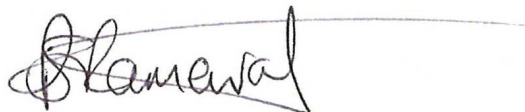


Despatched: 14.07.14

I hereby summon you to attend the meeting of the Sevenoaks District Council to be held in the Council Chamber, Council Offices, Argyle Road, Sevenoaks commencing at 7.00 pm on 22 July 2014 to transact the under-mentioned business.



Chief Executive

AGENDA

Apologies for absence

1. **To approve as a correct record the minutes of the meeting of the Council held on 13 May 2014.** (Pages 1 - 14)
2. **To receive any declarations of interest not included in the register of interest from Members in respect of items of business included on the agenda for this meeting**
3. **Chairman's Announcements**
4. **To receive any questions from members of the public under paragraph 17 of Part 2 (The Council and District Council Members) of the Constitution.**
5. **To receive any petitions submitted by members of the public under paragraph 18 of Part 2 (The Council and District Council Members) of the Constitution.**
6. **Matters considered by the Cabinet and/or Scrutiny Committee**
 - a) **Safeguarding Policy for the Protection of Children and Vulnerable Adults** (Pages 15 - 76)
 - b) **Sevenoaks District Community Safety Strategy & Action Plan 2014/15** (Pages 77 - 114)
7. **Matters considered by other standing committees**
 - a) **Community Governance Review - Badgers Mount Order** (Pages 115 - 130)
 - b) **Community Governance Review** (Pages 131 - 152)

- c) **Changes to the Council's Constitution** (Pages 153 - 158)
8. **To consider the following reports from the Chief Executive or other Chief Officers on matters requiring the attention of Council:**
- a) **Appointments to Outside Organisations - The Local Democracy and Accountability Network for Councillors** (Pages 159 - 160)
9. **To consider any questions by Members under paragraph 19.3 of Part 2 (The Council and District Council Members) of the Constitution, notice of which have been duly given.**
10. **To consider any motions by Members under paragraph 20 of Part 2 (The Council and District Council Members) of the Constitution, notice of which have been duly given.**
11. **To receive the report of the Leader of the Council on the work of the Cabinet since the last Council meeting.** (Pages 161 - 162)

EXEMPT ITEMS

Consideration of Exempt Information

Recommendation: That, under section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting for the following item of business on the ground that likely disclosure of exempt information is involved as defined by paragraph 3 (Information relating to the financial or business affairs of any particular person (including the authority holding that information) as identified in Schedule 12A to the Local Government Act 1972.

12. **Matters considered by the Cabinet**

- a) **Investment Strategy** (Pages 163 - 174)

To assist in the speedy and efficient despatch of business, Members wishing to obtain factual information on items included on the Agenda are asked to enquire of the appropriate Contact Officer named on a report prior to the day of the meeting.

Should you require a copy of this agenda or any of the reports listed on it in another format please do not hesitate to contact the Democratic Services Team as set out below.

For any other queries concerning this agenda or the meeting please contact:

The Democratic Services Team (01732 227241)

ANNUAL COUNCIL

Minutes of the meeting of the Sevenoaks District Council held on 13 May 2014
commencing at 7.00 pm

Present: Cllr. Mrs. Davison (Chairman)

Cllr. McGarvey (Vice Chairman)

Cllrs. Abraham, Ayres, Mrs. Ayres, Mrs. Bayley, Bosley, Mrs. Bosley, Mrs. Bracken, Brookbank, Brown, Butler, Clark, Mrs. Clark, Mrs. Cook, Cooke, Davison, Dickins, Edwards-Winser, Eyre, Firth, Fittock, Fleming, Gaywood, Mrs. George, Grint, Hogarth, Horwood, Mrs. Hunter, Lindsay, London, Ms. Lowe, Maskell, Mrs. Morris, Neal, Orridge, Mrs. Parkin, Pett, Piper, Mrs. Purves, Raikes, Ramsay, Mrs. Sargeant, Scholey, Searles, Miss. Stack, Miss. Thornton, Towell, Underwood, Walshe and Williamson

Apologies for absence were received from Cllrs. Ball and Mrs. Dawson

1. To elect a Member to be Chairman for the municipal year 2014/15.

Cllr. Fleming proposed and Cllr. Ms. Lowe seconded that Cllr. Jill Davison be elected Chairman of the Council for the municipal year 2014/15.

Resolved: That Cllr. Jill Davison be elected Chairman of the Council for the municipal year, 2014/15.

Cllr. Mrs. Davison made the declaration of acceptance of office and took the chair. The new Chairman thanked the Council for her election and expressed her appreciation for the many good wishes she had received. Cllr Mrs Davison announced that her Escort for the year would be Cllr. Davison and presented him with a badge of office.

The new Chairman led the Council in expressing thanks to the outgoing Chairman, Cllr. Pett, for his service to the Council and to the District. This was strongly supported by other Members who commented on Cllr. Pett's exemplary service as Chairman and 'hands on' or 'boots on' approach. As a Chairman he had not only attended events but participated in them such as a 3 mile charity run. Many Members thanked him for visiting their parishes, and complimented his Escort Mrs. Eccles. He would be particularly remembered for the Lizzy Yarnold open bus tour. The new Chairman presented Cllr. Pett with the past Chairman's badge an engraved portable chess set and a past Chairman's Escort badge and flowers to Mrs Sylvia Eccles.

In response Cllr. Pett thanked Members and Officers for their support. Cllr Pett offered particular thanks to his partner Mrs Sylvia Eccles who was not a particularly public person but had been very supportive and shared responsibility for his success.

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2. To elect a Member to be Vice-Chairman for the municipal year 2014/15.

Cllr. Fleming proposed and Cllr. Ms. Lowe seconded that Cllr. Philip McGarvey be elected Vice-Chairman of the Council for the municipal year 2014/15.

Resolved: That Cllr. McGarvey be appointed Vice-Chairman of the Council for the municipal year, 2014/15.

Cllr. McGarvey then made the declaration of acceptance of office and expressed his thanks to the Council for his appointment.

The Chairman of the Council then presented the new Vice-Chairman's Escort, Mrs Dorothy McGarvey, with her badge of office.

3. To approve as a correct record the minutes of the meeting of the Council held on 1 April 2014.

The Chairman proposed that the Minutes of the meeting of the Council held on 1 April 2014 be approved and signed as a correct record.

Resolved: That the minutes of the meeting of the Council held on 1 April 2014 be approved and signed by the Chairman as a correct record.

4. Declarations of Interest

There were no additional declarations of interest made.

5. Chairman's Announcements

The Chairman announced the sad passing of a former Councillor for Edenbridge South, George Broadbridge, who had served from May 1987 to May 1991. A moments silence was held in respect of his memory.

As Chairman she hoped to keep Sevenoaks in the public eye. She would not support a particular charity but would make herself available to all charities within the District. She hoped at the very least to visit every parish.

6. To appoint the Chairmen, Vice-Chairmen and Membership of Committees for the municipal year 2014/15.

Cllr. Fleming proposed and Cllr. Ms. Lowe seconded that the appointments of Chairmen, Vice Chairmen and Membership of Committees for the municipal year 2014/15 as detailed in the Appendix to the report, be approved.

Resolved: That the Chairmen, Vice-Chairmen and membership of Committees for the municipal year 2014/15 be approved, as set out in Appendix A to these minutes including delegated authority to the Leader of the Council to rotate/amend the District Council Membership of the Strategic Board, as appropriate.

Annual Council - 13 May 20147. Scheme of Delegations

Cllr. Fleming proposed and Cllr. Ms. Lowe seconded that the delegations to Committees and Officers be agreed and that the delegations of executive functions by the Leader of the Council, and appointments to the Cabinet and the composition of the Cabinet Portfolios (attached to the minutes as Appendix B) be noted. Member's attention was drawn to the amended terms of reference for the Health Liaison Board circulated with the supplementary agenda.

Resolved: That

- a) the delegations to Committees (as set out in Parts 3-8 and Parts 9-12 of the Constitution) and the delegations to Officers (as set out in Part 13 of the Constitution) and amended terms of reference for the Health Liaison Board, be confirmed and approved; and
- b) the delegations of executive functions and appointments to the Cabinet made by the Leader, be noted.

8. To confirm the calendar of ordinary meetings for the municipal year 2014/15.

Cllr. Fleming moved and Cllr. Ms. Lowe seconded that the calendar of meetings for the municipal year 2014/15, be agreed. Members noted that the meeting of the Strategic Board scheduled for 15 May 2014 had now been cancelled

Resolved: That the Calendar of ordinary meetings for the municipal year 2014/15 be confirmed.

9. To appoint representatives on other organisations.

Cllr. Fleming moved and Cllr. Ms. Lowe seconded that the appointment of representatives on outside organisations for the municipal year 2014/15 be agreed (attached to the minutes as Appendix C).

Resolved: That the non executive appointments to other organisations for the municipal year 2014/15 be confirmed.

10. To note the outgoing Chairman's Report

The report was noted.

11. Matters considered by the Cabinet:

- a) Budget: Council Tax Support Funding for Town and Parish Councils

The background to the report was that at the Council meeting on 18 February 2014 it was resolved that "no Council Tax Support funding for Town and Parish Councils be issued as no money had been ring-fenced for this purpose in the Government Grant

Settlement, and the approach be agreed and adopted". This was also recommended by Cabinet on 6 February 2014. Westerham Town Council supported by Sevenoaks Town Council and Dunton Green Parish Council had said they intended to seek a judicial review of the decision as they believed that the decision was not as clear as it could have been. The Council Leader, Chief Finance Officer and Legal Services Manager had met their representatives on 3 April 2014 and it had been agreed that a report would be taken to Council on 13 May 2014 to give Members the opportunity to reconsider passing Council Tax Support funding to Town and Parish Councils.

Before consideration of the item the Chairman advised that she had received a request from Mr Alan Wesley, Chairman of Westerham Town Council to address the meeting. As there was no provision for this to happen within the rules set out in the Council's Constitution she had agreed to use her discretion as Chairman and allow him to speak for no more than three minutes. She invited Mr. Wesley to step forward and address the meeting.

Mr. Wesley addressed the meeting reiterating points made in the letter from Westerham Town Council dated 10 March 2014 (Appendix A to the report) pointing out that the Council had been called a 'rogue' local authority in the Sunday Times on 20 April 2014 and that the Council could afford to pass on the support funding if it used the stabilisation fund. He commented on the minutes of Cabinet held on 8 May 2014, stating that it was not double taxation as the Parish and Town Council's had taken on liability and that the reference to not knowing what to do with the money was condescending. He also stated that the 24 dual hatted members should not vote and if they did not vote for passing on the money they should resign. He advised that it was his 70th birthday but had agreed to attend this meeting to be heard.

Cllr. Fleming proposed and Cllr. Ramsay seconded the recommendations from Cabinet which did not set out a preferred option but recommended that Council consider all three options being proposed. In proposing the motion, Cllr. Fleming wished Mr Wesley a happy birthday and was pleased the Chairman had used her discretion to allow him the opportunity to address the meeting on a matter he felt so strongly about.

The Chairman advised Council that the motion with all three options would be debated as a whole, and then each option voted on individually.

The Leader stated that he had sympathy with the parishes however unfortunately the Government had continued to make promises around levels of funding the Council believed had not been passed on. Commenting on the letters received from Brandon Lewis MP, it was stated that it was impossible to work out how much to give yet it had been managed the year before when it had been ring-fenced. It had been pointed out at an early stage that the funding may not continue, this had been heard before for example over the funding of bus passes which had been ring-fenced then disappeared. Therefore Officers had advised Town and Parish Councils straight away that it could not be certain that this funding would be paid in future years in order to help them prepare. Referring to the minutes of Cabinet, if the Council considered paying the money from reserves he would have an expectation that the parishes and towns pay the raised precept amount back to the the residents of the parish.

Members debated the item. A Member who was not dual hatted had spoken to her Parish Clerk with a financial background, who had said it had been very clear what was

Annual Council - 13 May 2014

going to happen which is why they had raised their precept. Another Member spoke against the previous decision as he had before, concerned as to the impact on the poorer sections of the District. He also commented that it seemed to go against all endeavours by local government to have localised power. Parishes were required, legally, to balance their budgets. He thanked Mr Wesley for pursuing the matter and offered the support of Swanley Town Council. Another Member said the Council should be concerned that it had been called a 'rogue' Council. It was clear that if other authorities could pass on the money so could this one. She commented on poor procedures and called for a legally qualified Cabinet Member.

A Member referred to the letter from Michael Fallon MP, and the expectation that the money would be passed down. She also felt that the Council was 'morally' bound to pass on this money. Other Members pointed out that there had been constant communication with the Town and Parishes and many had taken heed of the warnings given. One Member pointed out that when he entered the Chamber it was as a District Councillor and his decision would be for the benefit of the District. Some Members thought that a compromise maybe in order. Another Member who did not sit on a Parish or Town Council advised that she had spoken to her Parish Council and been told that it had been clear from the outset that the money was not guaranteed and had been treated as a windfall. They had not expected to receive anything this year and would not support an expensive judicial review. Other Members stated that it was clear that there had been an intention to support local government in better localisation, and that the relationship with Parishes and Town Councils needed consideration along with the Council's reputation.

In response to comments and questions raised during the debate, the Leader advised that the purpose of the Council's stabilisation fund was not just to balance each year but the 10 year budget, and any payment would affect and cause an overall shortfall to the 10 year budget. The Council, Officers and lead Members had done everything possible to engage in an open process, initial tax base figures had been estimates and the final ones had been confirmed as soon as they were known. Central Government continued to claim there was specific funding but were still unable to identify an amount. As previously stated if a figure had been identified the Council would have passed on 100% of that identified amount as before. Not all Councils had passed on 100% of the money the previous year. Many other Councils were only passing on 50% with the caveat of nothing in future years. If options (a) or (b) were chosen the Council would be funding a scheme the government was not. The decision had been taken by Full Council on 18 February 2014 and had followed due democratic process. Many parishes had followed the advice given. He urged Members to vote for option (c).

Public Sector Equality Duty

Members noted that consideration had been given to impacts under the Public Sector Equality Duty.

The Chairman put each individual option to the vote:

Option (a) - 'An amount of funding is passed to Town and Parish Councils for Council Tax Support in 2014/15 equivalent to the amount passed on in 2013/14 less 24% (the Council's reduction in Revenue Support Grant)' this was put to the vote and was lost.

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Option (b) – ‘A different amount is passed to Town and Parish Councils for Council Tax Support in 2014/15’ this was put to the vote and was lost.

Option (c) – ‘No funding is passed to Town and Parish Councils for Council Tax Support in 2014/15’ this was put to the vote and it was

Resolved: That no funding be passed to Town and Parish Councils for Council Tax Support in 2014/15.

THE MEETING WAS CONCLUDED AT 8.28 PM

CHAIRMAN

Chairmen, Vice-Chairmen and Membership of Council Committees

2014-15

Appointments Committee

(10 Members: 8 Conservative, 1 Labour, 1 Liberal Democrat)

Cllrs. Mrs Clark, Fittock, Grint, Mrs Hunter, Mrs Purves, Miss Stack, Leader and 3 appropriate Portfolio Holders

(Please note the election of the Chairman will take place at the first meeting of the Committee in the municipal year.)

Audit Committee

(9 Members: 7 Conservative, 1 Labour, 1 Liberal Democrat)

Chairman: Cllr. Grint

Vice Chairman: Cllr. Brookbank

Cllrs. Mrs Bayley, Brown, Fittock, Neal, Orridge, Towell and Mrs Purves

Development Control Committee

(19 Members: 17 Conservative, 1 Labour, 1 Liberal Democrat)

Chairman: Cllr. Williamson

Vice-Chairman: Cllr. Miss Thornton

Cllrs. Mrs Ayres, Bosley, Brookbank, Brown, Clark, Cooke, Edwards-Winsler, Firth, Gaywood, McGarvey, Neal, Orridge, Mrs Parkin, Raikes, Miss Stack, Underwood and Walshe

Governance Committee

(7 Members: 5 Conservative, 1 Labour, 1 Liberal Democrat)

Chairman: Cllr. Pett

Vice-Chairman: Cllr. McGarvey

Cllrs. Ms Chetram, Mrs Clark, Fittock, London, and Walshe

Health Liaison Board

(8 Members: 6 Conservative, 2 Labour)

Chairman: Cllr. Mrs Cook

Vice-Chairman: Cllr. Davison

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Cllrs. Mrs Bosley, Brookbank, Clark, Mrs George, Fittock and Searles

Homelessness Review Board

(3 Members: to be drawn from the Council)

The Portfolio Holder for Housing & Community Safety to be Chairman of the Board and the membership to be drawn from the Council.

Licensing Committee

(13 Members: 11 Conservative, 1 Labour, 1 Liberal Democrat)

Chairman: Cllr. Mrs Morris

Vice-Chairman: Cllr. Clark

Cllrs. Abraham, Mrs Ayres, Ayres, Bosley, Cooke, Mrs George, Orridge, Mrs Parkin, Pett, Raikes and Walshe

Scrutiny Committee

(11 Members: 9 Conservative, 1 Labour, 1 Liberal Democrat)

Chairman: Cllr. London

Vice-Chairman: Cllr. Brown

Cllrs Bracken, Brookbank, Davison, Grint, Neal, Orridge, Pett, Underwood and Walshe

Standards Committee

The Standards Committee will be composed of:

7 Members other than the Leader of the Council and no more than 1 Member selected from a particular Parish Boundary.

(7 Members: 6 Conservative, 1 UKIP)

Only one Member out of the above seven Members to be an Executive Member without being a Chair of the Committee as Standards is a Council function as opposed to an Executive function (s.27(8), Part 1, Chapter 7 of the Localism Act 2011).

Up to 2 co-opted Members of a parish or town council (a parish/town council member)

Chairman: Cllr. Gaywood

Vice-Chairman: Cllr. Ball

Cllrs. Mrs Bosley, Mrs Bracken, Brown, Lindsay and Mrs Morris

Sevenoaks Joint Transportation Board

(7 District Council Members: (6 Conservative, 1 Labour), 7 Kent Council Council Members

and 1 Town/Parish Council Representative)

Chairman: County Cllr. Chard

Vice-Chairman: Cllr. London

(The position of Chairman is on a yearly alternate basis between the District Council and County Council and appointed under respective constitutional arrangements. This year it is the County Council's turn.)

District Council Membership: Cllrs. Davison, Edwards-Winsler, Searles, Towell, Williamson and Underwood

County Council Membership: County Councillors: Brazier, Brookbank, Mrs. Crabtree, Gough, Parry and Pearman

Town/Parish Council Representative: (nominated by the Area Committee of the Kent Association of Local Councils)

(The Board comprises of all Kent County Council local members for divisions in the Sevenoaks District Council area, an equal number of Sevenoaks District Council Members and a Town/Parish Council Representative (of which a substitute member may be nominated) who may speak but not vote, nor propose a motion or amendment.)

Strategic Board

(14 Members: 7 District Council Members and 7 Kent Council Council Members)

Chairman: Cllr. Fleming

Vice Chairman: County Cllr. Brookbank

(The position of Chairman to be the Leader of Sevenoaks District Council, with the Vice Chairman appointed by Kent County Council)

District Council Membership: Cllrs. Abraham, Mrs Bosley, Davison, Grint, Hunter, Ramsay and Searles (from which 7 will be picked each meeting as the Leader of the District Council has the delegated authority to rotate/amend the District Council Membership as appropriate)

County Council Membership: County Councillors: Brazier, Chard, Mrs Crabtree, Gough, Parry and Pearman

Cabinet Membership

(5 Members: 5 Conservatives) Cllrs. Fleming, (Chairman), Hogarth, Ramsay, Ms Lowe and Piper

Portfolio Holders 2014/15 (Annex to Appendix H of the Constitution - revised May 2014)

Cllr. Peter Fleming	Leader Strategy & Performance	Corporate Policy, Corporate Health & Safety, Communications, Customer Service Standards, Equality, Human Resources, Business Transformation, Democratic Services and Performance Management Framework
Cllr. Roddy Hogarth	Economic & Community Development	Community Grants, Community Plan, Health & Leisure, Economic Development, Emergency Planning, Building Control, Business continuity, Markets, Parking, Regeneration, Tourism, Town Centres, West Kent Partnership and West Kent Leader Programme
Cllr. Brian Ramsay	Finance & Resources	Audit and Corporate Governance, Budget & Financial Strategy, Legal, Information Technology, Local Tax, Shared Services, Procurement Policies, Property, Facilities Management and Strategic Risk
Cllr. Michelle Lowe	Housing & Community Safety	Housing Strategy/Policy, Housing Standards, Housing Needs, Empty Homes/Under Occupation, SDC Gypsy/Traveller Site Management, Unauthorised Gypsy/Traveller encampments, Disabled Facilities Grant, Housing Benefit & Benefit Fraud, Community Safety, Licensing, CCTV, Safeguarding, Children and Young People, Older People, and Environmental Health
Cllr. Robert Piper	Local Planning & Environment	Conservation, Development Control, Local Plan (formerly LDF), Planning Policy, Transport Policy, Direct Services, Climate Change, Energy Efficiency & Fuel Poverty, Street Cleansing and Waste & Recycling

APPOINTMENTS TO OTHER ORGANISATIONS 2014/15 – NON-EXECUTIVE

<u>Organisation</u>	<u>No. of Reps</u>	<u>Period of Appoint- ment</u>	<u>Renewal Date</u>	<u>Appointee(s) 2014/15</u>
Age UK:				
Darent Valley	2	Annual	May 2015	Mrs. F.P. Parkin M. Fittock
Sevenoaks, Tonbridge & District	1	Annual	May 2015	R. Walshe
Biggin Hill Airport Consultative Committee	1	Annual	May 2015	R. Hogarth
Bough Beech Reservoir Recreation Consultative and Management Advisory Committee	1	Annual	May 2015	P.C.R. Cooke
Citizens Advice Bureau:				
Edenbridge & Westerham	2	Annual	May 2015	K.J. Maskell P.C.R. Cooke
Sevenoaks and Swanley CAB Ltd	2	Annual	May 2015	Mrs. A.D. Hunter Ms. I. Chetram
Health & Wellbeing Boards:				
Dartford, Gravesham and Swanley	1	Annual	May 2015	T. Searles
West Kent and Weald	1	Annual	May 2015	Mrs. A. Cook
Clinical Commissioning Groups (Observers):				
Dartford, Gravesham and Swanley	1	Annual	May 2015	T. Searles
West Kent and Weald	1	Annual	May 2015	R. J. Davison
Kent County Council's Health Overview and Scrutiny Committee	1	Annual	May 2015	R. J. Davison

Agenda Item 1

Appendix C

<u>Organisation</u>	<u>No. of Reps</u>	<u>Period of Appoint- ment</u>	<u>Renewal Date</u>	<u>Appointee(s) 2014/15</u>
Kent County Playing Fields Association	1	Annual	May 2015	M. Fittock
Action with Communities in Rural Kent	2	Annual	May 2015	Cam. Clark Miss. J. Thornton
RELATE: West Kent & Tunbridge Wells	1	Annual	May 2015	vacancy
Sevenoaks Churches Group for Social Concern	2	Annual	May 2015	P.R. McGarvey Mrs. A. Cook
Sevenoaks Conservation Council	4	Annual	May 2015	R.L. Piper A. E. Dawson J. Edwards-Winser R. Walshe
Sevenoaks District Access Group	5	Annual	May 2015	Mrs. A.E. Dawson Mrs. F.P. Parkin A.W.L. Pett R.L. Piper J.Underwood
Sevenoaks Leisure Board of Trustees	2	Annual	May 2015	Mrs. G.P.E. Davison Mrs. A. George
Volunteer Bureau:				
Sevenoaks Volunteer Transport Group	1	Annual	May 2015	R.J. Davison
Edenbridge Volunteer Transport Service	1	Annual	May 2015	R. Orridge
North West Kent Volunteer Centre (Swanley)	1	Annual	May 2015	T. Searles

Item 6 (a) – Safeguarding Policy

The attached report was considered by the Cabinet. The relevant minute extract is below:

Cabinet – 8 May 2014 (Minute 111)

The Portfolio Holder for Housing & Community Safety presented a report which sought approval for the adoption of the updated Safeguarding Policy to enable the Council to more effectively meet its statutory responsibilities under s. 11 of the Children’s Act 2004 and follow guidance published by the Department of Health and Kent County Council in relation to vulnerable adults. The main advantage was that the guidance to Officers was now more comprehensive and made sure contractors and volunteers were aware of their professional and moral obligations for Safeguarding. The Policy was intended to apply to all staff, Members of the Council, contractors and volunteers, and also clarified the District Council’s responsibility for ensuring that any organisation that received funding from the District Council had appropriate policies in place to safeguard children and vulnerable adults. Members noted and considered the relevant minute and recommendations received from the Housing & Community Safety Advisory Committee who had considered the same report.

