



A meeting of the **OVERVIEW AND SCRUTINY PANEL (ENVIRONMENT, COMMUNITIES AND PARTNERSHIPS)** will be held in **CIVIC SUITE, PATHFINDER HOUSE, ST MARY'S STREET, HUNTINGDON PE29 3TN** on **THURSDAY, 6 APRIL 2023** at **7:00 PM** and you are requested to attend for the transaction of the following business:-

AGENDA

APOLOGIES

1. MINUTES (Pages 5 - 10)

To approve as a correct record the Minutes of the Overview and Scrutiny Panel (Environment, Communities and Partnerships) meeting held on 2nd March 2023

Contact Officer: B Buddle
01480 388008

2. MEMBERS' INTERESTS

To receive from Members declarations as to disclosable pecuniary and other interests in relation to any Agenda item.

Contact Officer: B Buddle
01480 388008

3. NOTICE OF KEY EXECUTIVE DECISIONS (Pages 11 - 20)

A copy of the current Notice of Key Executive Decisions is attached. Members are invited to note the Plan and to comment as appropriate on any items contained therein.

Contact Officer: H Peacey
01480 388169

4. ADOPTION OF THE UPDATED HDC SAFEGUARDING CHILDREN, YOUNG PEOPLE AND ADULTS AT RISK OF HARM POLICY (Pages 21 - 46)

The Adoption of the Updated HDC Safeguarding Children, Young People and Adults at Risk of Harm Policy Report is to be presented to the Panel for comment.

**Contact Officer: P Corley
01480 388269**

5. HOMES FOR UKRAINE SCHEME (Pages 47 - 54)

The Panel is invited to comment on the Homes for Ukraine report and presentation.

**Contact Officer: C Deeth
01480 388233**

6. OVERVIEW AND SCRUTINY WORK PROGRAMME (Pages 55 - 58)

- a) The Panel are to receive the Overview and Scrutiny Work Programme
- b) Members to discuss future planning of items for the Work Programme

**Contact Officer: B Buddle
01480 388008**

29 day of March 2023

Oliver Morley

Head of Paid Service

Disclosable Pecuniary Interests and other Registerable and Non-Registerable Interests.

Further information on [Disclosable Pecuniary Interests and other Registerable and Non-Registerable Interests is available in the Council's Constitution](#)

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This meeting will be filmed for live and/or subsequent broadcast on the Council's YouTube site. The whole of the meeting will be filmed, except where there are confidential or exempt items. If you make a representation to the meeting you will be deemed to have consented to being filmed. By entering the meeting you are also consenting to being filmed and to the possible use of those images and sound recordings for webcasting and/or training purposes. If you have any queries regarding the streaming of Council meetings, please contact Democratic Services on 01480 388169.

The District Council also permits filming, recording and the taking of photographs at its meetings that are open to the public. Arrangements for these activities should operate in accordance with [guidelines](#) agreed by the Council.

Please contact Mrs Beccy Buddle, Democratic Services Officer (Scrutiny), Tel No: 01480 388008/e-mail Beccy.Buddle@huntingdonshire.gov.uk if you have a general query on any Agenda Item, wish to tender your apologies for absence from the meeting, or would like information on any decision taken by the Committee/Panel.

Specific enquiries with regard to items on the Agenda should be directed towards the Contact Officer.

Members of the public are welcome to attend this meeting as observers except during consideration of confidential or exempt items of business.

Agenda and enclosures can be viewed on the [District Council's website](#).

Emergency Procedure

In the event of the fire alarm being sounded and on the instruction of the Meeting Administrator, all attendees are requested to vacate the building via the closest emergency exit.

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HUNTINGDONSHIRE DISTRICT COUNCIL

MINUTES of the meeting of the OVERVIEW AND SCRUTINY PANEL (ENVIRONMENT, COMMUNITIES AND PARTNERSHIPS) held in Civic Suite, Pathfinder House, St Mary's Street, Huntingdon PE29 3TN on Thursday, 2 March 2023.

PRESENT: Councillor J E Kerr – Chair (Items 12-14 only).

Councillors T Alban, S Bywater, S J Criswell, J E Harvey, N J Hunt, M Kadewere, C Lowe, S R McAdam and D J Shaw.

APOLOGIES: Apologies for absence from the meeting were submitted on behalf of Councillors M J Burke and G J Welton.

IN ATTENDANCE: Councillor B Pitt.

12. MINUTES

The Minutes of the meeting held on 2nd February 2023 were approved as a correct record and signed by the Chair.

13. RESPONSES TO QUESTIONS ARISING FROM PREVIOUS MEETINGS

The Panel noted the responses which had been received to questions raised by Members at previous meetings.

14. MEMBERS' INTERESTS

Councillor J E Kerr declared Other Registerable Interests in Minute Nos. 16 and 17 by virtue of her involvement in a number of aspects of these agenda items and left the room and did not take part in the discussion on these items.

Councillor M Kadewere declared an Other Registerable Interest in Minute Number 17 as Secretary of Huntingdon Community Group and left the room and did not take part in the discussion on these items.

(At this point of the proceedings Councillor Kerr left the meeting and did not return).

Councillor N J Hunt in the Chair.

15. NOTICE OF KEY EXECUTIVE DECISIONS

The Panel received and noted the current Notice of Key Executive Decisions (a copy of which has been appended in the Minute Book) which has been prepared by the Executive

Leader for the period 1st March 2023 to 30th June 2023.

In response to a question by Councillor Criswell as to whether the Overview and Scrutiny Panels were evenly matched in terms of the work which was being brought forward on the Council's Forward Plan, the Panel were informed that a new Corporate Plan has now been developed with a range of new initiatives and priorities which would link into the future work of the Environment, Communities and Partnerships Panel and populate future forward plans. Work was also ongoing in relation to the health agenda and it was intended to bring forward an item for discussion in due course.

16. WARM SPACES

With the assistance of a report by the Chief Delivery Officer and a power-point presentation (copies of which are appended in the Minute Book), the Panel received an update on the development of Warm Spaces in response to the cost-of-living crisis.

Following the presentation, questions were invited from the Panel:

Councillor McAdam enquired how well the message was getting across to the public that these warm spaces were available to them. Having noted the user numbers initially appeared to be positive, it was explained that it was always a challenge to get the message out to those who needed it, but one of the advantages of the devolved model is that people tended to be in contact with their local community groups who are already embedded within their communities. However, it would always be a challenge to reach those who were not connected to local community groups and other social networks. There had been a significant amount of take up of the District Council press releases and traffic on social media and Members were encouraged to continue to share and support these initiatives in the press and on social media where possible.

Following a question from Councillor Harvey on how often an organisation could apply for funding from the District Council's Community Chest for their warm space, the Panel heard that the specific detail would be sought and reported back. However, in addition to this, Members were informed that there were a set of criteria which the Council was currently reviewing with a view to establishing what could help these groups to continue to succeed going forward. A question was also asked about the training which was provided for the volunteers at the Warm Hubs and the Panel were informed that a package of training had been provided and been used flexibly depending on the level and knowledge of those that had required it.

Councillor Harvey expressed concern that more had not been done to offer mental health support within the spaces and queried whether there were any plans to improve on this. In response to which it was explained that some of the funding from the Integrated Care System for Reducing Health Inequalities initiative had been used by the 15 recognised organisations to put additional mental health support into

their localised areas. In terms of warm spaces, there was an emphasis on signposting. Members noted that the district were looking at second year funding to deliver a District wide approach

Councillor Bywater then reflected on his own experience at the Warm Spaces Hub in Sawtry which was well attended and his view that it was important not to duplicate effort but to signpost where appropriate. He provided some feedback on the insecurities that he was starting to hear regarding the affordability of being able to continue rent the hall and emphasised the need to keep the momentum and to continue to communicate how the District Council could continue to support warm spaces going forward. He also emphasised the role of Members in advertising the availability of warm spaces in their wards.

It was further observed by Councillor Bywater, that it was a struggle to get volunteers engaged within their communities and it was important for them to see a future for a project and a vision to keep them engaged. In response to which, the Executive Councillor indicated that he was sympathetic and had been in the position of wondering what happened to a project when the grant comes to an end. The challenge would now be on the District Council to find a transparent system to consider this going forward.

In concluding the discussion, the Interim Managing Director indicated that the proliferation of one-off type projects created a real challenge. He explained that the warm spaces initiative had been designed in anticipation that there was likely to be enduring need in April. Throughout Covid, efforts have been consistently made to build the resilience of community organisations to create capacity for longer term need in the future. As a result of increasing effectiveness in doing this, the district was seeing more one-off opportunities. Whilst it is harder to do, it was hoped that Members believed it was more effective to build long term solutions.

