 545501
Andy Elder	Housing Services Manager (Safeguarding Children Protocol)	02392 545351
Ken Lucking	Corporate Services Manager (Data Protection Officer)	02392 545305
Kathy Inch	Head of Personnel	02392 545224
Sue Davis/ Mary Bucks	Principal Resident Involvement Officer(s) Housing	02392 545445
Caryn Vaux	Senior Corporate Policy Officer	02392 545252
Pam Conway	Leisure Development Officer	02392 545722
Keith Perkins	Safety/Technical Officer	02392 525547

CONTENTS

SUBJECT	PAGE(S)
Policy Statement	3
Introduction	3
Purpose	4
Scope / Definition	4
Aims	4-5
Implementation	5
Monitoring and Review	5
Appendix 1 <ul style="list-style-type: none"> Responsibilities of GBC Representatives 	7
Appendix 2 <ul style="list-style-type: none"> Responsibilities of the Designated Child Protection Officer and responsibilities of the Child Protection Group 	9-10
Appendix 3 <ul style="list-style-type: none"> Code of Good Practice for GBC Representatives Guidance on Transporting a Child or Vulnerable Person Guidance on Photographing or Taking of Recorded Images 	11-14 15 17-18
Appendix 4 <ul style="list-style-type: none"> What is Child Abuse? 	19-20
Appendix 5 <ul style="list-style-type: none"> Recognising Poor Practice(s) and Abuse 	21-22
Appendix 6 <ul style="list-style-type: none"> Guidelines for Responding to Allegations of Suspected Abuse or Poor Practice(s) Process for Reporting Protection Issues 	23-26 27
Appendix 7 <ul style="list-style-type: none"> Parent/Carer Consent Visit/Activity Consent Form Parent/Carers Transportation Consent Form Application for Permission to Take Photographs or Recorded Images Parent/Carer Consent Form to take Photographs or Recorded Images Suspected Abuse of Poor Practices Report Form Incident/Accident report Form Risk Assessment Form 	29-30 31 33 35 37-38 39 41
Appendix 8 <ul style="list-style-type: none"> Emergency Contact Information 	43
Appendix 9 <ul style="list-style-type: none"> Legislation and Guidance 	45-48

POLICY STATEMENT

Gosport Borough Council acknowledges it has both a legal and moral obligation to ensure the emotional and physical safety of children and vulnerable people and that their welfare is paramount.

The Council will take all suspicions of abuse or poor practices seriously and respond to them appropriately.

The Council will ensure that our representatives are appropriately recruited, trained and supported and that robust procedures are in place to ensure the safety and well-being of children and vulnerable people.

The Council has a designated Child Protection Officer who will be responsible for dealing with all Council child and vulnerable person protection issues.

The Council recognises that all children and vulnerable people have rights and responsibilities as individuals. We will treat all children and vulnerable people fairly, regardless of age, ability, impairment, race, ethnicity, language, gender, health, religion, sexual orientation or social class.

1.0 INTRODUCTION

- 1.1 Children and vulnerable people have the right to be safe and happy in the activities that they, or their parents or carers choose, and parents or carers have the right to have confidence that the organisations and people to which they entrust their children and vulnerable people are safe.
- 1.2 Whilst Gosport Council is not an investigative or intervention agency, we will endeavour to ensure the safety and welfare of those children and vulnerable people placed in our care through our services, or with whom we come into contact through our work.
- 1.3 This Policy sets out Gosport Borough Council's commitment and approach to the protection of children and vulnerable people. To achieve this, this policy document establishes the roles and responsibilities for GBC representatives, the designated Child Protection Officer and the Child Protection Group along with associated good practice procedures and guidelines.
- 1.4 This Policy takes into account current and emerging legislation and guidance including that in relation to the "UN Convention on the Rights of the Child", "The Children Act 1989", "Every Child Matters (ECM)" and "Working Together to Safeguard Children".

2.0 PURPOSE

2.1 The purpose of this policy is:

- To help protect and keep safe from harm children and vulnerable people placed in our care within our services or with whom we come into contact.
- To protect GBC representatives from being misunderstood or their actions being misinterpreted and to minimise the risk of abuse and poor practices.

3.0 SCOPE / DEFINITION

3.1 Every GBC member of staff, elected member, volunteer and anyone working on behalf of and/or representing the Council should, as a minimum, be aware of this policy statement. Those who have access to, or come into contact with children and vulnerable people must comply with the guidance and procedures contained within this policy.

3.2 For the purpose of this Policy the following applies:

- “a child” refers to anyone 18 years of age or under;
- “vulnerable person” refers to anyone aged 19 years or over, who are considered vulnerable, at risk, are looked after or have special needs;
- “GBC representatives” refer to staff, elected-members, volunteers, contractors and anyone working on behalf of and/or representing the Council.

3.3 The Council recognises and accepts that organisations with whom we work in partnership may have their own child protection policies and procedures with which their staff, volunteers and representatives must comply. Where internal policies are not already in place, they will be expected to comply with the guidance and procedures contained within this policy.

4.0 AIMS

4.1 The aims of this policy are:

- a) To raise awareness of, and promote the responsibilities which all GBC representatives have in ensuring the safety and well-being of children and vulnerable people (Appendix 1).
- b) To establish the role and responsibilities of the designated Child Protection Officer (Appendix 2).
- c) To establish the role and responsibilities of the Child Protection Group (Appendix 2).
- d) To establish and promote a code of good practice for all GBC representatives (Appendix 3).

- e) To raise awareness of child abuse and provide guidance in identifying the signs and symptoms of abuse and/or poor practices (Appendices 4 and 5).
- f) To establish a procedure for responding to, and the reporting of, suspicions of abuse and/or poor practices (Appendix 6).
- g) To provide staff with support as required i.e. specialist training, support or counselling (Appendix 2).
- h) To provide information on relevant legislation and guidance (Appendix 9).
- i) To contribute to delivery of the Council's Strategic Priority of Pursuit of Excellence and to the service delivery values of Enhanced Customer Service and Well trained and motivated staff delivering quality services.

5.0 IMPLEMENTATION

- 5.1 This Policy will be delivered through the implementation of the procedures and guidance in this document together with other key council policies and procedures including:

- Equal Opportunities Policy
- Code of Practice on Recruitment and Selection
- Data Protection Policy
- Procurement Policy
- Health and Safety Policy
- Disciplinary Procedures
- One Compact for Hampshire

6.0 MONITORING AND REVIEW

- 6.1 The Child Protection Group will review, evaluate and amend this Policy annually taking into account the following:
- a) Adherence to current legislation and guidance;
 - b) New or amended legislation and guidance;
 - c) Whether the Policy is achieving what it intended
 - d) Feedback from children, vulnerable people, parents/carers; GBC representatives or the designated Child Protection Officer
 - e) Overall effectiveness/impact of the policy.

APPENDIX 1**RESPONSIBILITIES OF GOSPORT BOROUGH COUNCIL REPRESENTATIVES**

***“Everyone has a responsibility to
ensure the safety of children and vulnerable people”***

Children Act 1989

- 1) To be responsible for the safety and welfare of children and vulnerable adults at all times, whilst recognising this responsibility is paramount (Children Act 1989).
- 2) To be responsible for adopting and adhering to good working practices to ensure your safety at all times and to understand the potential risks to yourself, as detailed in the code of good practice (Appendix 3).
- 3) To be responsible (if you are the person in charge) for carrying out risk assessments on sites or for activities which involve children and vulnerable people (Appendix 7).
- 4) To be responsible for promoting the rights of children and vulnerable people, recognising that according to their age and/or ability they have responsibilities as individuals.
- 5) To be responsible for treating all children and vulnerable adults equally, whatever their age, ability, impairment, race, ethnicity, language, gender, health, religion, sexual orientation or social class.
- 6) To be responsible for understanding the meaning of abuse and be able to recognise the signs and symptoms of abuse and/or poor practices (Appendix 4 & 5).
- 7) To be capable and confident in responding swiftly and appropriately to any allegations of suspicions of abuse or poor practices using the procedures set out in this Policy (Appendix 6).
- 8) To be responsible for working in partnership, or sharing information with other agencies to safeguard children and vulnerable people in accordance with guidance outlined within this Policy (Appendix 6).
- 9) To be responsible for maintaining confidentiality in accordance with the guidance set out within this Policy and relevant legislation in respect of both the child or vulnerable person, and the person about whom the concern has been raised (Appendix 6).
- 10) To undertake appropriate training and CRB checks as categorised by your job role or contract.

APPENDIX 2**RESPONSIBILITIES OF THE DESIGNATED CHILD PROTECTION OFFICER AND CHILD PROTECTION GROUP****Designated Child Protection Officer**

Amy Ford, Head of Community Safety

Contact:

02392 545501

Role and Responsibilities:

- 1) To maintain up-to-date training on Child Protection;
- 2) To be aware of the statutory and non-statutory guidance and procedures contained within the, HM Government's publication, "Working Together to Safeguard Children" (Appendix 9).
- 3) To provide advice and guidance on child/vulnerable persons protection issues
- 4) To be aware of local Child Protection agencies, their contact information and know who to contact to make a formal referral;
- 5) To receive and record information from GBC representatives, children, vulnerable people, parents and carers;
- 6) To assess information and, where appropriate, promptly refer incidence of suspected abuse to Children's Services or the Police, providing a written report within 24 hours;
- 7) Where appropriate and in consultation with the Head of Personnel services follow the "Procedures for managing allegations against people who work with children" (Appendix 9 – Working Together to Safeguard Children) and consider implementing disciplinary procedures in relation to reported incidence of abuses or poor practices of GBC staff;
- 8) Together with the Head of Personnel, ensure staff receive appropriate support and/or counselling as required.
- 9) Produce written reports for submission to Children's Services, Police or the Head of Personnel;
- 10) Liaise with local agencies, Children's Services or the Police as appropriate;
- 11) Maintain confidential records of all reported incidence of suspected abuse or poor practice(s) in accordance with the Council's Data Protection Policy and guidance contained in "Procedures for managing allegations against people who work with children" (Appendix 9 – Working Together to Safeguard Children);
- 12) Submit reports to the Child Protection Group, containing non-confidential information for Policy monitoring and improvement purposes.

