



POLICY SCRUTINY GROUP

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To: Councillors Seaton (Chair), K. Harris (Vice-Chair), Brookes, Gerrard, Hamilton, Hunt, Murphy, Paling, Parton, Shepherd and Smith (For attention)

All other members of the Council
(For information)

You are requested to attend the meeting of the Policy Scrutiny Group to be held in Committee Room 2 - Council Offices on Tuesday, 13th November 2018 at 6.30 pm for the following business.

Chief Executive

Southfields
Loughborough

5th November 2018

AGENDA

1. APOLOGIES
2. MINUTES OF THE PREVIOUS MEETING 4 - 12

The Group is asked to confirm as a correct record the minutes of the meeting held on 25th September 2018.

3. DISCLOSURES OF PECUNIARY AND PERSONAL INTERESTS
4. DECLARATION OF THE PARTY WHIP

5. QUESTIONS UNDER SCRUTINY PROCEDURE 11.17

No questions were submitted.

6. DRAFT CHILDREN AND YOUNG PEOPLE'S STRATEGY 2019-2024 13 - 71

A report of the Head of Neighbourhood Services, providing the Group with an opportunity to consider the draft Children and Young People's Strategy 2019-2024.

7. TENANCY SUPPORT POLICY 2019-2022 72 - 82

A report of the Head of Landlord Services, enabling the Group to review the draft Tenancy Support Policy 2019-2022.

8. HOUSING DEVELOPMENT COMPANY 83 - 86

A report of the Strategic Director of Housing, Planning & Regeneration, and Regulatory Services, providing the Group with information regarding the potential for establishing a Leicestershire Collaborative Housing Company or developing a Local Housing Company for Charnwood.

9. PROGRESS WITH PANEL WORK 87

A report of the Head of Strategic Support, providing an update on the establishment and progress of scrutiny panels.

10. WORK PROGRAMME 88 - 101

A report of the Head of Strategic Support, enabling the Group to consider its work programme and propose to the Scrutiny Management Board any additions, deletions and amendments as appropriate.

For the Group's assistance, meeting dates for the remainder of the 2018/19 Council year have been set as follows:

5th February 2019

9th April 2019.

SCRUTINY QUESTIONS

What topics to choose?

- What difference will scrutiny make?
- Is this an area of concern – public/performance/risk register?
- Is this a corporate priority?
- Could scrutiny lead to improvements?
- What are the alternatives to pre-decision scrutiny?

Pre-decision scrutiny

- What is Cabinet being asked to agree?
- Why?
- How does this relate to the overall objective? Which is ...?
- What risks have been identified and how are they being addressed?
- What are the financial implications?

- What other options have been considered?
- Who has been consulted and what were the results?
- Will the decision Cabinet is being asked to take affect other policies, practices etc.?

Basic Questions

- Why are you/we doing this?
- Why are you/we doing it in this way?
- How do you/we know you are making a difference?
- How are priorities and targets set?
- How do you/we compare?
- What examples of good practice exist elsewhere?

POLICY SCRUTINY GROUP 25TH SEPTEMBER 2018

PRESENT: The Chair (Councillor Seaton)
The Vice-chair (Councillor K. Harris)
Councillors Brookes, Hamilton, Hunt, Murphy,
Paling, Parton, Shepherd and Tassell

Councillor Mercer (Cabinet Lead Member for
Housing) for item 7 (Housing Adaptations Policy
2018-2022)

Head of Cleansing and Open Spaces
Head of Landlord Services
Head of Regulatory Services
Licensing Manager
Policy and Green Spaces Development Manager
Democratic Services Manager
Democratic Services Officer (MH)

APOLOGIES: Councillors Gerrard and Smith

Councillor Harper-Davies (Cabinet Lead Member for
Performance of Major Contracts) for item 8 (Open
Spaces Strategy)

The Chair stated that the meeting would be recorded and the sound recording subsequently made available via the Council's website. She also advised that, under the Openness of Local Government Bodies Regulations 2014, other people may film, record, tweet or blog from this meeting, and the use of any such images or sound recordings was not under the Council's control.

11. MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 10th July 2018 were confirmed as a correct record and signed.

12. DISCLOSURES OF PECUNIARY AND PERSONAL INTERESTS

The following disclosures of interests were made:

- (i) by Councillor Seaton – a personal interest in all matters relating to Leicestershire County Council as a member of that authority;
- (ii) by Councillor Shepherd – personal interests in item 7 (Housing Adaptations Policy 2018-2022) and item 8 (Open Spaces Strategy) as a member of Leicestershire County Council.

13. DECLARATION OF THE PARTY WHIP

No declarations of the existence of the Party Whip were made.

14. QUESTIONS UNDER SCRUTINY PROCEDURE 11.17

No questions had been submitted.

15. GAMBLING STATEMENT OF PRINCIPLES

A report of the Head of Regulatory Services, enabling the Group to review the draft Statement of Principles made under the Gambling Act 2005, was submitted (item 6 on the agenda filed with these minutes).

The Head of Regulatory Services and the Licensing Manager assisted with consideration of the item and provided the following details of the representations that had been received on the draft Statement of Principles during the consultation period and responses to issues raised:

- (i) Representations had been received from Leicestershire Police clarifying that they should be referred to as Leicestershire Police rather than Leicestershire Constabulary.
- (ii) Representations had been received on behalf of the bookmaking industry proposing amendments to section 3.2, to provide clarification regarding the primary gambling activity of premises, and section 3.7, to remove reference to the licensing authority checking whether betting offices had appropriate planning permission.
- (iii) Representations had been received from GamCare, which was an organisation that worked with vulnerable people affected by problem gambling, suggesting matters that could be looked for when gambling premises were inspected.
- (iv) Gambling premises were inspected annually and the inspections were unannounced. Some premises were inspected more frequently because they were also subject to inspections arising from their liquor licence.
- (v) The Council no longer had a no casinos policy but the Gambling Commission was not currently inviting applications for additional casinos.
- (vi) Any enforcement activity undertaken by the Council would have to take the circumstances of each particular case into account. It was therefore not appropriate to state in the policy that a particular approach would always be followed.
- (vii) The Council only licensed premises in the Borough. The licensing of businesses and individuals was undertaken by the Gambling Commission. Online gambling was also regulated by the Gambling Commission.
- (viii) There were organisations that provided services, such as guidance and self-barring schemes, for people who had gambling problems. The possibility of those services being promoted by the Council and in licensed premises could be looked into. However, that would be outside the scope of the Statement of Principles. As part of the mandatory conditions attached to licences, premises had to display their licence and warnings about problem gambling and age restrictions.
- (ix) The Gambling Commission had not produced a template for local risk assessments but had produced guidance regarding what they should

contain. The Council could decide that a local risk assessment submitted in support of an application was inadequate.

- (x) There were arrangements in place that enabled gambling premises to share information about people who signed up for voluntary barring list schemes.

The following comments were made by members of the Group:

- (i) It was important that the Council checked that premises had the appropriate planning permission when a licensing application was received.
- (ii) Ward councillors had experience of residents who had chronic gambling problems. However this did not appear to be reflected in the information that was provided by the Public Health team.
- (iii) The work of GamCare in providing training for staff in licensed premises was supported and should be encouraged.

RESOLVED

1. that the report be noted;
2. that the following comments made by the Group on the draft Statement of Principles made under the Gambling Act 2005 be noted:
 - that section 3.1 should be amended to remove reference to a section on casinos as such a section was not included in the Statement;
 - that the reference in section 3.7.1 to the licensing authority checking whether planning permission had been obtained be retained in the Statement as that was good administrative practice;
 - that the consultation response by GamCare be supported and that, where possible, amendments be made to the Statement to encourage appropriate training of staff and allow staff training to be reviewed as part of the inspections of premises;
3. that it be noted that officers would discuss with the Gambling Commission and other Council departments the possibility of promoting services, such as guidance and self-barring schemes, for people who had gambling problems by the Council and in licensed premises;
4. that confirmation be provided to the Group regarding whether gambling premises in Charnwood operated a system to share information about people with gambling problems who were attempting to gamble.

Reasons

1. To acknowledge the information received.
2. To record the results of the Group's scrutiny of the matter.
3. To enable options for promoting the availability of support for people affected by gambling to be explored.

4. To provide the Group with further information regarding the matter.

16. HOUSING ADAPTATIONS POLICY 2018-2022

A report of the Head of Landlord Services, enabling the Group to review the draft Housing Adaptations Policy 2018-2022, was submitted (item 7 on the agenda filed with these minutes).

The Cabinet Lead Member for Housing and the Head of Landlord Services assisted with consideration of the item and provided the following details of the comments on the draft policy that had been made by the Housing Management Advisory Board and responses to issues raised:

- (i) The Housing Management Advisory Board had been provided with reassurance that when adaptations were refused, and tenants encouraged to seek more suitable accommodation, their transfer applications would be prioritised.
- (ii) Other issues considered by the Housing Management Advisory Board were: there was general agreement that requests for level access showers should be considered on a case by case basis, whether sufficient resources had been identified to meet the need for adaptations, the issue of adapting non-standard properties would be tackled by moving tenants to more suitable accommodation where possible, stair lifts in communal areas could cause problems as they created a potential obstacle, and the ongoing review of the Council's sheltered housing stock.
- (iii) Each request would be considered on its own merits based on the needs of the tenant, cost and the best use of the Council's housing stock.
- (iv) Once the new policy was adopted arrangements for monitoring the performance measures set out in the policy would be put in place. That would be part of a wider performance management framework, some of which was already in place. Performance was currently reported to the Housing Management Advisory Board but was not currently benchmarked against other organisations. Performance information could be requested by the Performance Scrutiny Panel as part of its work programme.
- (v) It was recognised that the response times for dealing with requests needed to be improved. It was hoped that the new policy would speed up decision making by providing a clear decision making process. For example if a request for an adaptation was outside the policy that could be more quickly identified. The Council was also working with its contractors in relation to timeliness.
- (vi) There were occasions where adaptations were reversed, for example showers being replaced by a bath. However, there were significant costs associated with that and wherever possible the Council sought to match the needs of applicants to suitable properties when making housing allocations.
- (vii) The amount of funding required to meet the Council's statutory responsibilities in terms of making adaptations to its housing stock was not expected to change significantly in the medium term. In order to ensure that mandatory work could be undertaken, money could be and was vired from other budgets into the adaptations budget when necessary. In

exceptional circumstances work could be deferred to the following financial year.

- (viii) The Council used a specialist provider to supply the equipment for adaptations. It was not known whether the provider used new or refurbished equipment.
- (ix) Where it was not possible because of the configuration of a property to install a ramp to provide access, the possibility of installing a platform lift would be considered. That was an option that had been suggested as an amendment to the policy by occupational therapists.

RESOLVED

1. that the report be noted;
2. that further information be provided to the Group regarding whether its specialist contractor made use of refurbished equipment for adaptations in Charnwood.

Reasons

1. To acknowledge the information received.
2. To provide the Group with further information regarding the matter.

17. OPEN SPACES STRATEGY

A report of the Head of Cleansing and Open Spaces, providing an update on work to deliver the adopted Open Spaces Strategy 2013-2028 and the need to produce a revised Strategy and action plan, was submitted (item 8 on the agenda filed with these minutes).

The Head of Cleansing and Open Spaces and the Policy and Green Spaces Development Manager assisted with consideration of the item and provided the following responses to issues raised:

- (i) There was no requirement for developers to offer open spaces to the Council for adoption. For the Council to adopt an area of open space the developer was required to pay a commuted sum equivalent to 20 years of maintenance costs which would be secured through a Section 106 Agreement. It was becoming more common for developers to choose to transfer open spaces to a management company which could levy a service charge on residents to cover the cost of maintenance. Service charges could also be levied to fund the cost of maintenance of other communal facilities such as lighting, parking and unadopted roads.
- (ii) Consultants had been used to undertake the revised assessment of open spaces within the Borough because this was a specialist, technical area that required a planning background in order to undertake it, and involved visiting every area of open space in the Borough. Using consultants also ensured that the study had a degree of independence. The work had included consultation with parish and town councils and residents had been

- invited to put forward their views. The costs of using consultants for the work were not yet known.
- (iii) The development of the revised Strategy would be undertaken by Council officers as they had the required skills and local knowledge.
 - (iv) The Council's standards required children's play areas to be fenced and provided with a self-closing gate so that dogs could be excluded before the Council would adopt them.
 - (v) Where parish or town councils owned areas of open space that required investment the Borough Council could provide advice regarding potential sources of funding. It was unlikely that Section 106 contributions could be used to fund the investment as it was a pre-existing need. It was also difficult to justify diverting Borough Council resources away from projects on Borough Council land.
 - (vi) The majority of the Council's land holdings were in Loughborough. Where the Council was the landowner projects were under the Council's control and those projects were identified in the report. That was not to say that projects to enhance open space provision in the rest of the Borough were not important.
 - (vii) Alongside the review of the Strategy a new action plan would be developed for the next five year period. The format of the action plan would also be looked at so that it could be made easier to read.
 - (viii) Since the Open Spaces Strategy had been adopted the Council had reviewed its approach to the management of trees that it was responsible for. As a result it had been recognised that the Council's trees could cause quality of life issues for residents and extra funding had been secured to enable the Council to deal with those cases. However a proportion of those trees were on the Council's housing land and operational decisions regarding the management of those trees were taken by Landlord Services. In addition, people had the right to prune trees overhanging their property back to the boundary of their property provided that the trees were not covered by a Tree Preservation Order.

The following comments were made by members of the Group:

- (i) The levying of service charges for the maintenance of open spaces could come as a shock to residents. There were also concerns regarding the way in which service charges increased and the quality of the work that was undertaken to maintain some open spaces managed in that way.
- (ii) It would require a change in the law to require developers to offer open spaces to councils. Given the increasing use of management companies rather than adoption by councils and concerns about that model it would be appropriate for the Borough Council to ask the Government to consider amending the law.

RESOLVED

1. that the report be noted;

2. **that it be recommended to the Scrutiny Management** that the following recommendations be submitted to the Cabinet in respect of the Open Spaces Strategy:
- a) that the Cabinet be asked to note that the fact that developers could choose not to offer open spaces for adoption by the Council and the increasing use of management companies to manage open space on developments as an alternative to adoption by the Council were of concern to the Policy Scrutiny Group;
 - b) that the Cabinet be asked to also note that the Group identified the following particular issues with the operation of the management company model in addition to its general concerns:
 - the service charges that were levied by management companies could be significant for local residents affected by them;
 - there could be a lack of transparency in the way in which service charges were increased;
 - there was no consideration of ability to pay when service charges were levied;
 - there was evidence that maintenance work was of low quality in some cases;
 - c) that the Cabinet be asked to draw the attention of local MPs and the Government to the issues identified above so that a change in the law could be considered to require developers to offer areas of open space to local authorities for adoption.

Reasons

1. To acknowledge the information received.
2. To draw the Cabinet's attention to an area of concern and, acknowledging that the current system could only be altered through a change in the law, to request that the Cabinet seek to influence Government policy regarding the matter.

18. PROGRESS WITH PANEL WORK

A report of the Head of Strategic Support, providing an update on the current position with scrutiny panels, was submitted (item 9 on the agenda filed with these minutes).

The Democratic Services Manager assisted with consideration of the item and provided the following information:

- (i) The Five Year Housing Land Supply Panel had completed its evidence gathering and would be having a further meeting on 3rd October prior to submitting its report to the meeting of the Scrutiny Management Board scheduled for later in October 2018.
- (ii) Work had been undertaken with Councillor Parsons to develop a scope document for a potential scrutiny panel on the impact on the health and wellbeing of residents of the new waste incinerator site near the M1. The proposal would be considered by the Scrutiny Management Board at its meeting scheduled for later in October 2018.

Councillor Tassell stated that should a scrutiny panel relating to the waste incinerator site be established she would like to a member of the panel as she was the Borough Council's representative on the liaison group relating to the site.

The Chair stated that panels had done a significant amount of valuable work in reviewing policies and improving ways of working. If members of the Group had ideas for potential future panels they should put them forward to the Democratic Services Manager.

RESOLVED that the current position with scrutiny panels be noted.

Reason

To ensure that the Group was aware of the current position with scrutiny panels.

19. WORK PROGRAMME

A report of the Head of Strategic Support, enabling the Group to consider its work programme and propose to the Scrutiny Management Board any additions, deletions and amendments as appropriate, was submitted (item 10 on the agenda filed with these minutes). A supplementary report, setting out the Notice of Key Decisions and Decisions to be Taken in Private which had been published after the agenda for the Group's meeting was published, was also submitted (also filed with these minutes).

The Democratic Services Manager assisted with consideration of the item.

RESOLVED

1. that the changes made by the Scrutiny Management Board and the Chair and Vice-chair of the Group to the Group's work programme be noted;
2. that the item on the Group's work programme on the Tenancy Support Policy be rescheduled from the Group's meeting on 5th February 2019 to the meeting on 13th November 2018;
3. that the current position with the Group's work programme and the Notice of Key Decisions and Decisions to be Taken in Private be noted;
4. that the item on the Group's work programme in relation to the Houses in Multiple Occupation Licensing Policy be scheduled for the Group's meeting on 13th November 2018, subject to consultation with the Head of Strategic and Private Sector Housing.

Reasons

1. To acknowledge the decisions made by the Board and the Chair and Vice-chair of the Group.

2. To ensure that there is a manageable number of items on the agenda for each meeting of the Group.
3. To make the Group aware of the current position with its work programme.
4. To enable the Group to scrutinise the matter prior to the consideration by the Cabinet of a report in respect of Licensing Scheme Options on 13th December 2018, as identified in the Notice of Key Decisions and Decisions to be Taken in Private, providing that is feasible.