17. HEALTH INEQUALITIES PROJECT – TACKLING PREVENTION THROUGH COMMUNITY ENGAGEMENT

(Councillor Kadewere left the meeting during the discussion on this item. See Members Interests).

With the assistance of a report by the Health Inequalities Project Manager and a power-point presentation (copies of which are appended in the Minute Book) the Panel received an update on the District's Health Inequalities Project, which was designed to address localised health inequalities, build community resilience, and prevent the escalation of health issues.

Following the presentation, the Executive Councillor for Community and Health Councillor Pitt paid tribute to all those who had been involved within the initiatives and projects and to the individual Groups themselves who had all achieved some significant successes.

In response to a question from Councillor Criswell as to how other communities could be encouraged to become involved, the Panel were informed that on this occasion the projects selected had been

driven by speed and necessity. Funding had also been provided to those groups that already had the accredited recognition process. However, it was hoped that now a pathway and working model had been developed this could be shared more widely within the district. It was also pointed out that although funding was seeded into the 15 areas, it could still be spread into neighbouring villages.

Councillor Bywater reflected on the difficulties and challenges in reaching some of the smaller parishes and commented whether there might be any potential to ask for expressions of interests from groups or organisations. He also commented on the issues being faced because of inadequate transportation in some areas of the district. To which, the Executive Councillor agreed that the availability of buses continued to be a health issue as people became isolated and couldn't get to services and social groups.

Councillor Alban welcomed the sharing of ideas and benefits between neighbouring villages; however, he sought confirmation that grants weren't being given to the same groups because they were well organised and knew the application process. He also welcomed the availability of a specialist youth worker to work with young people to address well-being and mental health issues but commented on the potential for this to duplicate the existing work of the County Council's Youth Service. Finally, Councillor Alban welcomed the increased use of signposting as a positive move – enabling individuals to take actions for themselves which brought positive outcomes.

In response to Councillor Alban's comments, Officers explained that the groups involved within the project had had to commit to significant work including consultations, surveys, pilot projects and community events. The mental health package had been put together in conjunction with the County Council, the local school, local GP surgery, local prescribers and the local youth club by a volunteer and all groups have also been urged to ensure that the right people are doing the expert's jobs.

The Executive Councillor acknowledged that whilst there were certain groups that were good at writing applications for grant funding, there was often a correlation between those groups and those that are good at delivery. In many cases there was a well-established relationship between these groups and the District Council with their capacity to deliver already being recognised. Whilst duplication is an important issue, sometimes having a breadth of offer can be helpful and in his opinion duplication in some areas was not always a terrible thing.

Officers explained that the network of capability and support which had developed from the projects had been evident at the recent celebratory event detailed within the presentation. Officers were confident that the initiative had established a network of community champions and support that was self-reliant and self-supporting. It was hoped that something similar could be achieved from the celebratory event for the Warm Hubs project in due course.

Following a question from Councillor Shaw regarding the funding for 2023/24 and specifically the resources for staffing beyond the end of June, the Panel were advised that it had been evident that the

availability of dedicated resources had made a significant difference in building up the relationships with and the resilience of the community groups. However, it was intended to consider a more active community engagement role for next year's funding.

Councillor McAdam asked how engaged and involved local GPs were with this project. The Panel were informed that work was ongoing to build further links here.

Councillor Harvey enquired whether an organisation who was already operating a scheme which might well fit into this would be able to approach the District Council regarding the forthcoming round of funding. In response, it was explained that the District Council's proposal for 2023/24 was not yet written, however it was envisaged that the Integrated Care System might wish to include more rigour into this year's proposal and with this in mind were looking to give a focus to individual Districts.

Finally, and in response to a question from Councillor Lowe as to what effort was made to encourage individuals to attend events and projects, the Panel were advised that all the Groups had undertaken substantial consultation exercises prior to the launch of their projects including in some cases pilot exercises and it was hoped that that this would pay dividends in terms of attendance.

18. OVERVIEW AND SCRUTINY WORK PROGRAMME

With the aid of a report by the Democratic Services Officer (Scrutiny) (a copy of which is appended in the Minute Book) the Overview and Scrutiny Work Programme was presented to the Panel.

Having regard to the recent discussion to incorporate 'Environment' into the Panel's name, it was suggested that it would be useful to receive an update from those organisations to which the Council either appoints members to or offers financial support. It was suggested and agreed that this should include the Great Fen Steering Group, the Cambridgeshire and Peterborough Parks Partnership and the Great Ouse Valley Trust. It was suggested that the Panel might consider the environmental impact that these initiatives have had, and it was agreed that the Council's appointed representatives should also be invited to the meeting for this purpose. It was further agreed to consider holding a meeting at the Great Fen Project itself in the warmer weather.

Chair

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NOTICE OF EXECUTIVE KEY DECISIONS INCLUDING THOSE TO BE CONSIDERED IN PRIVATE

Prepared by: Councillor Sarah Conboy, Executive Leader of the Council
Date of Publication: 21 March 2023
For Period: 1 April 2023 to 31 July 2023

Membership of the Cabinet is as follows:-

Councillor Details		Councillor Contact Details
Councillor S J Conboy	Executive Leader of the Council and Executive Councillor for Place	Cloudberry Cottage 9 Earning Street Godmanchester Huntingdon PE29 2JD Tel: 01480 414900 / 07831 807208 E-mail: Sarah.Conboy@huntingdonshire.gov.uk
Councillor L Davenport-Ray	Executive Councillor for Climate & Environment	73 Hogsden Leys St Neots Cambridgeshire PE19 6AD E-mail: Lara.Davenport-Ray@huntingdonshire.gov.uk
Councillor S Ferguson	Executive Councillor for Customer Services	9 Anderson Close St Neots Cambridgeshire PE19 6DN Tel: 07525 987460 E-mail: Stephen.Ferguson@huntingdonshire.gov.uk

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Agenda Item 3

Councillor M Hassall	Executive Councillor for Corporate & Shared Services	Care of Huntingdonshire District Council St Mary's Street Huntingdon Cambridgeshire PE29 3TN Tel: 07825 193572 E-mail: Martin.Hassall@huntingdonshire.gov.uk
Councillor B Mickelburgh	Executive Councillor for Finance & Resources	2 Grainger Avenue Godmanchester Huntingdon Cambridgeshire PE29 2JT Tel: 07441 392492 E-mail: Brett.Mickelburgh@huntingdonshire.gov.uk
Councillor B Pitt	Executive Councillor for Community & Health	17 Day Close St Neots Cambridgeshire PE19 6DF Tel: 07703 169273 E-mail: Ben.Pitt@huntingdonshire.gov.uk
Councillor T Sanderson	Deputy Executive Leader and Executive Councillor for Planning	29 Burmoor Close Huntingdon Cambridgeshire PE29 6GE Tel: 01480 436822 E-mail: Tom.Sanderson@huntingdonshire.gov.uk

Councillor S Taylor	Executive Councillor for Leisure, Waste & Street Scene	66 Wren Walk Eynesbury St Neots Cambridgeshire PE19 2GE Tel: 07858 032076 E-mail: Simone.Taylor@huntingdonshire.gov.uk
Councillor S Wakeford	Executive Councillor for Jobs, Economy and Housing	4 Croft Close Brampton Huntingdon Cambridgeshire PE28 4TJ Tel: 07762 109210 E-mail: Sam.Wakeford@huntingdonshire.gov.uk

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Notice is hereby given of:

- Key decisions that will be taken by the Cabinet (or other decision maker)
- Confidential or exempt executive decisions that will be taken in a meeting from which the public will be excluded (for whole or part).

Notice/agenda together with reports and supporting documents for each meeting will be published at least five working days before the date of the meeting. In order to enquire about the availability of documents and subject to any restrictions on their disclosure, copies may be requested by contacting the Democratic Services Team on 01480 388169 or E-mail Democratic.Services@huntingdonshire.gov.uk.

Agendas may be accessed electronically at the [District Council's website](#).

Formal notice is hereby given under The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 that, where indicated part of the meetings listed in this notice will be held in private because the agenda and reports for the meeting will contain confidential or exempt information under Part 1 of Schedule 12A to the Local Government (Access to Information) Act 1985 (as amended) and that the public interest in withholding the information outweighs the public interest in disclosing it. See the relevant paragraphs below.

Any person who wishes to make representations to the decision maker about a decision which is to be made or wishes to object to an item being considered in private may do so by emailing Democratic.Services@huntingdonshire.gov.uk or by contacting the Democratic Services Team. If representations are received at least eight working days before the date of the meeting, they will be published with the agenda together with a statement of the District Council's response. Any representations received after this time will be verbally reported and considered at the meeting.

