

FAREHAM

BOROUGH COUNCIL

AGENDA FOR THE EXECUTIVE

Date: Monday, 1 April 2019

Time: 6.00 pm

Venue: Collingwood Room - Civic Offices

Executive Members:

Councillor S D T Woodward, Policy and Resources (Executive Leader)

Councillor T M Cartwright, MBE, Health and Public Protection (Deputy Executive Leader)

Councillor F Birkett, Housing

Councillor Miss S M Bell, Leisure and Community

Councillor K D Evans, Planning and Development

Councillor S D Martin, Streetscene

1. Apologies for Absence

2. Minutes (Pages 5 - 10)

To confirm as a correct record the minutes of the meeting of Executive held on 04 March 2019.

3. Executive Leader's Announcements

4. Declarations of Interest

To receive any declarations of interest from members in accordance with Standing Orders and the Council's Code of Conduct.

5. Petitions

6. Deputations

To receive any deputations, of which notice has been lodged.

7. References from Other Committees

To receive any references from the committees or panels held.

Matters for Decision in Public

Note: Where an urgent item of business is raised in accordance with Part 3 of the Constitution, it will be considered with the relevant service decisions as appropriate.

8. Housing

Key Decision

(1) Use of Housing Flexible Homeless Support Grant (Pages 11 - 16)

A report by the Managing Director of Fareham Housing.

9. Streetscene

Non-Key Decision

(1) Government Consultation: Resources and Waste Strategy (Pages 17 - 30)

A report by the Head of Streetscene.

10. Health and Public Protection

Key Decision

(1) Safeguarding Policy (Pages 31 - 46)

A report by the Director of Planning and Regulation



P GRIMWOOD
Chief Executive Officer

www.fareham.gov.uk

21 March 2019

For further information please contact:
Democratic Services, Civic Offices, Fareham, PO16 7AZ
Tel: 01329 236100
democraticservices@fareham.gov.uk

FAREHAM

BOROUGH COUNCIL

Minutes of the Executive

(to be confirmed at the next meeting)

Date: Monday, 4 March 2019

Venue: Collingwood Room - Civic Offices

Present:

S D T Woodward, Policy and Resources (Executive Leader)
T M Cartwright, MBE, Health and Public Protection (Deputy
Executive Leader)
F Birkett, Housing
Miss S M Bell, Leisure and Community
K D Evans, Planning and Development
S D Martin, Streetscene

Also in attendance:

R H Price, JP, for Items 8(1) and 8(2)



1. APOLOGIES FOR ABSENCE

There were no apologies given for this meeting.

2. MINUTES

RESOLVED that the minutes of the meeting of the Executive held on 04 February 2019 be confirmed and signed as a correct record.

3. EXECUTIVE LEADER'S ANNOUNCEMENTS

The Executive Leader announced that the Managing Director of Fareham Housing, Paul Doran, will be retiring at the end of March and that this would be his final meeting of the Executive. Paul has worked for the Council for 12 years and has been a key member of the Council's senior Management Team looking after Streetscene and Housing. The Executive Leader wished to place on record his thanks to Paul for the work he has done for the Council over the years and wished him a long and happy retirement.

4. DECLARATIONS OF INTEREST

There were no declarations of interest made at this meeting.

5. PETITIONS

There were no petitions submitted at this meeting.

6. DEPUTATIONS

There were no deputations made at this meeting.

7. REFERENCES FROM OTHER COMMITTEES

Licensing and Regulatory Affairs Committee – 06 February 2019

Minute 9 – Gambling – Review of Statement of Principles

The Committee considered a report by the Head of Environmental Health which brought forward a draft revised Statement of Gambling Principles for Committee approval and recommendation to the Executive so that it can be adopted by the Council.

It was noted that the Appendices to the Draft Statement need to be renamed and that the 3-year period that the statement will be in force, as detailed in paragraph 1.8 of the statement, needs to cover a full 3 years.

RESOLVED that the Licensing and Regulatory Affairs Committee recommends to the Executive that the final draft Gambling Act 2005 Statement of Principles 2019-2022 be recommended for adoption by the Council.

This item is listed at Agenda item 8(3) for consideration by the Executive.

8. HEALTH AND PUBLIC PROTECTION

(1) Dog Control Public Spaces Protection Order

A tabled item was presented in respect of this item to correct paragraph 11 to show that the % of respondents who felt that dog fouling had improved since the 'Oops out of Poops' campaign was launched was 57% and not 55%.

At the invitation of the Executive Leader, Council R H Price, JP, addressed the Executive on this item.

RESOLVED that the Executive agrees:

(a) that the draft Public Spaces Protection Order presented to the Executive on 05 November 2018 is amended as follows:

- i. the 'means of pick up' is excluded from the order;
- ii. the proposed extension of the 'dog exclusion zone' on Hill Head beach is excluded from the order;
- iii. the proposed 'dogs on lead' on Cliff Road Promenade is excluded from the order;
- iv. alteration to the definition of people who rely on assistance dogs be included as per paragraph 31;

(b) the making of the Public Spaces Protection Order (Dog Control) 2019 as contained in Appendix B of the report;

(c) that delegated authority be given to the Head of Streetscene to carry out all necessary publicity required by virtue of the Anti-Social Behaviour, Crime and Policing Act 2014 (Publication of Public Spaces Protection Orders) Regulations; and

(d) that the Health and Public Protection Scrutiny Panel be asked to review sports pitches across the Borough.

(2) Parking Enforcement

At the invitation of the Executive Leader, Councillor R H Price, JP, addressed the Executive Leader on this item.

RESOLVED that the Executive:

(a) notes the intention of Hampshire County Council in respect of the future provision of on-street parking services in Fareham;

(b) in view of the potential financial implications for the Council, agrees that a review of off-street parking be undertaken with the scope of the review as detailed in paragraph 13 of the Executive Briefing Paper; and

- (c) that Fareham Borough Council makes a formal representation to Hampshire County Council to disagree with their decision to not give the Council the opportunity to re-negotiate an Agency Agreement for the provision of on-street parking enforcement and to potentially bring in a specialist provider for the provision of on-street parking enforcement in Fareham as from 01 April 2020.

(3) Review of the Gambling Act 2005 Statement of Principles

RESOLVED that, having considered the revised Gambling Policy as detailed in Appendix A to the report, the Executive recommends it to Council for adoption.

9. PLANNING AND DEVELOPMENT

(1) Local Development Scheme

RESOLVED that the Executive agrees:

- (a) to adopt the Fareham Borough Local Development Scheme 2019 as set out in Appendix A to the report; and
- (b) that the Director of Planning and Regulation is authorised to make any necessary minor changes to the Local Development Scheme, providing that these do not change the overall direction, shape or emphasis of the document, prior to the document being published on the Council's website.

10. POLICY AND RESOURCES

(1) Business Rates Discretionary Relief

RESOLVED that the Executive agrees to a variation to the Business Rate Discretionary Relief Policy to allow relief to be granted in the specific circumstances detailed in the report from 01 April 2019.

(2) D-Day 75 Community Event

RESOLVED that the Executive approves:

- (a) the Council's plan for a two-day community event to commemorate the 75th D-Day Anniversary; and
- (b) an increase in the event budget from £30,000 to £60,000, to enable the event to take place over two days.

(3) Citizen of Honour Nominations

RESOLVED that the Executive agrees:

- (a) that candidates 5, 7, 11, 13, 14 & 16 are selected from the nominations at confidential Appendix A to be formally recognised as Citizens of Honour 2019;
- (b) that candidates 17, 18 & 20 are selected from the attached nominations at Confidential Appendix B, as Young Citizens of the year; and
- (c) that the persons listed as numbers 5, 7, 11, 13, 14, 16, 17, 18 & 20 in the confidential Appendices A and B of the report be selected for the annual Citizen of Honour and Young Citizen of Honour Awards 2019.