Child Protection Group:

Amy Ford	Head of Community Safety (Designated Child Protection Officer)	02392 545501
Andy Elder	Housing Services Manager (Safeguarding Children Protocol)	02392 545351
Ken Lucking	Corporate Services Manager (Data Protection Officer)	02392 545305
Kathy Inch	Head of Personnel	02392 545224
Caryn Vaux	Corporate Policy Officer	02392 545252
Pam Conway	Leisure Development Officer	02392 545722
Sue Davis/Mary Bucks	Principal Resident Involvement Officer(s)	0239 2545445
Keith Perkins	Safety/Technical Officer	02392 525547

Role and Responsibilities:

- 1) Provide advice and guidance on Child and Vulnerable Persons Protection Policy issues to GBC representatives;
- 2) Publish and promote the Child and Vulnerable Persons Protection Policy;
- 3) Ensure all GBC representatives are aware of, and have access to, the Policy and guidance;
- 4) Ensure appropriate induction and training is made available for all GBC representatives;
- 5) Ensure appropriate procedures and good practice are implemented throughout the Council;
- 6) Maintain a record of all incidents and accidents for use in making necessary improvements to working practices;
- 7) Monitor and update the Policy annually.

APPENDIX 3**CODE OF GOOD PRACTICE FOR GOSPORT BOROUGH COUNCIL REPRESENTATIVES**

The purpose of this code of practice is not only to safeguard children and vulnerable people but also to protect GBC representatives from the possibility of misunderstanding or misinterpretation, to minimise the risk of false allegations being made (please note this guidance is not to be considered exhaustive, however it is the minimum standard GBC representatives will be required to adopt):

You must always:

- 1) Place the well-being and safety of the child, vulnerable person first.
- 2) Treat all children and vulnerable people equally, with respect and dignity recognising their right to personal privacy.
- 3) Take any disclosure or evidence of abuse seriously and immediately report it to the Designated Child Protection Officer having due regard for confidentiality.
- 4) Always report to the Designated Child Protection Officer any concerns you may have relating to the welfare of a child or vulnerable person, and concerns about any inappropriate actions/behaviours of another adult or GBC representative.
- 5) Work in an open environment avoiding situations where you are unobserved with a child or vulnerable person, ensuring that activities are always staffed by more than one person or at least within sight or hearing of others.
- 6) Be an excellent role model, this includes not swearing, smoking or drinking alcohol in the company of children/vulnerable people ensuring your actions, no matter how well intended, cannot be misinterpreted.
- 7) Act with discretion with regards to your personal relationships. You should ensure that any personal relationships do not affect your professional role or judgement. All pre-existing relationships between GBC representatives and participants at any event or activity must be declared to your manager.
- 8) Make others aware if you find yourself the subject of inappropriate affection or attention from a child or vulnerable person.
- 9) Provide a safe, positive and listening environment, encouraging them to feel comfortable enough to discuss any concerns they may have.
- 10) Avoid situations which could compromise your relationship with a child or vulnerable person which would be unacceptable within a relationship of trust.
- 11) Be aware that physical contact with a child or vulnerable person may be misinterpreted and be mindful of how and where you touch them.
- 12) When discussing sensitive issues, follow the guidance in section 9 of Appendix 6 of this policy.

- 13) Challenge unacceptable behaviour and report all allegations or suspicions of abuse.
- 14) Actively encourage positive behaviour and non-discrimination.
- 15) Give enthusiastic and constructive feedback.
- 16) Ensure there is adequate increased supervision, care and attention for trips and visits, especially those which include overnight accommodation.
- 17) Provide separate sleeping accommodation for adults and children/vulnerable persons, taking gender into account.
- 18) Ensure children are never left unsupervised.
- 19) Be clearly identifiable and wear a name badge at all times.
- 20) Obtain consent from a parent/carers to administer emergency first aid and/or other medical treatment should the need arise.
- 21) Keep a written record of any incident or accident that occurs along with the details of any treatment given (using the form at Appendix 7) and inform parents/carers along with the person in charge or your line manager at the earliest opportunity.
- 22) Administer any necessary first aid in the presence of others and only if you are first aid trained.
- 23) Obtain a signed consent form from a parent/carers when children/vulnerable people are to be transported by car/coach/train/bus/minibus (Appendix 7), following GBC procedures (Appendix 3).
- 24) Obtain consent for photographing or the taking of images of children and vulnerable people, following GBC guidelines. Anyone wishing to take images of children should obtain prior permission (Appendix 3 and 7). Be vigilant in respect to the use of mobile phones being used to capture images.
- 25) Maintain confidentiality regarding sensitive or personal information in accordance with the GBC data protection policy.
- 26) Have access to a phone for emergency contact purposes.

You must never:

- 1) Permit dangerous play or activities, abusive youth peer activities (e.g. initiation ceremonies, ridiculing and bullying).
- 2) Smack a child. Gosport Borough Council operates a "No Smacking" Policy. Representatives whose own child/vulnerable person is included and present are not permitted to punish their own family member by means of physical contact. Any such action must be avoided, challenged and reported and treated as assault.

- 3) Have inappropriate physical or verbal contact with children, including rough physical or sexually provocative games, including horseplay.
- 4) Meet up with a child or vulnerable person outside of your Council work unless it is with the consent and knowledge of the parent/carer and your manager.
- 5) Allow yourself to be drawn into inappropriate attention-seeking behaviour such as tantrums or crushes.
- 6) Do things of a personal nature for a child or vulnerable person that they can do for themselves.
- 7) Show favouritism to any individual or allow them to use their influence for personal gain or reward.
- 8) Make suggestive or derogatory remarks or gestures even in fun.
- 9) Exaggerate or trivialise child abuse issues.
- 10) Ask children or vulnerable people to do things that are potentially dangerous, illegal or otherwise unreasonable.
- 11) Spend excessive amounts of time alone with children/vulnerable persons away from others.
- 12) Take children/vulnerable persons to your home where they will be alone with you or enter a house when the child is on their own.
- 13) Leave children/vulnerable people unsupervised.
- 14) Allow children or vulnerable persons to use inappropriate language or behaviour unchallenged.
- 15) Cause an individual to lose self esteem by embarrassing, humiliating or undermining them by negative criticism or pushing/expecting them to do things they are not capable of or pushing them against their will.
- 16) Allow allegations made by a child or vulnerable person to go unchallenged, unrecorded or not acted upon.
- 17) Transport a child or vulnerable person alone or unsupervised (if this is unavoidable, use the guidance and consent forms laid out in Appendix 7).
- 18) Allow unsupervised access to children or vulnerable people by others i.e. contractors, photographers, volunteers.

Physical contact is acceptable when:

- It is consented to by participation in a game, sport or activity, where the rules have been set and explained beforehand to ensure reasonable care
- It is necessary to prevent serious injury or death
- Reasonable force is used for self-defence
- Reasonable force is used to eject a trespasser

Restraint

A child or vulnerable person should only be restrained as a last resort when all other methods of controlling a situation have failed. Restraint should only be used in order to prevent injury to themselves or others or to prevent serious damage to property. Incidence of restraint should be recorded on the same form as that used for accident/incident reporting. Training is available for those who require it.

Safe Practices in Unforeseen Circumstances

If any of the following should occur, you must report them to your manager, complete the appropriate form contained in Appendix 7 and forward this immediately to the Designated Child Protection Officer who will decide on the appropriate course of action to be taken:

- You accidentally hurt a child/vulnerable person
- It is clear that a child/vulnerable person misinterprets something you have said or done
- A child/vulnerable person accuses you of misconduct
- You restrain a child/vulnerable person
- You witness a child/vulnerable person being “smacked” or assaulted

If you have an independent witness to the event, ensure you record their contact details and include them in your report.

If this unforeseen circumstance causes you any feelings of anxiety or stress any time after the event, ensure you report this to your manager. Counselling, guidance and or training can be provided if required.

GUIDANCE ON TRANSPORTING A CHILD OR VULNERABLE PERSON IN YOUR CAR

In the interests of best practice, you should avoid transporting a child or vulnerable person alone. If there is no alternative the following guidelines should be adhered to:

- Anyone transporting a child or vulnerable person should have a verified valid (Appendix 7).
- The driver should have appropriate verified insurance which allows them to use their vehicle for business purposes (Appendix 7).
- Parents/carers should be informed of the transportation arrangements and be asked for their written consent prior to the proposed journey (Appendix 7).
- A child or vulnerable person should have the arrangements explained to them and consent to the journey.
- The driver should always attempt to transport more than one child or vulnerable person at any one time.
- The driver should provide a mobile contact number in case of a breakdown.
- Seatbelts should be worn at all times, a booster seat must be provided for children under 11 years of age or for those who are under 135 cm tall.
- The Child or Vulnerable person should travel in the back seat of the vehicle.

GUIDANCE ON PHOTOGRAPHING OR TAKING RECORDED IMAGES OF CHILDREN OR VULNERABLE PEOPLE

1. Gosport Borough Council and its representatives have a responsibility to ensure that any photographs or images which are taken of children and vulnerable people do not jeopardise their safety or welfare, are taken appropriately, with respect and used for the purpose for which they were taken.
2. Any person wishing to take a recorded image(s) of children or vulnerable people should complete the attached registration form, provide proof of identity and be made aware of, and consent to complying with this guidance (Note a copy of the signed form should be sent to the Child Protection Officer for information).
3. Once permission has been granted, the photographer should be issued with a copy of the signed application form and an ID badge which should be worn at all times.
4. You have the right to challenge anyone using photographic/filming equipment, and if no permission request can be produced, to stop images being taken.
5. When hiring professional photographers ensure they are aware of this guidance and what will be expected from them, providing clear instructions on the content and purpose of the photograph/image to be taken.
6. Any images taken will only be used for the purposes detailed in the application form.
7. Parents/carers must be informed that photography/videoing will be taking place. Written parental/carer consent should be obtained using the attached form, along with the permission of the child/vulnerable person concerned.
8. When publishing the image, if the child/vulnerable person is named avoid using the image and if the image is being used avoid using name (Note the press normally print photos along with personal information. However, they should be made aware of this guidance and parents/carers should be made aware that this information is published at the discretion of the press).
9. Unsupervised access to children/vulnerable people or one to one photography sessions should not be allowed
10. Photographic sessions will not take place outside of the activities or services or at, or outside, a child or vulnerable person's home.
11. Images should only be taken of children and vulnerable persons in suitable dress to reduce the risk of inappropriate use.
12. If you suspect inappropriate photography/videoing, you should request the person concerned to surrender any film and leave the venue. Any inappropriate or unacceptable behaviour/photography should be reported in the same way using the process and forms detailed in Appendix 7.

