



*Please reply to:*

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Date: 16 September 2024

## Notice of meeting

### Community Wellbeing and Housing Committee

**Date:** Tuesday, 24 September 2024

**Time:** 7.00 pm

**Place:** Council Chamber, Council Offices, Knowle Green, Staines-upon-Thames TW18 1XB

#### To the members of the Community Wellbeing and Housing Committee

Councillors:

S.M. Doran (Chair)	S. Bhadye	A. Gale
O. Rybinski (Vice-Chair)	M. Bing Dong	R.V. Geach
M. Arnold	L.H. Brennan	K.M. Grant
C. Bateson	S.A. Dunn	A. Mathur

Substitute Members: Councillors M. Beecher, T. Burrell, R. Chandler, S. Gyawali, J.A. Turner and P.N. Woodward

*Councillors are reminded that the Gifts and Hospitality Declaration book will be available outside the meeting room for you to record any gifts or hospitality offered to you since the last Committee meeting.*

**Spelthorne Borough Council, Council Offices, Knowle Green**

**Staines-upon-Thames TW18 1XB**

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# Agenda

Page nos.

1. **Apologies and Substitutes**

To receive apologies of absence and notification of substitutions.

2. **Minutes**

5 - 8

To confirm the minutes of the meeting held on 11 June 2024 as a correct record.

3. **Disclosures of Interest**

To receive any disclosures of interest from Councillors in accordance with the Council's Code of Conduct for members.

4. **Questions from members of the Public**

The Chair, or their nominee, to answer any questions raised by members of the public in accordance with Standing Order 40.

At the time of publication of this agenda no questions were received.

5. **Community Safety Partnership Plan and Priorities 2024-2026**

9 - 40

To note the report and approve the Community Safety Partnership Plan and Priorities 2024-26.

6. **Q and A with Borough Commander**

Verbal Report

To allow members to put any relevant questions to the Borough Commander.

7. **Safeguarding Children and Adults at Risk Policy 2024-2028**

41 - 76

Committee is asked to:

1. Make a recommendation to the Corporate Policy and Resources Committee to approve the Safeguarding Children and Adults at Risk Policy 2024-2028.

2. Make a recommendation to the Corporate Policy and Resources Committee to delegate authority to the Strategic Safeguarding Lead in consultation with the Chair of the Community Wellbeing and Housing Committee to approve minor amendments and updates to the Policy.

8. **Group Training Licences in Parks**

77 - 84

To consider the issuing of licences for fitness training including the proposed pricing structure whereby instructors pay a nominal fee.

**9. Establishment of Housing, Homelessness and Rough Sleeping Strategy Working Group and Terms of Reference 85 - 90**

Committee is asked to:

1. Agree the establishment of the Housing, Homelessness and Rough Sleeping Strategy Working Group ('the Working Group')
2. Agree the Terms of Reference (ToR) for the Working Group, outlined in Appendix A.
3. Agree membership of the Working Group, including the nomination of any Elected Members.

**10. Forward Plan 91 - 94**

To consider the Forward Plan for committee business.

**11. Exclusion of Public and Press**

To move the exclusion of the Press/Public for the following items, in view of the likely disclosure of exempt information within the meaning of Part 1 of Schedule 12A to the Local Government Act 1972, as amended by the Local Government (Access to Information) Act 1985 and by the Local Government (Access to information) (Variation) Order 2006.

**12. Bringing the service at White House and Harper House in house 95 - 118**

Committee is asked to:

1. Authorise bringing the landlord management function service and the repair service at White House and Harper House into the Council service provision within the Assets team.
2. Authorise bringing the support provision at White House and Harper House into the Council service provision within the Housing Options team

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**Minutes of the Community Wellbeing and Housing Committee  
11 June 2024**

**Present:**

Councillor S.M. Doran (Chair)  
Councillor O. Rybinski (Vice-Chair)

Councillors:

M. Arnold	L.H. Brennan	R.V. Geach
S. Bhadye	S.A. Dunn	K.M. Grant
C. Bateson	A. Gale	A. Mathur

**In Attendance:** Councillor M. Beecher

**16/24 Minutes**

The minutes of the meeting held on 16 January 2024 were approved as a correct record.

**17/24 Disclosures of Interest**

There were none.

**18/24 Questions from members of the Public**

There were none.

**19/24 Terms of Reference**

The Committee considered the Terms of Reference for Community Wellbeing and Housing Committee.

The Committee **resolved** to note the terms of reference.

**20/24 Strategic Priorities for 2024/2025**

There were no comments on the Strategic Priorities for Community Wellbeing and Housing Committee 2024/2025.

## **21/24 Housing Allocations Policy Amendments**

The Committee considered a report from the Assistant Strategic Housing Lead which sought approval to make amendments to the Housing Allocations Policy. The report detailed that following Committee's approval of a new Housing Allocations Policy in June 2022, a contradiction in the policy wording was identified which required correction. The discrepancy was currently impacting a small handful of applications who had not been unduly disadvantaged, however the number may increase if the errors were not addressed.

The Committee **resolved** to:

1. Approve the amendments to the Housing Allocations Policy.

## **22/24 Spelthorne Annual Grants 2025/26**

The Committee considered a report from the Community Development Manager which sought approval to make three decisions and recommendations to Council regarding the Spelthorne Annual Grants 2025/26. The first recommendation related to providing indicative grant funding for the five-core funded voluntary organisations for the financial year 2026/2027 when the 2025/2026 grant award is made. This would be beneficial as an additional year of indicative funding would assist the charities with forward planning, staff recruitment and retention.

The second recommendation proposed to ring fence a minimum of £3,000 of the grants budget to sport and active lifestyle projects and £3,000 to arts projects. This would ensure that funding for sports and arts organisations continue as they have an important role in the community by providing services which positively impact on wellbeing.

The third recommendation was to amend the grant eligibility criteria to exclude schools and Parent Teacher Associations from applying. This was because borough councils hadn't previously provided funding for schools, and there were other more suitable funding sources.

The Committee requested that it be made clear to all Councillors when the grant application process begins. The Community Development Manager confirmed she will ensure any communications are sent out in advance of the application window opening in September 2024.

The Committee **resolved** to approve Option 1, Option 2 and Option 3 as set out in the report and **resolved** to:

1. Agree and recommend to Council about providing indicative Grant funding for the five-core funded voluntary organisations (Voluntary

Support North Surrey, Citizens Advice Runnymede and Spelthorne, Homestart, Age UK and Shopmobility) for the financial year 2026/2027 when the 2025/2026 grant award is made.

2. Agree and recommend to Council to ringfence a minimum of £3000 of the grants budget to sport and active lifestyle projects and £3000 to arts projects. (subject to receiving applications from sport and art organisations).
3. Agree and recommend to Council to amend the grant eligibility criteria to exclude schools and parent teacher Associations from applying.

### **23/24 Community Centre Saturday Opening (a continuation)**

The Committee considered a report from the Strategic Lead, Independent Living on the Continuation of the Community Centre Saturday Opening provision. Currently two of our three community centres opened on alternate Saturdays to offer a 6 day week centre offer to support our most vulnerable client group. The Committee were asked to consider endorsing the continuation of the 6 days a week approach and then review this again in six months (December 2024). There was provision within the North West Surrey Alliance Prevention Fund to further fund this initiative. However, for this initiative to become a permanent provision, a growth bid would need to be submitted to embed the additional budget implications.

The Committee noted it was important to manage expectations and emphasise to residents that this was a discretionary addition to the Community Centre service offer, should the return to the 5 day a week provision be reinstated.

The Committee made some potential suggestions to extend the Community Centre Saturday opening provision permanently. The Deputy Chief Executive noted the suggestions which could be modelled and explored in more detail by this Committee during the annual budget process. The Deputy Chief Executive highlighted that some of the options would be ongoing growth which may require the need for offsetting savings to be identified by the Committee and Corporate Policy and Resources Committee.

The Committee **resolved** to approve Option 2 and **resolved** to:

1. Continue to endorse the Council's approach of expanding the Community Centres provision to take account of the impact of current cost of living, energy and social isolation crisis on our communities.
2. Continue with the provision of opening at least one community centre within the borough of Spelthorne for 6 days a week, which is currently in place, engaging centre staff to provide the additional provision.

**24/24 Forward Plan**

The Committee considered the Forward Plan for the Community Wellbeing and Housing Committee.

The Committee requested that the Community Centre Saturday Opening report be added to the Forward Plan (to be presented to Committee on 2 December 2024).

The Committee sought clarification on whether the Borough Commander or Surrey Policy and Crime Commissioner would be in attendance at the upcoming Crime and Disorder meeting (24 September 2024). The Group Head, Community Wellbeing confirmed that preparation for the Crime and Disorder aspect of this meeting will be coordinated by Group Head, Neighbourhood Services.

The Committee **noted** the Forward Plan with the addition of the items agreed during the meeting.

**25/24 Late Item- Service Plan 2024/2025**

The Group Head, Community Wellbeing introduced the Housing Benefits Service Plan 2024/25 and gave a brief overview of the team. The key projects for 2024/25 were detailed as well as current key issues and risks being faced including staff retention due to the uncertainties arising from the proposed Department for Work and Pensions role in relation to Universal Credit.

The Committee **resolved** to note the Service Plan.



# Community Wellbeing & Housing



24 September 2024

<b>Title</b>	<i>Community Safety Partnership Plan &amp; Priorities 2024-2026</i>
<b>Purpose of the report</b>	To approve
<b>Report Author</b>	<i>Will Jack – Community Safety Manager</i>
<b>Ward(s) Affected</b>	All Wards
<b>Exempt</b>	No
<b>Exemption Reason</b>	N/A
<b>Corporate Priority</b>	Community Resilience Services
<b>Recommendations</b>	<p><b>Committee is asked to:</b></p> <ol style="list-style-type: none"> <li>1. Note the Report; and</li> <li>2. Approve the Community Safety Partnership Plan and Priorities 2024-26</li> </ol>
<b>Reason for Recommendation</b>	Approval of the new Community Safety Partnership plan and Priorities is required.

## 1. Summary of the report

What is the situation	Why we want to do something
<ul style="list-style-type: none"> <li>• Creation of the new Community Safety Partnership Plan and Priorities 2024-2026</li> </ul>	<ul style="list-style-type: none"> <li>• A requirement of the Crime &amp; Disorder Act 1998 under Section 5</li> </ul>
This is what we want to do about it	These are the next steps
<ul style="list-style-type: none"> <li>• Renew previous plan incorporating statutory and local crime and disorder reduction measures through the Spelthorne Safer Stronger Partnership.</li> </ul>	<ul style="list-style-type: none"> <li>• <u>Acknowledge and note</u> the plan and send out a public consultation to assess the community perception of crime &amp; disorder.</li> </ul>

## 1.1 **Summary**

- 1.2 This report seeks to outline the Community Safety Partnership Plan for Spelthorne Borough within the Community Safety Partnership. It includes the partnership processes for the management of anti-social behaviour, crime & disorder. The report also highlights the priorities that have been identified through consultation with partners and the analysis of crime statistics both at a national and local level.

## 2. **Key issues**

- 2.1 This report covers two issues. The first being the legal requirement to maintain an active Community Safety Partnership. In this borough this is referred to as Spelthorne Safer Stronger Partnership or 'SSSP'. The Community Safety Team are agents of the SSSP and as such represent the SSSP at various partnership groups and meetings pertaining to the reduction of crime & disorder throughout the borough. They are also responsible for safeguarding victims and creating processes to actively prevent harm to all.
- The second part of the report covers local priorities. This is where the partnership will be concentrating efforts in the reduction of crime & disorder. Some of the priorities are dictated by government, other priorities have been drawn from the findings of annual Crime Strategic Assessment, the Organised Crime Local Profiles and the Police and Crime Commissioner's Police and Crime Plan.
- 2.2 The Community Safety Partnership Plan and Priorities 2024-26 is attached at appendix A.

## 3. **Options analysis and proposal**

- 3.1 The only options detailed within the report are those of the priorities as outlined above. Due to the fluid nature of crime patterns, crime types and changes to government policy, it can be challenging to ensure that the SSSP is working to the correct priorities at all times. An example of this was the national response to the 'violence against women and girls' strategy. This was implemented quickly and the priorities had to be amended. To ensure that the SSSP responds appropriately, the Community Safety Partnership Plan & Priorities 2024-2026, will be reviewed every 6 months. The review will be supported by crime pattern analysis to ensure that appropriate priorities at the appropriate time are being addressed.

## 4. **Financial management comments**

- 4.1 None

## 5. **Risk management comments**

- 5.1 Bespoke risk assessments are created at an operational level.

## 6. **Procurement comments**

- 6.1 None

- 6.2 Procurement Comments:

## 7. **Legal comments**

7.1 . Community Safety Partnerships (CSPs) were introduced by Section 6 of the Crime and Disorder Act 1998 ( CDA) and bring together local partners to formulate and implement strategies to tackle crime, disorder and antisocial behaviour in their communities. The responsible authorities that make up a Community Safety Partnership are the police, fire and rescue authorities, local authorities, health partners, and the Probation Service. CSPs work on the principle that no single agency can address all drivers of crime and antisocial behaviour, and that effective partnership working is vital to ensuring safer communities. In accordance with section 5 and 6 of the CDA 1998, and related regulations, the responsible authorities for a local government area are required to, formulate and implement strategies for the reduction of crime and disorder, the reduction of re-offending, the prevention of people from becoming involved in serious violence, and the reduction of instances of serious violence in the local area. In doing so, regard should be had to the police and crime objectives set out in the police and crimes plan for the local area. When formulating and implementing a strategy regard must be had to the objectives to be addressed, performance targets in relation to those objectives, the sharing of information between responsible authorities, the publication and dissemination of the strategy, and the preparation of reports on the implementation of a strategy. The requirement to implement a strategy includes keeping it under review in order to monitor its effectiveness, and making any changes to it, that appear necessary or expedient.

## **8. Other considerations**

8.1 None.

## **9. Equality and Diversity**

9.1 Equality and diversity forms the backbone of community safety operations with the team at the forefront of liaison with organisations such as StopHateUK, True Vision and other charities across the borough and County-Wide. The report seeks to mitigate factors by including Hate Crime as one of the key priorities.

## **10. Sustainability/Climate Change Implications**

10.1 N/A

## **11. Timetable for implementation**

11.1 To be implemented on 1<sup>st</sup> October 2024

## **12. Contact**

12.1 Will Jack – Community Safety Manager Spelthorne.

**Background papers:** *None*

## **Appendices:**

*Appendix A - Community Safety Partnership Plan & Priorities 2024-2026*

*Appendix B – Crime Overview*

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# SPELTHORNE SAFER STONGER PARTNERSHIP

Community Safety Partnership Plan & Priorities  
2024-2026

Will Jack  
Community Safety Manager



# Spelthorne Borough Community Safety Partnership Plan & Priorities 2024/2026



Preventing victims by changing lives



**This plan has been produced by the Spelthorne Safer Stronger Partnership for 2024/26. The Plan is updated 6 monthly.**

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## **Spelthorne Safer Stronger Partnership Priorities**

This report outlines the Spelthorne Community Safety Partnership Plan and priorities for 2024 – 2025. The report will be reviewed every 6 months. The Community Safety Partnership is referred to locally as the Spelthorne Safer Stronger Partnership (SSSP). The report will include details of the members of the SSSP, the objectives and the link between strategic and tactical approaches to reducing crime and disorder within the Borough of Spelthorne.

The SSSP are responsible for setting the crime and disorder priorities for the borough.

The identification of SSSP priorities have been drawn from the findings of annual Crime Strategic Assessment, the Organised Crime Local Profiles and the Police and Crime Commissioner's Police and Crime Plan. These reports are bespoke to Spelthorne Borough and identifies the following headline priorities:

- Serious Violence
- Violence Against Women & Girls
- Domestic Abuse
- Hate Crime
- Town Centre Acquisitive Crime
- Anti-Social Behaviour
- Exploitation & Vulnerability
- Water Safety

- Counter Terrorism (Prevent)

This Community Safety Partnership Plan outlines the way the SSSP will work towards these priorities. We are confident that we can build on the established record of partnership working across the Community Safety Partnership to deliver on this agenda. The current crime overview report for Spelthorne can be found in **Appendix B**.

## **Surrey wide Context**

The primary aim of the **Surrey Community Safety Agreement (CSA)** is to set out how the responsible authorities will work together to identify and address shared priorities in relation to reducing crime and disorder.

It is a statutory document that is a requirement for two tier authorities such as Surrey under Section 17 of the Crime and Disorder Act 1998 (as amended by the Police and Justice Act 2006).

It is also a requirement in such two-tier local authority areas, that there is a County Strategy Group in order to bring together all district, borough and relevant partners responsible for community safety activity.

The Health and Wellbeing Board performs this function.

### **The Community Safety vision for Surrey:**

- 1. Protect our most vulnerable from exploitation**
- 2. Protect our communities from harm**
- 3. Empower communities to feel safe**

Within those priorities are a number of key areas of focus.

The sections below link those with the strategies that underpin them where developed, the mechanism for delivering those strategies and the existing links from Community Safety Partnerships to those areas of work.

By mapping these out, the Spelthorne Safer Stronger Partnership (SSSP) can assure itself that it is linked into those pan-Surrey work streams and therefore can concentrate on developing local priorities where it can add value.

