

16 March 2018

COMMUNITY SERVICES AND LICENSING COMMITTEE

A meeting of the Community Services and Licensing Committee will be held on **WEDNESDAY 28 MARCH 2018** in the Council Chamber, Ebley Mill, Ebley Wharf, Stroud at **7.00 pm.**



David Hagg
Chief Executive

Please Note: This meeting will be filmed for live or subsequent broadcast via the Council's internet site (www.stroud.gov.uk). By entering the Council Chamber you are consenting to being filmed. The whole of the meeting will be filmed except where there are confidential or exempt items, which may need to be considered in the absence of the press and //public.

AGENDA

- 1 **APOLOGIES**
To receive apologies for absence.
- 2 **DECLARATIONS OF INTEREST**
To receive declarations of interest.
- 3 **MINUTES**
To approve the Minutes of the meeting held on 7 December 2017.
- 4 **PUBLIC QUESTION TIME**
The Chair of the Committee will answer any questions from members of the public, submitted in accordance with the Council's procedures.
DEADLINE FOR RECEIPT OF QUESTIONS
Noon on FRIDAY 23 MARCH 2018.
Questions must be submitted in writing to the Chief Executive, Democratic Services, Ebley Mill, Ebley Wharf, Stroud, and sent by post or by Email: democratic.services@stroud.gov.uk.
- 5 **WORK PROGRAMME**
To consider the work programme.

6 **MEMBER REPORTS**

- a) The Subscription Rooms update
 - i) Task and Finish Group – Councillor Cornell
 - ii) Monitoring of finances and activity – Councillor Robinson
- b) County Health and Overview Scrutiny Committee – Councillor Rathor
- c) Arts and Culture Task and Finish Group – Councillor Marjoram
- d) Tourism Task and Finish Group – Councillor Craig
- e) Museum in the Park – Councillor Marjoram
- f) Police and Crime Panel – Councillor McKeown
- g) Performance Monitoring
 - i) Councillor Curley to update on the report to Strategy and Resources Committee [[Task and Finish Group Review of Performance Monitoring](#)] which highlights changes to the performance monitoring)
 - ii) Update from Councillors John Jones and Karen McKeown

7 **DELEGATION OF NEW POWERS TO REVOKE OR SUSPEND A PERSONAL LICENCE UNDER THE LICENSING ACT 2013**

To consider the new powers.

8 **UPDATE ON HEALTH AND WELLBEING PLAN**

An oral update will be given at the meeting.

9 **COMMUNITY SERVICES AND LICENSING BUDGET MONITORING REPORT P3 2017/18**

To receive a report on the forecast outturn position against the revenue budgets and capital programme.

10 **CAPITAL PROJECT MONITORING**

- a) Stratford Park Lido
- b) Community Buildings Investment

11 **STROUD DISTRICT COUNCIL SAFEGUARDING ACTIONS FOR 2018/19 - SECTION 11 SELF ASSESSMENT AUDIT TOOL**

To receive a report on the Stroud District Council Safeguarding Actions for 2018/19.

12 **MEMBER QUESTIONS**

See Item 4.

**Members of Community Services and Licensing Committee
2017/18**

Councillor Steve Robinson (Chair)
Councillor Jonathan Edmunds (Vice-Chair)
Councillor George Butcher
Councillor Gordon Craig
Councillor John Jones
Councillor Darren Loftus

Councillor John Marjoram
Councillor Karen McKeown
Councillor Gill Oxley
Councillor Nigel Prenter
Councillor Sue Reed
Councillor Penny Wride

COMMUNITY SERVICES AND LICENSING COMMITTEE

7 December 2017

7.00 pm – 9.40 pm

Council Chamber, Ebley Mill, Stroud

3

Minutes

Membership

Councillor Steve Robinson (Chair)	P	Councillor John Marjoram	P
Councillor Jonathan Edmunds (Vice-Chair)	P	Councillor Karen McKeown	P
Councillor George Butcher	P	Councillor Gill Oxley	A
Councillor Gordon Craig	P	Councillor Nigel Prenter	A
Councillor John Jones	P	Councillor Sue Reed	P
Councillor Darren Loftus	P	Councillor Penny Wride	A

P = Present A = Absent

Other Councillors Present

Councillor Skeena Rathor

Officers Present

Director Customer Services	Principal Licensing Officer
Head of Community Services	Democratic Services Officer

CSLC.024

APOLOGIES

Apologies were received from Councillors Penny Wride, Gill Oxley and Nigel Prenter.

CSLC.025

DECLARATIONS OF INTEREST

Refer to Minute No. CSLC.030(c).

CSLC.026

MINUTES – 7 SEPTEMBER 2017

RESOLVED

That the Minutes of the Meeting held on 7 September 2017 are confirmed and signed as a correct record.

CSLC.027

PUBLIC QUESTION TIME

None received.

CSLC.028 **WORK PROGRAMME**

The following item was discussed for a future meeting:

- New powers relating to personal licenses

Members expressed concern that there was no budget monitoring report to discuss at this committee. Discussion also took place regarding the place on the agenda of the Work Programme.

CSLC.029 **STROUD DISTRICT TAXI FARES**

The Principal Licensing Officer presented the report and explained the recommendations by the Task and Finish Group regarding a proposal by the Stroud Taxi Association to increase Stroud District taxi fares. The group concluded that there had not been an increase in fares since 2011 and there was scope for an increase.

Mr. Pugh and Mr. Day of the Taxi Association spoke in relation to this item.

- RESOLVED**
- 1. That Stroud District taxi fares are increased in accordance with the recommendations of the Task and Finish Group in Appendix 4 of the report.**
 - 2. The procedure and delegation outlined in paragraph 4.2 of the report shall apply.**

CSLC.030 **MEMBER REPORTS**

- (a) The Subscription Rooms

Councillor Doina Cornell thanked all members of Task and Finish Group, including officers, for the work they had carried out. Strategy and Resources Committee (S&R) on Tuesday 5 December 2017 had received the report of the Task and Finish Group. A new Task and Finish Group will now be formed and an update will be given to S&R on 18 January 2018, with a report being considered on 12 April 2018. This committee will be kept informed and be asked to make appropriate decisions when necessary.

Bookings for the Sub Rooms have been programmed until the end of June 2018. Members were concerned that bookings were not being taken beyond June, as members thought that marketing the venue with bookings would be more attractive for potential bidders.

Councillor Karen McKeown proposed the following motion which was seconded by Councillor George Butcher

1. Community Services and Licensing Committee take a more active role in monitoring the running of the Sub Rooms. At each meeting receive monitoring reports on finances and activity.
2. The Chair and senior managers review that information on a monthly basis.
3. Bookings are taken and the Sub Rooms is marketed as an entertainment venue up to 31 December 2018.

On being put to the vote the motion was passed unanimously.

The future of the tourist information will be decided at a future meeting.

Thanks were given to Councillor Steve Lydon on the work which has been done to get to this point in the process.

(b) County Health and Overview Scrutiny Committee - Councillor Doina Cornell updated Committee on the following:

- NHS Winter plan
- A&E services at Cheltenham General Hospital and Gloucester Royal Hospital
- Sustainability and transformation plan
- Ambulance service and waiting times
- Gloucestershire Care services and NHS together merging.

A written update would be sent to Members following the next meeting.

(c) Arts and Culture Task and Finish Group

Councillor John Marjoram introduced this item. Members discussed an increase in the budget for Arts and Culture by £10,000, they were advised that if they wished to do this a growth item would have to be recommended to Strategy and Resources Committee.

Paul Gibson who had been working with the Task and Finish Group explained the report. Members discussed the report and highlighted that this is an important area of work.

A proposal was put forward by Councillor John Marjoram and seconded by Councillor Jonathan Edmunds to adopt the report in principle for potential future use, with no financial implications being attributed to the Council. Committee supported the proposal.

Councillor John Marjoram then declared an interest as his wife is an Arts Therapist.

(d) Tourism Task and Finish Group

Councillor Gordon Craig introduced this item and explained the work that the Task and Finish Group had already undertaken. There was still a lot of work to be done and a report with recommendations would not be ready until the end of the Civic Year 2018 /19 (April 2019).

Councillor Craig encouraged Members to join them as the group was quite small – Councillors Tucker and Studdert-Kennedy, plus the Canal Manager were currently on the group. Councillors Darren Loftus and Sue Reed agreed to join the group.

(e) Museum in the Park

Councillor John Marjoram, who sits on the Cowle Museum Trust explained the work being carried out at the museum. Various activities are held there and the Walled Garden is now a space which can be used for events. He praised Anne Taylor, the Learning Programmes Officer who had worked at the Museum since 2005 and was retiring at the end of this year, he also thanked the Cowle Museum Trustees.

(f) Police and Crime Panel

Councillor Karen McKeown updated Committee on:

- the report on safeguarding and concerns relating to this;
- PCC and the Fire Service joining which is not now taking place.
- Advertisement for the new Chief Constable.

(g) Performance Monitoring

Councillor Karen McKeown and Councillor John Jones updated committee on performance and use of Excelsis. Concern was expressed regarding the Council's duty on safeguarding and the statutory duty under the Children's Act 2004.

Other issues discussed were garden waste and the list of services the committee has responsibility for.

CSLC.031 **CAPITAL PROJECT MONITORING**

The Director of Customer Services had provided an update to committee on Kingshill House and Stratford Park Lido (Outdoor Pool).

RESOLVED **To note the report.**

CSLC.032 **MEMBERS' QUESTIONS**

A question was received from Councillor Karen McKeown and answered by Councillor Steve Robinson. The question and answer can be found on the [Council's website](#). The supplementary question and answer can be seen on the webcast of the meeting.

Councillor McKeown asked for the list of responsibilities the Committee has a duty to oversee, to be an item on the agenda for Committee in February 2018.

The meeting closed at 9.40 pm.