11. EXCLUSION OF PUBLIC AND PRESS

RESOLVED that in accordance with the Local Government Act 1972 the Public and Press be excluded from the remainder of the meeting as the Executive considers that it is not in the public interest to consider the matters in public on the grounds that they will involve the disclosure of exempt information, as defined in Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act.

(1) Irrecoverable Debts

RESOLVED that the Executive agrees that the debts listed in Appendix A to this report be written off as irrecoverable.

(The meeting started at 6.00 pm
and ended at 6.38 pm).

FAREHAM

BOROUGH COUNCIL

Report to the Executive for Decision 01 April 2019

Portfolio:	Housing
Subject:	Use of Housing Flexible Homeless Support Grant
Report of:	Managing Director of Fareham Housing
Corporate Priorities:	Providing Housing Choices

Purpose:

The purpose of this report is to seek Executive approval to allocate funds from the Flexible Homeless Support Grant to ensure the continuation of homelessness support services in Fareham following the reduction in funding for Social Inclusion Services by Hampshire County Council.

Executive summary:

In November 2017, Hampshire County Council (HCC) agreed a £2m reduction in the Adult Health and Care budget for Social Inclusion services. These services provide support for homeless people living in supported housing schemes across the county together with community support to vulnerable individuals or families requiring help to access or maintain accommodation.

The decision by HCC to reduce funding for Social Inclusion services from 2019 was part of a set of broader savings options (known as Transformation to 2019 Programme) to reduce spending. Although HCC has no direct statutory responsibilities to deliver homelessness support services, they accept that as these services are relied upon by some of the most vulnerable in society, they will continue to invest, albeit at a much-reduced rate.

In September 2017, HCC set up a Social Inclusion Advisory Group, comprising representatives from Adult Social Care, Mental Health and Substance Misuse, Public Health, Children's Services, Probation, Department for Work and Pensions as well as the district/borough Housing teams. This group was tasked with providing input into the reconfiguration of the existing Social Inclusion Services in preparation for public consultation. Following the public consultation on the proposed changes to the existing services, a decision was taken by HCC in December 2018 to deliver a financial saving of £1.8 million per annum from 1 August 2019 (the savings figure was reduced following an Equality Impact Assessment in May 2018).

To achieve this level of savings, HCC agreed to cease funding some of the services for homeless people and those threatened with homelessness that are currently available in Fareham. This report sets out the changes that will take effect from 1 August 2019 and how the proposals for additional investment by Fareham Borough Council will ensure the continuation of homelessness support services for our most vulnerable residents.

Recommendation/Recommended Option:

It is recommended that the Executive approves:

- a) the commissioning of Social Inclusion Services in partnership with HCC from 1 August 2019; and
- b) a budget allocation of £70,000 from the Flexible Homeless Support Grant to fund the additional investment required for the period 1 August 2019 to 31 March 2021

Reason:

To secure the provision of homelessness support services in Fareham for those in greatest need.

Cost of proposals:

The Flexible Homeless Support Grant received from Central Government (payable over three years to support the implementation of the 2018 Homelessness Reduction Act) has sufficient reserves to fund these proposals which total £42,000 per annum (£70,000 for the period 1 August 2019 to 31 March 2021) and will secure the provision of homelessness support services for those in greatest need.

Appendices:

None

Background papers:

Hampshire County Council (Adult Social Care & Health) Decision Report 5/12/18

Reference papers:

None

FAREHAM

BOROUGH COUNCIL

Executive Briefing Paper

Date:	01 April 2019
Subject:	Use of Housing Flexible Homeless Support Grant
Briefing by:	Managing Director of Fareham Housing
Portfolio:	Housing

INTRODUCTION

1. In November 2017, Hampshire County Council (HCC) agreed a £2m reduction in the Adult Health and Care budget for Social Inclusion services. These services provide support for homeless people living in supported housing schemes across the county together with community support to vulnerable individuals or families requiring help to access or maintain accommodation.
2. The decision by HCC to reduce funding for Social Inclusion services from 2019 was part of a set of broader savings options (known as Transformation to 2019 Programme) to reduce spending. Although HCC has no direct statutory responsibilities to deliver homelessness support services, they accept that as these services are relied upon by some of the most vulnerable in society, they will continue to invest, albeit at a much-reduced rate.
3. In September 2017, HCC set up a Social Inclusion Advisory Group, comprising representatives from Adult Social Care, Mental Health and Substance Misuse, Public Health, Children's Services, Probation, Department for Work and Pensions as well as the district/borough Housing teams. This group was tasked with providing input into the reconfiguration of the existing Social Inclusion Services in preparation for public consultation. Following the public consultation on the proposed changes to the existing services, a decision was taken by HCC in December 2018 to deliver a financial saving of £1.8 million per annum from 1 August 2019 (the savings figure was reduced following an Equality Impact Assessment in May 2018).

CURRENT SERVICES

4. HCC currently spends £4.2m per annum funding Social Inclusion Services across the county through the direct commissioning of three main types of service:
 - (a) Intensive 24/7 supported housing schemes (known as **Stage 1 accommodation**) for people who are sleeping rough or at risk of sleeping rough. It is important to note here that only the 'housing related support' such as managing tenancies and money, improving physical and mental health, managing and addressing drug and alcohol issues, finding employment, etc is paid for by HCC. The housing

costs are paid for by rent, which for most service users is covered by Housing Benefit.

- (b) 'Lower' level and/or 'move on' supported housing schemes (known as **Stage 2 accommodation**) for people who are homeless but have less critical needs or who are ready to move on from the more intensive supportive Stage 1 accommodation. As with the Stage 1 services, only the 'housing related support' within these schemes is paid for by HCC, the housing costs are paid for by rent, which for most service users is covered by Housing Benefit.
- (c) **Community Support** (including Street Outreach for people sleeping rough) services are available for any individual or family requiring housing related support to access accommodation or to maintain their current accommodation, regardless of their current housing status.

CHANGES TO SERVICES IN FAREHAM

- 5. Senior officers have been working in partnership with HCC over the last 18 months to establish a mutually acceptable "core service" offer for the provision of HCC funded Social Inclusion Services in Fareham with effect from 1 August 2019.
- 6. The current HCC contract with Two Saints will be modified and extended to 31 March 2021. HCC have included an option to extend this contract for a further 12 months which would be exercised if more time is needed to fully explore all the potential opportunities for recommissioning services after 31 March 2021.
- 7. **Stage 1 accommodation and Street Outreach:** HCC have agreed and approved sufficient funding which will ensure the Stage 1 accommodation at 101 Gosport Road and the Street Outreach service are retained. These services are critically important and the commitment from HCC to continue to fund these core services is extremely positive.
- 8. **Stage 2 accommodation:** To achieve the level of savings required within the Transformation to 2019 programme, HCC will cease funding Stage 2 accommodation in areas where Stage 1 accommodation is being retained. Therefore, the support services currently attached to Acton Lodge will end.
- 9. **Community Support:** Community Support will be limited to people who are moving on from 101 Gosport Road, living in Acton Lodge or are sleeping rough or at risk of sleeping rough and have complex support needs which mean they are unable to access support from other sources.

PROPOSALS

- 10. It is vital that supported 'move-on' opportunities remain to ensure there is an effective pathway out of rough sleeping and into independent living. Therefore, it is proposed that Fareham Borough Council supplements HCC's "core service" funding and co-commission the support services at Acton Lodge with HCC and Gosport Borough Council. It is also proposed that additional funding is provided by both boroughs to double the Street Outreach resource.
- 11. The Flexible Homelessness Support Grant received from Central Government (payable over three years to support the implementation of the Homelessness Reduction Act) still has sufficient reserves to fund these proposals which total £42,000 per annum (£70,000 for the period 1 August 2019 to 31 March 2021) and will secure the provision of homelessness support services for those in greatest need.