### **Surrey Boards**

In a two-tier authority area such as Surrey, where a County Council works alongside District and Borough Councils, there is a requirement for a county level group. In Surrey, this is known as the Health and Wellbeing Board. More information can be found at [Surrey County Council Community Safety](#)

### **Surrey Police and Crime Commissioner**

The Police and Crime Commissioner is also responsible for commissioning services that support victims, improve community safety, tackle drug use and crime, and reduce re-offending. Further information on this role can be found at [Police & Crime Commissioner's website](#)



## **The Spelthorne Safer Stronger Partnership**

The Crime and Disorder Act 1998, section 6, places a statutory responsibility on the '**responsible authorities**', to formulate and implement a strategy for the reduction of crime and disorder in the area with a Community Safety Partnership. The Spelthorne Safer Stronger Partnership (SSSP) fulfils this role. The aim of the SSSP is to improve the social, economic and environmental well-being of Spelthorne. The SSSP consists of representatives from:

- **Surrey Police**
- **Spelthorne Borough Council**
- **HM Probation Service**
- **Surrey Fire & Rescue**
- **Clinical Commissioning Group**
- **Bronzefield Prison**
- **A2Dominion Housing**
- **Environment Agency**
- **Surrey County Council**

All parties are signed up to the Surrey Multi-Agency Information Sharing Protocol (MAISP).

### **The objectives of the SSSP are:**

- To provide strategic leadership and co-ordination between agencies for improving the social, economic and environmental well-being of the borough (and in doing so, ensure that the specific needs of different communities within the borough are addressed).
- To foster positive working relationships between the public, private, voluntary and community sectors
- To share information and intelligence about the needs of the borough.
- To oversee and co-ordinate community consultation and engagement
- To discharge the statutory responsibilities of the Borough's Community Safety Partnership and for that purpose:
- To act jointly to seek to reduce crime and disorder in the Borough
- To develop and co-ordinate the activities of the partners in implementing the Spelthorne Community and Safety Partnership Action Plan.
- To assist and enable the responsible authorities to exercise their functions under section 17 of the Crime and Disorder Act 1998.
- To make decisions about priorities, programmes, initiatives and the allocation of resources.

Membership of the Board is based on the ability of representatives to make high level strategic and operational decisions, including committing budgets and resources.

### **Problem solving**

To carry out our work, we use the "OSARA" model, which is a 5-stage process consisting of:

- Objective
- Scanning
- Analysis
- Response
- Assessment

**The SSSP have two main problem-solving groups:**

- The Joint Action Group (JAG)
- Community Harm & Risk Management Meeting (CHaRMM)

**Community Harm and Risk Management Meeting (CHARMM)**

Community Harm and Risk Management Meetings (CHaRMMs) will discuss and agree action to reduce the negative impact that problem individuals and families have on Surrey's communities through their anti-social behaviour. Using the expertise that exists on this multi-agency group, members will share information on high-risk cases and incidents and put in place appropriate risk management plans to address the behaviour of the perpetrator and reduce the negative impact on victims. The meeting will also assess high-risk victims to ensure that the appropriate safeguarding measures are implemented.

Examples of individuals dealt with at the CHaRMM include:

- Persons displaying a disregard for community or personal well-being (i.e. excessive noise, rowdy, nuisance, drunken or loutish behaviour)
- Perpetrators of acts directed at people (i.e. intimidation/harassment, making threats, verbal abuse, coercion/exploitation)
- Perpetrators of environmental damage/vandalism (i.e. criminal damage, vandalism)
- Victims of 'Cuckooing'.

CHaRMMs are the agreed forum for implementation of tools and powers introduced by the ASB Crime & Policing Act, in particular:

- Civil Injunctions
- Community Protection Notices
- Injunctions
- Criminal Behaviour Orders
- Closure Notices

CHaRMMs are accountable to local Community Safety Partnerships (CSPs) and the overarching, Surrey Community Safety Board, and should contribute to the delivery of local community safety partnerships plans and the overarching strategies of the county Community Safety Board.

## **Joint Action Group (JAG)**

Formerly referred to as the Tactical & Coordinating Group, the Joint Action Group addresses crime and disorder issues that have been identified through the analysis of intelligence and statistics provided by all community safety partner agencies.

Utilising the expertise that exists on the group it will identify desirable outcomes and determine the actions and interventions to be used to achieve these outcomes.

The JAG decide priorities, agree action plans, allocate resources and ensure there is a co-ordinated response to issues highlighted at the JAG and contained within Community Safety Partnership Plans. They play a key role in developing effective partnership responses to crime and disorder and anti-social behaviour reduction.

Examples of some of the issues dealt with by JAGs include:

- Residential burglary
- Town centre disorder
- Youth disorder/nuisance
- Anti-social behaviour and public reassurance
- Fear of crime and vulnerable groups
- County Lines
- Water Safety
- Serious Violence Duty
- Violence against women & girls
- Community Impact assessments
- Domestic related death reviews
- Anti-social behaviour case reviews

## **Serious Organised Crime Joint Action Group (SOC JAG)**

The Partnership also hold a quarterly serious organised crime joint action group chaired by Surrey Police.

## **SSSP Representation**

The SSSP will be represented via the Spelthorne Borough Community Safety Team on the following boards/groups:

- Surrey Community Safety Board
- Surrey Safeguarding Adolescents Strategic Sub- Group
- Surrey Prevent Executive Board
- Spelthorne MARAC
- Surrey Serious Violence Operational Group
- Spelthorne Safeguarding Adults Board
- Surrey Risk management Meeting
- Spelthorne Healthy Community Partnership and Spelthorne Homelessness Prevention Joint forum
- Surrey Combating Drugs Partnership
- Surrey Water safety Partnership
- Business Crime Reduction Partnership
- Spelthorne Pub Watch
- Spelthorne Neighbourhood Watch

## **Priority 1 – Serious Violence**

The Serious Violence Duty (SVD) came into force on the 31 January 2023 across England and Wales. The purpose of the SVD is to ensure that relevant agencies work together to share data, intelligence and knowledge to understand and address the root causes of serious violence, and target interventions to prevent and stop violence altogether.

The SVD aims to ensure that agencies focus activity on reducing serious violence, whilst also providing sufficient flexibility so that relevant organisations can work together in the most effective local partnership for any given area. It is also strongly encourages local areas adopt a public health approach to reducing violence.

### **Specified authorities with a statutory responsibility to comply to the Duty**

The Duty requires the following specified authorities within a local government area to collaborate and plan to prevent and reduce serious violence:

- Surrey Police
- Probation Services or Youth Offending Teams
- Surrey Fire and Rescue
- Surrey Heartlands Integrated Care Boards
- Spelthorne Borough Council
- Surrey County Council
- Schools and the Education Authority (must collaborate)
- Prison Services (must collaborate as requested)

Spelthorne Safer Stronger Partnership is also subject to the Duty and the Government have amended the Crime and Disorder Act 1998 to ensure that Community Safety Partnerships have an explicit role in evidence based strategic action on serious violence. As CSPs are subject to both the new Crime and Disorder Act requirements and the Duty, this will enable them to escalate local serious violence issues to a higher strategic level where necessary.

In recognition of the vital role schools and colleges play in safeguarding children and young people, education authorities including local authority maintained schools, academies, independent schools and free schools; including primary schools, alternative education provision and further education providers, must be consulted by the specified authorities in the preparation of the strategy.

Prisons and the Children and Young People Secure Estate play an integral role in protecting the public, both in the rehabilitation of those people in prisons and young children who have committed violent offences and are in custody, and people on probation or children supervised by Youth Offending Teams in the community. As with education authorities, prison and youth custody authorities are required to be consulted by the specified authorities in the preparation of the strategy.

The Office of the Police and Crime Commissioner is not a specified authority, but will be responsible for allocating grant funding to authorities under the Duty and are encouraged to have a convening role.

### **Defining Serious Violence**

Surrey OPCC has (in collaboration with partners) designated nine offences that will define Serious Violence in Surrey. These are:

- Violence with injury
- Violence without injury
- Domestic abuse
- Homicide
- Stalking and harassment
- Possession of weapon offences
- Robbery
- Sexual offences including rape
- Public order offences

This does not mean that specified authorities will be compelled to take action on these crime types specifically linked to the Duty alone, but instead that they should consider whether violence of these kinds amounts to serious violence in their area. Specified authorities should also include a focus on public space youth violence including; homicide, violence against the person (which may include both knife crime and gun crime), and areas of criminality where serious violence or its threat is inherent, such as in county lines drug dealing.

In determining what amounts to serious violence in their local area, the specified authorities must take into account the following factors;

1. The maximum penalty which could be imposed for any offence involved in the violence;
2. The impact of the violence on any victim;
3. The prevalence of the violence in the area, and
4. The impact of the violence on the community in the area

### **Analytical Support**

In order to reduce serious violence within the Spelthorne Borough we will rely on the support of the OPCC in the delivery of strategic assessments. These will provide an analytical overview of where violence is most prevalent within the borough so that appropriate responses can be implemented. Historical analytical support will allow the SSSP to determine preventative measures.

Analytical support will be utilized to develop hotspot data, providing an accurate intelligence picture of where violence is most prevalent within the borough.

Ultimately, the SSSP will use analysis to understand the problem as the reasons for violence are widespread. We will assess:

- Types of violence
- Age/ethnicity/education/employment/deprivation etc.
- Social/health conditions
- Locations/neighbourhoods

### **Planning and Problem-Solving**

All cases related to serious violence will be discussed within the existing monthly Tactical & Coordinating meeting with all statutory partners. The meeting will determine the following:

- Information sharing

- Hotspot areas
- Victim care
- Prolific offenders
- Support services
- Tactical options

The Serious Violence Duty will also be reflected in the SSSP Community Safety Strategy as a key priority.

### Tactical options for reduction

We will follow the Surrey Police model for intervention and reduction using their 4 'P' model:

- **PURSUE - Prosecute & disrupt people engaged in Serious violence.**
- **PREVENT - Prevent people for engaging in Serious violence**
- **PROTECT – Increase Protection Against Serious violence.**
- **PREPARE – Reduce Impact of Criminality Where it Takes Place**

### Useful links

- [Serious Violence Duty Statutory Guidance](#)
- [A whole-system multi-agency approach to serious violence prevention](#)

### Key points for delivery:

Objective	Measure	Status
Administer the monthly JAG <b>Lead: Community Safety</b>	Maintain Agenda Item	Open
Review Hotspot data <b>Lead: Community Safety</b>	Ensure appropriate resourcing in hotspot areas to reduce violence	Open
Community Impact Assessments <b>Lead: Surrey Police</b>	Assess impact of reported violence within the community	Open
Joint Neighbourhood Survey (quarterly) <b>Lead: Surrey Police &amp; Surrey County Council</b>	Assess and research neighbourhood data to gauge community perceptions	Open
Operational interventions <b>Lead: Surrey Police</b>	Provide operational support to tackle serious violence.	Open
Victim support & analysis <b>Lead: Surrey Police &amp; CCG</b>	Provide support for victims and assess any potential linked-series	Open
Crime Prevention & Education	Assess crime prevention opportunities. Ensure education and communication	Open

<b>Lead:</b> Community Safety & Police		
Offender Management	Manage offenders to prevent repeat offending. Link with CHaRMM/MARAC/MATAC & RMM	Open
<b>Lead:</b> Surrey Police, Probation & Community Safety		

## Priority 2 - Violence Against Women & Girls

Violence Against Women and Girls (VAWG) has been adopted as a key borough priority since 2022 with the intention being to review what is being done across the borough to educate people, prevent and deter these types of crimes, consider what support is available for victims and make recommendations on what more could be done to make women and girls safer in Spelthorne Borough.

Women and girls should be able to live free from fear of violence, but sadly that fear is often grown from a young age. Whether it is experiencing harassment in the street through to other forms of gender-based abuse, being the victim of such behaviour has become 'normalised' as part of daily life.

Everyone has a role to play in addressing unacceptable behaviour in others. Violence Against Women and Girls encompasses a wide range of gender-based crimes including domestic abuse, sexual offences, stalking, harassment, human trafficking and 'Honour' Based Violence. We know these crimes disproportionately affect women and girls, with women four times more likely to experience a sexual assault than men.

We work in partnership with Surrey Police who have implemented the VAWG Strategy - [Surrey Police VAWG Strategy](#)

VAWG is a key component of the Serious Violence Duty and is managed via the Joint Action Group.

### Key points for delivery:

Objective	Measure	Status
Administer the monthly CHaRMM	Maintain Agenda Item	Open
<b>Lead:</b> Community Safety		
Community Impact Assessments	Assess impact of reported violence within the community	Open
<b>Lead:</b> Surrey Police		
Joint Neighbourhood Survey (quarterly)	Assess and research neighbourhood data to gauge community perceptions	Open
<b>Lead:</b> Surrey Police & Surrey County Council		
Local Survey – Public Consultation	Annual Consultation, Youth Survey. Local Schools & women's group surveys	Open
<b>Lead:</b> Community Safety/Police		

Operational interventions <b>Lead:</b> Surrey Police	Provide operational support to tackle VAWG	Open
Victim support & analysis <b>Lead:</b> Surrey Police & CCG	Provide support for victims and assess any potential linked-series	Open
Crime Prevention & Education <b>Lead:</b> Community Safety & Police	Assess crime prevention opportunities. Ensure education and communication	Open
Offender Management <b>Lead:</b> Surrey Police, Probation & Community Safety	Manage offenders to prevent repeat offending. Link with CHaRMM/MARAC/MATAC & RMM	Open

### Priority 3 - Domestic Abuse

The Domestic Abuse strategy has been updated to reflect the principles of the Domestic Abuse Act 2021 and the following pledges have now been implemented:

- The SSSP will ensure that relevant advice will be advertised on Council websites with the contact details for all local and national support agencies.
- Seeking to educate partners and the community regarding key legislative changes e.g. The Domestic Abuse Act 2021.
- The SSSP will comply with the Domestic Abuse Commissioner’s Strategic Plan.
- The SSSP – Will ensure that Spelthorne Borough Council is represented on the Surrey Domestic Abuse Executive Group.
- Key messages will be shared on social media to encourage active reporting to provide a more proactive approach.
- Domestic abuse and Hate Crime are managed via the CHaRMM. Key partners are tasked with individual responsibilities to ensure that that Domestic Abuse survivors’ needs are managed via this forum.
- The SSSP will ensure that our responsibilities are fully met regarding the management of Domestic Homicide Reviews and the requirement to co-operate with the Domestic Abuse Commissioner as outlined in the new legislation.
- The partnership will adhere to the principles of the Surrey Against Domestic Abuse Strategy.



- The SSSP will support the Surrey Police Violence Against Women and Girls Strategy 2021.

Spelthorne Borough Council will work within the scope of the Surrey Against Domestic Abuse Strategy 2024-2029 [Surrey Domestic Abuse Strategy](#)

**Key points for delivery:**

Objective	Measure	Status
Administer the monthly CHaRMM <b>Lead:</b> Community Safety	Maintain Agenda Item	Open
Community Impact Assessments <b>Lead:</b> Surrey Police	Assess impact of reported violence within the community	Open
Maintain Contact with DA support groups <b>Lead:</b> Community Safety & Police	Ensure charities & support groups are liaised with to maintain local insight.	Open
Support & Commission Domestic-Related Death Reviews <b>Lead:</b> Community Safety	Ensure appropriate coordination via SCC DADR Officer, Provide Home Office reports	Open
Joint Neighbourhood Survey (quarterly) <b>Lead:</b> Surrey Police & Surrey County Council	Assess and research neighbourhood data to gauge community perceptions	Open
Operational interventions <b>Lead:</b> Surrey Police	Provide operational support to tackle Domestic Abuse	Open
Survivor support & analysis <b>Lead:</b> Surrey Police & CCG	Provide support for DA Survivors.	Open
Crime Prevention & Education <b>Lead:</b> Community Safety & Police	Assess crime prevention opportunities. Ensure education and communication	Open
Offender Management <b>Lead:</b> Surrey Police, Probation & Community Safety	Manage offenders to prevent repeat offending. Link with CHaRMM/MARAC/MATAC & RMM	Open
Support Domestic Abuse Awareness Week <b>Lead:</b> Community Safety & SCC	Ensure education and awareness campaigns are appropriately circulated through communication channels.	Open

**Priority 4 – Hate Crime**

Hate Crime is defined as - "Any criminal offence which is perceived by the victim or any other person, to be motivated by hostility or prejudice, based on a person's disability or perceived disability; race or perceived race; or religion or perceived religion; or sexual orientation or perceived sexual orientation or transgender identity or perceived transgender identity."  
 There is no legal definition of hostility so we use the everyday understanding of the word which includes ill-will, spite, contempt, prejudice, unfriendliness, antagonism, resentment and dislike.

Despite recorded hate crimes being relatively low in Spelthorne it is suspected that the real numbers are much higher. To address this Spelthorne SSSP will support the Surrey Police Hate Crime Strategy [Hate Crime Policy \(surrey.police.uk\)](https://www.surrey.police.uk/hate-crime-policy)

**Key points for delivery:**

Objective	Measure	Status
Administer the monthly JAG <b>Lead: Community Safety</b>	Maintain Agenda Item & Refer relevant cases to CHaRMM	Open
Community Impact Assessments <b>Lead: Surrey Police</b>	Assess impact of reported violence within the community.	Open
Joint Neighbourhood Survey (quarterly) <b>Lead: Surrey Police &amp; Surrey County Council</b>	Assess and research neighbourhood data to gauge community perceptions	Open
Operational interventions <b>Lead: Surrey Police</b>	Provide operational support to tackle hate crime.	Open
Victim support & analysis <b>Lead: Surrey Police &amp; CCG</b>	Provide support for victims – utilise support agencies e.g. StophateUK	Open
Crime Prevention & Education <b>Lead: Community Safety &amp; Police</b>	Assess crime prevention opportunities. Ensure education and communication. Maintain contact with relevant agencies to assess unreported crime.	Open
Offender Management <b>Lead: Surrey Police, Probation &amp; Community Safety</b>	Manage offenders to prevent repeat offending. Link with CHaRMM/MARAC/MATAC & RMM	Open

**Priority 5 – Town Centre & Acquisitive Crime**

There is no legal definition of hostility so we use the everyday understanding of the word which includes ill-will, spite, contempt, prejudice, unfriendliness, antagonism, resentment and dislike. Staines Town Centre is the main crime hotspot for the borough as per the 2024 Tactical Assessment. This is due to a number of factors. The town has excellent transport links, amenities, businesses, restaurants and retail outlets. Sadly, as with the whole of the United Kingdom the prevalence of retail crime remains disproportionately high in comparison to other crimes. That,

coupled with anti-social behaviour has the potential to increase the fear of crime and also deter business from the area.