Chair

COMMUNITY SERVICES AND LICENSING COMMITTEE

28 MARCH 2018

5**WORK PROGRAMME**

Date of meeting	Matter to be considered (ie insert report/project title)	Notes (eg lead member & officer)
31.5.18	Work Programme	Chair and Director of Customer Services
	Member Reports a) The Subscription Rooms update b) County Health and Overview Scrutiny Committee c) Arts and Culture Task and Finish Group d) Tourism Task and Finish Group e) Museum in the Park f) Police and Crime Panel g) Performance Monitoring	Councillor Doina Cornell Councillor Doina Cornell Councillor John Marjoram Councillor Gordon Craig Councillor John Marjoram Councillor Karen McKeown Cllrs K McKeown, J Jones
	Capital Project Monitoring a) Stratford Park Lido b) Community Buildings Investment	Chair/Director of Customer Services
6.9.18	Work Programme	Chair/Director of Customer Services
	Member Reports a) The Subscription Rooms update b) County Health and Overview Scrutiny Committee c) Arts and Culture Task and Finish Group d) Tourism Task and Finish Group e) Museum in the Park f) Police and Crime Panel g) Performance Monitoring	Councillor Doina Cornell Councillor Doina Cornell Councillor John Marjoram Councillor Gordon Craig Councillor John Marjoram Councillor Karen McKeown Cllrs K McKeown, J Jones
	Capital Project Monitoring a) Stratford Park Lido b) Community Buildings Investment	Chair/Director of Customer Services
6.12.18	Work Programme	Chair/Director of Customer Services
	Member Reports a) The Subscription Rooms update b) County Health and Overview Scrutiny Committee c) Arts and Culture Task and Finish Group d) Tourism Task and Finish Group e) Museum in the Park f) Police and Crime Panel g) Performance Monitoring	Councillor Doina Cornell Councillor Doina Cornell Councillor John Marjoram Councillor Gordon Craig Councillor John Marjoram Councillor Karen McKeown Cllrs K McKeown, J Jones
	Capital Project Monitoring a) Stratford Park Lido b) Community Buildings Investment	Chair/Director of Customer Services

31.1.19	Work Programme	Chair/Director of Customer Services
	Member Reports a) The Subscription Rooms update b) County Health and Overview Scrutiny Committee c) Arts and Culture Task and Finish Group d) Tourism Task and Finish Group e) Museum in the Park f) Police and Crime Panel g) Performance Monitoring	Councillor Doina Cornell Councillor Doina Cornell Councillor John Marjoram Councillor Gordon Craig Councillor John Marjoram Councillor Karen McKeown Cllrs K McKeown, J Jones
	Capital Project Monitoring a) Stratford Park Lido b) Community Buildings Investment	Chair/Director of Customer Services
21.3.19	Work Programme	Chair/Director of Customer Services
	Member Reports a) The Subscription Rooms update b) County Health and Overview Scrutiny Committee c) Arts and Culture Task and Finish Group d) Tourism Task and Finish Group e) Museum in the Park f) Police and Crime Panel g) Performance Monitoring	Councillor Doina Cornell Councillor Doina Cornell Councillor John Marjoram Councillor Gordon Craig Councillor John Marjoram Councillor Karen McKeown Cllrs K McKeown, J Jones
	Capital Project Monitoring a) Stratford Park Lido b) Community Buildings Investment	Chair/Director of Customer Services

Information sheets

Date sent (& reference no)	Topic	Notes (eg responsible officer)
C-2017/18-001 14.6.17	Discretionary Housing Payment (DHP)	Revenue and Benefits Manager
C-2017/18-002 27.6.17	Community Services & Licensing Committee	Strategic Head Customer Services
C-2017/18-003 13.7.17	Universal Credit (UC)	Revenue and Benefits Manager
C-2017/18-004 30.8.17	Higher than average rates for under-18 self harm and alcohol related hospital admissions in the Stroud District	Health and Wellbeing Development Coordinator
C-2017/18-005 1.9.17	Safeguarding Awareness Training	Community and Facilities Manager
C-2017/18-006 3.11.17	Licensing Hearings Update	Principal Licensing Officer
C-2017/18-007 6.11.17	Stroud Fringe Festival	Head of Community Services

STROUD DISTRICT COUNCIL
COMMUNITY SERVICES AND LICENSING COMMITTEE

**AGENDA
ITEM NO**

28 MARCH 2018

7

Report Title	DELEGATION OF NEW POWERS TO REVOKE OR SUSPEND A PERSONAL LICENCE UNDER THE LICENSING ACT 2003
Purpose of Report	To consider an amendment to the Licensing Act 2003 which gives new powers to Licensing Authorities to revoke or suspend personal licences where the licence holder has been convicted of a relevant offence, foreign offence or been required to pay an immigration authority.
Decision(s)	The Committee RESOLVES: To delegate the function to revoke or suspend a personal licence under section 132A of the Licensing Act 2003 to a sub committee (a hearing panel) made up of 3 members of the Committee that deal with licensing matters.
Financial Implications and Risk Assessment	There are no direct financial implications arising from this report. Adele Rudkin, Accountant Tel: 01453 754109 Email; adele.rudkin@stroud.gov.uk Risk Assessment Failure to have a delegation in place would mean that personal licence revocations and suspensions have to be dealt with by the full Community Services and Licensing Committee rather than a panel which would have resource implications.
Legal Implications	The relevant statutory provisions and legal procedures are set out in the body of the report and there are no additional legal implications. In the absence of the proposed delegation, personal licence suspensions and revocations may only be dealt with by the Community Services and Licensing Committee as a whole, which would be inconsistent with the way in which other functions of that committee are discharged. Mike Wallbank Solicitor Advocate and Deputy Monitoring Officer Tel: 01453 754362 Email: mike.wallbank@stroud.gov.uk

Report Author	Rachel Andrew Principal Licensing Officer Tel: 01453 754401 Email: rachel.andrew@stroud.gov.uk
Appendices	None

1 Background

- 1.1 The Licensing Act 2003 allows for an individual to be granted a personal licence which authorises that individual to supply, or authorise supply of alcohol.
- 1.2 A new applicant for a personal licence must apply to the local authority where they reside at the time of application.
- 1.3 Once a personal licence has been granted it lasts indefinitely. If the licence holder moves home they remain licensed with the original issuing authority, even if they move outside of that area.
- 1.4 Stroud District Council currently has 1,360 current issued licences.
- 1.5 If a personal licence holder is charged with a relevant offence or immigration penalty, after the licence has been granted, he/she is obliged to notify the court dealing with the case that they hold a personal licence. The Magistrate can revoke the personal licence if they feel it is appropriate. Nationally Magistrates' very rarely do this.
- 1.6 Up until April 2017 the Council (as the Licensing Authority) had no power itself to revoke a personal licence. The only action the Council could take was to note the details of any relevant convictions on the personal licence certificate.

2 New Power for a Council to Revoke or Suspend a Personal Licence

- 2.1 Section 138 of the Policing and Crime Act 2017 has inserted a new section into the Licensing Act 2003 (section 132A). The new section had effect from 6 April 2017.
- 2.2 The new section 132A states that, where a Council has become aware that a licence holder has been convicted of any relevant offence, foreign offence or an immigration penalty it may,
 - suspend the personal licence for up to 6 months or;
 - revoke the personal licence
- 2.3 When considering the above the Council must give the personal licence holder 28 days to make representation in support of their case. If the Council then decides not to revoke the licence it must give the Police 14 days to make representation as to why the licence should be revoked.

- 2.4 Under the new powers Council's can only take into account relevant offences, foreign offences or immigration penalties that a licence holder has been convicted of after 6 April 2017

3 Delegation to a Licensing Panel

- 3.1 Section 7.1 of the Licensing Act 2003 states that all licensing functions under the Act are referred to the Licensing Committee.
- 3.2 Section 10 of the Licensing Act 2003 allows the Licensing Committee to delegate any of its functions to a sub committee (a Hearing Panel) or to an officer.
- 3.3 Stroud District Council's current Table of Delegations under the Licensing Act 2003 delegates other types of functions where there is representation or objection to a Hearing Panel. This enables the applicant or licence holder to have a fair hearing before a decision is made.
- 3.4 In order to be consistent with Stroud District Council's current delegations it is recommended that this Committee also delegates the new power to revoke or suspend a personal licence to a hearing panel made up of 3 members of the Committee that deals with licensing matters.

COMMUNITY SERVICES AND LICENSING COMMITTEE

28 MARCH 2018

9

Report Title	Community Services and Licensing Budget Monitoring Report P3 2017/18
Purpose of Report	To present the 2017/18 forecast outturn position against the revenue budgets and Capital programme that the committee is responsible for
Decision(s)	The Committee RESOLVES to note the outturn forecast for the General Fund Revenue budget and the Capital programme for this Committee.
Consultation and Feedback	Budget holders have been consulted about the budget issues in their service areas. The feedback has been incorporated into to the report to explain difference between budgets and actual income and expenditure.
Financial Implications and Risk Assessment	The outturn forecast for the Committee's budget shows a net underspend of £479k. This will be included in the overall General Fund outturn forecast reported to Strategy and Resources Committee in April 2018. The Committee's capital budgets are expected to spend to budget, other than £10k slippage. Lucy Clothier – Principal Accountant Tel: 01453 754343 Email: lucy.clothier@stroud.gov.uk
Legal Implications	This report is provided for information only, there are no legal implications to report. Craig Hallett, Solicitor & Deputy Monitoring Officer Tel: 01453 754364 Email: craig.hallett@stroud.gov.uk (Ref: rcd14.3)
Report Author	Adele Rudkin - Accountant Tel: 01453 754109 Email: adele.rudkin@stroud.gov.uk
Options	None
Performance Management Follow Up	Budgets will continue to be monitored on a regular basis during the year by budget holders supported by Finance. The outturn position will be reported to Strategy and Resources committee in May 2018.
Background Papers/ Appendices	None

Background

1. This report provides the third quarter monitoring position statement for the financial year 2017/18. The purpose of this report is to notify members of any known significant variations to budgets for the current financial year, highlight any key issues, and to inform members of any action to be taken if required.
2. **Due to the volume of information contained in the report, it would be helpful where members have questions on matters of detail if they could be referred to the report author or the appropriate service manager before the meeting.**
3. Council approved the General Fund revenue budget at its meeting in February 2017 including the budget proposals of the administration for Youth Work (£60k per annum).
4. The latest budget for Community Services and Licensing Committee is £3.8m, this takes into account carry forwards from 2016/17 and further revision to the budget that were approved by Council at their meeting in January 2018. These include Workforce Planning savings and a technical adjustment for the building maintenance budgets across all Committees. (Original Budget was £3.7m)
5. The monitoring position for the service at 31st December 2017 shows a projected net **underspend of £479k** against the latest budget. The overall position on the General Fund will be considered by Strategy and Resources committee at their meeting on 12th April 2018.
6. Table 1 below shows the overall projected outturn position for this Committee. Table 2 outlines the services with significant variations along with an explanation of why they have arisen. A significant variation is defined as being +/- £20,000 on each reporting line. Appendix A (page 8) provides a more detailed breakdown of the committee's budgets.
7. Table 3 shows the Capital spend and Projected outturn for Community Services and Licensing Committee for 2017/18.

