

AGENDA



For a meeting of the
COMMUNITIES POLICY DEVELOPMENT GROUP
to be held on
THURSDAY, 5 SEPTEMBER 2013
at
2.30 PM
in
WITHAM ROOM - COUNCIL OFFICES, ST. PETER'S HILL, GRANTHAM. NG31 6PZ
Beverly Agass, Chief Executive

Group Members:	Councillor Kelham Cooke, Councillor Breda Griffin, Councillor Charmaine Morgan, Councillor John Nicholson (Chairman), Councillor Mrs Jean Taylor, Councillor Jeff Thompson (Vice-Chairman) and Councillor Raymond Wootten
Portfolio Holders:	Councillor Bob Adams (Portfolio: Arts and Leisure) Councillor Teri Bryant (Portfolio: Good Housing) Councillor Mrs Frances Cartwright (Portfolio: Grow the Economy - Economic Development) Councillor John Smith (Portfolio: Healthy Environment)
Support Officer:	Alexandra Jarvis Tel: 01476 40 61 10 E-mail: a.jarvis@southkesteven.gov.uk

Members of the Group are invited to attend the above meeting to consider the items of business listed below.

1. MEMBERSHIP

The Group to be notified of any substitute members.

2. APOLOGIES

3. DISCLOSURE OF INTERESTS

Members are asked to disclose any interests in matters for consideration at the meeting.

4. ACTION NOTES FROM THE MEETING HELD ON 4 JULY 2013

(Enclosure)

5. UPDATES FROM THE PREVIOUS MEETING

6. FEEDBACK FROM THE EXECUTIVE

7. ADULT SAFEGUARDING POLICY

Report number TSE0057 by the Service Manager, Housing Management.

(Enclosure)

8. WORK PROGRAMME

(Enclosure)

9. ANY OTHER BUSINESS, WHICH THE CHAIRMAN, BY REASONS OF SPECIAL CIRCUMSTANCES, DECIDES IS URGENT

MEETING OF THE COMMUNITIES POLICY DEVELOPMENT GROUP

THURSDAY, 4 JULY 2013 2.30 PM



GROUP MEMBERS PRESENT

Councillor Bob Adams
Councillor Charmaine Morgan
Councillor John Nicholson (Chairman)
Councillor John Smith

Councillor Mrs Jean Taylor
Councillor Jeff Thompson (Vice-
Chairman)
Councillor Rosemary H Woolley
Councillor Raymond Wootten

PORTFOLIO HOLDER

Councillor John Smith (Portfolio: Healthy Environment)
Councillor Bob Adams (Portfolio: Arts and Leisure)

OFFICERS

Operations Manager (Ian Yates)
Economic Development and Investment Service Manager (David Mather)
Economic Development and Regeneration Lead (Corinne Garbett)
Community Engagement and Policy Development Officer (Carol Drury)
Admin Assistant – Legal and Democratic Services (Alexandra Jarvis)

12. MEMBERSHIP

The PDG was notified that Councillor Woolley would be substituting for Councillor Cooke for this meeting only.

13. APOLOGIES

An apology for absence was received from Councillor Breda Griffin.

14. DISCLOSURE OF INTERESTS

No disclosable pecuniary interests were declared.

15. ACTION NOTES FROM THE MEETING HELD ON 16 MAY 2013

The action notes of the previous meeting were noted. Members referred to page 5 of the previous action notes which make reference to a workshop and it was agreed that the notes from the workshop would be emailed to members.

16. UPDATES FROM PREVIOUS MEETING

Ian Yates (Operations Director) spoke to the group with regards to the private sector renewal. He confirmed that the Portfolio Holder for Good Housing was happy with the recommendations the group had put forward. The policy was currently out for consultation with a decision to be made in August.

17. FEEDBACK FROM THE EXECUTIVE

The Portfolio Holder for Healthy Environment addressed the group with regards to the missed bin policy. He agreed the recommendations made on March 7th and 13th 2013 that were put forward by the group and confirmed a non-key decision would be made in the coming weeks. It was confirmed that this would be subject to review and in the event of dry recycling contract changes and round optimisation it would be brought back to the PDG. The Portfolio Holder for Healthy Environment thanked the group and working party for their assistance in creating the new policy.

The Portfolio Holder for Healthy Environment accepted the PDG's recommendations made on March 13th and 16th 2013 with relation to the amendment to the education campaign that would be delivered as part of the Council's new waste contract. He confirmed that the recommendations would be affected by the dry recycling contract.

ACTION:

The Operations Director to investigate the legality of the Council fining residents for putting waste into the incorrect bins.

18. CULTURAL STRATEGY: EVENTS AND FESTIVALS PROGRAMME

Members of the Economic and Development team presented to the meeting with regards to the cultural events happening in the district over the next 18 months. The group was informed that there were three core themes incorporated into the strategy: providing, promoting and participation. The group were told the aim was to build on events nationally, regionally and locally as part of the growth strategy.

The Stamford Georgian Festival was discussed. The festival aimed to highlight Stamford's Georgian heritage and architecture and build on the accolade Stamford was recorded in The Sunday Times newspaper as the best place to live in Britain. The group was informed of the events that would happen as part

of the festival including pop-up shops, market stalls, speakers, food, face painting, Georgian-themed fairground rides, tours, shows and sport. Economic Development was working in partnership with Stamford Town Council.

The group queried if there would be a finale as part of the festival similar to the Gravity Fields festival and were informed that there would be a finale event on Stamford Meadows as the climax to the Stamford Bull event. There would also be pyrotechnic and flags as a finale on the Sunday which would finish earlier than the Gravity Fields finale to allow visitors to make the most of their visit to Stamford. The festival was to take place on 27-29th September 2013.

The meeting was informed that the traffic model used for a market closure would be employed to deal with the expected traffic increase. Additional car parking would be available to visitors such as Burghley and college car parks with promotion to encourage local people to walk or car share to make room for visitors.

The Communications team was looking at marketing the event. Marketing strategies included using Primary Times magazines, radio, town council and Lincolnshire County Council to engage and encourage people across Lincolnshire, Rutland and Peterborough to support the event. It would also be promoted at a national level. The Sunday Times was cited as a media outlet that the Communications team would talk with to promote the festival. The group congratulated the Economic Development team on their work.

The Economic Development officers would measure the success of event by customer surveys and consulting with traders.

The Head of Community Assets was speaking to local bus companies and looking at buses that would go further afield for visitors to come to the town.

The Mallard Story of Speed event, taking place in Grantham from 7-9th September 2013, was discussed. The group was informed that developers and agents from London would be encouraged to come to Grantham to see investment opportunities in the town as part of the festival. As well as the Mallard event, presentations and walking tours would be taking place. Members asked how the press would be informed of the event and were told that radio coverage would be employed; advertisement in the National Rail magazine and possibly papers such as the Metro or Standard would generate interest.