12. A number of additional posts have been created within the Fareham Housing structure over the last 12 months to meet our extended statutory responsibilities to prevent and relieve homelessness. This extra resource, together with existing partnerships and initiatives (such as the Troubled Families Programme) will provide support to people who will be unable to access the reduced Community Support service.

CONCLUSION

13. HCC's decision to reduce their investment in Social Inclusion Services in Fareham, whilst disappointing, has been developed in partnership with officers and stakeholders. The significant additional funding proposed by Fareham Borough Council will enable the current contract with Two Saints to be modified and extended, minimises the disruption to service users and safeguards provision for the most vulnerable individuals who are sleeping rough or at risk of sleeping rough until March 2021.
14. Officers will continue to work with HCC and the other key partners to develop a range of options to deliver homelessness support services in Fareham after March 2021.

Enquiries:

For further information on this report please contact Caroline Newman (Ext 4645)

FAREHAM

BOROUGH COUNCIL

Report to the Executive for Decision 01 April 2019

Portfolio:	Streetscene
Subject:	Government Consultation: Resources and Waste Strategy
Report of:	Head of Streetscene
Corporate Priorities:	Protect & Enhance the Environment

Purpose:

To inform the Executive about the Government's Waste and Resources Strategy and to agree how the Council will respond to the related consultations.

Executive summary:

The Government published its Resources and Waste Strategy for England on 18 December 2018. The Strategy sets out how the country will preserve material resources by minimising waste, promoting resource efficiency and moving towards a circular economy. The aim is to achieve a recycling rate in England of 65% by 2035.

Four consultations relating to the strategy were released by DEFRA on 18 February 2019, with a 12-week consultation period. They cover Deposit Return Schemes (DRS); Extended Producer Responsibility(EPR); Consistency in collection; and the proposed tax on plastic packaging. A summary of the key proposals is included in the report.

There are a total of 286 questions across the four separate consultation documents. These cover a very wide range of varied and complex issues that affect both local authorities and business. The deadline for submitting the responses to the consultations is 13 May 2019, except for the plastics tax consultation, which is 12 May 2019.

Given the timescales and the range of issues, the proposal is to seek Executive approval to delegate authority to the Head of Streetscene, following consultation with the Executive Member for Streetscene, to prepare and submit the response from the Council.

All Members were invited to attend the Streetscene Scrutiny Panel meeting on 14 March 2019 which considered the Resources and Waste Strategy consultations.

The Members' comments from the meeting have been collated and attached to this report as Appendix A and will be incorporated into the Council's response to the consultations.

Recommendation/Recommended Option:

It is recommended that the Executive agrees to delegate authority to the Head of Streetscene, following consultation with the Executive Member for Streetscene, to submit the response to the consultations on behalf of the Council.

Reason:

To ensure the Council provides a robust response to the four consultations by the published deadline.

Cost of proposals:

There are no costs associated with the recommendation.

Appendices: **Appendix A: Streetscene Scrutiny Panel Comments**

Background Papers:

Government Consultation on Resources & Waste Strategy – Streetscene Scrutiny Panel – 14 March 2019

Reference Papers:

Our Waste, Our Resources: A Strategy for England – 18 December 2018

Consultation on Reforming the UK Packaging Producer Responsibility System – 18 February 2019

Consultation on Introducing a Deposit Return Scheme in England, Wales and Northern Ireland – 18 February 2019

Consultation on Consistency in Household and Business Recycling in England – 18 February 2019

Plastic Packaging Tax Consultation – 18 February 2019

FAREHAM

BOROUGH COUNCIL

Executive Briefing Paper

Date:	01 April 2019
Subject:	Government Consultation: Resources and Waste Strategy
Briefing by:	Head of Streetscene
Portfolio:	Streetscene

INTRODUCTION

1. The Government published its Resources and Waste Strategy for England on 18 December 2018. The Strategy sets out how the country will preserve material resources by minimising waste, promoting resource efficiency and moving towards a circular economy. The strategy covers a broad range of topics and the proposals which are most likely to directly impact upon local government are summarised in this report.
2. Four consultations relating to the strategy were released by DEFRA on 18 February 2019 with a 12-week consultation period. They cover Deposit Return Schemes (DRS); Extended Producer Responsibility (EPR); Consistency in collection; and the proposed tax on plastic packaging. This report provides an overview of the consultations and sets out how the Council will respond.

RESOURCES & WASTE STRATEGY

3. The strategy document is made up of 8 chapters covering a wide range of topic areas. A key strategic aim is the government's commitment to the EU Circular Economy package, which it signed up to in March 2018. This includes meeting targets for recycling municipal waste as follows:
 - 55% by 2025
 - 60% by 2030
 - 65% by 2035
4. A summary of the key issues that impact on local authorities is as follows.
 - Introduction of Deposit Return Scheme (DRS) for single use drinks containers (subject to consultation).
 - Extension of the Extended Producer Responsibility (EPR) scheme. Producers of

packaging will have to pay 100% of the costs of everything related to packaging waste. The costs of managing packaging waste will be funded by industry from the EPR system. This will see industry pay higher fees if their packaging is harder to reuse or recycle and will encourage sustainable design. The government estimate is that EPR for packaging will raise between £800 million and £1 billion a year for recycling and disposal (subject to consultation).

- New legislation specifying a core set of materials to be collected by local authorities (Subject to consultation on what the core materials will be and how they will be collected).
- Non-binding targets for recycling that account for local authorities' different circumstances.
- Minimum service standards for recycling (subject to consultation).
- Provision of free garden waste collections (subject to consultation).
- Mandatory separate food waste collections by 2023 (subject to consultation).
- Move away from weight-based targets to impact-based, with a focus on natural capital and greenhouse gas emissions. The indicators in the strategy are weight-based ones - total waste generated, residual waste per person, recycling rates and tonnes to landfill (subject to consultation).
- Goal for minimum 65% of municipal waste by weight to be recycled by 2035, with no more than 10% in landfill.
- A review of the effectiveness of current arrangements of local authority waste management and joint working will make recommendations for improvement, such as greater joint working between two tier authorities, or sharing of assets for handling household and commercial waste.
- Review recycling credits and two-tier cost sharing (dependent on implementation of EPR).
- Review Controlled Waste Regulations in relation to charging at recycling centres, (subject to consultation).
- No incineration tax, but not ruling one out in the future if reduction and recycling performance doesn't improve.
- Local authorities will receive additional resource to meet new net costs arising from the policies set out in the strategy once implemented. Including both net up front transition costs and net ongoing operational costs (likely to be funded through EPR).
- Through the Waste Infrastructure Delivery Programme. The Government is committed to spending £3bn by 2042 on developing new waste infrastructure, including facilities to help improve recycling such as Anaerobic Digestion(AD) plants for processing food waste.