Table 1 – Community Services and Licensing Revenue budgets 2017/18

Community Services Committee	Para Refs	2017/18 Original Budget (£'000)	2017/18 Revised Budget (£'000)	2017/18 Forecast Outturn (£'000)	2017/18 Outturn Variance (£'000)
Community Safety	9	382	371	295	(76)
Youth Services		99	99	87	(12)
Grants to Voluntary Organisations		337	337	337	0
Licensing		(69)	(69)	(73)	(4)
Strategic Head (Customer Services)		132	132	156	24
Customer Services	10	386	386	398	12
Cultural Svcs - Arts and Culture	11	787	792	717	(76)
Cultural Svcs - Sport & Health Dev.		153	176	178	2
Cultural Svcs - Sports Centres	12	172	234	88	(145)
Public Spaces		1,037	1,067	1,068	2
Revenues and Benefits	13	284	284	78	(206)
Community Services TOTAL		3,701	3,809	3,330	(479)

(This table may contain roundings)

8. The table below outlines the key variances for this Committee.

Table 2 - Headline Budget variances

Service	Para. Ref	Overspend / (Underspend) (£'000's)
Community Safety	9	
Careline Services		(22)
Neighbourhood Wardens		(23)
Car Parks Enforcement		(26)
Strategic Head (Customer Services)	10	
Subscription Rooms - Consultants fees		24
Cultural Svcs - Arts and Culture	11	
Subscription Rooms		(58)
Cultural Svcs - Sports Centres	12	
The Pulse Dursley		(147)
Revenues and Benefits	13	
Housing Benefit / Council Tax -		(206)

9. Community Safety – (£76k) underspend

(Mike Hammond 4447, mike.hammond@stroud.gov.uk)

This underspend is made up of several variances across the service.

Careline services – (£22k) underspend

The Careline service is currently run by 1.5 FTE staff. The service also had a maintenance contract with Tunstall that was costing in excess of £30k pa. A detailed analysis was undertaken which proved it was more cost effective to renew faulty units with new machines if required. Officers now deal with all queries in house with the assistance of the on-call officer for facilities and the Neighbourhood Wardens. Following the Community Services review any permanent saving will be looked at as part of the revised budget setting process.

Neighbourhood Warden Service – (£23k) underspend

This variation is due to an in year salary saving for a Warden's post. The post has now been recruited to but with a delayed start date.

Car Park Enforcement – (£26k) underspend

An underspend within the salaries budget has been forecast. There have been difficulties in recruiting to the positions even though the vacancies had been placed with recruitment agencies and the industry journal. A subsequent advert with a new job title, Car Park Officer rather than Civil Enforcement Officer resulted in the two current officers who are now in post. Due to this staffing gap, enforcement had reduced, resulting in a decrease in issuing of PCN's. Neighbourhood Wardens have helped cover in the interim by building a small amount of the workload into their normal shift. The Car parking staffing is now well established and an increase in PCN's issued, has been recorded.

There is an additional (£5k) saving on the Hardwicke Youth project which is proposed to be carried forward to 2018/19 to support the programme.

10. Strategic Head Customer Services – £24k overspend

(Joanne Jordan 4005, joanne.jordan@stroud.gov.uk)

This overspend is directly related to the consultancy and associated costs of the Subscription Rooms review.

11. Cultural Svcs - Arts & Culture – (£76k) underspend

(Joanne Jordan 4005, joanne.jordan@stroud.gov.uk)

Subscription Rooms – (£58k) underspend

There are a number of significant offsetting variances which make up the overall variance.

Salary savings of (£35k) are forecast. This is due to in year vacancies, minimising casual staff costs and the use of agency staff.

The remaining variance (£23k) is a combination of collective underspends across the budgets together with a small increase in net event income. This was achieved by attracting higher quality acts which incurred higher expenditure. This has been offset by achieving higher ticket prices and increased bar takings. Improvements have also been made to the online booking system that have seen internet sales almost doubled over this financial year.

A report on the future running of the Subscription Rooms will go to Strategy and Resources Committee 12 April 2018. Pending this decision bookings are only being taken up to Dec 2018.

Tourism – (£15k) underspend

This variance is due to cumulative small underspends across the Tourism budgets.

12. Cultural Svcs – The Pulse Dursley – (£147k) additional income

(Angela Gillingham 01453 540995, angela.gillingham@stroud.gov.uk)

2017/2018 has been a fantastic year of business for The Pulse. Targets have been exceeded in all areas and we would look to continue this direction going forward by adopting a structured and reactive approach to trends and community needs.

Looking to the future we plan to increase our social media awareness and improve aspects of our website to make it as accessible and interactive as it can be for present and future customers.

The additional income variation is directly attributable to the continued growth in the take up of both swimming lessons and gym memberships in 2017-2018. This has been achieved due to a planned approach to marketing of memberships and fitness classes, along with looking at 'up and coming' trends and staple favourites to reach a wider audience.

A 50 week programme has also been introduced for lessons and on line access for parents to top up lessons and view their children's progress.

An increase in demand for children's holiday activities has also realised additional income.

Continued staff development in swimming teaching and fitness enables the very best service to be offered to our cliental.

13. Revenues and Benefits – (£206k) underspend

(Simon Killen xtn 4013, simon.killen@stroud.gov.uk)

The current forecast has identified salary savings within Revenue and Benefits. This is due to a number of vacancies arising within the team through retirement, general staff turnover and reduction of hours. Posts have not been filled permanently due to the work being absorbed within existing teams as well as utilising the CIVICA on-demand service, for off-site processing within Benefits.

Income surplus relates to the work undertaken around in-house enforcement (bailiffs) for Council Tax, Business Rates and Car Parking debts. This service was bought back in-house with estimated net income of £50k from this work for 2017/18.

The future remains uncertain within benefits, particularly as we now head towards the Universal Credit full service in October 2017 and the impact that will have on demand and workload. The potential risk around workload is that there may be a decrease in the number of cases processed directly by the Revenues and Benefits team. However, the introduction of Universal Credit across the district may mean recipients move in/out of eligibility frequently during the year so the 'churn' within the system increases both in volume and complexity.

The subsidy system estimates are prepared using the actual data at a specific point in time. E.g. Initial forecast due in on 1st March will be prepared using figures April to January. Due to the large sums involved any variation will be a big figure, even if it is a small percentage. The estimate for this year 2017-18 was complicated by the fact that we knew Universal Credit (UC) full service was due to start on 04/10/2017, and there would be a gradual downward turn in Housing Benefit (HB) claims as people moved from HB to UC due to changes in their individual circumstances. Trying to estimate the rates of change has proved very difficult; we have no prior year data to use to try and estimate a trend. Coupled with the decrease in caseload is the fact that private rent thresholds have been frozen since 2016, and social housing rents are subject to a -1% decrease in core rents year on year 2016-2020. It is also worth noting that legislative changes to the way in which Homeless Housing Benefit claims are funded through the subsidy system, there is an increased cost to authority in the current year of around £30k as the subsidy no longer covers all of the Council's expenditure.

CAPITAL

Table 3 below shows the Capital Outturn forecast for 2017/18 with a projected outturn of £68k.

Table 3 – Capital Outturn forecast

Community Services Capital Schemes	2017/18 Revised Budget (£'000)	2017/18 Spend to date (£'000)	2017/18 Projected Outturn (£'000)	2017/18 Outturn Variance (£'000)
Stratford Park Lido	20	0	10	(10)
Stratford Park Sensory Garden	8	3	8	0
Community Buildings Investment	50	41	50	0
TOTAL Capital	78	44	68	(10)

14. The Councils Capital programme for 2017/18 is reported and updated regularly throughout the year by the responsible officers and an update was covered in Agenda item 7.
15. Budget holders are providing assurance that the capital budget spend will be as per the projected outturn in the table above.