Members expressed concern about whether this event would benefit the town financially and allow visitors to see more of Grantham beyond the railway station. The group was reassured that there would be exhibits by the station to point people into the town and pop-up shops in the centre to encourage tourists to eat in the town to generate a broader positive impact. There would be exhibitions in the centre to encourage visitors to branch out past the railway station. It was raised that promoting this event in schools may be a useful way to involve residents. The Economic Development officers informed the group

that an educational pack was being put together for schools to help promote the event.

Enterprise Week was referred to which was to take place in March 2014 which would allow the promotion of employment opportunities, companies and business ideas. Members suggested that allowing access for the members of the public to the event and being made aware of when it was taking place would be useful.

Gravity Fields would take place on the 24th-28th September 2014. The group was informed the theme of this event that is being discussed is "Giants of Science". The Economic Development officers informed the group that a bid had been submitted to the Heritage Lottery Fund in support of Gravity Fields as a Lincolnshire heritage project.

19. WORK PROGRAMME

A written work programme would be available to the group at its meeting of 5 September. Suggestions for work programme items were encouraged from the group

20. CLOSE OF MEETING

The meeting closed at 4.20pm.

REPORT TO COMMUNITIES P.D.G.

REPORT OF: Jane Booth, Service Manger, Housing Management

REPORT NO: TSE0057

DATE: 5 September 2013

TITLE:	Safeguarding Adults at Risk Policy & Procedures	
KEY DECISION OR POLICY FRAMEWORK PROPOSAL:	Key Decision	
PORTFOLIO HOLDER: NAME AND DESIGNATION:	Cllr Terl Bryant Portfolio Holder: Good Housing	
CONTACT OFFICER:	Jane Booth Service Manager Housing Management Tel: 01476 406631 Email: j.booth@southkesteven.gov.uk	
INITIAL IMPACT ANALYSIS:	Carried out and Referred to in paragraph (7) below	Full impact assessment Required:
Equality and Diversity	Yes	
FREEDOM OF INFORMATION ACT:	This report is publicly available via the Your Council and Democracy link on the Council's website: www.southkesteven.gov.uk	
BACKGROUND PAPERS	http://www.lincolnshire.gov.uk/residents/adult-social-care/asc-manual/policies/ (9 th document on the list) Equality Analysis: http://moderngov.southkesteven.gov.uk/ieListDocuments.aspx?CId=493&MId=3010&Ver=4	

1. RECOMMENDATIONS

That the Communities PDG recommend the Cabinet approves the draft Safeguarding Adults at Risk Policy and Procedure.

2. PURPOSE OF THE REPORT

To inform Communities Policy Development Group of the new Safeguarding Adults Multi Agency Policy and Procedure developed by Lincolnshire County Council on the 1st August 2013.

To seek comments on the draft SKDC Safeguarding Adults at Risk Policy and Procedure.

3. DETAILS OF REPORT

The Lincolnshire Safeguarding Adults Board developed a new Safeguarding Adults Multi Agency Policy and Procedure manual with effect from 1st August 2013.

This is an extensive document (112 pages) which covers all procedures to be followed by the County Council and other agencies' staff, elected members and volunteers when referring concerns, assessing referrals and investigating cases.

As a partner agency with a social, moral and legal responsibility to provide a duty of care for adults at risk, SKDC is required to either sign up to the LCC Policy and Procedure document or produce its own.

Following discussions with the Head of Service for Housing and Neighbourhoods it was felt that it would be prudent to develop a more concise interpretation specifically tailored to SKDC's arrangements, so that staff, elected members and volunteers are fully aware of their responsibilities towards adults at risk, to safeguard their well-being and to protect them from abuse when they are engaged in services organised and/or provided by the District Council.

Lincolnshire County Council has been updated and they are satisfied with our proposed approach.

A copy of the first draft of the SKDC Policy and Procedure is attached for your consideration.

4. OTHER OPTIONS CONSIDERED

As detailed above, consideration was given to adopting the Lincolnshire County Council Policy and Procedures but it was decided to develop our own Policy so that it could be specifically tailored to SKDC's own arrangements.

5. RESOURCE IMPLICATIONS

None

6. RISK AND MITIGATION

Risk has been considered as part of this report and any specific high risks are included in the table below:

Category Risk	Action / Controls
Failure to take action to safeguard adults at risk	Compliance with responsibilities set out in SKDC Policy and Procedure

7. ISSUES ARISING FROM IMPACT ANALYSIS

None

8. CRIME AND DISORDER IMPLICATIONS

None

9. COMMENTS OF FINANCIAL SERVICES

There are no specific financial implications associated with this report.

10. COMMENTS OF LEGAL AND DEMOCRATIC SERVICES

Whilst the District Council is not under a legal duty to provide safeguarding for adults, it is appropriate from a moral and social perspective as part of a multi agency approach to adult safeguarding to adopt a policy and procedure to ensure an appropriate and consistent response to adult safeguarding issues is applied and maintained and an understanding of individual and collective responsibility is known.

11. COMMENTS OF OTHER RELEVANT SERVICES

None.

12. APPENDICES

- Draft Safeguarding Adults Policy

SAFEGUARDING ADULTS AT RISK POLICY and PROCEDURES

2013

**South Kesteven
District Council**

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1. Introduction

South Kesteven District Council accepts the social, moral and legal responsibility to implement procedures to provide a duty of care for 'adults at risk', to safeguard their well-being and protect them from abuse when they are engaged in services organised and provided by the District Council.

See section 4 for a definition of 'adult at risk'.

This policy is intended to contribute to raising levels of awareness and to encourage safeguarding reports by professionals, where appropriate, and sets out the Council's commitment to safeguarding adults at risk.

This Policy aims to ensure that:

- the needs and interests of adults at risk are always respected and upheld
- the human rights of adults at risk are respected and upheld
- a proportionate, timely, professional and ethical response is made to any adult at risk who may be experiencing abuse
- all decisions and actions are taken in line with the Mental Capacity Act (MCA) 2005.

The procedures also aim to ensure that each adult at risk maintains:

- choice and control
- safety
- health
- quality of life
- dignity and respect

2. Corporate Safeguarding Officers

Jane Booth – Service Manager – Housing Management is the Council's named lead senior manager (Lead Safeguarding Officer) with responsibility for this policy and ensuring that all procedures align with the Lincolnshire multi-agency Policy and Procedures.

These include:

- Increasing awareness of adult safeguarding issues within the Council
- Maintaining clear communication channels between the Council and Lincolnshire County Council
- Reviewing the operation of this policy and procedures
- Assisting in the identification of training needs in relation to adult safeguarding and safer recruitment throughout the organisation.

In the absence of Jane Booth, **Steve Cullington** from Supported Housing will act as the Council's Lead Safeguarding Officer for adults.

The contact details for these officers can be found in appendix A on page 15 below.