CONSULTATIONS

5. Many of the proposals set out in the Resources and Waste Strategy are subject to consultation. The Government published a 12-week consultation period on Deposit Return Schemes; Extended Producer Responsibility; Consistency in collection; and a tax on plastic packaging, on 18 February 2019.
6. The following provides a summary of the consultations:
7. **Extended Producer Responsibility (EPR)** The proposal is for businesses to bear the full net cost of managing the packaging they handle or place on the market at the end of life. This should include the cost of collection, recycling, disposal, the clear-up of littered and fly tipped packaging, and communications relating to recycling and tackling littering.
8. Fees raised from obligated businesses will be used to support the management of packaging waste and the achievement of agreed targets and outcomes. This is to include the collection of a common set of packaging materials for recycling across the UK.
9. The proposed definition of full net cost covers:
 - Collecting and transporting household/household-like packaging waste for recycling
 - Sorting and treatment of household/household-like packaging waste (where required) for recycling. The income obtained from the sale of recyclable materials would be netted off
 - Treating/disposing of any packaging disposed of in the residual waste stream
 - Providing information to consumers on recycling packaging waste and anti-littering
 - Clean up of littered and fly-tipped packaging items
 - The collection, collation and reporting of relevant packaging and waste management data (including litter and fly-tipping)
10. **Deposit Return Scheme (DRS)** DEFRA is consulting on two different options for a DRS. The government suggest this could drive up the recycling of an estimated three billion plastic bottles which are currently incinerated, sent to landfill or left to pollute streets, countryside and the marine environment.
11. The first option, known as the 'all-in' model, would target a large amount of drinks beverages placed on the market, irrespective of size.
12. The second option, known as the 'on-the-go' model, would restrict the drinks containers in-scope to those less than 750ml in size and sold in single format containers. This model would target drinks most often sold for consumption outside of the home (while 'on-the-go').
13. **Plastic Packaging Tax** – At the 2018 Budget, the government announced that from April 2022 it would introduce a world-leading new tax on the production and import of plastic packaging with less than 30% recycled content, subject to consultation.

14. The government's call for evidence on single-use plastic waste last year highlighted that recycled plastic is often more expensive than new plastic, despite its lower environmental impacts. The Government wants to shift the economic incentives involved in the production of more sustainable plastic packaging, encouraging greater use of recycled plastic and helping to reduce plastic waste.
15. The government is now seeking views on proposals for how the tax will work. For example, which packaging should be in scope of the tax, how to assess recycled content, and which businesses will be liable for the tax.
16. The consultation sets out the policy proposals for the plastic packaging tax and seeks views on its design to ensure it is introduced in a way that best meets its objectives while minimising burdens on business and includes over 50 specific questions on the following areas:
 - defining products within the scope of the tax
 - setting a threshold for recycled plastic content
 - the approach to rates
 - the precise point at which the tax is charged and who will be liable to pay
 - how to minimise administrative burdens for the smallest operators and/or low volumes of production or import
 - the treatment of imports and exports
 - promoting compliance and preventing opportunities for tax avoidance or evasion
 - how business can demonstrate the recycled content of their products in a robust way without introducing unnecessary administrative burdens
17. **Consistency in Household and Business Recycling Collections in England** – The consultation on consistency will look to see all councils collect the same materials with an indication from Defra that aluminium foil, pots, tubs and trays are likely to be the sort of the things the public want to be collected as part of the Council's service offering.
18. In addition, weekly food waste collections are proposed as is a free garden waste collection. (WRAP has calculated that if all local authorities collected garden waste for free this would contribute 4% to the recycling rate).
19. The consultation covers 20 different proposals to be considered by the government. The following provides a brief synopsis of the proposals:
 - 1) All authorities in England to collect a core set of recyclable materials at kerbside from flats and houses.
 - 2) The core set of materials will be glass bottles and containers, paper and card, plastic bottles, plastic pots tubs and trays, and steel and aluminium tins and cans.
 - 3) The core set of materials should be regularly reviewed by government and, if appropriate, expanded over time.
 - 4) By 2023 to legislate for local authorities to provide all kerbside properties and flats with access to at least a weekly separate collection service for food waste,

including provision of containers and liners.

- 5) Provide funding and support to local authorities to help put in place the necessary collections infrastructure.
- 6) It would be desirable for local authorities that have contractual commitments with In-Vessel Composting (IVC) facilities, which needs mixed garden and food waste, to require separate presentation of food waste but then be able to mix it with garden waste for treatment purposes. This is because evidence compiled by DEFRA shows that separate presentation of food waste leads to higher yields.
- 7) Households generating garden waste should be provided with access to a free collection service. If introduced, this would be a minimum fortnightly collection service of a 240-litre capacity container (either bin or sack). Local authorities may provide additional capacity or more frequent services and would be able to charge for this additional provision.
- 8) In addition to the new core set of materials that will be required to be collected, the government propose to promote separate collection of materials, where this is feasible, which can help to improve quality. The proposal is to amend the law to clarify this which will include statutory guidance on minimum service standards to help local authorities and waste operators in decision making on separate collections.
- 9) Assuming a core set of materials must be collected for recycling, the government welcomes views on whether England should move to standardised waste container colours for those materials, together with residual waste, food and garden waste.
- 10) Statutory guidance on the minimum service standards to which local authorities will be required to have regard (detail of this guidance will be subject to consultation).
- 11) Continue support for Recycle Now and the tools produced by WRAP to help local authorities to communicate effectively on recycling.
- 12) Work with local authorities and others to improve transparency of information available to householders on the end destination for household recycling.
- 13) Comments on end markets for recyclable material.
- 14) The Proposal is to develop a set of non-binding performance indicators for local authorities to use to monitor waste management and recycling and to highlight where services can be improved to deliver higher recycling and minimise waste. In addition to the headline household recycling rate for the local authority the government propose four additional indicators covering the yields of dry recycling, food waste for recycling, garden waste for recycling, and residual waste. The government would also work with local authorities to develop these and other indicators to reflect areas such as quality or contamination levels and service delivery.
- 15) Look at metrics that can sit alongside weight-based metrics and will work with interested parties to develop these as set out in the Resources and Waste Strategy.

- 16) Support and enable greater collaboration and partnership working between authorities where this would accelerate the move to consistent collections and improve recycling and delivery of services.
- 17) Increase recycling from businesses and other organisations that produce municipal waste. The government think the most effective way of doing this would be to legislate so that these establishments have to segregate their recyclable waste from residual waste so that it can be collected and recycled by waste operators.
- 18) Where a business, public body or other organisation produces sufficient quantities of food waste it is proposed to legislate for this to be separated from residual waste and arrangements made for it to be collected and recycled.
- 19) If 18 is adopted, the government proposes to support businesses, public sector and other organisations to make the transition. In particular the government would like to find ways to reduce the impact on small and micro businesses.
- 20) The government proposes to work with waste producers and waste collectors in the non-household municipal sectors to improve reporting and data capture on waste and recycling performance of businesses and other organisations.

RESPONSE TO THE CONSULTATIONS

20. There is a total of 286 questions in the four separate consultation documents. These cover a very wide range of varied and complex issues that affect both local authorities and business.
21. The deadline for submitting the responses to the consultations is 13 May 2019, except for the plastics tax, which is 12 May 2019.
22. Project Integra will respond on behalf of the waste management partnership that represents all local authorities in Hampshire. Fareham Borough Council, will take account of the responses prepared by Project Integra but will submit a separate response to the four consultations.
23. Given the timescales and the range of issues, the proposal is to seek Executive approval to delegate authority to the Head of Streetscene, following consultation with the Executive Member for Streetscene, to prepare and submit the response on behalf of the Council.
24. It is important that the comments and views of members inform the Council's response to the consultation. However, covering all 286 questions and coordinating a response within the prescribed timescale would be impracticable.
25. Therefore, the intention is to focus on the proposals in the Consistency in Household and Business Recycling Collections document as they are the most relevant to the service arrangements currently delivered by this Council. Ultimately, if they are introduced by the government, this will result in a significant change to the way residents are required to manage their waste and recycling.
26. All Members were invited to attend the Streetscene Scrutiny Panel meeting on 14 March 2019. Following an introduction to the Waste & Resources Strategy and the four consultations, the meeting focused on the proposals in the Consistency in Household and Business Recycling Collections consultation.

27. The comments and views of the Members at the meeting of the Streetscene Scrutiny Panel have been collated and are attached as Appendix A to this report.
28. A provisional date for an additional Streetscene Panel meeting has been set for 25 April 2019. This meeting will be held if Members feel that they need another opportunity to comment on the proposals in the four consultations.