The Chief Officer Communities and Business advised that it had more recently been updated in light of a new important piece of legislation the Children and Families Act 2014.

Public Sector Equality Duty

Members noted that consideration had been given to impacts under the Public Sector Equality Duty.

Resolved: That it be recommended to Council to adopt the updated Safeguarding Policy for the protection of children and vulnerable adults.

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SAFEGUARDING POLICY FOR THE PROTECTION OF CHILDREN AND VULNERABLE ADULTS

Council – 22 July 2014

Draft Report of Chief Officer for Communities and Business

Status: For decision

Also considered by: Housing and Community Safety Advisory Committee - 29 April 2014

Cabinet – 8 May 2014

Key Decision: No

Executive Summary:

This Policy updates and refreshes the existing Safeguarding Policy to enable the Council to more effectively meet its responsibilities to safeguard children and vulnerable adults.

This report supports the Key Aim of the Community Plan - (Safe Communities, Caring Communities, Healthy Environment)

Portfolio Holder Cllr Michelle Lowe

Contact Officer(s) Lesley Bowles x7335

Recommendation to Housing and Community Safety Advisory Committee:

To recommend to Cabinet the updated Safeguarding Policy for the protection of children and vulnerable adults.

Recommendation to Cabinet: To recommend to Council the adoption of the updated Safeguarding Policy for the protection of children and vulnerable adults.

Recommendation to Council: To adopt the updated Safeguarding Policy for the protection of children and vulnerable adults.

Reason for recommendation: To enable the Council to meet its statutory responsibilities under S11 of the Children’s Act 2004 and to follow guidance published by the Department of Health and Kent County Council in relation to vulnerable adults. To ensure that all Council staff, Members, contractors and volunteers and aware of their professional and moral obligations for Safeguarding.

Agenda Item 6a

Introduction and Background

1. Safeguarding is a key priority for the Council and safeguarding children and vulnerable adults from avoidable harm or abuse.
2. The Council has statutory obligations under Section 11 of the Children Act 2004 with regard to safeguarding and promoting the welfare of children.
3. District Councils are expected to ensure:
 - senior management commitment to the importance of safeguarding and promoting the well being of children and young people.
 - a clear statement of the Council's responsibilities to children is made available to staff.
 - clear lines of accountability for work on safeguarding and promoting well being.
 - that the views of children and young people to help shape services.
 - safe recruitment procedures for those coming into contact with children and young people.
 - appropriate training for staff.
 - effective working relationships within the Council and partner agencies to safeguard and promote wellbeing, and to share information effectively.
4. The "No Secrets: guidance on protecting vulnerable adults in care" Department Of Health guidance, March 2000 was issued under Section 7 of the Local Authority Social Services Act 1970. This places a responsibility on Social Services to play a co-ordinating role in developing local policies and procedures for the protection of vulnerable adults from abuse. In addition it states that other statutory agencies should 'work together in partnership to ensure that appropriate policies, procedures and practices are in place and implemented locally.'
5. In response to the "No Secrets" Department of Health guidance a Kent and Medway Multi-Agency Adult Protection Policy Protocols and Guidance document was issued by Kent County Council Social Services Directorate.
6. The revised Safeguarding Policy has been written to ensure that the Council appropriately meets its statutory responsibilities for safeguarding children through S11 of the Children's Act 2004 and responds to guidance in relation to vulnerable adults.
7. It also sets out information and the procedures to follow in order to report suspicions, allegations or matters reported to them.
8. A corporate group, chaired by the Chief Officer for Communities and Business has been set up. The full terms of reference for this group are set out in Appendix D of the revised Safeguarding Policy. It aims to promote safeguarding across the Council, advise on training needs and act as a source of help and guidance for staff needing advice.

9. New legislation regarding vulnerable adults is likely to come forward in the near future.

10. This Policy is intended to apply to all staff, Members of the Council, contractors and volunteers. In addition, it clarifies the District Council's responsibility for ensuring that any organisation that receives funding from the District Council has appropriate policies in place to safeguard children and vulnerable adults.

Key Implications

Financial

11. There are no financial implications. Training for staff in Safeguarding is being met from within existing resources.

Legal Implications and Risk Assessment Statement.

12. Failure to meeting statutory responsibilities to safeguard and promote the welfare of children under S11 of the Children Act 2004 could lead to litigation if children come to harm whilst the Council are carrying out services/undertaking duties or partner agencies carrying out services/undertaking duties on behalf of the Council.

13. Failure to follow guidance published by the Department of Health and Kent County Council in relation to vulnerable adults could weaken the Councils' position if vulnerable adults come to harm as a result of failure to implement an effective system of controls and procedures at a local level.

14. Failure to keep children or vulnerable adults safe represents not only a significant risk to residents but also to the reputation of the Council.

RISK	MITIGATION
Failure to keep children or vulnerable adults safe or report appropriately anything which a member of staff suspects, alleges or is informed about may lead to children and vulnerable adults coming to harm, injury or death	All staff and Members to be aware of the revised Safeguarding Policy for the protection of children and vulnerable adults. In addition, training for front line staff, Chief Officers and Managers rolled out within the organisation
Risk of significant harm to the Council's reputation	Ensure that all staff are aware of their responsibilities
Failure to ensure groups in receipt of funding also take their safeguarding responsibilities seriously	Conditions attached to funding agreements should be monitored appropriately

Agenda Item 6a

Equality Impacts

Consideration of impacts under the Public Sector Equality Duty:		
Question	Answer	Explanation / Evidence
a. Does the decision being made or recommended through this paper have potential to disadvantage or discriminate against different groups in the community?	No	This Policy is intended to ensure that the needs of children and vulnerable adults are appropriately recognised and their welfare promoted, in all communities in the District
b. Does the decision being made or recommended through this paper have the potential to promote equality of opportunity?	Yes	This Policy is intended to ensure that the needs of children and vulnerable adults are appropriately recognised and their welfare promoted.
c. What steps can be taken to mitigate, reduce, avoid or minimise the impacts identified above?		This Policy is intended to ensure that the needs of children and vulnerable adults are appropriately recognised and their welfare promoted.

Community Impact and Outcomes

The purpose of the Policy is to safeguard children and vulnerable adults. Therefore, the impact on the community should be positive.

Resource (non-financial)

Officer time to service the Sevenoaks District Council Safeguarding Group Board is currently committed from within existing budgets with responsibility for safeguarding falling to the Communities and Business Team. The Head of Communities and Business is the nominated lead Safeguarding Officer, supported by the Head of Human Resources, members of the Safeguarding Group (See Appendix 1) and Managers trained in Safeguarding. A list of all Managers trained in Safeguarding is available on the Council's intranet "inSite".

Conclusions

Members recommendation to Cabinet of the updated Safeguarding Policy is sought. Following approval, the policy will be made available to all staff, contractors and volunteers. The District Council Safeguarding Group will be responsible for reviewing its implementation.

Appendices

Appendix 1 Draft Policy for the Protection of Children and Vulnerable Adults together with Appendices A-F

Background Papers:

[Children Act 2004](#)

[“No Secrets: guidance on protecting vulnerable adults in care” Department Of Health guidance, March 2000](#)

Lesley Bowles
Chief Officer for Communities and Business

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Sevenoaks District Council

Policy for the Protection

of

Children

and

Vulnerable Adults

This policy is available on InSite





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Appendix A1: A guide to types of abuse

Appendix A2: Guidance notes for staff and volunteers when dealing with allegations of abuse

Appendix B: Sevenoaks District Council Safeguarding Group

Appendix C1 SDC Internal notification form

Appendix C2 Guidance notes and Specialist Children’s Services Children in Need and Child Protection referral form (KCC)

Appendix C3 Form AP1 –Kent Social Services Adult Protection Alert Form

Appendix D: Contacts for Safeguarding

Appendix E: Disclosure and Barring Service (DBS) information

Appendix F: Council roles and Safeguarding – How might I be involved?

1 Introduction

- 1.1 The action we take to promote the welfare of children, young people and vulnerable adults and protect them from harm is everyone's responsibility. Everyone who comes into contact with children and vulnerable adults has a role to play.
- 1.2 This Policy applies to all staff and volunteers working within Sevenoaks District Council who have contact with children and/or vulnerable adults, or who have responsibility for contractors and organisations providing services on behalf of the Council.

1.3 It is your responsibility to read this information carefully and if you are a manager, ensure it is distributed to all relevant individuals or groups before they have contact with children and/or vulnerable adults.

- 1.4 Sevenoaks District Council's Safeguarding Policy seeks to enhance the quality of life of children and vulnerable adults through consultation with them about the services we provide, identifying and responding to child and adult protection issues, seeking to prevent cases of abuse, promoting good practice and sharing information to assist in the prevention of abuse.
- 1.5 Studies have revealed the complexity of deciding when and how to intervene to protect and promote the welfare of children and vulnerable adults. These studies have highlighted that successful intervention depends on robust interagency working and partnerships between local council services, health, the family justice system and the voluntary sector. Sevenoaks District Council is committed to this strengthening this working practice.
- 1.6 This policy seeks to ensure that staff and volunteers working with children and vulnerable adults have a good understanding of safeguarding guidelines and good practice.

2 Equality and Inclusion Statement

- 2.1 We recognise that everyone has a contribution to make to our society and a right to access services without being discriminated against or disadvantaged because of their:
 - Race, colour, nationality, ethnicity
 - Gender, marital status or caring responsibility
 - Sexual orientation
 - Age
 - Physical or mental disability or mental health
 - Religion or belief
 - Health status
 - Employment status.

3 Definitions and responsibilities

3.1 Safeguarding Children:

3.1.1 Everyone has a responsibility to ensure that concerns about the abuse of children and vulnerable adults are addressed. The lead responsibility for managing child and adult protection lies with Kent County Council Social Services Agency although Sevenoaks District Council works in partnership with them to identify and respond to suspected abuse.

3.1.2 For the purposes of the Safeguarding Policy the term 'child' or 'children' applies to children and young people under 18 years of age and stated (‘vulnerable’) young people under the age of 25.

3.1.3 Safeguarding and promoting the welfare of children is defined by “Working Together to Safeguard Children: A guide to inter-agency working to safeguard and promote the welfare of children, 2013” (available at www.workingtogetheronline.co.uk) as:

- Protecting children from maltreatment;
- Preventing impairment of children's health or development;
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care;
- Taking action to enable all children to have the best outcomes.

3.1.4 The Children Act 1989 states that every child has a right to protection from abuse, neglect and exploitation. Statutory guidance on making arrangements to safeguard and promote the welfare of children under the Children Act 2004 was published in August 2005. The guidance came into force on 1 October 2005.

3.2 The Council’s duties under the Children Act 2004 are:

3.2.1 Duty to co-operate to improve children’s wellbeing

- Section 10: requires each local authority (Local Education Authority and Children’s Services Authorities - Kent County Council) to make arrangements to promote co-operation between the authority, each of the authority’s relevant partners and such other persons or bodies working with children in the local authority’s area as the authority considers appropriate. The arrangements are to be made with a view to improving the wellbeing of children in the authority’s area, which includes protection from harm or neglect.

3.2.2 Duty to safeguard and promote the welfare of children:

- Section 11: requires a range of organisations (including District Councils) to make arrangements for ensuring that their functions, and services provided on their behalf, are discharged with regard to the need to safeguard and promote the welfare of children.

3.2.3 Expectations of district councils include:

- Senior management commitment to the importance of safeguarding and promoting wellbeing.
- A clear statement of the Council's responsibilities to children, made available to employees.
- Clear lines of accountability for work on safeguarding and promoting wellbeing.
- Using the views of children and young people to help shape services.
- Safe recruitment procedures for those coming into contact with children and young people.
- Appropriate training for employees.
- Effective working relationships within the Council and with other agencies to safeguard and promote wellbeing, and to share information effectively.

3.2.4 The Children and Families Act (2014) came into force on 21st April 2014. This sets out:

- Where there are signs that a child under the age of 18 years or an unborn baby is
 - **suffering or may have suffered abuse and/or neglect**
 - **likely to suffer abuse and/or neglect**
- No professional has the right or responsibility to withhold information or to respect a child/ young person's wishes for confidentiality.

3.3 Vulnerable Adults

3.3.1 A vulnerable adult is a person aged 18 or over who "is or may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation" (No Secrets: guidance on protecting vulnerable adults in care, Department of Health, 2000) available at www.gov.uk/government/publications/no-secrets-guidance-on-protecting-vulnerable-adults-in-care

3.3.2 A vulnerable person may be someone with learning disabilities, mental health problems, or someone who is old or has a physical disability or impairment including an individual who may be vulnerable as a consequence of their role as a carer and victims of domestic abuse, hate crime and anti social behaviour.

3.3.3 A person's need for additional support to protect them may be increased when complicated by additional factors, such as physical frailty or chronic illness, sensory impairment, challenging behaviour, drug or alcohol problems, social or emotional problems, poverty or homelessness.

3.3.4 The “No Secrets: guidance on protecting vulnerable adults in care” Department Of Health (DoH) guidance, March 2000 was issued under Section 7 of the Local Authority Social Services Act 1970. It places a responsibility on social services to play a co-ordinating role in developing local policies and procedures for the protection of vulnerable adults from abuse. In addition it states that other statutory agencies should ‘work together in partnership to ensure that appropriate policies, procedures and practices are in place and implemented locally.

3.3.5 In response to the “No Secrets” DOH guidance a Kent and Medway Multi-Agency Adult Protection Policy Protocols and Guidance document was issued by Kent County Council Social Services Directorate.

4 Definition of abuse

4.1 The definitions of abuse set out below are taken from the Department of Education document “Working Together to Safeguard Children” (2013) and the Department of Health document “No Secrets: guidance on protecting vulnerable adults in care” (2000).

4.2 Abuse is “a violation of an individual’s human and civil rights by any other person or persons’ and can be perpetrated by, and to, anyone, regardless of age, gender, class or ethnicity”. Abuse may be a single act or repeated over a period of time. Somebody may abuse or neglect a child or vulnerable adult by inflicting harm, or by failing to act to prevent harm. Children or vulnerable adults may be abused in a family, in an institutional or community setting, by those known to them or, more rarely, by a stranger.

4.3 It is important to understand that a vulnerable adult may be abused by another vulnerable adult, and equally, a child or young person may be abused by another child or young person.

4.4 Tools to help further define and identify abuse are set out at Appendix A1.

4.5 Appendix A2 sets out guidance notes for staff when dealing with people who are disclosing allegations of abuse.

4.6 Appendix F sets out how the Council’s staff might come into contact with safeguarding issues as part of their day-to-day role.

5 Fulfilling the Council's Safeguarding Obligations

- 5.1 In order to fulfil its commitment to ensure good working practice in protecting children and vulnerable adults the Council will undertake the following:
- 5.1.1 **Senior Management Commitment:** The Chief Executive and Chief Officers are committed to the importance of safeguarding and promote the Council's Safeguarding Policy. The Lead Safeguarding Officer will be a member of the Strategic Management Team and the Strategic Management Team will receive updates on safeguarding matters.
 - 5.1.2 **Cascading the Policy:** This Policy sets out a clear statement of the Council's responsibilities. It will be made available to all staff. Managers will ensure that staff who have a safeguarding responsibility or who are likely to come into contact with children or vulnerable adults have read, understood and signed for receipt of, a copy of this Policy.
 - 5.1.3 **Shaping services:** All consultations affecting children or vulnerable adults will be undertaken using methods that are accessible and appropriate. The views of children and vulnerable adults will be taken into account when shaping services that affect them.
 - 5.1.4 **Safe recruitment practices:** The Council will adopt safe recruitment practices to reduce the likelihood of recruiting unsuitable staff. This includes ensuring that a statement about the organisation's commitment to safeguarding is included in all recruitment and selection materials including reference to regular DBS checks. Satisfactory explanations for any gaps in employment will be sought. References will always be obtained direct from the referee, never through the applicant. Appropriate levels of Disclosure and Barring Service checks will be obtained.

5.2 Disclosure and Barring Service (DBS) Criminal Records Check Policy

- 5.2.1 The Council requires staff to have an enhanced DBS check if they have unsupervised contact with children, young people and vulnerable adults. Chief Officers and Heads of Service, in consultation with Human Resources, are responsible for deciding which of their staff require a DBS check, the level of check required and for ensuring that DBS checks are kept up to date.
- 5.2.2 Organisations or contractors undertaking work on behalf of the Council should confirm that they have appropriate DBS checks in place.
- 5.2.3 For further information, please see Appendix E.

5.3 Appropriate training for employees.

- 5.3.1 Everyone with access to children and vulnerable adults shall have regular training on safeguarding matters.
- 5.3.2 Employees must accept and be able to recognise their responsibilities with regard to their own good practice and the reporting of signs of suspected abuse or neglect to either the Police or Kent County Council's Central Duty Team and

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understand Sevenoaks District Council's statutory obligation to ensure confirmation is received from the County Council that any referrals made are being actively dealt with.

- 5.3.3 Training needs and opportunities relating to child and vulnerable adult safeguarding and protection issues will be identified and addressed through the Council's Induction and Appraisal Procedures, and in response to any changes in legislation. Training may include internal courses/workshops, externally accredited courses/seminars or workshops organised by relevant agencies. The Council Human Resources Team will keep a record of all staff and volunteers who have received training.
- 5.3.4 In most cases the Council will ensure that photographs taken of children participating in Council events will not be used for publicity purposes unless express written permission has been agreed from the parent(s), guardian(s) or carer(s). An exception will be community events which are open to all, and where it is therefore not possible to get prior consent. In such instances highly-visible signs will be put up advising the public the photographs are being taken that could be used for publicity purposes.
- 5.3.5 Organisations who are delivering services on behalf of the Council where there is a safeguarding element to the work that they do will be invited to join internal training courses.
- 5.3.6 Where organisations are delivering services affecting children or vulnerable adults on behalf of the Council, the following governance arrangements will apply:
- Guidance and training on safeguarding will be provided for key Council staff responsible for commissioning or grant aiding such services.
 - The Council will offer safeguarding training to commissioned organisations
 - Contracts, Service Level Agreements or grant approval letters will set out the safeguarding arrangements required. As a minimum, this will be that where adults work or volunteer with children or vulnerable adults they should be subject to a DBS check or be supervised by a person with a DBS check. The organisation should take part in safeguarding training and should have its own safeguarding policy and safe recruitment arrangements in place.

5.4 Effective working relationships within the Council and with other agencies

5.4.1 The Sevenoaks District Council Safeguarding Group (See Appendix B for details) brings together members of staff who are practitioners most likely to encounter safeguarding issues in their day-to-day work. It meets quarterly to help ensure that the Council is taking its safeguarding responsibility seriously and complying with legal requirements. It provides a forum for practitioners to discuss issues and concerns relating to safeguarding. This Policy will be monitored through the Council's Safeguarding Group.

5.4.2 The Council has a whistle-blowing policy and staff who are worried about the practice of another member of staff, another organisation or Member are encouraged to use the policy.

The Council will ensure that organisations with whom we work in partnership on child and vulnerable adult matters are made aware of this Policy. Organisations receiving funding from the District Council will be required to provide evidence that they have a suitable child and adult protection policy and practice in place.

5.4.3 The Council will ensure, where appropriate, that partner organisations sign relevant Information Sharing Procedures set up by the Kent Safeguarding Board to ensure good practice.

5.4.4 The Council will take part in any County or District-wide forum to which they are invited that exists to co-ordinate multi-agency arrangements relating to safeguarding matters.

5.4.5 The District Council's exposure to safeguarding issues is rare. The County Council LADO's (Local Authority Designated Officer) role is to advise on matters relating to safeguarding for children. The Council will consult the LADO if there is doubt about an appropriate course of action or referral or if the Council is unsure as to whether it is appropriate to suspend a member of staff who has been accused of inappropriate behaviour. In addition, advice relating to safeguarding matters for vulnerable adults can be sought from Kent County Council's Central Duty Team. Contact details can be found at Appendix D

5.5 Clear lines of accountability for work on safeguarding and promoting wellbeing.

5.5.1 The procedures for dealing with child and vulnerable adult safeguarding issues are set out in section 5.6 (pages 10-16). Actions fall broadly into three categories:

- To take appropriate action when staff or volunteers are concerned that someone in their care, through projects and activities of Sevenoaks District Council is the victim of abuse.
- To take appropriate action when staff or volunteers are accused of abuse. If a member of staff or volunteer is accused of abusing a child or vulnerable adult, appropriate investigations by the Council's Human Resources Department will be carried out.
- Ensuring that staff and volunteers do not abuse those in their care.

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5.6 Procedures for reporting abuse

5.6.1 Every reported incident of abuse, or suspected abuse, must be taken seriously and addressed with appropriate urgency.

5.6.2 Procedures for reporting abuse are given in the table below (pages 10 -16).

5.6.3 This applies whether you:

- are given information about alleged abuse
- suspect that a child or vulnerable adult is being abused
- receive complaints or are suspicious about a colleague

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This procedure should only be followed in non-emergency cases. Instances where a child or vulnerable adult is at immediate risk of harm must be reported to the Police as soon as possible – this act saves lives.

What action should I take?	A: I have received an allegation of abuse or a serious incident involving a colleague or I am suspicious about a colleague	B: I suspect someone is being abused or suspect a serious incident has taken place	C: Someone has told me about an incident of abuse or a serious incident
Stage 1 – Initial Notifications			
Who should I tell?	Your Service Manager, Head of Service or Chief Officer, who will help you to collate the necessary information so that you can complete the Initial Notification form.		
Timescale	You should do this straight away		
How do I make the Initial Notification?	Any allegations, incidents or suspicions must be documented. An Initial Notification must be made using form C1. This should be handed to the Head of Human Resources and the Deputy Chief Executive. (or member of the HR department, or one of the members of the Safeguarding Group listed on Appendix B & D if they are unavailable)	Any allegations, incidents or suspicions must be documented. An Initial Notification must be made within 2 hours using form C1 which should be given to the Lead Safeguarding Officer or Deputy Chief Executive (or one of the members of the Safeguarding Group listed on Appendix B&D if they are unavailable)	Any allegations, incidents or suspicions must be documented. An Initial Notification must be made within 2 hours using form C1 which should be given to the Lead Safeguarding Officer or Deputy Chief Executive (or one of the members of the Safeguarding Group listed on Appendix B& D if they are unavailable)
Guidance notes for staff and volunteers	Please refer to: <ul style="list-style-type: none"> Appendix A1: This provides a guide to different types of abuse and how to recognise them Appendix A2: Guidance notes for staff and volunteers when dealing with people who are disclosing allegations of abuse Appendix D – This sets out the contact details for managers responsible for dealing with Safeguarding issues within the organisation. It also lists the contact details for the KCC Lead Authority Designated Officer and the KCC Central Duty Team 		
What forms do I need to use	Form C1	Form C1	Form C1
Next steps	The form will be reviewed by the Head of Human Resources.	An appropriate manager trained in Safeguarding will be appointed.	An appropriate manager trained in Safeguarding will be appointed.

In consultation with the individual's line manager, the Head of Human Resources will consider whether to suspend from duty the member of staff who is accused in line with the Council's Disciplinary Procedure.

This is designed to protect the member of staff in the first instance.

The Head of Human Resources, Deputy Chief Executive or Lead Safeguarding Officer should consider consulting the KCC Lead Authority Designated Officer or KCC Central Duty Team regarding whether it is necessary to suspend or involve the Police.