Strategic responsibility lies with **Tracey Blackwell** Strategic Director – Community and Environment.

3. Roles and responsibilities

This policy applies to all situations within the Council's operation, which could potentially involve contact with adults at risk. It applies to all council employees, elected members, volunteers and contractors who provide services where they might have direct impact on, or involve adults at risk.

The primary responsibility for co-ordinating information in response to a Safeguarding Adult concern in Lincolnshire is vested in the Lincolnshire County Council managing officer, but the investigation/assessment may be undertaken by another organisation (e.g. the police or a health trust).

It should be a priority of all staff, elected members and volunteers to ensure the safety and protection of the adult at risk.

All staff, elected members and volunteers from any service should be aware of the multi-agency procedures for Lincolnshire which came into force on 1st August 2013
<http://www.lincolnshire.gov.uk/residents/adult-social-care/asc-manual/>

All staff, elected members and volunteers have a duty to act in a timely manner on any concern or suspicion that an adult who is at risk is being, or is at risk of being, abused, neglected or exploited and to ensure that the situation is assessed and referred to the appropriate agency for investigation.

It is not the role of SKDC staff, volunteers, elected members or contractors to investigate any concerns but to refer those concerns to the appropriate agency.

4. Definition of Safeguarding Adults and 'Adult at Risk'

In May 2011, the Lincolnshire Safeguarding Adults Board (LSAB) endorsed the Director of Social Services and the Improvement and Development Agency (IDEA) definition of safeguarding adults:

"Adult Safeguarding incorporates the concept of prevention, empowerment and protection to enable adults who are in circumstances that make them vulnerable, to retain independence, well-being and choice and to access their right to a life free from abuse and neglect."

It is important to remember that mental ill health can impact on a person's ability to self-protect against significant harm or exploitation, **whether or not** the person has the mental capacity to make informed choices concerning their own safety.

Although the following list is not exhaustive, an "adult at risk" may be a person who:

- is frail due to age, ill health, physical disability or cognitive impairment, or a combination of these
- has a learning disability
- has a physical disability and/or a sensory impairment
- has mental health needs including dementia or a personality disorder
- has a long-term illness/condition
- misuses substances or alcohol

- is a carer such as a family member/friend who provides personal assistance and care to adults and is subject to abuse
- is unable to demonstrate the capacity to make a decision and is in need of care and support

It is important to remember that just because someone is old, frail or has a disability, this does not mean they are inevitably 'at risk'. A person with a disability who has mental capacity to make decisions about their own safety may be perfectly able to make informed choices and protect themselves from harm. In the context of Safeguarding Adults, the vulnerability of the adult at risk is related to how able they are to make and exercise their own informed choices free from duress, pressure or undue influence of any sort, and the extent to which they can protect themselves from abuse, neglect and exploitation. It is equally important to note that people with capacity can also be vulnerable. Refer to section 5, page 6 for further guidance.

Factors determining vulnerability:

Personal characteristics of the adult at risk that <u>increase</u> vulnerability may include	Personal characteristics of the adult at risk that <u>decrease</u> vulnerability may include
<ul style="list-style-type: none"> • Not having mental capacity to make decisions about their own safety including fluctuating mental capacity associated with mental illness and other conditions • Communication difficulties • Physical dependency – being dependent on others for personal care and activities of daily life • Low self-esteem • Experience of abuse • Childhood experience of abuse 	<ul style="list-style-type: none"> • Having mental capacity to make decisions about their own safety • Good physical and mental health • Having no communication difficulties or if so, having the right equipment/support • No physical dependency or, if needing help, able to self-direct care • Positive former life experiences • Self-confidence and high self-esteem
Social/situational factors that <u>increase</u> the risk of abuse may include	Social/situational factors that <u>decrease</u> the risk of abuse may include
<ul style="list-style-type: none"> • Being cared for in a care setting, i.e. more or less dependent on others • Not receiving the right amount or the right kind of care • Isolation and social exclusion • Stigma and discrimination • Lack of access to information and support • Being the focus of anti-social behaviour 	<ul style="list-style-type: none"> • Good family relationships • Active social life and a circle of friends • Able to participate in the wider community • Good knowledge and access to a range of community facilities • Remaining independent and active • Access to sources of relevant information

5. Mental capacity

The presumption is that adults have the mental capacity to make informed choices about their own safety and how they live their lives. Issues of mental capacity and the ability to give informed consent are central to decisions and actions in safeguarding adults. All interventions need to take into account the ability of adults to make informed choices about the way they want to live and the risks they want to take. This includes their ability:

- to understand the implications of their situation
- to take action themselves to prevent abuse
- to participate to the fullest extent possible in decision-making about interventions

5.1 Consent

It is always essential in safeguarding to consider whether the adult at risk is capable of giving informed consent in all aspects of their life. If they are able, their consent should be sought.

If, after discussion with the adult at risk who has mental capacity, they refuse any intervention, their wishes will be respected *unless*:

- there is an aspect of *public interest* (e.g. not acting will put other adults or children at risk)
- there is a *duty of care on a particular agency* to intervene for example the police if a crime has been or may be committed)

See section 12 below for further information regarding consent.

6. What is Abuse?

For the purpose of the Safeguarding Adults policy and procedures the term *abuse* is defined as:

“a violation of an individual’s human and civil rights by any other person, or persons, which may result in significant harm”.

Abuse may be:

- a single act or repeated acts
- an act of neglect or a failure to act
- multiple acts (e.g. an adult at risk may be neglected *and* financially abused)

Abuse is about the misuse of the power and control that one person has over another. Where there is dependency, there is a possibility of abuse or neglect unless adequate safeguards are put in place.

Intent is not necessarily an issue at the point of deciding whether an act or a failure to act is abuse; it is the impact of the act on the person and the harm or risk of harm to that individual.

Abuse can take place anywhere: a person’s own home, day or residential centres, supported housing, educational establishments, nursing homes, clinics and hospitals.

A number of abusive acts are crimes and informing the police must be a key consideration.

7. Significant harm

In determining what justifies intervention and what sort of intervention is required, *No secrets*¹ uses the concept of 'significant harm'. This refers to:

- ill treatment (including sexual abuse and forms of ill treatment which are not physical)
- the impairment of, or an avoidable deterioration in, physical or mental health, and/or
- the impairment of physical, intellectual, emotional, social or behavioural development

The importance of this definition is that, in deciding what action to take, consideration must be given not only to the immediate impact on and risk to the person, but also to the risk of future, longer-term harm.

Seriousness of harm, or the extent of the abuse, is not always clear at the point of the referral. All reports of suspicions or concerns should be approached with an open mind and could give rise to action under the Safeguarding Adults Policy and Procedure.