CONCLUSION

29. This report provides a high-level overview of the proposals set out in the Resources and Waste Strategy recently published by the Government. It also provides an overview of the four consultations that are currently out and require a response submitted by 13 May 2019, except for the plastics tax, which is 12 May 2019.
30. Project Integra will respond on behalf of the waste management partnership that represents all local authorities in Hampshire. Fareham Borough Council, will take account of the response prepared by Project Integra but will submit a separate response to the four consultations.
31. Members have had an opportunity to comment on the proposals at the Streetscene Scrutiny Panel meeting on 14 March 2019. A provisional date for an additional Streetscene Scrutiny Panel meeting has been set for 25 April 2019. This meeting will be held if Members feel that they need another opportunity to comment on the proposals in the four consultations.

Enquiries:

For further information on this report please contact Mark Bowler. (Ext 4420)

Appendix A - Streetscene Scrutiny Panel comments on the Resource and Waste Strategy Consultation.

Core Set of Materials

Concerns about whether the collection is going to be kerbside or collected in one bin.

Need to be sure that the materials being collected are genuinely recyclable and are not being shipped elsewhere as this has an environmental impact which counteracts the benefits of recycling.

Textiles should be included in the core materials – we have clothes banks across the Borough, but people don't realise that they can be used for recycling all textiles and not just usable clothing e.g. – rags, bedding, broken shoes etc.

There must be a market for anything that is collected, we don't want to be stockpiling materials that are classed as recyclable but are unable to dispose of them without there being a knock on environmental impact.

Separate Collection of Materials

It's clearly possible as several Authorities do it.

There are significant health and safety issues in respect of manual handling a variety of different collection systems.

Separate boxes at the kerbside will deter people from recycling and they won't bother to do it.

Much of the population – particularly flats and terraced houses, won't have storage space for all the different receptacles that would be needed. Any scheme that is developed needs to accommodate all residents.

There is potential to cause planning issues for new properties/developments with the need to ensure that provision is made for the various receptacles to be stored.

Need to be careful with regard to possible strain that could be put on residents from having to move several boxes and bins - possibly through their houses in the case of terraced properties.

Food Waste Collection

Concerns raised about the type of receptacle to be used – the possibility that it will encourage flies and maggots and that the smell would be bad.

Weekly collection is not frequent enough. It would need to be every couple of days- although it was noted that at the moment food waste is only collected every 2 weeks.

Concerns that wild animals might be able to access the food waste storage receptacles which would encourage vermin.

Concerns whether there is a market for food waste to be disposed of and even if there is, would there be interest in taking the volume that is created.

There was a suggestion that it would be useful to know how other Local Authorities deal with this type of waste collection and how they manage the challenges it brings before deciding whether to adopt it.

There are health & safety issues in respect of combined food waste that would need to be considered very carefully before deciding to proceed with this type of waste collection.

Government should make sure that if it proceeds with this proposal, any scheme that is implemented needs to be in line with best practice being operated by market leaders.

Free Garden Waste Collection

When the Council implemented its garden waste collection service it opted for sacks rather than bins as it was considered that sacks would be less of a nuisance than bins in terms of bad smells from rotting vegetation. Newer bins however do have holes in the bottom so that slurry doesn't form. The sack system has its own problems – mainly for operators. Any new system that is implemented needs to be the best solution for residents and for Council staff.

The current level of free collection provided by the Council is one 90 litre sack per fortnight. The capacity being proposed in the consultation is 240 litres which is the capacity of one wheelie bin and would be the equivalent of 2.5 sacks.

Waste Container Colours

Standard colours for different materials will help increase understanding nationwide and reduce contamination.

Costs of educating and encouraging people to recycle could be reduced as it would be possible to run nationwide campaigns if the colour scheme was standardised.

The colour should relate to the top of the bins only to avoid impacting on world resources by replacing entire bins unnecessarily.

Additional points discussed

The excessive number of questions in the consultation might deter people from taking part.

Frequency of Residual Waste collections– currently it is every 2 weeks which works well as there is a bin collection every week and people only need to remember which bin to put out rather than whether or not it's a week where there will be a collection.

A weekly collection would be preferable but it is not economically viable. Collection frequency could be affected by the time of year – weekly in the summer when it is hotter – although it would depend on what is in the bin as it wouldn't be so much of an issue if it was dry goods only and no food.

Some disappointment in the consultation – it steers views too heavily. There is no point recycling for the sake of it if there is no end market. Need to think outside the box and think of new solutions – for example, there are some companies in the UK that are converting plastics that can't be recycled back into oil.

FAREHAM

BOROUGH COUNCIL

Report to the Executive for Decision 01 April 2019

Portfolio: Health and Public Protection

Subject: **Safeguarding Policy**

Report of: Director of Planning and Regulation

Corporate Priorities: Strong, Safe, Inclusive and Healthy Communities

Purpose:
To agree the Council's Safeguarding Policy.

Executive summary:

The Council's Safeguarding Policy has been updated in accordance with new legislation and is set out at Appendix A. Clear safeguarding procedures are also proposed to make reporting easy to follow, and are set out at Appendix B.

Recommendation:

It is recommended that the Executive:

- (a) considers the updated Safeguarding Policy (set out at Appendix A); and
- (b) recommends the Policy to Council for adoption.

Reason:

To ensure that Fareham Borough Council meets its statutory obligations and has a robust, up-to-date, safeguarding policy in place.

Cost of proposals:

There are no financial implications arising from this report.

Appendices: **A: Updated Safeguarding Policy (with annexed leaflet)**
 B: Proposed safeguarding procedures

FAREHAM

BOROUGH COUNCIL

Executive Briefing Paper

Date:	01 April 2019
Subject:	Safeguarding Policy
Briefing by:	Director of Planning and Regulation
Portfolio:	Health and Public Protection

INTRODUCTION

1. Safeguarding is a statutory function for local authorities and has recently seen further duties added which include modern slavery, Prevent, forced marriage, child sexual exploitation and female genital mutilation.
2. In order that the Council is actively safeguarding vulnerable individuals within our communities, we must ensure that we have a robust policy and procedures in place to guide staff, Members and our partners in all safeguarding matters. Staff and councillors need to be well trained to recognise the signs and symptoms of safeguarding issues and know how to report them accordingly. An easy reference short leaflet accompanies the Safeguarding Policy, providing staff and councillors with a quick reference guide.
3. The updated Safeguarding Policy sets out the Council's legal responsibilities, processes and procedures. The proposed policy is set out at Appendix A to the Executive report.

RISK ASSESSMENT

4. There are no significant risk considerations in relation to this report.

CONCLUSION

5. It is requested that the Executive considers and recommends the updated Safeguarding Policy to Council for adoption.

Enquiries:

For further information on this report please contact Narinder Bains, Community Safety Manager (Ext 4496)



Safeguarding

It's everybody's
responsibility

FAREHAM
BOROUGH COUNCIL



Policy Statement

Fareham Borough Council is committed to working in partnership with others to safeguard children and vulnerable adults from all forms of abuse, neglect and exploitation.

This policy aims to ensure that an overarching approach to safeguarding is embedded within all Council services and that staff, Elected Members, those delivering contracts on behalf of the Council and volunteers understand their role and responsibilities in supporting all residents to live a life free from abuse, exploitation and intimidation.

Fareham Borough Council will create an environment where everyone is encouraged to think of safeguarding as being their responsibility, understanding the need for them to play a full and active part in the delivery of the Council's response. It will create an organisational culture where the reporting of abuse and exploitation is encouraged, and everyone feels supported to do so.

The Council believes that all individuals, regardless of age, disability, gender and gender re-assignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex or sexual orientation, should have the greatest possible control over their lives. They should be able to make informed decisions or be supported to make these decisions if unable to do so themselves, without fear of harm or abuse from others. The Council will ensure that it complies with all relevant safeguarding legislation.

The senior officer responsible for safeguarding is the Head of Environmental Health. On a day-to-day basis, the main point of contact for raising safeguarding issues is the Designated Safeguarding Officer – the Community Safety Manager.