HR will ensure that members of staff making the report receive appropriate support

HR will ensure that members of staff making the report receive appropriate support

HR will ensure that members of staff making the report receive appropriate support

Page 35	Police involvement	<p>Any decisions to contact the Police due to immediate risk of harm when it involves a member of staff being accused of abuse will be taken by the Deputy Chief Executive, Chief Executive or Lead Safeguarding Officer.</p> <p>If the Police are contacted, make a note of the Police crime number or the name of the Police Officer handling the case should be taken.</p>	<p>If following completion and review of form C1, a decision is taken to refer the matter to the Police due to immediate risk of harm, make a note of the Police crime report number or the name of the Police Officer handling the case.</p>	<p>If following completion and review of form C1, a decision is taken to refer the matter to the Police due to immediate risk of harm, make a note of the Police crime report number or the name of the Police Officer handling the case.</p>
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Stage 2 – Further investigation and/or making a referral

What action should I take?	A: I have received an allegation of abuse involving a colleague or I am suspicious about a colleague	B: I suspect someone is being abused	C: Someone has told me about an incident of abuse
Further investigation and/or making a referral	<p>The Head of Human Resources will use the Council’s usual follow up procedures to determine the outcome.</p> <p>The Head of Human Resources will keep the Deputy Chief Executive briefed about the status of the allegation.</p>	<p>In order to ensure that all the relevant details have been gathered the following form should be completed:</p> <ul style="list-style-type: none"> • Form C2 for Children • Form C3 for vulnerable adults <p>This must be provided to the Lead Safeguarding Officer or Deputy Chief Executive.</p>	<p>In order to ensure that all the relevant details have been gathered the following form should be completed:</p> <ul style="list-style-type: none"> • Form C2 for Children • Form C3 for vulnerable adults <p>This must be provided to the Lead Safeguarding Officer or Deputy Chief Executive.</p>

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Timescale	Set out in the Council's usual procedures.	As soon as possible, aiming for a turn around within 24 hours	As soon as possible, aiming for a turn around within 24 hours
Guidance notes for staff and volunteers	Please refer to: <ul style="list-style-type: none"> Appendix A1: This provides a guide to different types of abuse and how to recognise them Appendix A2: Guidance notes for staff and volunteers when dealing with people who are disclosing allegations of abuse Appendix D – This sets out the contact details for managers responsible for dealing with Safeguarding issues within the organisation. It also lists the contact details for the KCC Lead Authority Designated Officer and the KCC Central Duty Team 		
Further actions to be taken by the Lead Safeguarding Officer or Head of Human Resources	If a safeguarding referral is required, please follow procedures set out at B or C.	<p>The Lead Safeguarding Officer will determine whether, taking into account the particular circumstances of the case, any action is justified and whether the matter should be referred to the appropriate safeguarding team within KCC and make a referral (see below.)</p> <p>A summary of any consultation with or referral to KCC's Local Authority Designated Officer, KCC Central Duty Team or Duty Social Worker will be retained.</p> <p>The Lead Safeguarding Officer will keep the Deputy Chief Executive informed.</p>	<p>The Lead Safeguarding Officer will determine whether, taking into account the particular circumstances of the case, any action is justified and whether the matter should be referred to the appropriate safeguarding team within KCC and make a referral (see below.)</p> <p>A summary of any consultation with or referral to KCC's Local Authority Designated Officer, KCC Central Duty Team or Duty Social Worker will be retained.</p> <p>The Lead Safeguarding Officer will keep the Deputy Chief Executive informed.</p>
If the Lead Safeguarding Officer or Head of Human Resources is unavailable	A member of the Human Resources team should deputise for the Head of Human Resources. The Deputy Chief Executive should deputise for the Lead Safeguarding Officer.	In the event the Lead Safeguarding Officer is unavailable, the matter will be dealt with by the Deputy Chief Executive	In the event the Lead Safeguarding Officer is unavailable, the matter will be dealt with by the Deputy Chief Executive

Considerations only if making a safeguarding referral to KCC			In the case of a child, the Officer making the referral shall discuss with the KCC Local Authority Designated Officer or Duty Social Worker, what further action is required by the District Council.	In the case of a vulnerable adult, discuss with the KCC Central Duty Team and or Duty Social Worker what further action is required by the District Council.	In the case of a child, the Officer making the referral shall discuss with the KCC Local Authority Designated Officer or Duty Social Worker, what further action is required by the District Council.	In the case of a vulnerable adult, discuss with the KCC Central Duty Team and or Duty Social Worker what further action is required by the District Council.
Forms that I need to use for making a safeguarding referral to KCC			Form C2	Form C3	Form C2	Form C3
Who should receive (at KCC) the child or adult protection forms from the referring officer (at SDC) at KCC?/ and who can be contacted for guidance about the safeguarding issue			KCC's Local Authority Designated Officer Please keep details of any conversations. Please see section 6 Record Keeping	KCC Central Duty Team Please keep details of any conversations. Please see section 6 Record Keeping	KCC's Local Authority Designated Officer. Please keep details of any conversations. Please see section 6 Record Keeping	KCC Central Duty Team Please keep details of any conversations. Please see section 6 Record Keeping
Stage 3 – Follow up action						
	I have received an allegation of abuse or I am suspicious about a colleague	I suspect someone is being abused	Someone has told me about an incident of abuse			
Action to be taken by SDC	The Head of Human Resources will keep the Deputy Chief Executive informed about the outcome of any investigations.	A record of the incident will be added to the Safeguarding Incident Log by the Lead Safeguarding Officer, where progress will be regularly monitored	A record of the incident will be added to the Safeguarding Incident Log by the Lead Safeguarding Officer, where progress will be regularly monitored			

<p>Follow up action to be taken by the SDC Officer if a referral has been made to KCC using either form C2 (children) or C3 (Vulnerable Adults)</p>			<p>If a response is not received within 72 hours of making a referral, the referring Officer should follow up with the KCC Local Authority Designated Officer.</p>	<p>If a response is not received within 72 hours of making a referral, the referring Officer should follow up with the Central Duty Team</p>	<p>If a response is not received within 72 hours of making a referral, the referring Officer should follow up with the KCC Local Authority Designated Officer.</p>	<p>If a response is not received within 72 hours of making a referral, the referring Officer should follow up with the Central Duty Team</p>
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6 Record Keeping

- 6.1 In order to ensure that all the details of the allegation are maintained accurately for use in possible future Court proceedings, the Lead Safeguarding Officer shall ensure that the following documentation is collated:
- The written report
 - Any notes, memoranda, telephone transcripts or other correspondence dealing with the matter
 - Any other relevant materials
- 6.2 These copies should be kept locked at all times and kept for a period of six years by the Lead Safeguarding Officer.
- 6.3 Documents associated with allegations against a member of staff should be kept according to usual HR practices.
- 6.4 Where there are concerns about the length of time for which individual records should be kept, the advice of the Council's Data Protection Officer will be sought.

7 Updating the Policy:

- The Sevenoaks District Council Safeguarding Group will review this Policy as appropriate and will be consulted about any changes to The Children Act 1989 and other relevant regulations and legislation.

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A guide to types of abuse and how to recognise them

The definitions of abuse set out below are taken from the Department of Education document “Working Together to Safeguard Children” (2013) and the Department of Health document “No Secrets: guidance on protecting vulnerable adults in care” (2000)

Abuse is “a violation of an individual’s human and civil rights by any other person or persons’ and can be perpetrated by, and to, anyone, regardless of age, gender, class or ethnicity”. Abuse may be a single act or repeated over a period of time. Somebody may abuse or neglect a child or vulnerable adult by inflicting harm, or by failing to act to prevent harm. Children or vulnerable adults may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger.

It is important to understand that a vulnerable adult may be abused by another vulnerable adult, or conversely, a child or young person may be abused by another child or young person.

Tools to help define and identify abuse

Please note that the categories of abuse are not mutually exclusive; a child or a vulnerable adult may be subjected to more than one type of abuse at the same time. Caution is suggested against establishing abuse merely due to the presence of one or more of the indicators, without further detailed assessment/investigation

The table below provides the main categories of abuse and their indicators they should be read to refer to children and vulnerable adults unless otherwise stated. The table can be used as a guide to assist with recognising abuse in domestic homes, care homes, day centres, workplaces and other community settings.

TYPE OF ABUSE	DEFINITION	INDICATORS
Physical abuse	<ul style="list-style-type: none"> • Hitting, slapping, scratching, pushing, shaking, suffocating, scalding or otherwise causing physical harm • Restraint without justifiable reason (may include misuse of medication) • Inappropriate sanctions (deprivation of food, clothing, warmth, health care needs) • May include a caregiver fabricating or deliberately inducing illness (Münchhausen by Proxy Syndrome) 	<ul style="list-style-type: none"> • Bruises, fractures, bites, burns, scalds, hair loss in one area, urine burns, bed sores, scars, lack of mobility aids where applicable • Cowering, flinching, general fearfulness • Injuries especially in well-protected areas of body (e.g. inside of thighs or upper arms) • Injuries of uniform or unusual type • Accumulation of non-administered medicine • History of unexplained falls or minor injuries • Frequent changing of

TYPE OF ABUSE	DEFINITION	INDICATORS
Physical abuse		General Practitioners (GPs) or reluctance against GP consultation or visit
Sexual abuse	<ul style="list-style-type: none"> • Sexual activity involving force, coercion or enticement • Violence not necessarily involved • Sexual activity where the child or vulnerable adult lacks the mental capacity to understand and/or give consent • Rape or attempted rape • Sexual assault and harassment • Non contact abuse (e.g. voyeurism, pornography, grooming over the internet (see pages 11-12 for details about E Safety) • Perpetrator not solely adult males, could be female and/or another child or vulnerable adult 	<ul style="list-style-type: none"> • Recognition can be tricky unless disclosed, indicators most likely to be: <ul style="list-style-type: none"> ○ Behavioural (e.g. attention seeking, withdrawal and isolation, sexually explicit behaviour/ language, sleep disturbance, self-harm) ○ Physical (bruising, bleeding or itching around the genitals, bed-wetting, torn or blood/semen stained underclothing, sexually transmitted infections, pregnancy)
Psychological abuse	<ul style="list-style-type: none"> • Behaviour that has a harmful effect on emotional health, wellbeing and/or development • Verbal abuse; humiliation, ridicule, intimidation, threat of punishment, abandonment • Isolation or withdrawal from services or supportive networks • Deliberate denial of religious or cultural needs • Failure to provide access to appropriate social skills and educational 	<ul style="list-style-type: none"> • Any sudden changes to mood, behaviour, appetite, sleep patterns, continence, use of eye contact, sociability • Anxiety, confusion or general resignation • Easily frightened • Loss of self esteem • Uncharacteristically becoming manipulative, uncooperative and aggressive • Obsessions or phobias • Dysfunctional relationships with family members/caregivers

TYPE OF ABUSE	DEFINITION	INDICATORS
Psychological abuse	<ul style="list-style-type: none"> development training • <i>By-product of all forms of abuse</i> 	
Neglect and acts of omission	<ul style="list-style-type: none"> • Persistent failure to meet physical/psychological needs of child or vulnerable adult • Failure to: <ul style="list-style-type: none"> ○ provide reasonable care, privacy and dignity ○ provide adequate food, clothing and shelter ○ protect from harm ○ provide appropriate health, social care or educational services ○ meet basic emotional needs 	<ul style="list-style-type: none"> • Inadequate heating, lighting, hygiene, clothing, food or fluids • Poor physical condition (e.g. bed sores, weight loss) • Failures to give prescribed medication or obtain appropriate medical care • Sensory deprivation (e.g. no access to glasses, hearing aids) • Thriving outside the home/care environment • Children may be frequently absent or late to school • <i>Rarely an act of deliberate cruelty in a home environment, often indirect result of unmet needs of the parent(s) or caregiver(s)</i>
Discriminatory abuse	<ul style="list-style-type: none"> • When values, beliefs or culture result in a misuse of power • Discrimination on basis of sex, disability, age, race/ethnicity, colour, language, culture, religion, politics or sexual orientation • Degrading harassment and slurs • Hate crime 	<ul style="list-style-type: none"> • Tendency to withdrawal and isolation • Fearfulness and anxiety • Being refused access to services or being excluded inappropriately • Loss of self esteem • Resistance or refusal to access services that are required to meet need • Expressions of anger and frustration
Financial abuse (in the case of vulnerable adults)	<ul style="list-style-type: none"> • The use personal resources without informed consent or authorisation • Theft, fraud and/or extortion of material assets • Exploitation, pressure in connection with wills, 	<ul style="list-style-type: none"> • Anxiety about money • Unexplained inability to pay for household shopping or bills etc. • Withdrawal of large sums of money which cannot be explained • Personal possessions go missing from home

TYPE OF ABUSE	DEFINITION	INDICATORS
Financial abuse (in the case of vulnerable adults)	<ul style="list-style-type: none"> property or inheritance Misappropriation of property, possessions or benefits Misuse of power of attorney or appointee-ship 	<ul style="list-style-type: none"> Living conditions substandard and unsatisfactory in contrast to adult's apparent financial position Extreme interest and involvement by the family, carer, friend or stranger in a vulnerable adult

Multiple forms of abuse may occur in an on-going relationship or an abusive service setting and may include more than one person, making it important to look beyond single incidents or breaches in standards, to underlying dynamics and patterns of harm. Any or all of these types of abuse may be perpetrated as the result of deliberate intent and targeting of children or vulnerable people, negligence or ignorance.

Other situations to be aware of

Whilst the table above describes six manifestations of abuse, there are situations which have heavy implications for the safeguarding of children and vulnerable adults. As such these need expanding:

CIRCUMSTANCE	EXPLANATION	INDICATORS
Domestic Abuse	<ul style="list-style-type: none"> Any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between those aged 16 or over who are or who have been intimate partners or family members regardless of gender or sexuality. This can encompass but is not limited to any one of the six manifestations of abuse outlined in the previous table. 	<ul style="list-style-type: none"> Frontline workers throughout the council are likely to encounter signs of domestic abuse and possibly even a disclosure. It is vital that any indicator, explicit or otherwise, is taken seriously and reported – this act saves lives. Staff who suspect domestic abuse must consider safeguarding issues: <ul style="list-style-type: none"> Who else is at risk? Are children or vulnerable adults present? What preventative action is needed? Incidents reported by Kent Police through domestic abuse protocols will be addressed under child and adult protection processes if a child or vulnerable adult is at risk.

CIRCUMSTANCE	EXPLANATION	INDICATORS
Forced marriage	<ul style="list-style-type: none"> • Must be seen as distinct from arranged marriage (where families organise marriage but the choice whether to accept lies with the adult or young person) • Forced marriage denotes a situation where one or both of the spouses do not consent and some element of pressure is involved 	<ul style="list-style-type: none"> • May exhibit signs of physical, psychological, financial, sexual and emotional abuse
Institutional Abuse	<ul style="list-style-type: none"> • Children or vulnerable adults placed in any kind of care home or day care establishment are potentially vulnerable to abuse and exploitation • Shows lack of respect for dignity and human rights • When care standards and practices fall below an acceptable level, institutional abuse is more common • May result from poor standards of care, lack of knowledge, understanding and training 	<ul style="list-style-type: none"> • Indicators include regimented regimes, unusually subdued residents, anxiety in the presence of social care workers • Users may exhibit signs of physical, sexual, financial, psychological or discriminatory abuse • Whistle-blowers must know how to access support and protection, anonymous reports are permitted and should be taken seriously
Restraint (formerly 'physical intervention')	<ul style="list-style-type: none"> • It is illegal and unprofessional to use any form of physical, mechanical, emotional or any other form of restraint as a means of punishment • Restraint may only be considered in situations where there is a clear or perceived risk of an adult injuring themselves, or others, or seriously damaging property 	<ul style="list-style-type: none"> • Children and vulnerable adults who have been unlawfully restrained are most likely to exhibit signs of physical or psychological abuse • Depending on the circumstances, restraint could also be considered institutional abuse
Self neglect or self injurious behaviour	<ul style="list-style-type: none"> • This should be considered as a separate issue and should necessitate assessment by social and/or health care professionals 	

E-Safety

The growth of the Internet has brought with it a mass of opportunities and also complex and diverse risks to safeguarding. Sevenoaks District Council has an obligation to help keep children and vulnerable adults safe online by being adequately equipped to understand, identify and mitigate the risks of new technology. There are complex dangers out there and outlined below are some of the key considerations to be aware of:

E-ABUSE	EXAMPLES
Financial	<ul style="list-style-type: none"> • Phishing scams, designed to obtain personal and/or financial information and possibly steal your identity • Fraud, from fake shopping, banking, charity, dating, social networking, gaming, gambling and other websites
Psychological	<ul style="list-style-type: none"> • Exposure to inappropriate content (sexually explicit, racist, violent, extremist or other harmful material, either through choice or in error) • Inappropriate contact (people who may wish to abuse, exploit or bully) • Inappropriate conduct (because of their own and others' online behaviour, such as the personal information they make public, for example on social networking sites) • Commercialism (targeted by aggressive advertising and marketing messages)
Sexual	<ul style="list-style-type: none"> • Exposure to sexually explicit content • "Sexting" • Grooming in web forums and chat rooms • Online predators, cyber-stalking and risk of abuse
Physical	<ul style="list-style-type: none"> • Access to legal highs and illegal drugs • Online predators, cyber-stalking and risk of abuse • Exposure to violent content

E-abuse has been separated for ease of understanding, yet risks are likely to interact and overlap in complex ways.

Abuse in hospital

Please be aware that if abuse is witnessed or suspected within a hospital, concerns should be immediately reported to the hospital's senior manager. If it is believed that concerns have not been taken seriously, then it should be reported to the police, the Patient Advice and Liaison Service (PALS), the Clinical Commissioning Group, the Care Quality Commission or to the Social Services Agency.

The impact of abuse and neglect

The repeated abuse or neglect of children or vulnerable adults can have major long-term effects on all aspects of a health, development and well-being. Repeated abuse is likely to have a deep impact on self-image and self-esteem, and on his or her future life. Difficulties resulting from abuse can be lifelong: the experience of long-term abuse may lead to difficulties in forming or sustaining close relationships, establishing oneself in the workforce and to extra difficulties in developing the attitudes and skills needed to be an effective parent.

It is not only the stressful events of abuse that have an impact, but also the context in which they take place. Any potentially abusive incident has to be seen in context to assess the extent of harm and appropriate intervention. Often, it is the interaction between a number of factors that serve to increase the likelihood or level of actual significant harm.

For every child or vulnerable adult, there may be factors that aggravate the harm caused and those that protect against harm. Relevant factors include the individual's means of coping and adapting, support from a family and social network, and the impact of any interventions. The effects on a child or vulnerable adult are also influenced by the quality of the family/caring environment at the time of abuse, and subsequent life events. An important point to note is that the way in which professionals respond has a significant bearing on subsequent outcomes.

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Guidance notes for staff and volunteers when dealing with people who are disclosing allegations of abuse – Sevenoaks District Council Policy for the Protection of Children and Vulnerable Adults **Appendix A2**

Staff and volunteers must, at all times:

- Acknowledge the characteristics of the group you are working with and respond accordingly.
- Remember that it is rare for children, and particularly young children, to lie about abuse.
- Even if there are ambiguities or uncertainties around an allegation, it may nevertheless indicate children or vulnerable adults need for help in other ways.
- Never trivialise or exaggerate abuse issues.
- Allow the person time to speak and not do interrupt.
- Do not make suggestions to them which could imply you are intending to make an investigation at that time as the person may then refuse to give any information at all.
- Reassure the person that you are glad he or she has told you what has happened and that it is right to tell.
- Never push for information. If the person decides not to tell after all, then accept that and let them know you are always ready to listen.
- Do not interrogate or question other than to clarify your understanding. If the matter is to be investigated further, it will be done by trained professionals. No matter how well you know the person, spare them having to repeat themselves over and over. Apart from anything else, the person may begin to think you do not believe them.
- Be aware that the child or vulnerable adult may have been seriously threatened not to tell.
- Remain calm, no matter how difficult it is to listen to the person – think of how hard it must be to say it. You have been chosen because that person feels they can talk to you. If you show anger, disgust or disbelief then they may stop talking for fear of upsetting you further or feel that your negative feelings are being directed towards them.
- Listen to the person – **Really Listen** – take what they say seriously. Tell them they have done the right thing by telling you.
- Be honest - tell the person that you cannot keep it a secret and that you have to talk to someone else who can help.
- Let them know what you are going to do next and why it is necessary.
- As soon as practical, write down everything you have been told including all the elements that should be in the report as stated in the **Procedures** section of this Policy (See Appendix 1, Procedures – pages 10-16)
 - Note what was said, using the exact words and phrases spoken if possible
 - Describe the circumstances in which the disclosure came about
 - Note the setting and anyone else who was there at the time
 - Separate out factual information from your own opinion
 - Use a pen or biro with black ink, so that the report can be photocopied
 - Be aware that your report may be required later as part of a legal action or disciplinary procedure
 - Make every effort to preserve any evidence which may be relevant to a police investigation, however taking into account that the wellbeing of the person is your first priority.

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Guidance notes for staff and volunteers when dealing with people who are disclosing allegations of abuse – Sevenoaks District Council Policy for the Protection of Children and Vulnerable Adults

Appendix A2

- Consider your own feelings and seek support if it is needed by contacting the Human Resources Team to arrange for confidential counselling
- Respect the confidentiality of the situation and do not share or discuss information with anyone except on a “need-to-know” basis, as outlined in this document

Terms of Reference for Sevenoaks District Council Safeguarding Group – Sevenoaks District Council Policy for the Protection of Children and Vulnerable Adults

Appendix B

Purpose:

To co-ordinate the Council's approach to safeguarding children and adults and to ensure that all employees recognise and understand their responsibility to report any signs of abuse and neglect.

Responsibilities:

1. To oversee and steer the development, promotion and review of the Council's Safeguarding Policy for Children and Vulnerable Adults.
2. To provide a platform for the discussion of all aspects of safeguarding and ensure liaison internally and externally with Kent County Council's Specialist Children's Services Department and Adult Social Services.
3. To oversee the Safeguarding Training Plan for employees, councillors, contractors and other stakeholders.
4. To review and, if necessary, prioritise recommendations/action plans based on national guidance, local priorities etc.
5. To ensure that Strategic Management Team is kept regularly informed of progress in developing and implementing the Council's safeguarding requirements.
6. To ensure that key stakeholders (employees, councillors, contractors, customers, partner agencies, community groups etc.) are kept informed of the activities of the Steering Group.

Membership and role:

- Lesley Bowles – Chief Officer, Communities and Business (SDC Safeguarding Lead)
- Alan Whiting, Community Planning and Projects Officer, Communities and Business, policy input and administration 01732 227446
- Kelly Webb, Community Safety Manager 01732 227474
- Cara Sillett, Anti-Social Behaviour Officer, SDC Communities and Business
- Pat Smith, Chief Officer, Housing
- Leslie Roberts, Legal Services Manager
- Jane Ellis, Housing Advice and Standards Manager
- Ian Mott, Deputy Recovery Manager
- Other co-opted members/Chief Officers as and when specialist input is required

Accountability:

The Group is accountable to the Strategic Management Team.

Frequency of meetings:

Quarterly

Minutes

The Group will produce a set of minutes from each meeting

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Appendix C1: SDC Notification Form

This form is to be used to report all suspicions or allegations of abuse or a serious incident and is to be sent to the Council’s nominated Child Protection Officer as soon as possible. (Use additional pages if necessary).

1. Your name and designation and the name and designation of anyone else who has been involved in collecting information
2. The date, time and place that you were advised of the Incident <u>or</u> when you became suspicious of abuse.
3. The names, addresses and telephone contact details of any witnesses to the incident.
4. The name and address and telephone contact details of the person making the allegation.
5. The name, address and (if known) the telephone number of the alleged victim of the incident
6. Brief account given of the incident including if any abuse has occurred.
7. If applicable, describe any injuries which have been observed (e.g. cuts, bruises, burns etc. and where on the body they were observed).
8. If the incident relates to neglect, please describe the conditions that are in place that have led to the need to take safeguarding action , e.g. state of the home, clothing or the child or vulnerable adult

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**Appendix C1, C2 and C3 – Sevenoaks District Council Policy for the Protection of
Children and Vulnerable Adults**

**Guidance on issues relating to children for use with form at Appendix C2 - Kent
Safeguarding Board: Specialist Children's Services Child in
Need and Child Protection Referral Form**

A note on parental consent: A 'child in need' referral cannot be accepted without the parent/carer's consent. If the parents/carers do not consent to a child in need and the concerns do not meet the criteria for child protection, then the referrer could consider using the Common Assessment Framework and Team Around the Child (when their own training permits). However, should the referrer have concerns about the child's needs which they consider may be increased due to the parents/carers' refusal to engage in the child in need process, then it is essential that they consult with the Central Duty Team.