13. Children, vulnerable people, parents or carers should be made aware that that they will be able to raise and report any concerns to the event/activity manager/person in charge or Dedicated Child Protection Officer
14. Written consent should be obtained for any photographs or images to be used in Council publications or on our website. Personal information will not accompany the image.
15. The Council reserves the right to withdraw permission to use photographic or image recording equipment on its premises or sites immediately without warning. Failure to stop photography will lead to further action.
16. Mobile Phone images must be treated the same as above. Children & Vulnerable People should be discouraged from taking images of each other without consent.
17. Parents/Guardians taking pictures of their own children, vulnerable person is acceptable and no permission is required.

APPENDIX 4**1.0 WHAT IS CHILD ABUSE?**

- 1.1 Abuse can and does occur in a wide range of settings. The effects of abuse can be so damaging they may follow a person into adulthood. All staff should have an understanding of abuse and neglect and know how and when to take action.
- 1.2 The following definitions are adapted from the Department of Health (1999) *Working Together to Safeguard Children – A guide to interagency working to safeguard and promote the welfare of children*. (please note these definitions are by no means exhaustive). It is generally recognised there are four main forms of abuse:

a. Physical Abuse

This may involve hitting, shaking, throwing, burning, biting, scalding, drowning, suffocating, as well as giving children alcohol, inappropriate drugs or poison or, otherwise causing harm to a child. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes, ill health to a child in their care e.g. fictitious illness by proxy or Munchausen's Syndrome by proxy.

Physical abuse may also be caused through the omission or the failure to act or protect.

Minor assaults on a child by another child such as child conflicts would not normally fall into this category. However if the assault is of a serious nature or there is a suspicion that systematic bullying is taking place, then this could be considered a Child Protection issue.

b. Emotional Abuse

This is the persistent emotional ill-treatment which is likely to cause serious and lasting adverse effects to the child's emotional development. It may involve making a child believe that they are worthless or unloved, inadequate or valued insofar as they meet the needs of another person. It may feature the exploitation or corruption of a child, or age, or developmentally inappropriate expectations being imposed on children. It may involve causing children to feel frightened or in danger by being constantly shouted at, threatened or taunted. Emotional abuse may also occur where there unrealistic pressure to succeed.

c. Sexual Abuse

Forcing or enticing a child to take part in sexual activities, whether or not they are aware of, or consent to, what is happening. This may involve physical contact, penetrative acts such as rape, buggery, oral sex or non-penetrative acts such as touching fondling. Non-contact abuse involves allowing or encouraging a child to look at pornographic material/watching sexual activities or becoming involved in the production of pornographic material or encouraging children to behave in sexually inappropriate ways.

d. Neglect

The persistent failure to meet a child's basic physical or psychological needs, which is likely to result in the serious impairment of the child's health or development. This may include the failure of a parent or carer to provide adequate food, shelter, appropriate clothing or medical care. It also includes the failure to protect the child from physical or psychological harm or danger and

leaving a young child home alone. Emotional neglect can occur when children are deprived of love and affection.

1.3 In addition to the above, you should be aware of the following:

a) Domestic Abuse

Domestic abuse and child abuse frequently co-exist and may be a child protection issue. Domestic abuse could include a wide range of abusive acts that can be psychological, emotional, sexual or physical.

b) Disability

People with a disability or impairment may be particularly vulnerable to abuse or poor practice, as they may be unable to protect themselves, voice their concerns or fully understand what is happening. Discrimination is totally unacceptable and all staff must be responsible for ensuring this doesn't occur and deal with any incidence immediately.

c) Racial Discrimination and Equality

It is possible that people from black and minority ethnic groups may experience discrimination, harassment and racism. Although racism causes harm, it is not in itself a category of abuse. However, it may cause emotional abuse and is illegal

d) Bullying

Children and vulnerable people can become the victims of bullying by adults or other children and young people. Bullying is the deliberate, persistent, offensive, abusive, intimidating, malicious or insulting behaviour, abuse of power or unfair use of punitive measures which makes the child feel threatened, humiliated or vulnerable undermining their self-confidence and causing distress. Bullying can take many forms, but the four main types are:

- Physical (e.g. physical assault and theft)
- Verbal (e.g. racist or homophobic remarks, threats, constant teasing, sarcasm or name calling)
- Emotional (e.g. tormenting, ridiculing, humiliating, isolating and ignoring)
- Sexual (e.g. unwanted physical contact)

Bullying should never be underestimated. It can cause considerable distress to such an extent that it can affect a child's health and development and in some cases can cause significant harm, including self-harm.

APPENDIX 5**1.0 RECOGNISING POOR PRACTICES AND ABUSE**

- 1.1 Recognising child abuse is not easy, we are not experts or experienced in this area. **It is not our responsibility to decide whether or not child abuse has taken place.**
- 1.2 We do however have a responsibility to act if we have concerns about the behaviour of someone (an adult or child) towards a child or vulnerable person. We all have a duty to discuss any concerns immediately with the Designated Child Protection Officer. Should you have urgent serious concerns regarding the safety or well-being of a child or vulnerable person, you should immediately contact the designated Child Protection Officer who will contact Children's Services or the Police (contact information can be found at Appendix 8). However, if you witness abuse, and the Child Protection Officer is unavailable you should contact the Police immediately. You should never actively seek out abuse or an abuser.

2.0 Poor Practices

- 2.1 Poor practices include any behaviour which contravenes the code of good practice set out in this Policy, or which undermines or ignores the:
- Rights – of the child/vulnerable person and their parents/carers
 - Responsibilities – we all have for the welfare of the child/vulnerable person
 - Respect – for children/vulnerable people and their parents/carers

3.0 Possible Signs and Symptoms of Abuse

- 3.1 The following list will help you to recognise the signs and symptoms of abuse, however, this list is not exhaustive and it is difficult to predict how an individual will act as a result of abuse. **The presence of one or more of the indicators is not proof that abuse is actually taking place** (there may be other reasons that a child or young person is exhibiting some of the signs and symptoms):
- Unexplained or suspicious injuries such as bruising, cuts, bite marks or burns particularly on parts of the body which would not normally be subject to such injury
 - Bite marks such as love bits or bruising which has a clear shape e.g. belt marks or hand prints
 - Injuries for which an explanation seems inconsistent
 - Reluctance to get changed and wearing inappropriate clothing e.g. long clothes in hot weather.
 - Flinching when touched or approached, untreated injuries or refusal to discuss or accept medical help
 - A child describes what appears to be an abusive act involving him/her
 - Someone else (a child or adult) expresses concerns about the welfare of another child
 - Fear of parents/carers being approached about such injuries or fear of being left with a specific person

- Sudden or unexplained changes in behaviour e.g. becoming aggressive, depressed or withdrawn or excessively tearful and clingy or continually running away from home
- Sudden speech disorders
- Inappropriate sexual awareness or behaviour
- Self harming
- Distrust of adults, particularly those with whom a close relationship would normally be expected
- Difficulty in making friends or being unable to play
- Prevented from socialising with others or not allowed to take part in normal activities
- Displays variations in eating patterns including overeating or loss of appetite
- Loses weight for no apparent reason
- Constantly tired or hungry – greedy or stealing food
- Dirty, unkempt or suffering from repeated accidents which could be due to a lack of supervision
- Compulsive behaviour such as rocking, or hair twisting

4.0 Indications of Bullying

4.1 The following list is not exhaustive **and the presence of one or more of the indicators is not proof that bullying is actually taking place** (there may be other reasons that a child or vulnerable person is exhibiting some of the signs and symptoms):

- Behavioural changes such as reduced concentration, tearfulness, depression erratic emotions, becoming withdrawn, reluctant to attend school or activities previously enjoyed
- Physical symptoms such as stomach aches, headaches, difficulty in sleeping, bed-wetting, bruising, scratching or damaged clothing or bingeing on food alcohol or cigarettes.
- A drop in performance at school or standard of play
- A frequent loss of possessions or shortage of money

APPENDIX 6

GUIDELINES FOR RESPONDING TO ALLEGATIONS OF SUSPECTED ABUSE OR POOR PRACTICES

Whoever first becomes aware of suspected abuse or poor practice(s) is not responsible for deciding whether abuse has or has not occurred. This is the responsibility of the child protection agency upon receiving a referral.

1.0 Witnessing Abuse

- 1.1 If you witness any form of abuse, you must immediately inform the person in charge and phone the Police. You should then contact the designated Child Protection Officer and complete the appropriate form as detailed in this guidance.

2.0 Reporting an Allegation

- 2.1 All allegations of abuse, suspicions of abuse or poor practices should be taken seriously and acted upon.
- 2.2 All complaints or allegations of abuse should be brought to the immediate attention of the Child Protection Officer who will take the necessary steps to ensure the safety of any child or vulnerable person who is at risk.
- 2.3 If abuse is disclosed to you, allow the individual to talk openly and without interruption. Reassure them and tell them that you are taking what they have said seriously, do not make promises you cannot keep and **avoid asking questions**. The child/vulnerable person should not be asked to repeat their story to a colleague or asked to write it down.
- 2.4 It is vitally important that the information shared by the child or vulnerable person or another adult is recorded immediately, using the attached form, using the language of the child/vulnerable person/adult, thereby ensuring a true reflection of what has been disclosed. This form should be passed, in strict confidence, to the designated Child Protection Officer immediately.
- 2.5 It is important that all situations which cause concern, including those which have been raised in confidence, are accurately recorded regardless of whether or not the concerns are referred for further action.
- 2.6 Every effort should be made to ensure that confidentiality is maintained and information should be handled and passed on in a strictly need to know basis to ensure the child or vulnerable person is not put at further risk.
- 2.7 Do not delay reporting any incident or suspicion of abuse in an attempt to gain further information. Any issues must be reported immediately to the designated Child Protection Officer.

It is not your responsibility to investigate an allegation; your priority is to accurately record the information and promptly refer the matter as appropriate.