Information Sharing

To keep children and vulnerable people safe from harm, professionals will share relevant information across geographical and professional boundaries as required.

When there is reason to believe that a child, young person or adult with care and support needs, may be suffering or may be at risk of suffering harm, we will always consider referring these concerns to the relevant authorities or discussing them at Fareham's Partnership Action Group.

Information about children, young people, families and adults at risk will be shared appropriately, and always in accordance with the Council's Information Management and Data Sharing Policy and the Hampshire Information Sharing Framework, to enable organisations to respond to quickly.

Information will also be shared in accordance with the Council's duty to supply information to the local Safeguarding Adults and Safeguarding Children Boards upon request, under the Care Act 2014 and the Children Acts 1989 and 2004, accordingly.



Children and young people

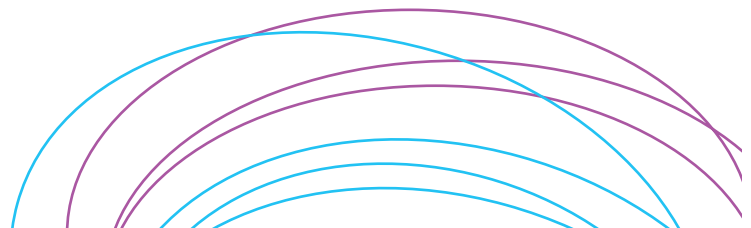
Safeguarding and promoting the welfare of children and young people

This encompasses the protection and welfare of children under the age of 18 (including unborn babies). It also incorporates the additional aims of preventing the impairment of children's health and development; ensuring they grow up in circumstances consistent with the provision of safe and effective care, providing optimum life chances.

All staff, elected Members, those delivering contracts on behalf of the Council and volunteers who come into contact with children or who work with adults who are parents, will be trained to recognise and act upon evidence that a child's (or unborn baby's) health or development is being or may be impaired, especially when they are suffering or at risk of suffering significant harm.

Child sexual exploitation (CSE)

CSE is an illegal activity by people who have some form of power and control over children and use it to sexually abuse them. It involves forcing or enticing a child (under the age of 18) to take part in sexual activities whether or not the child is aware of what is happening. This includes exploitative situations, contexts and relationships where children (or a third person or persons) receive 'something' (e.g. food, accommodation, drugs, alcohol, cigarettes, affection, gifts, money) as a result of performing, and/or others performing on them, sexual activities. CSE can be a form of organised or complex abuse, involving a number of abusers and/or a number of children.





Safeguarding adults

The purpose of adult safeguarding is to prevent harm and reduce the risk of abuse or neglect to adults with care and support needs. The statutory framework introduced under the Care Act applies to any person aged 18 or above who:

- has needs for care and support (regardless of the level of need and whether or not these needs are being met),
- is experiencing, or is at risk of abuse or neglect, and
- as a result of those needs, is unable to protect themselves against the abuse or neglect or the risk of it.

Adults with care and support needs should be supported in maintaining control over their lives and to make informed choices without coercion. Ill-treatment and wilful neglect of a person who lacks capacity is a criminal offence under the Mental Capacity Act 2005.

Domestic abuse

Domestic Abuse is defined as any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between those aged 16 or over who are or have been intimate partners or family members regardless of gender or sexuality.

Honour based abuse, including female genital mutilation and forced marriage

Honour Based Abuse (HBA) is violence and abuse in the name of honour, covering a variety of behaviours (including crimes), mainly but not exclusively against females, where the person is being punished by their family and/or community for a perceived transgression against the 'honour' of the family or community, or is required to undergo certain activities or procedures in 'honour' of the family.

Female Genital Mutilation (FGM) is a collective term for illegal procedures which include the removal of part/all external female genitalia for cultural or other nontherapeutic reasons. The practice is not required by any religion. It is painful, medically unnecessary and has serious health consequences at the time it is carried out and in later life. The procedure is typically performed on girls of any age, but is also performed on new born girls and on young women before marriage/pregnancy. A number of girls die as a direct result of the procedure, from blood loss or infection

A Forced Marriage (FM) "is a marriage conducted without the valid consent of both parties, where duress is a factor" ('A Choice by Right' HM Government 2000).

Prevent

As a national counter-terrorist strategy Prevent aims to stop people becoming involved in terrorist activity or supporting terrorism by working with individuals and communities to address issues before they become a criminal matter, and to stop people moving from extremism into terrorist-related activity.

Prevent is a strand of the Government's anti-terrorism strategy led by the Home Office and focuses on working with individuals and communities who may be vulnerable to the threat of violent extremism and terrorism. Supporting vulnerable individuals and reducing the threat from violent extremism in local communities is priority for statutory partners and their partners.

Modern slavery

and human trafficking

Modern Slavery (and Human Trafficking) involves the recruitment, transportation, transfer, harbouring or receipt of people who, with the threat or use of force, coercion, abduction, abuse of power or deception are exploited

for the purposes of prostitution, forced labour, slavery or other similar practices. Victims are trafficked all over the world, including in and around the UK, and even throughout the district.

E-Safety

Children and adults with care and support needs can be easy targets for online grooming with a view to exploiting them, sometimes even without their knowledge. The Council takes very seriously the potential for online abuse and exploitation and works with partner agencies to raise awareness of e-safety within its workforce and the community by training staff to understand and recognise the signs and symptoms and report concerns to the appropriate agencies.



Roles and responsibilities

Staff and Elected Members must ensure they familiarise and comply with the Council's Safeguarding Policy and associated procedural documents. They must participate in relevant training to recognise the varying forms of abuse and report any concerns.

It is the responsibility of staff and Elected Members to consider safeguarding implications in their decision-making processes, including the procurement of services.

All external organisations, including voluntary groups and contractors providing services to

and on behalf of the Council are required to comply with the Council's Safeguarding Policy. Where appropriate they should have their own Safeguarding Policy and procedures in place, copies of which should be provided to the Council for reference.

Whilst safeguarding is the responsibility of all staff, Elected Members, those delivering contracts on behalf of the Council and volunteers, there are a number of safeguarding roles within the Council with specific responsibilities briefly set out below:

ROLE	RESPONSIBILITY
Chief Executive's Management Team	Overarching endorsement of Safeguarding within Fareham Borough Council
Head of Environmental Health	Delegated by CXMT (Chief Executive's Management Team) to implement policy and procedures
Community Safety Manager – Designated Safeguarding Lead	Operationally deliver day to day support, guidance and advice in relation to safeguarding. Provide information and advice to all safeguarding queries and record information or concerns received ensuring formal referrals are made to Hampshire County Council. Ensure adequate training is carried out.

A close-up photograph showing several hands of different skin tones working together to assemble a puzzle. The puzzle pieces are in shades of orange, red, green, and white. The hands are positioned around the pieces, with some fingers pointing and others holding them in place. The background is a soft, out-of-focus blue.

Outcomes and priorities

The anticipated outcomes of this policy are:

- demonstration of commitment at the most senior level, to safeguarding in this Council and district;
- as far as is within the Council's control, influence and knowledge, to ensure that children and adults at risk are protected against abuse, neglect and/or exploitation;
- to embed the Council's approach and commitment to the safeguarding agenda;
- to have a clear line of accountability within the Council for safeguarding;
- to be fully compliant with all relevant legislation;
- to ensure that all staff and Elected Members are fully trained and aware of their responsibilities and the correct procedures to follow with regards to safeguarding.

Appendix 1 – Safeguarding procedures (as supplied) and leaflet

The Safeguarding Policy is supported by a condensed leaflet which summarises the policies and procedures reiterating the process; just visit **www.fareham.gov.uk** and search for safeguarding.