Definitions:

- Child protection: 'Child or young person. Where a child is at risk of significant harm, through neglect, physical, emotional or sexual.' Section 47 of the 1989 Children Act.
- Child in need – 'is unlikely to achieve or maintain a reasonable standard of health or development' and/or 'health or development is likely to be significantly impaired' Section 17 of the 1989 Children Act.
- Common Assessment Framework (CAF): Aims to identify, at the earliest opportunity, a child's or young person's additional needs which are not being met by the universal services they are receiving, and provide timely and co-ordinated support to meet those needs. CAF involves completion of standardised paperwork and requires the informed consent of the young person or parent/guardian as appropriate. Advice regarding the use of CAF and training for CAF can be obtained from the CAF Coordinator in Specialist Children's Services.
- Team around the Family (TAF - If the CAF identifies that multi agency support is required to meet the needs of the child and family then this team (of agencies) becomes the Team around the Family. The parent and the TAF must then agree who is best placed to become the lead professional.



SPECIALIST Children's Services Child in Need & Child Protection Referral Form



This form is to be used by all agencies when referring a child to Specialist Children's Services. The more information received at the first point of contact, the more likely it is that appropriate services will be delivered at the earliest opportunity to help children and their families.

BEFORE PROCEEDING – PLEASE CONSIDER - Have you consulted within your own agency about this referral? If so, was it agreed that a referral was required?

1. Child's First Name/s:		Child's Surname:		
Any alternative name:				
Date of Birth or EDD	Gender (M/F) Male	Religion Please select:	First Language Please select (A-F): Please select (G-Pe) Please select (Po-T): Please select (U-V):	
Name of Parents/Carers:				
Home Address:		Any other relevant addresses		
Post Code: Telephone Number/s:		Post Code:		
Ethnic Origin [Please choose one category and select from the drop-down menu]				
White Please select:	Mixed Please select:	Asian or British Asian Please select:	Black or Black British Please select:	Other Ethnic Groups Please select:

Other Significant Family Members / Adults			
Name	Relationship	Date of Birth	Contact Details

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3. Professionals involved with the child, for example GP, Health Visitor, School:

Role	Name	Address	Telephone

Have you had a consultation with Specialist Children's Services (0300 333 5647)? If so, what advice were you given? Please include the consultation number and a copy (if available).

--

Has a CAF been completed in respect of this child? If not, has this been considered?

If a CAF has been completed, please attach a copy of the CAF and most recent plan.

--

Why are you referring this child to Specialist Children's Services today?

[Please identify your specific concerns and comment on what you think the family need from Children's Services. State how long you have known the child and in what capacity, i.e. as teacher, doctor, etc.]

--

--

7. What information do you know about this child:

[Include all relevant information about the child, i.e. about their development, health, behaviour, their views about the referral, their views about the issues/concerns, etc. If you have information such as a chronology, body maps or centile charts, please attach].

--

8. What information do you know about the child's parent(s) and wider family:

[Include relationships, friendships, behaviour, support, stability, safety, English is their second language, parent unable to read, substance misuse, etc.].

--

What information do you know about the wider environmental factors which may impact on the child: *[Consider for example, housing issues, who is working in the household, financial situation, community and social involvement.]*

--

10. Any other relevant information: *[Including previous referrals.]*

--

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11. Is there a perceived risk of violence or other matters that could place those making contact with this family in danger (such as an unsafe neighbourhood, persons of a violent nature, an un-tethered dog, etc.)?

YES / NO

If yes, please specify what the identified risk is:

. In circumstances such as where there is a risk of violence (such as domestic abuse), please provide details regarding a safe point of contact for the non-abusing parent, e.g. alternative telephone number or postal address, contact through school, children's centre, friend or relative.

. Have you spoken to the Parent or Carer about making this referral? If not, please explain why not?

If you are making a Child in Need referral, agreement must be sought from the parent/carer (and where appropriate the young person) to making the referral. If parental agreement is not obtained it will not be possible to progress a Child in Need referral. Wherever possible, the parent/carer should be asked to sign the referral form.

If you are making a referral of child protection concern and are unsure about whether to advise the parent/carer about the referral, you should consult within your own agency about this issue. If you remain unsure about whether the parent/carer should be consulted/informed about the referral (i.e. due to evidence being compromised, or someone being placed at risk) please consult with Specialist Children's Services in the first instance. See Guidance Notes.

14. Parental agreement: [See Guidance Notes before completion.]

I agree to the information in this referral being passed to Social Services.

Name of Parent/Legal Guardian [Please Print] :
Signature of Parent/Legal Guardian:
Date:

15. Referrer:

Name and Status (Print) :
Address:
Contact Tel number:
Signature: Date:

Please e-mail the completed Inter-Agency Referral Form to:

CentralDutyTeam@kent.gcsx.gov.uk (Secure e-mail*)

*Secure e-mail is accepted from the following addresses:

@nhs.net @pnn.police.uk @gcsx.gov.uk @gsi.gov.uk

central.duty@kent.gov.uk (Standard e-mail)

Please note if using this email address, it is not secure. If you wish to send client level information, then you will need to password protect the document and not include in the body of the email.

If you do not have e-mail facility please fax the completed form to 01732 221645.

Appendix C3: Form AP1 Kent Social Services AP1 Alert Form (1st August 2013)

**Adult Protection Alert Form for Service Providers and Members of the Public.
Please ensure this form is completed as fully as possible if adult abuse is witnessed or suspected.**

This form is designed to be completed as a word document and includes drop down boxes to support completion. There are free text boxes throughout the form and these sections will grow to accommodate the information being added. An electronic name will be considered as a signature within this document.

If you are unable to complete the form electronically a hand written form will be accepted.

(Details of where and how to send the AP1 are found at the end of this form). If you require assistance in completing this form, please see the guidance notes on the kent.gov website: [Guidelines to report adult protection concerns to the Social Services Agencies in Kent and Medway](#)

Date(s) & Time(s) of Incident(s) if known: (s)					
Client's Details					
Name of client*: (s)		Title:		LA Client ID / Hospital ID / Rio Number/ NHS Number *	

AP1 Stage 1 – Alert	
<i>FOR INDIVIDUAL ACUTE HOSPITAL TRUST INFORMATION TO BE ADDED</i>	
i. Name and Role/Relationship of person completing this form (s)	
i. Do you wish to remain anonymous (s)	
i. Contact Address and Telephone Number (Fax and/or email)	
ii. Name and role or relationship of person who reported the alleged incident (if different from person named above)	
ii. Do they wish to remain anonymous	
ii. Contact Address and Telephone Number	
KCC OFFICE USE ONLY- DATE AP1 RECEIVED (Date of Alert) (s):	
Method of contact: (s)	Source of Contact/Alert: (s)

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Client's Normal Address*: (s)		Address of where the alleged incident of abuse occurred:	
Postcode* (s)		Location, where did alleged abuse take place?* (s)	
Is this a registered care home*?		<u>Communication needs</u>	Is Support Required?
Tel No. 1:		Speech (s)	
Tel No 2:		Hearing (s)	
Email:		Visual (s)	
Date of Birth*: (s)		Explanation of Communication Needs	
Date of Death: (s)		Interpreter (s)	
Gender*: (s)		First Language: (s)	
Marital Status*: (s) If other give details		Details of Interpreter required	
Ethnicity*: (s)		Contact details of Advocate	
Sexual Orientation:			
Religion: (s)		Contact details of significant other (s)	
Next of Kin or significant other, address and telephone number (s)		Contact details of nearest relative under MH Act	
Relationship to client (s)		General Practice address and telephone number General Practitioner (if known) (s)	
Is the client aware that this concern is being reported to Social Service Agency*? (s)		If not, reason why?	
Has the client given their consent to this information being shared with social services and/or other agencies*? (More details can be			

added in text box)		
If no, reason why?		
Information will be shared with other agencies where issues of capacity to give consent are unclear and/or where the safety of other vulnerable people may be at risk or where a crime is suspected.		
To your knowledge has this client been the subject of previous adult protection alerts? (s)		
For Social Services to explain if person has been subject to previous adult protection alert?		
To your knowledge has this setting been the subject of previous adult protection reports?		
Key Professionals if known*?	Contact Address	Telephone, Fax and Email
Social Services Case Manager		
District Nurse/CPN/Other		
Any other significant professional/s		
Is the vulnerable adult a carer?		
Is the person under a Deprivation of Liberty Safeguards Authorisation? If so please give brief details		
To the best of your knowledge Primary Category of client* (s) (If you are completing by hand please describe whether physical, sensory, learning disability or mental health difficulties experienced)		
Secondary Category of client if relevant :		

Details of Allegation -what happened*? *(Include information about any witnesses and their contact details. What has triggered the alert now? Where possible provide details of the vulnerability of the subject of the alert. These may include communication issues, understanding, first language and any essential medical information. (Complete body map if appropriate.)*

Remember to answer-Who, What, When, Where and details of any witnesses.

At this stage, do you have a view of the individual's mental capacity regarding this adult protection alert and related concerns? Is there a known mental disorder?

Please give details:

Type of alleged abuse* Identify all that are relevant (s)
 Please tick the **Domestic Abuse** or **HATE Crime** beside any type of abuse that is also related to these

Main category of abuse				Was the alleged abuse between partners?	<input type="checkbox"/>		
	Abuse	Dom Abuse	Hate Crime		Abuse	Dom Abuse	Hate Crime
Physical	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Discriminatory	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Financial	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Institutional / Systemic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emotional / Psychological	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sexual	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Neglect	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

Injuries Reported

Please describe injury* - When recording an injury you need to try and include the following information:

- Exact site of injury; size of injury (cm or inches); approx shape of injury; colour of injury; is injury clean?
- Is the skin broken? Is there any swelling?
- Are there any scabs / blistering / bleeding present?
- Is mobility restricted; does the site feel hot? Does the client feel pain?):

Please also consider and record psychological impact on Client (if known):

Is there a body map to be made available? please attach and send with AP1.	
Are there any photographic records of these injuries? Please attach	
Has client been medically examined?	
If yes – who by and when?	
Is there a need to preserve any potential Forensic Evidence?	
If yes are you aware of – or have you been advised of what to do regarding forensic or other evidence? – please advise	

Do you consider anyone else to be at risk e.g. other vulnerable adults or children

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<p>Information about the main alleged perpetrator / organisation <i>(Please provide, as much information as possible to enable the police to carry out necessary checks. If the identity of the alleged perpetrator(s) is not available do not delay sending the referral to the police if from your consultations a crime has or may have been committed.)</i> If an organisation is alleged to be responsible only limited parts of this section can be completed</p>			
Multiple Perpetrators		Next perpetrator – if yes please copy this page and attach to AP1	
Full name of a person or name of the organisation alleged to be responsible for the abuse. If unknown then state UNKNOWN (S)			
Relationship of primary alleged perpetrator:* (s)			
AKA / Alternative name:		Gender	
DOB:		Age / Estimated age:	
Home Address/Post Code/Telephone No:			
Ethnicity			
Occupation: (If Applicable)			
Is the alleged perpetrator aware of the referral? (s)			
Does the alleged perpetrator pose a possible risk to children? If yes, give details			
Does the alleged perpetrator pose a possible risk to other vulnerable adults? (s) If yes, give details			
Is the alleged perpetrator a vulnerable adult themselves? (s)			
<p>If yes, Vulnerability of Alleged Perpetrator if known: Include communication / understanding / capacity & first language, Physical Disability, Learning Disability, any Mental Health problems & any relevant medical information. Please record if a mental capacity assessment is required in relation to the alleged perpetrator.</p>			
Does the alleged perpetrator care for others? (s)			

Do they live with the vulnerable adult?			
Has the alleged perpetrator been mentioned in previous referral(s) as an alleged perpetrator?			
Details of any professional helper/s (e.g. Case Manager / Social Worker/CPN/Comm LD Nurses) involved in the care of the alleged perpetrator (if applicable name / role / telephone number):			
Have you taken any immediate action? If so what? Please attach relevant risk assessment or other documents/reports if available			
Have you informed any other person/agencies of this alleged incident? Please give details. (Police, CQC, Health, Next of Kin)			
Name and/or role of person informed	Brief summary of contact – e.g. faxed, phoned, emailed etc and date sent.		
Name of person completing this alert form*:		Date*	
Signature If completed by hand			

*** SEND TO CASE MANAGEMENT TEAM IF YOU KNOW THAT THE VULNERABLE ADULT IS OPEN TO KENT CASE MANAGEMENT**

*** SEND TO CENTRAL DUTY TEAM FOR ALL OTHER CASES**

CentralDutyTeam@kent.gcsx.gov.uk (Secure e-mail*)

***Secure e-mail is accepted from the following addresses:
@nhs.net @pnn.police.uk @gcsx.gov.uk @gsi.gov.uk**

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Central.duty@kent.gov.uk (Standard e-mail)

Please note if using this email address, it is not secure.

Use social services ID number where this is known or initials of the vulnerable person

If you wish to send client level information, then you will need to password protect the document.

Send the password separately - do not include it in the body of the email.

If you do not have e-mail facility please fax the completed form to 01732 221645 between 08.30 – 17.00 hours

Out of Hours fax: 01233 646596 (Both are safe haven).

If you wish to consult with Kent Social Services to discuss your concerns please call: 08458 247102 between 08.30 – 17.00 hours.

Out of hours service on 0845 7626777.

**Please note that a list of all managers trained in Safeguarding is kept on the
Council’s intranet site “inSite”**

Lead Safeguarding Officer for Sevenoaks District Council and Chair of the Sevenoaks
District Safeguarding Steering Group:

Lesley Bowles Chief Officer Communities & Business
Tel: 01732 227335

Sevenoaks District Council Safeguarding Group members:

- Cara Sillett, Anti-Social Behaviour Officer, Communities and Business - 01732 227229
- Kelly Webb, Community Safety Manager – 01732 227474
- Pat Smith, Chief Officer, Housing 01732 227244
- Jane Ellis, Housing Advice and Standards Manager 01732 227296
- Ian Mott, Recovery Manager, 01732 227274
- Leslie Roberts, Legal Services Manager 01732 227475
- Alan Whiting (policy input and administration), Communities and Business 01732 227446

Head of Human Resources - Syreeta Gill 01732 227403

Social Services Contacts and Locations

The Kent County Council Social Services Department can be contacted during normal
office hours on:

West Kent Area Office	01732 525000
For Sevenoaks	01732 525000
For Swanley	01322 611000

Outside normal office hours (8.30am – 5.00pm)

Outside of normal office hours, the Kent County Council Social Services Department Duty
Social Worker can be contacted on:

Tel: 08457 626777

Agenda Item 6a
**Contacts for Safeguarding – Sevenoaks District Council Policy for the
Protection of Children and Vulnerable Adults**

Appendix D

**Kent County Council (KCC) Local Authority Designated Officer – LADO - (for
safeguarding matters relating to Children and allegations relating to members of
staff or anyone in the wider workforce)**

LADO North Kent (Sue Unwin) – 01622 696366

KCC Central Duty Team:

For Children

Telephone: 03000 41 11 11

For adults

Telephone 0300416161

Fax number 03000 412345

Out of Hours Telephone: 0845 762 6777

KCC Emergency line 03000419191

Email centraldutyteam@kent.gcsx.gov.uk

Kent Police Child Abuse Investigation Unit:

01622 690 690

Please see Appendix C2 and C3 for details

Disclosure and Barring Service (DBS) Criminal Records Check Policy

There are three types of DBS checks (Disclosure and Barring Service website <https://www.gov.uk/government/organisations/disclosure-and-barring-service/about> as follows:

Standard DBS check

Standard CRB checks are for people entering certain professions, such as members of the legal and accountancy professions, non-healthcare roles in the NHS, people working in the security industry, as traffic wardens, veterinary surgeons maintenance workers, engineers, trades persons, catering staff, drivers and porters. This list is not exhaustive. For more information please see the link above.

Standard DBS checks list details of an individual's convictions, cautions, reprimands or warnings recorded on police central records and includes both 'spent' and 'unspent' convictions

Enhanced DBS Check

Enhanced checks are generally for those who work allows them close access to children and vulnerable adults, but are they not responsible for care giving or teaching e.g. ancillary support roles in education, NHS or adult social care. A person must work 1 day a week or 4 days in a 30 day period or overnight with children or vulnerable adults in order to qualify for this check. It also applies to those working in adult detention centres, volunteers who work with child on a day to day basis in a supervised role, live-in family members or friends of foster carers, charity trustees and school governors. This list is not exhaustive. For more information please see the link above.

Enhanced checks contain the same details as a standard check, together with any information held locally by police forces that it is reasonably considered might be relevant to the post applied for.

Enhanced DBS Check with barred list check

Enhanced checks are the highest level checks and should be sought for those engaging in Regulated Activities with respect to children and adults. This includes those working in a healthcare or social care capacity for children or adults, specific child-related roles – often unsupervised, and those working in specified places such as under 18 education centres, nursery, and child detention centres. This list is not exhaustive.

Enhanced checks with a barred list check contain the same details as an enhanced check with the inclusion of checking if an individual on either the adult or child barred list. Depending on the role, only the adult or child list will be checked. Some roles will require both to be checked.

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Key roles in safeguarding: The duty to safeguard and promote the welfare of children is applicable corporately across the authority, however, some services can play an important role in safeguarding and promoting the welfare of children as part of their day-to-day work – recognising child welfare issues, sharing information, making referrals and subsequently managing or reducing risks

- Community Safety
- Troubled Families project
- Planning
- Enforcement Services
- Housing and Housing Advice services
- Environmental Health
- Benefits
- Revenues
- Health Projects
- Licensing
- Community voluntary activities
- Providing services to young people

These are just some examples of how your role may interact with the Council's safeguarding duty:

Community Safety

- Through daily Police intelligence received at the daily tasking and co-ordination meetings with the Police, KCC Community Wardens, Housing Association and other partner agencies.
- Through the work of the Anti-Social Behaviour Officer and visits to family homes
- Multi-agency troubled family project led by Kent County Council – involves regular contact with both vulnerable children and adults. Many of these families are experiencing multiple issues, for example worklessness, absence from school and involvement in anti-social behaviour. It should be noted that Kent County Council is producing separate guidance on Safeguarding for staff involved in this project.

Housing

- Day-to-day contact with members of the public and with families may become aware of concerns about the welfare of particular children or vulnerable adults.
- Day-to-day contact with families and tenants, may become aware of needs or welfare issues that they can either tackle directly (for instance, by making repairs or adaptations to homes) or by assisting the family in accessing help through other organisations.
- Housing authorities are key to the assessment of the needs of families with disabled children, who may require housing adaptations in order to participate fully in family life and reach their maximum potential.

- Front-line emergency role – for instance, managing re-housing or repossession when adults and children become homeless, or at risk of homelessness, as a result of domestic violence.

Environmental Health

- Environmental health officers inspecting conditions in private rented housing may become aware of conditions that impact adversely on children. Under Part 1 of the Housing Act 2004, authorities will take account of the impact of health and safety hazards in housing on vulnerable occupants, including children, when deciding on the action to be taken by landlords to improve conditions.

Planning

- Planning and enforcement employees, in their day-to-day site visits may become aware of needs or welfare issues.

Housing Benefits

- Housing Benefits officers will need to have regard to the Council's duty to safeguard children and young people, particularly where direct claims are made by 16 and 17 year olds.

Revenues

- Revenue Officers may become concerned about the welfare of children and vulnerable adults when dealing with customers in financial difficulties

Health Projects

- Day-to-day contact with members of public, vulnerable adults, children and young people where staff or volunteers may become aware of concerns about the welfare of children and vulnerable adults

Licensing

- Licensing officers have a duty to consider the welfare and protection of children and vulnerable adults when making licensing decisions, and report any safeguarding breaches (suspected or otherwise) of owners and staff of licensed premises.

Community, voluntary activities

- Sevenoaks District Council works in partnership to provide community, voluntary activities to children and families, e.g. diversionary activities such as holiday play schemes.

Council roles and safeguarding – how might I be involved?

- Employees, volunteers and contractors who provide these services have various degrees of contact with those children who use them, and appropriate arrangements need to be in place, including procedures for employees to report concerns about the children they meet and appropriate codes of practice for employees.

Providing services for young people

- The Council provides some services for young people directly and others in partnership with other organisations.

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**Item 6 (b) – Sevenoaks District Community Safety Strategy & Action Plan
2014/15**

The attached report was considered by the Cabinet. The relevant minute extract is below:

Cabinet - 8 May 2014 (Minute 112)

The Portfolio Holder for Housing & Community Safety presented a report which sought approval for the adoption of the Sevenoaks District Community Safety Strategy & Action Plan 2014/15. It took into account the Strategic Assessment undertaken between September 2012 and October 2013 and more up-to-date data where available. Eight priorities had been highlighted for 2014/15, which were: road safety; anti-social behaviour including environmental crime; domestic abuse; vehicle crime; burglary dwelling & burglary other than dwelling; young people's Issues; substance misuse ; and theft. Members noted and considered the relevant minute and recommendations received from the Housing & Community Safety Advisory Committee who had considered the same report.

Public Sector Equality Duty

Members noted that consideration had been given to impacts under the Public Sector Equality Duty.

Resolved: That it be recommended to Council that the Sevenoaks District Community Safety Action Plan be adopted.

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SEVENOAKS DISTRICT COMMUNITY SAFETY STRATEGY & ACTION PLAN 2014/15

Council – 22 July 2014

Report of Chief Officer Communities & Business

Status: For decision

Also considered by: Housing and Community Safety Advisory Committee - 29 April 2014
Cabinet – 8 May 2014

Key Decision: No

Executive Summary: This report seeks approval for the adoption of the Sevenoaks District Community Safety Strategy & Action Plan 2014-15.

The Strategy & Action Plan is attached at the Appendix. It takes into account the Strategic Assessment undertaken Sept 2012 – Oct 2013 as well as more up-to-date data where it is available.

This report supports the Key Aim of

Community Plan – Safe Communities
Corporate Plan - To work in Partnership to keep the District of Sevenoaks Safe

Portfolio Holder Cllr. Michelle Lowe

Contact Officer(s) Kelly Webb, Community Safety Manager Ext. 7474

Recommendation to Housing and Community Safety Advisory Committee:

Members views are sought

Recommendation to Cabinet:

Members are asked to recommend to Council that the Sevenoaks District Community Safety Action Plan be adopted.

Recommendation to Council: That the Sevenoaks District Community Safety Action Plan be adopted

Reason for recommendation:

The Action Plan sets out the Council's contribution to the work of the Partnership and

encourages multi-agency activity that supports safe communities across the District.

Introduction and Background

In 2006, a review of the partnership provisions of the Crime and Disorder Act 1998 and the Police Reform Act 2002 led to a series of recommendations to strengthen and extend existing requirements through the experience gained from partnership working. This resulted in a new set of national minimum standards which came into force in August 2007.

The 1998 Crime 7 Disorder Act included the requirement to produce a detailed crime and disorder audit through consultation with key agencies and the wider community and to use the findings to identify strategic priorities and take action to address them. The new national standards placed a legal obligation on responsible authorities to comply with the specified requirements, one of which was the creation of an annual strategic assessment in place of the previous 3 yearly audit.

The Community Safety Strategy & Action Plan is a yearly plan which seeks to address the outcomes and priorities of the annual Strategic Assessment. Eight priorities have been highlighted for 2014/15, which are:

- Road Safety
- Anti-Social Behaviour including Environmental Crime
- Domestic Abuse
- Vehicle Crime
- Burglary Dwelling & Burglary Other than Dwelling
- Young People's Issues
- Substance Misuse
- Theft

There are 15 success measures and 50 actions/projects in the 2014-15 Community Safety Strategy & Action Plan and all Partners will provide detailed monitoring information to the Sevenoaks District Community Safety Partnership at the end of each quarter.