Community Services Committee	Para Refs	2017/18 Original Budget (£'000)	2017/18 Revised Budget (£'000)	2017/18 Forecast Outturn (£'000)	2017/18 Outturn Variance (£'000)
Community Safety		65	70	52	(18)
Abandoned Vehicles		5	5	8	3
Careline Services	9	(31)	(31)	(53)	(22)
Neighbourhood Wardens	9	235	241	218	(23)
Car Parks Enforcement	9	68	46	20	(26)
Stroud and Dursley CCTV		41	41	50	10
Community Services		382	371	295	(76)
Hear by Right / Youth Services		99	99	87	(12)
Grants to Voluntary Organisations		337	337	337	0
Licensing		(69)	(69)	(73)	(4)
Strategic Head (Customer Services)	10	132	132	156	24
Customer Service Centre		386	386	398	12
Museum in the Park		417	437	434	(3)
Subscription Rooms	11	223	209	151	(58)
Tourism	11	147	147	132	(15)
Cultural Services - Arts and Culture		787	792	717	(76)
Health and Wellbeing		35	39	39	0
Sport and Health Development		119	137	140	2
Cultural Services - Sports and Leisure		153	176	178	2
The Pulse Dursley	12	(6)	31	(117)	(147)
Joint Use Sports Centres		59	61	59	(2)
Stratford Park Leisure Centre		119	142	146	4
Cultural Services - Sports Centres		172	234	88	(145)
Public Space Service		300	300	298	(1)
Cemeteries		24	25	33	7
Amenity Areas		127	126	131	5
Commons and Woodlands		14	14	14	(0)
Stratford Park Grounds Maintenance		180	214	228	14
Grassed Areas Contribution to HRA		170	170	170	0
Public Conveniences		223	219	196	(23)
Public Spaces		1,037	1,067	1,068	2
Business Rate Collection		(109)	(109)	(97)	12
Council Tax Collection		256	236	254	18
Council Tax Support Admin		64	64	22	(42)
Rent Allowances and Rebates		(77)	(77)	(172)	(95)
Housing Benefit Administration		150	170	71	(99)
Revenues and Benefits	13	284	284	78	(206)
Community Services TOTAL		3,701	3,809	3,330	(479)

COMMUNITY SERVICES AND LICENSING COMMITTEE

28 MARCH 2018

10

Report Title	CAPITAL PROJECTS MONITORING
Purpose of Report	To provide an update on the capital projects for this committee.
Decision(s)	The Committee RESOLVES to note the report.
Financial Implications and Risk Assessment	<p>This committee has oversight and responsibility for the capital projects outlined in the report.</p> <p>Whilst there are no financial implications arising directly from this report, members should ensure that delivery of the projects can be achieved and are progressing as the assumed funding position based on the budget profiles set out in the MTFP. If projects are delayed or are not able to achieve the desired outcomes and do not progress, then the capital budget would remain unspent and not reallocated to additional projects without consideration by the council as part of the 2019/20 budget setting process.</p> <p>Adele Rudkin – Accountant Tel: 01453 754109 Email: adele.rudkin@stroud.gov.uk</p>
Legal Implications	<p>This report does not differ substantially to the report submitted to the December 2017 meeting. Consequently, there are no legal implications to report. (Ref: r2602d1303c1303)</p> <p>Mike Wallbank Solicitor Advocate and Deputy Monitoring Officer Tel: 01453 754362 Email: mike.wallbank@stroud.gov.uk</p>
Report Author	<p>Joanne Jordan, Director of Customer Services Tel: 01453 754005 Email: joanne.jordan@stroud.gov.uk</p>
Performance Management Follow Up	Updates will be provided to future meetings of this committee

1. INTRODUCTION / BACKGROUND

- 1.1** This report gives an update on the capital projects that are included in the council's capital programme as agreed at Strategy and Resources committee in January 2017. The capital projects that are being monitored by this committee are shown below:

Project	2017/18 £000's	2018/19 £000's	2019/20 £000's	2017/18 Spend to date
Community Buildings- Kingshill House	50	150	0	£60,746
Stratford Park Lido	20	80	100	Estimated £10,000

2. COMMUNITY BUILDINGS – Kingshill House

2.1 Following a report to Strategy and Resources Committee in October 2016 discussions have taken place with Kingshill House Trust with a view to the Trust taking over the freehold interest from Stroud District Council. A capital budget provision of £50,000 in 2017/18 and £150,000 in 2018/19 has been made as part of a funding package to help assist the transfer. Discussions with the Trust are ongoing and the expectations are that the freehold transfer will take place by the end of 2018/19. Works to renovate the derelict cottage are now complete and the Trust is in the process of letting it. A total of £45,804 has been spent to date and a further £14,942 is committed. The capital budget payable in 18/19 will be reduced to reflect the over spend of £10,746 in 17/18 which enabled the works to the cottage to be completed.

2.2 Stratford Park Lido (Outdoor Pool)

2.3 A provision of £200,000 has been made in the capital programme to review and improve the outdoor swimming pool which is part of the Stratford Park Leisure Centre contract. Grant funding has been obtained to carry out a high level feasibility study to assess options for transforming and sustaining the outdoor pool. The initial grant funding has come from the Heritage Lottery Fund £10,000 and Stroud Town Council £2,248 for the feasibility study.

2.4 Stroud District Council and the project team had appointed Tricolor to carry out an appraisal during the summer of 2017 which included a community consultation.

2.5 The public including young peoples' consultations aimed to draw upon the views and aspirations of local people (Starting Blocks). The final feasibility study report was emailed to SDC late October 2017 with a shortlist of five options. Do nothing / close the pool / capital project / transfer to a project team / long term lease 30+ years

2.6 In the 2017/18 capital programme £20,000 has been allocated to this project which will assist in funding a condition survey of the facility including mechanical and electrical, surveying all of the pipework of the pool, associated buildings, pool tank and reviewing accessible facilities at the Lido. Once the outcome of the condition survey has been considered which will determine the best way forward, the Council and the Project Team will then develop a business plan to apply for a further Heritage Lottery Fund grant. The structure and condition survey is due back at the end of March 2018 at the estimated cost of £10,000. The next bidding round is in March 2018 to November 2018

2.7 If the project is successful then it is likely that the earliest any major changes can be implemented will be September 2019 after the summer opening period.

COMMUNITY SERVICES AND LICENSING COMMITTEE

28 MARCH 2018

11

Report Title	Stroud District Council Safeguarding Actions for 2018/19 - Section 11 Self Assessment Audit Tool
Purpose of Report	To inform on the Stroud District Council Safeguarding Actions for 2018/19.
Decision(s)	The Committee RESOLVES to note the report
Financial Implications and Risk Assessment	There are no direct financial implications arising from this report Adele Rudkin - Accountant Tel: 01453 754109 Email: adele.rudkin@stroud.gov.uk
Legal Implications	The Children Act 2004 places duties on local authorities with regard to the promotion and safeguarding of the welfare of children. The appendices include actions taken and / or proposed by the Council and an independent review of the appropriateness of its assessment of the Council's position. The latter review indicates that the Council's approach is consistent with ensuring it meets its relevant statutory responsibilities. (Ref: rc15.3) Alan Carr, Solicitor Tel: 01453 754357 Email: alan.carr@stroud.gov.uk
Report Author	Jane Bullows/Sport & Health Development Service Manager Tel: 01453 754322 Email: jane.bullows@stroud.gov.uk
Performance Management Follow Up	Update on SDC Safeguarding Actions 2018/19 progress to performance monitoring members
Background Papers/ Appendices	Appendix 1: Gloucestershire Section 11 Self Assessment Audit Tool (Standards for safeguarding and promoting the welfare of children) Appendix 2: S11 Checklist – GSCB (Gloucestershire Safeguarding Childrens Board)

1. INTRODUCTION / BACKGROUND

- 1.1** Section 11 of the Children Act 2004, places a duty on all Local Authorities, organisations and individuals to ensure that their functions and any services that they contract out to others, are discharged having regard to the need to Safeguard and promote the welfare of children.
- 1.2** Section 10 of the Children Act 2004, places a duty on all Local Authorities and organisations, to make arrangements to promote cooperation to improve the well-being of all children by working better together. The aim is to take a coordinated approach to ensure that effective Safeguarding arrangements are in place. A range of individual organisations and professionals, working directly with children and

families, have specific statutory duties to promote the welfare of children and ensure that they are protected from harm.

- 1.3** The Gloucestershire Safeguarding Children Board (GSCB) work with and ensure that all Local Authorities and key organisations within the county, that are working with children and young people and complying with statutory guidance.
- 1.4** GSCB monitors Section 11 duties of the Children Act 2004 by way of an annual audit document; the Gloucestershire Section 11 Self Assessment Audit Tool (Standards for safeguarding and promoting the welfare of children) Appendix 1.
- 1.5** The GSCB Section 11 Self-Assessment Audit Tool has three levels for organisations to rank their performance, ranging from 1 (not met) to 3 (fully met).
- 1.6** The County has only just provided a response shown at Appendix 2 (S11 Checklist – GSCB Business Unit). They have reviewed our document and stated whether the rating (1-3) are supported or not and where further action is needed. They have also stated that the quality of our return was very good and the ratings are appropriate and in-line with the information and evidence that has been provided, and there are clear improvement actions identified.
- 1.7** Taking into account the feedback from GSCB we will now work on the actions identified in both the Section 11 Self-Assessment Audit Tool and the S11 Checklist – GSCB Business Unit and report progress through the Performance Monitoring members.



Gloucestershire Section 11 Self Assessment Audit Tool
Standards for safeguarding and promoting the welfare of children

Name of Agency or Organisation	Stroud District Council
Audit Completed By	Joanne Jordan & Jane Bullows
Contact Details	Joanne.jordan@stroud.gov.uk jane.bullows@stroud.gov.uk
Date Returned	22/12/17

Introduction

The tool has been updated by Gloucestershire Safeguarding Children Board during 2017 to incorporate local issues and themes. The audit tool uses a model of self evaluation by partner agencies to help identify areas of good practice and areas that need to be improved.

The key organisations operating within Gloucestershire that are covered by the duty to safeguard and promote the welfare of children and young people are:

- The Local Authority and District Councils that provide children’s and other types of services, including children’s and adult social care services, public health, housing, sport, culture and leisure services, licensing authorities and youth services
- NHS organisations, including the NHS Commissioning Board and clinical commissioning groups, NHS Trusts and NHS Foundation Trusts
- The police, including police and crime commissioners and the chief officer
- British Transport Police
- The Probation Service
- Community Rehabilitation Companies
- Governors/Directors of Prisons and Young Offender Institutions
- Directors of Secure Training Centres
- Principals of Secure Colleges
- Youth Offending Team



When completing this tool, there must be clear evidence provided for the ratings that are given. For example, wherever possible the rating should be backed up with data or qualitative evidence arising from audit/internal quality assurance processes. The GSCB may ask for further evidence to support the rating that has been given if it is not clear from the information that has been provided.