3.0 Allegations against Gosport Borough Council Staff Member/Representative

- 3.1 Reporting concerns, regarding poor practice, allegations or incidents of abuse against a colleague, however distressing, must follow the same procedure as above. Action should also be taken if it is felt that a colleague is not following the code of good practice laid out in Appendix 3. This action will not only help protect children and vulnerable people but GBC representatives from false allegations.
- 3.2 It is the role of the designated Child Protection Officer in consultation with the employee's line manager to take appropriate action to ensure the safety of the child/vulnerable person. This matter will then be discussed with Personnel and designated Child Protection Officer to decide whether it is appropriate to refer the matter to Children's Services or the Police, or whether disciplinary procedures should be implemented. In any event, the employee may be suspended pending the outcome of the investigations.
- 3.3 Gosport Borough Council undertakes to fully support and protect any member of staff who, in good faith, reports a concern regarding a colleague.
- 3.4 Complaints about GBC employees or elected members can be made by using the Council's complaints procedure which is available on the Council's website www.gosport.gov.uk

4.0 Allegations of Previous Abuse

- 4.1 Allegations of abuse may be made some time after the event (e.g. by an adult who was abused as a child). Where such an allegation is made, the above procedures should be used and the matter reported to the Police by the Child Protection Officer. Anyone who has a previous criminal conviction for offences related to child abuse is automatically excluded from working with children.

5.0 Responding to signs of suspicions of abuse or poor practice

- 5.1 GBC representatives who are concerned about a child or vulnerable person should discuss or submit a report (Appendix 7) immediately to the Child Protection Officer for action.

6.0 Discussing Concerns with Parents/Carers

- 6.1 Wherever possible, parents/carers should be informed of suspicions or allegation of abuse or poor practice. It is important to raise any concerns you may have relating to the child or vulnerable person as there may be a reasonable explanation for any unusual behaviour or symptoms. Parents/carers should always be informed when accidents occur during activities.

7.0 When not to Discuss Concerns with Parents/Carers

- 7.1 You should not discuss concerns if the child or vulnerable person has stated that the parent or carer has carried out abuse or if you suspect them of abuse or are concerned that the parent/carers will not respond appropriately to your concerns. The Designated Child Protection Officer should be made aware of this and the appropriate agency should be contacted who will provide advice on the best way of consulting parents/carers.

8.0 Child Protection Officer/Person Responding to a Suspicion of Abuse or Poor Practice

8.1 Upon receiving notification of an allegation of suspected abuse or poor practice, the designated Child Protection Officer, in consultation with the person reporting the issue should:

- If deemed appropriate, inform Children's Services or police of the incident immediately, and follow this up with a written report giving a clear statement of known facts using the attached form within 24 hours.
- In the case of an allegation involving a GBC employee, and in consultation with the Head of Personnel, consider implementing employment action/disciplinary procedure.
- Keep a record of the name and designation of the person to whom the concerns were passed, making a note of any reference or crime report number.
- Liaise with Children's Services/Police in following up the initial contact.
- Keep records and any relevant notes with due regard for confidentiality.
- Advocate on behalf of children or vulnerable persons if appropriate, and liaise with any other involved services.
- Compile a report which does not include personal or confidential information and submit to the Child Protection Group who will consider amendment or improvements to the Policy or additional training needs.

9.0 Guidance on responding to a child or vulnerable person making an allegation of abuse:

9.1 Should a child/vulnerable person or adult make an allegation to you of suspected abuse or poor practice remember the following:

<p>Do:</p> <ul style="list-style-type: none"> ◆ Take them seriously ◆ Use appropriate body language ◆ Stay calm, reassure them ◆ Listen carefully ◆ Reassure them that they have done nothing wrong in telling you ◆ Go somewhere more private but be careful not to put yourself at risk ◆ Be honest ◆ Observe non-verbal language ◆ Be sympathetic, Show interest 	<ul style="list-style-type: none"> ◆ Ask questions for clarification only ◆ Use eye contact ◆ Give your full attention ◆ Record in writing what was said in the child's/vulnerable persons own words as soon as possible. Ensure the record is signed and dated ◆ Relay this information immediately to the Designated Child Protection Officer ◆ Tell them what you will do next and discuss with them who needs to be told
<p>Do Not:</p> <ul style="list-style-type: none"> ◆ Dismiss the concern ◆ Panic ◆ Allow your shock or distaste to show ◆ Prompt or ask leading questions that suggest a particular answer 	<ul style="list-style-type: none"> ◆ Make promises you cannot keep such as agreeing not to tell someone else ◆ Speculate or make assumptions ◆ Approach the alleged abuser ◆ Make negative comments about the accused person

It is important to respond promptly and calmly to a disclosure or incident for the following reasons:

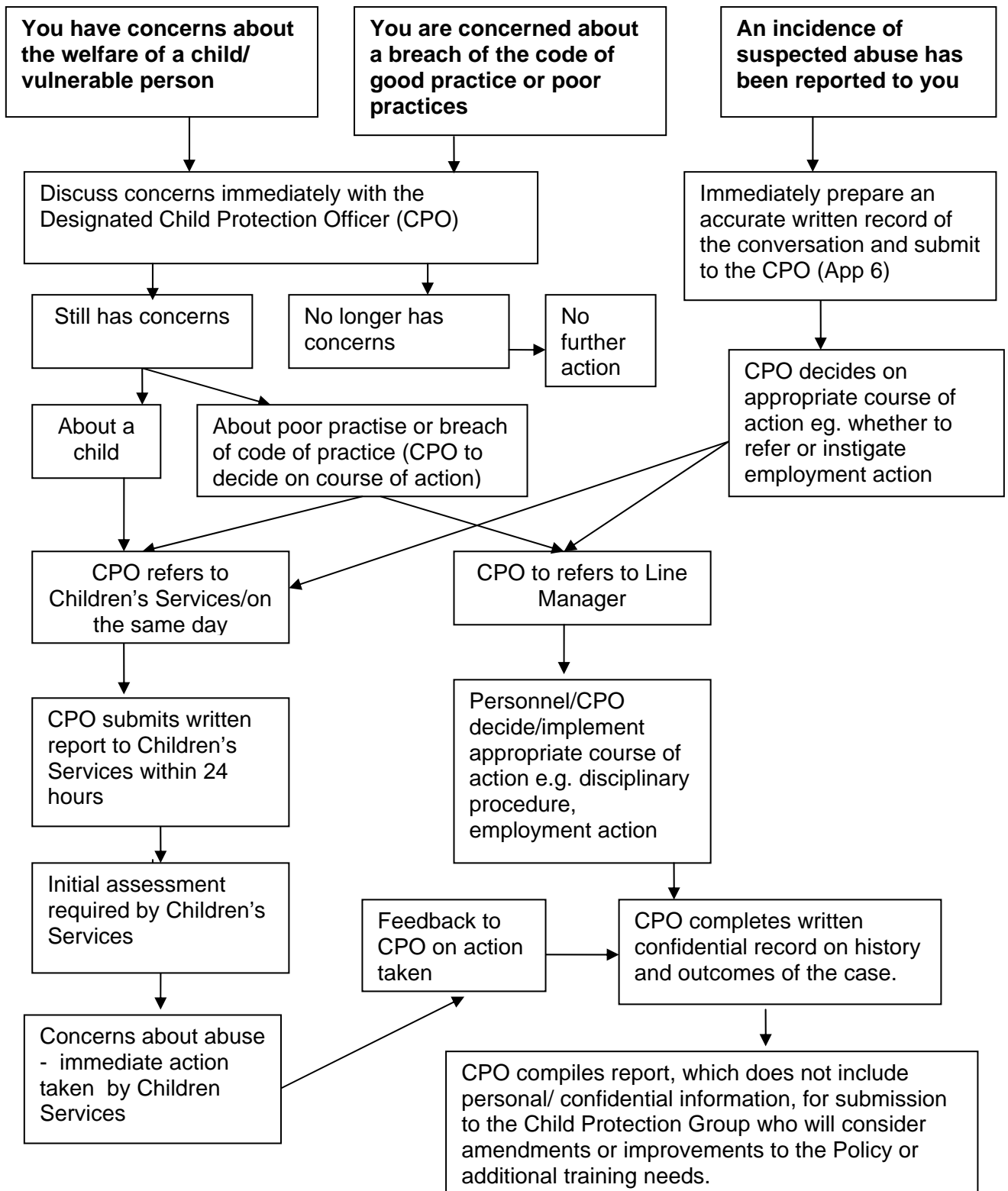
Promptly	Calmly
<ul style="list-style-type: none"> ◆ For the safety of the individual ◆ So the individual has confidence in you ◆ This is a legal obligation ◆ It is good practice ◆ For the safety of others ◆ So details are not forgotten ◆ To adhere to policies and procedures 	<ul style="list-style-type: none"> ◆ So that the situation is not made worse ◆ So that the individual does not become upset unnecessarily ◆ So that you remain objective in order to be able to pass on information clearly and accurately

10.0 Confidentiality

- 10.1 Every effort should be made to ensure that confidentiality is maintained for all concerned. The information should be handled and passed on in a strictly need to know basis. The legal principle that 'the welfare for the child is paramount' means that considerations of confidentiality which may apply to other situations should not be allowed to override the right of the child to be protected from harm.
- 10.2 Any breach of confidentiality could put the child or vulnerable person at further risk and could jeopardise any investigation or further action which may result.
- 10.3 Information will be stored in a secure place by the designated Child Protection Officer in accordance with the Data Protection Act 1998, Human Rights Act 2000 and the Freedom of Information Act 2000.

PROCESS FOR REPORTING CHILD / VULNERABLE PERSONS PROTECTION ISSUES

If you are unsure about the course of action you should take, or need advice or guidance, you can discuss any issues, in strict confidence, with the Designated Child Protection Officer (CPO). **You must NOT ignore any concerns you may have, no matter how small they may be**, doing nothing is not an option.



APPENDIX 7

**PARENT/CARER VISIT/ACTIVITY CONSENT FORM**

1. **Name of Child/Person:** _____

2. **Details of visit/activity/scheme attending:** _____

a) Date(s) _____ time(s) _____

b) Transport arrangements: _____

3. **Medical information about your child/person:**

a) Does your child/person have any condition requiring medical treatment including medication? **Yes / No** (delete as appropriate).
If yes, please give details of the condition(s), along with any medication to be given/taken:

b) Is your child/person allergic to any medication **Yes / No** (delete appropriate).
If yes, please give details:

c) Please outline any special dietary requirements: _____

d) Please list any other information you feel we need to know about your child/person:

e) Are there any activities your child/person should not take part in **Yes / No** (delete as appropriate) If yes, please give details: _____

3. **Contact information:**

Work Tel No. _____ Home No. _____ Mobile No: _____

Emergency Contact Name: _____ Emergency Contact No. _____

Home address: _____

Name of Doctor: _____ Tel No of Dr. _____

Address of Doctor: _____

I agree to (name)_____ taking part in the above visit and acknowledge the need for him/her to behave responsibly.