Key Implications

Financial

The cost of the action plan itself is minimal. Funding to implement the plan is provided by all partner agencies through their core budgets with additional funding the PCC (Police Crime Commissioner) and other external funding streams.

Legal Implications and Risk Assessment Statement.

National Standards require Partnerships to produce an annual year action plan which is reviewed and updated annually. The requirement to produce an action plan to take forward a multi-agency approach to community safety stems from the Crime & Disorder Act 1998.

Equality Impacts

Consideration of impacts under the Public Sector Equality Duty:		
Question	Answer	Explanation / Evidence
a. Does the decision being made or recommended through this paper have potential to disadvantage or discriminate against different groups in the community?	No	This action plan is for all of the community and will be beneficial to everyone.
b. Does the decision being made or recommended through this paper have the potential to promote equality of opportunity?	Yes	Yes in the actions we promote equality through our community safety work
c. What steps can be taken to mitigate, reduce, avoid or minimise the impacts identified above?		N/A

Appendices

Appendix– Community Safety Strategy & Action Plan 2014-15

Background Papers:

[The Sevenoaks District Strategic Assessment 2013](#)

Lesley Bowles

Chief Officer Communities & Business

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Sevenoaks District

Community Safety Partnership

Annual Action Plan 2014 - 2015 DRAFT



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www.sevenoaks.gov.uk
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Introduction

The Sevenoaks District Community Safety Partnership brings together all of the agencies in the District who can have an impact on crime, anti-social behaviour and the fear of crime. A list of partners is set out on page 28. The Partnership has 3 key aims. They are to:

- Reduce and detect crime
- Reduce anti-social behaviour and the fear of crime
- Strengthen community involvement

Each year the Partnership, in common with all Community Safety Partnerships, undertakes an assessment of crime and disorder in the District, using data provided by partners and feedback from residents. The assessment identifies the priority issues for the next year using the following rationale for each community safety type:

- Whether there is significant community concern
- Whether there is an increasing trend
- Whether it contributes to a high volume of crime
- The level of harm it causes
- How well it is performing compared with other parts of Kent and similar partnerships nationally
- Whether the Partnership can add value to the work

This Action Plan identifies where we can best work together to achieve results

Priority Issues for 2013 – 2014

The Strategic Assessment undertaken during the winter of 2013 has identified 8 priorities for the Partnership to tackle during 2014-2015. The data referred to in this Action Plan is based on the Strategic Assessment, which uses data between October 2012 and September 2013. Trends in the identified priorities continue to be monitored on a quarterly basis and the first monitoring will be available in July 2014.

The 8 priorities, in no particular order, are:

- Anti-Social Behaviour (including Fly-Tipping)
- Burglary (Burglary Other than Dwelling and Burglary Dwelling)
- Theft Offences (including Shoplifting, Theft of Metal and Theft Offences)
- Substance Misuse
- Young People's Issues
- Vehicle Crime (Theft of Motor Vehicles and Theft of Motor Vehicles)
- Domestic Abuse
- Road Safety

Although the Partnership's main focus will be the 8 priorities, it will continue to monitor and plan for trends in crime and other community safety issues and address them through the Community Safety Unit's daily briefings and other tasking arrangements in order to reduce recorded crime.

Between April 2013 and 28 February 2014, Sevenoaks District had the third lowest recorded crime in the County. However there was an increase in crime compared to the same period last year (April 2012 – February 2013) with the number of crimes increasing from 4682 crimes to 4903.

The Action Plan

The following pages set out the overall targets for the Community Safety Partnership and an action plan is linked to each priority. The action plan does not include details of the numerous activities already undertaken by partners, town and parish councils, the voluntary sector and others as part of their day to day work, but highlights activities in addition to core work, which partners will undertake throughout the forthcoming year. All priorities include actions around public perception.

Funding and monitoring

Funding for the actions included within the Action Plan is available from a number of sources, including partners' own budgets, Police & Crime Commissioner's (PCC) funding which is allocated to district Community Safety Partnerships, Choosing Health funding and other small amounts of funding from a variety of sources, for example the Kent People's Trust. Regular monitoring will take place to ensure that individual projects continue to deliver positive results as well as value for money and that this Action Plan is on target.

Equalities

In preparing the action plan, issues such as equality and diversity were considered to ensure that everybody feels safe in the District.

Sevenoaks District Community Safety Partnership – Action Plan 2014-15

Success Measures

All recorded crime

All Victim Based Crime reduced compared with the previous year

Burglary

Number of Burglary Dwelling to be reduced compared with the previous year

Number of Burglary other than Dwelling (shed, commercial/retail premises) to be reduced compared to previous year

Vehicle Crime

Number of Theft of Motor Vehicles to be reduced compared with the previous year

Number of Theft from Motor Vehicles to be reduced compared with the previous year

Anti-Social Behaviour

An improvement in behaviour achieved in 80% of cases accepted by the Anti-Social Behaviour Task Group.

75% of Anti-Social Behaviour victims satisfied with action taken.

Young People's issues

Intervention projects and positive media for young people to be maintained

The number of young people entering the criminal justice system for the first time to be reduced.

Theft offences & handling stolen goods (incl shop lifting, theft of metal & metal offences)

Reduce the number of theft offences compared to same period last year

Domestic Abuse

Increase number of referrals to local services & Domestic abuse action plan to be 80% on target

Substance Misuse

Substance Misuse Action Plan to be 85% on target

Speeding incl Road Safety

Communities in areas where speeding has been identified as a top 3 priority involved in a range of speeding initiatives.

Burglary

Burglary is divided into Burglary Dwelling and Burglary Other offences. Although individually these offences account for a relatively small percentage of total crime in the District (8.8% and 13.6% respectively), rates are higher than County and MSG¹ averages. This year the Sevenoaks District ranked as 3rd highest for dwelling offences and 1st highest for other burglary offences in County comparisons. The District has the 2nd highest rate of dwelling offences and 1st highest rate of other burglaries in its MSG.

Between October 2012 and September 2013, Burglary Dwelling saw a 27.8% increase, with the number of offences rising to 478. Burglary Other Than Dwelling (BOTD) this saw a 30.6% increase, with the number of offences rising to 789.

Updated figures: April 2013 – 28 Feb 2014 in Sevenoaks District, there were 390 reports of Burglary Dwelling (22 fewer than the same period last year) and was 7th highest across the county and there were 667 Burglary Dwelling offences (and additional 21 compared to same period last year) and was 4th highest in across Kent.

¹ A Group of Partnerships thought by the Home Office to have similar characteristics and used for benchmarking purposes

Priority Action		Lead Agency	Other Partners	By When	Funding
Burglary (Dwelling and BOTD)					
1.1	Proactively target action on hot spot areas using Pred Pol data through the monthly Tasking & Co-ordination Group	CSU	Police Housing Assns KCC Wardens	April 2014	Existing Budgets
1.2	Work with Town and Parish Council and Neighbourhood Watch to help educate residents secure their property through communicating effective advice	CSU	Police KCC Wardens	April 2014	Existing Budgets
1.3	Expand role of Priority and Prolific Offenders to help support intervention for prisoners under 21 who have received 12months or less for Burglary crimes	Probation Service	Police CSU	Sept 2014	Existing Budgets
1.4	Continue to deliver Smart Water to vulnerable and repeat victims of Burglary & Burglary other than Dwelling across the District	KCC Wardens	CSU	On-going	Existing Budgets
1.5	Through Media campaign use local celebrities to help promote CSU and education of Burglary & BOTD through Twitter & Face book	CSU	Police Housing Assns KCC Wardens	April 2014	Existing Budgets
1.6	North West Kent Crime Prevention Panel (NWKCPP) to attend village days/fetes across the District promoting Home Security	NWKCPP	CSU	On-Going	Existing Budgets

Vehicle Crime

Vehicle crime is up by 8% on last years figures, (Oct 2012-Sept 2013) with the District recording 805 crimes ranking the 3rd highest in the County (crimes per thousand population) and, 2nd highest in its MSG.

Kent Police categorise vehicle crime as Theft from a Motor Vehicle (TFMV) and Theft of a Motor Vehicle (TOMV). The figure for TFMV stands at 590 this year, this is up 12.2% on last year's figures and the District is the 3rd highest in Kent, 4th in its MSG. Despite a slight reduction of 2.7% bringing the total number of TOMV to 215 this year, the District still ranks comes 2nd highest in the County and MSG (crimes per thousand population).

Updated figures: April 2013 – 28 Feb 2014 in Sevenoaks District, there were 560 reports of TFMV (+64 compared to same period last year) and improving to 5th highest across the County. There were 167 TOMV offences (34 fewer than the same period last year) and improving to 5th highest in across Kent.

Theft of a Pedal Cycle

There were only 38 offences being recorded this year. Sevenoaks District ranks 1st lowest in Kent and 2nd lowest in its MSG, having had a 11.9% reduction on last year's figures.

Updated figures: April 2013 – 28 Feb 2014 in Sevenoaks District, there were 30 reports of Theft of a Pedal Cycle. (5 fewer than the same period last year). Sevenoaks District had the lowest pedal cycles thefts in the county.

Priority Action	Lead Agency	Other Partners	By When	Funding	
VEHICLE CRIME (TOMV & TFMV)					
2.1	Target Beauty Spot locations and work with trusts and rangers to raise awareness, high visibility patrols and usage of wildlife cameras	CSU	Police National Trust KCC Wardens	April 2014	Existing Budgets
2.2	Promote Safe Plates, work with local dealerships and promote service through PCSO surgeries	CSU	Police	May 2014	Existing Budgets
2.3	Expand role of Priority and Prolific Offenders to help support intervention for prisoners under 21 who have received 12months or less for Burglary crimes	Probation Service	Police CSU	Sept 2014	Existing Budgets
2.4	Targeted work through the Tasking & Co-ordination Group to identify hotspot locations and be proactive in those areas, use Pred Pol data	Police	CSU	April 2014	PCC Budget

ASB incl Environmental Crime

Evidence shows that ASB remains one of the priority issues within Sevenoaks District among residents. ASB accounts for the largest recorded issue when compared with crime in the District and makes up 34.4% of total crime when included in crime statistics. Figures show 2,297 recorded incidents of ASB occurring within the District and reported to Kent Police Oct 2012-Sept 2013; this is the lowest number of ASB reports in Kent and falls well below the County average number of reports (4,174). All districts and boroughs reported a decrease in ASB, the Sevenoaks District saw a total reduction of 8.2% (206 offences) which is less than the County average reduction of 14.9%.

There has been a 24.7% reduction in the number of reports to the District Council's Anti-Social Behaviour Officer. The total number of calls received was 143 (47 fewer calls than last year).

The County average has been decreasing since 2010, however the number of ASB incidents in Sevenoaks District has seen slight fluctuations during this time.

Sevenoaks District Council's (SDC's) CCTV Room reports ASB as the single highest recorded incident.

MOAT Homes identified 'Noise' complaints as the highest reported for of Anti-Social Behaviour. West Kent Housing received 337 complaints of ASB this year. Complaints of 'Noise' were significantly reduced by 44% (72 reports) from 166 to 94.

Updated figures: Between April 2013 and 8 March 2014 in Sevenoaks District, there were 2046 reports of ASB (268 fewer than the same period last year) and Sevenoaks District had the lowest number of reports across the county. In the same period there were 144 calls to the Council's ASB Officer, a reduction of 1 report compared to same period last year.

Fly Tipping

Fly tipping has seen a slight rise this year and remains one of the most prominent issues. The Sevenoaks District Direct Services received 744 reports of fly tipping (a 24% increase and 126 more reports than the previous year), with 380 of them removed. It is worth noting that an increase in reports does not necessarily indicate an increase in incidents, with often more than one report per incident.

Abandoned Vehicles

There has been a 20% rise in reports of abandoned vehicles over the last year, with 108 reports being made to SDC and 12 vehicles being removed. Most reports came from the more densely populated areas of Sevenoaks, Swanley and Edenbridge. The low proportion of vehicles removed is in the most part due to the vast majority of those vehicles reported either being driven or declared SORN (Statutory Off Road Notice) and parked off-road.

Graffiti

Graffiti reports to the Council have risen by 34% (10 reports) this year with 39 recorded incidents. There were 12 offensive graffiti reports between October 2013 and September 2013 all of which were removed within the 48 hour deadline set by Direct Services.

Priority Action		Lead Agency	Other Partners	By When	Funding
ASB Incl Environmental Crime					
3.1	Increase number of prosecutions for fly tipping through camera deployment	KCC Clean Kent CSU	KCC Wardens PCSOs Housing Assns	March 2015	Existing Budgets
3.2	Proactively celebrate good news stories through InShape, Partners publications and through Social Media	CSU	Housing Assns	March 2015	Existing Budgets
3.3	Promote legal ways to dispose of rubbish and promote the Moat promise to deter fly tipping.	CSU	SDC Housing Assns KCC Wardens	Sept 2014	Existing Budgets
3.4	Deploy mobile cameras across the District to deter ASB and Criminal Damage through the Tasking & Co-ordination Process	CSU	Police Housing Assns	On-Going	Existing Budgets
3.5	Work with specific families through the Troubled Families Project	KCC	SDC Housing Assns Faith Community ASB Task Group	On-Going	Existing Budgets
3.6	Work with communities to reduce ASB through PACTs and EVAs	CSU	All Partners	On-Going	Existing Budgets
3.7	Respond to ASB issues through the daily Tasking Process and report back in 100% of cases	CSU	All Partners	On-Going	Existing Budgets

Young People

There has been a reduction in the number of young offenders (under 18 years) for the third consecutive year, with figures for the District falling from 104 offenders to 70 over the period July 2012 to June 2013, representing 0.6% of the total District population of 10 to 17 year olds. This is the District has the 2nd lowest rate of young offenders in the County, significantly below the Kent average of 1.0%.

In line with the overall reduction in the number of young offenders, the total number of youth offences recorded in the District has dropped from 220 to 146 (July 2012 – June 2013). This is a reduction of 33.6% (74 offences), which is the largest rate of reduction in the County and places Sevenoaks 2nd best in Kent.

Not in employment, education or training (NEET)

Using CXK's figures for October 2013, the number of young people recorded as NEET in Sevenoaks District has decreased from 93 to 89 (a reduction of 4.3%) over a 12 month period. This is the joint smallest recorded number of NEETs in the County. Despite the reduction in numbers, the proportion of 16 to 18 year olds who are classed as NEETs has gone up from 4.7% to 5%.

Schools

Sevenoaks District ranks 1st in the County with the lowest recorded number of fixed term exclusions and a continued reduction over the last three academic years. In the 2012 - 2013 academic year, 33% (120) fewer pupils living within the District received fixed term exclusions with a total of 244 pupils excluded from schools within the Sevenoaks District during this period.

The CSP has identified a need to focus on e-safety and cyber bullying.

Priority Action		Lead Agency	Other Partners	By When	Funding
YOUNG PEOPLE					
4.1	Work more proactively with KIIASS	KIIASS CSU	All Partners	March 2015	Existing Budgets
4.2	Set up a data monitoring system to identify young people's issues	CSU	KIIASS CXK Kenward Trust	June 2014	Existing Budgets
4.3	Maintain low level number of young people entering the criminal justice system for the first time	KIIASS Commissioned Youth Services	Police YISP Housing Assns CSU Kenward Trust (KIP program)	March 2015	Existing Budgets PCC Budget
4.4	Target detached youth work through the CSU	CSU KIIASS Kenward Trust	Police Housing Assns KCC Warden	On-Going	Existing Budgets PCC Budget
4.5	Continued promotion of E-Safety creating a centre for resources and continued cyber bullying programmes. Explore CEOP resources	SDC KCC	CSU KIIASS KCC Education	May 2014	Existing Budgets
4.6	Work with partners to help young people transition from Education to Employment	KIIASS LSP	SDCYP West Kent Partnership CSU	June 2014	Existing Budgets

	Priority Action	Lead Agency	Other Partners	By When	Funding
4.7	SAFE- Support and Develop Services in Health Suicide Awareness for everyone	KCC Public Health	SDC KIASS VAWK	Sept 2014	Existing Budgets
4.8	Promote work with young people	CSU	KIASS VAWK	On-Going	Existing Budgets

Domestic Abuse

Domestic abuse has seen a marginal increase in the number of incidents and the number of repeat victims this year October 2012-September 2013. There have been an additional 16 incidents of Domestic Abuse recorded within the Sevenoaks District which represents a 1.8% increase on the previous year. The Sevenoaks District has seen a similar increase in the number of recorded repeat victims of Domestic Abuse with 3.5% more (7 reports, totalling 209).

Whilst on the surface this could reflect an absolute rise in cases of domestic abuse, the increase could also be interpreted positively with more people feeling able to come forward and report domestic abuse to the Police. It is important to remember that these figures are those reported to the Police and it is widely recognised that there is a high number of domestic abuse incidents which remain unreported.

Updated figures: Between April 2013 and 31 January 2014 in Sevenoaks District, there were 823 reports of Domestic Abuse. (an additional 49 compared to same period last year). Sevenoaks District had the lowest number across the County. There were 195 repeat victims (an additional 20 compared to same period last year) and again the lowest in the County.

Priority Action	Lead Agency	Other Partners	By When	Funding
DOMESTIC ABUSE				
5.1	Raise awareness and sign posting to local and county wide services and resources including refuges, particularly targeting repeat victims	CSP Domestic ASB Group	All Partners KCC Youth Services	On going Existing Budgets
5.2	Focus on young people and healthy relationships. Dedicated resources across the District using National campaigns and local services	DAVSS DA Working Group	VAWK KIASS	June 2014 Existing Budgets
5.3	Continue to support local funded programmes such as CDAP, ISVA, Freedom, DA Drop In Centre & Youth project. Work to increase numbers attending these programmes	Domestic Abuse WG	All Partners	March 2015 Existing Budgets
5.4	Review “Drop-in” Service outcomes and divert service if necessary	DA Working Group	DAVSS NK Women’s Aid	May 2014 Existing Budgets
5.5	External Evaluation of DA Services funded by CSP	CSP	DAVSS ISVA NK Women Aid	Sept 2014 Existing Budgets
5.6	Consider Domestic Abuse as a marker for Phase 3 of Troubled Families	KCC SDC	DA Working Group	April 2014 Existing Budgets
5.7	Joint meeting with Substance Misuse mid year to take forward joint projects	SDC	Substance Misuse Group DA Working Group	September 2014 Not Applicable

Substance Misuse

Drugs

Since April 2013, substance misuse is no longer recorded in the Victim Based Crime figures released by Kent Police. However, figures collated in iQuanta show total drug offences are up 32.3% (43 offences) with 176 recorded this year. Despite this, Sevenoaks has the lowest rate in the County and ranks 1st in Kent and 2nd in its MSG.

Drug offences include possession and trafficking of drugs. Possession is up 53% in the District and 158 crimes were recorded October 2012-September 2013. Again, despite the increase, the District performs well and ranks 2nd best in Kent and MSGs.

Updated figures: Between April 2013 and 28 February 2014 in Sevenoaks District, there were 172 drug offences. (an additional 44 compared to same period last year). Sevenoaks District had the 2nd lowest number of offences across the County.

Alcohol

Until recently, alcohol misuse was measured using alcohol attributable hospital admission rates which have been increasing year on year on a District and County level². It is generally felt that these rates no longer accurately reflect alcohol admission trends as some 'attributable' conditions have undergone massive rises in admission rates over recent years and this is only partly attributable to alcohol. The clearest example is Hypertension, admission for which has dramatically increased and is recorded as attributable, despite approximately 20% cases being alcohol attributed.

According to the Kent Drug and Alcohol Action Team (KDAAT) there are an estimated 30,432 dependant drinkers and 17,410 binge drinkers in the County. Most recent figures provided by KDAAT recorded 821 Kent residents in receipt of treatment for alcohol June 2013. Young Persons data shows a 14.6% reduction in the number of young people receiving treatment for alcohol with 310 in treatment (April 2012 to March 2013).

Smoking

Public Health profiles for 2013 show the Sevenoaks District to have lower rates of smoking-related deaths than the England average. 16.4% of the District population was estimated to smoke in 2013, compared to the 21% County average and 20% England average.

² Kent has seen a steady increase of alcohol related hospital admissions over the past ten years and alcohol remains the most common substance for those seeking treatment; this year (June 2012 to May 2013) hospital admissions for evidence of alcohol involvement by Blood Alcohol has seen a Countywide increase of 76 (8.2%). Sevenoaks has seen the sharpest rise in numbers during this period (45.5%, 25 additional residents), making a total of 80 alcohol related hospital admissions this year.

Priority Action		Lead Agency	Other Partners	By When	Funding
SUBSTANCE MISUSE					
6.1	Preventative and early intervention youth work to address identified local needs and improve well-being of young people	KCA Substance Misuse TG Kenward Trust	KDAAT KCC Youth Services Early Intervention Team	On going	Choosing Health CSP Alternative funding PCC budget
6.2	Use a partnership approach to address underage drinking where it is reported by communities as a problem	Trading Standards	Landlords/Off License Substance Misuse Task Group KDAAT	June 2014	Existing budgets
6.3	Address work around Legal Highs and prescribed medication. Training and support for front line workers	Substance Misuse TG	CRI Kenward Trust KCA	On going	Existing Budgets
6.4	Use of Social Media to get information to all residents across the District with a focus on young people	CSU	Police KIASS KCA Residents & Youth Forums	On going	Existing Budgets
6.5	Structured interventions through Troubled Families where Substance Misuse is an issue	Substance Misuse Task Group	Kenward Trust Troubled Families CSP	On going	Troubled Families

	Priority Action	Lead Agency	Other Partners	By When	Funding
6.6	Create "Recovery Communities" such as Non Alcohol Bars and Social Enterprises	Substance Misuse Task Group	Kenward Trust KCA All Partners	Sept 2014	Grants
6.7	Work with local employers to raise awareness on drug and alcohol issues and where to go for early interventions	Kenward Trust	Substance Misuse Task Group Local Business Forum	Sept 2014	Public Health Boards

Theft Offences incl Shoplifting

Theft Offences have been reduced by 5%, with 38 fewer offences recorded between October 2012 and September 2013 than the previous year. Despite only a minor reduction of 5% this year, the Sevenoaks District still has the 2nd lowest rate per 1000 population in the County. In contrast, the District has the 9th lowest rate, just below average, in its MSG.

Theft and Handling of Stolen Goods

As expected there has been a similar decrease in recorded offences for theft and handling of stolen goods. A 1.8% reduction (21 offences) has seen recorded crimes drop from 1191 to 1170 over the last year.

Updated figures: Between April 2013 and 28 February 2014 in Sevenoaks District, there were 795 reports of Theft & Handling (7 fewer compared to same period last year) and Sevenoaks District had the 2nd lowest offences across the county.

Metal Theft

Data on metal theft was collected for the first time in April 2012, allowing for some comparison in the year's strategic assessment. Recorded figures have dropped significantly from 171 to 129 (a crime reduction of 24.6%, with 42 fewer cases).

Updated figures: Between April 2013 and 31 Jan 2014 in Sevenoaks District, there were 87 reports of metal thefts (115 fewer compared to same period last year) and Sevenoaks District had the 6th highest number of offences across the county.

Shoplifting

Sevenoaks District has seen a slight increase in the number of shoplifting offences this year, but when we take a look at the figures for the last three years, we see that on average monthly figures are reducing. Looking at the figures for April 2012 to March 2013, the District has achieved a crime reduction of 15.7% (62 offences) and has the lowest crime rate in the County. However if we look at more recent figures from October 2012 to September 2013, shoplifting has increased by 9 offences (2.5%), from 359 to 368. Despite the fluctuation, Sevenoaks' performance remains the best in the County and 6th best in its MSG.

Updated figures: Between April 2013 and 8 March 2014, there were 372 reports of Shoplifting. (44 more compared to same period last year and the lowest in the county).