8. Types of abuse

Abuse can be viewed in terms of the following categories (although this is not an exhaustive list):

Type of abuse	Physical examples	Behavioural Indicator
Physical	Hitting, slapping, pushing, kicking, misuse of medication, being locked in a room, inappropriate sanctions or force-feeding, inappropriate methods of restraint, and unlawfully depriving a person of their liberty	<ul style="list-style-type: none">• Unexplained or inappropriately explained injuries• Person exhibiting untypical self-harm• Unexplained bruising to the face, torso, arms, back, buttocks, thighs, in various stages of healing. Collections of bruises that form regular patterns which correspond to the shape of an object or which appear on several areas of the body• Unexplained burns on unlikely areas of the body (e.g. soles of the feet, palms of the hands, back), immersion burns (from scalding in hot water/liquid), rope burns, burns from an electrical appliance• Unexplained or inappropriately explained fractures at various stages of healing to any part of the body• Medical problems that go unattended• Sudden and unexplained urinary and/or faecal incontinence• Evidence of over-/under-medication

¹ Government guidance on protecting vulnerable adults from abuse - <https://www.gov.uk/government/publications/no-secrets-guidance-on-protecting-vulnerable-adults-in-care>

Sexual	Rape, sexual assault or sexual acts that the adult at risk has not consented to. Including: penetration of any sort, incest, situations where the alleged abuser touches the abused person's body (eg breasts buttocks, genital area), exposes his or her genitals, coerces the abused person into participating in or looking at pornographic videos or photographs	<ul style="list-style-type: none"> • Person has urinary tract infections, vaginal infections or sexually transmitted diseases that are not otherwise explained • Person appears unusually subdued, withdrawn or has poor concentration • Person exhibits significant changes in sexual behaviour or outlook • Person experiences pain, itching or bleeding in the genital/anal area • Underclothing is torn, stained or bloody. • A woman who lacks the mental capacity to consent to sexual intercourse becomes pregnant
Psychological	Includes 'emotional abuse'; threats of harm or abandonment, deprivation of contact, humiliation, rejection, blaming, controlling, intimidation, coercion, indifference, harassment, verbal abuse (including shouting or swearing), and isolation or withdrawal from services or support networks	<ul style="list-style-type: none"> • Untypical ambivalence, deference, passivity, resignation • Person appears anxious or withdrawn, especially in the presence of the alleged abuser • Person exhibits low self-esteem • Untypical changes in behaviour (e.g. continence problems, sleep disturbance)
Financial or material abuse	Theft, fraud, exploitation, pressure in connection with wills or property and the misappropriation of property or benefits. It also includes the withholding of money or the unauthorised or improper use of a person's money or property. Staff borrowing money or objects from a service user is also considered financial abuse.	<ul style="list-style-type: none"> • Lack of money, especially after benefit day • Inadequately explained withdrawals from accounts • Disparity between assets/income and living conditions • Service user not in control of their direct payment or individualised budget
Neglect or acts of omission	Ignoring medical or physical care needs, failure to provide access to appropriate health, social care or educational services, and the withholding of the necessities of life such as medication, adequate nutrition and heating. A failure to intervene in situations that are dangerous to the person concerned or to others, particularly when the person lacks the mental capacity to assess risk for themselves	<ul style="list-style-type: none"> • Person has inadequate heating and/or lighting • Person's physical condition/appearance is poor (e.g. ulcers, pressure sores, soiled or wet clothing) • Person is malnourished, has sudden or continuous weight loss and/or is dehydrated • Person cannot access appropriate medication or medical care • Person is not afforded appropriate privacy or dignity • Person and/or a carer has inconsistent or reluctant contact with health and social services • Callers/visitors are refused access to the person • Person is exposed to unacceptable risk
Discriminatory abuse	Discrimination on the grounds of race, faith or religion, age, disability, gender, sexual orientation and political views, along with racist, sexist, homophobic or ageist comments or jokes. It also includes not responding to dietary needs and not providing appropriate spiritual support	May not always be obvious and may also be linked to acts of physical abuse and assault, sexual abuse and assault, financial abuse, neglect, psychological abuse and harassment, so all the indicators listed above may apply to discriminatory abuse A person may reject their own cultural background and/or racial origin or other personal beliefs, sexual practices or lifestyle choices

Other types of abuse include:

- Institutional abuse
- Self neglect
- Hate crime
- Domestic abuse
- Honour based violence
- Female genital mutilation
- Forced marriage
- Human trafficking
- Exploitation by radicalisers who promote violence

For more information regarding these definitions please refer to LCC Policy <http://www.lincolnshire.gov.uk/residents/adult-social-care/asc-manual/>

Managers have a key role in safeguarding adults at risk. Please see further document entitled Guidance for SKDC Managers, which is available on the safeguarding pages of the intranet.

9. Information sharing

Local information sharing protocols for Safeguarding Adults exist for all statutory partner organisations². These protocols recognise that information sharing between organisations is essential to safeguard adults at risk of abuse, neglect and exploitation.

Seven Golden Rules for Information Sharing:

- **Remember that the Data Protection Act is not a barrier to sharing information** but provides a framework to ensure that personal information about living persons is shared appropriately.
- **Be open and honest** with the person (and/or their family where appropriate) from the outset about why, what, how and with whom information will, or could be shared, and seek their agreement, unless it is unsafe or inappropriate to do so.
- **Seek advice** if you are in any doubt, without disclosing the identity of the person where possible.
- **Share with consent where appropriate** and, where possible, respect the wishes of those who do not consent to share confidential information. You may still share information without consent if, in your judgment, that lack of consent can be overridden in the public interest. You will need to base your judgment on the facts of the case.
- **Consider safety and well-being:** Base your information sharing decisions on considerations of the safety and well-being of the person and others who may be affected by their actions.
- **Necessary, proportionate, relevant, accurate, timely and secure:** Ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those people who need to have it, is accurate and up-to-date, is shared in a timely fashion, and is shared securely.
- **Keep a record** of your decision and the reasons for it – whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose.

² Awaiting a copy of this document from LCC

10. Complaints and Whistleblowing

Staff, elected members and volunteers are advised to follow the District Council's Customer Feedback, Whistle Blowing and Grievance procedures for complaints and concerns (available on the intranet and from HR & OD for officers and members who have no access to a computer). If the issue for complaint or whistle blowing involves an adult safeguarding issue, officers, elected members and volunteers should report the issue through the Lead Safeguarding Officer (see appendix A)

11. Responding to concerns and allegations - Procedure

This procedure is governed by a set of key principles and themes, so as to ensure that people who are subject to abuse, neglect and exploitation experience the process in such a way that it is sensitive to individual circumstances, is person-centred and is outcome-focused. It is vital for successful safeguarding that the procedures in this section are understood and applied consistently by all staff, elected members, volunteers and contractors.