There is a well-established business improvement district (BID) in the town who are actively engaged in the JAG, the Pub Watch and the newly formed Business Crime Reduction Partnership. The BID maintains security to the Two-Rivers area and together with the Elmsleigh Centre Security they do have an impact on business crime.

That said, business/retail thefts are on the increase nationally. The Police & Crime Commissioner has tasked the new Chief Constable of Surrey Police to tackle retail crime as a priority.

To support this, Spelthorne Borough Council operate 25 CCTV cameras within the Town Centre alone linked to the Safer Runnymede control room for 24/7 coverage.

**Key points for delivery:**

Objective	Measure	Status
Administer the monthly JAG <b>Lead:</b> Community Safety	Maintain Agenda Item	Open
Review Hotspot data <b>Lead:</b> Community Safety	Ensure appropriate resourcing in hotspot areas to town centre offending	Open
Crime Prevention <b>Lead:</b> Surrey Police & Community Safety	Assess current security practices. Partnership Action days at high footfall times e.g. Christmas Shopping/January Sales.	Open
Joint Neighbourhood Survey (quarterly) <b>Lead:</b> Surrey Police & Surrey County Council	Assess and research neighbourhood data to gauge community perceptions	Open
Operational interventions <b>Lead:</b> Surrey Police	Provide operational support to tackle Shoplifting & ASB with a positive outcome policy	Open
Victim support & analysis <b>Lead:</b> Surrey Police & CCG	Provide support for victims and assess any potential linked-series	Open
Crime Prevention & Education <b>Lead:</b> Community Safety & Police	Assess crime prevention opportunities. Ensure education and communication. Promote use of DISC system and Town-link radios to retailers.	Open
Offender Management <b>Lead:</b> Surrey Police, Probation & Community Safety	Manage offenders to prevent repeat offending.	Open
Ensure adequate CCTV <b>Lead:</b> Community Safety	Maintain and ensure cameras are appropriately placed.	

## Priority 6 – Anti-Social Behaviour

Anti-social Behaviour (ASB) is by no means trivial. It is a highly damaging and unacceptable set of behaviours that can have detrimental and lifelong effects on people within the community. Spelthorne Borough Council stands against any and every form of anti-social behaviour.

No single organisation can end ASB alone. Although the Spelthorne Safer Stronger Partnership will take a strategic overview of ASB, we will take a place-based approach, calling on all of our partners and our communities to address ASB and its root causes.

### The legal definition of ASB is as follows:

- Conduct that has caused, or is likely to cause, **harassment, alarm or distress** to any person,
- Conduct capable of causing **nuisance or annoyance** to a person in relation to that person’s occupation of residential premises, or
- Conduct capable of causing housing-related **nuisance or annoyance** to any person.

*ASB, Crime & Policing Act 2014*

Some examples include:

- Drug misuse and dealing
- Alcohol Related nuisance
- Discriminative behaviour/ hostile acts
- Vandalism and damage to property
- Setting off fireworks late at night
- Misuse of communal / public space
- Litter, Rubbish and Fly-tipping
- Rowdy and noisy behaviour Vehicle Nuisance
- Public Nuisance related to licensed premises
- Garden Nuisance
- Pets and Animal Nuisance

### Key points for delivery:

Objective	Measure	Status
Administer the monthly JAG <b>Lead: Community Safety</b>	Maintain Agenda Item	Open
Review Hotspot data <b>Lead: Community Safety</b>	Ensure appropriate resourcing in hotspot areas of ASB	Open
Crime Prevention <b>Lead: Surrey Police &amp; Community Safety</b>	Assess current security practices. Partnership Action days in ASB areas	Open

Joint Neighbourhood Survey (quarterly) <b>Lead:</b> Surrey Police & Surrey County Council	Assess and research neighbourhood data to gauge community perceptions	Open
Operational interventions <b>Lead:</b> Surrey Police	Provide operational support to ASB with a positive outcome policy	Open
Victim support & analysis <b>Lead:</b> Surrey Police & CCG	Provide support for victims and assess any potential linked-series (persistent targeting)	Open
Crime Prevention & Education <b>Lead:</b> Community Safety & Police	Assess crime prevention opportunities. Ensure education and communication. Support of ASB awareness week	Open
Offender Management <b>Lead:</b> Surrey Police, Probation & Community Safety	Manage offenders to prevent repeat offending utilising judicial and non-judicial remedies	Open
Ensure adequate CCTV <b>Lead:</b> Community Safety	Maintain and ensure cameras are appropriately placed.	Open
Diversion <b>Lead:</b> Community Safety, Police, Leisure Services, Surrey Fire & Rescue	Arrange for youth diversionary activities in hotspot areas. Delivery of Junior Citizen & ASB Working Group recommendations. SF&R YES Scheme	Open

### Priority 7 – Exploitation & Vulnerability

Exploitation covers a wide range of illegal activities and can often be referred to as ‘hidden crimes’. These can be directed at both adults and children. In some cases offenders target the vulnerable to take advantage of them for their criminal gains. Some examples of exploitation are:

- Sexual exploitation
- Modern Slavery
- Human trafficking
- Financial exploitation
- County lines
- Forces marriage
- Fraud & Scams

The list is not exhaustive. Exploitation destroys individuals and communities leading to isolation and a widespread fear of crime.

#### Key points for delivery:

Objective	Measure	Status
Administer the monthly CHaRMM <b>Lead:</b> Community Safety	Maintain Agenda Item – Ensure liaison with SPA & CSPAR & Borough Safeguarding leads	Open

Crime Analysis & Intelligence <b>Lead:</b> Community Safety	Determine any patterns and develop community intelligence	Open
Crime Prevention <b>Lead:</b> Surrey Police & Community Safety	Awareness campaigns to educate the community. Advertise common signs.	Open
Joint Neighbourhood Survey (quarterly) <b>Lead:</b> Surrey Police & Surrey County Council	Assess and research neighbourhood data to gauge community perceptions	Open
Operational interventions <b>Lead:</b> Surrey Police	Provide operational support to ASB with a positive outcome policy	Open
Victim support & analysis <b>Lead:</b> Surrey Police & CCG	Provide support for victims and assess any potential linked-series (persistent targeting)	Open
Crime Prevention & Education <b>Lead:</b> Community Safety & Police	Assess crime prevention opportunities. Ensure education and communication. Support of ASB awareness week	Open
Information Sharing <b>Lead:</b> Community Safety/Police/CCG	To ensure liaison with SCC Exploitation leads through the county Risk management Meeting.  Liaison via Adult Social care and mental health services to assess victims	Open
Offender Management <b>Lead:</b> Surrey Police, Probation & Community Safety	Manage offenders and work in the SOC briefing to identify and develop intelligence on offenders.	Open
Ensure adequate CCTV <b>Lead:</b> Community Safety	Maintain and ensure cameras are appropriately placed.	Open
Diversion  Lead: Community Safety, Police, Leisure Services, Surrey Fire & Rescue	Arrange for youth diversionary activities in hotspot areas. Delivery of Junior Citizen & ASB Working Group recommendations. SF&R YES Scheme  Deter people from taking part in criminal activities	Open

## Priority 8 – Water Safety

Exploitation covers a wide range of illegal activities and can often be referred to as ‘hidden crimes’. These can be directed at both adults and children. In some cases offenders target the vulnerable to take advantage of them for their criminal gains. Some examples of exploitation are:

Spelthorne Borough has some 12 miles of river frontage. The need for water safety measures is clear with accidents occurring every year with high volumes of people using the river both commercially and recreationally.

To combat this, Spelthorne Borough Council, in partnership with Surrey Fire & Rescue have erected 15 locked throwlines and 20 throw-rings (lifebuoys) at strategic points throughout the borough. Together with educational messages completed in partnership with the RNLI and the RLSS both on social media and in schools, this forms the water safety strategy for Spelthorne.

The Community Safety Team area responsible for the maintenance of the equipment and ensuring that training is provided. In 2023, Spelthorne Borough Council created new water safety signs to discourage wild swimming by amateurs. The signs have been placed at strategic points where we know these activities are taking place.

**Key points for delivery:**

Objective	Measure	Status
Administer the monthly JAG <b>Lead:</b> Community Safety	Maintain Agenda	Open
Analysis & Intelligence <b>Lead:</b> Community Safety	Determine any patterns and develop community intelligence.  Monitor WADE database and liaise with Surrey Police re incidents & near misses	Open
Safety Awareness <b>Lead:</b> Surrey Police & Community Safety	Awareness campaigns to educate the community. Advertise common signs.	Open
Education <b>Lead:</b> Community Safety	Water safety roadshows to take place twice annually  Delivery of Junior Citizen	Open
Communication <b>Lead:</b> Community Safety & Borough Comms	Provide social media updates on water safety initiatives	Open
Equipment maintenance <b>Lead:</b> Community Safety	Monthly checks to be carried out on all water safety equipment and signage.	Open
Environmental Visual Audits <b>Lead:</b> Community Safety, Environment Agency & JET	Joint River patrols to determine areas of risk	Open

**Priority 9 – Counter Terrorism (Prevent)**

Prevent is about keeping people and communities safe from the threat of terrorism. It is one part of the government's overall counter-terrorism strategy, CONTEST. The other strands are Pursue, Protect and Prepare.

Prevent is about safeguarding people from being drawn into extremism or radicalisation. The Home Office works with local authorities and a wide range of government departments and community organisations to stop people from supporting or engaging in extremism or terrorism.

The objectives of Prevent are to:

- tackle the ideological causes of terrorism
- intervene early to support people susceptible to radicalisation
- enable people who have already engaged in terrorism to disengage and rehabilitate.

Prevent is concerned with all forms of extremism that could lead to terrorism, including far-right extremism and some aspects of non-violent extremism.

Further information about Prevent can be found in these Home Office factsheets:

[Home Office Prevent Factsheet](#)

**Key points for delivery:**

Objective	Measure	Status
Administer the quarterly SSSP Meeting <b>Lead:</b> Community Safety	Maintain Agenda	Open
Analysis & Intelligence <b>Lead:</b> Community Safety	Attend monthly Prevent Executive Group Meeting (PEG)	Open
Channel Cases <b>Lead:</b> Surrey County Council	Liaise with Spelthorne Borough Council re Channel cases.	Open
Education <b>Lead:</b> Community Safety	Training for frontline staff in recognising, referring and responding to radicalisation	Open
Communication <b>Lead:</b> Community Safety & Borough Comms	Provide social media updates on Prevent activities	Open
School Liaison <b>Lead:</b> Surrey County Council	Liaise with schools regarding potential radicalisation	Open

**Partnership Action Days (PAD)**



Prevent is about safeguarding people from being drawn into extremism or radicalisation. The Home Office works with local authorities and a wide range of government departments and community organisations to stop people from supporting or engaging in extremism or terrorism.

Partnership action days are days of action where all partners work together at a tactical level to address local issues linked to the SSSP Priorities. These are held every other month. Examples of these have included:

- Retail Crime day of action – Staines Town Centre
- Domestic Abuse education Staines Town Centre
- Anti-social behaviour awareness – Ashford
- Water Safety equipment training & awareness – Lammas Park
- Scams Awareness – Spelthorne Day Centres

The days are an excellent way to demonstrate the partners visibly working together on local issues. Members of the public are encouraged to take part.

### **Domestic-Related Death Reviews**

Formerly referred to as Domestic Homicide, the title has been changed to include any fatality that has a link to domestic abuse. The Home Office requires the local Community Safety Partnership (In this case referred to as the SSSP) to commission an investigation into the fatality to assess whether there are any lessons to be learned in such cases.

These are managed by the SSSP in partnership with the DARDR Coordinator at Surrey County Council. To date this year there have been two such cases on Spelthorne Borough.

### **Anti-Social Behaviour Case Reviews**

The ASB case review can be used if you (or others with your consent) have complained on three or more occasions about separate incidents of anti-social behaviour in the past six months. This has been designed to give the victim the right to request that agencies deal with persistent anti-social behaviour.

These are managed within the Joint Action Group with results being fed into the SSSP. To date in 2024 there has been one case.

### **Our Statutory Responsibilities**

Each key priority that is identified within this plan contains several actions. These are designed to ensure that priority objectives are achieved.

Targets have been set as an essential part of bringing about that achievement; this will form the JAG (T&CG) process. Monitoring performance will be set against the key points for delivery indicators. These indicators will be set against each key priority.

The Plan will be placed on the council web site and updated on a six-monthly basis so that the public can track progress.

Crime, disorder and anti-social behaviour data and associated performance information will be collected by the Operational Management Group (Surrey Police) and presented to the Spelthorne Safer Stronger Partnership Board at the quarterly meetings, so that delivery can be monitored and any lack of progress challenged.

This information will also be available to other bodies, including those with community representation, as appropriate. Annual reports will also be available for wider community consultative processes and transparency.

Other national, county and local plans, strategies and policies complement or impact in some way upon this Community Safety Strategy; the more significant of these are as follows:

- **The Modern Crime Prevention Strategy 2016 (Gov)**
- **Domestic Abuse Act 2021**
- **Surrey Drug & Alcohol Strategy 2023**
- **Civil Contingencies Act 2004**
- **Spelthorne Borough Council Corporate Plan 2024 - 2028**
- **Surrey OPCC Policing Plan 2024-2025**
- **National Prevent Strategy 2019**
- **Surrey Against Domestic Abuse Strategy 2024–2029**
- **Serious Violence Duty 2023**

# CURRENT CRIME OVERVIEW

Spelthorne Borough July 2024

## Surrey Police Table 1a: Spelthorne crime for Jan-00 to Jul-24 compared with Jun-24 to Jul-23.

\* Solved outcomes are outcomes 1 to 8 (excluding 5) and also include outcome 10 and Outcome 22 that have been validated by the OMU

Rolling year	Crime recorded				Solved*				Solved rate		
Spelthorne	Jan-00 to Jul-24	Jun-24 to Jul-23	# Change	%age Change	Jan-00 to Jul-24	Jun-24 to Jul-23	# Change	%age Change	Jan-00 to Jul-24	Jun-24 to Jul-23	# Change
Burglary - business and community	91	74	17	23.0%	7	6	1	16.7%	7.7%	8.1%	-0.4%
Burglary - residential	337	292	45	15.4%	11	13	-2	-15.4%	3.3%	4.5%	-1.2%
Criminal damage	809	956	-147	-15.4%	84	126	-42	-33.3%	10.4%	13.2%	-2.8%
Drug offences	317	374	-57	-15.2%	211	233	-22	-9.4%	66.6%	62.3%	4.3%
Fraud and forgery	6	20	-14	-70.0%	-	4	-4	-100.0%	0.0%	20.0%	-20.0%
Other criminal offences	295	267	28	10.5%	72	65	7	10.8%	24.4%	24.3%	0.1%
Other sexual offences	49	39	10	25.6%	11	17	-6	-35.3%	22.4%	43.6%	-21.1%
Robbery	72	58	14	24.1%	3	2	1	50.0%	4.2%	3.4%	0.7%
Serious sexual	210	178	32	18.0%	17	27	-10	-37.0%	8.1%	15.2%	-7.1%
Theft (other than vehicle) & handling stolen goods	1,558	1,191	367	30.8%	172	106	66	62.3%	11.0%	8.9%	2.1%
Vehicle crime (excluding interference)	702	767	-65	-8.5%	14	17	-3	-17.6%	2.0%	2.2%	-0.2%
Vehicle interference and tampering	127	147	-20	-13.6%	4	3	1	33.3%	3.1%	2.0%	1.1%
Violence with injury	760	775	-15	-1.9%	158	138	20	14.5%	20.8%	17.8%	3.0%
Violence without injury	3,323	3,289	34	1.0%	397	414	-17	-4.1%	11.9%	12.6%	-0.6%

**Surrey Police Table 1b: Total notifiable offences crime for Jan-00 to Jul-24 compared with Jun-24 to Jul-23.**

*\* Solved outcomes are outcomes 1 to 8 (excluding 5) and also include outcome 10 and Outcome 22 that have been validated by the OMU*

Rolling year	Crime recorded				Solved*				Solved rate		
Total notifiable offences	Jan-00 to Jul-24	Jun-24 to Jul-23	# Change	%age Change	Jan-00 to Jul-24	Jun-24 to Jul-23	# Change	%age Change	Jan-00 to Jul-24	Jun-24 to Jul-23	# Change
<b>East</b>	<b>24,546</b>	<b>23,977</b>	<b>569</b>	<b>2.4%</b>	<b>2,518</b>	<b>2,602</b>	<b>- 84</b>	<b>-3.2%</b>	<b>10.3%</b>	<b>10.9%</b>	<b>-0.6%</b>
Epsom & Ewell	5,051	5,365	- 314	-5.9%	447	507	- 60	-11.8%	8.8%	9.5%	-0.6%
Mole Valley	5,032	4,715	317	6.7%	523	494	29	5.9%	10.4%	10.5%	-0.1%
Reigate & Banstead	9,655	9,096	559	6.1%	1,142	1,104	38	3.4%	11.8%	12.1%	-0.3%
Tandridge	4,808	4,801	7	0.1%	406	497	- 91	-18.3%	8.4%	10.4%	-1.9%
<b>North</b>	<b>22,309</b>	<b>22,881</b>	<b>- 572</b>	<b>-2.5%</b>	<b>2,936</b>	<b>2,967</b>	<b>- 31</b>	<b>-1.0%</b>	<b>13.2%</b>	<b>13.0%</b>	<b>0.2%</b>
Elmbridge	7,485	7,952	- 467	-5.9%	920	880	40	4.5%	12.3%	11.1%	1.2%
Runnymede	6,168	6,502	- 334	-5.1%	855	916	- 61	-6.7%	13.9%	14.1%	-0.2%
Spelthorne	8,656	8,427	229	2.7%	1,161	1,171	- 10	-0.9%	13.4%	13.9%	-0.5%
<b>West</b>	<b>28,554</b>	<b>27,278</b>	<b>1,276</b>	<b>4.7%</b>	<b>3,453</b>	<b>2,354</b>	<b>1,099</b>	<b>46.7%</b>	<b>12.1%</b>	<b>8.6%</b>	<b>3.5%</b>
Guildford	11,240	10,044	1,196	11.9%	1,478	937	541	57.7%	13.1%	9.3%	3.8%
Surrey Heath	5,070	4,980	90	1.8%	618	512	106	20.7%	12.2%	10.3%	1.9%
Waverley	5,637	5,732	- 95	-1.7%	632	395	237	60.0%	11.2%	6.9%	4.3%
Woking	6,607	6,522	85	1.3%	725	510	215	42.2%	11.0%	7.8%	3.2%
<b>Force</b>	<b>75,409</b>	<b>74,136</b>	<b>1,273</b>	<b>1.7%</b>	<b>8,907</b>	<b>7,923</b>	<b>984</b>	<b>12.4%</b>	<b>11.8%</b>	<b>10.7%</b>	<b>1.1%</b>

Surrey Police Table 2a: Spelthorne ASB for Jan-00 to Jul-24 compared with Jun-24 to Jul-23.