Priority Action		Lead Agency	Other Partners	By When	Funding
THEFT incl SHOPLIFTING					
7.1	Develop and expand the Business Crime Reduction Partnership across Sevenoaks District to include Safer Socialising	BCRP	CSU Economic Development	June 2014	Existing resources
7.2	Target repeat offenders of acquisitive crime through the Offender Management Unit	Probation Police BCRP	CSU	April 2014	Existing resources
7.3	Publicise arrests and convictions through Social Media especially around BCRP work	SDC Police	BCRP	April 2014	Existing Budgets
7.4	Co-ordinated multi agency operations concerning retail theft and enhance visibility such as Safer Plates ops in retail car parks	Police	CSU	April 2014	Existing Budgets
7.5	Develop email groups to send out bespoke messages for specific themed retailers	BCRP	CSU	April 2014	Existing Budgets
7.6	Joint visits with BCRP to help identify hard to reach local management and seek to engage at a higher level	BCRP PCSOs	CSU	April 2014	Existing Budgets

Road Safety incl Speeding

Throughout Sevenoaks there are major trunk roads i.e. M25/A21 which facilitate the majority of traffic through the District. As a result figures for Road Traffic Accidents (RTAs) fluctuate depending on the area that is being assessed.

Jacobs figures released for January to September 2013 show a slight reduction (3.8%) in RTA casualties in the District compared with the same period last year. 407 RTA casualties were recorded during this period and the Sevenoaks District has one of the highest RTA casualties in the County, second to Maidstone. 12.8% of all RTA casualties were Killed or Seriously Injured (KSI) with Sevenoaks District reporting the highest number of KSI RTA casualties in the County.

Speed Watch

Speeding and perception of speed is a high concern for residents across the District and has featured in all PACT Panels' action plans. The community safety survey conducted in December 2013 shows 'road safety/speeding' to be the biggest concern, with 54.8% respondents describing themselves as 'very concerned'. Speed Watch training has worked well in the District with residents being trained by Kent Police to monitor the speed of vehicles passing through their community. In November 2013 a total of 29 District locations were used for Speed Watch and there have been over 100 residents trained, over a quarter of all volunteers in Kent. Between December 2012 and November 2013, a total of 2,090 letters were sent out to the owners of vehicles speeding within the District thanks to the Speed Watch initiative.

Priority Action		Lead Agency	Other Partners	By When	Funding
ROAD SAFETY					
8.2	Identify parking hotspots and work with agencies and residents on local concerns	Police KCC Highways SDC	CSU	June 2014	Existing Budgets
8.2	Identify repeat callers around speeding and traffic issues and have a joint response for residents and Town and Parish Councils	CSU	All Partners	June 2014	Existing Budgets
8.4	Continue with Speed Watch. Identify a cohort of volunteers who could be tasked across the District to speeding hotspots	CSU	Police Volunteers	June 2014	Existing Budgets
8.5	Minimum of 4 Multi-Agency events to address speed enforcement	Police KFRS	CSU All Partners	March 2015	Existing resources
8.6	Education on road safety to be delivered through schools including Pedestrian and Cycle Safety	KFRS Police	CSU	June 2013	Existing resources KFRS

Glossary:

ASB – Anti-Social Behaviour

BCRP – Business Crime Reduction Partnership

CCTV – Closed Circuit Television

CDAP – Community Domestic Abuse Perpetrators Programme

CSP – Community Safety Partnership

CSU – Community Safety Unit

CXK - Connexions

DAVSS – Domestic Abuse Volunteer Support Services

EVA – Environmental Visual Audit

ISVA – Independent Sexual Violence Advisor

KCA – Drug, Alcohol and Mental Health Services

KCC – Kent County Council

KDAAT – Kent Drug & Alcohol Action Team

KFRS – Kent Fire & Rescue Service

KIASS – Kent Integrated Adolescent Support Service

MSG - A Group of Partnerships thought by the Home Office to have similar characteristics and used for benchmarking purposes

NEET – Not in Education, Employment or Training

PACT – Partners and Communities Together

PCC – Police & Crime Commissioner

PPO – Persistent and Prolific Offender

SDC – Sevenoaks District Council

T&CG – Tasking and Co-ordination Group – monthly meeting to plan response to trends

VAWK – Voluntary Action Within Kent

YISP – Youth Inclusion Support Panel

YOS – Youth Offending Service

Membership of the Community Safety Partnership and contact details

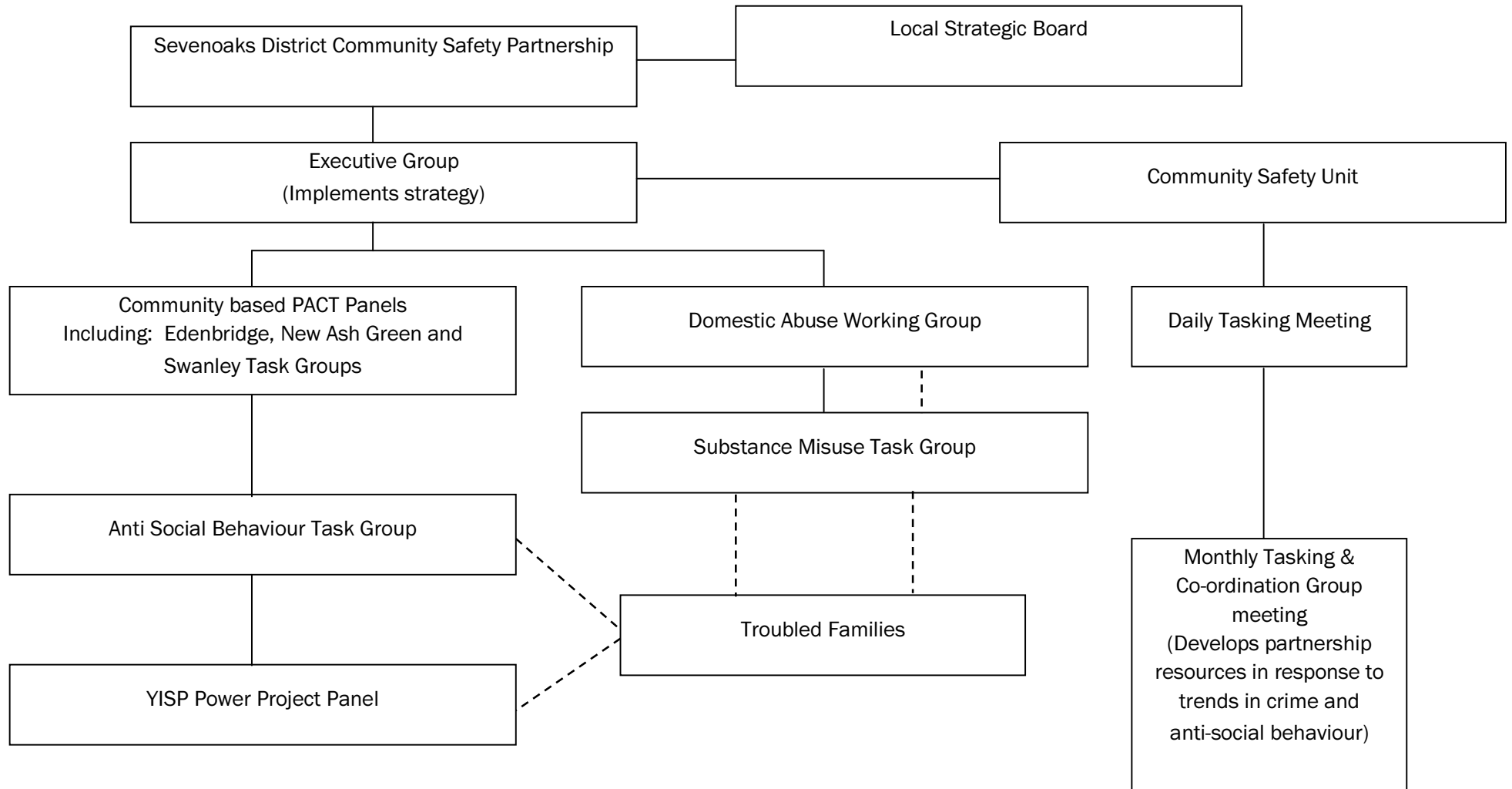
<p>Sevenoaks District Council Argyle Road Sevenoaks Kent TN13 1GP Tel: 01732 227000 Web: www.sevenoaks.gov.uk</p>	<p>Kent Police 1 Pembury Road Tonbridge Kent TN9 2HS Tel:01622 690690 Web: www.kent.police.uk</p>	<p>Kent Fire & Rescue Service The Godlands, Straw Mill Hill, Tovil, Maidstone ME15 6XB Tel: 01622 692121 Web: www.kent.fire-uk.org</p>	<p>Police & Crime Commissioner Kent Police HQ Sutton Road Maidstone ME15 9BZ Tel: 01622 677055 Web: www.kentpa.kent.police.uk</p>
<p>NHS West Kent CCG Wharf House, Medway Wharf Road Tonbridge Kent TN9 1RE Tel: 01732 375200 Web: www.westkentccg.nhs.uk</p>	<p>Kent Probation Service 17 Garden Road Tunbridge Wells Kent TN1 2XP Tel: 03000 473130 Web: www.kentprobation.org</p>	<p>KCC Social Services The Willows Hilda May Avenue Swanley Kent BR8 7BT Tel: 01322 611000 Web: www.kent.gov.uk</p>	<p>KCC Children and Families Information Service Invicta House Maidstone Kent ME14 1XX Tel: 03000 412323 Web: www.kent.gov.uk</p>
<p>KCC Youth Offending Service IH3 Invicta House Sessions Square Maidstone Kent ME14 1XX Tel: 01622 694465 Web: www.kent.gov.uk</p>	<p>KCC Youth Service Area Youth Officer C/o Swanley Youth Centre St. Mary's Road Swanley Kent BR8 7BU Tel: 01322 615275 Web: www.kent.gov.uk</p>	<p>KCC Trading Standards PO Box 286 West Malling Kent ME19 4HW Tel: 01732 525291 Web: www.kent.gov.uk</p>	<p>KCC Community Safety Invicta House County Hall Maidstone ME14 1XX Tel: 01622 221106 Web: www.kent.gov.uk</p>
<p>West Kent Housing Association 101 London Road Sevenoaks Kent TN13 1AX Tel: 01732 749400 Web: www.westkent.org</p>	<p>Kenward Trust Kenward Road Yalding Maidstone Kent ME18 6AH Tel: 01622 814187 Web: www.kenwardtrust.org.uk</p>	<p>MOAT Homes Galleon Boulevard Crossways Dartford Kent DA2 6QE Tel: 0845 600 1006 Web: www.moat.co.uk</p>	<p>Kent Drug and Alcohol Action Team Invicta House County Road Maidstone Kent ME14 1XX Tel: 01622 221676 Web: www.kdaat.org.uk</p>
<p>West Kent Extra 101 London Road Sevenoaks Kent TN13 1AX Tel: 01732 749400 Web: www.westkent.org</p>	<p>Voluntary Action Within Kent 19 Monson Road Tunbridge Wells Kent TN1 1LS Tel: 01892 530330 Web: www.vawk.org.uk</p>		

Terms of Reference

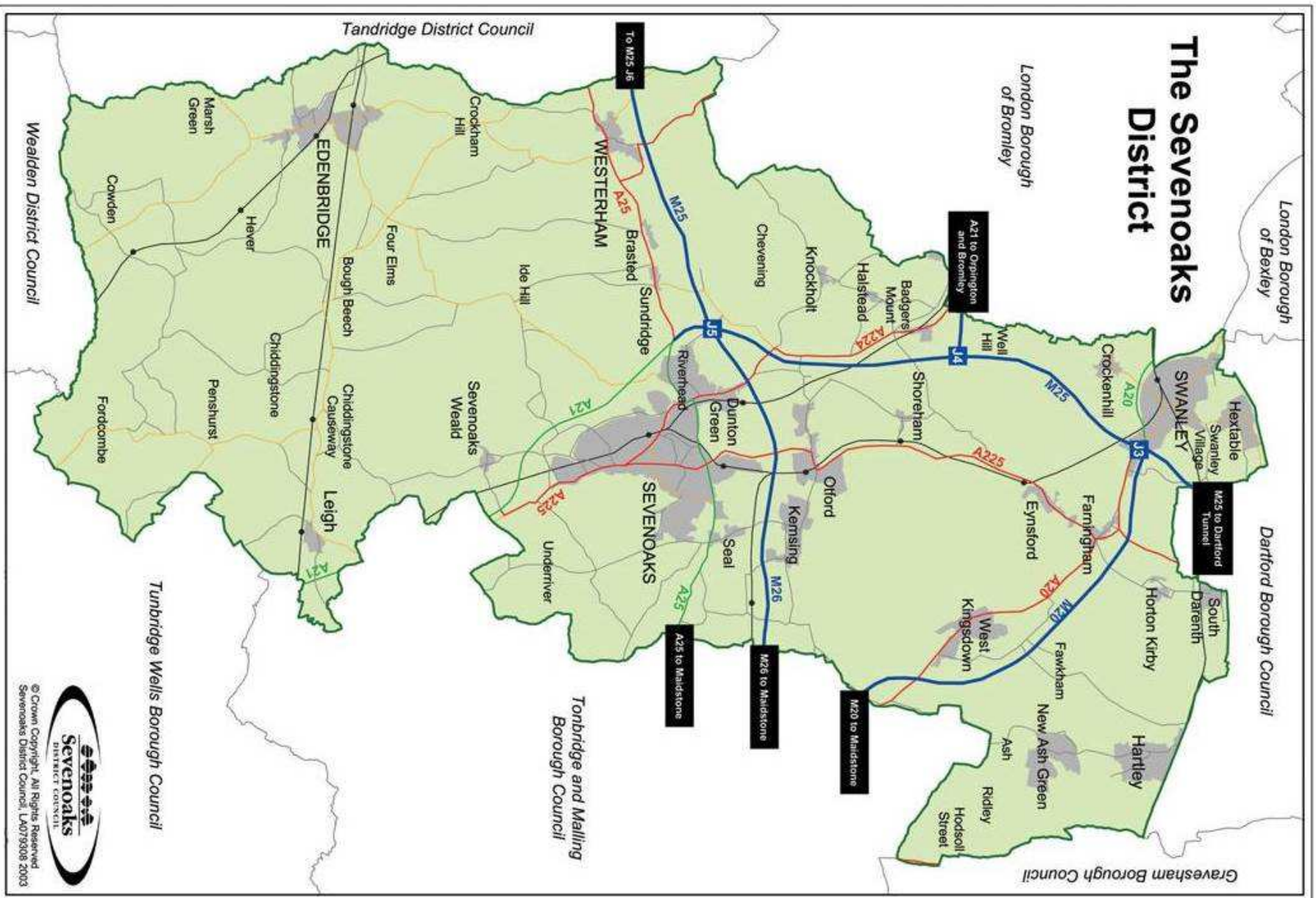
The Partnership's terms of reference are to:

- Undertake periodic reviews of community safety in the District and disseminate the findings to the public
- Develop a yearly strategy and action plan to tackle community safety
- Monitor and report progress in meeting the agreed targets and actions
- Secure resources and funding from parent organisations and others for projects to address agreed shared priorities in the Community Safety Action Plan
- Act as a forum for discussion of topical local community safety issues and agree follow up actions if appropriate
- Promote community safety in the District in conjunction with other local organisations and bodies
- Co-ordinate and maintain an overview of all activities relevant to community safety in the District.

Structure of Sevenoaks District Community Safety Partnership



Sevenoaks District map



Enquiries to:

Community Safety Manager
Sevenoaks District Council
PO Box 183, Argyle Road
Sevenoaks, Kent TN13 1GP
Telephone 01732 227000
Fax 01732 742339
Minicom 01732 227496
E-mail community.safety@sevenoaks.gov.uk



COMMUNITY GOVERNANCE REVIEW – BADGERS MOUNT ORDER

Council – 22 July 2014

Report of Chief Officer Legal & Governance

Status: For Decision

Also considered by: Governance Committee – 10 July 2014

Key Decision: No

Portfolio Holder Cllr. Fleming

Contact Officer(s) Chief Officer Legal & Governance – Mrs Christine Nuttall

Recommendation to Governance Committee:

That Council be recommended to establish the Parish Council for the parish of Badgers Mount on and from 1 April 2015 in the terms of the Establishment Order appended to this report.

Recommendation to Council:

It be resolved to establish the Parish Council for the parish of Badgers Mount on and from 1 April 2015 in the terms of the Establishment Order appended to this report.

Reason for recommendation: the District Council is responsible for determining submissions made in consequence of a community governance review.

Introduction and Background

- 1 The District Council completed a community governance review in 2012 which included the creation of a new parish of Badgers Mount in 2015, which is currently a ward of the Shoreham Parish Council.
- 2 At the meeting of this Committee on 10 July 2013 the number of councillors, and warding arrangements, for the new Badgers Mount Parish Council, and the revised parish of Shoreham, were agreed. Badgers Mount will be formed of 5 councillors and be un-warded.
- 3 There are a number of other specific decisions which the District Council must make to complete the Order to create the new Council for the Parish of Badgers Mount. These are:
 - a) Budget/Precept for Badgers Mount 2015/16

Agenda Item 7a

- b) Who will act as the representatives for the new Parish Council in the interim from its set up on 1st April 2015 to the date when the new Council will actually be elected.
 - c) A list of land/property belonging to Shoreham Parish Council, situated in the Badgers Mount ward
 - d) Any Reserve Funds/Balances which it is appropriate to transfer to the new Badgers Mount Parish Council
 - e) Any ongoing responsibilities, contracts, etc currently carried out by Shoreham Parish Council within the Badgers Mount ward
- 4 Shoreham Parish Council has been consulted on these issues, together with representatives of a “working group” set up to include representatives of the Badgers Mount Residents Association, the existing three Badgers Mount Ward members on Shoreham Parish Council and Councillor Grint as the main District Councillor from the Badgers Mount area. In addition the other District Councillors covering the Shoreham area have been involved.
- 5 The parties concerned also approached District Councillor McGarvey, who has much experience of Parish Council work, to construct a draft budget for the new Council. A copy of the agreed draft budget is attached at Appendix A to this report, indicating a gross budget of £23,700. This figure includes a number of contingency items, which if needed will be funded by the reserves transfer of £10,000 referred to at paragraph 8 below, leaving a precept for 2015/16 of £13,700. The working group were in general agreement to these figures. Whilst the exact Council Tax base figures for each Parish Council will not be calculated until December, it is estimated that the taxbase for Badgers Mount will be in the region of 310 Band D equivalents, and the precept figure will result in a Parish charge very similar to that in the current year.
- 6 All parties were in agreement that the interim representatives should be the existing three Badgers Mount ward members on Shoreham Parish Council, there being no other persons in a position having the authority to take on such a role.
- 7 The list of land/property situated in the Badgers Mount ward has been provided by Shoreham Parish Council, and has been agreed by all parties.
- 8 Various discussions have taken place relating to the transfer of any balances from Shoreham Parish Council to the new Badgers Mount Parish Council. These recognised that the residents of Badgers Mount had contributed to the reserves of Shoreham Parish Council over the years, but also that all the main facilities run by the Parish Council are in Shoreham, and bring attendant liabilities in terms of property maintenance, etc, which the residual Shoreham Parish Council will have to bear. A figure of £10,000 was offered by Shoreham Parish Council and was generally accepted by the parties. Subsequently, Shoreham Parish Council formally agreed to this figure at its meeting on 5 June 2014.
- 9 This figure of £10,000 for transfer of balances has been taken into account in preparing the precept figure suggested for the 2015/16 budget, and will give the new Parish Council some working capital and contingency funds.

- 10 Whilst there are some ongoing services provided in the Badgers Mount ward currently; including verge cutting, dog bin emptying, bulky waste freighter, lengthsman; there are no formal contracts in place.

Other Options Considered and/or Rejected

- 11 On the basis that there is general agreement on how to proceed with the requirements set out at 3 a) to e) above the Order has been completed, and a copy is attached at Appendix B. It is of great advantage to the practicalities of the split that there is agreement.
- 12 It will be necessary for officers of the District Council to set up and run the initial meeting of the new Parish Council

Key Implications

Financial

There are no cost implications for the District Council in conducting a community governance review apart from staff resources.

Legal Implications and Risk Assessment Statement.

There are no legal or human rights implications in this report.

As all parties have been consulted and are in agreement in relation to the draft Order, no known risks can be identified.

Equality Impacts

Consideration of impacts under the Public Sector Equality Duty:		
Question	Answer	Explanation / Evidence
a. Does the decision being made or recommended through this paper have potential to disadvantage or discriminate against different groups in the community?	No	Part of the purpose of the Local Government and Public Involvement in Health Act 2007 is to ensure that from time to time a review of boundaries is undertaken to bring about better local democracy and fair representation within communities. The review therefore has a positive contribution to promoting equality.
b. Does the decision being made or recommended through this paper have the potential to promote equality of opportunity?	Yes	
c. What steps can be taken to mitigate, reduce, avoid or minimise the impacts identified above?		Consultation has taken place with all parties and there is general agreement to the proposed Order

Agenda Item 7a

Appendices Appendix A – Draft Budget 2015/16 Badgers Mount Parish Council

Appendix B – The Sevenoaks (Reorganisation of Community Governance) Order 2014

Background Papers: Local Government and Public Involvement in Health Act 2007

Guidance on community governance reviews (published jointly by the Department for Communities and Local Government and the Local Government Boundary Commission for England) – 2008

Community Governance Review Report – Governance Committee 10 July 2013:

<http://cds.sevenoaks.gov.uk/ieListDocuments.aspx?CId=289&MId=1691&Ver=4>

Christine Nuttall
Chief Officer for Legal and Governance

BADGERS MOUNT PARISH COUNCIL	AGREED BUDGET	Agreed Budget
FIRST YEAR BUDGET 2015/16	11-Jun-14	monthly
<u>ADMINISTRATION</u>	£	£
Advertising for new Clerk	100	8.33
Audit fees	120	10.00
Chairmans special allowance	100	8.33
Clerk's salary	4,900	408.33
Clerk's expenses, postage & stationery	150	12.50
Clerks mileage	150	12.50
Members allowance	100	8.33
Members mileage	100	8.33
Office computer	450	37.50
Website hosting & management for emails	600	50.00
Photocopier	60	5.00
Office rent	300	25.00
Office telephone	150	12.50
Hall hire (note 1)	210	17.50
Legal expenses	0	0.00
Elections (note 2)	2,300	191.67
Insurance	600	50.00
Quarterly newsletter / publicity	300	25.00
Training	900	75.00
Sundry office expenses	100	8.33
Subscriptions - KALC (note 3)	200	16.67
	SLCC	150
	others	100
Office Scribe licence	200	16.67
Broadband allowance for clerk	120	10.00
ADMINISTRATION sub-total	12,460	1,038.33
<u>AMENITIES & GENERAL SERVICES</u>		
Emptying dog bins (SDC)	660	55.00
General repairs & maintenance	500	41.67
Grass cutting	550	45.83
Lengthsman	500	41.67
Tree surgery	0	0.00
Black sacks	50	4.17
Salt bins & salt	250	20.83
Footpaths	50	4.17
Refuse freighter (SDC)	280	23.33
AMENITIES & GENERAL SERVICES sub-total	2,840	236.67

Agenda Item 7a

SUMMARY		
Administration	12,460	1038.33
Amenities & general services	2,840	236.67
Projects	50	4.17
Grants	500	41.67
Emergency planning	150	12.50
Contingencies/Possible projects	4,300	358.33
	20,300	1,691.67
Deputy Clerk provision	3,400	283.33
Contingency: Clerk Salary sick relief	0	0.00
Total Budget (gross)	23,700	1,975.00
Less Use of Reserves	-10,000	-833.33
Total amount of Precept (net)	13,700	3,116.67
Reserves		
Elections (note 2)	2,300	192
Contingencies/Possible projects	4,300	358
Clerk's Cover Reserve	3,400	283
Specific Reserves above	10,000	833
Predicted Tax Base (Band D equiv's)	310.40	A
Precepting for full amount of Budget	£13,700.00	B
New Band D charge annually	£44.14	C = B/A
Previous (2014/15) Band D charge	£44.10	D
Percentage increase in Council Tax (C/D)	0.1%	
Cash increase in Council Tax for Band D	£0.04 per annum	
Cash increase in CT for Band D wkly (C-D)/52	£0.00 per week	
Notes		
1) <u>Hall hire</u> -		
Current Memorial hall rate £6.50 per hr x 2 hrs	2	hours
= £13 per meeting	£6.50	per hour
12 monthly meetings	12	monthly
3 extra planning meetings	3	planning
1 annual meeting	1	annual
Total of 16 meetings @ £13 = £208	£208.00	total
2) £800 May 2015 election of PC, plus £1,500 contingency for any future by-election		

LOCAL GOVERNMENT AND PUBLIC INVOLVEMENT IN HEALTH ACT 2007

The Sevenoaks (Reorganisation of Community Governance) Order 2014

Made 22nd July 2014

Coming into force in accordance with article 1(2)

Sevenoaks District Council (“the council”), in accordance with section 82 of the Local Government and Public Involvement in Health Act 2007 (“the 2007 Act”), has undertaken a community governance review and made recommendations dated 27th November 2012:

The council has decided to give effect to those recommendations and, in accordance with section 93 of the 2007 Act, has consulted with the local government electors and other interested persons and has had regard to the need to secure that community governance reflects the identities and interests of the community and is effective and convenient:

The council, in accordance with section 100 of the 2007 Act, has had regard to guidance issued under that section:

The council makes the following Order in exercise of the powers conferred by sections 86, 98(3), 98(4) and 240(10) of the 2007 Act.