This policy and procedure inform all staff, elected members and volunteers of what actions they should take if they have concerns or encounter a case of alleged or suspected abuse of an adult at risk. They apply to all South Kesteven District Council staff, elected members and volunteers. In addition to responding to things that an individual may see, there are three common situations when staff, elected members and volunteers may need to respond to a concern or case of alleged or suspected abuse. These are:

1. Responding to an adult at risk disclosing abuse, i.e. they make a direct or indirect allegation of abuse
2. Responding to allegations or concerns raised about a member of staff, elected member or volunteer
3. Responding to allegations or concerns about any other person who may be abusing an adult at risk, i.e. parent, carer or other service user

What to do in these situations is shown in Figure 1 (page 14) and discussed in greater detail in the following sections.

A referral must always be made when the person is an adult at risk and there is a concern that they are being, or are at risk of being, abused or neglected, or are at risk of, or have experienced significant harm.

It is important to establish whether the adult at risk has the capacity to make decisions. This may require the assistance of other professionals. In the event of the adult at risk not having capacity, relevant decisions and/or actions must be taken in the person's best interests. The appropriate decision maker will depend on the decision to be made and may not be an employee of South Kesteven District Council.

The allegations/concerns should not be discussed with the person alleged to have caused harm, unless the immediate welfare of the adult at risk makes this unavoidable.

11.1 Responding to an adult at risk making an allegation of abuse

Abused adults at risk will only tell people they trust and with whom they feel safe. By listening and taking seriously what the person is saying, you are already helping the situation.

11.2 Acting to protect the adult at risk and deal with immediate needs

- Make an immediate evaluation of the risk and take steps to ensure that the adult at risk is in no immediate danger. Are there any other adults at risk who need safeguarding? Evaluate the risk to them and the need for a protection plan. Where appropriate, dial 999 for an ambulance if there is need for emergency medical treatment.
- Consider supporting and encouraging the adult at risk to contact the police if a crime has been or may have been committed.
- Do not disturb or move articles that could be used in evidence, and secure the scene (e.g. by locking the door to a room).
- Contact the children and families department of Lincolnshire County Council if a child is also at risk.
- If possible, make sure that other service users are not at risk.

11.3 Responding to an adult at risk who is making a disclosure

- Speak to them in a private and safe place and inform them of any concerns. It is essential that the person alleged to have caused harm is not present.
- Assure them that you are taking them seriously.
- Listen carefully to what they are telling you, stay calm, get as clear a picture as you can, but avoid asking too many questions at this stage, unless for clarification. Let them talk at their own pace.
- Do not give promises of complete confidentiality.
- Explain that you have a duty to tell your manager or other designated person, and that the adult at risk's concerns may be shared with others who could have a part to play in protecting them.
- Reassure them that they will be involved in decisions about what will happen.
- Explain that you will try to take steps to protect them from further abuse or neglect.
- If they have specific communication needs, provide support and information in a way that is most appropriate to them.
- Do not be judgemental or jump to conclusions.
- Record in writing on an **Incident Reporting Form** all the details that you are aware of and what was said using the person's own words, as soon as possible (see safeguarding pages on the intranet or appendix B of this policy). In your record you should include:
 - The date and time
 - The person's name, address and date of birth
 - The nature of the allegation
 - A description of any visible injuries
 - Your observations – e.g. a description of the person's behaviour and physical and emotional state
 - Exactly what the person said and what you said. Record the person's account of what has happened as close as possible
 - Any action you took as a result of your concerns e.g. who you spoke to and resulting actions. Include names, addresses and telephone numbers
 - Sign and date what you have recorded (signature not required with electronic form)
 - Store the information in accordance with relevant procedures, e.g. data protection

- Report to relevant persons, i.e. Adult Social Care (Social Services) and/or the Police if appropriate

See page 14 below for details of how to refer your concerns.

11.4 Responding to allegations or concerns against a member of staff, elected member, volunteer or any other person

- Take the allegation or concern seriously
- Consider any allegation or concern to be potentially dangerous to the person
- Record in writing on a **Incident Reporting Form** all the details that you are aware of as soon as possible (see the Safeguarding page on the intranet or appendix B of this document)

If an allegation of abuse is made against a member of staff, the Lead Safeguarding Officer, or in their absence, their deputy (see page 3) must be informed immediately through the completion of the Incident Reporting Form (see the Safeguarding page on the intranet or appendix B of this document).

12. Obtaining consent before referral

The mental capacity of the adult at risk and their ability to give their informed consent to a referral being made and action being taken under these procedures is significant but not the only factor in deciding what action to take.

The test of capacity in this case is to find out if the adult at risk has the mental capacity to make informed decisions:

- about a referral
- about actions that may be taken under multi-agency policy and procedures
- about their own safety, including an understanding of the potential for longer-term harm as well as immediate effects and
- an ability to take action to protect themselves from future harm

12.1 Referring without consent

If there is an overriding public interest or vital interest, or if gaining consent would put the adult at further risk, a referral *must* be made. This includes situations where:

- other people or children could be at risk from the person causing harm
- it is necessary to prevent crime or if a serious crime may have been committed
- there is a high risk to the health and safety of the adult at risk
- the person lacks capacity to consent

The adult at risk would normally be informed of the decision to refer and the reasons for this, unless telling them would jeopardise their safety or the safety of others.

If the adult at risk is assessed as not having mental capacity to make decisions about their own safety and to consent to a referral being made, the referring officer, elected member or volunteer, must make a decision in the adult's best interest.

The key issue in deciding whether to make a referral is the harm or risk of harm to the adult at risk and any other adults who may have contact with the person causing harm or with the same organisation, service or care setting.

If the member of staff, elected member or volunteer is unsure whether to refer, they should contact the Lead Safeguarding Officer (see page 3).

Important Rule

It is important that all staff, elected members and volunteers are aware that the first person that has concerns or encounters a case of alleged or suspected abuse is not responsible for deciding whether or not abuse has occurred.

However, staff, elected members and volunteers do have a duty of care to the adult at risk to report any suspicions you may have. It may be that your concerns are important in enabling these statutory agencies to decide whether any action is necessary.

REMEMBER - It is not your job to judge or investigate BUT to inform.

Officers should be aware that in the case of professional referrals relating to an adult at risk the assumption of the Safeguarding Adults Team of Lincolnshire County Council is that the family will be told where the referral has come from. Any referral by an Officer of SKDC is regarded as a professional referral.