NOTES:

1. No reference may be made to these minutes at the Council meeting on 5th November 2018 unless notice to that effect is given to the Democratic Services Manager by five members of the Council by noon on the fifth working day following publication of these minutes.
2. These minutes are subject to confirmation as a correct record at the next meeting of the Policy Scrutiny Group.

POLICY SCRUTINY GROUP – 13TH NOVEMBER 2018

Report of the Head of Neighbourhood Services Cabinet Lead Member: Councillor Taylor

ITEM 6 DRAFT CHILDREN AND YOUNG PEOPLE'S STRATEGY 2019 - 2024

Purpose of Report

To provide Policy Scrutiny Group with an opportunity to consider the Draft Children and Young People's Strategy 2019 – 2024.

Action Requested

To consider the draft Children and Young People's Strategy 2019 – 2024, which is attached at Appendix 1.

Reason

To scrutinise the Policy in a timely manner in accordance with the Group's work programme.

Policy Context

The Council's Corporate Plan makes a commitment to:

- Keep our residents safe
- Provide opportunities to participate in social, leisure and cultural activities and in community life
- Encourage healthy lifestyles for all our residents through physical activity programmes and the provision of sports facilities and green spaces
- Listen to and communicate with our residents and act on their concerns

The Children Act 2004 places two core duties on Charnwood Borough Council. Under Section 10 we have a duty to co-operate with our partners and appropriately share information between professionals to protect children. Section 11 sets out our corporate responsibility to both safeguard and promote the welfare of children. The Working Together to Safeguard Children 2018 Statutory Guidance names District Council's in general and Sport and Leisure, Housing and Homelessness departments and Environmental Health in particular

as specific organisations that need to be named as part of the arrangements and who have key duties in relation to safeguarding.

Background

Cabinet at its meeting on 12th February 2015 approved the Children and Young People’s Strategy 2015-18 and Action Plan (minute 85).

The Strategy and Action Plan, including the recommended amendments, went live on 1st April 2015.

Performance Scrutiny Panel reviewed the progress of the delivery of the Strategy and Action Plan at its meetings on 7th July 2015 (minute 6), 16th February 2016 (minute 45) and 14th February 2017 (minute 45). On each occasion the Panel were satisfied with the information provided.

The Strategy made a number of key recommendations. Considerable progress has been made since that time and by working together with a whole range of statutory and voluntary partners we have achieved many successes. The table below outlines the three Strategic Objectives contained within the Children and Young People’s Strategy 2015-18 and the progress made against them to date (April 2015 – end September 2018). In addition an update on the 2018/19 Action Plan is attached at Appendix 2.

2015 Strategic Objective	Progress
<p>Keeping Children and young people safe – we are committed to undertake high quality and effective action in relation to our safeguarding duties</p>	<p>Safeguarding Policies reviewed and published to staff annually</p> <p>Trained Designated Safeguarding Officer Team in place ensuring 100% of reported concerns meeting safeguarding threshold record action taken</p> <p>Over 700 safeguarding training (e-learning and face to face) and competency workshop (face to face) contacts with individual staff</p> <p>Annual Member safeguarding training session delivered</p> <p>100% of Early Help Locality Hub meetings between April 2015 and June 2017 (when Hubs ceased) provided with information and representation from CBC</p>

2015 Strategic Objective	Progress
<p>Integrated working and early intervention – working together with our statutory and voluntary partners to identify risks early and take preventative action, ensuring that children, young people and families receive help as soon as they need it</p>	<p>13 Think Family Partnership meetings co-ordinated by CBC to ensure that partners are informed and working together towards improving the wellbeing of children and young people</p> <p>An annual needs/ gap analysis event has taken place during each year of the Strategy</p> <p>Over the life of the Strategy to date, there have been over 27,000 attendances by children and young people at Charnwood Borough Council led sport and active recreation activities. Delivery of these programmes have been co-ordinated with other agencies and informed by young people's views</p> <p>19 multi agency targeted youth/ family interventions within priority neighbourhoods or with identified targeted groups have been supported and co-ordinated by CBC</p> <p>18 initiatives have been provided by CBC to assist voluntary and community sector partners to increase resilience and adapt to a changing funding landscape</p> <p>Co-ordination to agencies working with young people Not in Education, Employment or Training has contributed to Charnwood achieving the target of a level of NEET below 4% every year</p> <p>Co-ordination to agencies working with young parents has contributed to a year on year decrease in the number and rate of young parents. The rate of conceptions per 1,000 women aged under 18 in Charnwood was 40.1 in 1998, 23.4 in 2012 and 13.9 in 2016 (latest figures)</p>

2015 Strategic Objective	Progress
Children and family voice – delivery and development of services should start by listening to the people who use our services and then consider what is achievable within the available resources	<p>11 opportunities for children and young people to be involved in the design and delivery of Charnwood Borough Council services have been provided across Neighbourhood Services, Open Spaces, Human Resources, Strategic Support and inclusion in the Residents Survey</p> <p>7 initiatives to celebrate and recognise the contribution of people to the community have included young people specifically including Sports Awards, Don't Muck Around, Pride of Charnwood Awards and Bloom</p> <p>11 initiatives or events provided by Supporting Leicestershire Families to deliver family focused consultation and voice work</p>

Since 2015, a number of national policies and new statutory guidance have been introduced. Locally, this has involved the continued redesign of many children's services. For Leicestershire County Council, this remains a current and ongoing process.

As the current Children and Young People's Strategy comes to an end, it is timely that Charnwood takes this opportunity to review and plan our own approach to working with and involving children and young people.

Progress to Date in Preparing the Strategy

Charnwood Borough Council has made significant progress in expanding our partnerships and influence in local matters relating to children and young people since the original 2008 Strategy. The Borough, particularly the Neighbourhood Services Team, is now seen as leaders alongside Leicestershire County Council in co-ordinating provision and services for 0-19 year olds. The Children, Families and Partnerships Manager has led a number of locality networks and delivery plans that draw on the voice of young people and front line practitioners. Thus the views and experience of a wide range of people have informed the development of this Strategy.

Leicestershire County Council's Children and Families Directorate is once again in a period of significant change due to the County Council's need to make significant financial reductions. The Strategic Director for Neighbourhoods and Community Wellbeing, the Head of Neighbourhood Services and the Children, Families and Partnerships Manager have all contributed to the consultation

associated with this redesign. The ethos and priorities which the County have included within the Leicestershire Children and Families Partnership Plan 2018-21 (see below for more detailed information on this), have also contributed to this local Strategy.

In preparing the Strategy to this point, the Children, Families and Partnerships Manager has consulted with a range of stakeholders including:

- the Charnwood 5-19 Network Group,
- the NEET (Not in Education, Employment and Training) Advisory Group,
- colleagues in Leicestershire County Council's Early Help Service (to be renamed the Children, Families and Wellbeing Service as part of the current Action Plan) and
- the CBC Equalities Working Group.
- The priorities raised by colleagues at the internal Charnwood Designated Safeguarding Officer (DSO) Group and external counterparts at the Leicestershire County DSO Group are also contained in the Strategy.

Following consultation with Policy Scrutiny Group, further consultation will be undertaken with internal and external partners.

The Family Voice Worker within Leicestershire County Council's Early Help Services has been particularly useful in supporting children and young people's views to influence the priorities included within this Strategy. Colleagues within statutory and voluntary sector agencies that work directly with some of Charnwood's most vulnerable and disengaged young people have also provided key feedback about the concerns and emerging needs for the families they work with.

The Children and Young People's Strategy is currently in draft form. The associated Action Plan will be populated following consultation, save for a number of statutory actions relating to our safeguarding functions, which have already been included.

Connectivity of the Strategy to other Strategies and Policies

The draft Children and Young People's Strategy 2018 - 2024 and Action Plan are informed by national legislation and statutory guidance including the United Nations Convention on the Rights of the Child, Children Act 1998 and 2004, Academies Act 2010, Education Act 2011, Children and Families Act 2014 and Working Together (to safeguard children) statutory guidance 2018.

Locally, the Leicestershire Children and Families Partnership is a sub group of Leicestershire's Health and Wellbeing Board and is made up of the key organisations that work with children, young people and families across the

county including Charnwood Borough Council. The Leicestershire Children and Families Partnership Plan 2018-21 is a shared vision based on five priorities:

- Ensure the best start in life
- Keep children safe and free from harm
- Support children and families to be self-sufficient and resilient
- Ensure vulnerable families receive personalised, integrated care and support
- Enable children to have good physical and mental health

The Partnership Plan includes the cross cutting themes of communication strategy and workforce development. The priorities for which the Borough Council have a degree of responsibility and/or work in partnership to support alongside other agencies will be reflected in the Action Plan that accompanies this Strategy and contribute to the more detailed delivery plans that are allocated to themed work.

The Leicestershire Children and Families Partnership can be found on the Leicestershire County Council website:

<https://www.leicestershire.gov.uk/education-and-children/social-care-and-supporting-families/leicestershire-children-and-families-partnership>

The Partnership is a sub-group of Leicestershire Health and Wellbeing Board and as such forms part of the Leicestershire Health and Wellbeing Strategy which addresses the needs identified by the Joint Strategic Needs Assessment that the NHS and County Council are jointly responsible for preparing.

At a Borough level, this Strategy is linked with the Sport and Physical Activity Commissioning Plan and in turn with the Leicestershire Obesity Strategy, the Charnwood Equalities Strategy and the Community Safety Partnership Plan. Through the Think Family Partnership local governance arrangements, Charnwood Borough Council has also had input into and oversight of the Charnwood 0-5 Delivery Plan which is currently led through the Children's Centre Programme. Charnwood Borough Council lead the counterpart, Charnwood's 5-19 Delivery Plan. Each of these Plans is reported on through the Think Family Partnership to Charnwood Together. A copy of the governance structure is attached at Appendix 3.

Links with the current Supporting Leicestershire Families Team (to become part of the Children and Families Wellbeing Service as part of the Leicestershire County Council restructure), are well established.

Consultation Approach

In addition to the consultation already undertaken to guide the structure and main focus of the Strategy, it is proposed that the Strategy is circulated through the local children and young people networks, including the Think Family Partnership, along with circulation to a range of stakeholders. It is also proposed to make it available for comment by the public on the Council's website.

It is proposed that consultation is undertaken during the latter months of 2018 with the final version of the Children and Young People's Strategy being submitted to Cabinet in early 2019.

Legal Implications

The Children and Young People's Strategy, along with its associated Policies, supports the organisation to ensure that we comply with our two duties under The Children's Act 2004. Under Section 10 we have a duty to co-operate with our partners and appropriately share information between professionals to protect children. Section 11 sets out our corporate responsibility to both safeguard and promote the welfare of children.

Financial Implications

There are no financial implications arising from the Strategy. All associated activities will be covered from within existing budgets.

Equality and Diversity

An Equality Impact Assessment has been completed for the Draft Strategy and is attached at Appendix 4.

Officers to contact:

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Charnwood Borough Council

**Draft Children and Young People's
Strategy 2019 – 2024**

Forward from Lead Member for Communities, Safety and Well-being

(To be inserted at a later date)

Introduction

Charnwood Borough Council's Children and Young People's Strategy 2019 - 2024 is the result of ongoing consultation and discussion with children, young people and their families, practitioners, and voluntary and statutory partners. Children and young people are defined as 0 – 19 year olds inclusive or up to 25 where a young person has a physical or learning disability (except for some legal duties which may, for example, end on a young person's 18th birthday).

The length of the Strategy is intended to cover both the current and upcoming Corporate Plan, however should there be any significant change in the vision laid out in the upcoming Corporate Plan or with our statutory duties towards children and young people the Children and Young People's Strategy will be refreshed accordingly. The accompanying Action Plan is updated every year throughout the life of the Strategy.

The Strategy builds on the significant progress made through our previous Children and Young People's Strategies. It sets out the vision and objectives for the next five years and the key pieces of work and actions that will need to be undertaken to deliver these objectives. The diagram in Appendix 1, shows how the strategic objectives of this strategy align with the local governance arrangements. An Action Plan, to be updated annually and included at Appendix 2 (to be completed following feedback gained at Policy Scrutiny Group), sets out in detail how we are going to accomplish this and supports wider multi agency work and plans.

Ensuring a coordinated, integrated and cohesive approach to the way we work is fundamental to the delivery of this Strategy and the achievement of our vision. It is integrated with the Leicestershire Children and Families Partnership Plan 2018-21. The Partnership is a sub group of Leicestershire's Health and Wellbeing Board and is made up of the key organisations that work with children, young people and families across Leicestershire including Charnwood Borough Council.

The Charnwood Borough Council Children and Young People's Strategy is owned by Charnwood Borough Council and as such reflects the limited areas for which we have a legal responsibility. It is supported by our internal Children and Young People and Adult Safeguarding Policies. In addition, it incorporates those areas which the Borough Council has included within our Corporate Plan. These are:

Legal responsibilities:

- Safeguarding children and young people, including having in place a safeguarding policy, a training programme and provision for a reporting system for concerns raised by staff, elected members and volunteers. (An adults in need of safeguarding policy, training programme and reporting system runs alongside this)
- To enable children and young people to express their views and to receive information on all matters that affect them, in accordance with their age and maturity

Themes and responsibilities in our Corporate Plan:

- Keep our residents safe
- Provide opportunities to participate in social, leisure and cultural activities and in community life
- Encourage healthy lifestyles for all our residents through physical activity programmes and the provision of sports facilities and green spaces
- Listen to and communicate with our residents and act on their concerns

A needs analysis, along with internal and external consultation, have informed this Strategy. These are the areas within which we believe the Borough Council can make the biggest difference to children and young people.

Section 1: Setting the scene

National Policy Context

The following national legislation is key to Charnwood's local Strategy for working with children and young people:

The UK Government's ratification of the United Nations Convention on the Rights of the Child (CRC) in 1991 recognised children's rights to express their views and to receive information on all matters that affect them, in accordance with their age and maturity.

The Children Act 2004 places two core duties on Charnwood Borough Council. Under Section 10 we have a duty to co-operate with our partners and appropriately share information between professionals to protect children. Section 11 sets out our corporate responsibility to both safeguard and promote the welfare of children.

The 2004 Act had at its core the concept that 'Every Child Matters'. Increasingly Government's focus has been to consider how to avoid children ever needing to access acute children's and health services. There is clear agreement that much needs to be done in a move towards early identification and intervention of services to help support not only the child but the child's wider family and the environment in which they live. The Children and Families Act 2014 builds on this ethos with a number of wide ranging reforms concerning issues including adoption, looked after children and children with special educational needs.

The Children Act 2004 has been amended by the Children and Social Work Act 2017. This places new duties on key agencies in a local area. Specifically the Police, Clinical Commissioning Groups and the Local Authority (Leicestershire County Council) are under a duty to make arrangements to work together and with other partners locally to safeguard and promote the welfare of all children in their area.

The Academies Act 2010 and Education Act 2011 has altered several areas of education policy, including introducing the possibility for all publicly funded schools to become academies, increasing free early years provision and the raising of the participation age to 18.

The Working Together to Safeguard Children 2018 statutory guidance states that everyone who comes into contact with children and families has a role to play in identifying concerns, sharing information and taking prompt action. The Guidance names District Council's in general and Sport and Leisure, Housing and Homelessness departments and Environmental Health in particular as specific organisations that need to be named as part of the inter-agency safeguarding arrangements and who have key duties in relation to safeguarding children.

Local Context

Sections 10 and 11 of the Children Act 2004 places duties upon Local Authorities and their partners, including District and Borough Councils, to co-operate to make arrangements to ensure that they safeguard and promote the welfare of all children.

Section 10 of the 2004 Act specifically outlines our duty to co-operate to improve the well-being of children and young people. In response to this, Charnwood Borough Council has worked closely with Leicestershire County Council to establish the Charnwood Think Family Partnership. This Partnership Board is chaired by Charnwood's Director for Neighbourhoods and Community Well-being and consists of multi-agency statutory and voluntary sector partner representatives who jointly plan, co-ordinate and ensure the delivery of services to children, young people and families in our Borough (see Appendix 1).

Section 11 of the Children Act 2004 places a statutory duty on Local Authorities to ensure that they make effective arrangements to safeguard and promote the welfare of all children and young people. Key features of Charnwood Borough Council's arrangements are:

- Senior management commitment to the importance of safeguarding and promoting children's welfare led by the Director for Neighbourhoods and Community Well-being
- Development and regular review of safeguarding policies and procedures for both children and adults in need of safeguarding, co-ordinated and consistent with the other Leicestershire District and Borough Councils
- A clear line of accountability within the organisation for work on safeguarding, promoting the welfare of children and reporting safeguarding concerns
- A multi departmental team of trained Designated Safeguarding Officers (DSOs) supported by a Leicestershire wide District and Borough DSO Group

- Staff training (Bronze, Silver, Gold and multi-agency levels) on safeguarding both children and adults for all staff and available to all elected members
- Safer recruitment procedures in place
- Effective inter-agency working to safeguard and promote the welfare of children and young people
- Effective and lawful information sharing protocols in place
- Working with contractors to ensure that safeguarding is appropriately embedded into their service delivery

Locally, the Leicestershire Children and Families Partnership is a sub group of Leicestershire's Health and Wellbeing Board and is made up of the key organisations that work with children, young people and families across the county including Charnwood Borough Council. The Leicestershire Children and Families Partnership Plan 2018-21 is a shared vision based on five priorities:

- Ensure the best start in life
- Keep children safe and free from harm
- Support children and families to be self-sufficient and resilient
- Ensure vulnerable families receive personalised, integrated care and support
- Enable children to have good physical and mental health

The Partnership Plan includes the cross cutting themes of communication strategy and workforce development. The priorities for which the Borough Council have a degree of responsibility and/or work in partnership to support alongside other agencies will be reflected in the Action Plan that accompanies this Strategy and contribute to the more detailed delivery plans that are allocated to themed work.