If you represent the Council on any community or voluntary groups you should:

- Help them to be aware of their responsibilities and what they may need to do (the Council's Community Safety Manager can assist)
- Ensure they have necessary policies and procedures in place
- Be aware of the proper checks to assist with recruitment i.e. DBS checks and employment history
- Check if there are any volunteers that work with young people

You can read the Council's Safeguarding Policy here: www.fareham.gov.uk

APPENDIX 1

Useful contacts

For advice on safeguarding or to chat over something you are concerned about, please contact:

Narinder Bains:

Community Safety Manager

Tel 01329 824496

Mobile 07881 515059

Email nbains@fareham.gov.uk

In the absence of above:

Ian Rickman:

Head of Environmental Health

Tel 01329 824773

Mobile 07770 227155

Email irickman@fareham.gov.uk

Any complaints against staff or Councillors contact

Sarah Robinson:

Monitoring Officer

Mobile 07810 616664

Email srobinson@fareham.gov.uk

Hampshire County Council

Adult Services

Tel 0300 555 1386 (8.30am-5pm)

Children's Services

Tel 0300 555 1384 (8.30am-5pm)

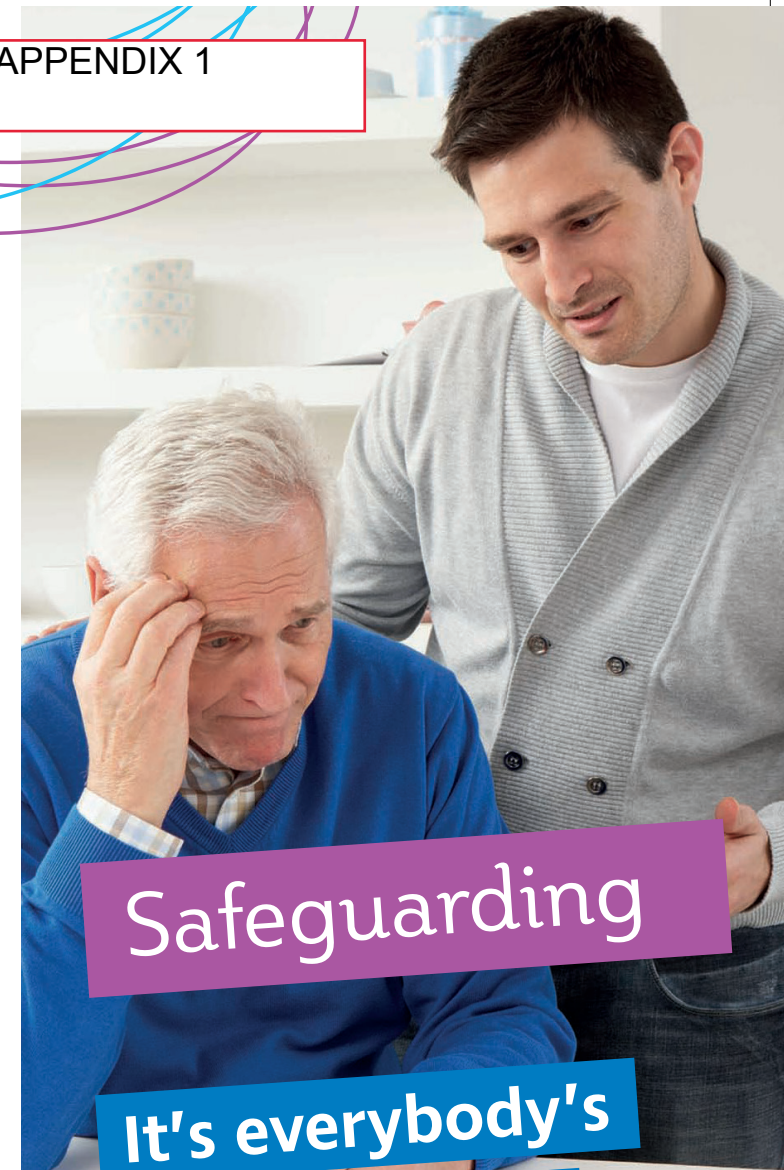
Tel 0300 555 1373 (out of hours)

Hampshire Constabulary

Tel 101 (In an emergency dial 999)

NSPCC

Tel 0808 800 5000



Safeguarding

It's everybody's responsibility

FAREHAM
BOROUGH COUNCIL



Safeguarding children and vulnerable adults is the responsibility of everyone representing the Council including employees, contractors, elected members and volunteers.

If you see anything that causes suspicion, or a child or vulnerable adult mentions something, it's really important that you **report it**.

What to look out for

Here are a few signs to look out for that could mean a child or vulnerable adult needs help.

Neglect – rough treatment, dirty/scuffy clothing, failure to seek medical help, poor hygiene, child left alone or looking pale and lacking energy

Physical abuse – injuries, marks, bruises, fear, anxiety, burns, bite marks, absence from school

Child sexual exploitation – drugs or alcohol misuse, goes missing, not attending school, older boyfriends/girlfriends, displaying inappropriate sexualised behaviour, out late, unexplained expensive gifts

Bullying and harassment – name calling, teasing, frightened, intimidated

Emotional abuse – withdrawn, anxious, lack of self-confidence, nervous

Radicalisation – extremist views, supporting terrorism, airing grievances

Sexual abuse – comments about sexual activity, being touched when it is not wanted

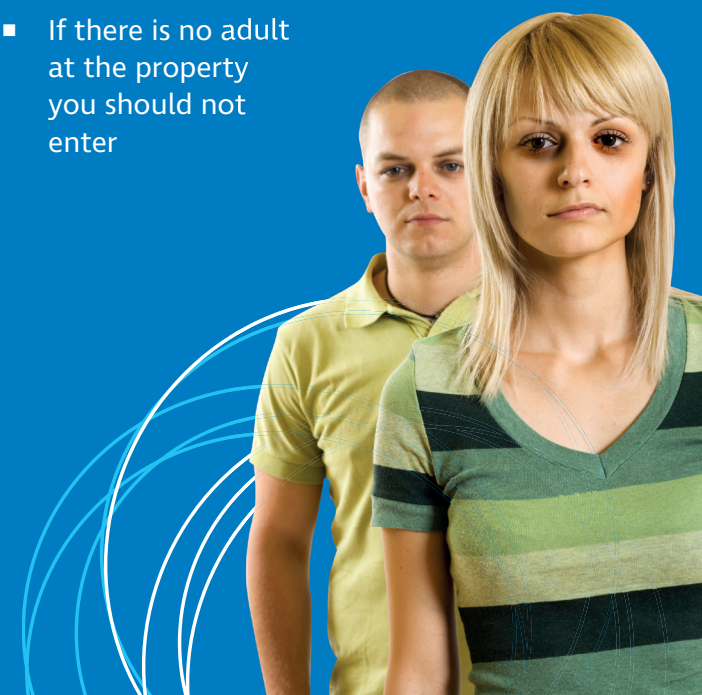
Financial abuse – having money or property stolen, being pressured to give up money, misuse of benefits, not being allowed access to money

Modern slavery – forced labour, deceiving and forcing people into a life of abuse and slavery

Helpful tips

Some tips to consider whilst you are out and about visiting customers in their homes:

- Ensure there is easy access to rooms and keep doors open where possible
- Avoid any physical contact including assisting children and vulnerable adults
- If possible avoid "private" meetings
- Engage in appropriate professional discussions
- Ensure that a colleague or manager knows who you are visiting
- Avoid making insensitive remarks
- If there is no adult at the property you should not enter



Safeguarding Procedures

1. Reporting safeguarding concerns

If you have a concern that an individual is at risk of immediate harm or danger then you should dial 999 and report your concerns directly to the police.

If you have a concern that an individual may be a victim of abuse of any kind and would like to discuss your concerns in more detail then you can approach the safeguarding lead, your manager or telephone Children's and Adult Services at Hampshire County Council. If a safeguarding referral needs to be made then you should complete a Safeguarding Referral Form which can be found on Hampshire County Council's website.