I **do / do not** (delete as appropriate) agree to my child receiving medication as instructed and to any emergency medical treatment as considered necessary.

I confirm that I am the parent/legal guardian of the child named above.

Signed: _____ Relationship to Child: _____
(Parent/carer)

Print: _____ Date: _____

All information will be confidential and will not be passed to a third party without your consent or unless in a medical emergency.



**CHILDREN & VULNERABLE PERSONS PROTECTION POLICY
PARENT/CARER'S TRANSPORTATION CONSENT FORM**

Child's/Vulnerable Persons Full Name:

Address:.....

..... **Tel No:**

AGE:..... **Date of Birth:**..... **Male/Female:**

EMERGENCY CONTACT NAME: **PHONE NO.**

Name of Driver: **Mobile Contact No.**

I consent to (name of child/vulnerable person) being
transported from to on
(date)..... (time)..... by (name of driver).....

Signed (parent/carer)..... Dated:.....

Print Name:.....

Verification of CRB Disclosure Check
(GBC Rep to sign & date).

Verification of Insurance for Business Purposes
(GBC Rep to sign and date)

Print Name: Job Title:
(GBC Rep)



CHILDREN & VULNERABLE PERSONS PROTECTION POLICY
**APPLICATION FOR PERMISSION TO TAKE
PHOTOGRAPHS OR RECORDED IMAGES**

Photographer Details:

Name: Organisation.....

Address:.....

.....

Telephone:Relationship to Child/Vulnerable Person:.....

Photograph/Recorded Image Details

Name of subject(s)

What will the image/film be used for:

Where will the image/film be published:

Where will the image/film be taken: Date:

I, the undersigned agree to abide by the guidance as detailed in Appendix 3 of Gosport Borough Council's Children and Vulnerable Persons Protection Policy and undertake not to alter or permit the use of altering the images for inappropriate use..

Signed: Date.....

Please print name:.....

Please Note: Any breach of this guidance or concerns regarding inappropriate or intrusive photography will be reported in the same way as any other child protection matter.

Permission Granted for the taking of Photographs/Recorded Images as detailed above:

Signed (GBC) : Date:

Name:..... Job Title:

**NB: One signed copy of this form should be returned the Designated Child Protection Officer
One signed copy of this form should be retained by the applicant**



CHILDREN & VULNERABLE PERSONS PROTECTION POLICY

PARENT/CARER CONSENT FORM TO TAKE PHOTOGRAPHS OR RECORDED IMAGES

To be completed by GBC Representative:

Name of Child/Vulnerable Person
to be photographed/filmed:

Purpose of image:

Where to be published

Where / when to be taken:.....

Name of photographer (if applicable)

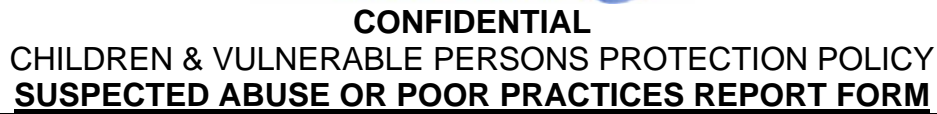
To be completed by parent/carer:

I the undersigned, give my consent for any photographs/recorded images to be taken and used for the purposes as detailed above, I also confirm that I am legally entitled to give my consent

Name of Child / vulnerable Person:

Name of Parent/Carer **Tel No:**

Signed: **Date:**

David Martin/CMT

(Note: if the parent/carer is suspected of abuse do not discuss with them)

Your observations (if any) include any physical signs, behavioural signs, indirect signs:

Further Action taken by yourself (if any)

Name and contact number of any External Agencies Contacted ((if any)

Details of any advice received:

Who is this report passed to:

Signed..... Print Name.....

Date..... Time:

*Please return all completed forms immediately, in confidence to the designated Child Protection Officer,
Amy Ford, Head of Community Safety, GBC, Town Hall, High St, Gosport PO12 1EB*

For Completion by Child Protection Officer:

Date/Time received:

Details of further action taken (who and when contacted).....

.....

Reference No/Case No:

Details of any follow up:

Date	Who contacted	Details	Action Taken

Signed:.....

Date:.....

Name:

Title:



CONFIDENTIAL
CHILDREN & VULNERABLE PERSONS PROTECTION POLICY
INCIDENT/ACCIDENT REPORT FORM

Your Name	Position:
Details of Child/Vulnerable person (Name, address, age, date of birth, gender, telephone no.)	
Name, Address and contact details of Parent/Carer (if different)	
Date, time, place of incident/accident:	
Who was supervising the child/vulnerable person at the time:	
Provide a brief description of the incident:	
Witnesses Details:	
Details of any injury, medication/first aid/medical treatment administered:	
If this section applies you must also complete a separate accident form.	
Was any further medical treatment required (if so, please give details):	
If this section applies you must also complete a separate accident form.	
Have actions been identified to improve/amend safe working practices (if so please give details):	
Have actions been identified to improve/amend safe working practices (if so please give details):	
Date and time parent/carers informed:	

Signed.....

Date..... Time:

Please return all completed forms immediately, in confidence to the designated Child Protection Officer, Amy Ford, Head of Community Safety, AND your line manager at GBC, Town Hall, High St, Gosport PO12 1EB

RISK ASSESSMENT FORM

(Currently being developed)

APPENDIX 8**EMERGENCY CONTACT INFORMATION:****Child Protection Officer:** Amy Ford*Mobile phone no when obtained***Children's Services:** 24 hour telephone line: 08456 004555**Police:** Sargeant Kath Chambers
(Child Protection) 02392 892187Sargeant Vanessa Butcher
(Domestic/hate crime &
Vulnerable Adult) 02392 892189**Hospital:** Gosport War Memorial Hospital
Bury Road, Gosport 023 92524611Royal Haslar Hospital
Haslar Road, Gosport 023 92584255St. Marys NHS Treatment Centre
Milton Road, Portsmouth 023 92861076Queen Alexandra Hospital
Southwick Hill Road, Cosham 023 92286000**Local Surgeries:** Bury Road Surgery 023 92580363

Rowner Surgery 023 92585903

Stoke Road Surgery 023 92581529

Manor Way Surgery 023 92553161

APPENDIX 9**LEGISLATION AND GUIDANCE****Legislation:****Children Act 1989**

The main principle of the Children Act is to protect children and ensure that their welfare and development is paramount and promoted. The act places a duty on Local Authorities to provide a duty of care, safeguard, welfare and a right to protection from abuse, for young people especially vulnerable groups irrespective of age, culture, ability, gender, language, racial origin, faith and/or sexual identity. The act says that only the Police, Children's Services and the NSPCC have the legal right and responsibility to investigate concerns about child abuse.

http://www.opsi.gov.uk/acts/acts1989/Ukpga_19890041_en_1.htm

The United Nations Convention on the Rights of the Child

The Convention sets out the rights of all children, including their right to be protected from harm

<http://www.unhchr.ch/html/menu3/b/k2crc.htm>

The Police Act 1977

The act increased the protection available to vulnerable members of the community (including children, and vulnerable adults) by improving the information available to employers. The Act established the Criminal Records Bureau Disclosure Check, which enables organisations to check the background of job applicants and existing employees to ensure that they do not have a history that would make them unsuitable for relevant posts.

<http://www.opsi.gov.uk/si/si2006/20060748.htm>

The Data Protection Act 2000

The act permits the sharing of information for the prevention or detection of crime. Records have to be kept securely, only certain people should be able to have access and child protection information cannot be withheld, as this would not be in the child's best interest. Families, individuals and children may see most of what is recorded about them to allow them an opportunity to respond.

<http://www.opsi.gov.uk/ACTS/acts1998/19980029.htm>

The Protection of Children (PoCA) Act 1999

The main aim is to develop a coherent cross-sector scheme for identifying people considered to be unsuitable to work with children. It is the responsibility of the employer to check against this list to check suitability for employment.

<http://www.opsi.gov.uk/acts/acts1999/19990014.htm>

Rehabilitation of Offenders Act 1974

This act allows people not to declare convictions to employers. People who are involved in situations where they have sustained or prolonged access to children are exempt from the Rehabilitation of Offenders legislation. This means that prospective employees must declare all criminal convictions relating to children, however long ago; and that these will be taken into account when deciding on their suitability for working with children.

<http://www.opsi.gov.uk/si/si2006/20062143.htm>

Health and Safety at Work Act 1974

The Health and Safety at Work Act gives all organisations a legal responsibility to prevent injuries and ill health to employees and others, including members of the public. Much of this responsibility is delegated to managers who have control of work activities but the legislation also provides all employees with an obligation to take reasonable care of themselves and others.

<http://www.healthandsafety.co.uk/haswa.htm>

The Human Rights Act

Does not prohibit the sharing of information. It preserves the right to family life. Interference with the right to family life needs to be appropriate and proportionate and legitimate in the circumstances. Children have a right to life and protection under the act.

<http://www.opsi.gov.uk/ACTS/acts1998/19980042.htm>

Criminal Justice and Court Services Act 2000

Part II of the Criminal Justice and Courts Services Act 2000 seeks to prevent unsuitable people working with children. Courts are able to disqualify unsuitable people from working with children by issue of a Disqualification Order by a judge there are strong criminal sanctions against those who breach the disqualification including those who offer work with children to those who are disqualified

<http://www.opsi.gov.uk/acts/acts2000/20000043.htm>

Sexual Offences (Amendments) Act 2000

The act is designed to protect the public from sexual crime. It provides a comprehensive new legislative framework for sexual offences. It covers offences against adults (including people with mental disorders), offences against children, and familial sexual offences. It also makes amendments to the laws governing the sex offender's register. It sets clear new parameters for people working with children, and people with mental disorders. It introduces a new offence of abuse of trust, which covers consensual behaviors within certain relationships of trust.