Paragraphs of Part 1 of Schedule 12A to the Local Government (Access to Information) Act 1985 (as amended) (Reason for the report to be considered in private)

1. Information relating to any individual
2. Information which is likely to reveal the identity of an individual
3. Information relating to the Financial and 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 that are 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 announcement 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.

Huntingdonshire District Council
Pathfinder House
St Mary's Street
Huntingdon PE29 3TN.

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- Notes:-
- (i) Additions changes from the previous Forward Plan are annotated ***
 - (ii) Part II confidential items which will be considered in private are annotated ## and shown in italic.

Subject/Matter for Decision	Decision/ recommendation to be made by	Date decision to be taken	Documents Available	How relevant Officer can be contacted	Reasons for the report to be considered in private (paragraph no.)	Relevant Executive Councillor	Relevant Overview & Scrutiny Panel
Community Chest Grant Aid Awards 2023/24*** Page 15 of 58	Grants Panel	19 Apr 2023 17 May 2023 21 Jun 2023 19 Jul 2023		Claudia Deeth, Community Resilience Manager Tel No: 01480 388233 or email: Claudia.Deeth@huntingdonshire.gov.uk		B Pitt & M Hassall	Environment, Communities & Partnerships
The Stukeleys Neighbourhood Plan Referendum***	Cabinet	18 Apr 2023		Frances Schulz, Senior Planning Officer Tel No: 01480 388432 or email: Frances.Schulz@huntingdonshire.gov.uk		T Sanderson	Performance & Growth

Subject/Matter for Decision	Decision/ recommendation to be made by	Date decision to be taken	Documents Available	How relevant Officer can be contacted	Reasons for the report to be considered in private (paragraph no.)	Relevant Executive Councillor	Relevant Overview & Scrutiny Panel
Adoption of the Updated HDC Safeguarding Children, Young People and Adults at Risk of Harm Policy***	Cabinet	18 Apr 2023		Peter Corley, Health & Safety Manager and Lead Safeguarding Officer Tel No: 01480 388269 or email: Pete.Corley@huntingdonshire.gov.uk		M Hassall	Environment, Communities & Partnerships
Community Infrastructure Levy Funding Allocation	Cabinet	18 Apr 2023		Claire Burton, Implementation Team Leader Tel No: 01480 388274 or email: Claire.Burton@huntingdonshire.gov.uk		T Sanderson	Performance & Growth

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Subject/Matter for Decision	Decision/ recommendation to be made by	Date decision to be taken	Documents Available	How relevant Officer can be contacted	Reasons for the report to be considered in private (paragraph no.)	Relevant Executive Councillor	Relevant Overview & Scrutiny Panel
Local Plan Update Issues Engagement Paper	Cabinet	18 Apr 2023		Clare Bond, Planning Policy Team Leader Tel No: 01480 387104 or email: Clare.Bond@huntingdonshire.gov.uk		T Sanderson	Performance & Growth
Leisure and Sport Facilities Strategy and Playing Pitch Strategy***	Cabinet	20 Jun 2023		Martin Grey, Sports Development Manager Tel No: 01480 388244 or email: Martin.Grey@huntingdonshire.gov.uk		S Taylor	Environment, Communities & Partnerships
Market Towns Programme - Summer Update	Cabinet	20 Jun 2023		Pamela Scott, Housing Strategy and Delivery Manager Tel No: 01480 388486 or email: Pamela.Scott@huntingdonshire.gov.uk		S Wakeford	Performance & Growth

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Subject/Matter for Decision	Decision/ recommendation to be made by	Date decision to be taken	Documents Available	How relevant Officer can be contacted	Reasons for the report to be considered in private (paragraph no.)	Relevant Executive Councillor	Relevant Overview & Scrutiny Panel
Mid Term Review of the Housing Strategy 2020-2025	Cabinet	20 Jun 2023		Pamela Scott, Housing Strategy and Delivery Manager Tel No: 01480 388486 or email: Pamela.Scott@huntingdonshire.gov.uk		S Wakeford	Performance & Growth
First Homes statement	Cabinet	20 Jun 2023		Pamela Scott, Housing Strategy and Delivery Manager Tel No: 01480 388486 or email: Pamela.Scott@huntingdonshire.gov.uk		S Wakeford	Performance & Growth
Community Infrastructure Levy Governance	Cabinet	20 Jun 2023		Claire Burton, Implementation Team Leader Tel No: 01480 388274 or email: Claire.Burton@huntingdonshire.gov.uk		T Sanderson	Performance & Growth

Subject/Matter for Decision	Decision/ recommendation to be made by	Date decision to be taken	Documents Available	How relevant Officer can be contacted	Reasons for the report to be considered in private (paragraph no.)	Relevant Executive Councillor	Relevant Overview & Scrutiny Panel
Tenancy Strategy	Cabinet	18 Jul 2023		Pamela Scott, Housing Strategy and Delivery Manager Tel No: 07874 887465 or email: Pamela.Scott@huntingdonshire.gov.uk		S Wakeford / S Ferguson	Performance & Growth

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Public
Key Decision - Yes

HUNTINGDONSHIRE DISTRICT COUNCIL

Title/Subject Matter: Adoption of the Safeguarding Children, Young People and Adults at Risk of Harm Policy

Meeting/Date: Overview and Scrutiny (Environment, Communities & Partnerships) – 6th April 2023
Cabinet – 18th April 2023

Executive Portfolio: Executive Councillor for Corporate & Shared Services, Councillor M A Hassall

Report by: Lead Safeguarding Officer

Ward(s) affected: All

RECOMMENDATION

The Overview and Scrutiny Panel is invited to comment on the recommendation to Cabinet to approve the updated Safeguarding Children, Young People and Adults at Risk of Harm Policy from the Cabinet report attached.

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Public
Key Decision - Yes

HUNTINGDONSHIRE DISTRICT COUNCIL

Title/Subject Matter: **Adoption of the Safeguarding Children, Young People and Adults at Risk of Harm Policy**

Meeting/Date: Overview and Scrutiny (Environment, Communities & Partnerships) – 6th April 2023
Cabinet – 18th April 2023

Executive Portfolio: Executive Councillor for Corporate & Shared Services, Councillor M A Hassall

Report by: Lead Safeguarding Officer

Ward(s) affected: All

Executive Summary:

Huntingdonshire District Council has worked in partnership in a Countywide Safeguarding Policy review that included recommendations from the Independent Safeguarding Partnership Team linked to the Cambridgeshire and Peterborough Safeguarding Boards (Children and Adults).

The template adopted was that of South Cambridgeshire District Council's as it had been identified as the one that had most recently been presented through a formal Committee approval process, February 22, and was taken to have the most up-to-date content.

Huntingdonshire District Council began its own Policy review in January 22. This coincided with the development of the Countywide Policy review, so the decision was taken to adopt the standardised template and present to the appropriate committees when complete.

The updated policy is entitled 'Safeguarding Children, Young People and Adults at Risk of Harm Policy' and provides an overarching framework to the Council's approach to all safeguarding matters.

There have been no material changes to the guidance offered to staff in relation to reporting and recording procedures.

The amendments incorporated into the updated policy are to provide a single good practice reference point for matters relating to Children, Young People and Adults at Risk.

Recommendation(s):

Cabinet is

RECOMMENDED

To approve the updated Safeguarding Children, Young People and Adults at Risk of Harm Policy.

1. PURPOSE OF THE REPORT

1.1 Huntingdonshire District Council is a relevant agency in terms of safeguarding and child protection. This means the Council must:

- Fully engage with the Cambridgeshire and Peterborough safeguarding arrangements
- Ensure that the organisation works in accordance with the inter-agency safeguarding procedures
- Have appropriate robust safeguarding policies and procedures in place specifically relevant to the organisation
- Ensure that the workforce is appropriately skilled to recognise and respond to safeguarding matters

2. BACKGROUND

2.1 A formal review of the Councils Safeguarding Policy commenced in January 22. This review coincided with a Countywide review taking place and included recommendations from the Independent Safeguarding Partnership Team linked to the Cambridgeshire and Peterborough Safeguarding Boards (Children and Adults) and representatives from Huntingdonshire District Council, South Cambridgeshire District Council; Cambridgeshire City Council, East Cambridgeshire District Council and Fenland District Council

2.2 The South Cambridgeshire District Council Policy was adopted as the basis for the countywide template. This was due to it having been most recently adopted through a formal Committee structure in February 22.