The Leicestershire Children and Families Partnership can be found on the Leicestershire County Council website:
<https://www.leicestershire.gov.uk/education-and-children/social-care-and-supporting-families/leicestershire-children-and-families-partnership>

Section 2: What we know about Children and Young People in the Borough

Key facts and figures

Across Leicestershire, Charnwood is the largest locality with the Leicestershire County Council Early Years Service Market Position Statement for 2017 estimating that 25.7% of the 0-4 population, 9,439 0 – 4 year old children residing in Charnwood. The same estimates put 10,081 (24.9%) 5-9 year olds and 9,160 (23.7%) 10-14 year olds as living in the Borough. 2011 figures show there were 12,901 15-19 year olds in Charnwood at that time.ⁱ

8.3% of the population of Charnwood are from a non-white ethnic background, this is higher than the England average. The largest BME group is Indian (4.7%) followed by Bangladeshi (0.8%) and Chinese (0.7%).

The indices of Multiple Deprivation (IMD) was undertaken in 2004 and updated in 2007, 2010 and 2015. The indices are an attempt to measure deprivation consistently across England. The indices are a relative measure of deprivation at a small geographic (ward) level and allow us to compare deprivation levels nationally.

Charnwood has four identified priority neighbourhoods, two of which remain within the most disadvantaged 10% across Leicestershire. These include Loughborough East (Bell Foundry) and Loughborough West (Warwick Way), Mountsorrel and South Charnwood (Thurmaston & Syston). Between 2007 and 2010 Charnwood moved up 33 places nationally, suggesting the area as a whole was becoming more deprived. In 2015 Charnwood dropped 6 places nationally, indicating a small improvement at Borough level. However this disguises changes at Lower Super Output Areas, for instance Loughborough East has got significantly more deprived between 2010 when it was ranked 1180 nationally and 2015 when it was ranked 432, where 1 indicates most deprived.ⁱⁱ

Data releases for Teenage Pregnancy has an 18 month to two year delay; the most recent data release available is for 2016. Overall data since 1998 has shown a consistent decrease nationally in the number and rate of teenage conceptions. Charnwood has performed well in terms of reducing conceptions amongst under 18 year olds and in 2016 Charnwood was home to a quarter rather than over a third (as in 2012) of all teenage parents across Leicestershire.ⁱⁱⁱ The rate of conceptions per 1,000 women aged under 18 in Charnwood was 40.1 in 1998, 23.4 in 2012 and 13.9 in 2016.

The 2017/18 figures from the National Child Management Programme show that Charnwood is now better than the national averages for excess weight in 4-5 (reception) and 10-11 (Year 6) year olds. 20.4% of children in Charnwood are currently overweight or obese in reception compared with 22.6% nationally. The 2017/18 figures for Year 6 are 33.2% and 34.2% respectively. This is a local improvement compared with 2014/15 when we Charnwood was worse than the national average for 4/5 year olds; overweight

and obese was 22.4% locally compared with 21.9% nationally. In the same period Year 6 figures were 32.4% locally and 33.2% nationally. However excess weight is a problem across the country with national figures for Year 6 steadily rising, this therefore must remain a focus of our work.

June 2018 figures show Charnwood remains the district with the highest level of NEET (16-19 year olds Not in Education, Employment and Training) in terms of number and percentage of the cohort – 85 young people from a cohort of 3079 resulting in a percentage of 2.8% NEET. This is below the national target of 4% NEET and compares well with previous years. The Charnwood ward (Hastings) that consistently has the highest levels of NEET young people contains half of the total number of emergency accommodation bed spaces available to 16 and 17 year olds in Leicestershire and therefore pushes Charnwood NEET numbers up by including young people in one of the most likely cohorts to be NEET who aren't necessarily normally resident in the Borough.

NEET levels generally have been affected by the national Raising of the Participation Age agenda. In June 2015 3.3% of Charnwood's 16-19 year olds were NEET with 5 out of the top 10 NEET wards in Leicestershire being within Charnwood. In June 2018 this dropped to 3 of the top 10 wards being within Charnwood which is an encouraging improvement. NEET levels are expected to be negatively affected locally by the reduction in capacity and focus on vulnerable groups rather than the full NEET cohort resulting from the Prospects contract being taken back in house by Leicestershire County Council.

Need Analysis

From local needs analysis with both professionals and young people the following areas have been identified as requiring support towards achieving better outcomes for children and young people:

- Intervention within the first 4 years of children's lives, promoting good outcomes for 0-4 year olds and school readiness
- Provision of targeted support to those children and young people with the highest levels of need, including intensive support to our most vulnerable families and those affected by knife crime, drugs and exploitation
- Reducing the number of NEET (not in education, employment or training) young people and promotion of high quality EET options
- Co-ordination of an offer of positive activities to young people across the Borough
- Support in delivering programmes that promote improved health and well-being for children and young people and their families
- Delivery of appropriate training and development to Charnwood's children and young people's focused workforce including shared messages around real life

and online safety and provision of policies and guidance relating to our safeguarding duties

Review of Progress

The 2015-18 Strategy set the following priorities:-

Objective 1: Keeping children and young people safe

Charnwood Borough Council's responsibilities:

- To maintain a clear line of accountability for safeguarding (All Children Act 2004 and Working Together Statutory Guidance)
- To operate a fit for purpose safeguarding policy and procedures document
- To ensure that staff are adequately trained in safeguarding in line with the Local Safeguarding Children's Board Competency Framework
- To effectively report safeguarding concerns in line with Leicestershire's multi-agency procedures
- To ensure that safer recruitment procedures are in place

Objective 2: Integrated working and early intervention

Charnwood Borough Council's responsibilities:

- To co-operate to improve the well-being of children and young people (Section 10 Children Act 2004)
- Working with our partners to ensure that a range of positive activities and opportunities are available to children and young people (Corporate Plan)
- Working with partners to reduce the number of at risk and 'troubled families' (Corporate Plan)

Objective 3: Children and Family Voice

Charnwood Borough Council's responsibilities:

- Providing opportunity for children and young people to participate in shaping and influencing matters that affect them (United Nations Convention on the Rights of the Child)

- Actively involve children and young people in our services design and decision making by supporting groups like Charnwood Youth Council (Corporate Plan)

There have been a number of significant successes since the inception of the 2015-18 Strategy:

- The Safeguarding Policies have been reviewed and promoted to staff within agreed timeframes with action being taken by CBC staff in 100% of cases where concerns identified met safeguarding threshold
- Exceeded the target for delivery of face to face safeguarding training to staff and significantly expanded the Designated Safeguarding Officer Team, all of whom receive additional specific training
- 100% of Leicestershire County Council led Locality Hub meetings attended with information on referrals provided by CBC from April 2015 until these were discontinued in June 2017
- Multiple opportunities for partner agencies to co-ordinate around issues for 0-19 year olds and families provided including an annual needs/ gap analysis event during each year of the Strategy
- For the first time since the inception of the 5-19 Network Group, teenage pregnancy didn't come up as a priority issue at the September 2018 Needs Analysis. The reasons for this are that the numbers and rates of teenage pregnancy in Charnwood have steadily dropped year on year (see key facts and figures section above). This is a result of agencies working collectively as part of the Charnwood Borough Council led Teenage Pregnancy Support Services Forum (strategic) and Teenagers with Babies Access Group (individual case management) processes. Public Health have now taken central responsibility for co-ordinating work around teenage pregnancy across Leicestershire
- Over the life of the Strategy to date, there have been over 27,000 attendances by children and young people at Charnwood Borough Council led sport and active recreation activities. Nearly 8,000 of these were attendances at school holiday programme activities. Hit the Street has worked with 3,164 individuals aged 14-24 generating over 18,000 attendances. A large number of partner agency activities have also been supported focusing on areas including mental health, physical health, anti social behaviour and healthy relationships
- Support provided to voluntary sector partners working with children and families including funding, health checks, Spark Something Good, Community Heroes, training, Inspiring Change and support from officers
- Combined Charnwood Borough Council and National Lottery funding enabled Living Without Abuse to support 538 survivors of domestic abuse from April 2015 – March 2018, recognising the impact that this issue has on children and young people within families

- Teams including Democratic Services, Sport and Active Recreation, Improvement and Organisational Development, Open Spaces and Children and Young People have provided opportunities for young people to be involved in service design and delivery within Charnwood
- Young people's successes and contributions celebrated through initiatives such as Pride of Charnwood, Sports Awards and Don't Muck Around Awards
- Feedback from external assessors and inspectors such as Customer Service Excellence and Ofsted highlights and recognises our excellent commitment to children and young people as a customer group

Section 3: Principles of working

Working together to ensure effective and quality services

There is a strong ethos of working together in Leicestershire to achieve the best outcomes for children and young people. The partnership landscape is well established, with a strong commitment to improving services from all partner agencies be they statutory, private or third sector models.

A strong governance structure to support services for children, young people and families has been developed alongside mechanisms to inform and influence the design of services. These are outlined in Appendix 1. This Strategy has been designed to align with other key strategies and plans such as Leicestershire's Health and Wellbeing Strategy and the Leicestershire Children and Families Partnership Plan 2018-21.

Section 4: Charnwood's Strategic Objectives

Improving Outcomes for Children and Young People

The Charnwood Children and Young People's Strategy 2019-2024 sets out the progress that we have made in moving our vision towards a reality and the further steps that we are committed to making in the coming years.

These steps include actions that are our statutory requirements under Section 10 and 11 of the Children Act 2004. Charnwood Borough Council already provide high quality services to children and young people. The purpose of this Strategy is twofold:

- To re-emphasise our commitment to safeguarding and refresh the associated policies

- To set out the manner in which we intend to work with children, young people and our partners in order to make a real difference to their lives within the areas that we hold responsibility for

Vision and Key Priorities

Charnwood's Vision

As a named partner in the Leicestershire Children and Families Partnership Plan 2018-21 we have adopted the shared vision for children and families within our Borough:

“Children and young people in Charnwood are safe and living in families where they can achieve their full potential”^{iv}

Strategic Objectives

For the 2015-18 Strategy we identified 3 Strategic Objectives to help deliver our vision. These are the areas where we know we can, and should, make improvements and concentrate our efforts and where we can make the most difference by working together with all our partners. The Objectives fit well with the Leicestershire Children and Families Partnership Plan 2018-21 so we retain them for our 2019-24 Strategy.

The 3 Strategic Objectives are:

Objective 1: Keeping children and young people safe and free from harm – we are committed to undertake high quality and effective action in relation to our safeguarding duties.

Objective 2: Integrated working and early intervention – working together with our statutory and voluntary sector partners to identify risks early and take preventative action, ensuring that children, young people and families receive help as soon as they need it

Objective 3: Children and family voice – delivery and development of services should start by listening to the people who use our services and then consider what is achievable within the available resources

How we achieve our strategic objectives

Objective 1: Keeping children and young people safe and free from harm

What are Charnwood Borough Council's responsibilities?

- To maintain a clear line of accountability for safeguarding (All Children Act 2004 and Working Together Statutory Guidance)
- To keep our residents safe (Corporate Plan)
- To operate a fit for purpose safeguarding policy and procedures document
- To ensure that staff are adequately trained in safeguarding in line with the Local Safeguarding Children's Board (or replacement body) Competency Framework
- To effectively report safeguarding concerns in line with Leicestershire's multi-agency procedures
- To ensure that safer recruitment procedures are in place

To comply with our responsibilities our priorities we will:

- Ensure that a list of multi-departmental Designated Safeguarding Officers is available to staff and that this is reinforced within the written policy, procedures and training
- Work with the Leicestershire wide group for District and Borough Council safeguarding issues (District Designated Safeguarding Officers Group) to collaborate on policy, procedure and performance management around safeguarding concerns and undertake regular reviews
- Comply with and contribute to Leicestershire County Council and Leicestershire and Rutland Safeguarding Children's Board (or replacement body) standards and procedures
- Provide role appropriate safeguarding training to our entire staff team including elected members using a variety of delivery methods. Staff who have specific responsibility for delivering services to children and families will be encouraged to access LSCB (or replacement body) multi-agency training and we will comply with the Leicestershire Safeguarding Competencies Framework
- Facilitate and promote an inter-departmental team of trained Designated Safeguarding Officers who are responsible for assisting staff with safeguarding concerns and ensuring consistent reporting and recording of concerns
- Strategic HR will ensure that safer recruitment practices are embedded and reviewed as appropriate

Furthermore we will work with our multi-agency colleagues to:

- Support the appropriate actions arising from Priority 2: Keep children safe and free from harm, within the Leicestershire Children and Families Partnership Plan
- Provide cross directorate assistance and appropriate information sharing to the Charnwood Children and Families Wellbeing Service (Leicestershire County Council), in order to contribute towards promoting the welfare of children

- Support a multi-agency approach to domestic violence and anti-social behaviour cases through the Joint Action Group (JAG)
- Support the functioning of the multi-agency Child Sexual Exploitation Team

Objective 2: Integrated working and early intervention

What are Charnwood Borough Council's responsibilities?

- To co-operate to improve the well-being of children and young people (Section 10 Children Act 2004)
- Provide opportunities to participate in social, leisure and cultural activities and in community life (Corporate Plan)
- Encourage healthy lifestyles for all our residents through physical activity programmes and the provision of sports facilities and green spaces (Corporate Plan)

What will we do to comply with our responsibilities?

- Co-ordinate and develop, in consultation with young people, an offer of positive activities to young people across the Borough
- Assist partners, particularly the voluntary and community sector, to adapt to a changing funding landscape and to ensure continued delivery of a range of provision to children and young people
- Lead the Think Family Partnership to ensure co-ordination of partners and services and to ensure the best outcomes for children, young people and their families in the locality
- Work closely with the Charnwood Children and Families Wellbeing Service Team to ensure the best result for children and young people and their families
- Where families are identified as having additional needs, services will refer to Children and Families Wellbeing Service using the Request for Service arrangements to ensure that appropriate support is put in place

Furthermore we will work with our multi-agency colleagues (including the voluntary sector) to:

- Further develop the Charnwood Think Family Partnership to ensure that issues and gaps in relation to children and young people are identified and addressed
- Lead the 5-19 Action and Network Groups and to take responsibility for developing the 5-19 Action Plan alongside statutory and voluntary sector partners

- Lead the Charnwood NEET (not in education, employment or training) Aversion Group
- Assist in the governance and delivery of the Charnwood Children and Family Wellbeing Service to promote good outcomes for 0-4 year olds

Objective 3: Children and Family Voice

What are Charnwood Borough Council's responsibilities?

- Providing opportunity for children and young people to participate in shaping and influencing matters that affect them (United Nations Convention on the Rights of the Child)
- Listen to and communicate with our residents and act on their concerns (Corporate Plan)

What will we do to comply with our responsibilities?

- Provide an opportunity for children and young people to have a voice and be involved in service design
- Deliver initiatives such as awards ceremonies and celebratory events to ensure that children and young people's contribution to our local community is recognised

Furthermore we will work with our multi-agency colleagues to:

- Support the voice work done by other agencies including the Children's Centre Programme and the Make Your Mark programme and proactively implement feedback
- Review need and the focus of children and young people's services across Charnwood on an ongoing basis with our multi-agency partners

Section 5: Delivering the Strategy

Arrangements for Reviewing Progress against the Strategy

An Action Plan has been developed to run alongside this Strategy. The Action Plan will be updated annually and any areas of underperformance or slippage will be reported to SMT and Scrutiny Group as appropriate.

We will continue to consult and engage children, young people and their families in partnership with our multi agency colleagues. Maintaining an ongoing dialogue with

service users, parents, carers (including young carers), professionals and advocates will be vital in driving improvement, ensuring challenge and accountability and ensuring that our priorities remain relevant.

Charnwood Borough Council Children and Young People Strategy 2019 - 2024 Action Plan

	Performance indicator/ Action required	Performance measure	Responsible	Target Date	Update	Status
SO 1. To keep children and young people in Charnwood safe and free from harm						
Outcomes:						
<ul style="list-style-type: none"> - Children and young people in Charnwood are safe - Charnwood Borough Council is fully compliant with our legal and corporate responsibilities to safeguard children, in line with requirements of Leicestershire Safeguarding Children's Board (or replacement body) 						
Charnwood Borough Council responsible for:						
PI 1.1	<p>Ensure that our safeguarding policies are reviewed regularly, kept up to date and promoted to staff by</p> <ul style="list-style-type: none"> a) Reviewing policies annually b) Undertaking promotional activities 	<ul style="list-style-type: none"> a) Annual review completed b) 2 annual promotions to staff 	<p>Children, Families and Partnerships Manager</p> <p>Head of Neighbourhood Services</p> <p>Strategic Director for Neighbourhoods and Community Wellbeing</p>			
PI 1.2	To ensure that our Designated Safeguarding Officer's assist the Leicestershire safeguarding processes by taking action in 100% of cases where	An action recorded in 100% of cases in which safeguarding threshold is met	Children, Families and Partnerships Manager	Ongoing Measured 6 monthly		

PI
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	Performance indicator/ Action required	Performance measure	Responsible	Target Date	Update	Status
	concerns meet safeguarding threshold		Head of Neighbourhood Services Strategic Director for Neighbourhoods and Community Wellbeing			
Page 38	To provide role appropriate safeguarding training to staff team and elected members using a variety of delivery methods		Children, Families and Partnerships Manager Head of Neighbourhood Services Strategic Director for Neighbourhoods and Community Wellbeing			
Charnwood Borough Council contributes towards:						

	Performance indicator/ Action required	Performance measure	Responsible	Target Date	Update	Status

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	Performance indicator/ Action required	Performance measure	Responsible	Target Date	Update	Status
SO 2. To promote and support integrated working and early intervention						
Outcome: - Partners are working together to support services to improve the wellbeing of children and young people						
Charnwood Borough Council responsible for:						

	Performance indicator/ Action required	Performance measure	Responsible	Target Date	Update	Status
Charnwood Borough Council contributes towards:						

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	Performance indicator/ Action required	Performance measure	Responsible	Target Date	Update	Status
SO 3. To include children, young people and family voice in service design and delivery						

	Performance indicator/ Action required	Performance measure	Responsible	Target Date	Update	Status
Outcome:						
- Charnwood Borough Council delivers services that meet the needs of children, young people and families						
Charnwood Borough Council responsible for:						
Charnwood Borough Council contributes towards:						

ⁱ Early Years Key Statistics, LCC (2017 and 2011)




ⁱⁱ Department for Communities and Local Government Indices of Deprivation 2010 and 2015

ⁱⁱⁱ Conception Statistics, England and Wales, 2016 release

^{iv} The vision was agreed and adopted in September 2018 as part of the Leicestershire Children and Families Partnership Plan 2018-21.