Standard 1: Organisational Safeguarding Responsibilities are Clearly Stated					
Evidence Required	Not Met	Partly Met	Fully Met	Rating	Supporting Evidence and Action Being Taken
1.1 – Each agency has a named person with overall responsibility for safeguarding arrangements (Please state their name and job title)	There is no named person with overall responsibility for safeguarding within the organisation.	Please rate partly met if your agency had some arrangements in place but is not yet fully meeting the standard	There is a named individual with overall responsibility for safeguarding within the organisation. (please provide name and job role in the evidence/comments field)	3	Joanne Jordan Director of Customer Service
1.2 – Staff and volunteers within the organisation know who the named person is, and they understand their role and know how to contact them	Staff are not aware that a) there is a named person responsible for safeguarding b) what their role is and c) how to contact them	Please rate partly met if your agency had some arrangements in place but is not yet fully meeting the standard	Staff are aware that there is a named person with responsibility for safeguarding, they understand their role and know how to contact them	3	Staff Level 2 Safeguarding training workshop clarifies who is in the Safeguarding Group, what their role is and how to contact them – including directing to the relevant page on the SDC intranet (see evidence docs attached to email)



<p>1.3 - The importance of safeguarding and promoting the welfare of children is clearly communicated to all staff</p>	<p>This message is not communicated within the organisation.</p>	<p>Please rate partly met if your agency had some arrangements in place but is not yet fully meeting the standard</p>	<p>There are a range of communication tools in place that regularly reinforce the importance of safeguarding and promoting the welfare of children.</p>	<p>3</p>	<p>Staff Level 2 Safeguarding Awareness Training clearly communicates this message and every 3 -4 years (from 2016 onwards) training is renewed for all staff</p> <p>Alerts are communicated across the authority - Safeguarding leads and key Service Managers are signed up to the GSCB/GSAB online alerts</p> <p>Posters placed on each floor notice board/Ebley Mill Reception area for campaigns. Regular reminders via SDC Intranet and Proud of Stroud sessions. These sessions involve staff across the organisation and are run every three months.</p>
<p>1.4 – There is a clear and accessible safeguarding policy in place which sets out the responsibilities for staff and volunteers for safeguarding children, including when and how to act on safeguarding concerns (provide a copy as</p>	<p>The organisation does not have a safeguarding policy in place.</p>	<p>Please rate partly met if your agency had some arrangements in place but is not yet fully meeting the standard</p>	<p>There is a clear policy in place; staff work to the policy and make changes to their practice in line with policy updates</p>	<p>2</p>	<p>SDC has a Safeguarding Policy on a page (created in 2006 in line with the inception of the Gloucestershire Safeguarding Children Board) . This policy has been reviewed periodically by the SDC Safeguarding Group, with minor amendments made in 2015/16 and 2017 to the wording. This Policy has been sent in as evidence with previous TNAs to GCC . In 2016/17, it was shared with District Safeguarding Group colleagues. The Policy will be reviewed in 2018.</p> <p>The Safeguarding (C, YP and Adults) Guide sits underneath the policy as a separate document. SDC amended this guide in 2017/18 by leading on a task and finish group with District Safeguarding Group colleagues, in order to create a consistent format across all six districts. The guide format was accepted by the District Safeguarding Group in 2017 and will be reviewed in the forthcoming year.</p>



evidence)				<p>The SDC Intranet houses the Policy, the Guide, associated flow charts, reporting forms and links to key documents at GCC/GSCB under one Safeguarding page, including the GCC/GSCB Levels Of Intervention guidance document 2017. In early 2016, SDC introduced a compulsory Safeguarding Awareness Training workshop level 2 for all staff that clarifies where these documents are, what they look like and how to use them to action a Safeguarding concern/incident for children, young people and/or adults. However, it is apparent that access to the page could be improved.</p> <p>Action 2018/19: *SDC Safeguarding Group to work with SDC ICT to review and improve how the above Safeguarding material is presented on the SDC Intranet and links to SDC website.</p> <p>In addition - a new generic Quality Assurance Document is to be created Jan –April 2018 (SDC working in partnership with District Safeguarding Group colleagues and GSCB Business Manager). This document will enable annual check and challenge by SDC Safeguarding group re: staff working to the policy</p>
1.5 - Staff, children and families are aware of how to make complaints when responsibilities	Staff, children and families are not aware of how to make a complaint.	Please rate partly met if your agency had some arrangements in place but is not yet	There is a clear and easy to understand complaints policy in place, which staff, children and families are aware of and understand. The policy is readily accessible and complaints are responded to in a timely manner.	3 Staff are aware of the SDC complaints procedure and how to access it via their induction and the SDC Intranet. The community are able to access the SDC Complaints Procedures available on the SDC Website (see link: https://www.stroud.gov.uk/council-and-democracy/about-the-council/contact-us/compliments-



<p>are not met (provide a copy of the complaints policy and data in relation to the number of safeguarding complaints dealt with during the year)</p>		<p>fully meeting the standard</p>			<p>and-complaints/complaints</p> <p>Data for Safeguarding complaints 2016/17: 0 cases thus far</p>
<p>1.6 – Whistleblowing concerns are taken seriously and are treated in line with the organisation’s whistleblowing procedures</p>	<p>There is no procedure in place to raise concerns about poor or unsafe practice and potential failures in the organisation’s safeguarding arrangements</p>	<p>Please rate partly met if your agency had some arrangements in place but is not yet fully meeting the standard</p>	<p>There is a whistleblowing procedure in place; all staff are aware of the procedure to follow should they have concerns. There are procedures in place for concerns to be raised with the organisation’s leadership team.</p>	<p>3</p>	<p>All SDC staff are aware of the SDC Whistle Blowing Policy and procedures by way of induction, the Staff Handbook (section 2.6-2.6.3) and reminders.</p> <p>(see document attached to email)</p>
<p>Standard 2 – A clear line of accountability for the commissioning and/or provision of services designed to safeguard and promote the welfare of children</p>					
<p>2.1 – Safeguarding priorities are reflected in the agency’s strategic</p>	<p>The strategic plan does not make any reference to safeguarding</p>	<p>Please rate partly met if your agency had some arrangement</p>	<p>The strategic plan includes clear safeguarding priorities and there are clear actions for how these will be achieved and what difference will be made for children and families.</p>	<p>1-2</p>	



plan	and it is not felt to be a strategic priority	s in place but is not yet fully meeting the standard			
2.2 - Safeguarding governance arrangements are clearly defined within the organisation e.g. through regular discussions at strategic leadership meetings	Safeguarding governance arrangements are not clearly defined within the organisation	Please rate partly met if your agency had some arrangements in place but is not yet fully meeting the standard	Safeguarding governance arrangements are clearly defined. There are robust discussions in relation to safeguarding responsibilities and all Senior Managers are kept up to date with both local and national safeguarding guidance and the role they have to play in improving outcomes for children.	1-2	<p>SDC has a Safeguarding Group, that uses 'e' communication. The last physical meet of this group was in 2015. The compulsory Safeguarding Awareness level 2 Training (and SDC Intranet) clarifies who the members of this group are and who is responsible for Safeguarding governance at SDC and GCC (including links to GSCB website)</p> <p>The SDC Strategic Safeguarding Lead are able to take any Safeguarding actions/issues to Corporate Team, as and when required.</p> <p>GSCB minutes, SCRs and GSCB alerts are 'e'communicated via the SDC Strategic safeguarding lead to SDC Operational Safeguarding leads and relevant Heads of Service/Service Managers across the authority.</p> <p>Action: *SDC Safeguarding group to resume meeting in person quarterly from March/April 2018/19</p>
2.3 - Safeguarding responsibilities are included in job descriptions and/or volunteer responsibilities	Job descriptions and volunteer responsibilities don't make any reference to the	Please rate partly met if your agency had some arrangements in place but is not yet	Safeguarding responsibilities are included in job descriptions and volunteer responsibilities and staff and volunteers are fully aware of to whom they are accountable	1	<p>Currently no SDC job descriptions make reference to the safeguarding responsibilities of individuals</p> <p>Action 2018/19: *SDC Safeguarding Group to look at job descriptions used at GCC and district councils. Consultation to take place with SDC Safeguarding Group members about inclusion.</p>



	safeguarding responsibilities of individuals	fully meeting the standard			To be completed by end June 2018.
2.4 – Safeguarding is routinely discussed and is a standing item in supervision and appraisal. (please provide evidence of any recent audits)	Safeguarding is not discussed during supervision or included in appraisals	Please rate partly met if your agency had some arrangements in place but is not yet fully meeting the standard	Safeguarding discussions are integral to all supervision arrangements and clear actions are agreed and followed up through management oversight. Safeguarding responsibilities are included within the appraisal process, which includes a clear focus on learning and development needs of staff and the outcomes that need to be achieved	1-2	Safeguarding leads discuss safeguarding issues with their manager in one to one meets, -and team meetings, as and when required. -Discussions amongst the wider SDC staff is patchy and safeguarding is not a standing item in supervision and appraisal.
2.5 - FOR COMMISSIONING ORGANISATIONS ONLY: Private, Voluntary and Independent organisations commissioned to provide services, are compliant with S11 standards and these are monitored through contract monitoring arrangements	Contract monitoring arrangements do not include whether the organisation is compliant with S11 standards.	Please rate partly met if your agency had some arrangements in place but is not yet fully meeting the standard	Compliance with S11 Standards is fully regulated through the contract monitoring arrangements. Any non-compliance is addressed and actions are put in place to ensure full compliance with the standards in order to safeguard children. The organisation has a demonstrable understanding that it is their responsibility to ensure that organisations providing services on their behalf are compliant with Section 11. The GSCB Guidance for Commissioners is used to ensure compliance with S11 standards.	2	Between April 2016 and March 2017, SDC Community Services commissioned a proportion of the SDC Youth Participation service , under contract – this contract includes the required Safeguarding elements within it (see evidence of this document attached to this email) All SDC staff members, lead reps for contractors, apprentices and volunteers who are working with children, young people and/or adults who may be in need of care and support are informed about the Children Act 2004 Section 11, by way of Safeguarding Awareness level 2 Training, the SDC Intranet and subsequent links to GSCB and GSAB documents.