2.3 Subsequently this template was updated to reflect the comments/advice provided by Sally Giddens, Practice Improvement and Development Lead, from the Independent Safeguarding Partnership Team linked to the Cambridgeshire and Peterborough Safeguarding Boards (Children and Adults).

2.4 Comments received were used to update the template. As a result of previous close working with Sally Giddens the adoption of the template has resulted solely in format changes and no changes to existing procedures used within Huntingdonshire District Council.

3. COMMENTS OF OVERVIEW & SCRUTINY

3.1 The comments of the relevant Overview and Scrutiny Panel will be included in this section prior to its consideration by the Cabinet.

4. KEY IMPACTS

- 4.1 This policy is to ensure the Council meets its statutory safeguarding responsibilities and to incorporate good practice.
- 4.2 The amendments have been drafted with County wide colleagues to work towards greater consistency in Safeguarding policies.

5. WHAT ACTIONS WILL BE TAKEN/TIMETABLE FOR IMPLEMENTATION

- 5.1 Upon approval this Policy will replace the existing Safeguarding Policy on the Huntingdonshire District Council Safeguarding SharePoint site, be communicated directly to all Designated Safeguarding Officers, disseminated through standard information channels to all employees and incorporated into all future training sessions.

6. LINK TO THE CORPORATE PLAN, STRATEGIC PRIORITIES AND/OR CORPORATE OBJECTIVES

[*\(See Corporate Plan\)*](#)

- 6.1 This Policy will support staff and allow staff to support our residents needs and demonstrate that we are committed to ensuring that Huntingdonshire residents have the highest possible quality of life.
- 6.2 The adoption of this County wide template will also take a positive and proactive approach to joined up services for the benefit of our residents.

7. CONSULTATION

- 7.1 Consultation on the production of this Policy has been undertaken with,
- The Independent Safeguarding Partnership Team linked to the Cambridgeshire and Peterborough Safeguarding Boards (Children and Adults)
 - Local partner District Councils
 - Huntingdonshire District Council Safeguarding Board
 - Huntingdonshire District Council Service Managers identified as providing specific Council functions within the Policy.

8. LEGAL IMPLICATIONS

- 8.1 There are no direct legal implications from this report.

9. RESOURCE IMPLICATIONS

- 9.1 No additional resource implications are expected from this report.

10. REASONS FOR THE RECOMMENDED DECISIONS

- 10.1 All organisations that make provision for children and adults at risk of harm must ensure that
- The welfare of the child or adult at risk of harm is paramount
 - All children, young people and adults at risk of harm have the right to protection from abuse. This applies regardless of, their age, culture, disability, gender, language, racial origin religious beliefs and/or sexual identity.
 - All suspicions and allegations of abuse and neglect are responded to swiftly and appropriately.
- 10.2 This policy applies to all staff, councillors, volunteers and contractors that work within the Council. The aim of this policy is to explain the Council's Safeguarding duty to protect the welfare of children, young people and vulnerable adults at risk living in Huntingdonshire
- 10.3 This updated Policy demonstrates that Huntingdonshire District Council takes our responsibilities seriously and expect all staff, partners and contractors to share in this commitment.

11. LIST OF APPENDICES INCLUDED

Appendix 1 – HDC Safeguarding Children, Young People and Adults at Risk of Harm Policy

CONTACT OFFICER

Name/Job Title: Pete Corley, Health and Safety Manager/
Lead Safeguarding Officer
Tel No: 01480 388269
Email: Pete.Corley@huntingdonshire.gov.uk

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Huntingdonshire District Council

Safeguarding Children, Young People and Adults at Risk of Harm Policy

Version	Draft
Ownership	Safeguarding Governance Board
Approved by	
Approval date	
Publication date	
Date of next review	

Safeguarding is everyone's responsibility

Safeguarding – Quick View Procedure

Is the child, young person or adult at risk of immediate significant harm?

Yes

Call [999](tel:999)

No

Complete [HDC Log of Concern Form](#)

Speak to the Lead Safeguarding Officer or in their absence a Designated Safeguarding Officer or your Line manager

Safeguarding concerns should be reported to the Cambridgeshire and Peterborough Safeguarding Partnership Board via the [online referral form](#).
Safeguarding referrals should also be copied to

When allegations or concerns are expressed about a Councillor, Employee, Volunteer or Contractor – contact the Lead Safeguarding Officer.

If an allegation involves a child or young person, the Lead Safeguarding Officer will also contact the Local Authority Designated Officer (LADO) for further advice.

If you are concerned that a person is at risk of radicalisation, you can get help for them by emailing Prevent@cambs.pnn.police.uk or calling [01480 422 596](tel:01480422596).

In an emergency call 999

[Prevent | Cambridgeshire and Peterborough Safeguarding Partnership Board](#)

[Safeguarding Children, Young People and Adults at Risk of Harm \(sharepoint.com\)](#)

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1. Introduction

This policy applies to all staff, councillors, volunteers and contractors that work within the Council.

The aim of this policy is to explain the Council's Safeguarding duty.

The Council has a duty to protect the welfare of children, young people and vulnerable adults living in Huntingdonshire.

All organisations that make provision for children and adults at risk of harm must ensure that:

- The welfare of the child or adult at risk of harm is paramount
- All children, young people and adults at risk of harm have the right to protection from abuse. This applies regardless of, their age, culture, disability, gender, language, racial origin religious beliefs and/or sexual identity.
- All suspicions and allegations of abuse and neglect are responded to swiftly and appropriately.

We take our responsibilities seriously and expect all staff, partners and contractors to share this commitment.

Safeguarding is **everyone's** responsibility.

2. Purpose

2.1 There are two main aims of this policy:

- To protect and promote the welfare of the children, young people and adults using or receiving services provided or commissioned by Huntingdonshire District Council.
- To support the Council, its officers, councillors, contractors and volunteers in fulfilling their statutory responsibilities.

Huntingdonshire District Council is not a Children's Services Authority. It is not the role of the Council to investigate allegations of abuse. However, all employees, councillors, volunteers and contracted service providers have a clear responsibility to take action when they suspect that a child, young person or adult at risk of harm may be a victim of significant harm or abuse.

2.2 This policy demonstrates how the Council will meet its legal obligations. It explains:

- a) What the Council will do to protect and safeguard children, young people and adults at risk of harm
- b) How people can safely voice any concerns through an established procedure
- c) That the Council will deal with all reports of abuse or potential abuse in a serious and effective manner
- d) That Members, employees, volunteers and contractors receive appropriate training
- e) That robust 'safer' recruitment procedures are in place.

It should be noted that this policy is not a stand-alone document. It should be used in conjunction with the inter-agency procedures developed by the Cambridgeshire and Peterborough Safeguarding Partnership Board.

In addition, this policy also provides an overarching framework to the Council's approach to all safeguarding matters. Additional Council policies and plans exist and sit beneath the overarching framework and should be read in conjunction with this main Safeguarding Policy. This policy also extends to buildings and premises owned or operated on behalf of the council including communal buildings and leisure facilities.

3. What is safeguarding?

Safeguarding means protecting a person's right to live in safety, free from abuse and neglect. It is about working together to support children, young people and adults at risk of harm to make decisions about the risks they face in their own lives and protecting those who lack the capacity to make these decisions.

The legislation relating to the Safeguarding of Children is different from the legislation relating to the Safeguarding of Adults at risk of harm. This policy covers adults and children. For clarity, the legislation for each group is summarised separately.

4. Key Legislation: Safeguarding of Children

The key legislation underpinning the Safeguarding of children and young people is the Care Act 2014, Children and Social Work Act 2017 and Working Together to Safeguard Children 2018. All children from 0-18 years are covered by the legislation.

Working Together to Safeguard Children 2018 confirms that the 3 statutory safeguarding partners in relation to a local authority area are defined in the Children and Social Work Act 2017 as:

- Local Authority (Tier 1/ responsible for children's services).
For Huntingdonshire District Council this is Cambridgeshire County Council
- Clinical Commissioning Group
- Chief Officer of Police

The 3 statutory partners have a shared and equal duty to make arrangements to work together to safeguard and promote the welfare of all children in a local area.

The Care Act 2014 established the need to have a Safeguarding Partnership Board for children. The **Cambridgeshire and Peterborough Safeguarding Children Partnership Board** brings together a number of agencies across the county to ensure that there is a joined-up approach to safeguarding children and young people. Further information about the Board, including links to useful training and information, can be accessed here

[Cambridgeshire & Peterborough Safeguarding Partnership Board
\(safeguardingcambspeterborough.org.uk\)](https://safeguardingcambspeterborough.org.uk)

The Cambridgeshire and Peterborough Safeguarding Children Partnership Board recognise the importance of the lived experience of the child. Further information and Practice guidance can be accessed here.