Charnwood Borough Council Children and Young People's Strategy 2018/19 **Action Plan**

Progress key:

	off target
	on target
	completed

	Performance indicator/ Action required	Performance measure	Responsible	Target Date	Update	Status
SO 1. To keep children and young people in Charnwood safe						
Outcomes:						
- Children and young people in Charnwood are safe						
- Charnwood Borough Council is fully compliant with our legal and corporate responsibilities to safeguard children, in line with requirements of Leicestershire Safeguarding Children's Board						
Charnwood Borough Council responsible for:						
PI 1.1	Ensure that our safeguarding policies are reviewed regularly, kept up to date and promoted to staff by a) Reviewing policies annually b) Undertaking promotional activities	a) Annual review completed b) 2 annual promotions to staff	Children, Families and Partnerships Manager Charnwood DSO's (District Implementation Group)	a) Children's Policy February 2019 - Q4 2018/19 Adult's Policy March 2019- Q4 2018/19 b) by end 2018/19	Due Q4 2018/19	
PI 1.2	To ensure that our Designated Safeguarding Officer's assist the Leicestershire safeguarding processes by taking action in 100%	An action recorded in 100% of cases in which safeguarding threshold is met	Chris Traill Children, Families and Partnerships Manager	Ongoing Measured 6 monthly	April – end September 2018 check showed that an action recorded in 100% of cases in which safeguarding threshold is met	

	Performance indicator/ Action required	Performance measure	Responsible	Target Date	Update	Status
	of cases where concerns meet safeguarding threshold					
PI 1.3 Page 45	To provide role appropriate safeguarding training to staff team and elected members using a variety of delivery methods. To provide role appropriate opportunities for staff to show that they can demonstrate competency in safeguarding in line with the Local Safeguarding Children's Board Competency Framework.	<p>a) To map all CBC posts and identify Safeguarding training level required</p> <p>b) To monitor quarterly 3 year refresher training alerts sent to staff</p> <p>c) Silver e-learning to 80% of target staff (40 members of staff)</p> <p>d) 1 Silver session delivered per year</p> <p>e) 1 Gold 'top up' session delivered per year</p>	<p>Children, Families and Partnerships Manager</p> <p>Kevin Brewin Lyn Smith</p>	<p>a) Quarter 3</p> <p>b – i) all by end 2018/19</p>	<p>a) Currently working on this</p> <p>b) Monitoring procedures have been agreed and written up by the Children, Families and Partnerships Manager and Learning and Organisational Development Officer. The procedures are currently being implemented. The challenge is that the process is a completely manual one, which is significantly time consuming.</p> <p>c) A total of 85 staff have completed Silver e-learning over Q1 and Q2, exceeding the target of 40.</p> <p>d and e) In total 8 face to face courses (including 1 Gold and 6 Silver level courses) have been delivered to 92 internal and 3 external staff over Q1 and Q2, exceeding the target of both Gold and Silver sessions</p>	

	Performance indicator/ Action required	Performance measure	Responsible	Target Date	Update	Status
Page 46		<p>f) 3 DSO training/ shared learning events per year</p> <p>g) 1 member training session per year</p> <p>h) 40 staff engage with competency workshop/ other activity</p> <p>i) Procedure applied for contractors who work directly with children</p>			<p>f) 2 DSO training/ shared learning events have taken place over Q1 and Q2 of a target of 3 for the year. 1 shared learning event focused on use of the Neglect Toolkit to escalate concerns about a case.</p> <p>g) Member training session to be arranged</p> <p>h) 48 of the staff included in d & e above (target exceeded) have engaged in a role specific safeguarding session designed to test competency within role as well as provide training</p> <p>i) 3 staff from contracted organisations have attended face to face safeguarding training. Safeguarding reviews undertaken as part of regular contract review process.</p>	
Charnwood Borough Council contributes towards:						

	Performance indicator/ Action required	Performance measure	Responsible	Target Date	Update	Status
PI 1.4	Promote the First Response and Request for Service referral process to multi-agency partners, promoting the early identification of risks and enabling appropriate referrals to support the welfare of families	100% of cases identified as appropriate for referral to First Response through Joint Action Group processes are referred	Tim McCabe	Ongoing Measured 6 monthly	Due to identified need to manage the highest risk cohort of young people in Charnwood, the JAG has been restructured to include a discrete, focused Youth JAG. Charnwood Borough Council has named a Youth SPOC (Single Point of Contact). This Officer is revising processes to identify threat risk and harm to and from young people. The Youth SPOC is a trained Designated Safeguarding Officer and as such is ensuring that young people are referred to First Response as necessary and is including Children's Social Care in the Youth JAG. The 12 highest risk young offenders are all known to Children's Social Care.	

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	Performance indicator/ Action required	Performance measure	Responsible	Target Date	Update	Status
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SO 2. To promote and support integrated working and early intervention

	Performance indicator/ Action required	Performance measure	Responsible	Target Date	Update	Status
Outcome: - Partners are working together to support services to improve the wellbeing of children and young people						
Charnwood Borough Council responsible for:						
PI 2.1	To lead and co-ordinate the Think Family Partnership to ensure that partners are informed and working together towards improving the wellbeing of children and young people	a) 3 Think Family Partnership meetings annually b) 1 needs/ gap analysis event annually	Chris Traill Children, Families and Partnerships Manager	Ongoing	a) 1 virtual Think Family Partnership meeting has taken place in October 2018 b) The 5-19 Network Group needs analysis took place in September 2018	
PI 2.2	Co-ordination and delivery, in consultation with young people, of an offer of positive activities to young people across the Borough	a) Deliver an annual summer and Easter holiday activity programme for 5-19 year olds b) Deliver 5 targeted youth/ family interventions	Children, Families and Partnerships Manager Zoe Griffiths Timothy McCabe	Ongoing	a) The Easter and Summer holiday activity programmes have been delivered in 2018/19 with a total of 2297 attendances across activities including the priority neighbourhood programmes b) 1) National Play Day was held in August and was extremely successful	

	Performance indicator/ Action required	Performance measure	Responsible	Target Date	Update	Status
Page 49		programmes within priority neighbourhoods or with identified target groups			<p>with approximately 300 kids attending in the morning at Thurmaston and 150 in the afternoon at Loughborough along with families. Feedback on social media was very positive around this event.</p> <p>2) Partnership with Fusion Lifestyle, Go Getta CIC and the Sorrel Youth Cafe have launched a new community sport outreach project. Mountsorrel and Anstey Active Youth Engagement Sessions is working with young people to encourage them to participate in sport and physical activity opportunities and use local facilities. A total 85 young people have been engaged and supported in the project in April – end September.</p> <p>3) The Active Charnwood team have partnered up with Leicester City Football Club's Community Foundation to deliver & develop 2 community 'Kicks' sessions located at Charnwood College, and Soar Valley Leisure Centre, weekly participation numbers</p>	

	Performance indicator/ Action required	Performance measure	Responsible	Target Date	Update	Status
Page 50					<p>are increasing, with referrals coming from Fusion Lifestyle, Go Getta and the Hitz Project</p> <p>4) A pilot knife crime intervention project has been scheduled for November to be held at Loughborough Leisure Centre, the project is a collaboration between the Youth Offending team, Charnwood Community Safety Team, Fusion Lifestyle, and LRS, the project aim is to combine personal safety, consequences of knife crime, and offering young people mentoring support via Drew Sullivan, ex GB Basketball Captain, and national Taekwondo, with referral into positive sporting and recreational opportunities.</p>	
	PI 2.3	Support provided to assist voluntary sector	5 initiatives annually	Children, Families and Partnerships Manager	Ongoing	1) The Charnwood Community Lottery launched on Tuesday 4 th September.

	Performance indicator/ Action required	Performance measure	Responsible	Target Date	Update	Status
Page 51	partners to increase resilience and adapt to a changing funding landscape		Verity Graham		<p>17 organisations were registered for the launch event. A social media campaign is being run by CBC Communications Team and support is also being given to those organisations that need help to promote and encourage ticket sales. The first draw took place on the 29th September.</p> <p>2) Charnwoods Dragon Den ran on 1st August. 11 groups attended to present to funders. Positive feedback was received from the groups and funders, the VCS Development Officer will follow up with groups. Dragon's Den attendees have been interviewed and their testimonials will be used for future events promotion.</p> <p>3) A live chat with the Loughborough University Community Grant is scheduled for October 2018.</p>	
Charnwood Borough Council contributes towards:						

	Performance indicator/ Action required	Performance measure	Responsible	Target Date	Update	Status
P1 2.4	Support the LCC Early Help Review to contribute to the well-being of children and families in Charnwood	Participation in the County Early Help Partnership	Julie Robinson Sarah Wheatley	Ongoing	CBC Officers have provided feedback to the Review Consultation and have participated in all processes that they have invited to be part of. Officers are offering support to the LCC Early Help staff that are co-located in CBC office space.	
PI 2.5 page 52	To support and develop the 5-19 Action Group and co-ordinate the 5-19 Delivery Plan to promote good outcomes for 5-19 year olds	<p>a) To achieve a level of NEET young people in Charnwood of below 4% between November and January (yr. 12-14) (LCC set target)</p> <p>b) To achieve an under 18 conception rate of below 23 conceptions per 1,000 girls (baseline 23.3, 2013)</p> <p>c) To achieve a level of obesity at</p>	Chris Traill Children, Families and Partnerships Manager Zoe Griffiths Prospects	Ongoing Measured annually (b statistics include time lag)	<p>a) LCC have ceased to commission Prospects and have brought the staff in house to form a Careers Advice Service. As such the Performance Reports that Prospects formally produced will no longer be commissioned. The final report demonstrates that the NEET level at the end of June 2018 was 2.8%, well within the annual target of 4%.</p> <p>b) Data releases for Teenage Pregnancy has an 18 month to two year delay; the most recent data release available is for 2016. Overall data since 1998 has shown a consistent decrease nationally in the number and rate of teenage</p>	

	Performance indicator/ Action required	Performance measure	Responsible	Target Date	Update	Status
		year 6 of below 32.8% (National Child Measurement Programme 2012/13 figure)			<p>conceptions. Charnwood has performed well in terms of reducing conceptions amongst under 18 year olds and in 2016 Charnwood was home to a quarter rather than over a third (as in 2012) of all teenage parents across Leicestershire. The rate of conceptions per 1,000 women aged under 18 in Charnwood 13.9 in 2016</p> <p>c) The latest (2017/18) figures from the National Child Management Programme show that Charnwood is now better than the national averages for excess weight in 10-11 (Year 6) year olds. 33.2% of children in Charnwood are currently overweight or obese in Year 6 compared with 34.2% nationally. This is a local improvement compared with 2014/15 when we Charnwood was worse than the national average for 10-11 year olds; overweight and obese was 32.4% locally compared with 33.2% nationally. However excess weight is a problem across the country with national figures for Year 6 steadily</p>	

	Performance indicator/ Action required	Performance measure	Responsible	Target Date	Update	Status
					rising, this therefore must remain a focus of our work.	
PI 2.6 Page 54	To actively support the governance of the Children's Centre Programme to promote good outcomes for 0-4 year olds	<p>a) Families in reach areas are known to the programme (80%) and a majority of target families are effectively supported (65%)</p> <p>b) More than 70% of eligible families taking up 2 year Free Early Education Entitlement (FEEE) (baseline 63.2% April 2015)</p> <p>c) To achieve a level of obesity at Reception of below 24% (from 2014/15 annual</p>	Rachel Sharman Children, Families and Partnerships Manager Chris Traill Zoe Griffiths	Ongoing Measured annually	<p>a) Under 1 year olds are the biggest cohort receiving support either in groups or 1-1 within the Children's Centre and is I Programme and is indicative of the benefit of ante natal support leading into pathway. From April to end July, pathways and targeted groups saw 299 active involvements with a further 1152 meaningful contacts. Of these 119 were Family Outreach Worker (FOW) contacts offering one off bespoke support. From targeted group involvement - 'children's development and early attachment' saw the highest numbers of engagement (113) followed by 'Solihull' (33) and 'Emotional health and Wellbeing' (22)</p> <p>Involvement reasons show that Parental/Child Mental health is the</p>	

	Performance indicator/ Action required	Performance measure	Responsible	Target Date	Update	Status
		report of director of public health – 12/13 figure)			<p>biggest reason for involvement (314 parent and child MH) alongside Gaps in parenting knowledge (211) with 138 vulnerable adults in parenting roles. These currently are priorities of focus in Charnwood.</p> <p>b) August 2018 figures show that 64.9% of eligible families are taking up 2 year FEEE in Charnwood compared to 67.3% across the County. Take up is highest in Shelthorpe and lowest in Cobden and Thurmaston where there are childcare sufficiency issues in the surrounding areas. Targeted work is being undertaken in Thurmaston to address school readiness.</p> <p>c) The latest (2017/18) figures from the National Child Management Programme show that Charnwood is now better than the national averages for excess weight in 4-5 (reception). 20.4% of children in Charnwood are currently overweight or obese in</p>	

	Performance indicator/ Action required	Performance measure	Responsible	Target Date	Update	Status
					reception compared with 22.6% nationally. This is a local improvement compared with 2014/15 when we Charnwood was worse than the national average for 4/5 year olds; overweight and obese was 22.4% locally compared with 21.9% nationally.	
	To work with partners to ensure that reporting of domestic abuse is encouraged and a robust response available to victims	Subject to Strategic Partner review a) LWA to support a minimum of 119 adults/families within Charnwood with CBC and Lottery funding b) LWA to run 2 group work programmes within Charnwood	Children, Families and Partnerships Manager Verity Graham Allison Fadesco		Q2 figures due end October	

	Performance indicator/ Action required	Performance measure	Responsible	Target Date	Update	Status
		c) Reduction in the number of incidents of repeat victimisation / return to abusive relationship of 80% whilst working with LWA				

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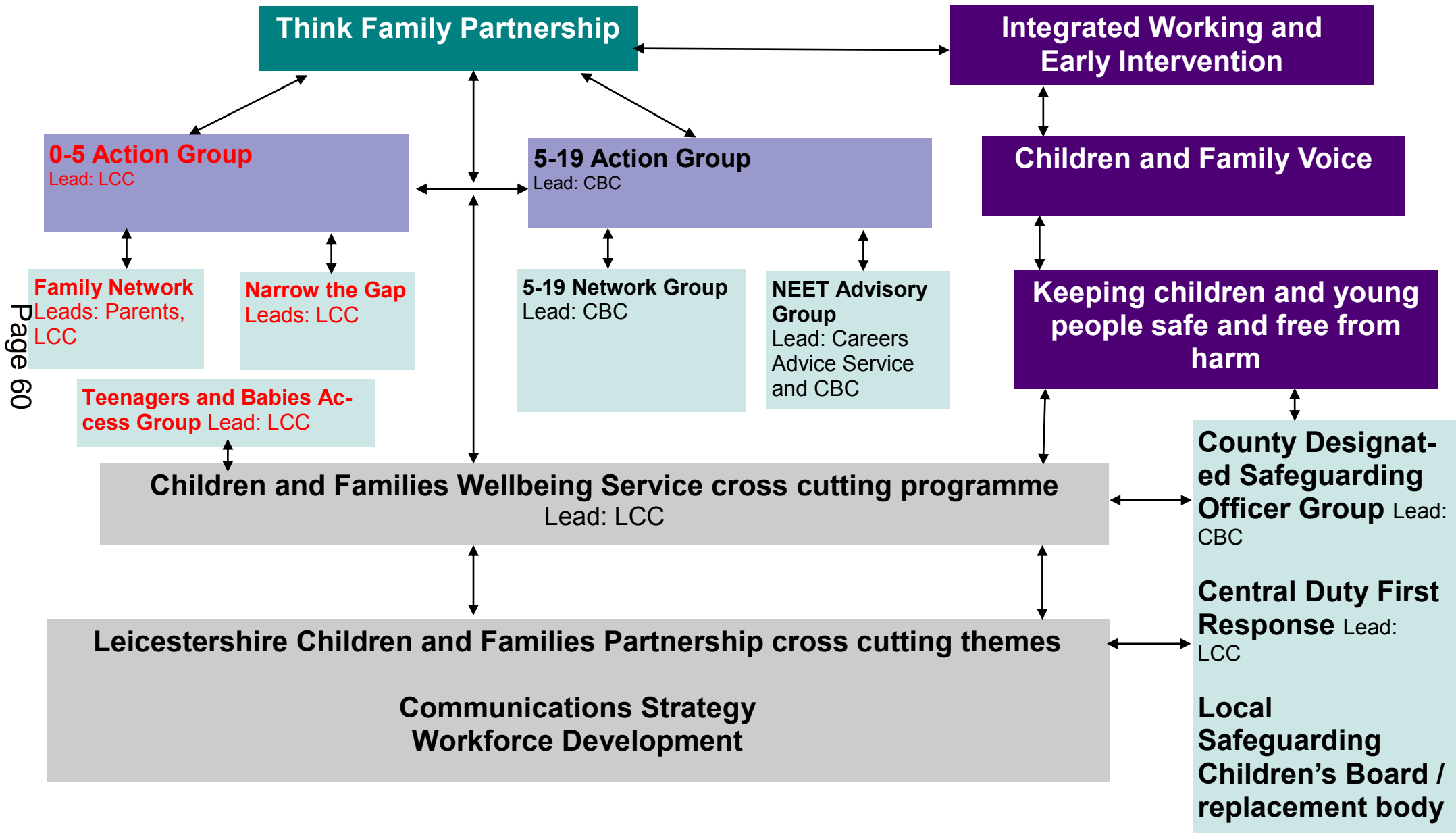
	Performance indicator/ Action required	Performance measure	Responsible	Target Date	Update	Status
SO 3. To include children, young people and family voice in service design and delivery						
Outcome: - Charnwood Borough Council delivers services that meet the needs of children, young people and families						
Charnwood Borough Council responsible for:						
PI 3.1	Opportunities provided for young people to be involved in service design and delivery within	3 opportunities annually	Children, Families and Partnerships Manager	Ongoing	1) Hit the Street ran two engagement days at Rawlins Academy and De Lisle Academy as part of their 'Enrichment Weeks'. Approximately 140 students	