Rolling year	ASB recorded			
Spelthorne	Jan-00 to Jul-24	Jun-24 to Jul-23	# Change	%age Change
ASB01: ABND VEH NOT STOLEN OR CAUSING OBSTRUCTN	192	106	86	81.1%
ASB02: ANIMAL PROBLEMS	14	8	6	75.0%
ASB05: FIREWORKS - INAPP SALE /USE /POSSESSION	27	21	6	28.6%
ASB06: MALICIOUS / NUISANCE COMMUNICATIONS	17	22	-5	-22.7%
ASB07: NOISE	76	85	-9	-10.6%
ASB09: LITTERING/DRUGS PARAPHERNALIA	44	42	2	4.8%
ASB10: NUISANCE NEIGHBOURS	185	162	23	14.2%
ASB11: ROWDY BEHAVIOUR/NUISANCE	602	850	-248	-29.2%
ASB12: STREET DRINKING	6	12	-6	-50.0%
ASB14: TRESPASS	27	10	17	170.0%
ASB15: VEHICLE NUISANCE/MISS USE	441	442	-1	-0.2%
ASB16: ROWDY BEHAVIOUR/PERSONAL	108	123	-15	-12.2%

## Surrey Police Table 2b: Nuisance ASB for Jan-00 to Jul-24 compared with Jun-24 to Jul-

Rolling year	ASB recorded			
Nuisance	Jan-00 to Jul-24	Jun-24 to Jul-23	# Change	%age Change
<b>East</b>	<b>3,603</b>	<b>3,515</b>	<b>88</b>	<b>2.5%</b>
Epsom & Ewell	1,006	970	36	3.7%
Mole Valley	555	603	- 48	-8.0%
Reigate & Banstead	1,315	1,261	54	4.3%
Tandridge	727	681	46	6.8%
<b>North</b>	<b>2,866</b>	<b>3,303</b>	<b>- 437</b>	<b>-13.2%</b>
Elmbridge	916	1,014	- 98	-9.7%
Runnymede	798	879	- 81	-9.2%
Spelthorne	1,152	1,410	- 258	-18.3%
<b>West</b>	<b>3,614</b>	<b>4,016</b>	<b>- 402</b>	<b>-10.0%</b>
Guildford	1,316	1,522	- 206	-13.5%
Surrey Heath	699	675	24	3.6%
Waverley	726	742	- 16	-2.2%
Woking	873	1,077	- 204	-18.9%
<b>Force</b>	<b>10,083</b>	<b>10,834</b>	<b>- 751</b>	<b>-7.4%</b>

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# Community Wellbeing & Housing Committee



**Date of meeting 24 September 2024**

<b>Title</b>	<i>Safeguarding Children and Adults at Risk Policy 2024-2028</i>
<b>Purpose of the report</b>	To make a recommendation to Corporate Policy and Resources Committee
<b>Report Author</b>	<i>Lisa Stonehouse Community Development Manager and Safeguarding Operational Lead</i>
<b>Ward(s) Affected</b>	All Wards
<b>Exempt</b>	No
<b>Exemption Reason</b>	<i>N/A</i>
<b>Corporate Priority</b>	Community
<b>Recommendations</b>	<p>Committee is asked to:</p> <ol style="list-style-type: none"> <li>1. Make a recommendation to the Corporate Policy and Resources Committee to approve the Safeguarding Children and Adults at Risk Policy 2024-2028.</li> <li>2. Make a recommendation to the Corporate Policy and Resources Committee to delegate authority to the Strategic Safeguarding Lead in consultation with the Chair of the Community Wellbeing and Housing Committee to approve minor amendments and updates to the Policy.</li> </ol>
<b>Reason for Recommendation</b>	<ol style="list-style-type: none"> <li>1. It is a statutory requirement for the Council to have a Safeguarding Policy.</li> <li>2. Minor changes to procedures and personnel will inevitably occur and the policy will need updating to reflect this. Delegation of approval to the Chair and Strategic Safeguarding Lead for Safeguarding would expedite this process.</li> <li>3. Any major changes or updates will require the Policy to come back to this Committee.</li> </ol>

## 1. Summary of the report

What is the situation	Why we want to do something
<ul style="list-style-type: none"> <li>It is a statutory requirement for the Council to have a Safeguarding Policy to safeguard children and adults at risk.</li> </ul>	<ul style="list-style-type: none"> <li>The current safeguarding policy requires updating in order to comply with statutory requirements.</li> </ul>
This is what we want to do about it	These are the next steps
<ul style="list-style-type: none"> <li>The new policy includes the updated information and procedures required to satisfy the statutory requirement to ensure that SBC safeguards children and adults at risk.</li> </ul>	<ul style="list-style-type: none"> <li>If Committee recommend that this policy is approved, it will be communicated to all staff and Cllrs via the council's communication channels.</li> <li>The procedures within the document will be implemented.</li> </ul>

1.1 This Report seeks a recommendation from Community Wellbeing and Housing Committee to approve the new Safeguarding Children and Adults at Risk Policy. (Appendix A)

1.2 It also seeks a recommendation to delegate authority to the Chair and the Strategic Safeguarding Lead to approve subsequent minor amendments to the policy such as procedure changes and telephone numbers.

## 2. Key issues

2.1 The Surrey Safeguarding Children Partnership (SSCP) and the Surrey Adult Safeguarding Board (SSAB) have the statutory duty to lead safeguarding arrangements across the Surrey locality and oversee and coordinate the effectiveness of the safeguarding work of its member and partner agencies. Spelthorne Borough Council (SBC) is a partner agency of the SSCP and SSAB. SBC refers all safeguarding concerns to Surrey County Council (SCC) as they have the statutory responsibility for this in Surrey.

2.2 A robust Safeguarding Policy for both children and adults at risk is required to ensure that Spelthorne Borough Council complies with our statutory duty under section 11 of the Children Act 2004 and under the Care Act 2014.

2.3 The SBC Safeguarding Children and Adults at Risk Policy 2024-2028 has been written to update and replace the previous version and to satisfy the statutory requirement. It covers all aspects of safeguarding best practice as well as the national and local context upon which the policy is based. Upon approval it will be communicated to all staff and Cllrs via the council internal communication channels.

### **3. Options analysis and proposal**

3.1 Option 1 is to approve the implementation of the new safeguarding strategy. The advantage of this is that the policy includes new information and procedures required to comply with the statutory safeguarding requirements. There are no disadvantages of this.

Option 2 is to make amendments to the draft policy attached to this report. *(The policy and procedures have been based on guidance from the Surrey Safeguarding Children's Partnership and Surrey Safeguarding Adult's Board. The policy has also gained approval from our Internal Safeguarding Strategic Board).*

Option 3 is to not approve the implementation of the new safeguarding strategy. There are no advantages of this option. The disadvantage of this is that the existing policy does not include the new information and procedures required to comply with the statutory safeguarding requirements

### **4. Financial management comments**

4.1 There are no significant financial implications in relation to the adoption of this strategy. SBC makes a partnership contribution of £1,416.00 per annum to the SSCP and £1055.00 per annum to the SSAB.

4.2 All staff undertake online safeguarding training and in house induction training. Frontline staff undertake additional external face to face training for which there is a charge of approximately £100 per delegate. In 2024 the cost of this will be approximately £3500. These members of staff will undertake training every 3 years. Councillors undertake basic induction training on election and will receive further training from the safeguarding operational lead within their term.

### **5. Risk management comments**

5.1 There are significant risks associated with not having an up-to-date policy. There is a statutory duty to have sufficient safeguarding policies and procedures in place. SBC could potentially be found to be in breach of statutory duty or negligent if there was a safeguarding incident and correct procedures were not followed.

5.1 There are no risk implications arising from the Report as mentioned above a robust policy and procedures will help to reduce the risk.

### **6. Procurement comments**

6.1 N/A .

### **7. Legal comments**

7.1 There is a statutory requirement for the council to make arrangements for ensuring that its functions are discharged having regard to the need to safeguard and promote the welfare of children and adults at risk pursuant to the Children Act 2004 and the Care Act 2014.

**8. Other considerations**

8.1 N/A

**9. Equality and Diversity**

9.1 The Safeguarding Policy is relevant to the whole population. Residents may be more vulnerable to abuse due to their age, inability to protect themselves due to care and support needs or due to exploitation. This is outlined within the policy.

**10. Sustainability/Climate Change Implications**

10.1 The policy does not have an impact on sustainability/climate change issues.

**11. Timetable for implementation**

11.1 The policy will be implemented upon approval. The policy is a live document and minor changes will be made in accordance with 1.2. The policy will be updated in 2028.

**12. Contact**

12.1 Lisa Stonehouse (Community Development Manager and Safeguarding Operational Lead) [L.Stonehouse@spelthorne.gov.uk](mailto:L.Stonehouse@spelthorne.gov.uk)

**Background papers: There are none.**

**Appendices:**

**Appendix A Safeguarding Children and Adults at Risk Policy**



## **Appendix A (DRAFT)**

# **Spelthorne Borough Council Safeguarding Policy and Procedures**

**A guide to safeguarding children and adults at risk**

**2024-2028**

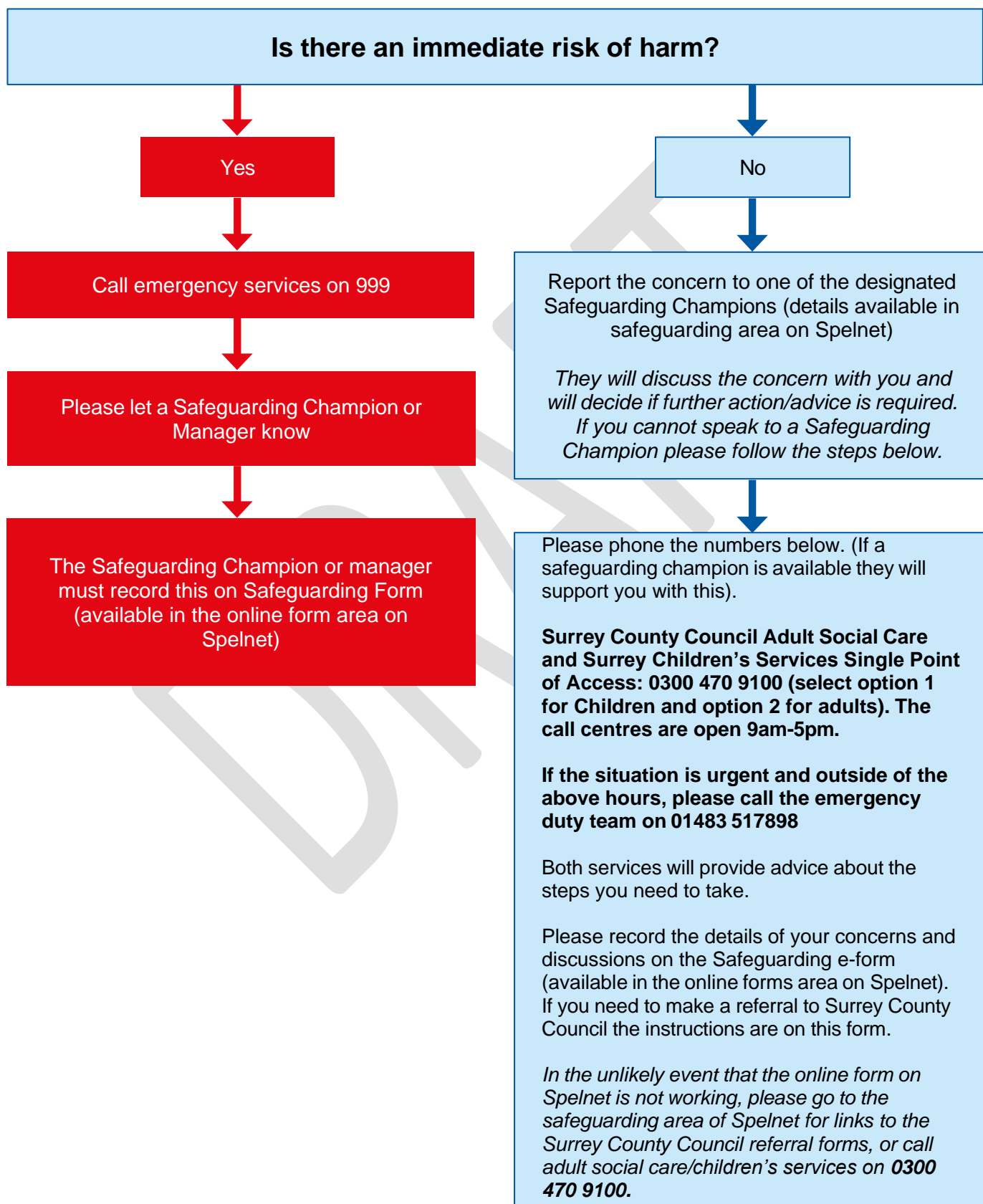
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<b>Amendments / Changes</b>	<b>Date</b>

# How to report a safeguarding concern for a child or an adult



This could be a suspicion, an allegation, an observation or a disclosure of abuse or risk of abuse.



## Safeguarding Key Roles

Name	Role	Team	Contact details
Terry Collier	Strategic Safeguarding Lead	Deputy Chief Executive	01784 446296
Lisa Stonehouse	Operational Safeguarding Lead	Leisure and Community Development	01784 446431
Martin Cole	Safeguarding Champion	Neighbourhood Services	01784 448635
Deborah Dobson	Safeguarding Champion	Environmental Health	01784 448563
Lisa Dunton	Safeguarding Champion	Neighbourhood Services	01784 446412
Ken Emerson	Safeguarding Champion	Housing Options	01784 446382
Katy Frame	Safeguarding Champion	Human Resources	01784 444296
Nicki Gould	Safeguarding Champion	Independent Living	01784 448643
Janice Hutchinson	Safeguarding Champion	Independent Living	01784 243880
Will Jack	Safeguarding Champion	Community Safety	01784 448550
Hayley Littek	Safeguarding Champion	Family Support	
Herbie Mann	Safeguarding Champion	Housing Options	01784 448553
Victoria Mason	Safeguarding Champion	Independent Living	01784 446290
Sarah Morrison	Safeguarding Champion	Housing Options	01784 446479
Nicki Rentall	Safeguarding Champion	Independent Living	01784 446343



## Introduction

Spelthorne Borough Council (SBC) believe the safety and well-being of children, young people and adults at risk of harm is of the utmost importance and that they have a fundamental and equal right to be protected from harm regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation.

This Safeguarding Policy applies to anyone who is undertaking duties on behalf of SBC, whether paid or unpaid eg management, officers, elected members, consultants, contractors, volunteers, students and those on work experience. The purpose of the policy is to protect and enhance the safety and well-being of all children, young people and adults at risk of harm by actively promoting awareness, good practice and sound procedures to:

- Protect children from maltreatment;
- Prevent impairment of children's health and development;
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care;
- Taking action to enable all children to have the best outcomes.
- Ensure that adults are able to live their lives free from abuse or neglect.
- Protect those with care and support needs who are experiencing, or at risk of abuse and neglect as a result of their care and support needs.

The Safeguarding of children and adults at risk are governed by Government legislation.

- In the case of children, the legislation is the Children Act 2004. The Act recognises that shared responsibility and the need for effective joint working between agencies and professionals with different roles and expertise are essential if children are to be protected from harm and their welfare promoted and safeguarded. The Surrey Safeguarding Children Partnership (SSCP) has the lead statutory responsibility for safeguarding arrangements, led by the local authority, the police and Integrated Care Boards (NHS), along with other statutory and non-statutory partners. SBC and all Surrey Borough and District Councils are partners. [Surrey Safeguarding Children Partnership](#)
- In the case of adults, the legislation is the Care Act 2014. The Safeguarding Adults Board (SSAB) has the lead statutory responsibility for enforcing this legislation in partnership with multi-agency statutory and non-statutory partners. They ensure that partners in Surrey are working effectively to safeguard adults at risk from abuse and neglect. As with the SSCP the partners include the police, the integrated Care Board (NHS) along with other statutory and non-statutory partners. SBC and all Surrey Borough and District Council's. SBC and all Surrey Borough and District Councils are partners. [Surrey Safeguarding Adults Board](#)

SBC work in accordance with guidance and good practice from the SSCP and SSAB.