2.6 - FOR COMMISSIONED ORGANISATIONS ONLY: The commissioning process included a requirement to safeguard children.	The commissioning process did not place a requirement on the organisation to safeguard children.		The commissioning organisation included a specific requirement on the organisation to safeguard children, as part of the commissioning process.		N/A
Standard 3 – There is a culture of listening to children and taking account of their wishes and feelings, both in individual decisions made about them and the development of services					
3.1 - Service development plans are informed by the views and experiences of children and families	Plans are developed without taking into consideration the wishes and feelings of children, young people and families	Please rate partly met if your agency had some arrangements in place but is not yet fully meeting the standard	Children and families are actively involved in the design, development and delivery of services.	2	SDC adheres to the National Standards for young people and youth participation (Hear by Right) by way of the SDC Senior Youth Officer and SDC Youth Council to ensure that children and young people and families are represented and their views help to inform strategy creation - see link to Youth Work Strategy https://www.stroud.gov.uk/community-and-living/youth-and-community-work SDC Youth Cllrs took part in GSCB Safeguarding event in 2016 to ascertain their views on safeguarding development.
3.2 – The voice and experiences of the child are routinely heard	The voice of the child is not taken into consideration	Please rate partly met if your agency had some	The voice of the child is routinely heard and acted upon. There is clear evidence that the child’s experiences, views and wishes have been taken into account	2	SDC adheres to the National Standards for young people and youth participation (Hear by Right) by way of the SDC Senior Youth Officer and SDC Youth Council (see link to Youth Work Strategy



and acted upon	and there is no evidence of the child's views and experiences being recorded on files or evidenced in plans.	arrangements in place but is not yet fully meeting the standard	and assessments and plans are focussed around the needs and timescales of the child. Service user involvement forums and surveys take place on a regular basis.		https://www.stroud.gov.uk/community-and-living/youth-and-community-work GCC leads on Child action plans
3.3 Feedback from children and families effectively informs internal quality assurance processes and leads to action for improvement (Improvement Plan)	Feedback from children and families is not routinely sought and does not inform quality assurance processes	Please rate partly met if your agency had some arrangements in place but is not yet fully meeting the standard	Feedback from children and families is an integral part of quality assurance processes within the organisation and their views and experiences are used to improve safeguarding practice through learning and development activity and system changes	1-2	SDC adheres to the National Standards for young people and youth participation (Hear by Right) by way of the SDC Senior Youth Officer and SDC Youth Council (see link to Youth Work Strategy https://www.stroud.gov.uk/community-and-living/youth-and-community-work Any feed back from children, young people and their families from GSCB alerts and/or SCRs is used to inform employees at the ongoing Safeguarding Awareness level 2 in-house training. The new generic District LA Quality Assurance Document that is to be created Jan –April 2018 (SDC working in partnership with District Safeguarding Group colleagues and GSCB Business Manager) is based on the new QA model used by Gloucestershire Constabulary and as a result of experiences of children and families. The SDC QA document will enable check and challenge by SDC Safeguarding group.
3.4 - The diversity	There is no	Please rate	Individual needs based on race,	2	SDC adheres to the Equalities Act 2010 and and has an



<p>needs of children are met, and there is equality of opportunity</p>	<p>evidence in place to suggest that the work of the organisation is anti-discriminatory . The organisation does not have an equality and diversity policy.</p>	<p>partly met if your agency had some arrangements in place but is not yet fully meeting the standard.</p>	<p>language, religion, faith, gender and disability are taken into account when working with a child and their family.</p> <p>There is an equality and diversity policy and action plan in place which is monitored and updated on a regular basis.</p>		<p>Equality and Diversitys Policy</p> <p>See link: https://www.stroud.gov.uk/council-and-democracy/corporate-plans-and-policies/equality-and-diversity/equality-and-diversity-policy</p>
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Standard 4 – Effective Inter-Agency Working to safeguard children					
4.1 - The organisation is regularly represented and is an active participant at safeguarding forums, meetings and child protection conferences (if invited)	There is little or no representation by the organisation at safeguarding meetings and forums. When the organisation is represented, they do not take an active role in discussion and decision making	Please rate partly met if your agency had some arrangements in place but is not yet fully meeting the standard	There is a representative from the organisation who regularly attends safeguarding meetings or forums and fully contributes to discussions and decision making. Inter-agency working exists and works effectively at both a strategic and a practice level within the organisation and can be evidenced through quality assurance activity and management oversight.	3	<p>SDC Strategic lead attends and inputs to GSCB and GSAB meetings</p> <p>SDC Operational Leads attend, actively contribute to discussion and decisions, take leads on certain task and finish groups at the following:-</p> <ul style="list-style-type: none"> District Safeguarding Group and associated task and finish groups New Safeguarding Locality Partnerships (in Stroud district) GSAB Comms and Engagement Group GSCB – training and dev group (inc. multi agency training CPD) GSAB – training and dev group (inc . multi agency CPD/ MCA/DoLS) GCC MHCC – training and dev group SDC SA and DV Forum GCC Modern Slavery Group GCC Community Safety Forum GCC GDAWG (including ABI training) CCG/PH Mental Health Concordat and associated sub groups (Better MH, MH Stigma reduction and Suicide Prevention) County Health and Wellbeing Board County Mental Health and Wellbeing Board <p>Management oversight of the SDC safeguarding operational lead is achieved by way of the internal performance management system and regular 1-1 meets. The new SDC QA (2018) will enable the SDC safeguarding group to check and challenge</p>



<p>4.2 - Staff and volunteers understand the GSCB Levels of Intervention guidance and the type of support that should be provided according to the needs of the child or young person (Improvement Plan)</p>	<p>Staff working within the organisation are not aware of the Levels of Intervention guidance or the action that they would need to take if they were concerned about a child</p>	<p>Please rate partly met if your agency had some arrangements in place but is not yet fully meeting the standard</p>	<p>Staff and volunteers understand thresholds for intervention across the continuum of need and use the Levels of Intervention guidance as part of their daily decision making to ensure that appropriate decisions are made in the best interests of the child and their family</p>	<p>2</p>	<p>The compulsory SDC level 2 in-house Safeguarding Awareness training enables all staff and volunteers to understand the thresholds and GSCB Levels of Intervention Guidance 2017, by way of explaining and enabling understanding of the LOI windscreen and the full LOI document k?(including a scenario exercise , followed by demonstrating how to access the latest version of the LOI on the SDC Safeguarding intranet page)</p>
<p>4.3 - Staff are confident in the use of healthy, respectful professional challenge if they do not agree with the decisions that have been made within and across agencies. Click here to view the GSCB Escalation of Professional</p>	<p>Staff are not aware of or confident in the use of healthy challenge. They are not aware of the GSCB Escalation of Professional Concerns Guidance</p>	<p>Please rate partly met if your agency had some arrangements in place but is not yet fully meeting the standard</p>	<p>All appropriate staff within the organisation understand and apply the principles of respectful challenge as part of their daily practice. Discussions regarding the importance of professional challenge take place as part of supervision arrangements. Concerns are escalated appropriately and in line with the GSCB policy. The senior leadership team are advised of the number of challenges that are made and these are reported back to the GSCB. Please provide details of the number of escalations that have been raised by the organisations since April 2017</p>	<p>2</p>	<p>SDC compulsory level 2 Safeguarding training informs all staff on the GCC Escalation and Challenge Policy and links to the procedure as set out by GCC – SDC Intranet contains links to the policy as well</p> <p>0 Escalations have been raised by SDC staff members or SDC volunteers since April 2017</p> <p>Action 18/19: SDC Safeguarding Group to Send an annual formal audit of learning questionnaire to all SDC staff to check/challenge:- *knowledge, understanding, involvement in SDC Safeguarding concerns/Multi Agency Referrals *Escalation Policy: understanding and knowledge of how/when to use it *Allegations Management (LADO procedures):</p>



Concerns Guidance					understanding and knowledge of how/when to use it
4.4 – Staff are aware of the roles and responsibilities of other professionals and agencies and understand the importance of multi-agency working with children, young people and their families as defined in Working Together to Safeguard Children (2015)	Staff are not clear about the role and responsibilities of other professionals or the importance of working together to improve outcomes for children and young people	Please rate partly met if your agency had some arrangements in place but is not yet fully meeting the standard	Staff within the organisation are clear about their own roles and responsibilities and those of other professionals and agencies. Practice is in line with the requirements of Working Together to Safeguard Children and any concerns about the effective of multi-agency working are raised in line with GSCB guidance and procedures.	2	<p>Compulsory SDC Safeguarding Awareness Training level 2 enables all staff to understand their safeguarding role and responsibilities, the SDC Safeguarding Group and other organisations, in line with Working Together to Safeguard Children (2015)</p> <p>Action 18/19: SDC Safeguarding Group to Send an annual formal audit of learning questionnaire to all SDC staff to check/challenge:- *knowledge, understanding, involvement in SDC Safeguarding concerns/Multi Agency Referrals *Escalation Policy: understanding and knowledge of how/when to use it *Allegations Management (LADO procedures): understanding and knowledge of how/when to use it</p>
Standard 5 – Staff are aware of information sharing procedures					
5.1 - Staff are aware of how to access multi-agency guidance on information sharing	Staff are not aware of how to access multi-agency guidance on information sharing	Please rate partly met if your agency had some arrangements in place but is not yet fully meeting the standard	There are information sharing procedures/guidance in place. Staff understanding of the procedures/guidance is monitored through internal audit and supervision checks.	2	All SDC staff are made aware of how to access HM Government non-statutory guidance on information sharing by way of the SDC level 2 Safeguarding Awareness Workshop – it details the seven golden rules of Information Sharing and the link to it on the SDC intranet Safeguarding page (see document). Whilst this is multi agency guidance, there are issues that mean checks need to be made around information sharing at SDC