<http://www.opsi.gov.uk/ACTS/acts2000/20000044.htm>

Children's Act 2004

The Children Act 2004 provides the legal underpinning for Every Child Matters: Change for Children - the programme aimed at transforming children's services. The Act places a new duty on local authorities and their partners to discharge their normal functions having regard to the need to safeguard and promote the welfare of children

<http://www.opsi.gov.uk/acts/acts2004/20040031.htm>

GUIDANCE:**Every Child Matters**

The Green Paper, Every Child Matters, sets out a programme of reform for children's services that covers children and young people from birth to nineteen. The new [Children Act 2004](#) provides the legal framework for this reform. The new legislation was accompanied by the launch of a major strategy document for English authorities, Every Child Matters: Change for Children, which is intended to set the direction for the major programme of change in the the delivery of children's services.

At the very centre of the "change for children" programme is the premise that protecting children from harm and to improve outcomes for children and young people

<http://www.everychildmatters.co.uk/>

Inter-Agency Cooperation to Improve the Well-being of Children: Children's Trusts

Describes the duties placed on local authorities and other key partners to co-operate to improve the wellbeing of children and young people. The guidance sets out the features of co-operation through children's trusts and provides a strategic framework within which all children's services in an area will operate.

<http://www.everychildmatters.gov.uk/files/1200903D4F3C1396021B70D7146FAFEA.pdf>

Working together to Safeguard Children (Department of Health)

This document sets out how all agencies and professionals should work together to promote children's welfare and protect them from abuse and neglect. It is addressed to those who work in the health and education services, the police, social services, the probation service, and others whose work brings them into contact with children and families. It is relevant to those working in the statutory, voluntary and independent sectors.

<http://www.4lscb.org/userimages/WorkingTogetherToSafeguardChildren.pdf>

Every Child Matters – Duties of (two tier) Local Authorities

Guidance states, Senior management have a commitment to the importance of safeguarding and promoting well-being and there is a clear statement of the council's Responsibilities towards children which is made available to **all staff**. Guidance also sets out responsibilities for safer recruitment procedures, training and reporting mechanisms

<http://www.everychildmatters.gov.uk/strategy/twotierauthorities/>

Local Safeguarding Children's Boards (these replace the Area Child Protection Committee ACPC)

Children can only be safeguarded properly if the key agencies work effectively together. Local safeguarding children boards (LSCBs) are designed to help ensure that this happens. They put the former area child protection committees (ACPCs) on a statutory footing. The core membership of LSCBs is set out in the Children Act 2004, and includes local authorities, health bodies, the police and others. The objective of LSCBs is to coordinate and to ensure the effectiveness of their member agencies in safeguarding and promoting the welfare of children

<http://www.everychildmatters.gov.uk/files/99A633771D7DFE72CCEDC6B7B89C9B08.pdf>

WHAT TO DO IF YOU ARE WORRIED A CHILD IS BEING ABUSED (DEPARTMENT OF HEALTH)

This publication has been developed to assist practitioners to safeguard and promote the welfare of children. It sets out the process for safeguarding children. It is aimed at those who come into contact with children and families in their everyday work, including people who do not have a specific role in relation to child protection.

<http://www.dh.gov.uk/assetRoot/04/06/13/03/04061303.pdf>

Issue	Progress / Requirement	Lead Officer / Service
Hear By Right Workshop	CMT to address issues in discussion with C&YP Officer Group via Workshop approach at CMT Policy meeting.	Workshop to be arranged in consultation with Schedule and Corporate Policy Section.
Youth Charter	Produce Youth Charter (this is attached to the Children & Young People's Policy)	A draft Charter has been prepared by the Senior CPO in conjunction with the GYC and a C3 Group rep.
Contact Categories	CMT will recall that all posts have been assessed by Managers to allocate a category of contact (CP1, 2 or 3 / VP1, 2 or 3). Some specific posts are required to have relevant Criminal Record Bureau (CRB) checks carried out and to have attended the relevant training.	This work has been coordinated by Personnel due to the need to be controlled centrally and monitored on an on-going basis.
Recruitment & Selection	Recruitment & Selection Procedure will need to be amended to reflect the need for training of relevant staff.	Proposed that this is coordinated by Personnel.
Induction process Personnel Review Scheme	Scheme guidance may need to be amended to reflect the requirements of the Policy.	Proposed that this is coordinated by Personnel.
Contract Standing Orders	CSO will need to be reviewed to include reference to all contractors having a Children & Vulnerable Persons' Protection Policy and a system for monitoring and checking this; the Procurement Policy may need to be amended.	Proposed that this is undertaken by the Head of Internal Audit and Senior CPO.
Data Protection Policy	Data Protection Policy needs to be reviewed to ensure it incorporates the sharing of information under the Council's responsibility for 'Safeguarding Children'.	Proposed that this is undertaken by the Corporate Services Manager and Personnel.
Equal Opportunities Policy (Diversity)	Equal Opportunities Policy will need to be reviewed to consider the impact of the C&YP Policy on requirements of the EOP.	Proposed that this is coordinated by Personnel.
Health & Safety	There will be a requirement for a Risk Assessments to be produced with supporting guidance for use in new posts. Assessments need to address areas of work involving children and vulnerable people. Guidance and RA forms will be required for civic and corporate events to ensure where relevant they include "lost child" arrangements.	Proposed that this is undertaken by the Safety Officer and Leisure Development Officer.
Contact Consent Forms	All contact consent Forms used throughout the Council need to be in a standard format for use.	Proposed that this is undertaken by Housing's Principal Resident Involvement

		Officer.
Youth Champion	There is a requirement to nominate a Youth Champion (an elected Member).	Chief Executive / Borough Solicitor

Agenda No. 9

Report to:	POLICY & ORGANISATION BOARD
Date of meeting:	23 rd JANUARY 2007
Title:	RAMPARTS INVESTIGATION AND ASSESSMENT – PRIDDY'S HARD HERITAGE AREA
Author:	CHIEF EXECUTIVE
Status:	FOR DECISION

Purpose

To inform the Board of the results of the invitation to tender of specialist Environmental and Engineering Consultants to undertake a detailed ground investigation and report on the contaminants in the Rampart areas and moat on the Priddy's Hard Heritage Area and recommend remedial measures.

To seek approval to the appointment of the consultancy providing the most economically advantageous tender to undertake the investigation and report.

Recommendation

To instruct the Chief Executive to agree the programme of works with the lowest tender and agree the payment profile for the works as they proceed.

To appoint Bureau Veritas Land and Water Quality, 91-95 Winchester Road, Chandlers Ford, SO53 2GG to undertake the Rampart Investigation and Assessment in the sum of £51,102 plus VAT.

1.0 BACKGROUND

- 1.1 A select list of four specialists were invited to provide a tender for the works in 2004, however as a result of funding constraints the project was deferred. The objectives of the current tenders comprise the obtaining of factual information on ground conditions present within the Ramparts, and an indication of the implications and methodology required to open the land for public access. No investigation or assessment was required of the buildings or structures present on the site.
- 1.2 The Priddy's Hard Heritage Area Sub Board have previously indicated that it wishes to proceed with creating an historic park and nature conservation area within the Ramparts surrounding Priddy's Hard.
- 1.3 There is concern that the Ramparts may be contaminated. Although the Ministry of Defence had indicated that the Priddy's Hard site was clear of contamination when the site was sold to the Council, contamination has since been found on the site. Legislation has changed and continues to change in respect of contaminated land and the use of such land by the Public.

- 1.4 This Council needs to satisfy itself that the Ramparts are fit for purpose before works commence to open the Ramparts to the Public and that such works are appropriate to the environmental interests of agencies such as the Environment Agency, Natural England, English Heritage etc. This investigation and assessment will provide this Council with the information it requires.
- 1.5 Members have previously indicated that if significant contamination is found within the Ramparts, the Council will look to the Ministry of Defence to make good the site and bear any costs associated with the removal or making safe of such contamination.

2.0 SELECT LIST

- 2.1 The following firms were invited to provide a tender:-

- Bureau Veritas Land and Water Quality
- ENTEC UK Ltd
- Environmental Resources Management Ltd
- Gifford and Partners Ltd

- 2.2 With the exception of ENTEC the above firms have previously been engaged by the Council to undertake works and studies in the Priddy's Hard Heritage Area and thus have a good knowledge of the site. Bureau Veritas, formerly named Monitor Environmental undertook the study into contaminants in the main Heritage Area, ERM were engaged to undertake their services associated with the Millennium Project and Giffords undertook remediation works associated with the camber. ENTEC has undertaken studies for the MOD in various sites and is thus familiar with the likely ground conditions to be found in Priddy's Hard.

3.0 RESULTS

- 3.1 Fixed price tenders were invited however two tenderers qualified their tenders requiring provisional allowances for some services.
- 3.2 Tenders received were as follows:-

<u>Tenderer</u>	<u>Fixed Price Element</u>	<u>Provisional Cost Element</u>	<u>Total Cost</u>
1.	£51,102	0	£51,102
2.	£36,070	£20,000	£56,070
3.	£43,087	£15,243	£58,330
4.	£109,125	0	£109,125

The lowest unqualified fixed price tender was provided by Bureau Veritas who have confirmed that they can commence two weeks from

commission and will liaise with the public agencies to progress the investigation.

3.3 Basis of Tenders:

Each tenderer was required to consider and include for ground monitoring investigation over the whole area, and to determine the numbers of pits, wells and boreholes and hand dig samples over the site commensurate with the end use.

4.0 ANALYSIS OF LOWEST TENDER

4.1 The lowest tenderer has demonstrated clear understanding of the objectives and has provided detailed and accurate costing of the proposals.

4.2 He has complied with the requirements of the invitation which has been arithmetically checked and is in order.

4.3 He has included in his price for undertaking the investigation in a series of phases to suit site conditions and the English Nature requirements to protect the wildlife. The works duration amounts to an aggregate of 22 weeks from site investigation to report, however the 'downtime' to await wildlife 'windows' will depend upon the finalisation of negotiations with English Nature. There is no additional charge for the downtime period.

5.0 FINANCIAL STATEMENT

5.1 The preliminary budget for this work was set at £55,000 plus VAT, and therefore the lowest tender falls within this provision.