The case should also be copied to the Designated Safeguarding Officer at **nbains@fareham.gov.uk** or **irickman@fareham.gov.uk** in her absence.

Aim to send the referral form within 24 hours of you identifying the concern.

In the event of a concern being raised out of normal office hours, contact can be made directly with Children / Adult Services on 0300 555 1373. This must be followed up with a completed referral form being submitted to the Designated Safeguarding Officer within 48 hours.

The Designated Safeguarding Officer will create a record of the individual on SafetyNet, upload the referral form once it has been submitted to the Multi Agency Safeguarding Hub (MASH) and then close the record. No one else will be able to view this record unless it relates to an ongoing case and it is appropriate to share this information in the interests of safeguarding all (including staff) concerned.

Allegations of abuse may be subject to criminal proceedings so it is vital that once your concern has been escalated you do not try to intervene further as this could hamper the police investigation.

Safeguarding Procedures

2. Disclosure

This is when a child or vulnerable adult (or someone associated with them), tells you something that raises a concern that abuse is or may have happened. Disclosure can be defined as either:

- Full disclosure: where an individual gives you the whole story of what is happening to them including the name of the abuser/s;
- Partial disclosure: where an individual tells you only that "something is happening to them."

A disclosure can be deliberate or made as part of a normal conversation. Either way it must be reported.

During a disclosure by a victim of abuse

you should:

- stay calm and listen patiently;
- reassure the person they are doing the right thing by telling you ;
- ask clarifying questions to ensure that your understanding is the same as the individual making the disclosure;
- make the individual affected aware of the need to pass on any information they tell you, and that 'secrets' cannot be kept;
- explain what you are going to do with the information, and who it will be shared with
- try to ensure the disclosure area is kept; confidential and that it is not possible for anyone else to hear;
- attempt to make a written note of what is being said as soon as possible (this note should be kept for use as potential evidence in subsequent legal proceedings).

You should not:

- ask leading questions, appear shocked, horrified, disgusted or angry;
- press the individual for details (it is not your duty to undertake the investigation);
- make comments or judgements other than to show concern;
- promise to keep secrets or confront the abuser;
- risk contaminating evidence.

3. Reporting after disclosure

Advise the Designated Safeguarding Officer immediately after the issue is identified, with:

- a record of the full conversation about the disclosure or suspicion of abuse on the referral form;
- only language used by the individual should be used, and assumptions in your own words should not be made.

A social worker from Children/Adult Services will assess the information to determine whether a formal investigation should commence, and may contact you directly for further information. You may also be contacted by the Police.

4. Where an allegation is made against an employee

Anyone who suspects that an employee of the Council or a councillor may be abusing a child or vulnerable adult must act on their suspicions immediately. This will not only protect vulnerable individuals but also colleagues from false accusations.

If you are an employee and have concerns about the behaviour or conduct of another employee, a councillor or other adult working on behalf of the Council:

- details must be recorded immediately;
- report your concerns to the HR Department/Line Manager/Head of Service or Director;
- it will be taken seriously and treated confidentially.

The HR Department will inform and work with the Local Authority Designated Officer (the Community Safety Manager) without delay.

Any investigation will be in line with the Council's Disciplinary Procedure.

The Council's 'Report a Concern' also allows staff to raise concerns in strict confidence. This policy is intended to encourage employees to raise serious concerns within the Council rather than ignoring a problem. It is available on the internal website.

Safeguarding Procedures

6. What to do when an allegation is made against a councillor

Anyone who suspects that a councillor may be abusing a child or vulnerable adult should immediately notify the Monitoring Officer for the Council. This is Sarah Robinson srobinson@fareham.gov.uk

7. Confidentiality, record keeping and complaints

Confidentiality

The right of a child or vulnerable adult to be protected from harm is paramount. While there are clear rules on confidentiality, if the needs of the individual affected outweigh the need for confidentiality, then the need of the vulnerable person takes precedence. However, where an allegation is made, and whilst it is being investigated, every effort should be made to ensure confidentiality is maintained for all concerned. If enquiries arise from the public (including parents) or any branch of the media, it is essential that all employees, councillors and volunteers are briefed so that they do not make any comments regarding the situation, unless authorised to do so.

Record keeping

Safeguarding records will be stored on SafetyNet, a secure information sharing database which has robust governance and auto archiving functions to ensure that data protection legislation is complied with. The case on SafetyNet will be locked down to ensure that only those who need to know have access and unless it is a live case it will be opened and closed once the safeguarding referral has been made. If the need arises, the case will be reopened by the Designated Safeguarding Officer for additional information to be added or action taken.

Complaints regarding the Council's approach/response to safeguarding issues

When dealing with complaints, it is important to maintain an open culture. Staff, councillors, volunteers and others must feel able to express concerns about safeguarding issues and issues of poor practice when dealing with vulnerable people. An easy to follow complaints procedure for members of the public regarding staff is available.

8. Recruitment and training

Recruitment

Through the Council's recruitment procedures anyone who works directly with children or vulnerable adults, or may come into regular contact with vulnerable individuals during the course of their work, must have:

- a Disclosure and Barring Service (DBS) check (formerly known as a Criminal Records Bureau (CRB) check);
- their experience of working or contact with children or vulnerable adults fully explored, prior to appointment;
- appropriate checks of their employment history;
- training in recognising the signs of abuse, in reporting procedures, and in good working practice.

Pre-recruitment checks will always be carried out. This includes conducting a risk assessment for all posts to determine whether or not the duties of the post cause an employee to have regular access to children or vulnerable adults (this will apply regardless of the employment status of the post i.e. permanent, temporary or casual).

Managing Work Experience

All young people undertaking work experience with the Council will receive the same protection as we afford to our own employees.

Safeguarding Procedures

8. Recruitment and training (cont'd)

Training

The Council recognises that it has a commitment to ensure that all employees and Elected Members have a clear understanding of their roles and responsibilities when working with children or vulnerable adults. The training process will help them to:

- be able to recognise the different signs of abuse, and what appropriate course of action should be taken in these circumstances;
- have an understanding of the potential risks to themselves, and ensure good practice is adhered to at all times;
- recognise signs of improper behaviour from others and take appropriate action.

All employees must undertake training, even if it is unlikely that they will come into contact with vulnerable groups.

9. Funding and grants

Where organisations and groups that work with children or vulnerable adults apply to the Council for grants, the granting of funds will be subject to a safeguarding policy being in place by the recipient organisation. Guidance to organisations or groups can be provided on adopting a safeguarding policy if needed.

10. Hiring facilities to others

Whilst Fareham Borough Council owns a range of premises, the only ones managed directly are the Civic Offices, Ferneham Hall and The Depot. These offices are primarily used for the provision of Council Services. The Council owns sheltered housing schemes and community centres.

Should any part of the premises be hired, any hirer who provides activities for children or vulnerable adults is required to adhere to current safeguarding legislation and guidance. The Counter Terrorism and Security Act 2015 must be observed to ensure that the premises are not being used by radical speakers or for the purposes of radicalisation.

11. Third Party Obligations

Contractors, sub-contractors and organisations (including voluntary sector) that are commissioned, funded by or working on behalf of the Council, that are involved in areas where workers come into regular contact with children or vulnerable adults, must have safeguarding children and vulnerable adult policies in place that comply with the terms of this policy.

These organisations must ensure that the correct DBS checks have been carried out for all relevant workers and provide staff with appropriate safeguarding training. All new contracts let by the Council, which involve providing services for vulnerable individuals, will include appropriate provisions for complying with the principles of this policy.

12. Photography and use of photographic equipment

If you are organising an event or meeting and would like to take photographs or record a video of activities, please check with the Community Safety Manager that this is acceptable to do.