	Performance indicator/ Action required	Performance measure	Responsible	Target Date	Update	Status
	Charnwood				took part in a variety of different activities over the two days and feedback was extremely positive. Further links have been made with these schools to progress the project in the future	
Page 58	Deliver initiatives to celebrate and recognise the contribution of young people to the community	2 initiatives/ events annually	Children, Families and Partnerships Manager	Ongoing	1) The deadline for Charnwood Sports Awards nominations has now closed. In total 89 individual nominations have been received over the 13 categories and 124 nominations overall. 3 of the categories are specifically recognising the achievements of 'juniors' with children and young people also being eligible for nominations in many of the other categories.	
Charnwood Borough Council contributes towards:						

	Performance indicator/ Action required	Performance measure	Responsible	Target Date	Update	Status
PI 3.3	Support Supporting Leicestershire Families to deliver family focused initiatives or events based on family voice	3 initiatives/ events annually	Julie Robinson Children, Families and Partnerships Manager Bekki Morrison- Cooper	Ongoing	<p>1) The ongoing BME parenting group has been developed from the Voice of the Community project and has a current focus on Learning, Personal Development and Employment</p> <p>2) Regular Family Focus groups support family members to identify areas of need/interest that SLF can address. This has resulted in links with agencies such as DWP/Adult Learning to develop sessions to meet the family voice. Examples of activities that have been developed are encouragement to do activities as a family, the importance of reading with young children, family craft activities, CV writing and benefits calculations</p>	

Charnwood Think Family Partnership Governance and Delivery Groups

Charnwood Borough Council Strategic Objectives and Action Plan



Charnwood Borough Council

Equality Impact Assessment 'Knowing the needs of your customers and employees'

■ Background

An Equality Impact Assessment is an improvement tool. It will assist you in ensuring that you have thought about the needs and impacts of your service/policy/function in relation to the protected characteristics. It enables a systematic approach to identifying and recording gaps and actions.

■ Legislation- Equality Duty

As a local authority that provides services to the public, Charnwood Borough Council has a legal responsibility to ensure that we can demonstrate having paid due regard to the need to:

- ✓ Eliminate discrimination, harassment and victimisation
- ✓ Advance Equality of Opportunity
- ✓ Foster good relations

For the following protected characteristics:

1. Age
2. Disability
3. Gender reassignment
4. Marriage and civil partnership
5. Pregnancy and maternity
6. Race
7. Religion and belief
8. Sex (Gender)
9. Sexual orientation

What is prohibited?

1. Direct Discrimination
2. Indirect Discrimination
3. Harassment
4. Victimisation
5. Discrimination by association
6. Discrimination by perception
7. Pregnancy and maternity discrimination
8. Discrimination arising from disability
9. Failing to make reasonable adjustments

Note: Complete the action plan as you go through the questions

■ **Step 1 – Introductory information**

Title of the policy	Children and Young People's Strategy 2019-2024
Name of lead officer and others undertaking this assessment	Sarah Wheatley
Date EIA started	October 2018
Date EIA completed	

■ **Step 2 – Overview of policy/function being assessed:**

Outline: What is the purpose of this policy? (Specify aims and objectives)
<p>As a named partner in the Leicestershire Children and Families Partnership Plan, the Charnwood Children and Young People's Strategy 2019-2024 details the steps that are needed to contribute towards the shared vision of "Children and young people in Leicestershire (Charnwood for the purposes of our work) are safe and living in families where they can achieve their full potential" for all children and young people within the borough. It is aiming to do this through the following strategic objectives:</p> <p>Objective 1: Keeping children and young people safe and free from harm- we are committed to undertake high quality and effective action in relation to our safeguarding duties.</p> <p>Objective 2: Integrated working and early intervention- working together with our statutory and voluntary sector partners to identify risks early and take preventative action, ensuring that children, young people and families receive help as soon as they need it.</p> <p>Objective 3: Children and family voice- delivery and development of services should start by listening to the people who use our services and then consider what is achievable within the available resources.</p>
What specific group/s is the policy designed to affect/impact and what is the intended change or outcome for them?
<p>The Strategy is designed to positively impact on all children and young people within Charnwood borough, irrespective of individual characteristics. Children and young people are defined as any individual aged 0-19 years old or up to 25 where a young person has a physical or learning disability (except for some legal duties which may, for example, end on a young person's 18th birthday). The Strategy is intended to maximise safety, improve wellbeing through the support of relevant services at an appropriate time and to represent the voice of young people within the borough. The Strategy sets out to do this in a manner that is sensitive to protected characteristics of individuals, and creates equal opportunities and life changes for all children and young people within Charnwood borough.</p>
Which groups have been consulted as part of the creation or review of the policy?
<p>A number of groups have been consulted in the development of the Strategy:</p> <ul style="list-style-type: none"> • Family Voice Worker, Early Help Support Services, Leicestershire County Council: This worker co-ordinates Voice Work across the County and links with young people's groups including CYCLE, the County Youth Council for Leicestershire. • Statutory and voluntary partners: These are partners who provide children's services in Charnwood and work directly with children and young people and their families. This includes the Think Family Partnership the NEET (Not in Education, Employment and Training) Advisory Group and the 5-19 Service Providers Network. • Internal staff at Charnwood Borough Council: Charnwood Borough Council Officers that provide services for children and families or have an interest in equalities issues throughout the Council • Leicestershire County Council Children and Families Directorate.

■ Step 3 – What we already know and where there are gaps

List any existing information/data do you have/monitor about different diverse groups in relation to this policy? Such as in relation to age, disability, gender reassignment, marriage and civil partnership, pregnancy & maternity, race, religion or belief, sex, sexual orientation etc.

Data/information such as:

- Consultation
- Previous Equality Impact Assessments
- Demographic information
- Anecdotal and other evidence

The following information has been consulted in the development of this Strategy. Data sources include:

- Charnwood Community Profiles developed by the Children, Families and Partnerships Team
- National Child Measurement Programme and Child Obesity Profile
- Indices of Multiple Deprivation
- Teenage Pregnancy Data
- Sure Start Children's Centre information
- Leicestershire Public Health Outcomes Framework
- Prospects Performance Reports (Not in Education, Employment and Training)
- Outcomes from consultation with children and young people; including The Face2Facebook Consultation, Big Monsters Ball and Hit the Street
- Statutory and voluntary partners who could present the children and young people's voice. This includes the Think Family Partnership and the 5-19 Service Providers Network.

What does this information / data tell you about diverse group? If you do not hold or have access to any data/information on diverse groups, what do you need to begin collating / monitoring? (Please list)

This is an inclusive Strategy and, as such, the data used has been able to give information regarding children and young people with Charnwood, rather than a particular specific group or cohort. The above sources of data have been able to provide information regarding the following:

- Demographic information (e.g. population size, age and sex statistics, etc.)
- Indices of deprivation
- The voice of the child (e.g. what they believe their needs are)
- The voice of the professional (e.g. what provision they are offering and direct feedback from service users)

From data and needs analysis the following areas have been identified as requiring support towards achieving better outcomes for children and young people:

- Intervention within the first 4 years of children's lives, promoting good outcomes for 0-4 year olds and school readiness
- Provision of targeted support to those children and young people with the highest levels of need, including intensive support to our most vulnerable families and those affected by knife crime, drugs and exploitation
- Reducing the number of NEET (not in education, employment or training) young people and promotion of high quality EET options
- Co-ordination of an offer of positive activities to young people across the Borough
- Support in delivering programmes that promote improved health and well-being for children and young people and their families
- Delivery of appropriate training and development to Charnwood's children and young people's focused workforce including shared messages around real life and online safety and provision of policies and guidance relating to our safeguarding duties

■ **Step 4 – Do we need to seek the views of others? If so, who?**

In light of the answers you have given in Step 2, do you need to consult with specific groups to identify needs / issues? If not please explain why.
<p>The Strategy sets out our ongoing commitment to the aforementioned strategic objectives of embedding integrated working with our partners and the promotion of children and young people's voice. As such, seeking the views of others is integral to the Strategy and associated Action Plan. This is done through consultation with other professionals and service providers who work directly with children and young people in Charnwood. This is carried out through the following mechanisms, which occur on a regular basis:</p> <ul style="list-style-type: none"> • Think Family Partnership and the Needs Analysis Event • 0-5 Action Group (may be reviewed as part of LCC's current restructure) • 5-19 Action Group • 5-19 Service Providers Networking Event • Teenagers and Babies Access Group • NEET Advisory Group • Annual Make Your Mark campaign for 11-18 year olds • Children's Centre Team Meetings (may be reviewed as part of LCC's current restructure) • Family Network Group (may be reviewed as part of LCC's current restructure) • Community Safety Partnership Strategic Group

■ **Step 5 – Assessing the impact**

In light of any data/consultation/information and your own knowledge and awareness, please identify whether the policy has a positive or negative impact on the individuals or community groups (including what barriers these individuals or groups may face) who identify with any 'protected characteristics' and provide an explanation for your decision (please refer to the general duties on the front page).	
	Comments
Age	<p>The Children and Young People's Strategy is aimed at positively impacting on and supporting children and young people within Charnwood, regardless of their age. This is aimed to be done through the three objectives:</p> <ul style="list-style-type: none"> • Objective 1: Keeping children and young people safe and free from harm- we are committed to undertake high quality and effective action in relation to our safeguarding duties. • Objective 2: Integrated working and early intervention- working together with our statutory and voluntary sector partners to identify risks early and take preventative action, ensuring that children, young people and families receive help as soon as they need it. • Objective 3: Children and family voice- delivery and development of services should start by listening to the people who use our services and then consider what is achievable within the available resources. <p>For age specifically, this is done in particular through close partnership working with children's services providers and through the collection and implementation of the child's voice.</p>
Disability (Physical, visual, hearing, learning disabilities, mental health)	This Strategy intends to positively impact upon the lives of children and young people with disabilities (including physical, mental, cognitive, sensory, developmental, etc. disabilities

	<p>and impairments, learning difficulties, etc.). It aims to do this through the following objectives:</p> <p>Objective 2: Through integrated working with services who offer specific provision to children and young people with disabilities. These include:</p> <ul style="list-style-type: none"> • SEND's (Special Educational Needs and Disabilities) Local Offer for Leicestershire • Disability specific Youth Services provision (e.g. Loughborough LEGGO) • Local service providers (e.g. Glebe House, etc.) • Provision of funding through Charnwood Grants to support local projects that provide services specifically to children and young people with identified needs (e.g. Glebe House, Loughborough LEGGO etc.) <p>Objective 3: Obtaining the opinion of disabled children and young people through consultation events, with a view to implementing this into service provision. These events include:</p> <ul style="list-style-type: none"> • SEND's (Special Educational Needs and Disabilities) Local Offer events • 5-19 Service Providers Networking Event: Service providers are able to represent the voice of the service users they work with • One-off project specific consultations that may be held throughout the year
<p>Gender Reassignment (Transgender)</p>	<p>This Strategy is able to positively impact upon the lives of children and young people who wish to identify as an alternative gender. It aims to do this through the following objectives:</p> <p>Objective 2: Through integrated working with services who offer specific provision to transgender children and young people. These include:</p> <ul style="list-style-type: none"> • Group work provided by Leicestershire County Council's Early Help Service when need is identified <p>Objective 3: Obtaining the opinion of transgender children and young people through consultation events, with a view to implementing this into service provision. These events include:</p> <ul style="list-style-type: none"> • 5-19 Service Providers Networking Event: Service providers are able to represent the voice of the service users they work with • One-off project specific consultations that may be held throughout the year
<p>Race</p>	<p>This Strategy intends to positively impact upon the lives of children and young people regardless of their race. However, certain groups have been established to support specific races where data and feedback has indicated there is a particular need or concern. It aims to do this through the following objectives:</p>

	<p>Objective 2: Through integrated working with services who offer specific provision to children and young people where there has been an identified need with relation to race. These include:</p> <ul style="list-style-type: none"> • Local service providers (e.g. Baca, Shree Ram Krishna Community Project, Equality Action Charnwood, etc.) • Provision of funding through Charnwood Grants to support local projects that provide services specifically to children and young people with identified racial needs (e.g. Shree Ram Krishna Community Project, Baca) <p>Objective 3: Obtaining the opinion of children and young people from a representative range of races through consultation events, with a view to implementing this into service provision. These events include:</p> <ul style="list-style-type: none"> • 5-19 Service Providers Networking Event: Service providers are able to represent the voice of the service users they work with • One-off project specific consultations that may be held throughout the year
<p>Religion or Belief (Includes no belief)</p>	<p>This Strategy intends to positively impact upon the lives of children and young people regardless of their religion or beliefs. However, certain groups have been established to support specific religions or beliefs where data and feedback has indicated there is a particular need or concern. It aims to do this through the following objectives:</p> <p>Objective 2: Through integrated working with services who offer specific provision to children and young people where there has been an identified need with relation to religion of belief. These include:</p> <ul style="list-style-type: none"> • Youth Services provision that also incorporates religion/belief elements (e.g. South Charnwood and Melton Behaviour Partnership) • Local service providers (e.g. Baca, Shree Ram Krishna Community Project, Equality Action Charnwood, etc.) • Provision of funding through Charnwood Grants to support local projects that provide services specifically to children and young people with various identified faiths (e.g. Shree Ram Krishna Community Project, Baca) <p>Objective 3: Obtaining the opinion of children and young people from a representative range of religions and beliefs through consultation events, with a view to implementing this into service provision. These events include:</p> <ul style="list-style-type: none"> • 5-19 Service Providers Networking Event: Service providers are able to represent the voice of the service users they work with • One-off project specific consultations that may be held

	throughout the year
<p>Sex (Gender)</p>	<p>The Children and Young People’s Strategy is aimed at positively impacting on and supporting children and young people within Charnwood, regardless of their sex. This is aimed to be done through the three objectives:</p> <ul style="list-style-type: none"> • Objective 1: Keeping children and young people safe and free from harm- we are committed to undertake high quality and effective action in relation to our safeguarding duties. • Objective 2: Integrated working and early intervention- working together with our statutory and voluntary sector partners to identify risks early and take preventative action, ensuring that children, young people and families receive help as soon as they need it. • Objective 3: Children and family voice- delivery and development of services should start by listening to the people who use our services and then consider what is achievable within the available resources. <p>For sex specifically, this is done in particular through close partnership working with children’s services providers and through the collection and implementation of the child’s voice.</p> <p>At the 2018 Needs Analysis discussion was invited into take up of different services and some different needs being identified for male and female young people. There is some ongoing work to do around provision of some work aimed at females only (Love4Life) and whether this should be expanded to be available (separately) for males given that other opportunities are disproportionately accessed by males.</p>
<p>Sexual Orientation</p>	<p>This Strategy intends to positively impact upon the lives of children and young people regardless of sexual orientation. However, certain groups have been established to support specific sexual orientations where data and feedback has indicated there is a particular need or concern. It aims to do this through the following objectives:</p> <p>Objective 2: Through integrated working with services who offer specific provision to children and young people where there has been an identified need with relation to sexual orientation. These include:</p> <ul style="list-style-type: none"> • Group work provided by Leicestershire County Council’s Early Help Service when need is identified <p>Objective 3: Obtaining the opinion of lesbian, gay and bisexual children and young people through consultation events, with a view to implementing this into service provision. These events include:</p> <ul style="list-style-type: none"> • 5-19 Service Providers Networking Event: Service providers are able to represent the voice of the service users they work with • One-off project specific consultations that may be held throughout the year