The policy includes safeguarding information and procedures for reporting concerns. The first section of the policy refers to children and young people, the second section of the policy relates to adults at risk. The final section refers to information applicable to people of all ages.

Everyone has a duty to ensure that any suspected incident, allegation, or other occurrence relating to child protection or safeguarding adults at risk of harm is reported using the procedures in this policy. If in any doubt about what action to take, you must seek advice from the safeguarding leads or one of the named safeguarding champions named on page 4.

Anyone undertaking duties for the organisation will be made aware of this policy as part of their induction and contract of employment/their volunteer induction. They will have access to mandatory training and further training and update training depending on their role in the organisation.

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# Safeguarding Children and Young People

## Introduction

Spelthorne Borough Council recognises its statutory responsibility for safeguarding. The safety, protection and well-being of all children and young people that it supports and interacts with is paramount and has priority. This includes responding immediately and appropriately where there is a suspicion that any young person under the age of 18 years old may be at risk of or experiencing harm or neglect.

In the context of the Children's Act 1989 a child means a person under the age of 18. In this policy any reference to a child or young person means anyone under the age of 18.

Spelthorne Borough Council encourages a culture of listening to and engaging in dialogue with children and young people, seeking their views in ways that are appropriate to their age, culture and understanding. We work in partnership with Surrey County Council's [User Voice and Participation Team](#) via the Borough and District Safeguarding Forum to consult with children and young people and support our corporate parenting obligations as outlined by the Surrey County Council Corporate Parenting Board and Strategy

This policy has been written based on legislation, policy and guidance that seeks to protect children in England including the Children's Act 2004 and Working Together to Safeguard Children (2023) which provides key statutory guidance to multi agency working to help protect and promote the welfare of children and young people.

These legislative sources are listed below for reference:

- [Children Act \(2004\)](#)
- [Working Together to Safeguard Children \(2023\)](#)

Working together to Safeguard Children 2023: statutory guidance states that: Nothing is more important than children's welfare. Every child deserves to grow up in a safe, stable, and loving home. Children who need help and protection deserve high quality and effective support. This requires individuals, agencies, and organisations to be clear about their own and each other's roles and responsibilities, and how they work together.

## Behaviour Code for Working with Children Young People and Adults at Risk

Those representing the Borough in any capacity are responsible for ensuring that children/young people and adults at risk are protected and any issues of concern are reported. The Spelthorne Borough Council Behaviour Code for Working with Children/Young People and Adults at Risk is available on the [Spelnet Safeguarding Page](#) and forms part of the this Safeguarding Policy. Following this code provides guidance on the behaviour that is expected which will help us to protect children, young people, and adults at risk and will also help to reduce the possibility of unfounded allegations being made.

## **What is Child Abuse?**

Child abuse happens when a person harms a child. It can be physical, sexual or emotional, but can also involve neglect.

Children may be abused by:

- family members
- friends
- people working or volunteering in organisational or community settings
- people they know
- strangers.

## **General signs of abuse\***

Children experiencing abuse often experience more than one type of abuse over a period of time. Children who experience abuse may be afraid to tell anybody about the abuse. They may struggle with feelings of guilt, shame or confusion, particularly if the abuser is a parent, caregiver or other close family member or friend.

Many of the signs that a child is being abused are the same, regardless of the type of abuse. Anyone working with children or young people needs to be able to recognise the signs. These include a child:

- being afraid of particular places or making excuses to avoid particular people.
- knowing about or being involved in 'adult issues' which are inappropriate for their age or stage of development, for example alcohol, drugs and/or sexual behaviour.
- having angry outbursts or behaving aggressively towards others.
- becoming withdrawn or appearing anxious, clingy or depressed.
- self-harming or having thoughts about suicide.
- showing changes in eating habits or developing eating disorders.
- regularly experiencing nightmares or sleep problems.
- regularly wetting the bed or soiling their clothes.
- running away or regularly going missing from home or care.
- not receiving adequate medical attention after injuries.

These signs do not necessarily mean that a child is being abused. There may well be other reasons for changes in a child's behaviour such as a bereavement or relationship problems between parents or carers. If you have any concerns about a child's wellbeing, you should report them to a safeguarding lead or champion listed on page 4.

\*With thanks to the NSPCC for this information.

## Definitions of Harm – in Relation to Children & Young People

- **Neglect and acts of omission**

This is maltreatment through the often persistent, repeated omission of appropriate physical, emotional, medical care or other support needs. Eg food clothing, shelter, hygiene needs, not getting the nurture or stimulation they need, or isolating them and not ensuring that they are cared for/have appropriate medical care when sick. Leaving a child alone in circumstances that are inappropriate for their age and or ability is also neglect. Neglect and acts of omission could lead to serious impairment of a child's health and development.

### **Surrey Neglect Screening Tool**

Surrey Safeguarding Children's Partnership provide a Neglect Screening Tool which all staff can use to support safeguarding referrals where neglect is suspected. The purpose of it is to help staff to focus in on specific neglect concerns and articulate these clearly to the Children's Single Point of Access (C-SPA) where necessary. Staff who work closely with children and families (eg The Family Support Team) should use the more in-depth Graded Care Profile 2 (GCP2) which they are licensed to use upon completion of the GCP2 training.

- **Emotional abuse**

This is persistent, emotional ill treatment that has a severe adverse effect on the emotional development of children and young people. It may involve conveying to them that they are not wanted, not loved or worthless, or deliberately trying to humiliate, isolate or intimidate them. It may involve inappropriate expectations and responsibilities being placed on the young person leaving them frightened and unable to cope. It may also involve threatening, exploitation or corruption of children and young people. Face to face and cyberbullying via social network sites, gaming sites or chat rooms are also examples of emotional abuse.

- **Physical abuse**

This may include hitting, kicking, shaking, slapping, throwing, scalding, burning, poisoning, drowning, suffocating, or other action intended to cause physical harm or ill health to the child or young person. Physical harm may also be caused when a parent or carer covers up the symptoms of or fabricates or induces illness by deliberately causing ill health to a child or young person within their care.

- **Child Sexual Abuse and Sexual Exploitation**

Child Sexual Abuse is when a child or young person is forced or persuaded to take part in sexual activities. This may involve physical contact or non-contact activities and can happen online or offline. Children and young people may not always understand that they are being sexually abused. Contact abuse may include sexual acts include penetrative and non-penetrative acts such as touching or stroking. Non-contact abuse may include things such as flashing at a child, encouraging or forcing a child to watch or hear sexual acts, or persuading a child to make view or distribute child abuse images such as performing sexual acts over the internet and other sexually inappropriate ways. There have been some high-profile cases of child sexual exploitation whereby young teenagers believe they are in relationships but are being groomed with gifts or the attraction of being associated with people with money/flash cars etc.

The Sexual Offences Act 2003 defines 'consent' as 'if he agrees by choice and has the capacity to make that choice'. The Act, removes the element of consent for many sexual offences for:

- Children/young people under 16
- Children/ young people under 18 having sexual relations with a person of trust (for example: teachers, youth workers, foster carers, police officers).
- Children / young people under 18 involved with family members over 18.
- Persons with a mental disorder impeding choice or who are induced, threatened or deceived.
- Persons with a mental disorder who have sexual relations with care workers.
- In relation to young people under the age of 13, consent is irrelevant. The law says, 'a child under the age of 13 does not, under any circumstances, have the legal capacity to consent to any form of sexual activity'. The Police must be informed immediately of any sexual activity involving a child under 13 years of age.

- **Witnessing ill treatment of others**

Witnessing domestic abuse is known to have a big impact on the health or development of a child or young person.

- **Modern Slavery/Exploitation**

This can include things like child trafficking and forced labour, such as enforced domestic service. Children and young people are also exploited by 'county lines' gangs who target vulnerable young people. County lines is a form of criminal exploitation where urban gangs persuade, coerce or force young people to store drugs, money or transport them to suburban areas. These vulnerable young people are also at risk of being abused in other ways.

- **Honour Based Violence and Female Genital Mutilation**

Honour based violence can take many forms but most commonly a girl or woman is abused or disowned by her family because they are believed to have brought dishonour or shame on the family. Men and boys can be victims too. Female Genital Mutilation (FGM) is when a female's genitals are deliberately altered or removed for non-medical reasons. Females may be sent abroad for this procedure.

- **Discrimination**

This Includes abuse or slurs etc because of race, gender, gender identity, age, disability, sexual orientation or religion.

- **Hate Crime and Mate Crime**

Hate crime is a crime motivated by hostility or prejudice towards any aspect of a person's identity. Mate crime is when a 'friendship' becomes bullying.

## How to Reacting to a Suspicion, Allegation or Disclosure.

### **A suspicion, allegation or disclosure may come about in a variety of ways.**

- Never ignore your concerns no matter how small you think it is.
- Your information could be an important piece of the jigsaw and may help to build a full picture when added to information from other people.
- Do not try and investigate the matter yourself. Surrey County Council are the specialists and have the statutory responsibility to do this.
- Listen carefully to the person rather than asking leading questions.
- Never promise any particular action or to keep things secret. Make it clear that you must report it.
- It is normal for a person making a disclosure to be upset and nervous. Allow them time to speak or to be silent whilst they gain the courage to speak.
- Try to relate to the age, understanding or special needs of the person.
- Write down carefully the information you have been given as soon as possible and only include what you have been told.

**Please discuss your concerns with a safeguarding lead/champion immediately. The safeguarding lead/champions are responsible for supporting officers to decide what action is required and whether a request for support needs to be made. In the unlikely event that a safeguarding lead/champion is not available the officer must follow the procedure on page 3 (also detailed below) and let the safeguarding lead/champion know what has been done as soon as possible.**

### **Reporting Procedures – Children and Young People**

It is vital to take every action which is needed to safeguard the child, children and young person(s).

- In an emergency please call 999.
- If an officer or safeguarding champion is unclear as to what action needs to be taken, the Surrey Children's Services Single Point of Access (C-SPA) Child Protection Consultation Line team will ensure that they are directed to the most appropriate service that can meet the child and family's needs. The consultation line is open 9am -5pm Monday- Friday to all professionals who work with families. 0300 470 9100 (option 1 for children's services then follow the next options) The emergency duty team is available outside of these hours and at weekends on 01483 517898.
- **Once you know if a referral to Surrey Children's Services Single Point of Access (C-SPA) is required/not required, please complete the Safeguarding e form (in the e form area of Spelnet). The form will ask you to document discussions you have had with Safeguarding Champions/Leads or Surrey County Council on the above form. If a referral to Surrey Children's Services (C-SPA) required, there is a link from the e form.**
- In the unlikely event that the online form on Spelnet is not working, please go to the safeguarding area of Spelnet for links to the Surrey County Council referral forms, or call adults social care or children's services on 0300 470 9100.

- Page 1 of this document explains what happens when we refer to CSPA and the services that work together to keep children safe. [`Rethinking the front door' Our revised model, personalised and tailored to meet the needs of children and families in Surrey](#)

## **Local Authority Designated Officer (LADO)**

If there is an allegation against anyone who works or volunteers with children in Surrey, this must be reported immediately to the Local Authority Designated Officer (LADO) who will assist. Please contact one of the Safeguarding Leads, your manager or Human Resources and they will contact them on 0300 123 1650. Email: [LADO@surreycc.gov.uk](mailto:LADO@surreycc.gov.uk) The LADO team also have a referral form. [LADO-referral-form](#)

## **Communicating with Parents/Carers**

While, in general, we should seek to discuss any concerns with the family and, where possible, seek their agreement to make referrals to Surrey Children's Services there will be some circumstances where we should not seek consent e.g. where to do so would:

- Place a child at increased risk of significant harm
- Place an adult at risk of serious harm;
- Prejudice the prevention or detection of a serious crime;
- Lead to unjustified delay in making enquiries about allegations of significant harm.

If you have concerns about the above, please seek advice from the Surrey County Council Children's Single Point of Access Team (C-SPA) as referenced above.

## **Referring Families for Appropriate Early Support**

Some families will benefit from early support to prevent a situation deteriorating and requiring social care involvement. Most families will be able to access opportunities in the community to support them and the needs of their children, some will need extra help to achieve this. This may be because they have additional needs or because of family circumstances or adversity or events outside their control.

Some families may find advice and signposting helpful, others will need goals-based help, or may have multiple or needs that require different practitioners to work in partnership together, with the family at the centre.

To ensure that families are helped early in Surrey, [The `Continuum of Support'](#) and the Social Work practice model `Family Safeguarding' are used as a guide. The Family Safeguarding model is a partnership approach to working with families. The principles of this model are rooted in understanding family needs, working on the families strengths and supporting more families to create sustained change.

## **The Continuum of Support**

There are five types of support which are outlined below:

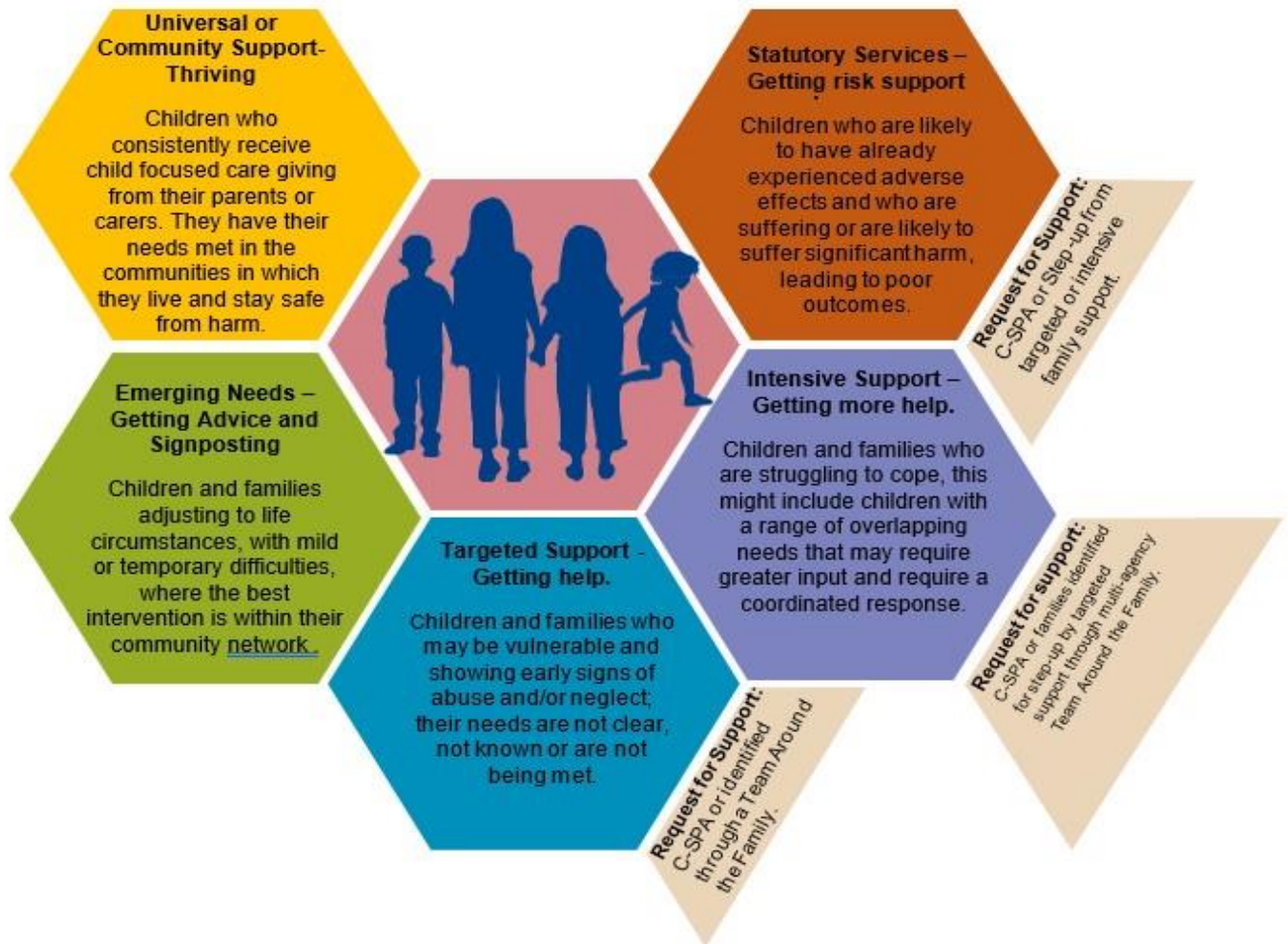
- Universal and community
- Emerging Needs
- Targeted Support
- Intensive Support



- Statutory Services

The Continuum of support indicators identifies which area of support a child/family may require for every aspect of their life. To ensure that families are referred for the appropriate support, training on the 'Continuum of Support' model and the indicators will be provided to Safeguarding Leads, Champions and frequent referrers eg Family Support, Housing and Environmental Health Teams.

A diagram of the five continuum of support indicators is below:



When discussing families with Surrey County Council Consultation line or when completing a request for support form, it is important to state where the child and family are on the 'Continuum of Support' by using indicators mentioned above. This will assist the consultation line or team receiving the request to provide advice and guidance about the appropriate support for the family and the next steps. The way in which Surrey County Council deal with Requests for Support and make decisions is outlined here ['Rethinking the front door' Our revised model, personalised and tailored to meet the needs of children and families in Surrey](#) If you know that there is more than one service working alongside a child and family, please mention this as a Team Around the Family (TAF) may be needed with other practitioners coming together to offer the most appropriate support and best outcomes for the child and family.

The practitioner most appropriate to co-ordinate the response should be someone who knows the family well and works closely with them. This practitioner will act as the child champion and be a

central point of contact for the family. They ensure the family is listened to, supported and kept informed. They will support the wider family and professional network in implementing the family plan. SBC officers (with the exception of the Family Support Team) generally don't know families well enough to be the lead practitioner. If you feel that a family will benefit from a TAF, please contact the children's safeguarding team (details on p3) or indicate this on the request for support form as they will support the process of identifying a lead professional.