[Lived Experience of the Child Practice Guidance | Cambridgeshire and Peterborough
Safeguarding Partnership Board \(safeguardingcambspeterborough.org.uk\)](https://safeguardingcambspeterborough.org.uk)

5. Key Legislation: Safeguarding Adults at risk

Statutory requirements regarding the Safeguarding of Adults at Risk are set out in the Care Act 2014 and supporting statutory guidance.

The term 'Adult at Risk' is a short form of the phrase 'An adult at risk of abuse or neglect'. It refers to adults who may have safeguarding needs according to the Care Act (2014). An Adult at Risk (sometimes referred to as AAR) is an adult (someone aged 18 or older) who:

- a) Has needs for care and support (whether or not the authority is meeting any of those needs)
- b) Is experiencing, or is at risk of, abuse or neglect, and
- c) As a result of those needs, is unable to protect himself or herself against the abuse or neglect or the risk of it.

The Care Act 2014 established the need to have Safeguarding Adult Boards in each local authority area. The Act confirmed that the three statutory safeguarding partners should be; Local Authority (tier one authority), Chief Officer of Police, and Clinical Commissioning Groups.

The statutory guidance sets out the concept of Making Safeguarding Personal. This requires practitioners to find out about the lived experience of the adult.

[Lived Experience of the Adult | Cambridgeshire and Peterborough Safeguarding Partnership Board
\(safeguardingcambspeterborough.org.uk\)](https://safeguardingcambspeterborough.org.uk)

6. Related legislation, policies and processes

6.1 PREVENT

CONTEST is the UK's counter terrorism strategy. It aims to reduce the risks from terrorism, so that people can go about their lives freely with confidence. A key part of the CONTEST strategy is the Prevent Duty.

The Prevent Duty is set out in the Counter-Terrorism and Security Act 2015

The Duty requires Local Authorities, schools, colleges, universities, health bodies, prisons and probation and police to consider the need to safeguard individuals from being drawn into terrorism.

The Council must incorporate the Prevent duty into existing policies and procedures to fulfil its safeguarding responsibilities. The Council must also develop a Prevent Action Plan and ensure that appropriate frontline staff (including those of its contractors), have a good understanding of the Prevent Duty and are trained to recognise vulnerability to being drawn into terrorism. The Community Safety Plan is used to ensure a consistent response to Prevent is taken across local partner agencies.

6.2 Modern slavery (including human trafficking):

This involves the recruitment, transportation, transfer, harbouring or receipt of people, who with the threat or use of force, coercion, abduction, abuse of power or deception, are exploited for the purposes of prostitution, forced labour, slavery or other similar practices. This can occur either from one country to another or even within the same country, county or town. Some victims are forced to work in places like cannabis factories, nail bars, brothels and car washes. There is no typical victim, and some victims don't understand that they have been exploited and are entitled to help and support.

Under the Modern Slavery Act 2015 the Council has a statutory duty to report and provide notification to the National Crime Agency about any potential victims of modern slavery or trafficking that we encounter.

6.3 Domestic abuse

The Domestic Abuse Act became law in April 2021. The act introduced a statutory definition of domestic abuse for the first time and defines it as ‘any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over, who are, or have been, intimate partners or family members regardless of gender or sexuality.’ Children who witness domestic abuse are also viewed as victims of abuse.

Domestic abuse has a devastating effect on victims, their families and the wider community and cuts across all boundaries of social group, class, age, religion, sexuality, gender and lifestyle.

6.4 Related policies

Other related policies include:

- Human Resources (HR) policies
- Whistleblowing policies

7. Safeguarding structure

7.1 The Cambridgeshire and Peterborough Safeguarding Partnership Board

The Cambridgeshire and Peterborough Safeguarding Partnership Board consists of representatives from Cambridgeshire County Council, Peterborough City Council, Cambridgeshire Constabulary and the Cambridgeshire and Peterborough Clinical Commissioning Group. The Partnership Board is responsible for ensuring that children, young people and adults at risk of harm, neglect and exploitation across Cambridgeshire and Peterborough receive the help and protection that they need. This is a combined safeguarding structure which covers the two local authority areas and encompasses the safeguarding of both adults and children.

The Executive Safeguarding Partnership Board is the overarching countywide governance board which oversees the Cambridgeshire and Peterborough Safeguarding Children Partnership Board and the Cambridgeshire and Peterborough Safeguarding Adult Partnership Board.

The Safeguarding Partnership Board website is an important source of information for good practice and training.

[Multi-Agency Safeguarding Training | Cambridgeshire and Peterborough Safeguarding Partnership Board \(safeguardingcambspeterborough.org.uk\)](https://safeguardingcambspeterborough.org.uk)

7.2 Relevant agencies

Relevant agencies are organisations and agencies who are required to work with the statutory safeguarding partners to safeguard and promote the welfare of children, young people and vulnerable adults.

Huntingdonshire District Council is a relevant agency. This means the Council must:

- Fully engage with the Cambridgeshire and Peterborough Safeguarding arrangements
- Ensure that the organisation works in accordance with the inter-agency safeguarding procedures
- Have appropriate robust safeguarding policies and procedures in place specifically relevant to the organisation
- Ensure that the workforce is appropriately skilled to recognise and respond to safeguarding matters.

8. Roles and responsibilities

8.1 Council Safeguarding Lead and Lead Safeguarding Officer

The Council's Safeguarding Lead is the Managing Director. They are responsible for chairing the Safeguarding Governance Board, which comprises membership from across council services, including a representative from HR.

Any safeguarding allegations or concerns involving a member of staff should be reported to the Safeguarding Lead and investigated by the Lead Safeguarding Officer (LSO). If the allegation involves a child or young person, the LSO must contact the Local Authority Designated Officer (LADO) for further advice and support as required. The LADO will advise as to whether an allegation falls under the provisions of the procedure for Managing Allegations against People in a Position of Trust ([PiPoT](#)).

8.2 Safeguarding Governance Board

The Purpose of the Safeguarding Governance Board is to:

- Promote safeguarding amongst Huntingdonshire District Council
- Ensure safeguarding policies are up to date in terms of current/ new legislation and good practice
- Ensure appropriate training is in place
- Monitoring reporting of safeguarding concerns and outcomes
- Review related safeguarding policies and procedures
- Support the Safeguarding Lead to complete the Section 11 audit
- Aid the flow of information from and to the District Safeguarding meetings
- To designate a Lead Safeguarding Officer

8.3 Designated Safeguarding Officers (DSOs)

The work of the Safeguarding Governance Board is supported by the LSO and Designated Safeguarding Officers (DSOs) across the Council. DSOs have been trained to support staff that have reported safeguarding concerns about a child, young person, or adult at risk of harm. Their role is to:

- Provide a point of contact for staff who want to discuss concerns about a child or adults at risk of harm
- Provide guidance for the referrer to seek advice from relevant agencies
- Take forward disclosures / referrals where the referrer is unable to do so
- Provide a champion role for safeguarding issues in their service / department
- Help monitor policy and procedures at a service / departmental level

Designated Safeguarding Officers will typically hold Team Leader or Manager roles or be experienced in safeguarding matters and will understand the safeguarding process in order to appropriately advise colleagues. DSOs have also been identified from key central services (such as HR).

8.4 Assistant Directors and Heads of Service

Assistant Directors and Heads of Service are responsible for ensuring that Service Managers, Team Managers and staff within their service areas are aware of the contents of this Policy and the accompanying Procedures, and that the Council's duties to safeguard and promote the welfare of children, young people and adults with needs for care and support are met and effectively discharged.

8.5 Service Managers and Team Managers

Service Managers and Team Managers are responsible for complying with the requirements of this Policy and accompanying Procedures and for the promotion of a staff culture which recognises the rights of children, young people and adults with needs for care and support and the Council's responsibility for their safety when receiving its services.

8.6 Employees, councillors, volunteers and agency staff

All employees, councillors, volunteers and agency staff are responsible for complying with the requirements of the Safeguarding Policy and Procedures. Staff should take all reasonable steps to ensure (within the context of their duties) that risks are minimised and that children, young and vulnerable people are protected, and their welfare promoted when using Council services.

9. Reporting concerns and responding to allegations

If you think a child, young person or an adult at risk of harm is in immediate danger, phone 999.

9.1 Reporting concerns

All employees, councillors, volunteers and agency staff are responsible for carrying out their duties in a way that actively safeguards and promotes the welfare of children, young people and adults at risk. They must also act in a way that protects them from wrongful allegations of abuse as far as possible. Safeguarding is everyone's responsibility and safeguarding concerns should be reported to the Cambridgeshire and Peterborough Safeguarding Board via the [online referral form](#).