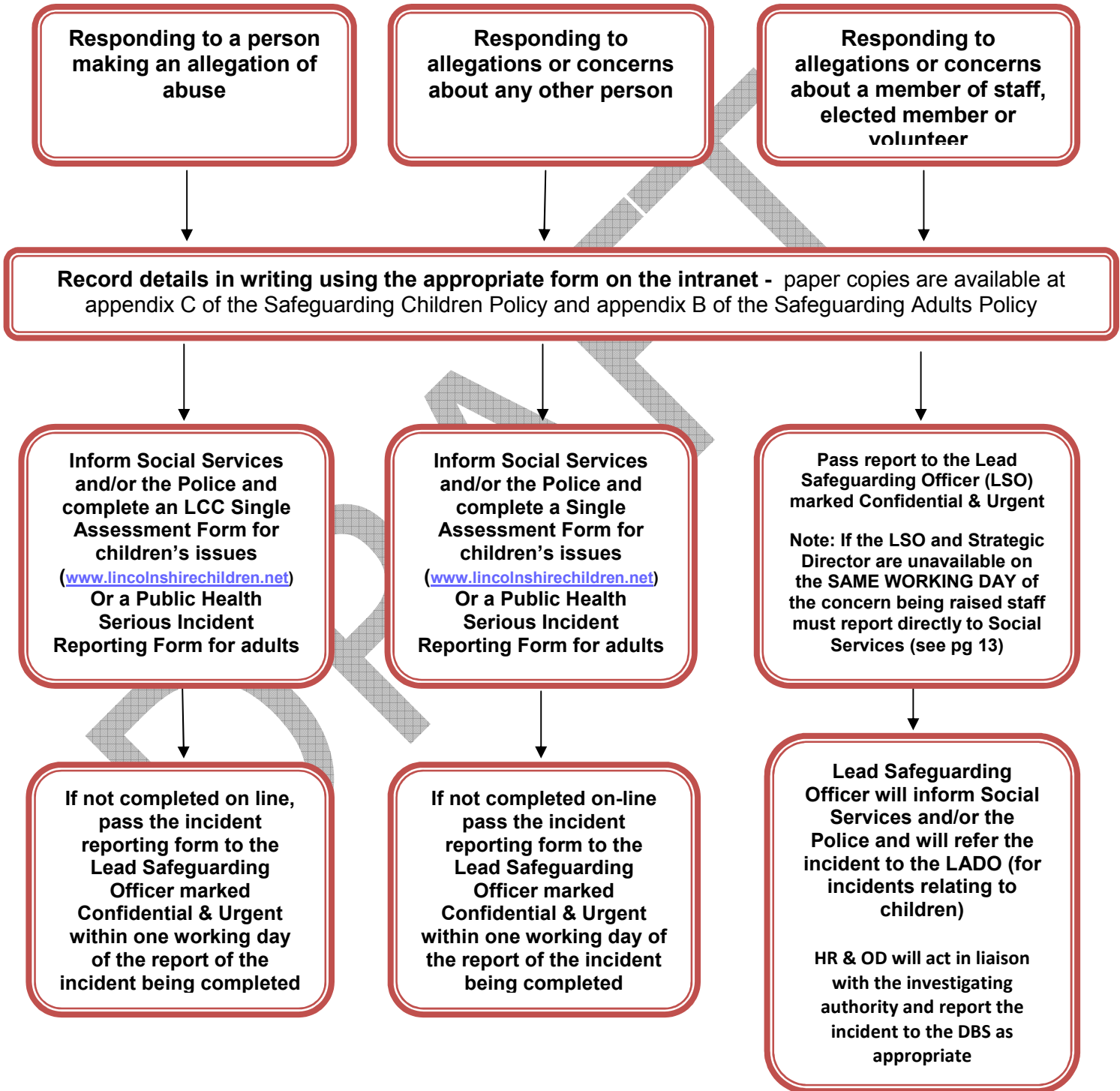
Any officer, in the course of their duties, may witness or be informed of an issue that they feel should be referred to **Adult Social Care**. All instances should be reported first to the **Lead Safeguarding Officer** or their deputy (see page 3). **Housing and Community Safety Officers** should then refer to Adult Social Care. All other referrals will be made by the Lead Safeguarding Officer. All officers should be aware, however, that if there is a need by Adult Social Care or the Lincolnshire Safeguarding Adults Board to open a Adult Protection Plan or Serious Case Review they may be called to give evidence.

If none of the people with designated responsibility (see page 3) are available on the same working day of the awareness of the issue, staff, elected members or volunteers should report their concerns directly to Adult Social Care through the contact number in appendix D page 20

Please note:

It is not the responsibility of any officer or elected member of the Council to investigate allegations – simply to report them to the appropriate authorities.

The only exception to this reporting mechanism is for concerns of immediate danger to ‘life or limb’ of a child or adult at risk. Under such circumstances the police should be contacted without delay.



APPENDIX A

Responsible officer contact details

South Kesteven District Council

Jane Booth

Service Manager - Housing Management

Tel – 01476 406631

Email – j.booth@southkesteven.gov.uk

Tracey Blackwell

Strategic Director – Community and Environment

Tel – 01476 406058

Email – t.blackwell@southkesteven.gov.uk

Steve Cullington

Service Manager – Supported Housing

Tel – 01476 406066

Email – s.cullington@southkesteven.gov.uk

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Public Health Serious Incident Reporting Form

This report should be completed by providers to report all serious incidents to the commissioner- Public Health Lincolnshire. This report does not replace the provider’s duty to inform the Lincolnshire County Council Customer Service Centre of any safeguarding issue. All serious incidents should be reported within 24 hours of the provider being aware of the incident.

Please refer to the FAQ at the end of the form for guidance.

Please send this completed form to Public_Health_Incident_Report@lincolnshire.gov.uk or fax to 01522 516249 – please use a confidential cover sheet marking it for the attention of Business Support Public Health.

Definition of serious incident:

- a) Deaths, excluding deaths by natural causes;
- b) An occurrence where a Service User, member of staff or a member of the public is attacked, has sustained injuries, or has sustained harm in other ways (e.g. through drug overdose or self-harm), either on the Providers premises or during the delivery of this service;
- c) Fire or flood or any other incident which renders any part of the building uninhabitable;
- d) Any incident occurring under the provision of the Independent Safeguarding Authority as a referral (Previously POVA).
- e) Anyone reported as a missing person to the police.

PROVIDER DETAILS

1.	Name of person completing this form	
2.	Date of completing form	
3.	Name of provider	
4.	Name of service	
5.	Provider contact details	

INCIDENT DETAILS

6.	Date of incident			
7.	Location of incident			
8.	Who was involved (please tick as appropriate)	Staff	Service User	Visitor
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

9.	What kind of serious incident are you reporting? (see definition above)	a	b	c	d	e

10.	Please provide a brief account of the serious incident. (This should include the risk/danger)	
-----	---	--

11.	Please provide details of any action(s) that have taken place since the incident occurred? (Please attach risk management/action plan if necessary)	
-----	---	--

12.	Has this incident been reported to the LCC Customer Service Centre? (please tick)	Yes (please provide a reference number, where applicable)	Date reported	No

13.	Have you informed the police about this incident? (please tick)	Yes (please provide a reference number)	Date reported	No

14.	Are there any ongoing police investigations about this incident? (please tick)	Yes (please provide details)	No

15.	Are there any other stakeholders involved in investigating or resolving this incident e.g. MARAC, CQC, MAPPA (please tick)	Yes (please provide details)	No