					<p>SDC has a Data Protection Policy that all staff have had refresher training in (2016/17) https://www.stroud.gov.uk/media/356518/data-protection-policy.pdf</p> <p>Action 2018/19: *SDC Safeguarding Strategic lead to link with SDC Legal team by 31/3/18</p>
5.2 - All staff and volunteers who come into contact with children understand the purpose of information sharing in order to safeguard children	Staff and volunteers who come into contact with children do not understand the purpose of information sharing.	Please rate partly met if your agency had some arrangements in place but is not yet fully meeting the standard	Staff and volunteers who become aware of issues relating to child protection fully understand the importance of information sharing in order to safeguard children.	3	All SDC staff are made aware of information sharing by way of the SDC Intranet Safeguarding page via level 2 Safeguarding training and by way of induction by the Service Manager/Supervisor of the area that they are volunteering in
5.3 – All staff within the organisations know when and how to share information when there are concerns about the safety and welfare of a child	Staff do not understand when and how to share information and do not seek advice from the safeguarding lead	Please rate partly met if your agency had some arrangements in place but is not yet fully meeting the standard	Staff within the organisation understand when and how to share information; are clear about the importance of discussing concerns and obtaining consent wherever it is safe to do so and also the action that is taken when there are concerns that a child is at immediate risk of significant harm.	3	All SDC staff are made aware of information sharing by way of the SDC Intranet Safeguarding page via level 2 Safeguarding Awareness training – the training details when and how to share information, clarity about the importance of discussing concerns and obtaining consent wherever it is safe to do so and the action that is taken when there are concerns that a child is at immediate risk of significant harm.
Standard 6 – Appropriate training, supervision and support for staff					



<p>6.1 – Safeguarding is included in the organisation’s induction programme for staff and volunteers</p>	<p>Staff induction does not include safeguarding information. Staff do not have an awareness of their own safeguarding responsibilities or those of other professionals</p>	<p>Please rate partly met if your agency had some arrangements in place but is not yet fully meeting the standard</p>	<p>An induction process is in place which includes safeguarding information. All staff receive an introduction to the organisation’s child protection policy and local reporting processes, which includes Levels of Intervention guidance, professional challenge/Escalation Policy and information sharing guidance. The induction always takes place within the first 6 months of employment.</p>	<p>3</p>	<p>An induction process is in place which includes safeguarding information ; level 1 and level 2. All staff receive an introduction to the SDC Safeguarding Policy and local reporting processes, which includes Levels of Intervention guidance, Professional Challenge/Escalation Policy and Information Sharing Guidance. The induction always takes place within the first 6 months of employment</p> <p>Level 1 Safeguarding Awareness ‘e’ learning training and level 2 Safeguarding Awareness Workshop training are compulsory at SDC and form part of every staff member’s induction process.</p> <p>(see section 6.3 for numbers trained)</p>
<p>6.2 - Safeguarding training is accessed by all members of staff appropriate to their job roles, which includes; in-house single agency training and as appropriate multi-agency specialist training.</p>	<p>Staff within the organisation do not receive appropriate levels of training.</p>	<p>Please rate partly met if your agency had some arrangements in place but is not yet fully meeting the standard</p>	<p>All staff within the organisation have received safeguarding training or are due to receive the training appropriate to their role and responsibilities. This can be clearly evidenced and is regularly reported to the senior leadership team.</p>	<p>3</p>	<p>In 2016/17, Safeguarding Awareness Training level 2 was made compulsory for all existing/new staff employed by SDC (including lead reps for contractors, apprentices and volunteers) appropriate to their job roles. New starter training is delivered in May/June and November/December each year (2017/18) onwards. All staff/lead reps for contractors, apprentices and volunteers are required to complete SDC Safeguarding level 2 Awareness Training every 3-4 years.</p> <p>All attendees names and dates of attendance are recorded and fed back to HR.</p> <p>As of 2015/16, Safeguarding Awareness level two training (children, young people and adults) became compulsory for</p>



				<p>all existing and new SDC staff, contractor leads and volunteers. In 2016/17 368 existing staff (totalling 37 workshop sessions) and in 2017/18 61 SDC new starters (totalling 8 workshop sessions) were trained by the SDC in-house multi agency Safeguarding Trainer, who ensured that all trainees completed a self-evaluation form to indicate their safeguarding knowledge for the protection of children, young people and adults (both at the start of the training session and at the end).</p> <p>Those trained from front line areas ie: SDC , Tenant Services are signposted/and attend additional specific Training on Neglect. Sports Centre staff ie: coaches/swimming instructors complete additional Safeguarding training as part of their NGB coaching awards (every 3 years). SDC Neighbourhood Wardens undertake additional training in Suicide prevention, substance and alcohol misuse, CSE and modern slavery.</p> <p>The SDC in-house multi agency trainer is experienced in the Safeguarding field and trained to level 3 in Safeguarding for Children (ratified by GSCB training and dev group trainer trainers), Level 3 MCA/Dols, ABI Trained trainer, Asist, Safe Talk, Substance and Alcohol Misuse, modern slavery, mental health first aid, mental health awareness, Trained trainer and is a qualified therapist. CPD is achieved via annual GSCB and GSAB cpd sessions/events, being part of/contributing to both GSCB and GSAB T and D groups and additional specific training ie: Neglect..</p> <p>In addition, in 2017/18, SDC Licensing Team led on a county</p>
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					<p>wide project to train taxi drivers across Stroud district. As at December 2017, 200 taxi drivers have successfully completed Safeguarding level 2 Awareness training at SDC (the first of the districts to do so) by way of GCC Multi Agency trainer.</p> <p>Since 2016/17 Total number of staff trained in level 2 Safeguarding Children, Young People and Adults Awareness totals: 429 SDC staff and 200 taxi drivers</p> <p>Total number of workshops delivered: 45 by SDC In-House Multi Agency Trainer and 11 by GCC Trainer respectively</p> <p>Action 2017/18 *17/18 Safeguarding to be added back to the SDC Risk register by March 2018</p>
6.3 – The organisation keeps records of the safeguarding training attended by each volunteer or staff member	There are no safeguarding records kept by the organisation	Please rate partly met if your agency had some arrangements in place but is not yet fully meeting the standard	There are robust records kept by the organisation that show each course, both single agency and multi-agency that a member of staff has attended and the date of attendance. The organisation also records that the 3-month evaluation questionnaire has been completed.	2	<p>SDC Operational lead and HR record every staff member who has successfully attended/achieved level 1 'e' learning and level 2 multi-agency workshop per annum.</p> <p>Every staff member completes an Evaluation at the start and end of their training workshop – then held by the SDC Operational Training lead</p> <p>Action 2018/19: *The new QA to include section on sending an annual formal audit of learning evaluation questionnaire to all staff re: Safeguarding since being trained .</p>
6.4 – The	There are no	Please rate	The organisation has a robust	1-2	As of 2015/16, Safeguarding Awareness level two training



<p>organisation measures the impact of safeguarding training back in the workplace and on outcomes for children and young people</p>	<p>processes in place within the organisation to measure the impact of safeguarding training</p>	<p>partly met if your agency had some arrangements in place but is not yet fully meeting the standard</p>	<p>mechanism to be able to measure the impact of safeguarding training attended by staff and volunteers on their practice through applied learning, which leads to improved outcomes for children and young people</p>	<p>(children, young people and adults) became compulsory for all existing and new SDC staff, contractor leads and volunteers. In 2016/17 368 existing staff (totalling 37 workshop sessions) and in 2017/18 61 SDC new starters (totalling 8 workshop sessions) were trained by the SDC in-house multi agency Safeguarding Trainer, who ensured that all trainees complete a self-evaluation form to indicate their safeguarding knowledge for the protection of children, young people and adults (both at the start of the training session and at the end). They also evaluated the trainer.</p> <p>In addition, in 2017/18, SDC Licensing Team led on a county wide project to train taxi drivers across Stroud district. As at December 2017, 200 taxi drivers have successfully completed Safeguarding level 2 Awareness training at SDC (the first of the districts to do so) by way of GCC Multi Agency trainer.</p> <p>Since 2016/17 Total number of staff trained in level 2 Safeguarding Children, Young People and Adults Awareness totals: 429 SDC staff and 200 taxi drivers</p> <p>Total number of workshops delivered: 45 by SDC In-House Multi-Agency trainer and 11 by GCC trainer</p> <p>Action 2018/19: *Collate the evaluation sheets from all the scoring tables from 45 workshops by the 31st March 2018</p> <p>*SDC Safeguarding Group to send an annual formal audit of learning questionnaire to all SDC staff by December</p>
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					2018/19
6.5 - Learning from system reviews, relevant to the organisation have been disseminated and embedded. They might include Serious Case Review's (SCR) and other systems review, Child Death Overview Panel (CDOP), Critical learning review (Youth Justice Board)	No dissemination of learning from any system reviews.	Please rate partly met if your agency had some arrangements in place but is not yet fully meeting the standard	Systematic dissemination of learning from reviews relevant to the organisation and of embedding the learning into the organisational culture.	2	<p>The SDC Strategic Safeguarding lead disseminates all SCR reports electronically to Safeguarding Operational leads and relevant service areas to discuss/understand and use the learning</p> <p><u>In 2016/17:</u> SDC has not been involved on any SCR panels</p> <p><u>In 2017/18</u> SDC Tenant Services were involved in one post SCR learning feedback event for the 'Alice' case .</p> <p><u>Action 2018/19:</u> *SDC Safeguarding Group to reinstate meeting in person every quarter from March/April 2018 and use the new QA to enhance and embed the learning from SCR's</p>
Standard 7 – Safe Recruitment and Allegations Management					
7.1 - Relevant staff have access to safer recruitment training	Relevant staff within the organisation do not have access to safer recruitment training	Please rate partly met if your agency had some arrangements in place but is not yet fully meeting the standard	Relevant staff have undertaken safer recruitment accredited training, (e.g. GSCB safer recruitment training)	2	Relevant staff are aware and have access to Safer Recruitment Training via 'e' learning portal at GCC



7.2 - Interview panels include someone trained in safer recruitment when appropriate	Interview panels do not include a panel member who is trained in safer recruitment	Please rate partly met if your agency had some arrangements in place but is not yet fully meeting the standard	When appropriate, Interview panels always include at least one member who has undertaken accredited Safer Recruitment training	1	N/A
7.3 - References are taken up in line with the organisation's recruitment guidelines	References are not taken up in accordance with organisational guidelines.	Please rate partly met if your agency had some arrangements in place but is not yet fully meeting the standard	Where organisational guidelines state that references are taken up after interview, this is always the case and staff are not appointed unless a satisfactory reference has been received	3	SDC has a Recruitment and Selection Policy and all appointments are subject to two satisfactory references. (see document attached to email)
7.4 - Regulated activity under DBS has been agreed and checks undertaken	There is no clear understanding of regulated activity and DBS checks are not undertaken.	Please rate partly met if your agency had some arrangements in place but is not yet fully meeting the standard	The organisation undertakes DBS checks on all staff and volunteers who work with children in regulated activity	2	SDC HR team/Service Managers undertake both enhanced and/or regular DBS checks on all staff/volunteers who are delivering a regulated activity with children, young people and vulnerable adults Risk assessment is also undertaken at certain sites to enable decision on whether volunteers are delivering regulated activities/or not and whether a DBS is required (see example attached to the email from SDC Museum In The Park facility) We have identified a need to enhance DBS check all SDC