In order to comply with auditing requirements, a copy of the referral should also be emailed to DesignatedSafeguardingOfficers@huntingdonshire.gov.uk. However, this is for recording purposes only and the referral itself will be followed up via the Cambridgeshire and Peterborough Safeguarding Board via the [online referral form](#).

Abuse is a form of maltreatment that can occur in several forms which are not mutually exclusive.

For children, types of abuse include:

- Physical
- Psychological
- Sexual
- Grooming
- Child sexual exploitation
- Female genital mutilation
- Online abuse and cyberbullying
- Child trafficking and modern slavery
- Domestic abuse
- Self-neglect
- Forced marriage

Further information is available on the Cambridgeshire and Peterborough Safeguarding Children Partnership Board website:

[Child abuse – definitions and signs – Cambridgeshire and Peterborough Safeguarding Partnership Board \(safeguardingcambspeterborough.org.uk\)](#)

Types of adult abuse include:

- Physical
- Sexual
- Psychological
- Discrimination
- Exploitation, modern slavery and human trafficking
- Financial
- Organisational
- Domestic abuse
- Neglect and acts of omission
- Female genital mutilation

Further information is available on the Cambridgeshire and Peterborough Safeguarding Adults Partnership Board website.

[Abuse and Neglect – Cambridgeshire and Peterborough Safeguarding Partnership Board \(safeguardingcambspeterborough.org.uk\)](https://safeguardingcambspeterborough.org.uk)

Even for those experienced in working with child or adult abuse it is not always easy to recognise a situation where abuse may occur or already has taken place. Whilst it is accepted that staff are not experts at such recognition, all staff have a duty to act if they have any concerns. If they are unsure, then any concerns should be discussed with either a Designated Safeguarding Officer or the Lead Safeguarding Officer. The DSO will help advise if and how to complete a referral. A list of DSOs will be kept updated on the [Safeguarding Children, Young People and Adults at Risk of Harm](#) site.

9.2 Log of Concern Form

A log of Concern Form is available for all employees, councillors, volunteers and agency staff to make a record of any kind of concern (although it is still possible for a concern to be raised directly with a DSO). A log of Concern Form must be returned to one of the Council's Designated Safeguarding Officers. The Designated Safeguarding Officer who receives the form may contact you for further information and will decide whether a safeguarding referral should be made to the Cambridgeshire and Peterborough Safeguarding Board.

All Huntingdonshire District Council [Log of Concern Forms](#) and associated safeguarding referrals must then be copied to DesignatedSafeguardingOfficers@huntingdonshire.gov.uk.

9.3 Receiving an allegation of abuse

When a child, young person or adult at risk makes an allegation of abuse or bullying, you should:

- Stay calm and try to get another witness if it does not compromise the situation
- If the person making the allegation does not speak in English as their first language (including if they are a user of British Sign Language), consider whether communication may be aided by accessing Interpretation and Translation services.
- If you believe the person is 'at risk' of immediate significant harm, which includes situations which any employee, councillor or volunteer would reasonably believe requires the emergency services, then you must contact the relevant emergency service and notify your Departmental DSO, LSO, Line Manager or Head of Service.
- Listen carefully to what is said and allow the person to talk at their own pace, being careful not to compromise potential evidence.
- Find an appropriate opportunity to explain it is likely that information will need to be shared with other responsible people, do not promise to keep secrets
- Only ask questions for clarification, the use of open questions, for example, what, where, when, who is advisable, do not ask leading questions (that suggest certain answers as this could compromise evidence)
- Reassure the child, young person or adult at risk of harm that they have done the right thing in telling you
- Tell them what you will do next and who you will inform
- Immediately report to and inform your Departmental DSO, LSO, Line Manager or Head of (as appropriate and where possible).

9.4 Allegations involving Employees, Councillors, Volunteers, Agency Staff or Contractors

If a concern or allegation relates to one of the above, this must be reported to the Lead Safeguarding Officer. In addition, if the allegation or concern involves a child or young person, the Lead Safeguarding Officer will liaise with the County Council Local Authority Designated Officer (LADO) for further advice by emailing LADO@cambridgeshire.gov.uk.

9.5 Reporting Concerns about radicalisation

If you believe someone is at risk of radicalisation, you can help them get support and prevent them becoming involved in terrorism and potentially violent activities by raising your concerns via:

Email: Prevent@cambs.pnn.police.uk

Telephone: [01480 422 596](tel:01480422596)

Emergencies - If you suspect that someone is about to put themselves in danger by travelling to join a terrorist organisation or appears involved in plans to commit a criminal offence, please inform the police immediately by calling [999](tel:999).

9.5 Monitoring and record keeping

A record must be kept of all safeguarding concerns to comply with the Section 11 Audit requirements. Copies of all Log of Concern Forms and Safeguarding referrals must be copied to the DesignatedSafeguardingOfficers@huntingdonshire.gov.uk. The LSO is responsible for monitoring the inbox and retaining a record of concerns.

10. Training

The Council will take all reasonable steps to ensure that all employees, councillors and volunteers who are likely to come into contact with children and/or adults at risk of harm as a regular part of their job will be provided with appropriate training including:

- Induction training including iLearn training requirements
- Departmental and service procedures
- Specific Basic Safeguarding Awareness training identified for relevant posts
- Corporate training such as Recruitment and Selection
- Specialist role specific training

Additional training resources and good practice information is available on the Cambridgeshire and Peterborough Safeguarding Partnership website.

[Multi-Agency Safeguarding Training | Cambridgeshire and Peterborough Safeguarding Partnership Board \(safeguardingcambspeterborough.org.uk\)](https://safeguardingcambspeterborough.org.uk)

11. Recruitment

Huntingdonshire District Council is committed to [safer recruitment procedures](#) set out by the Cambridgeshire and Peterborough Safeguarding Partnership Board.

It is the responsibility of the recruiting manager to undertake a risk assessment for the job description and person specification for those roles likely to involve regular and/or substantial unsupervised contact with children, young people or adults at risk of harm before recruitment takes place. This will determine the safeguarding level of all roles and ensure that only appropriate individuals are selected to undertake DBS procedures. A list is maintained by HR of those roles designated as requiring a DBS and additional training to the iLearn induction training.

12. Equal opportunities

As a council, we are committed to delivering services that narrow the gap in outcomes between disadvantaged groups and the wider community, and to ensuring that protected groups are included and have their voices heard (see our [Equality and Diversity SharePoint Page](#) webpages for more information). We are also obliged to comply with the Equality Act 2010 and Public Sector Equality Duty. As per the [Cambridgeshire Equality Pledge](#), we believe that all people are entitled to be treated with dignity and respect and we are determined to ensure that both our employees and

everyone entitled to use our services receive fair and equitable treatment. One way that we can do this is by ensuring that those who do not use English as a first language (including if they are a user of British Sign Language) still have equal access to our services through the provision of Interpretation and Translation services. We are committed to working with our partners and communities to promote good relations and to combat prejudice, discrimination and harassment.

13. Information sharing

The Cambridgeshire and Peterborough Information Sharing Framework ('the Framework') is a high-level agreement between a number of public organisations in Cambridgeshire and Peterborough. Its aim is to facilitate more effective data sharing across Cambridgeshire and Peterborough where this is needed to improve service delivery or to enable each organisation to respond quickly to customer needs.

Wherever possible, you should seek consent and be open and honest with the individual from the outset as to why, whom and what information will be shared. You should seek consent where an individual may not expect their information to be passed on. There may be some circumstances where it is not appropriate to seek consent, either because the individual cannot give consent, it is not reasonable to obtain consent, or because to gain consent would put a child or young person's safety or well-being at risk. Further information about information sharing can be found on the [Information Sharing | Cambridgeshire and Peterborough Safeguarding Partnership Board](#) site.

14. Photography, film and media

The Council will take appropriate action to protect children and young people from the inappropriate use of photographic images. Some photographs taken by or on behalf of the Council will be anonymous group shots in public places. Some photographs taken by or on behalf of the Council will feature images where people can be identified through their image. Wherever a photograph is taken, and a person is able to be identified through their image, the Council will obtain photo consent before using the image in any way. For those aged under 18 years old, photo consent from a parent or guardian will be required. It should be remembered that photographs can be used as a means of identifying children and young people, especially when they are accompanied by personal information. For any event that the Council runs, the Council will communicate that a photographer will be in attendance. The Council will also ensure that, where people have a concern about their photograph being taken, they are able to raise this concern and to take reasonable steps to avoid being photographed and still participate in the given activity or event.