Citation and commencement

1. (1) This Order may be cited as the Sevenoaks District Council (Reorganisation of Community Governance) Order 2013.
- (2) It shall come into force on 1st April 2015.
- (3) For the purposes of:
 - (a) article 5 (calculation of budget); and

- (b) proceedings preliminary or relating to the elections of parish councillors, to be held on the ordinary day of election of councillors in 2015,

this Order shall come into force on 1st December 2014.

Interpretation

2. In this Order –
- “county” means the county of Kent;
 - “district” means the district of Sevenoaks;
 - “map” means the maps marked “The Sevenoaks (Reorganisation of Community Governance) Order 2013”;
 - “new parish” means the parish constituted by article 4;
 - “ordinary day of election of councillors” has the meaning given by section 37 of the Representation of the People Act 1983; and
 - “registration officer” means an officer appointed for the purpose of, and in accordance with, section 8 of the Representation of the People Act 1983.

Effect of Order

3. This Order has effect subject to any agreement under section 99 (agreements about incidental matters) of the Local Government and Public Involvement in Health Act 2007 relevant to any provision of this Order.

Constitution of a new parish

4. (1) A new parish, comprising the area outlined with a red line on the map titled “Badgers Mount ward of Shoreham Parish”, shall be constituted within the district, and defined by the current boundary of the Badgers Mount Ward of Shoreham Parish Council.
- (2) The name of the new parish shall be Badgers Mount.
- (3) In consequence of paragraph (1) of this article, the area of the new parish shall cease to be part of the existing parish of Shoreham.

Calculation of budget requirement

5. For the purposes of regulation 3 of the Local Government Finance (New Parishes) (England) Regulations 2008 there is specified in relation to the parish of Badgers Mount the sum of £13,700.

Election for the parish of Badgers Mount

6. The election of all parish councillors for the parish of Badgers Mount shall be held on the ordinary day of election of councillors in 2015.

Number of parish councillors for the parish of Badgers Mount

7. The number of councillors to be elected for the parish of Badgers Mount shall be 5.

Wards of the parish of Badgers Mount

8. The parish of Badgers Mount shall not be warded

Annual meeting of parish council

9. The annual meeting of the new parish council in 2015 shall be convened by the Monitoring Officer of Sevenoaks District Council. The meeting shall take place no later than 14 days after the day on which the councillors elected to the new parish council take office.

Electoral register

10. The registration officer for the district shall make such rearrangement of, or adaptation of, the register of local government electors as may be necessary for the purposes of, and in consequence of, this Order.

Transfer of property, rights, liabilities and services

11. The land, property, rights, liabilities and services described in schedule 1, 2 and 3 shall transfer from the Shoreham parish council to the Badgers Mount parish council on the date specified in column (2) of that schedule.

Transitional provision

12. Until the councillors elected to the council of the new parish of Badgers Mount at the elections to be held on the ordinary day of election of councillors in 2015 come into office, the new parish shall be represented by those persons who immediately before 1st April 2015 are the elected councillors for the parish ward of Badgers Mount within the parish of Shoreham.

Order date

13. 1st April 2015 is the order date for the purposes of the Local Government (Parishes and Parish Councils) (England) Regulations 2008.

THE COMMON SEAL OF)

THE DISTRICT COUNCIL OF SEVENOAKS)

affixed hereunto on the day of 2014

in the presence of:-

Authorised Signatory

Authorised Signatory

SCHEDULE 1

article 12

LAND AND PROPERTY TO BE TRANSFERRED

Column (1)	Column (2)
4 bus shelters	1 st April 2015
4 salt bins and reserve supply of salt	1st April 2015
5 dog waste bins	1st April 2015
1 Millennium sign	1st April 2015
3 bench seats	1st April 2015
3 metal notice boards and pin board in bus shelter at roundabout	1st April 2015
1 marquee	1st April 2015

SCHEDULE 2

article 5

FUNDS AND BALANCES TO BE TRANSFERRED

Column (1)	Column (2)
£10,000 (ten thousand pounds only)	1 st April 2015

SCHEDULE 3

article

MAINTENANCE [OR OTHER] RESPONSIBILITIES TO BE TRANSFERRED

Column (1)	Column (2)
None	

EXPLANATORY NOTE

(This note is not part of the Order)

This Order gives effect to recommendations made by Sevenoaks District Council for the creation of the new parish of Badgers Mount with effect from 1st April 2015.

Article 10 obliges the Electoral Registration Officer to make any necessary amendments to the electoral register to reflect the new electoral arrangements.

The map defined in article 2 shows the new parish of Badgers Mount. It is available, at all reasonable times, at the offices of Sevenoaks District Council, Argyle Road, Sevenoaks, Kent TN13 1HG.

549000

550000

551000

163000

163000

162000

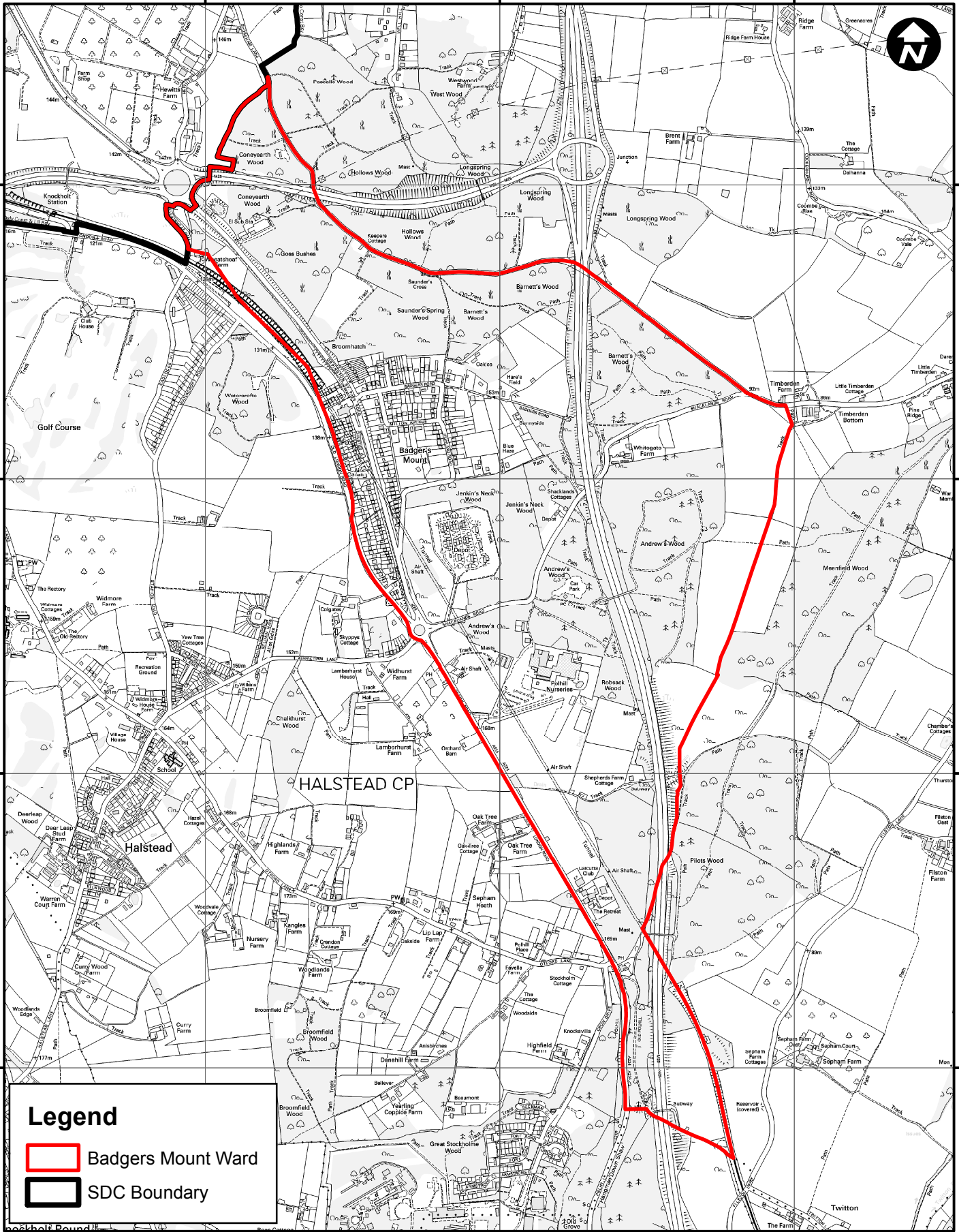
162000

161000

161000

160000

160000



Legend

- Badgers Mount Ward
- SDC Boundary

549000

550000

551000

Sevenoaks
DISTRICT COUNCIL

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Parish Ward Boundaries

Page 127

Badgers Mount Ward of Shoreham Parish

Scale: 1:17,500
Date: March 2013

Produced by the GIS Team, Sevenoaks District Council

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COMMUNITY GOVERNANCE REVIEW

Council – 22 July 2014

Report of Chief Officer for Legal and Governance

Status: For Decision

Also considered by: Governance Committee - 10 July 2014

Key Decision: No

Portfolio Holder Cllr. Fleming

Contact Officer(s) Ian Bigwood – ext. 7242

Recommendation to Governance committee:

- (a) that a recommendation be made to Council for the creation of a new Romney Street Ward in the Parish of Shoreham;
- (b) that a recommendation be made to Council for the number of parish councillors for the Romney Street Ward, the Shoreham Ward and The Well Hill Hundreds Ward of the Parish of Shoreham to be 1, 6 and 1 respectively; and
- (c) that a recommendation be made to Council for the boundary between the parishes of Chevening and Sevenoaks Weald to be amended in the vicinity of Bowzell Green.

Recommendation to Council:

- (a) that a Romney Street Ward be created in the Parish of Shoreham;
- (b) that the number of parish councillors for the Romney Street Ward, the Shoreham Ward and The Well Hill Hundreds Ward of the Parish of Shoreham be 1, 6 and 1 respectively; and
- (c) that the boundary between the parishes of Chevening and Sevenoaks Weald be amended in the vicinity of Bowzell Green.

Reason for recommendation: representations have been received from Shoreham Parish Council to create a new Ward of the Parish and from Chevening Parish Council to amend its boundary.

Agenda Item 7b

Introduction and Background

Introduction

- 1 District Councils are required to keep parish council governance under constant review. Representations have been received from the parish councils of Shoreham and Chevening.
- 2 Notwithstanding that a community governance review for the whole of the Sevenoaks District was carried out in 2012, the District Council undertook to carry out a review in response to these requests.
- 3 Households in the existing Shoreham and The Well Hill Hundreds Wards of the Parish of Shoreham were written to (see Appendix A) in early April and invited to make representations. Similarly, the 4 affected households in Bowzell Green were notified of the review. Relevant elected representatives and parish councils were also informed. The consultation period ended on 30 May.

Shoreham Parish Council Proposal

- 4 The Shoreham Parish Council proposal to create an additional ward for Romney Street (a preferred name to East Hill, which is the name of an adjacent parish ward in the Parish of West Kingsdown) is at Appendix B and a map showing the proposed boundary is at Appendix C.
- 5 Support for this proposal comes from the occupants of 2 Boakes Meadow, Shoreham and from District Councillor Lowe as follows:

As one of the local District Council members for Otford & Shoreham and a local resident of East Hill - I fully support the proposed warding of the area to be known as Romney Street. This part of Shoreham often gets forgotten and having our own parish councillor dedicated to our ward will make sure we have a voice. With the spilt of Shoreham into two - this is an ideal opportunity to ward 'Romney Street' and the Fox and Hounds would make a great polling station.

- 6 A further representation has been received from Mr Phil Hobson (Appendix D), a resident of the Well Hill Hundreds Ward. Whilst Mr Hobson approves the creation of a Romney Street Ward, he proposes that the number of councillors for the parish as a whole should be 5 (1 member for Romney Street, 3 for Shoreham and 1 for The Well Hill Hundreds) and that the name of the authority should be Shoreham Community Council.
- 7 The minimum number of councillors for a parish council is 5. In the Sevenoaks District Council area, only Fawkham Parish Council (447 electors) and the newly created (2015) Badgers Mount Parish Council (525 electors) have 5 members. Whilst the membership of each parish council should be determined on its own merits, some consideration should be given to the pattern of representation across the District Council area and Shoreham Parish Council's wish for 8 members representing 1,013 electors better fits that pattern. Furthermore, at the community governance review of 2012, the District Council approved 8 members for Shoreham Parish Council with effect from 2015 (7 members for the Shoreham Ward and 1 member for The Well Hill Hundreds Ward).

- 8 On the basis of 8 members for Shoreham Parish, the Parish Council proposes 1 member each for the Romney Street and The Well Hill Hundreds Wards and 6 members for Shoreham Ward. The numerical entitlement of each proposed parish ward is as follows:

Romney Street	1.17 members
Shoreham	5.27 members
The Well Hill Hundreds	1.56 members

There is no set formula for determining the number of members for wards of parishes but consideration has to be given to the number of electors members represent. Shoreham Parish Council's preferred option is only slightly at variance with the numerical entitlement.

- 9 Mr Hobson also suggests a name of Shoreham Community Council for the authority. Whilst it may be that some confusion can occur in the public mind between civil parishes and ecclesiastic parishes, all parishes in the Sevenoaks District Council area have a parish or town council; it may be more confusing to have the one exception of a community council.

Recommendation

- 10 Shoreham Parish Council proposes a new parish ward of Romney Street which has the backing of those responding to the consultation, including a local member. The proposal for 8 members for the Parish Council as a whole has been approved by the District Council at the 2012 review. Whilst the distribution of members to wards proposed by the Parish Council is not a perfect member/elector ratio, it is an acceptable variance. Retaining the name of Shoreham Parish Council maintains the uniformity of description throughout the District Council area. It is recommended therefore that the Parish Council's proposals be adopted.

Chevening Parish Council Proposal

- 11 The occupants of four properties in the Bowzell Green area have suggested they transfer from Chevening Parish into Sevenoaks Weald Parish as they have a greater affinity with the Weald community. Both Chevening Parish Council and Sevenoaks Weald Parish Council support the proposal (Appendix E). The proposed new boundary is shown at Appendix F.
- 12 No further representations have been received during the consultation period.

Recommendation

- 13 This is a minor proposal from a handful of residents which has the support of the two parish councils involved. It is recommended therefore that the boundary between Chevening and Sevenoaks Weald Parishes be amended in accordance with the map at Appendix F.

The consequential change to the Brasted, Chevening & Sundridge and Seal & Weald Wards of the District Council will be dealt with by The Boundary Commission to come into effect at the joint District Council and Parish Councils elections on 7 May 2015.

Agenda Item 7b

Key Implications

Financial

There are no cost implications for the District Council in conducting a community governance review apart from staff resources.

Legal Implications and Risk Assessment Statement.

District Councils are required to keep parish council governance under review. There is an opportunity to review these two matters before the next scheduled parish council elections.

Equality Impacts

Part of the purpose of the LGPIH is to ensure that from time to time a review of boundaries is undertaken to bring about better local democracy and fair representation within communities. The review therefore has a positive contribution of promoting equality.

Conclusions

The proposals emanating from Shoreham Parish Council and from residents of Bowzell Green have merit and support. The next stage of this review is for the District Council to publish its recommendations in the form of draft proposals by the end of July 2014 (in accordance with the Terms of Reference agreed previously). A consultation period will follow and the Governance Committee will consider any representations at its September meeting. The effective date of any changes to parish boundaries and electoral arrangements will be 7 May 2015.

Appendices

Appendix A – Letter to households in Shoreham and The Well Hill Hundreds Wards of the Parish of Shoreham

Appendix B – Shoreham Parish Council proposal

Appendix C – Proposed boundary of Romney Street Ward

Appendix D – Representation from Mr Phil Hobson

Appendix E - Bowzell Green proposal

Appendix F – Bowzell Green map

Background Papers:

[Local Government and Public Involvement in Health Act 2007](#)

[Guidance on community governance reviews \(published jointly by the Department for Communities and Local Government and the](#)

[Electoral Commission\) – April 2008](#)

Christine Nuttall
Chief Officer for Legal and Governance

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The Occupiers

«ADDRESS1»

«ADDRESS2»

«ADDRESS3»

«ADDRESS4»

«ADDRESS5»

«PCODE»

Direct line: 01732 227242

Ask for: Ian Bigwood

Your ref:

My ref: IPB/BR5

Date: April 2014

Dear Occupants

Community Governance Review – Shoreham Parish

Presently, the Parish of Shoreham is divided into three parish wards (Badgers Mount, Shoreham and The Well Hill Hundreds) with separate councillor representation on the Parish Council. Following the community governance review of 2011/12, Badgers Mount will become a parish in its own right with effect from the local elections in May 2015.

Shoreham Parish Council has made representations to Sevenoaks District Council to create a new parish ward of Romney Street, an area to the east of the green line shown on the map overleaf, containing 97 properties and 159 electors. The proposal also suggests that eight parish councillors should serve on the Parish Council as follows:

- Romney Street Ward – one parish councillor
- Shoreham Ward – six parish councillors
- The Well Hill Hundreds Ward - one parish councillor

The District Council has decided to conduct a community governance review and would be pleased to receive comments on this proposal by **Friday, 30th May 2014**. You can write to me at the address at the foot of the page or e-mail elreg@sevenoaks.gov.uk For more information on the review process please visit the District Council's website www.sevenoaks.gov.uk and navigate to Council and democracy/Elections and voting/Community Governance Review 2014. Any changes to parish arrangements will take effect at the next full parish council elections on 7th May 2015.

Yours faithfully

Ian Bigwood

Electoral Services Manager

Council Offices, Argyle Road, Sevenoaks, Kent TN13 1HG

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Shoreham Parish Council

Agenda Item 7b



Badgers Mount Shoreham Well Hill

Mr I Bigwood
Electoral Services Manager
Sevenoaks District Council
Council Offices
Argyle Road
Sevenoaks Kent TN13 1HG

2 October 2013

Dear Mr Bigwood

Re: Shoreham Parish Council

Shoreham Parish Council would like Sevenoaks District Council to consider making East Hill a separate ward within the Parish.

At present, the Parish consists of Badgers Mount, Well Hill, Shoreham Village and East Hill. Badgers Mount will be splitting off to form a separate Parish. Well Hill is already a separate ward. Shoreham Village and East Hill form the other ward.

East Hill is similar to Well Hill in both size and that it is separate from the village of Shoreham. It is a hamlet of houses with no meeting rooms or social areas. There is one pub and a church nearby. There is no Residents Association. Shoreham Parish Council is very concerned that East Hill and Romney Street is somewhat isolated and to be designated as a ward with a Parish Councillor to represent the residents would be beneficial. District Councillor M Lowe has also indicated that she would support the proposal.

The Parish Council has sent out an additional newsletter at East Hill asking for the opinions of residents to this change and also attended a local fete to enable Parish Councillors to speak to local residents about the possibility of becoming a separate ward. The only responses that have been received have been positive.

The eastern boundary of the new ward is suggested to follow the footpath from Upper Austen Lodge to the area between Magpie Bottom and Fackenden Lane.

The number of Parish Councillors for the new Shoreham Parish would be as follows:
6 Parish Councillors for Shoreham Ward, 1 Parish Councillor for Well Hill Ward and 1 Parish Councillor for East Hill Ward – 8 in total.

The Polling Station for East Hill Ward is proposed to be the Fox and Hounds Public House in Romney Street.

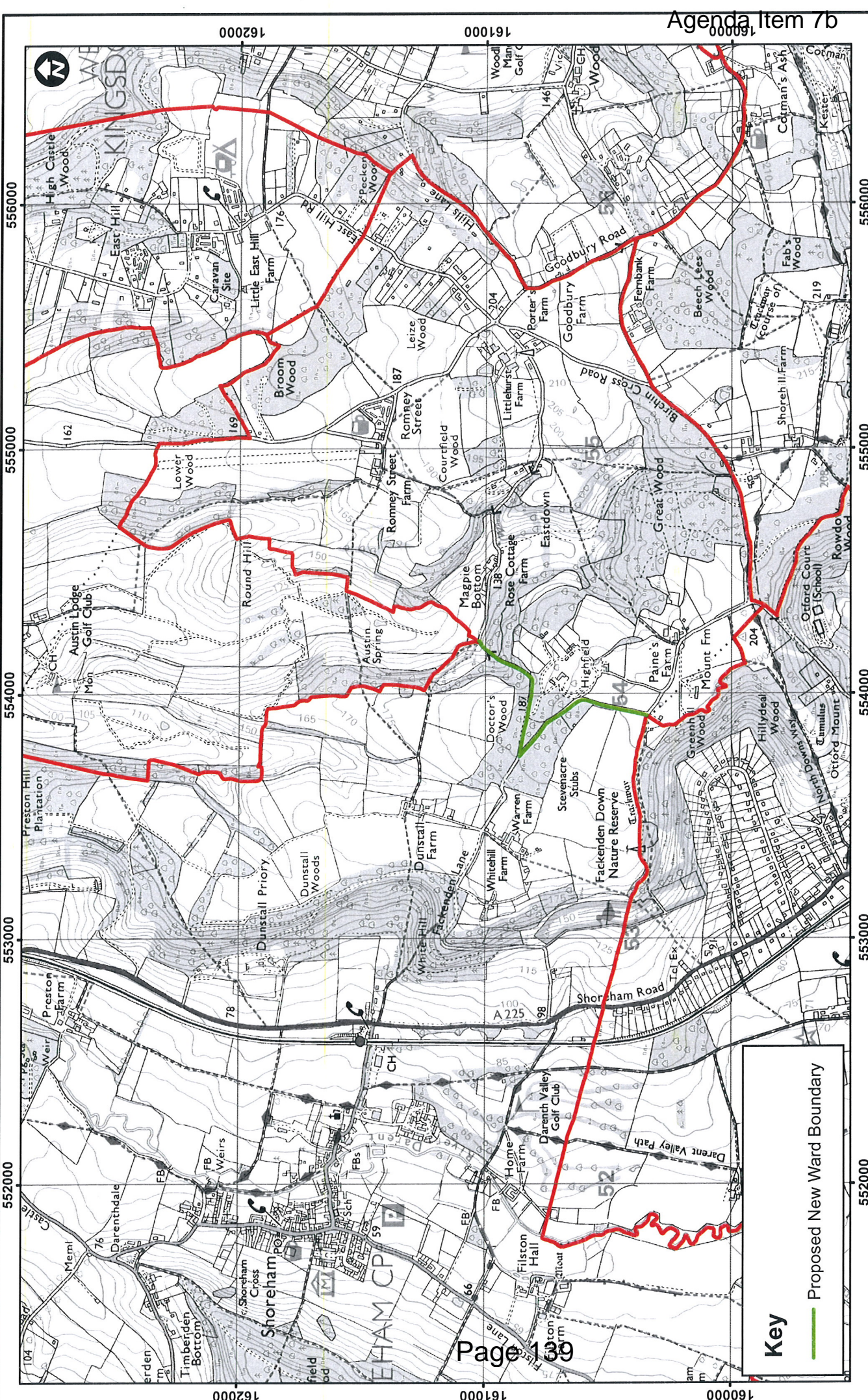
Shoreham Parish Council would appreciate it if this proposal could be looked at favourably.