					<p>Councillors</p> <p>*Action 1819: Safeguarding Group, SDC HR and SDC Legal to risk assess and explore options for enhanced DBS checks of all SDC Councillors</p>
7.5 - All staff (where appropriate) are aware of the procedures for allegations against staff and have received relevant training	Staff are not aware of the procedures to be followed if allegations are made about them or a colleague	Please rate partly met if your agency had some arrangements in place but is not yet fully meeting the standard	Procedures for the management of allegations are known by all appropriate staff. Allegations are referred to the most senior person who is not implicated in the concern. If an allegation has been made there is evidence that the procedures are followed properly, reported to the Local Authority Designated Officer (LADO) and clear records kept. (Please evidence the number of referrals made to the LADO, and whether they were made within timescales (Working Together 2015 stipulates within 1 working day)	2	<p>SDC Safeguarding Level 2 Awareness Training workshop enables all staff to be aware of staff allegations and who to report to/ and how – SDC Operational Allegations lead is named on the SDC Intranet Safeguarding group and links with the GCC LADO for allegations advice and reporting.</p> <p>SDC Corporate Team and HR work together with Allegations Ops lead for any Safeguarding allegations</p> <p>0 allegations referrals were made by SDC LADO and/or GCC LADO in 2016/17 and 2017/18</p> <p>*Action 1819: Send an annual formal audit of learning questionnaire to all SDC staff to check/challenge:-</p> <ul style="list-style-type: none"> *knowledge, understanding, involvement in SDC Safeguarding concerns/Multi Agency Referrals *Escalation Policy: understanding and knowledge of how/when to use it *Allegations Management (LADO procedures): understanding and knowledge of how/when to use it



Standard 8 – Monitoring and inspection of arrangements to safeguard and promote the welfare of children					
8.1 – There is a quality assurance framework in place which is embedded and the findings routinely lead to practice improvements (please provide copy as evidence) (Improvement Plan)	There is no internal safeguarding quality assurance framework in place	Please rate partly met if your agency had some arrangements in place but is not yet fully meeting the standard	There is a quality assurance framework in place within the organisation. Safeguarding children and young people is integral to the principles and objectives of the framework and there is clear evidence that findings from quality assurance activity leads directly to practice improvements through learning and development opportunities and changes to policies and procedures	1	<p>Action 2018/19:</p> <p>*New QA framework to be created Jan – April 2018 as a task and finish project/SDC working in partnership with district Safeguarding Group colleagues (content to be similar for all districts). This will ensure a QA framework for the SDC Safeguarding Group to use for future best practice and improvement</p>
8.2 – There are key performance indicators in place that provide internal assurance about the quality of safeguarding responses and data is routinely shared with the GSCB (Improvement Plan)	The organisation does not have safeguarding performance indicators in place	Please rate partly met if your agency had some arrangements in place but is not yet fully meeting the standard	There is a robust safeguarding performance framework in place, and reports are provided on a quarterly basis through the organisation’s strategic reporting frameworks. Data is shared with the GSCB on a quarterly basis and more detailed reports are provided as required.	1	<p>Number of Safeguarding concerns raised for Children by SDC staff 2016/17: 13 and in 2017/18: 4</p> <p>(7 of which became full referrals via MARF)</p> <p>Action 2018/19:</p> <p>*New QA framework will provide the outcome measure at the newly reinstated SDC Safeguarding Group meetings every 4 months</p> <p>*New KPI for MASH: GCC/GSCB/MASH to send feedback/and updates on what happened to any Safeguarding referrals made by SDC and the relevancy of each referral</p>

S11 Checklist – GSCB Business Unit

Stroud District Council

Evidence Required	Rating Given	Rating Supported	Further Action Needed
Standard 1: Organisational Safeguarding Responsibilities are Clearly Stated			
1.1 – Each agency has a named person with overall responsibility for safeguarding arrangements (Please state their name and job title)	3	Yes	
1.2 – Staff and volunteers within the organisation know who the named person is, and they understand their role and know how to contact them	3	Yes	
1.3 - The importance of safeguarding and promoting the welfare of children is clearly communicated to all staff	3	Yes	
1.4 – There is a clear and accessible safeguarding policy in place which sets out the responsibilities for staff and volunteers for safeguarding children, including when and how to act on safeguarding concerns(provide a copy as evidence)	2	Yes	
1.5 - Staff, children and families are aware of how to make complaints when responsibilities are not met (provide a copy of the complaints policy and data in relation to the number of safeguarding complaints dealt with during the year)	3	Yes	

Evidence Required	Rating Given	Rating Supported	Further Action Needed
1.6 – Whistleblowing concerns are taken seriously and are treated in line with the organisation’s whistleblowing procedures	3	Yes	
Standard 2 – A clear line of accountability for the commissioning and/or provision of services designed to safeguard and promote the welfare of children			
2.1 – Safeguarding priorities are reflected in the agency’s strategic plan	1-2	No	No narrative has been provided to support the rating that has been given and there is no improvement action identified
2.2 - Safeguarding governance arrangements are clearly defined within the organisation e.g. through regular discussions at strategic leadership meetings	1-2	Yes	
2.3 - Safeguarding responsibilities are included in job descriptions and/or volunteer responsibilities	1	Yes	
2.4 – Safeguarding is routinely discussed and is a standing item in supervision and appraisal. (please provide evidence of any recent audits)	1-2	Yes	There needs to be an improvement action identified in terms of how the organisation will fully meet the standard
2.5 - FOR COMMISSIONING ORGANISATIONS ONLY: Private, Voluntary and Independent organisations commissioned to provide services, are compliant with S11 standards and these are monitored through contract monitoring arrangements	2	Yes	
2.6 - FOR COMMISSIONED ORGANISATIONS	N/A		

Evidence Required	Rating Given	Rating Supported	Further Action Needed
ONLY: The commissioning process included a requirement to safeguard children.			
Standard 3 – There is a culture of listening to children and taking account of their wishes and feelings, both in individual decisions made about them and the development of services			
3.1 - Service development plans are informed by the views and experiences of children and families	2	Yes	
3.2 – The voice and experiences of the child are routinely heard And acted upon	2	Yes	
3.3 Feedback from children and families effectively informs internal quality assurance processes and leads to action for improvement (Improvement Plan)	1-2	Yes	There needs to be an improvement action identified in terms of how the organisation will fully meet the standard
3.4 - The diversity needs of children are met, and there is equality of opportunity	2	Yes	
Standard 4 – Effective Inter-Agency Working to safeguard children			
4.1 - The organisation is regularly represented and is an active participant at safeguarding forums, meetings and child protection conferences (if invited)	3	Yes	
4.2 - Staff and volunteers understand the GSCB Levels of Intervention guidance and the type of support that should be provided according to the	2	Yes	

Evidence Required	Rating Given	Rating Supported	Further Action Needed
needs of the child or young person (Improvement Plan)			
4.3 - Staff are confident in the use of healthy, respectful professional challenge if they do not agree with the decisions that have been made within and across agencies. Click here to view the GSCB Escalation of Professional Concerns Guidance	2	Yes	
4.4 – Staff are aware of the roles and responsibilities of other professionals and agencies and understand the importance of multi-agency working with children, young people and their families as defined in Working Together to Safeguard Children (2015)	2	Yes	
Standard 5 – Staff are aware of information sharing procedures			
5.1 - Staff are aware of how to access multi-agency guidance on information sharing	2	Yes	
5.2 - All staff and volunteers who come into contact with children understand the purpose of information sharing in order to safeguard children	3	Yes	
5.3 – All staff within the organisations know when and how to share information when there are concerns about the safety and welfare of a child	3	Yes	
Standard 6 – Appropriate training, supervision and support for staff			

Evidence Required	Rating Given	Rating Supported	Further Action Needed
6.1 – Safeguarding is included in the organisation’s induction programme for staff and volunteers	3	Yes	
6.2 - Safeguarding training is accessed by all members of staff appropriate to their job roles, which includes; in-house single agency training and as appropriate multi-agency specialist training.	3	Yes	
6.3 – The organisation keeps records of the safeguarding training attended by each volunteer or staff member	2	Yes	
6.4 – The organisation measures the impact of safeguarding training back in the workplace and on outcomes for children and young people	1-2	Yes	
6.5 - Learning from system reviews, relevant to the organisation have been disseminated and embedded. They might include Serious Case Review’s (SCR) and other systems review, Child Death Overview Panel (CDOP), Critical learning review (Youth Justice Board)	2	Yes	
Standard 7 – Safe Recruitment and Allegations Management			
7.1 - Relevant staff have access to safer recruitment training	2	No	There needs to be an improvement action identified in terms of how the organisation will fully meet the standard
7.2 - Interview panels include someone trained in safer recruitment when appropriate	1	Yes	Further information has been provided by Jane Bullows giving the rationale for the rating

Evidence Required	Rating Given	Rating Supported	Further Action Needed
7.3 - References are taken up in line with the organisation's recruitment guidelines	3	Yes	
7.4 - Regulated activity under DBS has been agreed and checks undertaken	2	Yes	
7.5 - All staff (where appropriate) are aware of the procedures for allegations against staff and have received relevant training	2	Yes	
Standard 8 – Monitoring and inspection of arrangements to safeguard and promote the welfare of children			
8.1 – There is a quality assurance framework in place which is embedded and the findings routinely lead to practice improvements (please provide copy as evidence) (Improvement Plan)	1	Yes	
8.2 – There are key performance indicators in place that provide internal assurance about the quality of safeguarding responses and data is routinely shared with the GSCB (Improvement Plan)	1	Yes	