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## Safeguarding Adults at Risk of Harm

Spelthorne Borough Council (SBC) recognises its statutory responsibility for safeguarding the safety, protection and well-being of all adults. Adult safeguarding work is about protecting adults with care and support needs from abuse and neglect, and about responding well when adults with care and support needs are experiencing or are at risk of abuse or neglect.

When making an adult safeguarding referral, there needs to be a reasonable cause for concern that the person you are referring;

- Has care and support needs; **and**
- Is experiencing, or at risk of, abuse or neglect

### Who is an adult with care and support needs?

An adult is someone who is 18 years old or more.

The term 'needs for care and support' is not precisely defined within legislation or statutory guidance. Defining a need for care and support considers both the nature of care and support and the circumstances in which an adult may need care and support.

An adult with care and support needs may be:

- an older person
- a person with a physical disability, a learning difficulty or a sensory impairment
- someone with mental health needs, including dementia or a personality disorder
- a person with a long-term health condition
- someone who misuses substances or alcohol to the extent that it affects their ability to manage day-to-day living.

Consideration of this need for care and support must be person-centred (for example, not all older people will need care and support but those who are 'frail due to ill health, physical disability or cognitive impairment' may be).

Surrey County Council (SCC) undertake an adult safeguarding enquiry if it has reasonable cause to suspect that an adult with care and support needs in Surrey is experiencing, or is at risk of, abuse or neglect, and they are not able to protect themselves from the abuse or neglect because of their care and support needs.

SBC is committed to;

- Stopping abuse or neglect wherever possible
- Safeguarding adults in a way that supports them in making choices and having control about how they want to live
- Promoting an approach that concentrates on improving life for the adults concerned
- Raising public awareness so that communities, alongside professionals, play their part in prevention.
- Identifying and responding to abuse and neglect.
- Providing information and support in accessible ways to help people understand the different types of abuse, how to stay safe and what to do to raise a concern about the safety or well-being of an adult
- Addressing what has caused the abuse or neglect

[The Care Act 2014](#) sets out the duties and powers in law around adult safeguarding issues. In Surrey the Safeguarding Adults Boards (SSAB) have the strategic lead and will respond to adult safeguarding concerns.

The [SSAB Policy and Procedures](#) provides information for all partners involved in safeguarding adults across Surrey.

## **Definitions of harm abuse / neglect in relation to adults**

Definitions of harm abuse and neglect in relation to an adult as set out in the Care Act 2014 are as follows:

### **Physical**

This includes hitting, slapping, pushing, kicking and misuse of medication, it can also include inappropriate sanctions.

### **Sexual**

This includes rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the person has not consented or was pressured into consenting.

### **Financial or material**

This includes theft, fraud, internet scamming and coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions. It can also include the misuse or misappropriation of property, possessions or benefits.

### **Neglect and Acts of Omission**

This includes ignoring medical or physical care needs and failing to provide access to appropriate health, social care or educational services. It also includes the withdrawing of the necessities of life, including medication, adequate nutrition and heating.

### **Emotional or Psychological**

This includes threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks.

### **Modern slavery**

This encompasses slavery, human trafficking, forced labour and domestic servitude. There have been some high-profile news stories about human trafficking and forced labour.

### **Domestic Abuse**

This includes psychological, physical, sexual, financial, emotional abuse perpetrated by anyone within a person's family. It also includes so called 'honour' based violence.

## **Discriminatory**

Discrimination is abuse that focusses on a difference or perceived difference in relation to any of the protected characteristic of the Equality Act such as race, gender, disability etc.

## **Organisational**

This includes neglect and poor care practice within an institution or specific care setting eg a hospital, care home or community centre, or in relation to care provided in one's own home. Organisational abuse can range from one off incidents to on-going ill-treatment. It can also be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.

## **Self-neglect**

This covers a wide range of behaviour, but it can be broadly defined as neglecting to care for one's personal hygiene, health or surroundings. An example of self-neglect is behaviour such as hoarding.

## **Additional Types of harm relevant to safeguarding adults but not currently included in the Care Act.**

### **Cyber Bullying**

This occurs when someone repeatedly makes fun of another person online via emails, texts or online forums. It can also involve using online forums with the intention of harming, damaging, humiliating or isolating another person. It may include bullying related to a protected characteristic under the Equality Act.

### **Forced Marriage**

This is a term used to describe a marriage in which one or both of the parties are married without their consent or against their will. Forced Marriage is a criminal offence. It differs from an arranged marriage in which both parties consent to the assistance of a third party in identifying a spouse.

### **Mate Crime**

This is when vulnerable people are befriended by members of the community who go on to exploit and take advantage of them. A mate crime is carried out by someone the adult knows and it often happens in private. There have been number of Serious Case Reviews relating to people with learning disability who were seriously harmed or even murdered by people who purported to their friend.

### **Radicalisation**

The aim of radicalisation is to inspire new recruits, embed extreme views and persuade vulnerable individuals to the legitimacy of a cause. This may happen through a relationship or through social media. People may be radicalised prior to committing acts of terrorism. The 'Prevent' agenda is a UK wide strategy that aims to stop people becoming terrorists or supporting terrorism. Further information on Prevent is on page 28.

## **A suspicion, allegation or disclosure or abuse may come about in a variety of ways**

- Never ignore your concerns no matter how small you think it is.
- Your information could be an important piece of the jigsaw and may help to build a full picture when added to information from other people.
- Do not try and investigate the matter yourself. Surrey County Council are the specialists and have the statutory responsibility to do this.
- Listen carefully to the person rather than asking leading questions.
- Never promise any particular action or to keep things secret. Make it clear that you must report it.
- It is normal for a person making a disclosure to be upset and nervous. Allow them time to speak or to be silent whilst they gain the courage to speak.
- Try to relate to the understanding or special needs of the person.
- Write down carefully the information you have been given as soon as possible and within 24 hours and only include what you have been told.

**Please discuss your concerns with a safeguarding lead/champion immediately. The safeguarding lead/champion is responsible for supporting the officers to decide what action is required and referral needs to be made. In the unlikely event that a safeguarding lead/champion is not available the officer must follow the procedure on page 3 (also detailed below) and let the safeguarding lead/champion know what has been done as soon as possible.**

### **Reporting Procedures – Adults at risk of harm**

It is vital to take every action which is needed to safeguard the adult at risk.

- If the adult is in immediate danger or requires emergency medical attention call 999 for the police or an ambulance.

If an officer or safeguarding champion believes that the situation is urgent, or is unclear as to what action needs to be taken, please call Surrey County Council Adult Social Care on:

- 0300 470 9100 (9am to 5pm Monday to Friday).
- Textphone (via Text Relay):18001 0300 200 1005
- SMS:07527 182 861 (for the deaf or hard of hearing)
- VRS: [Sign Language Video Relay Service](#)

All calls will be answered by the information and Advice Service who will advise on the steps you need to take.

For emergency situations outside our standard hours

- Telephone:01483 517 898
- Email:[edt.ssd@surreycc.gov.uk](mailto:edt.ssd@surreycc.gov.uk)
- Textphone (via Relay UK):18001 01483 517898
- Text (SMS):07800000388 (for the deaf or hard of hearing)

**Once you know if a referral to Surrey Adult Social Care is required, please complete the Safeguarding e form (e form area of Spelnet). The form will ask you to document discussions you have had with Safeguarding Champions/Leads or Surrey County Council.**

**If a referral to Surrey Adult Social Care is required, there is a link from the Spelnet form to the Adult Social Care referral form.**

In the unlikely event that the online form on Spelnet is not working, please go to the safeguarding area of Spelnet for links to the Surrey County Council referral forms, or call adults social care or children's services on 0300 470 9100.

This [Guide to Reporting Abuse and Safeguarding Enquiries](#) outlines what will happen when you report a concern and when social care carry out an enquiry under S42 of the Care Act 2014. Please use this SSAB guide to [Making Good Referrals of Adult Safeguarding Concerns in Surrey](#) which has been developed along with the [Adult Social Care Levels of Need](#) to assist you in making your referral to the appropriate service.

All correspondence must be kept strictly confidential. Please make sure that you consult the documents above to ensure that include all the necessary information.

Some referrals may require help and support rather than it being a safeguarding concern. Staff should refer to the Levels of Need document for a fuller understanding of the types of need that should be in each category and where to contact for help. [Adult Social Care Levels of Need](#)

Examples of the different levels of need are below:

Level 1 (Universal Response)

Level 2 (Early Help/Support needs and/or signposting)

Level 3 (Targeted Help/Care and support needs)

Level 4 (Safeguarding Concern requiring a decision whether Care Act criteria are met)



## Training

There is a wealth of safeguarding training available for SBC staff. The information below provides a guide to help staff access what they need to fulfil their duties and obligations plus some useful wider links.

Managers must ensure that staff complete the relevant sessions, and that safeguarding principles and procedures are encouraged and supported in their line of work, whatever function they perform. All safeguarding training, other than induction and e learning should be recorded on the Training Log e form under HR e forms on Spelnet. Teams who regularly perform safeguarding work may wish to also collate and record safeguarding training collectively. Specific Officers in Housing, Environmental Health, Independent Living, Spelride, Leisure Services and Community Safety teams will require additional safeguarding training.

### Mandatory training

All staff must complete mandatory safeguarding e-learning on [WorkRite](#) when they commence employment with SBC. The training covers an overview of safeguarding children and adults at risk of harm and must be re done every two years. All staff undertake mandatory induction training which is carried out by the Operational Safeguarding Lead.

Officers from the teams mentioned above and others that have face to face contact with members must also undertake the Safeguarding Children, Adults and Domestic Abuse course provided via Surrey Learn (or an equivalent course). This is a taught online course and may also be available face to face.

### Safer Recruitment

SBC have safer recruitment processes in place. The purpose of this is to ensure that applicants who may wish to harm adults at risk, children or young people are deterred from applying for jobs or volunteering opportunities. For example:

- Unsuitable applicants are rejected by scrutinising applications and exploring potential areas for concern at interview.
- Carrying out all relevant pre-employment/pre volunteering checks such as seeking references and undergoing DBS checks.
- Ensuring all new staff and volunteers are given an appropriate induction.
- To identify and manage any identified risks and maintain a safe and vigilant culture.

Managers that recruit into roles working with children, young people and adults at risk may require additional safer recruitment training.

### Children's Safeguarding

The SSCP provide free online and in-person training for partner agencies such as SBC on a huge range of safeguarding topics, including the new Continuum of Support for Children and Families. An overview of available courses can be found via the [Surrey Safeguarding Children's Academy](#) The username is the member of staff Spelthorne email address. A password will need to be created.

The [SSCP Safeguarding Children Training Pathway](#) provides guidance as to which training is appropriate for which members of staff. SBC have developed a training pathway which follows this guidance. All Spelthorne, employees require level 1 training. Housing, Environment Health (residential), Leisure and the Family Support Team require level 2 training and the continuum of support training.



## **Adult Safeguarding**

Surrey Safeguarding Adults Board training information is available [here](#). The SSAB have developed a [Competency-Framework](#) and [Competency-Framework-Guidance](#) to assist to identify the training needs of their staff (including volunteers). These requirements are incorporated into the SBC training pathway.

## **Councillor Training**

Safeguarding training is included in the Councillor Induction. Further training is then provided relating to children and adult safeguarding every four years.

## **Disclosure and Barring Service (DBS) Checks**

SBC have compiled a list of the posts that require a Disclosure and Barring check. Certain volunteers will also require this check depending on the nature of their role. These staff and volunteers will have a DBS check before commencing employment. Any failure to disclose convictions may result in disciplinary action or dismissal. All Councillors undergo at Basic DBS check every 4 years.

## **Resolution of professional disagreements**

The needs of children, families and adults in safeguarding cases can be complex. Often there may be no right or wrong solution and practitioners may exercise their professional judgement differently and have differing opinions of what the right approach should be. It is of vital importance that the welfare of the child, young person and their family, or the adult at risk is paramount and they do not become entangled in professional disagreements. Where such disputes do occur, it is important that practitioners resolve things together, with minimum delay.

## **Resolution of Professional Disagreements (Children)**

If officers at SBC disagree with a decision made by Surrey CC or a partner agency in relation to a child or young person the FaST Resolution Process (Surrey Safeguarding Children Partnership) sets out how disagreements should be dealt with.

If officers can respond “Yes” to ALL of the following THREE questions, then the FaST resolution process is the best course of action:

- Are you concerned about a decision or practice related to a child or young person that you are working with?
- Is the child or young person being put “at risk” of harm as a result?
- Have you already raised your concern through normal channels (e.g. referral to the Children’s Social Care Single Point of Access C-SPA), raised your concern in a child protection meeting or team around the child meeting) but not achieved the resolution you wanted for the child?

**If it is unclear as to whether to use the process, The Surrey Safeguarding Children Partnership will be able to provide advice. [partnership.escalation@surreycc.gov.uk](mailto:partnership.escalation@surreycc.gov.uk).**

## **Resolution of Professional Disagreements (Adults)**

The [SSAB Inter-Agency Escalation Policy and Procedure](#) must be used when workers from one or more agencies do not feel that a safeguarding decision made by a worker from another agency are safe ones, or adequately protect the individual from abuse or neglect. It may also be used when agencies are working in a collaborative, person centred way to safely manage risks but have reached a point where elements of risk are unmanageable and beyond the operational group's level of accountability. The aim of the policy is to ensure that any disagreements do not:

- Introduce unnecessary delay in implementing prevention plans.
- Distract from the focus on the adult at risk.
- Contribute to an increase in risk factors for the adult at risk

The policy also provides a series of steps for the escalation of complex cases with unmanageable risk.

If the above procedure is followed and the professional disagreement remains, the disagreement should be escalated to the Surrey Safeguarding Adults Board by completing a [Partnership Escalation Form to the SSAB](#)

## **Allegations made against staff and volunteers**

When any form of allegation is made that might indicate a member of staff or volunteer could pose a risk of harm to children, young people or adults with care and support needs, it must be taken seriously.

Allegations may include that a person has:

- Behaved in a way that has harmed or may have harmed a child or adult with care and support needs.
- Possibly committed a criminal offence against or related to a child or adult with care and support needs.
- Behaved towards a child or children in a way that indicates they may pose a risk of harm to children or adults with care and support needs
- Behaved or may have behaved in a way that indicates they may not be suitable to work with children or adults with care and support needs

Concerns could also arise from the person's home / personal life, as well as within their work/volunteering and may include situations such as:

- A person has behaved (or is alleged to have behaved) towards another adult in a way that indicates they may pose a risk of harm to adults with care and support. For example, this may include situations where a person is being investigated by the police for domestic abuse to a partner, and undertakes voluntary work with adults with care and support needs or children.
- A person has behaved (or is alleged to have behaved) towards children in a way that indicates that they may pose a risk of harm to children or adults with care and support need.
- A person is the subject of a safeguarding enquiry into allegations of abuse or neglect which have occurred in one setting. However, there are also concerns that the person is employed, volunteers or is a student in another setting where there are adults with care and support

needs who may also be at risk of harm

If staff become aware of an allegation they must report this to the Operational or Strategic Lead for safeguarding or Human Resources immediately.

In the case of allegations that could impact a child, the Safeguarding Leads or Human Resources will seek the advice of the Surrey County Council Local Authority Designated Officer (LADO) by contacting 0300 123 1650 (option 3), emailing [LADO@surreycc.gov.uk](mailto:LADO@surreycc.gov.uk), or completing the Surrey LADO Referral form. Please see the full SSCP policy on [Managing allegations against people that work or volunteer with children](#)

In the case of allegation that could impact adults, the concern must be referred to Surrey County Council Adult Social Care and the Police.

Where allegations of inappropriate behaviour are raised, the Spelthorne Borough Council disciplinary policy and procedure will also be followed.

### **Spelthorne Confidential Reporting Code (Whistleblowing)**

If a member of staff is concerned about the attitude or actions of colleagues, or the way in which a safeguarding incident has been handled, they may prefer to contact the managers listed in the Spelthorne Confidential Reporting Code. If the information raises safeguarding concerns, it cannot be kept confidential. This information must always be forwarded to Surrey County Council Safeguarding Teams.

### **Information Sharing is Vital**

Information sharing is vital to safeguarding and promoting the welfare of children and adults at risk. A key factor in many serious case reviews has been a failure of agencies to record information, to share it, to understand the significance of the information shared and to take appropriate action in relation to known or suspected abuse or neglect.

Data protection law allows people to share information when required to identify children or adults at risk of harm and to safeguard them.

All staff & volunteers must adhere to the information sharing protocol published by HM Government

[Information sharing advice for practitioners providing safeguarding services for children, young people, parents and carers](#)

The document above states seven golden rules for sharing information.

- All children and adults at risk have a right to be protected from abuse and neglect. Protecting the person from harm takes priority over protecting their privacy or the privacy rights of the person(s) failing to protect them.
- When you have a safeguarding concern, wherever it is practicable and safe to do so, engage with the child or adult at risk (if possible) and/or their carer (s) and explain who you intend to share the information with and what information you will be sharing. You don't need to do this if you may put them at more risk by doing so.