Yours sincerely

Sharon Palmer
Clerk to Shoreham Parish Council

Clerk: Mrs S Palmer, 3 St Edith Court, Kemsing, Sevenoaks, Kent, TN15 6JQ
Tel: 07912 611048, E-mail: clerk2012@shorehamparishcouncil.gov.uk
www.shoreham.org.uk

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Key

— Proposed New Ward Boundary



Romney Street Parish Ward

Scale: 1:20,000
Date: February 2014

This map is based upon the Ordnance Survey material with the permission of Ordnance Survey on behalf of the Controller of Her Majesty's Stationery Office © Crown Copyright. Unauthorised reproduction infringes Crown copyright and may lead to prosecution or civil proceedings. Sevenoaks District Council, 100019283, 2014.

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Ian Bigwood

From: Ian Bigwood
Sent: 30 May 2014 12:00
To: Ian Bigwood
Subject: FW: Shoreham Parish Community Governance Review

Categories: Orange Category

-----Original Message-----

From: Philip Hobson [REDACTED]
Sent: 30 May 2014 00:32
To: Electoral Registration
Subject: Shoreham Parish Community Governance Review

Whilst I believe that creating a new parish ward of Romney Street would be in the best interests of Shoreham Parish, the proposed number of councillors (eight) by Shoreham Parish Council would be detrimental to local democracy. I would suggest a council with the following councillors:

- 1 Romney Street Ward
- 3 Shoreham Ward
- 1 The Well Hill Hundreds Ward

This would achieve a good equality of voters per councillors, and result in more effective and convenient delivery of local services.

I have been a councillor on Shoreham parish Council from December 2000 to August 2012 and for much of that time I was Chairman or Vice-Chairman and can see that the proposed Romney Street Ward has a different identity to Shoreham Village and may still have a more Otford or Kemsing focus due to the better road links to those village centres. Having its own ward may encourage the residents to play a more active role in Shoreham Parish Council.

I would not recommend having more than one councillor for the proposed Romney Street ward as it may be difficult to encourage candidates. To my knowledge, the last time a resident of the proposed Romney Street ward stood for election was in June 2000. I am not aware of any resident of the proposed Romney Street ward being co-opted to the council in the last 15 years.

Democracy is best when there is an election. It is even better when there is a poll. Unfortunately, the current Shoreham Ward with its six councillors does not have a good history of attracting sufficient candidates to result in a poll. Looking at the last 3 elections for the whole council - which are all the elections since the current Shoreham Ward was formed - the number of candidates for the six Shoreham Ward councillors were:

- 2003 - Five
- 2007 - Seven
- 2011 - Three

Agenda Item 7b

Only in 2007 was a poll necessary. In 2003 and 2011 councillors had to be co-opted onto the council. These figures would suggest that the current Shoreham Ward would need only three councillors to ensure that no councillors are co-opted at the start of a four-year term. The Quality Parish and Town Council scheme requires that at least two-thirds of councillors were elected. This is known as the Electoral mandate test. If it could be guaranteed that the Well Hill Ward would always have an elected member then the size of the whole council should not exceed six members as that would have resulted in the council just meeting the Electoral mandate test. However, despite Well Hill Ward having an elected member since the creation of the Well Hill Ward in 2003, the current ward member was co-opted to the council in 2013. This would suggest that the council size may need to be five in order to meet the Electoral mandate test - one member each for the Well Hill and Romney Street wards and three members for the Shoreham ward.

From information provided by Ian Bigwood on the 19th May, the electorates size of each proposed ward as at 17.02.14 were:

159 Romney Street
211 Well Hill Hundreds
713 Shoreham

Further calculations will be based on these facts.

The Electoral Commission's Guidance on community governance reviews states in paragraph 164 that "It is an important democratic principle that each person's vote should be of equal weight so far as possible, having regard to other legitimate competing factors, when it comes to the election of councillors.

The scheme suggested by Shoreham Parish Council would have 119 electors per new Shoreham Ward councillor and 211 electors for the Well Hill Ward councillor. This is a clear imbalance that is contrary to the Electoral Commission's Guidance.

It would be impracticable to equalise all wards due to their differing sizes. However, a council of Romney Street Ward – one parish councillor Shoreham Ward – three parish councillors The Well Hill Hundreds Ward - one parish councillor

would be a very good fit as, taking the parish as a whole, the number of electors per councillor is 217 and the number of electors per councillor in each ward is:

159 Romney Street Ward
238 Shoreham Ward
211 The Well Hill Hundreds Ward

Although Romney Street appears to be over represented, it is more difficult to keep in touch with a widespread community than a compact village and this anomaly should be ignored.

Shoreham Village benefits from a shop, village hall and several public houses. This makes it easy for elected councillors to meet residents and community engagement. Romney Street has a public house which gives some potential for community engagement. Well Hill has non of these regular meeting places. It may be prudent to consider two councillors for the Well Hill Ward to make the workload of the councillors more on a par with Shoreham Village.

I would also suggest that the name of the council be changed. To my knowledge there has been confusion in the use of the name Shoreham Parish Council. The ecclesiastical Shoreham Parish Council only covers a part of civil parish area. The current civil Shoreham Parish Council contains the whole of the ecclesiastical

Agenda Item 7b

Shoreham Parish Council and parts of the Chelsfield, Woodlands, Otford and Halstead ecclesiastical parishes. It may be difficult to find a name that encompasses the three wards of Shoreham Parish without the name being unwieldy long. A possible name could be Shoreham Community Council which is permitted for parish councils and would clearly differentiate it from the ecclesiastical parish.

In Summary

=====

- 1 Create a new ward called Romney Street
- 2 The new council to have 5 members allocated as
 - 1 Romney Street Ward
 - 3 Shoreham Ward
 - 1 The Well Hill Hundreds Ward
- 3 Rename the council to Shoreham Community Council

This would achieve a council of a size that should meet the Electoral mandate test for Quality Parish Councils and have good local accountability.

Phil Hobson
Well Hill Hundreds Ward of Shoreham Parish

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Ian Bigwood

Subject: FW: Boundary Changes - Chevening PC
Attachments: Letter from parishioners.pdf; Parish Boundary Changes.pdf

From: Derek Johnson [mailto: [REDACTED]]
Sent: 28 November 2013 12:28
To: Christian Everett
Cc: Howard Dilley
Subject: Boundary Changes - Chevening PC

Christian

Following analysis of questionnaires received as part of the Parish Plan process, it was noted that three properties on the SE corner of the parish expressed a wish to transfer to Weald PC. (Please see their letter dated 3rd May 2013, attached). The proposed boundary change would be along the unnamed road shown on the attached plan, between Bowzell Farm and Bushes Farm, with land to the south east of this line transferring to Weald Parish Council.

In fact, four properties would transfer. These are: Greenfields, Ash Cottage, Old House Farm and Bushes Farm.

The Chairman of both Chevening and Weald Parish Councils are supportive of this change, together with all Chevening PC members, recorded by way of draft Minute 156/13 of the November Meeting of the PC.

Please will you advise on the next steps to take this proposal forward. Many thanks.

Regards

Derek Johnson
BSc CEng MICE

Clerk to Chevening Parish Council

Cherry Croft, Packhorse Road, Sevenoaks, Kent. TN13 2QP
Tel: 07540 269181
Email: clerk@cheveningparishcouncil.gov.uk

Mailbox monitoring: Mondays and Tuesdays, 9-5pm and Thursdays 9 -12 noon. Please leave me a voicemail outside these hours for urgent matters. Thank you.

cc files ✓

To Howard Dilley
Chairman of Chevening Parish Council
c/o Derek Johnson
Clerk to Chevening Parish Council



3rd May 2013

Dear Sir,

First we would like to congratulate all those involved in drawing up the Chevening Parish Plan. We understand and appreciate the time and effort required in putting together a document of this nature. From our perspective its publication has afforded us the opportunity and context to act upon a matter which for us has been the cause of considerable and longstanding disquiet.

According to page six of the Parish Plan we, the undersigned, are amongst the seventeen per cent of respondents who believe they are in the wrong parish. Our properties; Greenfields, Ash Cottage and Old House Farm, are nestled together along the east side of Bowzell Lane, otherwise referred to as Bushes Lane, at the far south-east extremity of Chevening Parish. We own our properties, in contrast to a number of others in the vicinity which are rented. In the main these *rented properties* belong to the Campbell estate, whose lands we understand may straddle a number of parishes.

Our homes are less than a mile away from the centre of Weald Village and we consider ourselves to be Weald parishioners in every respect. We support the village shop, the garage, the pub, the church and a number of the village societies. On the contrary, we feel completely remote from Chevening Parish with which we have no affinity or allegiance.

We would therefore request that, when considering boundary changes, our properties can be transferred from Chevening to Weald. This would allow our families to play a more active role in the community in which we live and would greatly increase our collective sense of belonging.

We trust the Parish Council will look favourably on this request and we look forward to hearing further in due course. Thank you in advance for your consideration.

Yours faithfully,

Louis and Eszther Nagy

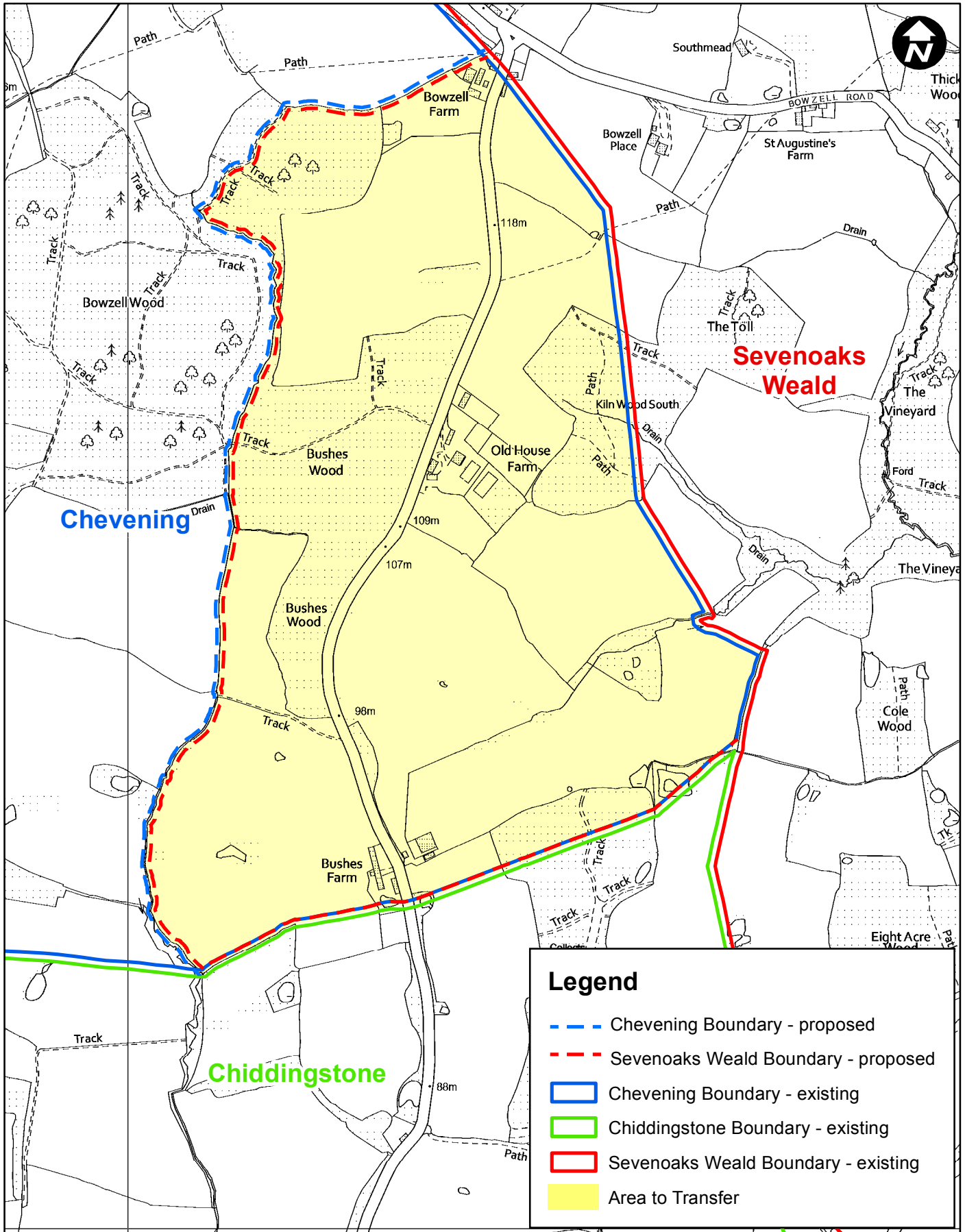


Jurriaan and Trudeke de Munck



Karen and Chris Long





Legend

- - - Chevening Boundary - proposed
- - - Sevenoaks Weald Boundary - proposed
- Chevening Boundary - existing
- Chiddingstone Boundary - existing
- Sevenoaks Weald Boundary - existing
- Area to Transfer

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CHANGES TO THE COUNCIL'S CONSTITUTION

Council – 22 July 2014

Report of Chief Planning Officer

Status: For decision

Also considered by: Governance Committee – 10 July 2014

Key Decision: None

Portfolio Holder Cllr. Fleming

Contact Officer(s) Richard Morris x7139

Recommendation to Governance Committee

That it be recommended to Council that the proposed amendments to the Constitution are agreed.

Recommendation to Council

That the proposed amendments to the Constitution are agreed.

Reason for recommendation: the amendments will enable Member involvement in the consideration of consultation responses

Introduction and Background

1. The consultation on a proposed development at the former Wildernesse School site earlier in the year identified that the current constitution does not sufficiently involve Members in the preparation of the Council's response and does not contain provision for Members to call consultation responses to Development Control Committee for their consideration.
2. As a result an amendment has been prepared, which recognises that often we are only given a limited timeframe in which to respond.

Where the Council is a consultee (e.g. when the planning application has been submitted to Kent County Council as the Mineral Planning or Education Authority, or to an adjoining planning authority) and the application is considered to be significant, controversial, or sensitive in nature then the Chief Planning Officer shall if requested by a Member or Members report the matter to the next Development Control Committee.

Agenda Item 7c

If timeframes do not allow, for instance when the next available Development Control Committee would fall after our response is required;

Where the Council is a consultee (e.g. when the planning application submitted by Kent County Council as the Mineral Planning or Education Authority, or to an adjoining planning authority) and the application is considered to be significant, controversial, or sensitive in nature then the Chief Planning Officer shall if requested by a Member or Members seek the views of the Local Ward Member, the Leader and other relevant Portfolio holders and Deputies.

3. The above amendments are considered to satisfactorily address the issue identified earlier in the year and would enable Member involvement in the preparation of consultation responses.

Other Options Considered and/or Rejected

None

Key Implications

Financial

None

Legal Implications and Risk Assessment Statement.

There are no Legal or Risk Implications to the proposed amendments.

Equality Impacts

Consideration of impacts under the Public Sector Equality Duty:		
Question	Answer	Explanation / Evidence
a. Does the decision being made or recommended through this paper have potential to disadvantage or discriminate against different groups in the community?	No	
b. Does the decision being made or recommended through this paper have the potential to promote equality of opportunity?	Yes	Enabling consultation responses to be considered by a Committee results in a more open and transparent process.
c. What steps can be taken to mitigate, reduce, avoid or minimise the impacts identified above?		n/a

Conclusions

That it is necessary to make these constitutional amendments.

Appendices None

Background Papers: None

Richard Morris
Chief Planning Officer

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APPOINTMENTS TO OUTSIDE ORGANISATIONS - THE LOCAL DEMOCRACY AND ACCOUNTABILITY NETWORK FOR COUNCILLORS

Council – 22 July 2014

Report of Chief Officer Legal and Governance

Status: For Decision

Key Decision: No

Portfolio Holder Cllr. Fleming

Contact Officer Vanessa Etheridge Ext. 7199

Recommendation to Council: That

- (a) Councillors Raikes be appointed to serve on the Local Democracy and Accountability Network for Councillors, with Cllr. Miss. Stack as the official substitute retrospectively from 4 July 2014; and
 - (b) the Chief Officer Corporate Support be appointed as the Officer representative with delegated authority given to the Chief Executive to change as necessary.
-

Reason for recommendation: to take up the opportunity provided by membership to South East Employers.

Introduction and Background

- 1 On 18 October 2011 the Council appointed two Members to serve on the Local Democracy and Accountability Network for Councillors. The Council recently renewed membership with South East Employers (SEE) and was invited to reappoint a Councillor representative and an Officer representative.
- 2 Cabinet on 17 July 2014 is being asked to appoint Councillor Raikes as the Councillor's representative on SEE with Cllr. Miss Stack as the official substitute. It is proposed that this be kept the same for membership to the Local Democracy and Accountability Network for Councillors, with the Chief Officer Corporate Support as the Council Officer representative.
- 3 The Council was invited to attend a meeting on 4 July 2014 which fell before this meeting of Council so Council is also asked to retrospectively approve the membership.

Agenda Item 8a

Key Implications

Financial

None arising as a direct result of this report.

Legal Implications and Risk Assessment Statement.

Appointments to represent the Council on outside bodies are made in accordance with s.111 Local Government Act 1972 where the Council is satisfied that such appointments are necessary to, conducive to, or calculated to facilitate the discharge of their statutory functions. In not appointing to this Outside Body the Council's designated representation on the organisation would not be fulfilled.

Equality Impacts

Consideration of impacts under the Public Sector Equality Duty:		
Question	Answer	Explanation / Evidence
a. Does the decision being made or recommended through this paper have potential to disadvantage or discriminate against different groups in the community?	No	N/A
b. Does the decision being made or recommended through this paper have the potential to promote equality of opportunity?	No	
c. What steps can be taken to mitigate, reduce, avoid or minimise the impacts identified above?		

Conclusions

That the appointments be made as recommended.

Background papers

<http://www.seemp.co.uk/index/cllrgov.htm>

Christine Nuttall
Chief Officer for Legal and Governance



Council 2 April – 9 July 2014

Report by Leader of the Council

This is my report to Council on the work undertaken by the Leader and the Cabinet in the period 2 April to 9 July 2014.

Date	Event	Comments
2 April	<ul style="list-style-type: none"> • Speaker - Dealing with the Impacts of Welfare Reform: The Role of Local Authorities in Supporting Households • Meeting with Brandon Lewis MP 	
7 April	<ul style="list-style-type: none"> • LGA Roundtable discussion 	
8 April	<ul style="list-style-type: none"> • Kent and Medway Police and Crime Panel Maidstone 	
9 April	<ul style="list-style-type: none"> • LGA Commercial Strategy Workshop • Leadership Board Meeting • Local Digital Futures Leaders Briefing 	
10 April	<ul style="list-style-type: none"> • Group Improvement Board • Councillors Forum /LGA Executive meeting 	
14 April	<ul style="list-style-type: none"> • Meeting with EC Harris 	
16 April	<ul style="list-style-type: none"> • Armed Forces Community Grant Application • John Hines re Ft Halstead 	
22 April	<ul style="list-style-type: none"> • Heather Wills LGA with Pav Ramewal at SDC • KMEP - Medway 	
23 April	<ul style="list-style-type: none"> • Escalate Approval Board – West Malling 	
24 April	<ul style="list-style-type: none"> • NSPCC Children’s Conference – London • Planning Hearing 	
25 April	<ul style="list-style-type: none"> • Breakfast Friends Business Breakfast– Cote • WKP – St Julian’s 	
30 April	<ul style="list-style-type: none"> • West Kent Business Event - Tonbridge • Sir Merrick Cockell event – Sevenoaks – Rewiring Local Government 	
6 May	<ul style="list-style-type: none"> • Leadership Masterclass 	
12 May	<ul style="list-style-type: none"> • Inception Workshop –Tackling Disadvantage 	
13 May	<ul style="list-style-type: none"> • Meeting with EC Harris at Sevenoaks • CfPS – Judges meeting 	
14 May	<ul style="list-style-type: none"> • 100 days event – LGA • Leadership Board meeting 	

Agenda Item 11

15 May	<ul style="list-style-type: none"> • Councillors Forum 	
16 May	<ul style="list-style-type: none"> • Sevenoaks Switching • Sevenoaks Area Mind Fitness event – SDC • Berkeley Homes redevelopment, public consultation • Eynsford Parish Council AGM 	
20 May	<ul style="list-style-type: none"> • Kent Council Leaders Meeting – Maidstone 	
22 May	<ul style="list-style-type: none"> • West Kent Housing AGM – Brands Hatch Place Hotel 	
28 May	<ul style="list-style-type: none"> • Kent and Medway Police and Crime Panel - Maidstone • DCN Executive meeting - London 	
29 May	<ul style="list-style-type: none"> • Capita Conference - London 	
30 May	<ul style="list-style-type: none"> • SELEP – Essex • CABx – Tonbridge and Mailing 	
2 June	<ul style="list-style-type: none"> • LGA Board Away Day 	
3 June	<ul style="list-style-type: none"> • Sevenoaks Chronicle 	
6 June	<ul style="list-style-type: none"> • LGA/Michael Coughlin – interviews • VAWK event – Leeds Castle 	
9 June	<ul style="list-style-type: none"> • Sevenoaks Town Council Liaison meeting – SDC • Frank McConnell • Phone call with Lisa Harker from NSPCC 	
10 June	<ul style="list-style-type: none"> • CfPS Scrutiny Awards 	
11 June	<ul style="list-style-type: none"> • Comms Academy 2014 Manchester • IDeA Company Board meeting 	
12 June	<ul style="list-style-type: none"> • LGA Group Meeting • Councillors Forum 	
17 June	<ul style="list-style-type: none"> • Localis – PF speaking – Westminster • Digital Democracy Commission 	
18 June	<ul style="list-style-type: none"> • Be A Councillor – London 	
19 June	<ul style="list-style-type: none"> • Leadership Masterclass 	
20 June	<ul style="list-style-type: none"> • Leaders Summit – Birmingham • Post Election Policy Seminar 	
23 June	<ul style="list-style-type: none"> • Flag raising for Armed Forces Day • Workshop with EC Harris 	
25 June	<ul style="list-style-type: none"> • Grant Thornton • LGA Sir Merrick event 	
26 June	<ul style="list-style-type: none"> • Escalate Business Breakfast event – St Julian's 	
27 June	<ul style="list-style-type: none"> • Paul Burgess – Growth Accelerator scheme • KMEP - Medway 	
3 July	<ul style="list-style-type: none"> • District Leaders Meeting - London • SEEC meeting - London • K College / Hadlow Group Transition meeting 	
7 – 10 July	<ul style="list-style-type: none"> • LGA Conference - Bournemouth 	

Item 13 (a) – Investment Strategy

The attached report was considered by the Cabinet. The relevant minute extract is below:

Cabinet - 10 April 2014 (Minute 102)

(Exempt Information by virtue of Para. 3 of Part 1 of Schedule 12A LGA 1972)

The Portfolio Holder for Finance & Resources presented the confidential report. An addendum removing wording from paragraph 24 of the report was noted. Members also noted and considered the relevant minute and recommendations received from the Finance & Resources Advisory Committee who had considered the same report.

Public Sector Equality Duty

Members noted that consideration had been given to impacts under the Public Sector Equality Duty.

Resolved: That

- a) the proposed approach to the principle of an Investment Strategy based on property assets, be approved;
- b) the proposed Investment Strategy be adopted subject to the criteria as set out at paragraph 22 of the report;
- c) it be recommended to Council that the figure identified within the report, be set aside from a review of reserves, for the purposes of the proposals outlined in the Investment Strategy

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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Agenda Item 12a

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