Financial implications:	This expenditure will be funded from the Priddy's Hard capital receipt.
Legal implications:	None for the purposes of this Report
Service Improvement Plan implications:	There are no Service Plan implications
Corporate Plan:	N/A
Risk Assessment:	N/A
Background papers:	NIL
Appendices/Enclosures:	NIL
Report author/Lead Officer:	Ian Lycett

Agenda No. 10

Report to:	P & O BOARD
Date of meeting:	23 RD JANUARY 2007
Title:	LOCAL GOVERNMENT WHITE PAPER – STRONG & PROSPEROUS COMMUNITIES
Author:	CHIEF EXECUTIVE
Status:	FOR INFORMATION

Purpose

To advise Members of the recent Government White Paper.

Recommendation

It is recommended that Members note the report.

1.0 Background

1.1 On 26 October 2006 the Secretary of State for Communities and Local Government presented a White Paper to Parliament. The paper sets out the future challenges for local government.

1.2 The White Paper, entitled 'Strong and Prosperous Communities' can be downloaded from the website of the Department of Communities and Local Government (www.communities.gov.uk).

1.3 The White Paper is an extensive document. It is separated into six main sections:

- Response Services – Empowered Communities
- Effective, Accountable and Responsive Local Government
- Strong Cities, Strategic Regions
- Local Government as a Strategic Leader and Place Shaper
- Efficiency – Transforming Local Services
- Community Cohesion.

1.4 This report highlights the main messages within each Section.

2.0 RESPONSIVE SERVICES AND EMPOWERED COMMUNITIES

2.1 There will be an increased emphasis on 'extending choice' in local services:-

- This will include improved access to childcare.
- Choice based lettings – could be extended on a sub regional or regional basis.

- 2.2 Councils will be expected to improve communications with local people:-
- A new duty for the council to ensure participation of local citizens in our activities.
 - The council will be required to gather systematic intelligence on local needs.
- 2.3 Councils will be expected to provide local people with prompt information on quality and performance: -
- The Government will set new guidelines on the regular publication of performance information.
 - Information must be 'real time' and up to date (i.e. not waiting for audited information).
- 2.4 There will be a new duty for the council to answer local concerns: -
- Introduction of a new '**Community Call for Action**' (CCfA) – driven by ward councillors – allowing local people to raise concerns (and expect a response).
 - Councils to provide a budget to respond to CCfA requests.
 - Improved transparency over handling petitions.
- 2.5 Councils will be expected to empower local people to manage local neighbourhoods and manage community facilities: -
- Explore the transfer of the management of community centres, green spaces etc to local groups.
 - Consider Tenant Management Organisations (TMO) for Council Housing.
 - The publication of Local Neighbourhood Charters.
 - The Council to be given the power to set up parish councils if required or requested.

3.0 EFFECTIVE, ACCOUNTABLE AND RESPONSIVE LOCAL GOVERNMENT

- 3.1 The Government wants to encourage a more diverse and representative range of Councillors: -
- They will publish an independent review of incentives and barriers to serving on Councils.
- 3.2 There will be increased emphasis on Councillors as 'democratic champions': -
- Ward members will champion issues via CCfA
Councils to implement training for new roles of Councillors.

3.3 Councils have new powers to enact community rules and byelaws:-

- End of Secretary of State's role in confirming byelaws.
- Councils will be able to set and enforce byelaws through fixed penalty notices.

3.4 All Councils to adopt new Leadership arrangements:-

- Council to adopt one of three models.....
 - Directly elected Mayor
 - Directly elected Executive
 - Indirectly elected Leader
- All of the above to be for a 4 year term.
- All powers to be vested in the Leader (who can then delegate).
- Leader will appoint cabinet members and allocate portfolios.
- No referendum required for a directly elected Mayor.
- Currently there is no intention to change the arrangements in the small number of Authorities such as Gosport that have adopted the fourth option (reformed committee system). It is not clear, however, if the 4 year term for the indirectly elected leader will apply to these Authorities.

3.5 The scrutiny role will be strengthened:-

- More powers for the Council to scrutinise other agencies.
- CCfA will be closely linked to scrutiny.

3.6 The Government wishes to improve participation in electoral arrangements:-

- A move towards whole Council elections every four years.
- Single member wards (optional).

3.7 Following criticism of the Standards Board, efforts will be made to localise and simplify the conduct regime:-

- The local standards committee will undertake initial investigations.
- Government plans to remove barriers to Councillors presenting their views at planning or licensing committees. Members will be able to speak or vote on these issues unless their interests in the matter are greater than those of most other people in the ward.

3.8 There is an opportunity to create new unitary authorities, if desired:-

- Unitary proposals invited by 25/1/07.

3.9 If not pursuing unitary status, the Government wants to see new models of two tier working put in place:-

- Expected to provide high levels of efficiency gains (in line with new unitary authorities).
- Explore possibility of common groups of employees between councils.
- Unified service delivery (new governance arrangements must eliminate public confusion over service providers).
- Shared back office functions.
- The Government is seeking pathfinders for new ways of two-tier working.

4.0 STRONG CITIES, STRATEGIC REGIONS

4.1 The Government will work with **core cities** to improve economic development, regeneration etc. There is also an interest in developing the concept of **city regions** (the White Paper refers to the Partnership for Urban South Hampshire as a good example of cross boundary working on issues such as economic development and housing supply).

4.2 The Government would also like to see responsibility for economic development more simply and clearly defined. It is developing the concept of 'city development companies' and regional 'skills and employment boards'.

4.3 In terms of public transport:-

- There will be council representation on transport authority boards.
- Also new powers for local authorities to influence local bus service provision.

4.4 The Government is also planning to issue a Planning Policy Statement on climate change – planning authorities will be expected to work towards reduction of carbon emissions when planning the location and design of new developments.

4.5 Investigations are underway to explore the possibility of voluntary multi agency agreements (MMAs) – focusing on outcomes which may best be delivered through collaboration at sub regional level.

5.0 LOCAL GOVERNMENT AS A STRATEGIC LEADER AND PLACE SHAPER

5.1 There will be a requirement to strengthen the LSP:-

- Council Leader to agree the appointment of the LSP Chairman.
- Council Leader to be a key member of the LSP.
- Elected members to be more involved in the LSP.

5.2 The Government also wants Councils to strengthen thematic partnerships:-

- The LSP should be an overarching strategic partnership bringing together a number of thematic partnerships to deliver priorities.
- Thematic partnerships should include Community Safety and Children's Trust.
- Government also plans to legislate for new statutory partnerships on 'health and well being'.
- Executive members (chairman) will be expected to attend thematic partnerships that fall under their portfolio.

5.3 The framework for coordinated local service delivery must be based on the **Sustainable Community Strategy** and the **Local Area Agreement**:-

- Duty for local authority to produce a Sustainable Community Strategy (via LSP).
- The Strategy must reflect the views of all agencies/partnerships, include the key messages in local and regional plans, and recognise the contents of the Local Development Framework.
- Upper tier authorities have a duty to prepare Local Area Agreement (LAA) in consultation with district councils and other partners. The Government expects County to demonstrate that they have taken full account of district Sustainable Community Strategies – equally the districts should consider the needs of the whole County.
- New duty for local authority and named partners (e.g. police, PCT, Jobcentre etc) to cooperate in achieving LAA targets.
- Government intend to provide guidance on improved data sharing between agencies.

5.4 There is a need for each council to develop a comprehensive **Community Engagement Strategy** to avoid duplication and consultation fatigue. (The Strategy must recognise the requirements of the LDF, LAA and Community Strategy).

- 5.5 It is also strongly recommended that the core strategy of the LDF and the Sustainable Community Strategy be integrated. The Housing Strategy should also be integrated into the Sustainable Community Strategy.

6.0 A NEW PERFORMANCE MANAGEMENT FRAMEWORK

- 6.1 Councils need to strengthen accountability to citizens and communities:-

- Council to provide accurate, accessible and up to date information on service performance – using ‘real time’ data.

- 6.2 The Government plans to amend Best Value legislation:-

- Removing the requirement to produce an annual best value performance plan.
- Removing the requirement to undertake best value reviews.
- A need for councils to strengthen their approach to competition – testing competitiveness of services on a regular basis.

- 6.3 The Government intends to clarify national outcomes and priorities:-

- A new set of national priority outcomes to be agreed.
- A single set of indicators for all partners to report against.
- A reduction in the number of national indicators from 1,200 to 200 (replacing BVPIs).
- New indicators will include customer satisfaction measures.

- 6.4 LAA targets will be limited to a maximum of 35 per area and councils will be expected to report annually on performance against LAA targets.

- 6.5 There will be a more proportionate approach to Inspection:-

- CPA will be replaced by CAA (Comprehensive Area Assessment).
- Performance will be measured against the new set of national indicators.
- The Audit Commission will produce a **risk judgement** on an annual basis.
- The Audit Commission will produce a scored **direction of travel judgement** – on an annual basis.
- The Audit Commission will produce a scored **use of resources judgement** on an annual basis.
- Inspection will be triggered by the risk assessment – no rolling programmes.

7.0 EFFICIENCY – TRANSFORMING LOCAL SERVICES

7.1 There will be an increased emphasis on transforming service delivery through:-

- Business process improvement.
- Collaboration with other local authorities (and the voluntary sector).
- Shared back office functions.
- Use of technology.
- Seamless service information via the Internet.

7.2 Councils will be expected to improve their approach to procurement:-

- E procurement.
- Participation in the e marketplace.
- Joint procurement with other agencies.
- Councils need to learn from the regional centres of excellence.

7.3 Local authorities will also be expected to regularly test the competitiveness of their performance in comparison with others. Where services are underperforming the council would be expected to introduce fair and open competition.

7.4 The Government believes that planned improvements need the foundation of stable finances:-

- Introduction of 3-year formula grant settlement (starts 2008 - 2011).
- Councils will be required to publish 3-year council tax figures.
- Any funding to the voluntary sector will need to be on a three-year basis.

7.5 The Government is planning to introduce new efficiency targets from 2007 onwards and Councils will be expected to deal quickly with underperformance or high cost areas. The Audit Commission website tool will be developed further to allow cost and performance comparison with other local authorities.

8.0 COMMUNITY COHESION

8.1 The Government is considering the introduction of an integrated public sector equality duty covering not just race, disability and gender but also sexual orientation, religion or belief and age. This would create a streamlined structure and enable authorities to target efforts where most needed.