16.	Contact name and details of your communication/media team	Name:
		Email:
		Phone Number:

The Public Health serious incidents reporting form has been revised. Below details a few pointers, to help with the completion of the document:

- **Why do these forms need to be submitted?**
The information provided on these forms will enable the team to proactively build up a picture of current trends and action plan for these.
- **What is the process for these?**
Once the form has been submitted the contract manager will be immediately notified. Should any additional information be required the contract manager will directly contact the provider for this. Unless the provider is contacted they can close the incident down.
- **Why is the process for safeguarding issues?**
All safeguarding issues should be reported directly to the Lincolnshire County Council Customer Service Centre on 01522 782155. It is the provider's duty to ensure that this is followed. Only serious incidents should be reported and sent directly to [Public Health Incident Report@lincolnshire.gov.uk](mailto:Public_Health_Incident_Report@lincolnshire.gov.uk).
- **When do they need to be submitted?**
Your contract officer should be notified within 24 hours of you being aware of the incident; in certain circumstances this can be via email or phone to ensure the quick dissemination of the information. The serious incident form should then be submitted within 3 working days of the incident occurring; this is to allow time for any actions taken to be included within the form.
- **When do you report a death?**
Should there be a death of staff, service user or visitor a serious incident form should be completed.
- **What is classified as 'Self Harm'?**
When it is the first incident of self-harm, when the harm inflicted is out of the norm for that service user/cohort of users for that particular service or when the service user is admitted to hospital then the incident should be reported.
- **When should a missing person be reported on the serious incidents form?**
Once the service user has been reported to the police as missing person, a serious incident form should be completed.
- **What is an action plan/ risk management plan?**
This details the activities and arrangements made by the provider to resolve the situation and avoid the reoccurrence of the event.
- **Why do you need the contact details of the media/communication team?**
It is important that this information is included to enable Lincolnshire County Council corporate communication team to liaise with your organisation about producing a joint media release. A joint media release may not be required on all occasions but this information will enable a quick response from all parties involved when necessary.
- **Is personal identifiable data required?**
This is not a requirement of the form. Should any additional personal identifiable data be required, this will be requested by the contract manager and a secure mailbox address distributed.

APPENDIX C

To be updated with relevant legislation and guidance

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APPENDIX D

Useful contacts

Lincolnshire County Council - Adult Social Care

During office hours - 8.45am to 5.15pm (4.45pm Friday):

Tel: 01522 782 155

Email: CSC_SocialCare@lincolnshire.gov.uk

In an emergency, outside office hours (including weekends or Bank Holidays)

Tel: 01522 782 333

Grantham

Grange House, 46 Union Street, Grantham, NG31 6NZ

Tel: 01476 561 061 **Fax:** 01476 567 572

Stamford

38 North Street, Stamford, PE9 2YN

Tel: 01780 751 821 **Fax:** 01780 754 533

Lincolnshire Police

Public Protection Unit (24 hours) **01522 532 222**

Officers in all Lincolnshire Police Stations can be contacted by dialling:

101 or in an emergency situation dial **999**

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South Kesteven District Council

Equality Analysis (Stage 1)

Safeguarding Adults at Risk Policy and Procedures 2013

Service Area: Corporate	Lead officer: Jane Booth	Date of Meeting 19/08/13
	Assessors: Carol Drury	
	Neutral Assessor: Jo Toomey	

		to support and report. Guidance is contained within the policy for recognising factors which determine vulnerability and gives examples of areas of concern and behavioural indicators to assist staff.
Disability	Positive	A person is not defined as vulnerable because of a single protected characteristic. However some characteristics may be a contributing factor in putting an adult at risk. Section 4 of the policy defines an adult at risk as being frail due to age, ill health, physical disability or cognitive impairment, or a combination of these. It goes on to list learning, physical and sensory disability as potential concerns in safeguarding adults and also recognises those with mental health issues including dementia or a personality disorder. Long-term illness is also highlighted as an area of possible vulnerability. Guidance is contained within the policy for recognising factors which determine vulnerability and gives examples of areas of concern and behavioural indicators to assist staff.
Race	Positive	A person is not defined as vulnerable because of a single protected characteristic. However some characteristics may be a contributing factor in putting an adult at risk. Section 8 of the policy raises awareness of cultural practices such as female genital mutilation, forced marriage, human trafficking and honour-based violence.
Gender Reassignment	Neutral	A person is not defined as vulnerable because of a single protected characteristic. However some characteristics may be a contributing factor in putting an adult at risk.

Religion or Belief	Positive	A person is not defined as vulnerable because of a single protected characteristic. However some characteristics may be a contributing factor in putting an adult at risk. Section 8 of the policy raises awareness of cultural practices such as female genital mutilation, forced marriage and honour-based violence.
Sex	Neutral	A person is not defined as vulnerable because of a single protected characteristic. However some characteristics may be a contributing factor in putting an adult at risk.
Sexual Orientation	Neutral	A person is not defined as vulnerable because of a single protected characteristic. However some characteristics may be a contributing factor in putting an adult at risk.
Pregnancy and Maternity	Neutral	A person is not defined as vulnerable because of a single protected characteristic. However some characteristics may be a contributing factor in putting an adult at risk.
Marriage and Civil Partnership	Positive	A person is not defined as vulnerable because of a single protected characteristic. However some characteristics may be a contributing factor in putting an adult at risk. Section 8 of the policy raises awareness of cultural practices such as forced marriage and honour-based violence.
Carers	Positive	A person is not defined as vulnerable because of a single protected characteristic. However some characteristics may be a contributing factor in putting an adult at risk. Section 4 of the policy raises awareness of the potential vulnerability of a carer such as a family member/friend who provides personal assistance and care to adults and is subject to abuse

<p>Other Groups (e.g. those from deprived (IMD*) communities; those from rural communities, those with an offending past)</p> <p>*(IMD = Indices of multiple deprivation)</p>	<p>Positive</p>	<p>A person is not defined as vulnerable because of a single protected characteristic. However some characteristics may be a contributing factor in putting an adult at risk. Section 4 of the policy raises awareness of the potential vulnerability of a person with issues of substance and/or alcohol misuse. Isolation and social exclusion are also highlighted in section 4 as a contributory factor to a person's vulnerability.</p>
<p>General comments</p>	<p>This policy and its associated procedures have been developed to provide guidance to staff, volunteers and elected members of SKDC in their responsibilities towards adults at risk. It has also been put in place to inform contractors providing services that have direct impact on or involve adults at risk on behalf of South Kesteven District Council.</p> <p>The areas most commonly identified as types of abuse are listed in the policy as: sexual, physical, psychological, financial or material, neglect and discriminatory abuse.</p> <p>The policy also identifies other types of abuse which include self neglect, institutional abuse, hate crime, domestic abuse and in extreme circumstances the radicalisation of vulnerable individuals.</p> <p>It is important to remember however that just because someone is old, frail or has a disability, this does not mean they are inevitably 'at risk'. The policy clearly states that the key factor in determining vulnerability is a person's mental capacity to make informed choices concerning their own safety.</p>	

3. What equality data/information did you use to inform the outcomes of the proposed policy/service/function/strategy? (Note any relevant consultation who took part and key findings)

South Kesteven District Council's policy and procedures are based on the Lincolnshire Safeguarding Adults Board Multi-agency policy and procedures. Specific data relating to safeguarding adults is collected on a case by case basis. Due to the sensitivity of this data and the obvious requirement for confidentiality this information is not shared beyond the required partners within the Safeguarding arena.