	<p>Professionals are also able to apply to for the Support for Individuals grants on behalf of a child or young person. In the past, this has allowed a young person to access transport in order to attend a support group specific to sexual orientation support.</p>
<p>Other protected groups (Pregnancy & maternity, marriage & civil partnership)</p>	<p>This Strategy intends to positively impact upon the lives of all children and young people, however from previous research, need has also been identified specifically for teenage parents. This provision caters both for young mothers and fathers. The Strategy aims to provide positive impact through the following objectives:</p> <p>Objective 2: Through integrated working with services who offer specific provision to children and young people who are teenage parents. These include:</p> <ul style="list-style-type: none"> • Local services (e.g. Children Centre Provision, Adult Learning Service, the Teenagers with Babies Access Groups case meetings, Care2Learn etc.) <p>Objective 3: Obtaining the opinion of teenage parents children and young people who are teenage parents through consultation events, with a view to implementing this into service provision. These events include:</p> <ul style="list-style-type: none"> • Teenagers with Babies Access Group: A regular case meeting where professionals can raise parents views and identify gaps in and request particular service provision • 5-19 Service Providers Networking Event: Service providers are able to represent the voice of the service users they work with • One-off project specific consultations that may be held throughout the year
<p>Other socially excluded groups (carers, low literacy, priority neighbourhoods, health inequalities, rural isolation, asylum seeker and refugee communities etc.)</p>	<p>This Strategy intends to positively impact upon the lives of all children and young people, however from research, need has also been identified specifically for certain socially excluded groups. These have been identified as those young people not in education, employment or training (NEET), young carers, those at risk of homelessness, with parents in the Armed Forces and those with risk factors that make them more vulnerable. The Strategy aims to provide positive impact through the following objectives:</p> <p>Objective 2: Through integrated working with services who offer specific provision to children and young people who are teenage parents. These include:</p> <ul style="list-style-type: none"> • Universal Youth Services provision (e.g. Desire Youth Club, Shelthorpe Youth Club, etc.) and targeted Youth Services provision (e.g. Inclusion Programme, Time Out Young Carers, Go-Getta Engagement • Universal local service providers (e.g. youth cafes/clubs and community groups, sports groups, etc.) and targeted local service providers (e.g. The Bridge, Youth Shelter, TwentyTwenty, Armed Forces

	<p>Covenant, etc.)</p> <ul style="list-style-type: none"> • Supporting Leicestershire Families team: A team who support vulnerable children, young people their extended families including engaging them to relevant services dependent on their needs. • Provision of funding through Charnwood Grants to support universal and targeted local projects who provide services specifically to children and young people (e.g. Charnwood Arts, Loughborough LEGGO, TwentyTwenty, etc.) <p>Objective 3: Obtaining the opinion of all children and young people through consultation events, with a view to implementing this into service provision. These events include:</p> <ul style="list-style-type: none"> • NEET Advisory Group: A forum whereby the views and needs of this specific group of young people can be aired • Charnwood Grants Panel: evidence of young people's views often included in applications • Community Safety Partnership delivery groups: evidence of young people's views and experiences often included in discussions • 5-19 Service Providers Networking Event: Service providers are able to represent the voice of the service users they work with • One-off project specific consultations that may be held throughout the year
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<p>Where there are potential barriers, negative impacts identified and/ or barriers or impacts are unknown, please outline how you propose to minimise all negative impact or discrimination.</p> <p>Please note:</p> <ol style="list-style-type: none"> If you have identified adverse impact or discrimination that is illegal, you are required to take action to remedy this immediately. Additionally, if you have identified adverse impact that is justifiable or legitimate, you will need to consider what actions can be taken to mitigate its effect on those groups of people.
<p>Due to the integrated working promoted through the Strategy, it is expected that there will be no negative impact on children and young people.</p> <p>In order to maximise the potential for positive impact, the Children and Young People's Participation Toolkit has been designed. This is a guide for use by Charnwood Borough Council employees and local service provider colleagues to support them in consulting with young people in order to record their voice. This Toolkit will encourage colleagues to consider children and young people when developing services and resources aimed at them, thereby supporting Objectives 2 and 3 identified in the Strategy.</p>
<p>Summarise your findings and give an overview as to whether the policy will meet Charnwood Borough Council's responsibilities in relation to equality and diversity (please refer to the general duties on the front page).</p>
<p>By the implementation of the three objectives identified in the Strategy, it is felt that this document will support the Council's responsibilities in relation to equality and diversity and also their responsibilities in safeguarding and promoting the children and young people within the Borough.</p>

■ Step 6- Monitoring, evaluation and review

Are there processes in place to review the findings of this Assessment and make appropriate changes? In particular, how will you monitor potential barriers and any positive/ negative impact?

The findings of this assessment will be monitored through a variety of mechanisms, designed to uphold the Strategy and promote the needs of children and young people. These mechanisms include:

- Performance indicators identified in the Strategy's Action Plan: a number of specific actions related to the Strategy's 3 main objectives, together with the actual performance measure, named responsible individuals and a target date for each indicator
- The Think Family Partnership: Internal and external colleagues involved in the development, monitoring and provision of children and young people's services will be involved in carrying out the Strategy's objective, including whether they are being met and will address any issues as they arise.
- Charnwood Borough Council Senior Management Team: will receive a report should there be any areas of under-performance or slippage
- Performance Panel Scrutiny Group: outcomes of the Children and Young People's Strategy and Action Plan will be regularly reported to this Panel.

How will the recommendations of this assessment be built into wider planning and review processes? e.g. policy reviews, annual plans and use of performance management systems.

The recommendations of this assessment will be included in the follow:

- The annual review of the Children and Young People's Strategy Action Plan
- Reviews of the Strategy by the Policy Scrutiny Group and Cabinet
- Regular performance monitoring by the Performance Scrutiny Panel

■ Step 7- Action Plan

Please include any identified concerns/actions/issues in this action plan:

The issues identified should inform your Service Plan and, if appropriate, your Consultation Plan

Reference Number	Action	Responsible Officer	Target Date

■ **Step 8- Who needs to know about the outcomes of this assessment and how will they be informed?**

	Who needs to know (Please tick)	How they will be informed (we have a legal duty to publish EIA's)
Employees	✓	Through their involvement with the Children, Families and Partnerships Team (and their related meetings), through the publishing of the Equality Impact Statement.
Service users	✓	Through the publishing of the draft Strategy online in our Consultations
Partners and stakeholders	✓	Leicestershire County Council, Supporting Leicestershire Families Team and children's services providers will be informed through the publishing of the Equality Impact Statement.
Others	✓	Cabinet members will be informed through the publishing of the Equality Impact Statement.
To ensure ease of access, what other communication needs/concerns are there?		

■ **Step 9- Conclusion (to be completed and signed by the [Service Head](#))**

Please delete as appropriate
I agree with this assessment / action plan
If <i>disagree</i>, state action/s required, reasons and details of who is to carry them out with timescales:
Signed (Service Head):
Date:

[Please send completed & signed assessment to Suzanne Kinder for publishing.](#)

POLICY SCRUTINY GROUP – 13TH NOVEMBER 2018

Report of the Head of Landlord Services Cabinet Lead Member – Councillor Mercer

ITEM 7 TENANCY SUPPORT POLICY 2019 – 2022

Purpose of Report

To enable the Group to review the draft Tenancy Support Policy 2019-2022.

Action requested

To consider the proposed Tenancy Support Policy 2019-2022, which is appended to the report.

Reason

To scrutinise the Policy in a timely manner in accordance with the Group's work programme.

Background

This Policy sets out the Council's approach to supporting tenants to manage and sustain their Council tenancies and live independently and safely in their homes.

Vulnerability and support needs are identified at various stages throughout a tenancy. The first assessment is carried out at the point an applicant is offered a tenancy. Some tenants may require assistance at the start of their tenancy to set up their utilities, obtain grants for furniture and to ensure that the correct benefit applications are made.

During the life of a tenancy, a tenant may need to be supported if they begin to get into arrears with their rent or face eviction, struggle with their behaviour or with maintaining acceptable home conditions.

Vulnerable tenants may need on-going support or occasional help to maintain their tenancy at a time of crisis.

Providing support to its tenants is an integral part of the Council's commitment to help tenants sustain their tenancies. It helps to ensure that tenants receive advice and assistance in relation to benefits which in turn means they can meet their obligation to pay rent and prevent eviction where possible. This is particularly important for tenants claiming Universal Credit.

Whilst the Council has an Anti-Social Behaviour Team to deal with reports of anti-social behaviour, the Tenancy Support Team can help vulnerable tenants understand how their behaviour is affecting other residents and the consequences should their behaviour continue. There have been occasions where the perpetrator

has failed to engage with the Anti-Social Behaviour Officer but will continue speaking to the Tenancy Support Officer which can provide the best chance of the case being resolved without the need for legal intervention.

The Tenancy Support Team has also provided assistance with hoarding cases or unsanitary properties. The work of the Tenancy Support Team has ensured that where it is appropriate tenants are referred to Adult Social Care to ensure that tenants receive appropriate help and support from other services to deal with the issue.

By providing tenants with support when it is needed and preventing eviction (where possible) it ensures that tenancies are sustained. The sustainment of tenancies means that the Council does not have the additional cost of carrying out an eviction, putting a property through the void process and the loss of rental income whilst the property remains empty. It also means that tenants can live independently and thrive in their own home and can provide stability to vulnerable tenants.

The Policy has been considered and endorsed by the Housing Management Advisory Board.

Background papers: None

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Tenancy Support Policy 2019 – 2022

September 2018
Review date September 2022

CONTENTS

1. Foreword
2. Executive summary
3. Aims and objectives
4. Defining vulnerability
5. Identifying who needs help
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7. Financial Inclusion
8. Universal Credit
9. Warden and Lifeline Services
10. Partnership working
11. Dealing with anti-social behaviour
12. Additional support prior to legal action
13. Safeguarding
14. Links to other policies

1. Foreword

- 1.1 The Council is committed to helping its tenants to sustain their tenancies. It is recognised that vulnerable tenants may need additional support and advice to help them live independently and safely.
- 1.2 Some tenants need help to set up a new tenancy or to begin living independently for the first time. Vulnerable tenants may also need on-going or occasional help to maintain their tenancies. This could be because of, for example, mental health problems, alcohol and drug dependency, debt or difficulties making benefit claims.
- 1.3 This Policy sets out how support needs are identified and met.

2. Executive Summary

- 2.1 Vulnerability and support needs are identified at various stages throughout a tenancy. The first assessment being carried out at the point an applicant is offered a tenancy. Support needs may be identified during subsequent routine contacts with tenants or when tenants begin to get into arrears with their rent, struggle with their behaviour or with maintaining acceptable home conditions.
- 2.2 In addition to direct support from housing staff in Landlord Services, tenants benefit from support from external agencies such as Social Services, health providers, and the voluntary sector. Staff in Landlord Services aim to work with partners to maximise the support available to tenants.

3. Aims and Objectives

- 3.1 The objectives of the Tenancy Support Policy are to:
 - support and empower tenants to sustain tenancies;
 - help tenants deal with any problems or issues that arise during their tenancy such as rent arrears or problems with welfare benefits;
 - provide direct support through Tenancy Support Officers and Financial Inclusion Officers;
 - refer tenants to partner agencies for more specialist or long term advice and support when needed;
 - liaise with other statutory agencies, and make representations on tenants' behalf;
 - create safer and more stable communities;
 - reduce the economic and social effect of failed tenancies;
 - reduce rent arrears, and the associated costs of legal action;
 - maximise tenants' incomes;
 - help tenants to maintain their independence;
 - prevent and reduce homelessness and the associated costs.
- 3.2 These objectives are delivered by:
 - identifying tenants at risk of vulnerability or support at the beginning of and

- during their tenancies;
- providing support either in-house or by accessing support from partner agencies;
- encouraging and promoting partnerships with external agencies to maximise support for our tenants;
- developing and following robust safeguarding procedures that will help to keep children and vulnerable adults safe from abuse;
- continually seeking to improve the information we hold about the needs and vulnerability of our tenants in order to best direct resources into meeting the needs of vulnerable households.

4. Defining Vulnerability

4.1 Examples of people who may be vulnerable or who may need support (this is not an exhaustive list) include:

- 16-17 year olds;
- Young people who have not held a tenancy before;
- Young people 'moving on' from supported housing into an independent tenancy for the first time;
- Care leavers;
- People with drug / alcohol misuse issues;
- People with an offending history;
- People with poor mental health;
- People with behaviour problems or personality disorders;
- People with learning difficulties;
- People with physical disabilities;
- Frail older people;
- Families whose children have behavioural / emotional / mental health issues that affect parents' ability to comply with tenancy conditions;
- Families with 'children in need of services' or 'children in need of protection' where the children's problems affect their parents' / carers' ability to cope with maintaining their tenancy;
- Households with a history of tenancy failure;
- Households with significant debts / financial difficulties;
- People from abroad or who do not have English as a first language;
- Teenage parents;
- People who have suffered domestic abuse.

5. Identifying who needs help

5.1 Landlord Services assesses the vulnerability and support needs of all prospective tenants at the point an applicant is offered a tenancy.

5.2 A Tenancy and Estate Management Officer visits all new tenants within the first 4 weeks of their tenancies and uses this as an opportunity to check if all support needs have been identified and that any support needs are met. If a support need has been identified and is unmet, the officer will make a referral to the Tenancy Support Team.

- 5.3 When the Tenancy and Estate Management Officer visits, they ask the tenant to complete a form called 'Knowing You' which asks for information about gender, sexuality, disability, age and vulnerability. This form is also completed during routine tenancy visits. The information gained from completed 'Knowing You' forms is used to record levels of vulnerability. This helps us to ensure that support is directed to the most vulnerable tenants, and also shape our services to meet the needs of vulnerable people.
- 5.4 Officers check for vulnerability and support needs whenever a significant problem occurs with a tenancy i.e. tenancy breach, anti-social behaviour or rent arrears. A vulnerability risk assessment is carried out on all complainants of anti-social behaviour, with linked support where necessary.
- 5.5 Known vulnerabilities and disabilities are recorded on Landlord Services' integrated Housing Management System (QL).
- 5.6 Information held on QL about vulnerability is used to alert all staff to the needs of that tenant.

6. The Tenancy Support Service

- 6.1 Landlord Services employ a Tenancy Support Team Leader and three Tenancy Support Officers to deliver the in-house Tenancy Support Service.
- 6.2 The Tenancy Support Service provides advice and assistance to vulnerable tenants to help them sustain their tenancies. Help can be given in the following areas:
- Housing Benefit and Universal Credit;
 - Other welfare benefits;
 - Making referrals for debt and financial advice;
 - Budgeting;
 - Moving in and setting up utilities;
 - Acquiring furniture;
 - Making referrals for help with health issues, education / training, parenting;
 - Household routines;
 - Maintaining properties and gardens to an acceptable standard;
 - Keeping safe;
 - Managing behaviour;
 - Applying for re-housing / transfer.
- 6.3 The Tenancy Support Service concentrates on helping new vulnerable tenants set-up and establish their tenancies as well as assisting existing vulnerable tenants who have encountered a crisis in their tenancy. For example, they may be threatened with legal action because of rent arrears or anti-social behaviour, they may have fallen into serious debt affecting their ability to pay essential bills, they may have allowed their home conditions to deteriorate to an extent that poses a risk to themselves or others, (including hoarding and self-neglect), or they may be suffering a health problem that is affecting their ability to cope with everyday life. Tenancy Support Officers will

offer assistance in the initial stages of a tenancy or in the event of a crisis, and will where necessary try to refer the tenant to an external tenancy support agency who will be able to offer longer term, more structured or specialist support or to another service such as Social Care or Health.

- 6.4 The Tenancy Support Service also offers ad-hoc tenancy support for vulnerable people who do not engage well with other agencies or whose needs are too substantial or long-term for other tenancy support agencies to meet.

7. Financial Inclusion

- 7.1 There are two Financial Inclusion Officers based in the Income team who provide support to tenants on:

- how to maximise income and apply for welfare and housing benefits and Universal Credit;
- how to minimise household expenditure;
- advice on budgeting;
- where to get more in depth advice and debt management advice if necessary.

- 7.2 The Income Team also has five Housing Income Officers who have a role to play in advising tenants in relation to rent arrears, helping them resolve housing benefit and universal credit issues, and helping them to pay their rent by negotiating agreements to pay by instalments. There is also a Former Tenant Arrears Officer attached to the Income Team.

8. Universal Credit

- 8.1 Universal Credit started to affect working age tenants in Charnwood from June 2018. This will be introduced gradually to working age tenants receiving existing income related benefits. By 2022, most working age people in need of benefits to help them with their income and housing costs will be claiming this new benefit. Universal Credit represents a significant change in how benefits are claimed and paid, and it is anticipated that many tenants will need help and support in making and maintaining claims.

- 8.2 Landlord Services has appointed a Universal Credit Officer, part of whose role will be to assist tenants to apply for and maintain claims for Universal Credit and to ensure that their housing costs are paid. Tenancy Support Officers and Financial Inclusion Officers will also provide this support but will focus on the needs of the most vulnerable and financially disadvantaged.

9. Warden and Lifeline Services

- 9.1 Landlord Services has a Warden allocated to each sheltered scheme and this is also available to tenants in properties designated for older people.

- 9.2 In sheltered housing and other properties designated for the elderly, tenants receive help and support through an individual support plan tailored to their needs. Wardens visit tenants on a regular basis as part of implementing the support plan.
- 9.3 The Lifeline service is available for anyone who needs it who lives in Charnwood regardless of age and regardless of whether they live in a Council property. Service users are able to use their alarm 24 hours a day, 365 days a year to ask for assistance.
- 9.4 Warden and Lifeline services have an important role to play in delivering the Council's policy for the protection of adults in need of Safeguarding. Potential risk is identified, referred to other agencies where necessary, and monitored with a key focus on prevention and maintaining people safely in their own homes.