Where the Council has started to introduce the use of body cameras to improve the safety of frontline Officers in particular roles, detailed guidance and procedures about the use of body cameras and camera footage will be developed.

15. Considerations for Specific Council Functions

15.1 Hackney Carriage and Private Hire licencing

All new applicants for Hackney Carriage and Private Hire driver, proprietors of Hackney Carriage and Private Hire vehicle and Operator licences will be required to pass a safeguarding course as approved by this Local Authority.

Where the Licensing Authority receives a complaint regarding the moral, physical, sexual harm or neglect of a child or adult at risk of harm as a consequence of the actions or inactions of a licence holder, the Licencing Service will liaise with Cambridgeshire County Council in relation to school contracts and the Police. Where necessary, they will revoke a licence, and if satisfied the driver is posing an immediate risk to public safety, the revocation will take effect immediately.

15.2 Hiring of Facilities

Where facilities are let to external groups or events organised, which involve children, young people or adults at risk of harm when parents/carers are not present, Huntingdonshire District Council will include provision within its conditions of hire requiring:

- Agreement to work within the expectations of the Council's Safeguarding Policy unless the event organiser has its own policy in place
- A requirement that staff who will have significant, unsupervised involvement with children and young people over the course of the event have DBS checks appropriate for the role they are undertaking.

It is a condition of hiring the premises that the facilities are not used for meetings or events which might promote extremism.

The relevant Head of Service will assume accountability for these provisions.

15.3 Housing Advice and Housing Support services

The Council's housing and homelessness services have a duty under Section 11 of the Children Act 2004. Any person working on behalf of the Council in these services, may become aware of conditions that could have or are having an adverse impact on children. Part 1 of the Housing Act 2004 sets out that authorities must take account of the impact of health and safety hazards in housing on vulnerable occupants, including children, when deciding on the action to be taken by landlords to improve conditions. Housing authorities have an important role to play in safeguarding vulnerable young people, including young people who are pregnant or leaving care or a secure establishment.

15.5 Procurement and contractors

Any contractor or sub-contractor engaged by the Council in areas where personnel are likely to come into contact with children, young people or vulnerable adults shall ensure that:

- These personnel have a valid enhanced disclosure check through the Disclosure and Barring service against both the adults barred list and the childrens barred list
- That no personnel are permitted to work directly with children, young people or vulnerable adults until they have had a disclosure check and the contractor or sub-contractor has received and evaluated the results
- Monitor the levels on an ongoing basis and validity of these checks with the personnel concerned
- Where a disclosure check for personnel is invalid or deficient the contractor or sub-contractor, shall immediately remove that personnel from the provision of parts of the service requiring direct working with children, young people or vulnerable adults and advise the Council's contract manager.

The supplier shall ensure that their personnel are suitably trained and have awareness of safeguarding and how to report any safeguarding concerns.

Where these requirements are relevant then these must form part of any service level agreement, contract or licence.

Council-owned companies are expected to take reasonable and proportionate steps in relation to safeguarding.

15.6 Grant applicants

As a minimum, all organisations receiving funding from the Council will be expected to have a safeguarding policy and procedure in place, which is understood by employees and volunteers and available to service users, irrespective of how the grant has been awarded.

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Public
Key Decision - No

HUNTINGDONSHIRE DISTRICT COUNCIL

Title/Subject Matter: Homes for Ukraine Scheme

Meeting/Date: Overview & Scrutiny (Customer and Partnerships)
– 6TH April 2023

Executive Portfolio: Community & Health (COUNCILLOR B PITT)

Report by: Community Development Officer (C HUDSON)

Ward(s) affected: All

Executive Summary:

The Overview and Scrutiny Panel is invited to comment on the work that has been undertaken to implement the Homes for Ukraine Scheme following the invasion of Ukraine by Russia, in February last year.

Homes for Ukraine is a government scheme that was introduced in March 2022 to offer accommodation to those wishing to flee the war. A scheme never seen before, asked UK residents to open their homes to individuals and families from Ukraine for a minimum of 6 months. In return, they were offered a monthly 'thank you' payment. District Councils were given responsibility for overseeing the scheme whilst supporting both sponsors and guests. One year on, the Overview and Scrutiny Panel is asked to review the contents of the report and consider if and how often they would like to receive further updates on the scheme.

RECOMMENDATION:

The Overview and Scrutiny Panel is invited to comment on the development of Warm Spaces in response to the cost-of-living crisis. A presentation will be made to the Panel at the meeting and a report has been produced with further information.

1.0 BACKGROUND

- 1.1 Following the invasion of Ukraine by Russia on 24th February 2022, the UK government set up a new scheme asking UK citizens to open their homes to those living in Ukraine before 1st January 2022 to stay with them for a minimum of 6 months. On Monday 14th March the Government opened the register for potential sponsors to register their interest and the visa application process opened on 18th March, this scheme became known as the Homes for Ukraine scheme.
- 1.2 Anyone wanting to host Ukrainian guests had the responsibility of finding that person or persons themselves either through existing contacts, associations with organisations such as RESET or OPORA or through social media. When a decision was made to host, one of the parties applied for the visa. A check of the Police National Computer (PNC) by the home office was then carried out on the host and if clear, approval issued and the application processed.
- 1.3 Foundry was rolled out by DLUCH (Department for Levelling up, Communities and Housing) to manage and store the application and arrival data as well as marking completion of the safeguarding checks by each council. Local Authorities were given responsibility for overseeing the application process which was established as:
 1. Visa application received through Foundry.
 2. Email sent to sponsor with link to apply for appropriate DBS check for all adults over 16 living in or regularly visiting the property.
 3. Property is checked by a member of the Community Protection and Enforcement or Environmental Health Team to ensure it is safe and suitable.
 4. Arrival information emailed to Sponsor explaining steps to be taken when guest arrives (in early days this was done via fortnightly teams meeting).
 5. On guests' arrival, facilitate the delivery of £200 subsistence payment to each person.
 6. Within 10 days of arrival, visit property and complete welfare check which included confirmation of receipt of £200, information and support with applying for Universal Credit, Child benefit, registering with GP, applying for school places, securing their BRP's and answering any questions and concerns. Take the bank details of the sponsor in order to start paying their monthly 'thank you' payment of £350 and again answer any questions they have.
 7. Signpost to the online welcome information pack that was put together as a priority before any guests arrived with information on the local area. This was published in English as well as Ukrainian and Russian.

1.4 In Huntingdonshire, we welcomed guests from the end of March 2022 and to date we have had **376** arrivals across **256** Accommodations. Most families consist of mother and children or single ladies, however there are a small number of men. Two new babies have been born and twins arrived in February.

2.0 SUPPORTING OUR GUESTS AND THEIR HOSTS

2.1 After the first few weeks of the scheme, it was apparent that the two essential things needed by guests on arrival to the UK were:

- a) ESOL classes
- b) Employment opportunities

2.2 Being able to offer these as soon as possible meant that guests could integrate faster, secure a variety of employment opportunities as many guests had good jobs in Ukraine however the lack of written or spoken English meant getting an equally well paid job in the UK was difficult. Ultimately this is what would be necessary to enable guests to become independent in the timescales set out by the government (6-12 months living with a sponsor).

2.3 On 7th April we held our first support meeting for sponsors. It was an opportunity to discuss with them the process they would go through before receiving their guests, what they might expect in the early days and the support being offered by the District Council. Over the months the content and frequency of the meetings changed. The meetings were held every 2 weeks in the early months but are now less frequent, being held every 6 weeks or when needed. The meetings are now focussed on a topic that people can choose to attend if they feel it is of interest. We still host new sponsor sessions but also sessions based around Rematching, moving on, finding work and more. There is always an opportunity to ask questions at the end too.

2.4 Not all sponsor/ guest relationships have been successful and when there is a relationship breakdown, it is the Council's responsibility to carefully manage the situation. In the case of needing a rematch we look at a number of factors such as if the child is settled in a school and where the parent works and we try to rematch with someone as close as possible. This is not always possible due to the low numbers of active EOI's (expression of interest sponsors) being in the correct place.

2.5 There have been issues around placing guests in a village or town with little or no public transport as it makes finding employment very difficult, however as you might imagine, generally speaking the properties with more than one room available are often in the more remote areas and not in the town centres. We match as sensitively as possible taking into account the circumstances of the guest(s)

3.0 MONTH BY MONTH OVERVIEW OF ACTIVITY

3.1 MARCH 2022

- 3 arrivals
- Our first guests arrived on 29th March 2022, a mother and child with the mother-in-law too.
- First checks and welfare visits completed and reflections made by those completing them on how to improve moving forward.