- You do not need consent to share personal information about a child/adult/members of their family if a child or adult is at risk or there is a perceived risk of harm. While it is always good to work with the knowledge and understanding of those involved, or even their agreement, it is important to remember that the lawful basis of consent is not required for sharing information in a safeguarding context. The withholding of consent will not affect your ability to share for a legitimate safeguarding purpose. In the case of safeguarding the lawful basis for sharing information could be Public Task (“in the exercise of official authority”) Legal Obligation (to comply with the safeguarding legislation) or Vital Interest (where you are sharing information in an urgent situation). Whilst you should consider any objection the child or their carers may have to proposed information sharing, you should consider overriding their objections if you believe sharing the information is necessary to protect the child or adult from harm.
- Seek advice promptly whenever you are uncertain or do not fully understand how the legal framework supports information sharing in a particular case. Do not leave a child or adult at risk of harm because you have concerns you might be criticised for sharing information. Speak to the Safeguarding Leads or the Data Protection Officer who will support you.
- When sharing information, ensure you and the person or agency/organisation that receives the information take steps to protect the identities of any individuals (e.g., the child or adult at risk, a carer, a neighbour, or a colleague) who might suffer harm if their details became known to an abuser or one of their associates.
- Only share relevant and accurate information with individuals or agencies/organisations that have a role in safeguarding the person and/or providing their family with support, and only share the information they need to support the provision of their services. Eg you are unlikely to be required to share an entire case file. Only share information that is necessary and proportionate for the intended purpose. It needs to be relevant, adequate and accurate.
- Record the reasons for your information sharing decision, irrespective of whether or not you decide to share information. When another practitioner or organisation requests information from you, and you decide not to share it, be prepared to explain why you chose not to do so. Be willing to reconsider your decision if the requestor shares new information that might cause you to regard information you hold in a new light. When recording any decision, clearly set out the rationale and be prepared to explain your reasons if you are asked.

## **Relevant Spelthorne Borough Council Policies and Procedures**

In addition to the policies and procedures mentioned within this policy, these wider organisational policies, procedures and guidance are also relevant to safeguarding.

- Staff Code of Conduct
- Domestic Abuse and the Workplace Policy
- Equalities Statement and Procedures

## **Internal Monitoring: Performance and Quality Assurance**

SBC have a Strategic Safeguarding Board and an Operational Safeguarding Groups:

### **Spelthorne Strategic Safeguarding Board**

Attendees include the Strategic and Operational Safeguarding Lead, senior managers and the lead councillor for safeguarding.

This Board is held quarterly. Agenda items include:

- Adult and Children Safeguarding Policy eg updates
- Updates from the District and Borough Safeguarding Leads Forum
- Referrals made in the last quarter and any themes or concerns
- Learning from serious case reviews
- Training Updates
- Performance Monitoring and Quality Assessment
  - Section 11 Audit (SSCP) action/improvement Plan
  - SSAB audits and action/improvement plan

The aim of this group is to ensure compliance with our statutory duties under the Care Act 2014 and the Children Act 2004, taking account of accompanying guidance and best practice.

### **Spelthorne Operational Safeguarding Group**

Attendees include the Operational Safeguarding Lead and Safeguarding Champions

This group is also held quarterly. Agenda items include:

Training updates eg improving referrals  
Updates on new procedures  
Referrals made in the last quarter and any themes or concerns  
Learning from serious case reviews  
Identifying areas for improvement

## **Contracts**

SBC contracts include reference to safeguarding and are monitored appropriately. Safeguarding is referenced in the general conditions of contract for suppliers. Failure to comply with such contract conditions may result in the contract being terminated.

Contractors engaged by the Council in areas where workers are likely to come into regular contact with children or 'adults with needs for care and support' should have a safeguarding policy and ensure that procedures such as DBS checks are undertaken. The contract monitoring officer will ensure that these procedures are being followed.

## **Licensing**

SBC is the licensing authority for Private Hire and Hackney Carriages. As part of the licence conditions, drivers must pass the `Blue Lamp Trust Taxi Safeguarding Training before a licence is issued. SBC also issue licences and enforce the requirements of the Licensing Act and Gambling Act. An important part of this is to ensure that children and vulnerable persons are protected from harm and exploitation and to prevent crime and disorder from occurring. SBC works in partnership with Surrey CC Safeguarding, Trading Standards and the Police to ensure that children, young people and vulnerable persons are protected.

## **Council Grants**

Voluntary Organisations receiving grant funding from the Council will be expected to have a safeguarding policy and procedures in place.

## Appendix 1: Wider links to local strategies/bodies and support

The following section details other Borough groups, county policies and strategies that have a link with the safeguarding of residents.

### Spelthorne Safer Stronger Partnership (SSSP)

The Community Safety Partnership (CSP) is known locally as the Spelthorne Safer Stronger Partnership (SSSP). The Board meets quarterly and includes statutory and non-statutory partners who support the Task Groups and monitor the overall implementation of the Community Safety Strategy. There are several task groups including:

- **Tactical and Coordinating Group (T&CG)**

This group facilitate improved responses to localised crime and disorder by appraising local intelligence, monitoring incidents as well as dealing with concerns relating to Anti-Social Behaviour. The T&CG also carry out a tasking and coordinating role with the Spelthorne Joint Enforcement Team to provide a quick and effective localised response.

- **Community Harm and Risk Management Meeting CHaRMM)**

This group discuss and agree actions to reduce the negative impact that problem individuals and families have on Surrey's Communities through their Anti- Social Behaviour. This multi-agency group put in place appropriate risk management plans to address the behaviour of the perpetrator and reduce the impact on victims. Domestic Abuse (DA) and Hate Crime are managed via this group and key partners are tasked to ensure that DA survivors needs are managed via this forum.

- **Surrey Community Safety Forum**

This Surrey wide forum is attended by all the Community Safety Officers, Police, ASB Officers and Community Safety Partnerships across Surrey. The purpose is to collaborate on new and emerging subjects.

- **Surrey Domestic Homicide Review (DHR) Board**

This Surrey wide forum is attended by all Community Safety Officers and the Office of Police and Crime Commissioner. It monitors ongoing DHR investigations.

- **High Harm Perpetrators Unit (HHPO) Management Panel**

This multi- agency group works to prevent and deter new entrants to the criminal justice system and to catch and convict active criminals who cause most harm to communities, and to help resettle and rehabilitate offenders who want to turn their back on a life of crime.

- **Other groups include.**

Surrey Risk Management Meeting  
Surrey Drug and Alcohol Substance Misuse Panel  
Domestic Homicide Review Group

## Domestic Abuse

Domestic abuse can be any incident of threatening behaviour, violence or abuse between adults who are, or have been, intimate partners, family members or members of the same household regardless of gender or sexuality. Domestic abuse is not limited to violent abuse; it can be physical, psychological, sexual, emotional or financial. It arises from the misuse of power and control by one person over another. It is rarely a one-off event and tends to escalate in frequency and severity over time. Children's health and wellbeing can be seriously affected by living in households where there is any form of domestic abuse. More information, including contacts for agencies that can offer support and practical advice and a specific section for professionals, can be found at [www.surreyagainstda.info](http://www.surreyagainstda.info). The [Surrey Against Domestic Abuse Strategy](#) outlines the action to be taken from 2024-2029.

## Mental Health

If someone is experiencing mental health problems, it is important to signpost/refer them to appropriate help and support/services. The [Healthy Surrey Website](#) provides information about the mental health services in Surrey which range from crisis support to talking therapies.

### What is a mental health crisis?

The mental health charity Mind describes a mental health crisis as when a person feels in need of urgent help. For example, they might experience:

**[Suicidal feelings](#)** or **[self-harming behaviour](#)**

**[Extreme anxiety or panic attacks](#)**

**[Psychotic episodes](#)** (such as delusions, hallucinations, **[paranoia](#)** or **[hearing voices](#)**)

**[Mania](#)** (intense moods, hyperactivity, delusions and unreasonable euphoria) or hypomania (a milder version of mania that lasts for a short period)

Other behaviour that feels out of control and is likely to endanger themselves or others.

A list of [Crisis Services](#) for adults in Surrey are available on the Health Surrey Website.

## Mental Health Talking Therapies and Community Connections

If a person is feeling anxious or depressed, or that life is too difficult, there are a range of free and confidential services on offer including talking therapies (IAPT), 1-1 and group based support and activities that people can self-refer to.

There are also a range of self-help resources available, including downloadable printed and audio formats. Details of all the services mentioned above are available on the [Healthy Surrey Website](#) mentioned above.



## Modern Slavery

Modern slavery is an unseen crime, it may take place in several settings and in the past has been linked to takeaways, hotels, car washes, nail bars and private homes. There is no typical victim of slavery. Victims can be men, women and children of all ages but it is normally more prevalent amongst the most vulnerable, minority or socially excluded groups. The broad categories of Modern Slavery include:

- Forced labour
- Debt bondage
- Sexual exploitation
- Forced criminality
- Domestic servitude

Victims are often trafficked to a foreign county where they cannot speak the language, have their travel and identity documents removed and are told that if they try and attempt escape, they or their families will be harmed. Please refer concerns about Modern slavery online via the [Surrey Police](#) e form or by calling 101(always call 999 in an emergency)

More information can be found on the Healthy Surrey Website [Modern slavery](#)

## Prevent Programme

Prevent is one strand of the government's counter terrorism strategy known as CONTEST. Some people due to their vulnerabilities, associations or ideology may be at risk of being drawn into terrorism. Prevent aims to work in partnership to identify those at risk of being drawn into extremist and terrorist activity and ensures that these vulnerable people are given appropriate advice and support.

If a member of staff is concerned that a customer or colleague may be at risk of being drawn into terrorism due to their vulnerabilities, associations or ideology then a referral must be made by completing the Prevent Referral Form [Prevent information and referral form](#) and emailing it to the police address indicated on the form.

[Act Early](#) is a website for family and friends to share concerns and seek help if they are worried that a person they care about is being radicalised, or drawn into extremism/terrorism. They can report in confidence via 'Act Early' or via:

- Contacting Surrey Police by dialling 101
- Reporting your concerns anonymously to CrimeStoppers 0800 555 111
- Call the Anti-Terrorist Hotline on 0800 789 321
- If it's an emergency, always dial 999

Further information about the government Prevent strategy is available [here](#)

## **Child Exploitation**

Child exploitation means using a child or young person (someone under 18 years) for financial gain, sexual gratification, labour, or personal advantage. Exploitation can take place online, offline or can often involve both. These children/young people face risks to their physical, emotional and psychological health and wellbeing.

The Police, Surrey County Council and all partners including SBC are working together to safeguard young people and prevent them from experiencing any form of exploitation.

The types of exploitation are as follows:

### **Child Criminal Exploitation**

- Forcing a child to carry or deliver drugs money or weapons. 'County Lines' is a term used to describe the criminal networks moving illegal drugs and weapons from one area to another. This is often across police and local authority boundaries, although it can occur within the same geographical area. The 'County Line' or 'Deal Line' is the mobile phone used to deal and supply drugs.
- Forcing a child to steal or hurt others.
- Financial exploitation including using children's bank accounts to launder money.

### **Child Sexual Exploitation (CSE)**

Child sexual exploitation (CSE) is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person (under the age of 18) into sexual activity. A child or young person might believe that they are in a relationship with their abuser. The relationship may fulfil an emotional need for affection, or the abuser may provide physical items such as food, accommodation, alcohol, drugs or gifts.

Child sexual exploitation often includes actual violence or the threat of violence towards the child or their family which may prevent the child from disclosing the abuse or exiting the cycle of exploitation.

There are a few types of Child Sexual Exploitation

- Inappropriate relationships: this usually involves one perpetrator who has inappropriate power or control over the young person. There is often a significant age gap, and the young person may believe they are in a loving relationship.
- 'Boyfriend/girlfriend' model: the perpetrator befriends and grooms the young person into a 'relationship' and then convinces or forces them to have sex with friends or associates. This is sometimes associated with gang activity.
- Organised sexual exploitation: young people are passed through networks, possible over geographical distances, where they are forced into sexual activity with multiple men. This often occurs at 'sex parties' and the young people may be used to recruit others into the network.
- Peer exploitation is where young people are forced or coerced into sexual activity by peers and associates.

Some of the above activity is described as serious organised crime and can involve the organised 'buying and selling' of young people by perpetrators.

Child sexual exploitation does not always involve physical contact. It can also occur using technology such as through phones, tablets, social media and gaming apps. Sometimes young people are exploited by a person they've never met in real life. Child Sexual Exploitation can take place through online grooming in chat rooms, social media and online gaming. A young person may be encouraged to take part in activities including:

- Sexting, the sending or exchanging of sexual content using a phone or any digital device
- Performing sexual acts via webcams
- Posting nude photographs of themselves online
- Viewing inappropriate content online
- Meeting up with the person exploiting them

Someone grooming or exploiting a young person will often use threats or blackmail to maintain contact. These threats can include sharing sexual images of the young person with their family, friends or wider community. For more information see the [Healthy Surrey website](#). Concerns about online sexual abuse or the way someone has been communicating with a child or young person online can be reported to the police, or the safeguarding team at Surrey via the reporting instructions in this document. The **Child Exploitation and Online Protection (CEOP) Child Protection Advisors** provides useful information on the subject and about keeping children safer from online child sexual abuse.

### **Female Genital Mutilation (FGM)**

FGM is when a female's genitals are deliberately altered or removed for non-medical reasons. It's also known as 'female circumcision' or 'cutting' but has many other names.

FGM is a form of child abuse. It's dangerous and a criminal offence in the UK. We know:

- there are no medical reasons to carry out FGM
- it's often performed by someone with no medical training, using instruments such as knives, scalpels, scissors, glass or razor blades.
- children are rarely given anaesthetic or antiseptic treatment and are often forcibly restrained.
- it's used to control female sexuality and can cause long-lasting damage to physical and emotional health.

Further information on FGM is available on the [NSPCC website](#).

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# Community Wellbeing & Housing Committee



24 September 2024

<b>Title</b>	Group Training Licences in Parks
<b>Purpose of the report</b>	To make a decision
<b>Report Author</b>	Mary Holdaway, Leisure Development Manager
<b>Ward(s) Affected</b>	All Wards
<b>Exempt</b>	No
<b>Exemption Reason</b>	N/A
<b>Corporate Priority</b>	Community Resilience Environment Services
<b>Recommendations</b>	<b>Committee is asked to:</b> Approve the issuing of licences for fitness training including the proposed pricing structure whereby instructors pay a nominal fee.
<b>Reason for Recommendation</b>	There has been an increased demand in personal trainers and local organisations enquiring to use our parks for outdoor group fitness training. The Council needs to ensure that there is a robust procedure in place to support the use of parks for outdoor recreation, as well as offering the use at an affordable price. By formalising the process, the risk to the Council is reduced and safeguards residents.

## 1. Summary of the report

What is the situation	Why we want to do something
<ul style="list-style-type: none"> <li>Numerous enquiries are received from fitness instructors interested in delivering fitness classes in parks but only issued one licence has been issued in recent years. Comments received are that our current prices are too high. During the pandemic, the Council took an active approach not to charge a fee due to the benefits to the</li> </ul>	<ul style="list-style-type: none"> <li>To maximise the use of parks for physical activity and to encourage fitness trainers to seek official permission. Instructors will need to display licences to show that they have received authority from the Council to operate. Licences will be issued on receipt of relevant paperwork including insurance</li> </ul>

wider community. It is suspected that people are using the parks without authorisation.	and risk assessment. This will reduce the risk to the Council.
<b>This is what we want to do about it</b>	<b>These are the next steps</b>
<ul style="list-style-type: none"> <li>To introduce a new procedure including a new pricing structure, offering a lower price for groups with less participants.</li> </ul>	<ul style="list-style-type: none"> <li>Adopt new procedure and invite applications to ensure fitness instructors have licences in place.</li> </ul>

1.1 This report seeks to review existing procedures and associated fees and charges for fitness trainers operating in the Borough’s parks to encourage fitness trainers to seek official permission.

**2. Key issues**

2.1 Permission was given to 10 fitness trainers to use the parks free of charge in 2020/2021 due to the ongoing displacement situation caused by Covid. All fitness trainers provided risk assessments and public liability insurance.

2.2 Prior to the COVID–19 situation, the Leisure and Community Development Team regularly received enquiries about using the park for fitness training and the associated fees and charges and licence fee. Trainers would enquire and then not pursue this. We have been informed by a few people that they felt that our current charges and licence fees were prohibitive.

2.3 It has become apparent that a few fitness trainers may have been operating in parks for some time without permission and the COVID-19 situation just exacerbated this situation. Law Enforcement Officers have been speaking with fitness trainers and asked them to contact the Leisure and Community Development Team to provide their documentation. There have been a few complaints about some fitness trainers such as blocking areas of the park, disturbance due to shouting or music, displacing other groups and damage to the grass. These have been dealt with by Law Enforcement Officers or Leisure Officers either speaking with the fitness trainers face to face or via the phone.

2.4 Prior to COVID no one enforced fitness training in parks, so we do not know how many fitness trainers had been operating without permission.

2.5 Train Fresh are the only organisation who have had licence and have been operating in Laleham Park, since 2012. British Military Fitness were due to apply for a licence in a different area of Laleham Park when ‘lockdown’ occurred in March 2020.

2.6 In 2022, a new pilot was launched over the summer to encourage fitness trainers to apply for a licence. Both current users and new enquiries were signposted to the new process but trainers commented that our prices were too high so did not pursue applications. The only licence issued was to Train Fresh.

2.7 Enquiries for other Leisure activities eg. Paddleboarding have also been received. It is important to ensure that the Council adopts a consistent approach for use of our parks and open spaces.

### **3. Options analysis and proposal**

3.1 Enquiries usually start in Spring for instructors to use the parks over the summer months, however, enquiries are received at other times. It is proposed that applications can be made at any time throughout the year.