10. Partnership Working

- 10.1 Landlord Services recognises the importance of working in partnership to help tenants sustain their tenancies.
- 10.2 Landlord Services also works closely with other external agencies such as the Police, DWP, Social Care, GPs, mental health professionals, Turning Point, Probation, Youth Offending and Living Without Abuse in order to maximise support and successful outcomes for vulnerable tenants. Referrals are also made to Housing Matters (Leicestershire-based Floating Support Service) which provides more long term and structured support than can be provided by Landlord Services.
- 10.3 Tenancy Support Officers can advise and assist tenants with disabilities on aids and adaptations to their home by making referrals to Leicestershire County Council, who will advise on and recommend the scope and type of support needed. These officers are trained experts in this area. Any adaptations carried out to a Council property will make it safe for continued occupation. This can both improve the quality of life of tenants but also avoid the tenant having to move to other accommodation or into residential care. The majority of work carried out is the provision of ramps, rails, showers and stair lifts.
- 10.4 Officers in Landlord Services make referrals to Leicestershire County Council's Early Help service to secure additional support for children and/or their carers who are encountering difficulties with issues such as behaviour, school attendance and effective parenting.
- 10.5 The Tenancy Support Team refers tenants who are exhibiting signs of self-neglect and/or hoarding behaviours to Adult Social Care and to health professionals for further assessment and support. Tenancy Support Officers work closely with these agencies to try and improve living conditions for tenants in these circumstances and also attend relevant Safeguarding and Vulnerable Adult Risk Meetings (VARMS).

11. Dealing with anti-social behaviour

- 11.1 When anti-social behaviour is reported, a risk assessment of the complainant is carried out. Vulnerabilities and support needs are identified at the earliest opportunity for both complainants and perpetrators. Support is provided, where necessary, to both parties in order to resolve the situation. It is recognised that alleged perpetrators may be vulnerable and in need of help, however for those where legal action is required, the additional support outlined below is provided prior to court proceedings.

12. Additional support prior to legal action

- 12.1 Where it is identified that it is necessary to take legal action (for rent arrears or anti-social behaviour), a multi-agency meeting takes place to review the circumstances of the case, to identify what support is required, and to check that it has been provided. This ensures that no support opportunities have been missed.

13. Safeguarding

- 13.1 Every effort is made to ensure that vulnerable adults and children are kept safe from harm and abuse. Landlord Services follows Charnwood Borough Council's Safeguarding Policies for Children and Adults. These have been jointly developed by all Leicestershire District Councils. The adults policy reflects the principles of 'No Secrets' and the Care Act 2014.
- 13.2 Within Landlord Services, there are five Designated Safeguarding Officers (DSOs) who are trained to deal with safeguarding incidents for both children and vulnerable adults. This includes the Tenancy Support Team Leader and the Principal Officer – Tenancy and Income Management.
- 13.3 All front line staff working with vulnerable adults and/or children receive safeguarding training in relation to child protection matters and support for vulnerable adults. This equips officers with the skills to identify potential risk and support issues, as well as making sure that officers know how to refer to appropriate agencies. This training is ongoing and is updated every three years either by attending a training session or completing on- line training.
- 13.4 Officers work closely with other DSOs in the Council in relation to safeguarding. A summary of all safeguarding incidents and the action taken by DSOs is recorded on Charnwood Borough Council's central safeguarding database. This allows Landlord Services and Charnwood Borough Council to identify patterns or frequent incidents relating to a particular child or vulnerable adult as well as providing a secure record of action taken on each incident. DSO's also attend quarterly liaison meetings.

14. Links to Other Policies

- 14.1 Landlord Services seeks to consider the needs of vulnerable tenants in other relevant housing management policies such as those surrounding harassment, anti-social behaviour and domestic abuse.
- 14.2 The following Landlord Services and Charnwood Borough Council policies along with the Care Act 2014 have relevance for the Tenancy Support Policy:
- Charnwood Borough Council Anti-Social Behaviour Policy and Procedures including domestic abuse, hate incidents, harassment;
 - Charnwood Borough Council Housing Income and Financial Inclusion Policy 2018-21;
 - Charnwood Community Safety Partnership Plan 2017-20;
 - Charnwood Borough Council Homelessness Strategy 2018-20;
 - Charnwood Borough Council Equality and Diversity Strategy 2016-20;
 - Charnwood Borough Council Customer Services Strategy 2016-20;
 - Hoarding Procedure
 - Care Act 2014 (Hoarding, self-neglect and safeguarding are included in this Act)
 - Leicestershire District and Borough Councils' Children and Vulnerable Adults Safeguarding Policy and Procedures.

POLICY SCRUTINY GROUP – 13TH NOVEMBER 2018

Report of the Strategic Director of Housing, Planning & Regeneration, and Regulatory Services Lead Member: Councillor Vardy

ITEM 8 HOUSING DEVELOPMENT COMPANY

Purpose of Report

To provide the Group with information regarding the potential for establishing a Leicestershire Collaborative Housing Company or developing a Local Housing Company for Charnwood and enable it to programme further scrutiny if that is required.

Action Requested

To consider the information regarding the potential for establishing a Leicestershire Collaborative Housing Company or developing a Local Housing Company for Charnwood and whether to programme further scrutiny of the matter.

Reason

To scrutinise the issue in a timely manner in accordance with the Group's work programme.

A Leicestershire Collaborative Housing Company

In March 2018, the District Chief Executives considered the potential for collaborating on housing development across the County, and asked for the options of developing a joint housing company be considered.

Of the 7 districts, Melton BC, Oadby and Wigston BC, North West Leicestershire DC and Charnwood BC remain interested in a joint company for development purposes. Melton BC is leading the project through a team of consultants.

Hinckley and Bosworth BC, Harborough DC and Blaby DC have withdrawn from the project, as they feel that the local arrangements they have in place at present will enable them to deliver on their housing objectives.

An options appraisal is being undertaken into the various forms of company that might be suitable, but an initial assessment of the objectives indicated that a joint company with landlord powers and holding stock is not favoured by most of the districts, and that the likely remit of a joint company would be to provide a shared resource and expertise for the procurement, development and delivery of sites across the County.

Individual local authorities would be able to draw down these skills as and when needed. In order for a joint development company to succeed, there would need to

be a guaranteed pipeline of development sites, and initial costs of the company would need to be shared across the participating authorities.

There are a range of options being considered as follows:

1. Do nothing – continue as at present with each local authority acting independently in the market to address housing needs
2. Enter into a joint venture with a developer
3. Establish a joint development company to act cross the county
4. Establish a collaborative housing company to develop and manage stock.

The options appraisal report is currently in the process of being completed, with a view to any proposal going through individual governance processes in each Local Authority, demonstrating the business case.

Developing a Local Housing Company

In addition to a joint Development Company working across the County each local authority could, if it chooses, have its own local housing company. If the Council wishes to develop properties for rent or sale outside of the Housing Revenue Account (HRA), then it will need to do this through a local company. Landlord Services could be commissioned by that company to undertake management tasks such as rent management and repairs and maintenance.

The creation of local authority housing companies has become a national initiative with over 60 now established although many of them are not operational, or only partially operational or have had limited success. Blaby, Oadby and Wigston, and Hinckley, for example, already have housing companies but they have not yet been active. North West Leicestershire and Melton are looking to set up individual companies to operate outside the HRA.

The Council will need to be clear as to why it requires a company, what it will do, and how the relationship between the Council and the company will work.

Why Have a Local Company?

- 1) In broad terms the company may be an asset holding, provider of multi-tenure homes and a landlord providing residential services.
- 2) Councils, unlike traditional registered providers (RPs), cannot rent homes other than as defined by the Housing Acts, i.e. at target rent, on a secure tenancy and subject to the various controls that governments have introduced or will introduce. For example, it cannot rent homes on assured short hold tenancies or for market rent and renting homes at Affordable Rent requires specific agreement. A housing company therefore gives the Council freedoms and flexibilities to meet specific housing needs and requirements which would not otherwise exist.
- 3) The Council needs to decide if it wants to create a new landlord vehicle that will be 'council owned', but not provide 'council housing' and consider how it wishes

to brand the new housing company and how the offer and management will be different from the mainstream HRA services.

- 4) The company will have a competitive edge by benefiting from having access to a pipeline of development outcomes driven by the Council land and asset owning base, and having the capacity to purchase land and assets in the open market. The balance between affordable and private housing will need to be considered as part of the overall viability and financing principles.
- 5) The relationship with the Council will be structured where the Council is in control by being the sole shareholder and lender.
- 6) As a shareholder, the Council will benefit from the capital growth in the portfolio and make a return from any surpluses. As a lender the Council will take the risk in development but benefit from making a return on loans and associated fees.

Suggested Objectives for a Council Owned Housing Company

- It will provide homes of various tenure types for the long term.
- Affordable homes for rent will be accessible to working households.
- As landlord, it will aim for high levels of customer satisfaction.
- It will hold a varied and well maintained stock.
- It will make a return to the Council in line with the annual business plan.

Setting up a Housing Company

There are a number of ways that the company can be set up, and an options appraisal will determine the most suitable option for the Council. Whether this is a company with a social purpose or purely commercial will be dependent on what the Council aims to achieve through the vehicle.

If the County-wide development company proposal is viable and supported, the local housing company will be a stock holding vehicle and a landlord. It will enter into agreements with the Council for the letting of affordable homes, any grant that may be provided to support the provision of affordable housing, and loan and working capital facilities. If the County-wide proposal is not supported, the Council will need to consider what alternative arrangements there might be for developing and purchasing housing beyond what is done already.

Issues that need to be considered in setting up the company include:

- Funding
- Governance
- Development/Delivery Objectives
- Branding.

In order to assist in the setting up of the company, the Council will need to engage some external specialist advice, for example in relation to the development of the business plan, and legal and financial expertise.

The consultants currently engaged by Melton BC in relation to the county-wide project, have put forward a proposal to provide support services to the three local authorities who might wish to set up a local company, so that we can benefit from economies of scale, and build on some of the information already provided for the County-wide project.

Financial Implications

If a joint exercise is undertaken, a number of activities will overlap across each council, but 3 specific days would be set aside for each council to ensure that individual issues are not overlooked.

On the basis that there would be 3 participating districts, no more than 20 days in total are estimated for the production of a business plan, which will then be tailored for each participating individual authority, and accompanying report for each authority's use, including specific meetings with legal, finance and others. The fee does not include evaluation and specific proposals for development sites and it is recommended that internal resources are used to lead on this. Management of this process is included. Each report/business plan will set out timescales and what is required for the housing company to be established and operational.

Once each authority has agreed the business plan and decided to formally establish a housing company, a further quote can be provided for the work required for set up of the company up to operational commencement.

The day rate will be £600 plus reasonable travel expenses incurred. Therefore Charnwood's estimated share of the initial costs would be £4,000. This would need to be confirmed.

The business plan will seek to evidence how the company will be created, will be an accountable landlord which manages its portfolio efficiently, and is able to act in the market as a leading housing provider. To run its operations cost efficiently, the company must grow a proportionate portfolio. If agreed, the company would purchase development units from the County-wide development company which will act as the lead developer. The housing company however, will set the design and specification standards to be achieved.

Background Papers: None

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POLICY SCRUTINY GROUP – 13TH NOVEMBER 2018

Report of the Head of Strategic Support

ITEM 9 PROGRESS WITH PANEL WORK

Purpose of Report

To update the Group on the current position regarding scrutiny panels.

Background

The Scrutiny Management Board is responsible for establishing scrutiny panels and determining their scope, terms of reference and timing, and considering and approving recommendations from scrutiny panels. The Policy Scrutiny Group is responsible for monitoring the progress and methods of scrutiny panels against the work programme and timetable agreed by the Scrutiny Management Board.

Current Position

At its meeting on 24th January 2018, the Scrutiny Management Board commissioned a scrutiny panel on the Council's five-year housing land supply. The panel reported back to the Scrutiny Management Board on 24th October 2018 and the panel's report will be considered by the Cabinet at its meeting on 15th November 2018.

Also at its meeting on 24th October 2018 the Board considered a proposal to establish a scrutiny panel to consider the likely impacts of the planned waste incinerator near Junction 23 of the M1 motorway. Having considered a proposed scope document, the Board decided not to establish a panel because although there would have been benefits in establishing a scrutiny panel, in particular in relation to engaging with the public and making information more accessible, there were limits to what scrutiny of the matter could achieve given that decisions about the establishment of the incinerator had already been made and regulation of the site would be the responsibility of the Environment Agency rather than the Council.

There are therefore currently no scrutiny panels, other than the Budget Scrutiny Panel, at the current time.

Background Papers: None

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POLICY SCRUTINY GROUP – 13TH NOVEMBER 2018

Report of the Head of Strategic Support

ITEM 10 WORK PROGRAMME

Purpose of the Report

To enable the Group to consider its work programme and propose to the Scrutiny Management Board any additions, deletions and amendments as appropriate.

Background

The Scrutiny Management Board agreed the Scrutiny Work Programme at its meeting held on 24th October 2018 and the section covering the Group is attached as Appendix 1. At the request of the Group, the Board submitted the Group's recommendations regarding the management and adoption of open space to the Cabinet. The Cabinet will consider the recommendations at its meeting on 15th November 2018.

The Board also added the following items to the Group's work programme:

- Housing Development Company – 13th November 2018
- Zero Waste Strategy – to be scheduled for after publication of the Government's Resources and Waste Strategy
- Customer Services Strategy – to be scheduled
- Housing Acquisition Policy – to be scheduled.

In addition there are a number of items in the Group's work programme which remain to be scheduled:

- Tenancy Strategy and Policy
- Houses in Multiple Occupation Accreditation Scheme
- Houses in Multiple Occupation Licensing Policy.

The Houses in Multiple Occupation Accreditation Scheme and the Houses in Multiple Occupation Licensing Policy items have been replaced in the Forward Plan of Key Decisions with an item on Discretionary Houses in Multiple Occupation Licensing Scheme Options. This last item was identified as one that the Group wished to scrutinise at this meeting. However the timetable for preparing the report so that it can be considered by the Cabinet at its meeting on 13th December 2018 means that it will not be possible for the Group to do so. However the item has been identified by the Overview Scrutiny Group for pre-decision scrutiny.

The Tenancy Strategy and Policy will now be considered by the Cabinet on 17th January 2019. This is prior to the Group's next meeting on 5th February 2019. However the item could be identified by the Overview Scrutiny Group for pre-decision scrutiny.

An updated version of the Notice of Key Decisions and Decisions to be Taken in Private was published on 17th October 2018, and a copy is attached as Appendix 2.

Actions Requested

1. To note the changes made by the Scrutiny Management Board to the Group's work programme.
2. That the following items be deleted from the Group's work programme:
 - Tenancy Strategy and Policy
 - Houses in Multiple Occupation Accreditation Scheme
 - Houses in Multiple Occupation Licensing Policy.
3. To note the current position with the Group's work programme and the Notice of Key Decisions and Decisions to be Taken in Private, and to consider any changes that the Group wishes to make, or recommend that the Scrutiny Management Board makes, to its work programme.

Reasons

1. To acknowledge the decisions made by the Board.
2. The items, or items that had superseded them, could not be scrutinised within the timetable provided by the schedule of the Group's meetings and meetings of the Cabinet, but could be considered by the Overview Scrutiny Group instead.
3. To make the Group aware of the current position with its work programme and to consider any additions, deletions and amendments as appropriate.

Appendices

Appendix 1 – Work Programme

Appendix 2 – Notice of Key Decisions and Decisions to be Taken in Private – to follow

Background Papers: None

Officer to contact: Michael Hopkins
Democratic Services Officer
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Scrutiny Work Programme

Responsible Body	Meeting Date	Issue	Scope of Item / Terms of Reference	Reason for Scrutiny	Invitees / Officers	Progress / Notes / Action Requested
Policy Scrutiny Group	13 November 2018 (standing item at every meeting)	Work Programme	To consider items for future meetings	To allow the Group to identify items for which scrutiny is required and make recommendations, as appropriate, to Scrutiny Management Board.	M. Hopkins (agenda) Lead Officer (meeting)	To include consideration of the latest Key and Exempt Decisions Notice (See SMB, min 38.2, 2015/16).
Policy Scrutiny Group	13 November 2018 (standing item at every meeting)	Progress With Panel Work	To consider updates on the work of scrutiny panels.	Section 6.1 of the Council's Constitution states that Policy Scrutiny Group will monitor the progress and methods of scrutiny panels against the work programme and timetable agreed by Scrutiny Management Board.	M. Hopkins (agenda) Lead Officer (meeting)	
Policy Scrutiny Group	13 November 2018	Children and Young People Strategy		To ensure consideration of policies and strategies by the Group where its scrutiny can add value.	Cllr Taylor J. Robinson/ S. Wheatley	Agreed by SMB 13 June 2018.
Policy Scrutiny Group	13 November 2018	Tenancy Support Policy		To ensure consideration of policies and strategies by the Group where its scrutiny can add value.	Cllr Mercer P. Oliver	Agreed by SMB 13 June 2018. Brought forward from 05 February to balance work programme by Group on 25 September 2018 (minute 19.2 2018/19).
Policy Scrutiny Group	13 November 2018	Housing Development Company		To ensure consideration of policies and strategies by the Group where its scrutiny can add value.	Cllr Mercer E. Mallon/ P. Pinkney	Agreed by SMB 13 June 2018. Brought forward from 05 February to balance work programme by Group on 25 September 2018 (minute 19.2 2018/19).