APRIL 2022

- 62 arrivals.
- We held our first Host Support meeting on Teams. All sponsors were invited to attend.
- We decided that we wanted to offer our guests an opportunity to come together and make friends and connections so along with a small group of volunteers and the kindness of Buckden Towers providing free space to meet every week, we were able to start to develop a meeting opportunity that included a meal. The reason for this was to allow the sponsor families to have one day a week to have dinner on their own and to have a little breathing space. All food was donated by local companies including the local Butchers, Tesco, Artisan Bakers and Waitrose. Anne Furbank another local business offered to wash and press all donated clothing items as well as making a very generous donation themselves. The first event was held on 26th April 2022 and still continues now with support from most of the businesses that were involved from the beginning.
- A more localised group was set up in St Neots at Loves Farm Community House, which included an English class followed by lunch and support to look for employment.

MAY 2022

- 65 arrivals
- 4th May BBC Look East news coverage was filmed at the towers to shine a light on what brought people here and how sponsors were coping. It was a positive piece and showed how the community had come together to give their support.
- 7th May Wensleydale Dental practise ran a free clinic for Ukrainian guests to come by appointment for a free check up with the promise of free further treatment if it was needed. 32 people attended.
- Offers from Molbys for free haircuts for men any day after 4pm or on Monday night by appointment for ladies (still ongoing), GMC Pool offered a pool party each Monday evening for 6 weeks, Kimbolton pool offered free use of the pool via tickets which were available during Welfare visits.
- A pizza night at Buckden Towers with 40 pizzas supplied by Pizza Express.

- A 'welcome hub ' was set up with the support of sponsors in Ramsey offering the people in Ramsey and surrounding area the chance to meet fortnightly and also included a monthly sponsor met up.

JUNE 2022

- 61 arrivals
- 7th June the team At Buckden Towers along with the District Council, Hotel Chocolat and Anne Furbank organised a family picnic with a live band for all guests and sponsor families to attend.
- Issues identified in that the guests had packed and arrived with only winter clothing and as the weather was warming they had nothing to wear. Through the free shop we were able to source flip flops, light summer clothing and socks/underwear that was also in need to give out on a Tuesday evening.
- Barracudas got in touch to offer employment to two guests to help with the summer scheme where all Ukrainian children would be offered the opportunity to attend a summer camp free of charge. We suggested some ladies with the correct qualifications and experience and they were given work throughout the summer and beyond.

JULY 2022

- 27 arrivals
- We partnered with CRRC (Cambridge Refugee resettlement Campaign) and Laptops for Learning to give all Ukrainian guests the opportunity to receive a free laptop, tablet or phone by applying through the link sent to their sponsors. The ability to get online was not only important to keep in touch with family back home but to access online learning platforms for language lessons – something vitally important to be able to secure employment and to communicate.
- As a county we worked with Stagecoach to offer 10 day travel passes to each Ukrainian guest that arrived. Stagecoach covered half of the cost and Government funding was used to fund the other half, recognising that access to public transport was essential.

AUGUST 2022

- 30 arrivals
- On 22 August, Home-start Cambridgeshire donated 50 brand new pairs of school and play shoes for our Ukrainian children. They also donated children's games, toys and baby items that were gratefully received.
- Godmanchester and Huntingdon Twinning Association organised a welcome event including, tea, cake and a tour of the town centre including the Cromwell Museum.
- Huntingdon Rotary Club organised an afternoon tea for all guests at Huntingdon Methodist church. It was very well attended, and we were able to get photos with the Ukrainian flag flying outside Pathfinder House to celebrate Ukrainian Independence Day which was that very day, 24th August 2022.

SEPTEMBER 2022

- 23 arrivals
- St Ives Rotary Club began a fortnightly friendship meeting of local guests at the Corn Exchange in the town centre. It was a buffet and cuppa event with plenty of opportunities to meet others and to ask questions. The 'free shop' attended allowing guests to pick up donated items such as clothing, toiletries and children's items.

OCTOBER 2022

- 10 arrivals
- The Mormon church donated over 100 almost new winter coats for children to help lessen the financial burden of purchasing them coming into the colder weather. They were made available at the social events in Buckden and St Ives along with other donated items.

NOVEMBER 2022

- 24 arrivals
- From the 1st November and in response to the increase in the cost of living, the decision was made to uplift sponsor payments. Rather than a blanket amount per accommodation we decided to pay an additional £50 per guest per month. This meant a sponsor with one guest would receive £400 and one with 4 guests would receive £550.

DECEMBER 2022

- 10 arrivals
- Guests were able to celebrate a traditional Christmas in the UK with their sponsor families.
- A Christmas event was held at Buckden Towers that included food, music and a live nativity.
- There was also a children's Christmas party held at the Black Bull in Godmanchester where donations from a number of community members meant that we were able to offer arts and crafts, face painting, fun games and a £10 note for every child and mother to buy something nice with.

JANUARY 2023

- On the 7th January it was Orthodox Ukrainian Christmas day. It was potentially a very sad and distressing time for our guests as it was the first time most had been without their husbands, parents, friends and away from their homeland so we wanted to make it as special as possible. It was open to Guests and their sponsor families allowing them to share in the traditions of their homeland. There were traditional Ukrainian crafts and the Ukrainian Ladies choir singing traditional carols. Everyone brought a plate so there were

traditional Ukrainian dishes like Kutia and also British food like sausage rolls enjoyed by everyone.

4.0 KEY IMPACTS/ RISKS

- 4.1 With the one-year anniversary of the start of the war on 24th February having now passed and no signs of an end in sight, the scheme continues with guests still arriving every week.
- 4.2 For most guests, the prospect of remaining in the UK permanently is looking likely so we need to help them settle, find meaningful long term job opportunities, provide further ESOL learning, integrate them into the community and help to positively support and develop the relationships.
- 4.3 The number one issue affecting those that have been here for 6+ months now is the inability to find affordable housing and then to secure a tenancy. To try to address this we have recruited a housing support worker whose sole responsibility will be to find property, negotiate with landlords and letting agents, build relationships and work on behalf of our Ukrainian guests to find places to live independently.
- 4.4 It is unclear whether Government funding to support those arriving from Ukraine will continue and if it is to cease, when this will be. A reduction or the removal of this funding is likely to impact the District Council's ability to support both guests and sponsors as well as reduce the number of residents being able to offer accommodation.

5.0 SUMMARY

- 5.1 So far 58 Families/individuals have moved from their original sponsors. Of these, 17 have found their own independently rented property with the first being secured on 27th May 2022. 14 guests have gone back to Ukraine and 12 guests have been rematched.
- 5.2 There are currently 15 families looking to rent privately, and we are looking to rematch 4 families for varying reasons.

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Overview and Scrutiny Work Programme 2022/23

Performance and Growth

In Progress

Topic	Membership & Scope	Lead Officer	Progress
Review of External Appointments to Outside Organisations	Cllrs S Cawley, S J Corney, I D Gardener and S A Howell	TBC	<p>Summer 2022: Terms of Reference have been established. Questionnaire has been sent to all relevant boards and organisations. Regular meetings are established from September.</p> <p>September 2022: Evidence and information gathering underway.</p> <p>November 2022: Information gathering completed.</p> <p>February 2023: Report presented to O&S Panel and Cabinet</p> <p>March 2023: Cabinet response to the report received by the Panel.</p> <p>Next steps: Plan regular review to monitor implementation of recommendations.</p>
Market Towns Programme	TBC	TBC	<p>February 2023: DSO to ascertain viability for a working group to be established in line with the existing project or as a standalone.</p>

Environment, Communities and Partnerships

In Progress

Topic	Membership & Scope	Lead Officer	Progress
Climate	Councillor T D Alban Councillor J Kerr Councillor C Lowe Councillor D Shaw	Neil Sloper	November 2022: Initial Meetings held to establish Terms of Reference for the group. Next Steps: Regular meetings established. Evidence and information gathering to be progressed. Group to be involved in the Electric Vehicle Charging Strategy Development.
Climate Subgroup Electric Vehicle Charging Strategy Development	Councillor T D Alban Councillor J Kerr Councillor C Lowe Councillor D Shaw	George McDowell	February 2022: Initial meeting held Next Steps: Regular meetings to be established.
Flooding	n/a	Oliver Morley	Autumn 2022: The Panel requested an update on how effective the measures which were put in place in July 2021 following a Flooding Task and Finish Report have been. Summer 2023: An update will be presented to the Panel.

Roman's Edge Lettings Plan	n/a		TBC: An update will be presented to the Panel.
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