If there are any gaps in the consultation/monitoring data, how will this be addressed?

N/A

4. Outcomes of analysis and recommendations (please note you will be required to provide evidence to support the recommendations made): Please check one of the options.

a)	No major change needed: equality analysis has not identified any potential for discrimination or for negative impact and all opportunities to promote equality have been taken	<input checked="" type="checkbox"/>
<i>If you have checked option a) you will need to complete a Stage 3 analysis when your policy/service/function/strategy has been implemented</i>		
b)	Adjust the proposal to remove barriers identified by equality analysis or to better promote equality.	<input type="checkbox"/>
<i>If you have checked option b) you will need to answer questions b.1 and b.2</i>		
c)	Adverse impact but continue	<input type="checkbox"/>
<i>If you have checked option c) you will need to answer questions c.1</i>		
d)	Stop and remove the policy/function/service/strategy as equality analysis has shown actual or potential unlawful	<input type="checkbox"/>

b.1 In brief, what changes are you planning to make to your proposed policy/service/function/strategy to minimise or eliminate the negative equality impacts?

b.2 Please provide details of whom you will consult on the proposed changes and if you do not plan to consult, please provide the rationale behind that decision.

If you have checked option b) you will need to complete a Stage 2 equality analysis

c.1 Please provide an explanation in the box below that clearly sets out your justification for continuing with the proposed policy/function/service/strategy.

If you have checked option c) you will need to complete a Stage 2 equality analysis. You should consider in stage 2 whether there are sufficient plans to reduce the negative impact and/or plans to monitor the actual impact.

Signed (Lead Officer): Jane Booth
(Name and title) Service Manager – Housing Management

Date completed: 20 August 2013

Signed (Neutral Assessor): Jo Toomey
(Name and title) Principal Democracy Officer

Date signed off: 20 August 2013

Date	Item	Update	Action Notes to Officers	Response	Recurring item	Recommendation	Cabinet/Council Decision
16.5.13	<p>Contamination Campaign Working Group Feedback</p>	<p>Working Group met 25.3.13 to discuss the education programme to support the introduction of a new contract relating to dry recycling</p>				<p>That the action notes from the Waste Contamination working group should constitute the recommendation to the Healthy Environment Portfolio Holder</p>	<p>The Portfolio Holder accepts the recommendations made by the working group of the Communities PDG relating to the amendments to the education campaign as reported at its meeting of 16th March 2013. Further recommendations relating to enforcement will be considered as necessary once the effectiveness and subsequent results of the education campaign have been assessed.</p>
	<p>Private Sector Renewal Policy Report on draft policy</p>	<p>The Environmental Health Service Manager summarised report No. ENV584</p>	<p>The PDG agreed to set up a working group to consider the report and make recommendations on the broad principals around which the policy would be based</p>			<p>24.5.13 Working Group Recommendations Enforcement to tackle poor housing conditions All enforcement options listed in the report should be available for officers</p> <p>Accreditation scheme for private sector landlords: Officers should investigate options for joining the East Midlands Accreditation Scheme</p> <p>Empty Homes: 1. That all enforcement powers listed in the discussion paper in respect of empty homes should be included in the policy and made available to officers. 2. That the authority should explore working with owners of commercial properties to consider residential uses and where appropriate use compulsory purchase orders to buy the building and convert it.</p>	<p>5.8.13 Cabinet Decision Cabinet notes the outcomes of the consultation process and approves the Private Sector Housing Renewal Policy for 2013-2018</p>

Date	Item	Update	Action Notes to Officers	Response	Recurring item	Recommendation	Cabinet/Council Decision
cont...						<p>Grants to bring empty homes back into use: 1.The authority should continue to provide grants to owners of empty homes 2.A charge should be placed against the property to recover costs if the property was sold within a specified number of years 3.Secure loans should be made available where there was sufficient collateral within a property to cover the value of the loan 4.The maximum loan value should be higher than the maximum grant</p> <p>Energy efficiency improvements: 1.That decent homes funding should be used to provide means-tested grants for owner-occupiers to tackle Category 1 hazards 2.Landlords in the private sector should not be eligible for grant funding to tackle Category 1 hazards</p> <p>Disabled Facilities Grants: 1.The Council should continue to make discretionary payments of up to £10,000 to top-up mandatory DFG when major adaptations were required. 2.Discretionary DFGs should also cover moving costs when the occupier is unable to meet them and alternative accommodation was considered more appropriate than adaptation</p>	

Date	Item	Update	Action Notes to Officers	Response	Recurring item	Recommendation	Cabinet/Council Decision
	Landlord Accreditation Scheme Overview of scheme	The Environmental Health Service Manager gave a brief overview . This item would return to the PDG at a later stage in its development	Ensure this item returns to a future meeting of the PDG. Date to be agreed with Strategic Lead and Service Manager for Environmental Health				
	Cultural Strategy Presentation on emerging strategy	Presentation by the Council's Strategic Lead for Economic Development and Regeneration on the draft strategy				That the Portfolio Holder considers the issues raised by the PDG for inclusion in the draft Cultural Strategy That the Cabinet approves the adoption of the draft Cultural Strategy	1.7.13 Cabinet Decision Cabinet approves the Council's first medium term Cultural Strategy 2013/14 to 2015/16 as appended o report ED927
	Annual Review of Work Programme Overview of 2012-13	Annual Review was presented to the PDG by the Community Engagement and Policy Development Officer.					
4.7.13	Cultural Strategy: Events and Festivals Programme Presentation on forthcoming events	Economic Development Regeneration and Investment Officers gave a presentation on Georgian Festival, Mallard Story of Speed, Enterprise Week and the 2014 Gravity Fields Festival					
5.9.13	Adult Safeguarding Policy Report and Draft Policy	Presentation of draft policy to the PDG for comment					

Date	Item	Update	Action Notes to Officers	Response	Recurring item	Recommendation	Cabinet/Council Decision
14.11.13 onwards	Car Parking Joint Working Group with members of Resources to consider methods of payment						
	Festivals and Events (TBC) Joint Working Group with members of Engagement PDG to consider options and VFM of future festivals and events						
	Householder Extension Guide (TBC) Report and Draft Guide						