Scrutiny Work Programme

Responsible Body	Meeting Date	Issue	Scope of Item / Terms of Reference	Reason for Scrutiny	Invitees / Officers	Progress / Notes / Action Requested
Policy Scrutiny Group	05 February 2019 (six-monthly item)	Performance Scrutiny Panel Update	The six monthly update report to include details of issues, changes and challenges faced by the Panel	Agreed by PSG on 17 August 2010 that the Performance Scrutiny Panel reports the position with its work programme to PSG every six months.	A. Ward/ S. Kinder/ Councillor Fryer	Last considered 10 July 2018.
Policy Scrutiny Group	05 February 2019	Local Plan	To enable the Group to scrutinise the development of the Local Plan. The focus of the Group's scrutiny at this meeting will be on how conclusions from the first phase of consultation had been incorporated into the consultation documents for the second phase and how the value of the two additional stages of consultation set out in the Council's Statement of Community Involvement could be demonstrated.	To ensure appropriate scrutiny of the development of the Local Plan.	Cllr Vardy R. Bennett/ D. Pendle C. Clarke	Agreed by SMB 15 June 2016. Last considered by the Group on 10 July 2018 at which the results of the consultation were considered (min 6). Rescheduled from 25 September 2018 to 5 February 2019 by Chain and Vice-chair in August 2018.
Policy Scrutiny Group	05 February 2019	Business Plan		To ensure consideration of policies and strategies by the Group where its scrutiny can add value.	Cllr Morgan A. Ward/ S. Kinder	Agreed by SMB 13 June 2018.
Policy Scrutiny Group	09 April 2019	ICS Strategy		To ensure consideration of policies and strategies by the Group where its scrutiny can add value.	Cllr. Poland K. Barnshaw / A. Khan	Agreed by SMB 13 June 2018.

Scrutiny Work Programme

Responsible Body	Meeting Date	Issue	Scope of Item / Terms of Reference	Reason for Scrutiny	Invitees / Officers	Progress / Notes / Action Requested
Policy Scrutiny Group	To be scheduled	Tenancy Strategy and Policy		To scrutinise a new or revised policy in a timely fashion.	Cllr Mercer / A. Simmons	Agreed by SMB on 29 March 2017 (min 41.2).
Policy Scrutiny Group	To be scheduled	Houses in Multiple Occupation Accreditation Scheme		To scrutinise a new or revised policy in a timely fashion.	A. Simmons	Agreed by SMB on 29 March 2017 (min 41.2).
Policy Scrutiny Group	To be scheduled	Houses in Multiple Occupation Licensing Policy		To scrutinise a new or revised policy in a timely fashion.	A. Simmons	Agreed by SMB on 29 March 2017 (min 41.2). Group expressed wish to scrutinise linked report on 13 November 2018 if possible (min 19.4, 25 September).
Policy Scrutiny Group	To be scheduled	Zero Waste Strategy	Mid-term review	In the light of the issues identified by the Performance Scrutiny Panel (see min 16.1, 21 August 2018), to enable further scrutiny of the matter to take place to determine whether the Strategy remained fit for purpose after the Government's publication of its Resources and Waste Strategy to determine whether the [Council's Zero Waste] Strategy and its targets required revision.	Cllr Harper-Davies / M. Bradford	Added to the Work Programme by SMB (at the Performance Scrutiny Panel's request) 13 June 2018. Allocated to PSG by SMB on 24 October 2018 (min 24.1). To be scheduled for after the publication of the Government's Resources and Waste Strategy.

Scrutiny Work Programme

Responsible Body	Meeting Date	Issue	Scope of Item / Terms of Reference	Reason for Scrutiny	Invitees / Officers	Progress / Notes / Action Requested
Policy Scrutiny Group	To be scheduled	Housing Acquisition Strategy		<p>In the light of the issues identified by the Performance Scrutiny Panel (see min 27.1, 9 October 2018), to enable further scrutiny of the matter to take place to determine whether the Strategy remained fit for purpose.</p> <p>To include whether there were alternative options for acquiring properties other than on the open market as reported in the Housing Strategy Progress report considered by PSP and the Council's criteria for acquiring housing.</p>	Cllr Mercer / A. Simmons	Agreed by SMB on 24 October 2018 (min 24.3).
Policy Scrutiny Group	To be scheduled	Customer Service Strategy		To enable the Group to scrutinise the strategy approximately half-way through its period of operation.	Cllr Rollings / K. Barnshaw	Agreed by SMB on 24 October 2018 (min 24.3).



**FORTHCOMING KEY
DECISIONS AND DECISIONS
TO BE TAKEN IN PRIVATE
BY CHARNWOOD BOROUGH
COUNCIL'S EXECUTIVE**

**Published
17th October 2018**

What is a Key Decision?

A key decision is one which:

- commits the Council to expenditure, savings or increases or reductions in income of £100,000 or more in any financial year;
- makes proposals in relation to the budget or the policy framework under Budget and Policy Framework Procedure 14.2(a); or
- will result in the closure of any facility from which Borough Council services are provided or a reduction by more than 10% in the level of a discrete service provided.

In other cases the impact of the decision will be considered in terms of the strategic nature of the decision, the effect on the amenity of the community or quality of service provided by the Council to a significant number of people living or working in the locality affected, the size of the area affected and the likely public interest in the decision.

What is a Private Meeting?

Meetings of the Council's Cabinet are open to the public to attend. All or part of a meeting may be held in private, where the item of business to be considered may result in confidential or exempt information being disclosed. Definitions of confidential and exempt information are set out in the Access to Information Procedures in the Council's Constitution.

Representations

Members of the public are able to make representations about forthcoming key decisions to be taken by the Council's Executive, these should be made in writing (including via e-mail) to the responsible officer (details are listed for each proposed key decision). Members of the public are also able to make representations concerning proposals to hold a meeting in private, these should be made in writing (including via e-mail) to Democratic Services (contact details below). In both cases, representations should be submitted by midday on the working day preceding the date on which the decision is due to be taken.

Other information

This document supersedes all previous Forward Plans.

If you have any general queries, please contact:

Karen Widdowson
Democratic Services Manager
Charnwood Borough Council,
Southfield Road, Loughborough, Leicestershire, LE11 2TX
Tel: 01509 634785
Email: democracy@charnwood.gov.uk

FORTHCOMING EXECUTIVE KEY DECISIONS

Decision Item	What is the nature of decision to be taken?	Who will take the decision?	When is the earliest a decision will be taken?	Documents to be considered?	Will the report be considered in public?	Who can give me more information?
Finalisation of VPRS Budget Allocation 2018/19	To consider finalisation of the VPRS (Vulnerable Persons Resettlement Scheme) budget allocation (based on more information than was available during the budget setting process).	Cabinet	18th October 2018	Report	Yes	Clare Hodgson Head of Finance and Property Services Tel: 01509 634810 clare.hodgson@charnwood.gov.uk
Future Cemetery Provision for Loughborough	To consider this matter following further work to appraise the sites for a Cemetery for Loughborough, consultation on the viable options and setting out the preferred option.	Cabinet	18th October 2018	Report	Yes	Matt Bradford Head of Cleansing and Open Spaces Tel: 01509 634695 matthew.bradford@charnwood.gov.uk
Future Options for the Provision of Revenues and Benefits Services	To consider which of one or more options for the future provision of the Revenues and Benefits service should be progressed.	Cabinet	18th October 2018	Report	Yes	Karey Barnshaw Head of Customer Experience Tel: 01509 634923 karey.barnshaw@charnwood.gov.uk
Leicester and Leicestershire Strategic Growth Plan	To consider the final version of the Plan, for referral to Council for approval.	Cabinet Council	18th October 2018 5th November 2018	Report	Yes	Richard Bennett Head of Planning and Regeneration Tel: 01509 634763 richard.bennett@charnwood.gov.uk
Medium Term Financial Strategy 2019-2022	To present a revised MTFs to Cabinet and Council for approval.	Cabinet Council	15th November 2018 21st January 2019	Report Report	Yes Yes	Clare Hodgson Head of Finance and Property Services Tel: 01509 634810 clare.hodgson@charnwood.gov.uk
Purchasing of Electricity through a Framework Contract	To seek approval to access a framework contract for the supply of electricity for the financial years 2020 to 2024.	Cabinet	13th December 2018	Report	Yes	Simon Jackson Strategic Director of Corporate Services Tel: 01509 634699 simon.jackson@charnwood.gov.uk

Decision Item	What is the nature of decision to be taken?	Who will take the decision?	When is the earliest a decision will be taken?	Documents to be considered?	Will the report be considered in public?	Who can give me more information?
Housing Development Company	To consider a proposal to set up a local housing company. To consider joining with other Leicestershire authorities in forming a Leicestershire Development Company.	Cabinet	13th December 2018	Report	Yes	Eileen Mallon Strategic Director of Housing, Planning and Regeneration and Regulatory Services Tel: 01509 634662 eileen.mallon@charnwood.gov.uk
Charnwood Grants	To enable Cabinet to consider applications for funding received in round three of the Community Facilities Capital Grants and Community Development Grants Schemes for 2018/19.	Cabinet	13th December 2018	Report	Yes	Julie Robinson Head of Neighbourhood Services Tel: 01509 634590 julie.robinson@charnwood.gov.uk
Playing Pitches, Open Spaces and Built Facilities Strategies	To consider adopting the Playing Pitches, Open Spaces and Built Facilities Strategies and associated Action Plans.	Cabinet	13th December 2018	Report	Yes	Matt Bradford Head of Cleansing and Open Spaces Tel: 01509 634695 matthew.bradford@charnwood.gov.uk
Discretionary Houses in Multiple Occupation Licensing Scheme Options	To consider the introduction of a discretionary Licensing Scheme in the Borough and approve the licensing fees if a scheme is to be introduced.	Cabinet	13th December 2018	Report	Yes	Alison Simmons Head of Strategic and Private Sector Housing Tel: 01509 634780 alison.simmons@charnwood.gov.uk
Draft General Fund and HRA 2019-20 Budgets	To seek approval to the Draft Revenue Budget for 2019-20 as a basis for consultation.	Cabinet	13th December 2018	Report	Yes	Clare Hodgson Head of Finance and Property Services Tel: 01509 634810 clare.hodgson@charnwood.gov.uk
Capital Plan Amendment Report	To consider and approve amendments to the Capital Plan.	Cabinet Council	13th December 2018 21st January 2019	Report	Yes	Clare Hodgson Head of Finance and Property Services Tel: 01509 634810 clare.hodgson@charnwood.gov.uk

Decision Item	What is the nature of decision to be taken?	Who will take the decision?	When is the earliest a decision will be taken?	Documents to be considered?	Will the report be considered in public?	Who can give me more information?
Amendments to Annual Procurement Plan	To consider possible amendments to the Annual Procurement Plan.	Cabinet	13th December 2018	Report	Yes	Clare Hodgson Head of Finance and Property Services Tel: 01509 634810 clare.hodgson@charnwood.gov.uk
Treasury Management Strategy Statement, Minimum Revenue Provision Strategy and Annual Investment Strategy 2019-20	To seek approval to the Treasury and Investment Strategy for 2019-20 and to seek approval to the annual report on the Prudential Code.	Cabinet Council	14th February 2019 25th February 2019	Report	Yes	Clare Hodgson Head of Finance and Property Services Tel: 01509 634810 clare.hodgson@charnwood.gov.uk
2019-20 General Fund and HRA Revenue Budgets and Council Tax	To seek approval to the Revenue Budget, Capital Plan, Financial Plan for 2019-20 and to propose the Council Tax for approval by Council.	Cabinet Council	14th February 2019 25th February 2019	Report	Yes	Clare Hodgson Head of Finance and Property Services Tel: 01509 634810 clare.hodgson@charnwood.gov.uk
Capital Plan Amendment Report	To consider and approve amendments to the current Capital Plan.	Cabinet Council	14th March 2019 25th March 2019	Report	Yes	Clare Hodgson Head of Finance and Property Services Tel: 01509 634810 clare.hodgson@charnwood.gov.uk
Annual Procurement Plan 2019/20	To seek approval to the Annual Procurement Plan for 2019/20.	Cabinet	14th March 2019	Report	Yes	Clare Hodgson Head of Finance and Property Services Tel: 01509 634810 clare.hodgson@charnwood.gov.uk
Housing Capital Programme	To approve the annual investment programme for improvements to the Council's housing stock.	Cabinet	14th March 2019	Report	Yes	Peter Oliver Head of Landlord Services Tel: 01509 634952 peter.oliver@charnwood.gov.uk

Decision Item	What is the nature of decision to be taken?	Who will take the decision?	When is the earliest a decision will be taken?	Documents to be considered?	Will the report be considered in public?	Who can give me more information?
Local Development Scheme	To approve a revised Local Development Scheme (LDS) so that the programme for the preparation of planning documents for Charnwood is agreed.	Cabinet	14th March 2019	Report	Yes	Richard Bennett Head of Planning and Regeneration Tel: 01509 634763 richard.bennett@charnwood.gov.uk
Business Plan 2019/20	To set out the Council's principal activities in delivering the Corporate Plan for the Council Year 2019/20.	Cabinet	14th March 2019	Report	Yes	Adrian Ward Head of Strategic Support Tel: 01509 634573 adrian.ward@charnwood.gov.uk
Charnwood Grants	To consider applications for revenue funding received in round one of the Community Facilities Capital Grants and Community Development Grant Schemes for 2019/20.	Cabinet	June 2019	Report	Yes	Julie Robinson Head of Neighbourhood Services Tel: 01509 634590 julie.robinson@charnwood.gov.uk
Capital Plan Outturn 2018/19	To report the Council's capital expenditure results for 2018/19 subject to audit.	Cabinet	June 2019	Report	Yes	Clare Hodgson Head of Finance and Property Services Tel: 01509 634810 clare.hodgson@charnwood.gov.uk
General Fund and HRA Revenue Outturn Report (2018/19) and Carry Forward of Budgets	To report the Council's revenue expenditure results for 2018/19 subject to audit.	Cabinet	June 2019	Report	Yes	Clare Hodgson Head of Finance and Property Services Tel: 01509 634810 clare.hodgson@charnwood.gov.uk
Capital Plan Amendment Report	To consider and approve amendments to the Capital Plan.	Cabinet Council	July 2019 September 2019	Report	Yes	Clare Hodgson Head of Finance and Property Services Tel: 01509 634810 clare.hodgson@charnwood.gov.uk

Decision Item	What is the nature of decision to be taken?	Who will take the decision?	When is the earliest a decision will be taken?	Documents to be considered?	Will the report be considered in public?	Who can give me more information?
Amendments to Annual Procurement Plan	To consider possible amendments to the Annual Procurement Plan.	Cabinet	July 2019	Report	Yes	Clare Hodgson Head of Finance and Property Services Tel: 01509 634810 clare.hodgson@charnwood.gov.uk
Charnwood Dog Control Public Spaces Protection Order 2019	To approve the formal Notice of Intention to renew the Borough-wide Public Spaces Protection Order for Dog Control (dog fouling, dogs on leads and dogs under control) under Section 59 of the Anti-social Behaviour, Crime and Policing Act 2014.	Cabinet	July 2019	Report	Yes	Alan Twells Head of Regulatory Services Tel: 01509 634650 alan.twells@charnwood.gov.uk
Charnwood Grants	To consider applications for revenue funding received in round two of the Community Facilities Capital Grants and Community Development Grants Schemes for 2019/20.	Cabinet	September 2019	Report	Yes	Julie Robinson Head of Neighbourhood Services Tel: 01509 634590 julie.robinson@charnwood.gov.uk
Amendments to Annual Procurement Plan	To consider possible amendments to the Annual Procurement Plan.	Cabinet	September 2019	Report	Yes	Clare Hodgson Head of Finance and Property Services Tel: 01509 634810 clare.hodgson@charnwood.gov.uk
Capital Plan Amendment Report	To consider and approve amendments to the Capital Plan.	Cabinet Council	September 2019 November 2019	Report	Yes	Clare Hodgson Head of Finance and Property Services Tel: 01509 634810 clare.hodgson@charnwood.gov.uk

EXECUTIVE MEETINGS TO BE HELD IN PRIVATE

The following items are due to be considered by the Council’s Cabinet and the public could potentially be excluded since exempt or confidential information could be considered.

Decision Item	What is the nature of decision to be taken?	Who will take the decision?	When is the earliest a decision will be taken?	Documents to be considered?	Will the report be considered in public?	Who can give me more information?

When items are considered in exempt or confidential session, the reasons for exemption would fall into one or more of the following categories:

1. Information relating to any individual.
2. Information which is likely to reveal the identity of an individual.
3. Information relating to the financial or business affairs of any particular person (including the authority holding that information).
4. Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.
5. Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.
6. Information which reveals that the authority proposes—
 - (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or
 - (b) to make an order or direction under any enactment.
7. Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

CABINET MEMBERS

Members of the Council's Cabinet are as follows:

Name (Group)	Lead Member Responsibilities
Councillor Morgan (Conservative)	Leader of the Council Whole Council, Strategic Partnerships and Communications
Councillor Barkley (Conservative)	Deputy Leader of the Council Finance and Property
Councillor Bokor (Conservative)	Loughborough
Councillor Harper-Davies (Conservative)	Performance of Major Contracts
Councillor Mercer (Conservative)	Housing
Councillor Poland (Conservative)	Equalities, Member and Strategic Services
Councillor Rollings (Conservative)	Deputy Lead Member for Customer Services
Councillor Smidowicz (Conservative)	Regulatory Services, Enforcement and Licensing
Councillor Taylor (Conservative)	Communities, Safety and Wellbeing
Councillor Vardy (Conservative)	Planning, Inward Investment and Tourism Strategy