8.2 The LSP must ensure that the Sustainable Community Strategy reflects the diversity of the local community.

8.3 Councils must adopt the guiding principles to cohesive communities:-

- Clear leadership and engagement with all parts of the community.
- Good information – a map of communities.
- Visible work to tackle inequalities.
- Involving young people.
- Interfaith work.
- Working in partnership with the voluntary sector.

8.4 The Government also expects to see improved leadership on cohesion issues:-

- Leaders to be advocates of cohesion and represent the diversity of their communities.
- Councils must demonstrate leadership against extremism.
- Cohesion measures will be included in new basket of performance indicators.

10.0 CONCLUSION

10.1 Hampshire County Council have indicated that they will not be applying for unitary status (paragraph 3.8) unless other authorities in Hampshire make bids. This seems unlikely.

10.2 The Minister, Ruth Kelly, has in any event indicated that she is unlikely to approve any bids for unitary status other than the 8 or 9 already identified nationally at this time.

10.3 It does appear that the Government intends to “pilot” the 8 or 9 bids and if these are successful, move to unitary authorities in the coming years.

10.4 The Hampshire Districts will be required to work closely with Hampshire County Council (paragraph 3.9) to put in place a new model for two tier working. I believe there are significant advantages here for Gosport and Officers will be actively working with the County to investigate possible options for efficiency savings.

10.5 The requirements of the White Paper are wide reaching and will change the way the Council operates for both Members and Officers. There are also likely to be financial implications for the Council when implementing these new requirements i.e. CCfA. Regular reports will be made to the Board to keep Members up to date.

Financial implications:	N/A
Legal implications:	N/A
Service Improvement Plan implications:	Nil
Corporate Plan	Nil
Risk Assessment	Nil
Background papers:	Nil
Appendices/Enclosures:	None
Report author/Lead Officer:	Ian Lycett

AGENDA ITEM NO. 11

Board/Committee:	Policy & Organisation Board
Date of Meeting:	23 January 2007
Title:	Relate Portsmouth & District
Author:	Financial Services Manager
Status:	FOR DECISION

Purpose

The Policy and Organisation Board 18 January 2006 agreed a further year funding of Relate, Portsmouth and District up to a maximum of £7,000 with a review of relates funding requirements being reported back to the board. This report, therefore, details the funding requirements already identified by Relate and subsequently paid by the Council in respect of the current year and the request by Relate for funding in 2007/08. (Appendix A)

Recommendation

Members are requested to note the funding requirements identified by Relate for the current year and consider the funding request received from Relate, Portsmouth and District for 2007/08.

1 Background

- 1.1 At the January 2006 meeting of the Policy and Organisation Board the Council agreed that a grant be paid to Relate in retrospective quarterly instalments up to £7,000 for the financial year 2006-2007.
- 1.2 This application from Relate requests that this very much appreciated funding is continued for the financial year 2007-2008.
- 1.3 Relate provides counselling to couples that are experiencing difficulties in their relationships, as individuals or as a couple.
- 1.4 Couples attend sessions to discuss a variety of problems such as; Domestic violence, Alcohol, Drugs, Sexual abuse, Depression etc. Currently Relate are working with Gosport Primary Care Trust to deliver confidence building workshops to Gosport residents who are suffering from depression. These workshops are funded by PCT and Relate.
- 1.5 The organisation provides a service to Portsmouth, Gosport, Havant, Fareham and East Hampshire. The Management Committee includes representation from each Council with Councillor Mrs. Salter being this Council's representative.

1.6 During 2005/06 there were a total of 278 sessions held for Gosport residents. A total of 77 clients attended these sessions;

- 35 were female clients attending alone
- 40 were male clients attending alone
- 203 were couples attending

A total of 128 appointments were missed either through clients not arriving or making last minute cancellations.

The cost of these sessions reduced from £38.41 in 2004/05 to £36.74 in 2005/06. Clients are requested to pay the full cost of the session but a reduction is negotiated if they are unable to do so. The average contribution from Gosport clients during 2005/06 was £17.76.

1.7 Grants awarded for 2006-07 from other authorities;

Portsmouth City Council	46,456
Fareham Borough Council	1,500
Havant Borough Council	3,100
East Hants District Council	4,000

Relates Financial Statement 2006/07 is shown in Appendix B

1.8 Applications have also been made to Hampshire Social Services and Hampshire Primary Care Trust for funding.

2 Relate's Funding Requirement for 2006/07

2.1 For the six month period to 30 September 2006 a total of 188 sessions were held, an increase of 52 sessions for the same period in 2005-2006. Of these 188 sessions;

- 55 were female clients attending alone
- 16 were male clients attending alone
- 117 were attended by couples

In addition there were 39 wasted appointments where the clients did not attend at the time specified.

2.2 Quarterly returns provided by Relate for the quarter 1 and 2 of 2006/07 (See Appendix C) show:

	<u>Quarter 1</u>	<u>Quarter 2</u>
Cost of Service to Gosport Residents (at £40 per session)	£3,120	£5,960
Less:		
Payments received from clients	£1,210	£2,285
Naval Bursary	<u>£220</u>	<u>£400</u>
Gosport Borough Council Contribution	£1,690	£3,275

- 2.3 As shown above the total paid to Relate to date (for the half year from 1 April 2006 to 30 September 2006) is £4,965 and therefore, the annual grant payable in the current is likely to be £7,000 being the maximum agreed by this Board.

3 Risk Assessment

- 3.1 No direct risks identified

4 Conclusion

- 4.1 A request has been received from Relate to consider continuation of their existing funding for a further year to enable Relate to continue providing the current level of service to Gosport residents.
- 4.2 The information included on the Quarterly Funding Request Returns show a shortfall in respect of Gosport clients totalling £4,965 for the half year to 30th September 2006. This strongly suggests that the annual shortfall will exceed the maximum grant of £7,000 agreed by this Board so that the maximum grant will be payable.

Financial Services comments:	Contained within the report
Legal Services comments:	The Council has the power to contribute to the funding of charitable bodies for their work in the UK. However, the total amount of such contributions is limited by Section 137 (4) of the Local Government Act 1972
Service Improvement Plan implications:	Nil
Corporate Plan:	N/A
Risk Assessment:	N/A
Background papers:	Nil
Appendices/Enclosures:	
Appendix 'A'	Relate-Grant Request Letter
Appendix 'B'	Financial Statement 2005/06
Appendix 'C'	Quarterly Funding Requirement Returns
Report author/ Lead Officer:	Stella Byrne, Julian Bowcher

AGENDA ITEM NO. 12

Board/Committee:	Policy & Organisation Board
Date of Meeting:	23 January 2007
Title:	Victim Support Hampshire & Isle of Wight
Author:	Financial Services Manager
Status:	FOR DECISION

Purpose

The Policy and Resources Committee agreed ongoing funding for Gosport Victim Support from 1 April 1999 to support the employment of an administrative assistant in the Gosport Office. This office has been closed due to the difficulty of providing cover during periods of leave and sickness. This post is now covered within the Portsmouth District Office although the organisation states this has not affected the service offered to Gosport residents.

Recommendation

Members are requested to consider this funding request from Victim Support Hampshire & Isle of Wight for 2006-2007 and 2007-2008.

1 Background

- 1.1 Gosport Victim Support has been supported annually by Gosport Borough Council since April 1999 when Grant aid of £6,000 was awarded to fund an administrative assistant for 20 hours per week.
- 1.2 This application from Victim Support Hampshire & Isle of Wight (Appendix 'A') requests that funding is continued for the financial year 2006 -2007 and for the financial year 2007-2008.

2 Report

- 2.1 The purpose of Victim Support Hants & I O W is to provide a comprehensive service to enable people to overcome the impact of crime. Victim Support works with Gosport Borough Council as a member and coordinator of Gosport Crime Disorder and Drug Strategy 2005-2008.
- 2.2 In January 2006 the Gosport office of the service was closed as part of an administration restructuring process to alleviate problems with cover for holidays and sickness. Victims/witnesses are not expected to travel to the Portsmouth district office to receive support. Trained volunteers arrange to meet victims and witnesses of crime in convenient locations, often the victim/witnesses own home.

Volunteers also use libraries, supermarkets or any location where both parties feel safe.

- 2.3 Fear of crime and anti-social behaviour adversely affects the quality of life for people living in Gosport. The attitude towards crime within any community largely depends on the degree of neighbourhood support people feel exists. Victim Support's dedication to reducing repeat victimisation through the provision of security advice, locks, bolts and personal alarms will assist in reducing the level of crime.
- 2.4 A large number of crimes including domestic violence and sexual offences are often not reported due to fear of repercussions, a belief of wasting police time or because of lack of evidence. Volunteers, on request will accompany a victim of crime to the police station to report an incident and remain to support them throughout the police procedures.
- 2.5 Gosport Victim support receive most of their referrals from the Police, however, the Council is able to, and indeed does, make direct referrals where appropriate. The total referrals for the Gosport area for the period 1.10.06 to 31.12.06 were 174 and a breakdown of this figure showing the nature of the crime involved is shown in Appendix C.
- 2.6 For the year ended 31 March 2006 grants were received from Hampshire Police Authority, Hampshire County Council, East Hants District Council, New Forest District Council, Basingstoke & Deane Borough Council, Eastleigh Borough Council, Havant Borough Council, Portsmouth City Council, Test Valley Borough Council and Winchester City Council.

3 Risk Assessment

- 3.1 No direct risks have been identified

4 Conclusion

- 4.1 A request has been received from Victim Support Hampshire & Isle of Wight to consider continuing funding the service for the current year and 2007-2008 to enable the continuation of the current level of service to Gosport residents.

Financial Services comments:	Contained within the report
Legal Services comments:	The Council has the power to contribute to the funding of charitable bodies for their work in the UK. However, the total amount of such contributions is limited by Section 137(4) of the Local Government Act 1972.
Service Improvement Plan implications:	Nil
Corporate Plan:	Crime, Disorder & Drug Strategy 2005-2008; Item 7; Victims of Crime
Risk Assessment:	N/A
Background papers:	Nil
Appendices/Enclosures:	
Appendix 'A'	Grant Sub Board Application Form with additional notes
Appendix 'B'	Financial Statement 2005/2006
Appendix 'C'	Referrals for the period: 01/10/06-31/12/06
Report author/ Lead Officer:	Julian Bowcher / Stella Byrne