3.2 Option 1: Adopt a new process to issue licences along with fees and charges as outlined in Appendix A (Recommended)

Advantages:

- Robust and fair procedure in place to assess applications;
- Reduces the risk to the Council and safeguards residents by ensuring instructors have qualifications, insurance and other relevant documentation
- The Council can retain control over activities in its parks
- Reasonable fees that providers can afford including a tiered system depending on the group size of participants;
- Short term licence option for new groups interested in starting out;
- Encourages increased use of parks and boosts physical activity, improving health and wellbeing;
- Follows similar process in place for Community Lettings and Annual Tennis Licences;
- Applications can be made throughout the year;
- No fee for one-to-one tuition

Disadvantages:

- Time required to assess applications and create licences for instructors
- Fee may be a deterrent

3.3 Option 2: Encourage applications but apply no fee

Advantages:

- Formalises process which reduces risk to the Council
- Reduces the risk to the Council and safeguards residents by ensuring instructors have qualifications, insurance and other relevant documentation
- The Council can retain control over activities in its parks
- No financial burden for instructors or residents
- Encourages increased use of parks and boosts physical activity, improving health and wellbeing;

Disadvantages:

- Time required to assess applications;

- The Council could miss out on immediate income;
- Inconsistent approach that park bookings are required for some events but not others

### 3.4 Option 3: Do not allow fitness training in parks

#### Advantages:

- Saves time as no need to produce licences

#### Disadvantages:

- The Council would miss out on immediate income;
- Fitness trainers may be operating without seeking permission and without a licence;
- It is difficult for the Council to control the activity within its parks;
- There is a risk that fitness trainers may be operating without relevant qualifications & insurance and are failing to comply with the Council's Health and Safety requirements, increasing the risk to the Council and residents.

## 4. Financial management comments

4.1 Adopting the new process, with the revised fees will ensure an income for the Council from fitness trainers. Proposed charges are outlined in Appendix A. This proposed structure can be incorporated within the fees and charges and reviewed on an annual basis. The initial proposed charges outlined in Appendix A have been reviewed.

4.2 Other leisure activities eg. paddleboarding would be listed as price on application to give a degree of discretion based on the activity proposal.

4.3 Fees are subject to VAT.

## 5. Risk management comments

5.1 If it is foreseen certain areas of parks may sustain heavy use, the inspection regime for these parks or areas will need to be more frequent.

## 6. Procurement comments

6.1 Not applicable

## 7. Legal comments

7.1 The terms of any licence will require fitness trainers to provide evidence of public liability insurance and third-party liability insurance in the sum of £5 million. Fitness trainers will also need to provide Health and Safety risk assessments.

7.2 The Council would be liable in the event that injury was caused due to poor maintenance of the ground. Any park and open space inspections undertaken would need to be recorded, even if no issues were found and no remedial action was required. If it is foreseen certain areas may sustain heavy use, the inspection regime for these areas will need to be more frequent.

## 8. Other considerations

8.1 Customer Services also receive enquiries regarding park bookings. All instructors interested can be directed to the online form. Colleagues from



Parks, Assets, Legal and Insurance may need to be consulted with as part of the application process. This will help us to assess demand and ensure that a reasonable amount of licences for each park are issued.

- 8.2 Promoting fitness in parks helps to break down barriers to participation in physical activity, actively promoting health and wellbeing. Increasing the use of the Council's parks will reduce anti-social behaviour and loneliness as well as increasing resilience and improving mental health.

## **9. Equality and Diversity**

- 9.1 Applications will request a detailed explanation of the service delivery as well as cost of sessions and whether discounts are offered to less advantaged residents.

## **10. Sustainability/Climate Change Implications**

- 10.1 Encouraging use of outdoor areas for fitness supports sustainability as the energy costs required to deliver outdoors are lower than delivering at indoor venues.

## **11. Timetable for implementation**

- 11.1 Work will start imminently to process applications to maximise participation.

## **12. Contact**

- 12.1 Leisure Services – 01784 446433 or [leisure@spelthorne.gov.uk](mailto:leisure@spelthorne.gov.uk)

**Background papers: There are none.**

**Appendices:**

**Appendix A – Price comparison chart**

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Price Comparison Chart 2024-2025

**Group Training Fees**

Frequency	Number of people per session	Annual charge per park				
		Guildford	Surrey Heath	Elmbridge	Spelthorne (previously proposed)	Spelthorne (proposed)
1-7 times a week	1-2-1 tuition	£207	£220		n/a	n/a
8-14 times a week	1-2-1 tuition	£415	£440		n/a	n/a
15-21 times a week	1-2-1 tuition	£624	£660		n/a	n/a
21+ times a week	1-2-1 tuition	£831			n/a	n/a
Once a week	Up to 15	£196	£440	£317	£240	£180
2-4 times a week	Up to 15	£397	£660	£621	£480	£360
5-7 times a week	Up to 15	£638	£880	£1,030	£840	£540
Once a week	16-35	£466	£550		£350	£300
2-4 times a week	16-35	£800	£1100		£600	£600
5-7 times a week	16-35	£1,312	£2200		£900	£900

6 monthly charge	
Spelthorne (previously proposed)	Spelthorne (proposed)
£150	£108
£300	£216
£480	£324

3 monthly charge	
Spelthorne (previously proposed)	Spelthorne (proposed)
£90	£60
£180	£120
£255	£180

Woking	Annual fee (paid monthly)
1 session a week	£396
2 sessions a week	£792
3+ sessions a week	£1,188

Elmbridge - if start after June, will be charged pro-rotta in first year

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# Community Wellbeing and Housing Committee



24 September 2024

<b>Title</b>	Establishment of Housing, Homelessness and Rough Sleeping Strategy Working Group and Terms of Reference
<b>Purpose of the report</b>	To make a decision
<b>Report Author</b>	Steph Green, Assistant Strategic Housing Lead
<b>Ward(s) Affected</b>	All Wards
<b>Exempt</b>	No
<b>Corporate Priority</b>	Addressing Housing Need
<b>Recommendations</b>	<p><b>Committee is asked to:</b></p> <ol style="list-style-type: none"> <li>1. Agree the establishment of the Housing, Homelessness and Rough Sleeping Strategy Working Group ('the Working Group').</li> <li>2. Agree the Terms of Reference (ToR) for the Working Group, outlined in Appendix A.</li> <li>3. Agree membership of the Working Group, including the nomination of any Elected Members.</li> </ol>
<b>Reason for Recommendation</b>	The Committee is asked to agree to the ToR to enable the Working Group to contribute their views and expertise to a draft Housing, Homelessness and Rough Sleeping strategy and act as a conduit to feedback to the Committee.

## 1. Summary of the report

What is the situation	Why we want to do something
<ul style="list-style-type: none"> <li>The Housing, Homelessness and Rough Sleeping Strategy is a key strategy for addressing housing need and homelessness in Spelthorne. This strategy is due to be refreshed by Spring 2025.</li> </ul>	<ul style="list-style-type: none"> <li>Section 1(4) of the Homelessness Act 2002 requires local authorities to publish a new homelessness strategy, based on the results of a homelessness review, every 5 years.</li> <li>A Working Group of Officers and nominated Elected Members will play a critical role in the success of the development of the strategy.</li> </ul>
This is what we want to do about it	These are the next steps
<ul style="list-style-type: none"> <li>Establish a Working Group to support the on time delivery of the Housing, Homelessness and Rough Sleeping Strategy.</li> </ul>	<ul style="list-style-type: none"> <li>Agree the ToR and membership for the Working Group.</li> </ul>

- 1.1 Developing a Homelessness and Rough Sleeping Strategy every 5 years is a requirement of Section 1 of the Homelessness Act 2002. In addition to regulatory requirement, delivering a high-quality strategy is a matter of particular concern for both our residents and Elected Members.
- 1.2 Engagement with key Officers and Members is fundamental to the successful development of the strategy. Setting up a cross departmental Working Group with up to four Elected Members for this project will:
  - (a) Allow expertise to be shared by colleagues to inform new strategic priorities.
  - (b) Facilitate ongoing engagement with Members outside of formal Committee meetings.
  - (c) Allow Members of the Working Group to develop a deeper understanding of the process, offering them an opportunity to champion the project with their colleagues and the wider community.
- 1.3 The proposed Housing, Homelessness and Rough Sleeping Working Group will report to the Community Wellbeing and Housing Committee.

## **2. Key issues**

- 2.1 Appendix A sets out the proposed ToR for the Working Group. It is intended that the Working Group has some Committee representation, though there is no requirement for political proportionality.
- 2.2 The timescale for developing the strategy is ambitious and such work is already underway to achieve this by Spring 2025. Housing Officers have already undertaken a Homelessness Review analysing data from the last 5 years, surveyed clients that have used the service in the last 5 years and retrieved feedback from stakeholders at a summer joint housing and health forum.
- 2.3 In July 2024, the Chair of the Committee contacted all Committee members requesting volunteers for the working group and sought agreement on these nominations (subject to the formalities being agreed at the September Committee meeting). This request was made as it was recognised that if nominations were not made until September, this would leave limited time in October for the working group to meet. Consequently, there would have been less time for discussion and for a draft strategy to be prepared to meet the next Committee deadline.

## **3. Options analysis and proposal**

### Option 1: Agree the proposed ToR and appointment of Members (Recommended)

- 3.1 It is recommended that Committee agree the proposed ToR and the official appointment of Members. Four Members have already volunteered and will have been brought up to speed on the progress of the project at working group meetings, approval will allow them to continue playing an active role from the outset.

Option 2: A Working Group is not considered necessary.

- 3.2 If the decision is made that a Working Group is not required for the development of the Housing, Homelessness and Rough Sleeping Strategy, this will not impact on the project reporting to keep Members up to date on progress. However, the development of this Strategy is a complex process and the Working Group offers the opportunity for greater involvement of key colleagues and Members to share expertise. It also provides Members with the opportunity to develop a deeper understanding and act as champions among their colleagues and communities.
- 4. Financial management comments**
- 4.1 N/A
- 5. Risk management comments**
- 5.1 If option 2 is chosen, no formal Working Group will exist, however the Council still needs to produce a Housing, Homelessness and Rough Sleeping Strategy. Officers from the Housing Options team will meet to discuss ideas and put them forward to 'Strategic Housing Group' before a draft is presented back to Committee in December. Strategic Housing Group meet monthly to discuss various housing strategy projects within the Council.
- 6. Procurement comments**
- 6.1 N/A
- 7. Legal comments**
- 7.1 Legal Services has advised on the development of the ToR of this Working Group in accordance with the Constitution, which will report to the Community Wellbeing and Housing Committee for decision-making.
- 8. Other considerations**
- 8.1 None
- 9. Equality and Diversity**
- 9.1 A full equality and diversity impact assessment will be undertaken and attached as an appendix to the final strategy.
- 10. Sustainability/Climate Change Implications**
- 10.1 N/A
- 11. Timetable for implementation**
- 11.1 The development of the new Housing, Homelessness and Rough Sleeping Strategy will need progressing at pace to meet the Spring 2025 deadline. It is anticipated that the Working Group will have specific meetings as set out in the draft ToR. The Working Group will run for the length of the development of the strategy.
- 12. Contact:** [HousingStrategy@spelthorne.gov.uk](mailto:HousingStrategy@spelthorne.gov.uk)

**Background papers:** Housing, Homelessness and Rough Sleeping Strategy Plans (July 2024 briefing report distributed to the Community Wellbeing and Housing Committee)

**Appendices:** Appendix A: Terms of Reference

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## **Housing, Homelessness and Rough Sleeping Strategy Working Group**

### **Terms of Reference**

#### **1. The purpose of the Housing, Homelessness and Rough Sleeping Strategy working group (“the Working Group”) is to:**

- 1.1. Assist in the development of the new Housing, Homelessness and Rough Sleeping Strategy for 2025-2030. The Working Group’s recommendations will be considered by the Community Wellbeing and Housing Committee.

#### **2. The role of the group is to:**

- 2.1. Assist in the development of the new Housing, Homelessness and Rough Sleeping Strategy for 2025- 2030.
- 2.2. Review and consider project progress to ensure the timely delivery of the strategy by Spring 2025.
- 2.3. Give regard to Chapter 2 of the [Homelessness Code of Guidance](#) when proposing new strategic priorities and preparing a draft for the Community Wellbeing and Housing Committee’s decision. Chapter 2 of the guidance provides clarity on how local authorities should exercise their homelessness strategy duty in accordance with Section 1 of the Homelessness Act 2002.
- 2.4. Consider findings from the Homelessness Review, stakeholder feedback, client survey results and public consultation responses when making suggestions for the Council’s strategic priorities. Priorities should focus on addressing housing need and tackling homelessness and rough sleeping in the borough of Spelthorne.
- 2.5. To champion the new strategy with other elected members, colleagues, resident groups and communities.

#### **3. Membership**

- 3.1. Community Wellbeing and Housing Committee may nominate up to four Elected Members to attend and contribute to the Working Group.
- 3.2. The Working Group is to be a cross departmental group, formed of officers from Housing Options, Assets, Planning, Environmental Health, Independent Living and Finance.
- 3.3. The Working Group will run for the length of the development of the new Housing, Homelessness and Rough Sleeping Strategy. When invited to join,

members of the Working Group will be required to commit for the duration of the project which is expected to be from September 2024 – April 2025. This commitment is required to ensure continuity, consistency and an audit trail of agreed decisions.

3.4. Once the new strategy is implemented, the Working Group will cease, and monitoring responsibility will lay with 'Strategic Housing Group'.

#### **4. Meetings**

4.1. 'Strategic Housing Lead' will be the Chair and the 'Group Head Community Wellbeing' will be the Vice Chair. The 'Assistant Strategic Housing Lead' will be the secretary.

4.2. Meetings of the Working Group will be internal and confidential to the Council. They will be held during business hours and be no longer than two hours.

4.3. The Working Group will be expected to meet to review project progress. It is anticipated that there will need to be a minimum of 3 key meetings.

4.3.1. Meeting 1: To consider the Homelessness Review findings, stakeholder feedback and client survey responses to help inform discussion on Spelthorne Borough Council's new strategic priorities.

4.3.2. Meeting 2: To review and agree on a draft Housing, Homelessness and Rough Sleeping Strategy and framework for public consultation. This will be put to the Community Wellbeing and Housing Committee for a decision.

4.3.3. Meeting 3: To consider public consultation responses before agreeing on a final draft of the Housing, Homelessness and Rough Sleeping Strategy. This will be put to the Community Wellbeing and Housing Committee for approval.

#### **5. Decisions**

5.1. The Working Group has no executive decision-making powers over any matters. Decisions are made by the Community Wellbeing and Housing Committee as appropriate.

5.2. The Working Group should aim to deliver a consensual view to the Community Wellbeing and Housing Committee. Where this is not possible, it should aim to report fairly on the divergent views of the group. Voting is not considered necessary.



## Spelthorne Borough Council Services Committees Forward Plan and Key Decisions

This Forward Plan sets out the decisions which the Service Committees expect to take over the forthcoming months, and identifies those which are **Key Decisions**.

A **Key Decision** is a decision to be taken by the Service Committee, which is either likely to result in significant expenditure or savings or to have significant effects on those living or working in an area comprising two or more wards in the Borough.

Please direct any enquiries about this Plan to [CommitteeServices@spelthorne.gov.uk](mailto:CommitteeServices@spelthorne.gov.uk)

## Spelthorne Borough Council

### Service Committees Forward Plan and Key Decisions for 24 September 2024 to 7 January 2025

Anticipated earliest (or next) date of decision and decision maker	Matter for consideration	Key or non-Key Decision	Decision to be taken in Public or Private	Lead Officer
Community Wellbeing and Housing Committee 24 09 2024	Establishment of Housing, Homelessness and Rough Sleeping Strategy Task Group and Terms of Reference	Non-Key Decision	Public	Stephanie Green, Housing Strategy and Policy Officer
Community Wellbeing and Housing Committee 24 09 2024	Group Training Licences in Parks	Non-Key Decision	Public	Mary Holdaway, Sports and Active Lifestyle Officer, Kamal Mehmood, Strategic Lead for Leisure and Community Development
Community Wellbeing and Housing Committee 24 09 2024	Bringing the service at White House and Harper House in house	Non-Key Decision	Private	Marta Imig, Housing Strategy and Policy Manager
Community Wellbeing and Housing Committee 24 09 2024	Review of Community Safety	Non-Key Decision	Public	Will Jack, Community Safety Officer
Community Wellbeing and Housing Committee 24 09 2024	Safeguarding Children and Adults at Risk Policy 2024-2028	Non-Key Decision	Public	Lisa Stonehouse, Community Development Manager
Corporate Policy and Resources Committee 15 10 2024				

Date of decision and decision maker	Matter for consideration	Key or non-Key Decision	Decision to be taken in Public or Private	Lead Officer
Community Wellbeing and Housing Committee 24 09 2024	Q & A with Borough Commander	Non-Key Decision	Public	Matthew Walton, Borough Commander
Community Wellbeing and Housing Committee 02 12 2024	Budget Report	Non-Key Decision	Public	Mahmud Rogers, Joint Financial Services Manager
Community Wellbeing and Housing Committee 02 12 2024	Community Centre Saturday Opening (a continuation)	Non-Key Decision	Public	Stephen Mortimer-Cleevely, Strategic Lead, Independent Living
Community Wellbeing and Housing Committee 02 12 2024	Draft Housing, Homelessness and Rough Sleeping Strategy	Non-Key Decision	Public	Stephanie Green, Housing Strategy and Policy Officer
Community Wellbeing and Housing Committee 02 12 2024	Emergency Accommodation Placement Policy	Non-Key Decision	Public	Stephanie Green, Housing Strategy and Policy Officer, Marta Imig, Housing Strategy and Policy Manager
Community Wellbeing and Housing Committee 02 12 2024	Growth Bids, Capital Bids & Savings Plan	Non-Key Decision	Public	Mahmud Rogers, Joint Financial Services Manager
Community Wellbeing and Housing Committee 02 12 2024  Council 12 12 2024	Annual Grant Awards 2025/2026	Non-Key Decision	Public	Lisa Stonehouse, Community Development Manager

Date of decision and decision maker	Matter for consideration	Key or non-Key Decision	Decision to be taken in Public or Private	Lead Officer
Community Wellbeing and Housing Committee 07 01 2025	Leisure Strategy	Non-Key Decision	Public	Kamal Mehmood, Strategic Lead for Leisure and Community Development

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